

AGENDA

MEETING OF THE BOARD OF COMMISSIONERS

Chair: Sheila Kuehl

Thursday, October 14, 2021

1:30 PM Click [HERE](#) for Public Zoom, YouTube, 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 - 3
Thursday, September 9, 2021
 - B. Approve the Monthly Financial Statements for the Months Ending July 31, 2021 and 7
August 31, 2021
 - C. Contracts: Approve One New Agreement, One Renewal, and One Amendment and 18
Authorize First 5 LA Staff to Complete Final Contract Execution Upon Approval from the Board
 - D. Approve Amendment of the Strategic Partnership with Resources Legacy Fund in the 23
amount of \$150,000 for a total of \$750,000 through October 29, 2022 to Manage the Pooled Fund for Link Advocates Governments Families and Parks (LINK), a Parks and Open Space Advocacy Program in the Best Start Communities, and Authorize First 5 LA Staff to Execute an Agreement in the Amount of \$150,000
 - E. Approve a Strategic Partnership with Communities Lifting Communities, Fiscal Sponsor for Cherished Futures for Black Moms & Babies, in the Amount of \$500,000 to Provide

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COMMISSIONERS

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

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

- a Hospital Quality Improvement Initiative to Reduce Birth Disparities for the Period of 24 Months and Authorize First 5 LA Staff to Execute an Agreement for the First Year in the Amount of \$250,000
- F. Authorize First 5 LA to Receive Funds from Los Angeles County Department of Public Health (LACDPH) for African American Infant and Maternal Mortality (AAIMM) Strategic Communications, Approve Resolution # 2021-07, and Authorize First 5 LA Staff to Execute a Memorandum of Understanding (MOU) in the Amount of \$385,000
3. **INFORMATION**
Remarks by the Commission Chair of the Board
4. **INFORMATION** **37**
Executive Director's Report
5. **ACTION** **47**
Emergency Ratification Actions Due to the COVID-19 Pandemic (**Written Only**)
- Approve Board Resolution #2021-08
6. **ACTION** **52**
AB 361: Reconsideration of Findings
7. **ACTION** **53**
Approval to Submit First 5 LA Annual Report to First 5 CA
8. **ACTION** **89**
Approve Draft of the Annual Comprehensive Financial Report including the Independent Auditor's Report for the Fiscal Year Ending June 30, 2021
9. **Break**
10. **INFORMATION** **165**
Legal Services Solicitation Update
11. **INFORMATION** **167**
Living First 5 LA Values: Progress Towards Greater Diversity, Equity, and Inclusion (Part 1 of 2)
- Presenters: Antoinette Andrews Bush, Chief Transformation Officer, Office of Equity, Strategy, and Learning and Evan Holland, SEED Collaborative**
12. **INFORMATION** **192**
Proposed Amendments to Bylaws to Align with Board Approved Procurement Policies (**WRITTEN ONLY**)
13. **INFORMATION**
Public Comment (for items not on the agenda)
14. **ACTION**
Adjournment

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SUMMARY ACTION MINUTES

FIRST 5 LA
September 9, 2021
Meeting of the Board of Commissioners (VIRTUAL)
1:30-3:30 pm

COMMISSIONER PRESENT

Commissioners:

Judy Abdo (Vice Chair)
Linda Aragon (Alternate)
Astrid Heger
Sheila Kuehl (Chair)
Yvette Martinez
Frank Ramos
Jonathan Sherin (out at 1:55)/Robert Byrd
(Alternate) (in at 1:55 pm)
Romalis Taylor
Marlene Zepeda

Ex-Officio Commissioners:

Jacquelyn McCroskey
Karla Pleitez Howell
Maricela Ramirez (Alternate)
Deanne Tilton

COMMISSIONERS ABSENT:

Bobby Cagle [Excused]
Barbara Ferrer [Excused]
Keesha Woods [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 1:30 pm. Quorum was present.

COMMISSION: (Items 2– 10)

2. Consent
 - A. Approve Special Commission Meeting Summary Action Minutes and Transcript - Thursday, July 8, 2021
 - B. Contract: Approve One Amendment and Authorize Staff to Complete Final Execution of the Agreement Upon Approval from the Board

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

SUMMARY ACTION MINUTES

3. **Remarks by the Commission Chair**
4. **Executive Director's Report**
5. **Public Hearing: Approve Procurement Policy**

Presented as information in May to the Executive Committee and then to the full Board in July, Jennifer E. updated the Board at the September Board meeting with proposed changes to First 5 LA's Procurement Policy that incorporated feedback from the Board. Below are key highlights of those changes:

Procurement Thresholds	Current	Revised
No-bid	Up to \$5,000	Up to \$10,000
Informal bid (3 bids)	\$5,001-\$24,999	\$10,001-\$100,000
Formal bid (open solicitations)	\$25,000 or more	Over \$100,000
Board approval of Strategic Partnerships	\$75,000 or more	\$150,000 or more

Contract Thresholds	Current	Revised
Executive Director*	Contracts up to \$74,999, Amendments up to \$75,000 or 10%, whichever is greater	Contracts and amendments up to \$150,000
Board of Commissioners	\$75,000 or more	Over \$150,000

Next steps: If the proposed changes are approved, staff will work with legal counsel to update our internal Bylaws to align with these proposed changes. In addition, staff will continue process refinement to include DEI strategies and approaches.

M/S (Judy Abdo/Romalis Taylor)

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 ITEM WAS APPROVED

6. **Break**

SUMMARY ACTION MINUTES

7. **Home Based Child-Care Strategy: Approve a Strategic Partnership with the Child Care Alliance of Los Angeles (CCALA) for an Amount not to Exceed \$5,000,000 over 5 Years and Authorize First 5 LA Staff to Execute an Agreement in the Amount of \$250,000 for a Period of 16 Months to Complete the Home Based Child Care Landscape Analysis**

Becca P., Gina R. and Kevin D. reminded the Board that this item was presented as information at the June 24, 2021, Special Board/Program & Planning Committee Meeting for the Board to consider. At today's meeting, staff recommended that the Board approve the establishment of a Strategic Partnership with Child Care Alliance of Los Angeles (CCALA) for an amount not to exceed \$5,000,000 for the period of 5 years and authorize staff to execute a contract from September 17, 2021 through December 31, 2022 for \$250,000. Subsequent agreements will be presented to the Board for consideration as part of Contract Consent. Funds for FY 2021-2022 are included within the proposed First 5 LA Programmatic Budget under the Home-Based Child Care Strategy, which was approved by the Board of Commissioners on June 10, 2021.

M/S (Judy Abdo/Romalis Taylor)

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 ITEM WAS APPROVED

There was no further discussion on this item.

8. **Adopt Resolution Designating Temporary Physical Location for Regular Meetings of the Board**

A follow up to the July Board meeting, Legal counsel Craig Steele updated the Board of Commissioners on changes to the Governor's Executive order N-25-20 that was passed in March 2020. With no additional extensions made to this Executive order, First 5 LA staff proceeded with securing an external location for in-person Board and Committee meetings beginning October 2021, since First 5 LA's MPR is currently under construction. At this September Board meeting, First 5 LA sought approval from the Board to beginning using this external location for Board meetings beginning October.

There was no further discussion

M/S (Romalis Taylor/Frank Ramos)

Roll Call:

Judy Abdo – Aye
Linda Aragon – Aye
Astrid Heger – Aye

SUMMARY ACTION MINUTES

Sheila Kuehl – Aye
Yvette Martinez – Aye
Frank Ramos – Aye
Jonathan Sherin – Aye
Romalis Taylor – Aye
Marlene Zepeda – Aye

THE ITEM WAS APPROVED

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

There were no public comments.

ADJOURNMENT:

The Commission adjourned at 3:09 pm.

NEXT MEETING:

The next Commission meeting will take place on Thursday, October 14, 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

FIRST 5 LA

SUBJECT:
Monthly Financial Reports

RECOMMENDATION:
Approval of the monthly financial statements for the months ending July 31, 2021 and August 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:
For the FY 2020-21 year-end closing purposes, we converted from a cash basis to modified accrual basis and accounted for all assets and liabilities as of June 30, 2021. Beginning July 1, 2021, these statements revert to a cash basis and account for reversals of any accruals for either revenues or expenditures.

July 31, 2021

First 5 LA began the month of July with a cash balance of \$329.7 million. During the month of July 2021, we received \$33,279 in revenues. We had \$119,827 in program expenditures and \$1.2 million in operating expenditures. Tobacco tax revenue for June in the amount of \$4.8 million was booked as a receivable in FY 2020-21. First 5 LA ended the month with a cash balance of \$328.3 million.

August 31, 2021

First 5 LA began the month of August with a cash balance of \$328.3 million. During the month of August 2021, we received \$94,390 in revenues. We had \$1.2 million in program expenditures, and \$1.1 million in operating expenditures. As a result, First 5 LA ended the month with a cash balance of \$326.1 million.

This report includes detailed financial information for the months ending July 31, 2021 and August 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 July 31, 2021 and August 31, 2021.
- Detailed operating and program expenditures: Shows expenses against the FY 2021-22 Budget approved on June 10, 2021, concluding with 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
July 31, 2021, Unaudited

	REVENUES AND EXPENDITURES	
Cash Balance as of June 30, 2021	\$ 329,657,139	
Revenue		
Monthly State Allotments	\$ -	(1)
Medi-Cal Administrative Activities (MAA)	33,279	
State Commission - Other Program Funds	-	
Interest Income - Unreserved	-	
Investment Income - Other	-	
Rental Revenue - La Petite	-	
Total Revenue	<u>\$ 33,279</u>	
Expenses		
Program Budget (Attachment A)		
2020-2028 Strategic Plan	\$ 119,827	
Legacy Investments	-	
Emerging Opportunities Fund	-	
Total Initiative/Program Expenses	<u>\$ 119,827</u>	
Pass-Through (Attachment B)		
Medi-Cal Administrative Activities (MAA)	\$ -	
Total Pass-Through Expenses	<u>\$ -</u>	
Operation and Administration (Attachment C)		
Personnel	\$ 1,154,709	
General Operating	88,150	
Consultant Services	-	
Professional Services	750	
Travel Expenses	-	
Professional Development	-	
Capital Improvements	-	
Total Operation and Administration	<u>\$ 1,243,609</u>	
Total Expenses	\$ 1,363,436	
Variance (Revenue - Expenses)	\$ (1,330,157)	
Cash Balance as of July 31, 2021	\$ 328,326,982	(2)

NOTE:

- 1) Tobacco Tax Revenue for June in the amount of 4.8 million was booked as a receivable in FY 2020-21.
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 2021-22 BUDGET
JULY 31, 2021, UNAUDITED

INITIATIVE/PROGRAM	FY 2021-22 BUDGET	JULY EXPENDITURES	FISCAL YTD EXPENDITURES	BALANCE REMAINING
2020-2028 STRATEGIC PLAN				
Center for Child and Family Impact				
Families	40,261,000	-	-	40,261,000
Communities	17,759,000	-	-	17,759,000
Early Care & Education Systems	12,964,000	-	-	12,964,000
Health-Related Systems	5,846,000	-	-	5,846,000
Center Support	695,000	-	-	695,000
Office of Government Affairs & Public Policy				
Policy Advocacy Fund Technical Assistance Provider	400,000	-	-	400,000
Conference Funding to Advance the Field of Early Childhood Development	150,000	-	-	150,000
Organizational-wide Sponsorships to Build Partnerships and Public Will for First 5				
LA's Result Areas	200,000	-	-	200,000
Organizational Memberships and Stakeholder Engagement Efforts	508,000	-	-	508,000
Federal Policy and Sustainability Advocate	100,000	-	-	100,000
State Policy and Sustainability Advocate	448,000	-	-	448,000
Strategic Plan Advocacy Strategies	1,263,000	4,800	4,800	1,258,200
Office of Communications				
Strategic Communications	2,500,000	115,027	115,027	2,384,973
Strategic Communications Partnerships	539,000	-	-	539,000
Strategic Marketing	1,575,000	-	-	1,575,000
Office of Data for Action				
Annual Reporting	74,000	-	-	74,000
Data Policies & Practices	150,000	-	-	150,000
Data Requests	5,000	-	-	5,000
Children's Data Network (CDN)	850,000	-	-	850,000
County Data Partnership	115,000	-	-	115,000
WIC Data Mining Research Partnership	384,000	-	-	384,000
Assisting and Supporting Staff with Information for Specialized Tasks	119,000	-	-	119,000
First 5 LA Data Strategy	250,000	-	-	250,000
Impact Framework	430,000	-	-	430,000
Subtotal 2020-2028 Strategic Plan	87,585,000	119,827	119,827	87,465,173
LEGACY INVESTMENTS				
Baby Friendly Hospitals	40,000	-	-	40,000
Little by Little/One Step Ahead	3,179,000	-	-	3,179,000
Subtotal Legacy Investments	3,219,000	-	-	3,219,000
Emerging Opportunities Fund	1,500,000			1,500,000
TOTAL	92,304,000	119,827	119,827	92,184,173

The FY 2021-22 program budget was approved by the Board of Commissioners on June 10, 2021.

NOTES:

Journal entries for FY 2020-21 accrued expenses were reversed in July 2021. The amounts reported are the actual program expenditures for July 2021.

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

Attachment B

INITIATIVE/PROGRAM - PASS-THROUGH	JULY 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
July 31, 2021, UNAUDITED**

OPERATION AND ADMINISTRATION EXPENSE	JULY ACTUAL	FISCAL YTD ACTUAL	FY 2021-22 BUDGET	FISCAL YTD VARIANCE
Personnel Services				
Salaries & Wages	732,978	732,978	13,151,967	12,418,989
Fringe Benefits	421,731	421,731	4,252,139	3,830,408
Total Personnel Services	1,154,709	1,154,709	17,404,106	16,249,397
General Operating Expenses				
ADP Payroll Charges	-	-	40,000	40,000
Workers Compensation Insurance	55,246	55,246	65,000	9,754
Utilities	-	-	135,000	135,000
Corporate Insurance	27,427	27,427	106,000	78,573
Mileage, Parking and Other Transportation	-	-	21,680	21,680
Telephones	-	-	70,000	70,000
Cell Phones & Mobile Devices	4,800	4,800	133,800	129,000
Outside Printing & Publishing	-	-	1,500	1,500
Other Supplies	-	-	5,250	5,250
Postage & Delivery	-	-	8,000	8,000
Educational Supplies	-	-	3,100	3,100
Office Supplies	52	52	59,700	59,648
Subscriptions & Publication	-	-	31,180	31,180
Equipment-Rents & Leases	625	625	27,000	26,375
Building Repair & Maintenance	-	-	150,000	150,000
Equipment Repair & Maintenance	-	-	11,500	11,500
Offsite Storage	-	-	27,000	27,000
Hardware & Software Maintenance	-	-	445,214	445,214
Miscellaneous/Contingency	-	-	244,000	244,000
Stipend/Honorarium	-	-	2,100	2,100
Internal Meeting	-	-	84,200	84,200
Divisional Capacity Building	-	-	35,000	35,000
Total General Operating Expenses	88,150	88,150	1,706,224	1,618,074
Consultant Services				
Consultant Fees	-	-	1,481,100	1,481,100
Other Professional Fees	-	-	320,000	320,000
External Reviewers	-	-	-	-
Total Consultant Services	-	-	1,801,100	1,801,100
Professional Services				
Audit	-	-	90,000	90,000
Legal Fees	-	-	225,000	225,000
Professional Dues	-	-	44,023	44,023
Staff Recruitment	750	750	10,000	9,250
Commission Stipends	-	-	23,000	23,000
Web-Based Services	-	-	56,600	56,600
Bank & Other Service Charges	-	-	20,000	20,000
Total Professional Services	750	750	468,623	467,873
Travel Expenses				
Airfare	-	-	31,850	31,850
Lodging	-	-	44,900	44,900
Per Diem	-	-	20,100	20,100
Other Travel Expense	-	-	16,750	16,750
Total Travel Expenses	-	-	113,600	113,600
Professional Development				
Training Material & Supplies	-	-	7,200	7,200
Internal Training	-	-	63,500	63,500
Leadership Programs	-	-	172,000	172,000
Conference Registrations	-	-	87,215	87,215
External Education/Training	-	-	34,600	34,600
Total Professional Development	-	-	364,515	364,515
Capital Improvements				
Capital Outlay (Equipment Purchases)	-	-	134,000	134,000
Total Capital Improvements	-	-	134,000	134,000
TOTAL OPERATING EXPENSES	1,243,609	1,243,609	21,992,168	20,748,559

NOTES - OPERATING & ADMINISTRATIVE BUDGET UPDATE:

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

The FY 2021-22 operating budget was approved by the Board of Commissioners on June 10, 2021.

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

Current Assets:

Cash	\$ (468,613)
Cash- Morlin Mgmt Corp	213,437
Investment:	-
Operating and Allocated funds	316,933,630
Advance - Regional Network (RN)	2,821,277
Advance - Various	4,748,437
Other Receivables	6,395,759
Total Current Assets	<u>\$ 330,643,926</u>

Fixed Assets:

Land	\$ 2,039,000
Building & Improvements	12,076,512
Furniture & Fixtures	627,671
Computer, Software & Accessories	2,115,729
Office Equipment	331,033
Accumulated Depreciation	(6,795,522)
Total Fixed Assets	<u>\$ 10,394,423</u>

Total Assets

\$ 341,038,349

Liabilities and Net Assets

Current liabilities:

Other Liabilities	\$ (879,378) (1)
Total Current Liabilities	<u>\$ (879,378)</u>

Net Assets:

Investment in capital assets	\$ 10,394,423
Restricted	331,523,304
Total Net Assets	<u>\$ 341,917,727</u>

Total Liabilities and Net Assets

\$ 341,038,349

NOTES:

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

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

	REVENUES AND EXPENDITURES	
Cash Balance as of July 31, 2021	\$ 328,326,982	
Revenue		
Monthly State Allotments	\$ -	
Medi-Cal Administrative Activities (MAA)	675	
State Commission - Other Program Funds	5,000	
Interest Income - Unreserved	88,715	
Investment Income - Other	-	
Rental Revenue - La Petite	-	
Total Revenue	\$ 94,390	
Expenses		
Program Budget (Attachment A)		
2020-2028 Strategic Plan	\$ 1,204,314	
Legacy Investments	-	
Emerging Opportunities Fund	-	
Total Initiative/Program Expenses	\$ 1,204,314	
Pass-Through (Attachment B)		
Medi-Cal Administrative Activities (MAA)	\$ -	
Total Pass-Through Expenses	\$ -	
Operation and Administration (Attachment C)		
Personnel	\$ 981,015	
General Operating	23,292	
Consultant Services	21,746	
Professional Services	74,155	
Travel Expenses	-	
Professional Development	-	
Capital Improvements	18	
Total Operation and Administration	\$ 1,100,225	
Total Expenses	\$ 2,304,539	
Variance (Revenue - Expenses)	\$ (2,210,150)	
Cash Balance as of August 31, 2021	\$ 326,116,832	(1)

NOTE:

1) 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 2021-22 BUDGET
AUGUST 31, 2021, UNAUDITED

INITIATIVE/PROGRAM	FY 2021-22 BUDGET	AUGUST EXPENDITURES	FISCAL YTD EXPENDITURES	BALANCE REMAINING
2020-2028 STRATEGIC PLAN				
Center for Child and Family Impact				
Families	40,261,000	561,234	561,234	39,699,766
Communities	17,759,000	275,000	275,000	17,484,000
Early Care & Education Systems	12,964,000	20,848	20,848	12,943,152
Health-Related Systems	5,846,000	20,938	20,938	5,825,062
Center Support	695,000	150,000	150,000	545,000
Office of Government Affairs & Public Policy				
Policy Advocacy Fund Technical Assistance Provider	400,000	-	-	400,000
Conference Funding to Advance the Field of Early Childhood Development	150,000	-	-	150,000
Organizational-wide Sponsorships to Build Partnerships and Public Will for First 5				
LA's Results Areas	200,000	-	-	200,000
Organizational Memberships and Stakeholder Engagement Efforts	508,000	-	-	508,000
Federal Policy and Sustainability Advocate	100,000	-	-	100,000
State Policy and Sustainability Advocate	448,000	-	-	448,000
Strategic Plan Advocacy Strategies	1,263,000	-	4,800	1,258,200
Office of Communications				
Strategic Communications	2,500,000	176,294	291,322	2,208,678
Strategic Communications Partnerships	539,000	-	-	539,000
Strategic Marketing	1,575,000	-	-	1,575,000
Office of Data for Action				
Annual Reporting	74,000	-	-	74,000
Data Policies & Practices	150,000	-	-	150,000
Data Requests	5,000	-	-	5,000
Children's Data Network (CDN)	850,000	-	-	850,000
County Data Partnership	115,000	-	-	115,000
WIC Data Mining Research Partnership	384,000	-	-	384,000
Assisting and Supporting Staff with Information for Specialized Tasks	119,000	-	-	119,000
First 5 LA Data Strategy	250,000	-	-	250,000
Impact Framework	430,000	-	-	430,000
Subtotal 2020-2028 Strategic Plan	87,585,000	1,204,314	1,324,142	86,260,858
LEGACY INVESTMENTS				
Baby Friendly Hospitals	40,000	-	-	40,000
Little by Little/One Step Ahead	3,179,000	-	-	3,179,000
Subtotal Legacy Investments	3,219,000	-	-	3,219,000
Emerging Opportunities Fund	1,500,000	-	-	1,500,000
TOTAL	92,304,000	1,204,314	1,324,142	90,979,858

The FY 2021-22 program budget was approved by the Board of Commissioners on June 10, 2021.

NOTES:

Journal entries for FY 2020-21 accrued expenses were reversed in July 2021. The amounts reported are the actual program expenditures for August 2021.

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

Attachment B

INITIATIVE/PROGRAM - PASS-THROUGH	AUGUST 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
August 31, 2021, UNAUDITED**

OPERATION AND ADMINISTRATION EXPENSE	AUGUST ACTUAL	FISCAL YTD ACTUAL	FY 2021-22 BUDGET	FISCAL YTD VARIANCE
Personnel Services				
Salaries & Wages	845,500	1,578,478	13,151,967	11,573,489
Fringe Benefits	135,515	557,246	4,252,139	3,694,893
Total Personnel Services	981,015	2,135,724	17,404,106	15,268,382
General Operating Expenses				
ADP Payroll Charges	2,963	2,963	40,000	37,037
Workers Compensation Insurance	-	55,246	65,000	9,754
Utilities	-	-	135,000	135,000
Corporate Insurance	-	27,427	106,000	78,573
Mileage, Parking and Other Transportation	-	-	21,680	21,680
Telephones	-	-	70,000	70,000
Cell Phones & Mobile Devices	9,700	14,500	133,800	119,300
Outside Printing & Publishing	-	-	1,500	1,500
Other Supplies	-	-	5,250	5,250
Postage & Delivery	-	-	8,000	8,000
Educational Supplies	-	-	3,100	3,100
Office Supplies	855	907	59,700	58,793
Subscriptions & Publication	317	317	31,180	30,863
Equipment-Rents & Leases	1,108	1,733	27,000	25,267
Building Repair & Maintenance	-	-	150,000	150,000
Equipment Repair & Maintenance	-	-	11,500	11,500
Offsite Storage	3,740	3,740	27,000	23,260
Hardware & Software Maintenance	3,383	3,383	445,214	441,831
Miscellaneous/Contingency	-	-	244,000	244,000
Stipend/Honorarium	700	700	2,100	1,400
Internal Meeting	526	526	84,200	83,674
Divisional Capacity Building	-	-	35,000	35,000
Total General Operating Expenses	23,292	111,442	1,706,224	1,594,782
Consultant Services				
Consultant Fees	21,746	21,746	1,481,100	1,459,355
Other Professional Fees	-	-	320,000	320,000
External Reviewers	-	-	-	-
Total Consultant Services	21,746	21,746	1,801,100	1,779,355
Professional Services				
Audit	-	-	90,000	90,000
Legal Fees	-	-	225,000	225,000
Professional Dues	70,000	70,000	44,023	(25,977)
Staff Recruitment	1,950	1,950	10,000	8,050
Commission Stipends	-	750	23,000	22,250
Web-Based Services	2,205	2,205	56,600	54,396
Bank & Other Service Charges	-	-	20,000	20,000
Total Professional Services	74,155	74,905	468,623	393,719
Travel Expenses				
Airfare	-	-	31,850	31,850
Lodging	-	-	44,900	44,900
Per Diem	-	-	20,100	20,100
Other Travel Expense	-	-	16,750	16,750
Total Travel Expenses	-	-	113,600	113,600
Professional Development				
Training Material & Supplies	-	-	7,200	7,200
Internal Training	-	-	63,500	63,500
Leadership Programs	-	4,000	172,000	168,000
Conference Registrations	-	972	87,215	86,243
External Education/Training	-	-	34,600	34,600
Total Professional Development	-	4,972	364,515	359,543
Capital Improvements				
Capital Outlay (Equipment Purchases)	18	18	134,000	133,982
Total Capital Improvements	18	18	134,000	133,982
TOTAL OPERATING EXPENSES	1,100,225	2,348,807	21,992,168	19,643,361

NOTES - OPERATING & ADMINISTRATIVE BUDGET UPDATE:

The administrative expenses are within the maximum authorized under ~~16~~ Board policy.

The FY 2021-22 operating budget was approved by the Board of Commissioners on June 10, 2021.

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

Current Assets:

Cash	\$ 1,257,782
Cash- Morlin Mgmt Corp	213,436
Investment:	
Operating and Allocated funds	307,064,277
Advance - Regional Network (RN)	3,232,208
Advance - Various	4,135,288
Other Receivables	276,324
Total Current Assets	<u>\$ 316,179,315</u>

Fixed Assets:

Land	\$ 2,039,000
Building & Improvements	12,076,512
Furniture & Fixtures	627,671
Computer, Software & Accessories	2,115,729
Office Equipment	331,033
Accumulated Depreciation	(6,795,522)
Total Fixed Assets	<u>\$ 10,394,423</u>

Total Assets	<u><u>\$ 326,573,738</u></u>
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Liabilities and Net Assets

Current liabilities:

Other Liabilities	\$ (30,749) (1)
Total Current Liabilities	<u>\$ (30,749)</u>

Net Assets:

Investment in capital assets	\$ 10,394,423
Restricted	316,210,065
Total Net Assets	<u>\$ 326,604,488</u>

Total Liabilities and Net Assets	<u><u>\$ 326,573,738</u></u>
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NOTES:

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

First 5 LA

SUBJECT:

Contracts for approval

RECOMMENDATION:

Approve one new agreement, one renewal, and one amendment 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 amendment is 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. The October Table of Contracts and corresponding Consent Memo follows the Board approval thresholds of Procurement Policy A-2100 effective February 13, 2014. On September 9, 2021, the Board of Commissioners approved the revised Procurement Policy. The new threshold for board approval of contracts applies to any contracts and amendments greater than \$150,000. This new threshold is expected to be implemented at the November 10, 2021, Board of Commissioners Meeting.

There is **one new agreement** for approval with Engage R&D, Inc. in the amount of \$586,186 to plan, design, and implement the Best Start Learning Agenda (BSLA) by developing a process plan to identify key milestones, developing and implementing a research strategy, and designing and implementing engagement structures. Specifically, the BSLA will help First 5 LA and key stakeholders document and communicate initiative-level results emerging from the Best Start investment, as well as describe the components, connection and emergent strategies that enable those results. The BSLA will also generate learning for ongoing improvements and uplift promising practices of the regional network approach as proof of concept for complex, community-driven systems change initiatives. In FY 21-22 the contractor will provide a comprehensive framework for guiding and improving First 5 LA community-level systems change strategies.

There is **one renewal** for approval with Growth Mindset Communications Inc. in the amount of \$319,800 to continue a public awareness campaign strategy including associated stakeholder engagement activities. Key strategies include the development and implementation of a communications plan, a critical component of the larger LA County African American Infant Maternal Mortality (AAIMM) reduction plan. As part of the AAIMM Communications work, the primary goals of the project are to drive stakeholder engagement, enhance strategic communications efforts to foster awareness about the disparity, interventions and associated efforts with the County, and elevate requests for data from DPH regarding prenatal health care utilization of African American enrollees across the county.

There is **one amendment** for approval with Julia Ann Justus in the amount of \$64,665 to conduct Executive Recruitment services on behalf of First 5 LA on an as-needed basis. The consultant will complete the following for each recruitment: develop the position description, develop a marketing strategy, conduct research, and create a prospect and source contact list, develop prospective

candidates, administer written or oral assessments, recommend finalist candidates, manage candidate selection process, and provide recommendations on negotiations and onboarding. This is a request to add additional funds for Executive Recruitment services needed to complete the executive search for the Chief Operating Officer position and includes funding for any additional recruitments as needed through the end of FY 21-22.

DISCUSSION:

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

Attachment A
October 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	ANTIC PRO END
1	Communities Team	Communities/ Field Building /Best Start Learning Agenda	ENGAGE R&D, INC. The Contractor will plan, design, and implement the Best Start Learning Agenda (BSLA) by developing a process plan to identify key milestones, developing and implementing a research strategy, and designing and implementing engagement structures. Specifically, the BSLA will help First 5 LA and key stakeholders document and communicate initiative-level results emerging from the Best Start investment, as well as describe the components, connection and emergent strategies that enable those results. The BSLA will also generate learning for ongoing improvements and uplift promising practices of the regional network approach as proof of concept for complex, community-driven systems change initiatives. The Contractor, serving as the BSLA Research Team, will co-design and implement a meaningful learning agenda that engages diverse stakeholders as partners and co-learners. In FY 21-22, the Contractor will provide a comprehensive framework for guiding and improving First 5 LA's community-level systems change strategies. Funding for this contract was included in the FY21-22 budget, which was approved at the June 10, 2021 Board of Commissioners meeting. FY 22-23 funding will be included in the budget at the June 2022 Board of Commissioners meeting.	RFP	2 years	\$1,500,000	\$586,186 Estimated FY 21-22 Spending \$415,215 <i>Committed for FY 2021-22</i> Impact to FY 22-23 Budget \$170,971 <i>Assigned for FY 2022-23</i>	10/15/2021	10/14/2022 20	10/13/2022

*The October Table of Contracts and corresponding Consent Memo follows the Board approval thresholds of Procurement Policy A-2100 effective February 13, 2014. On September 9, 2021, the Board of Commissioners approved the revised Procurement Policy. The new threshold for board approval of contracts applies to any contracts and amendments greater than \$150K. This new threshold is expected to be implemented at the November 11 Board of Commissioners Meeting.

**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.

	RENEWALS										
	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	**SATISFACTORY PROGRESS ACHIEVED BY CONTRACTOR?
2	Health Systems Team	Health Systems/ AAIMM/ AAIMM Birth Outcomes and Disparities – Policy and Systems Change	<u>GROWTH MINDSET COMMUNICATIONS INCORPORATED (#10266)</u> The contractor will lead a public awareness campaign strategy including associated stakeholder engagement activities. Key strategies include the development and implementation of a communications plan, a critical component of the larger LA County African American Infant Maternal Mortality (AIMM) reduction plan. As part of the African American Infant Mortality Reduction Initiative (AAIMM) Communications work, the primary goals of the project are to drive stakeholder engagement, enhance strategic communications efforts to foster awareness about the disparity, interventions, and associated efforts with the County, and elevate requests for data from DPH regarding prenatal health care utilization of African Americans enrollees with the county. During FY20-21, in concert with LA County Department of Public Health and First 5 LA, the Contractor led a public awareness campaign including associated stakeholder engagement activities and implemented communication strategies via website, community convenings, creative content and editorials, and social media. In FY21-22, the Contractor will continue ongoing core communication activities, as well as assume oversight of subcontractors for web-site design and management, editorial/writer, social media, and communications strategy/planning. Funding for this contract was included in the FY21-22 budget, which was approved at the June 10, 2021 Board of Commissioners Meeting. FY 22-23 funding will be included in the budget at the June 2022 Board of Commissioners meeting.	Procurement Exception	3 years	\$795,600	\$319,800 Estimated FY 21-22 Spending \$213,200 <i>Committed for FY 2021-22</i> Impact to FY 22-23 Budget \$106,600 <i>Assigned for FY 2022-23</i>	11/01/2021	10/31/2022	10/31/2023	21 Yes

*The October Table of Contracts and corresponding Consent Memo follows the Board approval thresholds of Procurement Policy A-2100 effective February 13, 2014. On September 9, 2021, the Board of Commissioners approved the revised Procurement Policy. The new threshold for board approval of contracts applies to any contracts and amendments greater than \$150K. This new threshold is expected to be implemented at the November 11 Board of Commissioners Meeting.

**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.

	AMENDMENTS								
	TEAM	TEAM/ INITIATIVE/ STRATEGY / PROGRAM	CONTRACT (PROJECT) INFORMATION	PROCUREMENT METHOD	PROJECT LENGTH	CURRENT CONTRACT AMOUNT	AMENDMENT AMOUNT	NEW CONTRACT AMOUNT	**SATISFACTOR Y PROGRESS ACHIEVED BY CONTRACTOR?
3	Human Resources & Talent Management Team	N/A/Internal Operations/Human Resources & Talent Management	<u>JULIA ANN JUSTUS (#10287)</u> The project is to conduct Executive Recruitment services on behalf of First 5 LA on an as-needed basis. The consultant will complete the following for each recruitment: develop the position description, develop a marketing strategy, conduct research, and create a prospect and source contact list, develop prospective candidates, administer written or oral assessments, recommend finalist candidates, manage candidate selection process, and provide recommendations on negotiations and onboarding. This is a request to add additional funds for Executive Recruitment services needed to complete the executive search for the Chief Operating Officer position and includes funding for any additional recruitments as needed through the end of FY 21-22. Funding for this contract was included in the budget for FY21-22, which was approved at the June 10, 2021, Board of Commissioners meeting.	Solicitation to the Pool	1 Year, 3 Months	\$ 65,335	\$64,665	\$130,000 Estimated FY 21- 22 Spending \$80,076 <i>Committed for FY 2021-22</i> \$49,924 <i>Assigned for FY 2022-23</i>	Yes 22

*The October Table of Contracts and corresponding Consent Memo follows the Board approval thresholds of Procurement Policy A-2100 effective February 13, 2014. On September 9, 2021, the Board of Commissioners approved the revised Procurement Policy. The new threshold for board approval of contracts applies to any contracts and amendments greater than \$150K. This new threshold is expected to be implemented at the November 11 Board of Commissioners Meeting.

**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.

FIRST 5 LA

SUBJECT:

Approve Amendment of the Strategic Partnership with Resources Legacy Fund in the Amount of \$150,000 for a Total of \$750,000 Through October 29, 2022 to Manage the Pooled Fund for Link Advocates Governments Families and Parks (LINK), a Parks and Open Space Advocacy Program in the Best Start Communities, and Authorize First 5 LA to Execute an Agreement in the Amount of \$150,000

RECOMMENDATION (PROVIDED FOR ACTION):

This memo was provided as information for the Board's consideration at the September 23, 2021 Program and Planning Committee meeting. At today's October 14, 2021 Commission meeting, First 5 LA staff recommends that the Board approve the amendment of a Strategic Partnership with Resources Legacy Fund in the amount of \$150,000 for a total of \$750,000 through October 29, 2022 and authorize staff to execute a contract amendment in the amount of \$150,000 for a total project cost of \$750,000. Funds for FY 2021-22 are included within the current First 5 LA Programmatic Budget under Link Advocates Governments Families and Parks (LINK), which was approved by the Board of Commissioners in June 2021. Funds for FY 2022-23 will be included in the FY 2022-23 Budget which will be presented to the Board for approval in June 2022. At the time of budget approval, requested resources will shift from the Assigned resource category of the fund balance, dedicated for broad Strategic Plan purposes, to the Committed category, amounts dedicated for a more specified purpose via resolution.

BACKGROUND:

The current Strategic Plan acknowledges the important role that access to parks and open space plays in supporting a child's growth and development. Today, only half of young children in LA County live within walking distance of a park. Research finds that access to green space may support increased prosocial behavior among children, and by increasing access to parks and open spaces, particularly in the areas with low access (like the Best Start communities), families may have more opportunities to be active and connect with others. Access to parks and open space can improve community conditions that will impact a child's development for school readiness and success in life. As a result, First 5 LA's Indicators Report identified "Access to Parks" as a key result indicator, which measures the percentage of Los Angeles County children from birth through age 5 who reside within walking distance (one half-mile) of a park or other open space.

With this strategic imperative, the *Link Advocates Governments Families and Parks (LINK)* program, spearheaded by First 5 LA, has been working since October 2019 towards two outcomes:

- 1. Strengthening capacity and supporting movement building in Best Start communities to leverage funding for parks and open space:** Current and future Link grantees include a local community partner, an expert in park development, and municipal government. This expert will help build the capacity of the partners to leverage government funding through creating a park plan and supporting them in applying for at least one grant to build a project from the plan. The goal is to help support the emergence of movements and to strengthen community capacity to advocate for resources that can be sustained throughout the life of a park or open space project.
- 2. Ensuring that parents and residents have a voice in decision-making and that the funding meets the needs of children and families:** The teams will collaborate with Best Start parents and residents to develop a Parks Vision document. The plan will outline the community's priorities for parks and open space, ensuring that the leveraged funding – which may draw down from local, county, or state grants – responds to their needs. The goal is to help strengthen capacity to advocate for parks and open space, and to help connect, maximize, and coordinate public resources, relationships, and local assets within the Best Start geography (our Strategic Priority 2).

Progress to Date

- **Leveraged funding:** This project has leveraged over \$1.15 million in funding for parks and open space advocacy in Best Start communities, including First 5 LA's initial contribution of \$600,000. Three additional funders have contributed funding to the program and pool with Resources Legacy Fund (RLF) to manage the Link program. This includes:
 - The Rosalinde and Arthur Gilbert Foundation, \$100,000
 - Resources Legacy Fund, \$200,000
 - The California Wellness Foundation, \$250,000

These funders were engaged through the Los Angeles Funders Collaborative, a network of Los Angeles-based funders focused on improving built environment conditions. Currently, First 5 LA holds a co-chair position on the Los Angeles Funders Collaborative, and we continue our outreach to funders for leveraging and collaboration opportunities for the Link program in other Best Start regions. With this amended and extended Strategic Partnership, First 5 LA can leverage recent funding from The California Wellness Foundation (\$250,000) to support the community-based organizations, parents, and residents who are advocating for higher quality parks and open space in Best Start Region 2 through the Link program.

- **Established Link teams in 3 Best Start communities.** The teams have secured – or are in the process of securing – a Memorandum of Understanding (MOU) with the municipal governments to formalize the partnerships. The 3 teams include:
 1. **Southeast LA (Cities of Cudahy and Maywood):**
 - a. Community partner: Communities for a Better Environment (CBE)
 - b. Parks expert: LA Neighborhood Land Trust
 - c. Municipal partner: Cities of Cudahy and Maywood
 2. **South El Monte/El Monte:**
 - a. Community partner: ActiveSGV
 - b. Parks expert: Trust for Public Land
 - c. Municipal partner: City of El Monte
 3. **Panorama City:**
 - a. Community partner and parks expert: Pacoima Beautiful
 - b. Pro-bono technical expert: Studio MLA
 - c. Municipal partners: Office of Council President Nury Martinez and the City of Los Angeles

This expanded Strategic Partnership will expand Link's reach into a fourth Best Start community (the original Strategic Partnership anticipated 2 Link teams), and depending on the need, into either Best Start Region 4 or 5.

- **Each team has surveyed and engaged (in-person and digitally) hundreds of Best Start residents about the opportunities, challenges, and vision of improving parks and open space in their neighborhood.** This input feeds directly into the Parks Vision document for the Best Start community and helps inform the creation of parks and open space grant applications for Measure A, Proposition 68, and other funding sources. To strengthen movement building in the Best Start geography, the surveys are completed in coordination with the relevant Best Start Regional Network Grantee. This expanded Strategic Partnership will further strengthen the network of organizations working towards improved environmental conditions for families and children in the Best Start geographies where Link is present – and, while Link's primary concern is parks and open space, this program helps highlight relevant community conditions, like public safety, access to transportation, and housing.

Strategic Partnership with Resources Legacy Fund (RLF)

The Strategic Partnership with Resources Legacy Fund was previously approved by the First 5 LA Board of Commissioners on July 11, 2019 in the amount of \$600,000 for a two-year period, with an

estimated project and contract start date of October 2019. Since October 2019, RLF has managed the pooled fund for Link. Tasks include: administering grants, convening and providing technical assistance to grantees, convening philanthropic partners, and providing communications and outreach support to external stakeholders.

This request is to amend the Strategic Partnership with RLF for additional funding in the amount of \$150,000 and extension of one year for a total project cost of \$750,000 and project period of three years (October 2019 – October 2022). The augmented funds and extended time will help: 1) Strengthen RLF's capacity to manage the Link program, 2) Support evaluation and communications of the Link program in order to influence the philanthropic field and build sustainability of program outcomes, and 3) Leverage the \$250,000 contribution from The California Wellness Foundation to expand the Link program into Best Start Region 2 (South LA communities) and, depending on need, into Best Start Region 4 or 5.

Pursuant to the Procurement Policy, Strategic Partnerships of \$75,000 or more in a fiscal year must be presented to the Board for approval. Additionally, Section IV.5 of the Procurement Policy also states that contracts of \$75,000 or more requires Board approval prior to execution. Staff is requesting to execute a contract amendment in the amount of \$150,000 through October 29, 2022 for a total project cost of \$750,000 to comply with this policy. This complies with the Board approval threshold of Strategic Partnerships in Procurement Policy A-2100 effective February 13, 2014. On September 9, 2021, the Board of Commissioners approved the revised Procurement Policy. The new policy is expected to be implemented later in this fiscal year.

GOVERNANCE GUIDELINES #5 AND #6 (SUSTAINABILITY AND LEVERAGING):

An amendment of the Strategic Partnership with RLF provides an opportunity to leverage First 5 LA's funds to garner additional funding from philanthropic partners to support Strategic Priority 2 of First 5 LA's Strategic Plan and work towards success in the "Access to Parks" indicator of First 5 LA's Indicators Report. RLF primarily manages the Link program, however, the strategy and decisions are driven by and in consultation with the Link funders, including: First 5 LA, The Rosalinde and Arthur Gilbert Foundation, RLF, and most recently, The California Wellness Foundation. Currently, the Link program has pooled more than \$1.15 million in assets, including First 5 LA's initial contribution of \$600,000. In 2019, the Link program initially proposed 2 pilot locations – currently, Link operates in 4 cities and is close to securing a fifth location in the South LA area. When First 5 LA's support ends, it is anticipated that some of the Link funders will continue to support the Link program at a reduced level and with program adjustments. Additionally, all contributing partners are committed to continuing outreach to additional funder partners to support the overall effort.

JUSTIFICATION:

This Strategic Partnership meets the criteria below:

- ☐ 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
- ☒ The Strategic Partnership can implement an approved program or initiative more expeditiously than resources provided through a competitive solicitation; or
- ☐ 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
- ☒ The Strategic Partnership provides an opportunity to leverage First 5 LA funds to produce additional funding for the program or initiative or service.

AND

☒ The proposed Strategic Partnership is aligned with the adopted Strategic Plan.

The Strategic Partnership can implement an approved program or initiative more expeditiously than resources provided through a competitive solicitation.

The Resources Legacy Fund (RLF) has the organizational capacity and experience to continue implementing the Link project in a more expeditious manner because of their capacity and experience in managing pooled funds and partnerships. RLF's mission is to partner with donors from idea conception to final success with donors driving the results while RLF manages program implementation. Through partnerships, RLF receives funding from multiple donors and manages pooled funds to achieve the desired results. This includes invoicing, contracting, convening and managing networks of donors for shared decision making to work toward a common goal. For example, RLF has experience pooling funds from members of the Los Angeles Funders' Collaborative to manage the creation of the Measures Matter report. Additionally, RLF has nearly 20 years of experience working in partnerships with funders and donors on complex projects related to parks and open space and other environmental issues. One example is supporting the Climate Justice Working Group composed of 14 organizations as they crafted guiding principles for funding and policy decisions related to climate change impacts.

The Strategic Partnership provides an opportunity to leverage First 5 LA funds to produce additional funding for the program or initiative or service.

Through partnering with RLF, First 5 LA will be able to leverage our existing funds committed to Link with anticipated funds from several other funders. To date, three additional funders have contributed funding to the program (see description of additional funders above) and pool with RLF to manage the Link program.

The Strategic Partnership is aligned with the adopted Strategic Plan.

The current Strategic Plan acknowledges the important role that access to parks and open space plays in supporting a child's growth and development. Research finds that access to green space may support increased prosocial behavior among children, and by increasing access to parks and open spaces, particularly in the areas with low access (like the Best Start communities), families may have more opportunities to be active and connect with others. The amended strategic partnership with RLF is aligned with First 5 LA's efforts to address access to parks and open space.

NEXT STEPS:

Staff anticipates executing a contract amendment in the amount of \$150,000 through October 29, 2022 for a total project cost of \$750,000.

FIRST 5 LA

SUBJECT:

Approve a Strategic Partnership with Communities Lifting Communities, Fiscal Sponsor for Cherished Futures for Black Moms & Babies, in the Amount of \$500,000 to Provide a Hospital Quality Improvement Initiative to Reduce Birth Disparities for the Period of 24 Months and Authorize First 5 LA Staff to Execute an Agreement for the First Year in the Amount of \$250,000.

RECOMMENDATION (PROVIDED FOR ACTION):

This memo was provided as information for the Board's consideration at the September 23, 2021 Program and Planning Committee Meeting. At today's October 14, 2021 Commission meeting, First 5 LA staff recommends that the Board approve the establishment of a Strategic Partnership with Communities Lifting Communities for an amount not to exceed \$500,000 for the period of 24 months and authorize staff to execute a contract from January 1, 2022 to December 31, 2022 for \$250,000. Subsequent agreements will be presented to the Board for consideration as part of Contract Consent. Funds for FY 2021-22 are included within the FY 2021-22 First 5 LA Programmatic Budget under AAIMM Birth Outcomes & Disparities - Policy and Systems Change, which was approved by the Board of Commissioners in June 2021. Funds for subsequent fiscal years will be included in the appropriate FY's First 5 LA Programmatic Budget which will be presented to the Board for approval in June of the corresponding year. At the time of budget approval, requested resources will shift from the Assigned resource category of the fund balance, dedicated for broad Strategic Plan purposes, to the Committed category, amounts dedicated for a more specified purpose via resolution.

Additionally, the establishment of this Strategic Partnership changes the fiscal sponsor of Cherished Futures for Black Moms & Babies from the California Health Foundation and Trust, which previously served as fiscal sponsor and intermediary, to Communities Lifting Communities (CLC), which directly co-implements Cherished Futures in partnership with the Hospital Association of Southern California (HASC) and the Public Health Alliance of Southern California (the Alliance). CLC recently acquired 501(c)(3) status as a nonprofit corporation under HASC.

BACKGROUND:

Los Angeles County's African American Infant and Maternal Mortality Initiative

Cherished Futures for Black Moms & Babies is part of First 5 LA's \$1,050,000 FY21-22 investment in the larger Los Angeles County African American Infant and Maternal Mortality (AAIMM) Initiative, a countywide coalition dedicated to addressing the disproportionately high rates of Black infant and maternal deaths and ensuring healthy and joyous births for Black families in L.A. County. Black mothers are currently four times more likely to die from pregnancy complications than their white counterparts, while Black infants are three times more likely to die within their first year of life when compared to white babies.

Led by the L.A. County Department of Public Health (LACDPH) and in partnership with First 5 LA, AAIMM was launched in 2018 as part of LACDPH's 5-Year Plan to address the Black-White infant mortality gap in L.A. County. Through a series of comprehensive, coordinated strategies, AAIMM's

goal is to reduce the gap in Black/white infant mortality rates by 30 percent by 2023. A central component of AAIMM is also recognizing and addressing racism and the stress resulting from exposure to racism as the root cause of birth disparities. AAIMM's focus on achieving change at a systems level requires intervention at multiple levels, including in communities, healthcare systems, and policy. Additionally, given the complex root causes of maternal health disparities and long history of healthcare discrimination, the AAIMM initiative has taken necessary time to establish core values (racism as a root cause), build consensus across partners, and identify strategies for change, and develop a comprehensive evaluation plan.

First 5 LA's unique contribution and AAIMM investment strategy are grounded in policy and systems change in support of interventions through three focus areas: quality improvement, sustainability, and communications/stakeholder engagement. Our support of Cherished Futures for Black Moms & Babies falls within quality improvement as it is directly focused on increasing capacity of hospital/health care delivery to improve clinical practices and institutional policies aligned with community informed strategies to reduce black infant and maternal mortality.

Cherished Futures for Black Moms & Babies

A core component of the AAIMM initiative, Cherished Futures for Black Moms & Babies is a collaborative multi-sector hospital quality improvement effort led by CLC, HASC, and the Alliance which aims to reduce mortality of Black infants and improve patient experience and safety for Black mothers and birthing people. Guided by the data and grounded in Black women's experiences, Cherished Futures brings together decision-makers from local birthing hospitals, public health departments, health plans, and regional Community Advisors to co-design upstream, systems-change solutions at the clinical, institutional, and community levels.

The project is currently centered in South Los Angeles, South Bay, and the Antelope Valley -- the regions of LA county with the highest rates of adverse outcomes for Black families, though the need exists throughout the county. Five hospitals have participated in the pilot cohort of Cherished Futures: Antelope Valley Hospital, Cedars-Sinai, Centinela Hospital Medical Center, Dignity Health California Hospital Medical Center, and Providence Little Company of Mary Medical Center Torrance. Collectively, these five hospitals accounted for one-third of all African American hospital births in Los Angeles County in 2016. Due to the COVID-19 pandemic, two hospitals (Antelope Valley Hospital and Centinela Hospital Medical Center) reduced or halted engagement with Cherished Futures during late 2020-early 2021; however, Antelope Valley has since indicated interest in re-engaging.

Cherished Futures Partnership Structure

Cherished Futures for Black Moms & Babies is a joint initiative of CLC, the Alliance, and HASC. CLC and the Alliance are "co-implementers" for Cherished Futures and the Alliance will be a subcontractor to CLC for funding purposes. HASC serves as the backbone organization for CLC and provides accounting, contracts management, auditing and employment support services.

In the initial year of Cherished Futures funding (2021), the California Health Foundation and Trust (CHFT) served as fiscal sponsor for CLC, the Alliance, and HASC and provided the infrastructure needed to receive funding. However, CHFT does not play a major role in the implementation of the Cherished Futures Initiative. In 2021 CLC applied for and successfully received 501(c)(3) status, strengthening their organizational infrastructure and becoming eligible to directly receive and administer their own funding. Therefore, the establishment of this Strategic Partnership would change the fiscal sponsor for Cherished Futures from CHFT to CLC beginning in January 2022, providing funds directly to the co-implementing organization and reducing additional and unnecessary administrative burdens. CLC will administer funds and the Alliance will be a subcontractor for funding

purposes. Additional information about each partner is provided in the Justification section under “The Strategic Partnership can provide a demonstrated level of ability or expertise that is only available in the community through the proposed Strategic Partnership.”

Board approval for the initial Strategic Partnership—with CHFT serving as the fiscal sponsor for Cherished Futures—was obtained on November 12, 2020 for the amount of \$250,000 from January 1, 2021 to December 31, 2021. The establishment of this Strategic Partnership with Communities Lifting Communities would extend the Cherished Futures project for two additional years and in the amount of \$500,000 for a total investment of \$750,000 through December 31, 2023.

The Cherished Futures 2021 total Implementation Year budget was \$535,000, including \$250,000 of funding from First 5 LA for the initial year's funding, as well as \$210,000 from LACDPH and \$75,000 from the California Health Care Foundation (CHCF). Funds for 2022 and 2023 will be used to continue the core Cherished Futures hospital improvement work, in combination with other funding sources: at this time, CHCF has committed funding in the amount of \$175,000 for 2022 and an amount yet to be determined for 2023. LACDPH will also continue to fund Cherished Futures at an amount still to be determined.

Cherished Futures Achievements in 2021 and Planned Activities for 2022-2023

Cherished Futures aims to implement sustainable, system-level changes to improve the safety and experience of Black birthing families in healthcare settings. As such, this is a multi-year, multi-level project, and 2021 focused on foundational planning work – facilitating listening sessions with Black women to better understand their needs and experiences; forming hospital teams with Community Advisors; developing implementation plans for each hospital; and promoting shared learning. Specific examples of 2021 foundation setting work include the following:

- Hospital Cohort 1 Implementation Plans: Following a year-long planning and capacity-building process, all five pilot cohort hospitals developed initial implementation plans for reducing African-American maternal and infant health disparities. Implementation plans aim to reduce disparities through one or more interventions at each of four levels:
 - Clinical (e.g., prevention efforts focused on hypertension and preeclampsia)
 - Institutional (e.g., implicit bias trainings)
 - Community (e.g., community advisors, strategies to improve the patient experience)
 - Data (e.g. embedding routine reviews of data disaggregated by race)
- Collaborative Learning Convenings: Hosted three Collaborative Learning Convenings with participants representing hospital teams, Community Advisors, and strategic partners.
- Sister Circles and Community Advisors: In July 2020, Cherished Futures held their first “Sister Circle” listening session focused on uplifting the voices of Black birthing people and informing hospital implementation plans. Several participants in this event have since joined the hospital teams as Community Advisors, and a second Sister Circle is planned for fall 2021.
- Reviewing Disaggregated Data: Worked with all pilot hospitals to review data disaggregated by race/ethnicity on key maternal and infant health indicators in order to better identify and monitor disparities. Cherished Futures is providing technical assistance to embed these data reviews as a routine practice.
- Technical Assistance: Led monthly technical assistance calls with hospital teams to support further planning and implementation of hospital equity initiatives, and developed a Quality Improvement Coaching/Technical Assistance template to assess progress.
- Developed and Launched an Evaluation Plan, including benchmarks and specific measures to assess hospitals’ success in implementing the Cherished Futures interventions. Success of

Cherished Futures will be assessed using both qualitative (incorporating the perceptions of hospital staff, key stakeholders, and community advisors) and quantitative (including maternal health indicators disaggregated by race/ethnicity, e.g. hypertension rates, timely treatment for severe hypertension, severe maternal mortality rate, and more) data. Qualitative data collection will be led by Mirror Group, a Black woman-led consulting firm specializing in evaluation research and will assess processes, outcomes, and lessons learned.

- Initiated Planning for a Second Cohort of Hospitals: Reviewed available data & completed planning meetings to define criteria for recruiting the next cohort of Cherished Futures sites.
- Secured Additional Funds: Secured new funding from Blue Shield of California Promise Health Plan, Healthnet, and Centene Foundation to support expanding Cherished Futures work in areas that complement their core work on hospital quality improvement. Specifically, these new funding sources will be used to fund: (1) exploration of a Birth Equity Designation for hospitals, (2) an initiative to identify strategies to strengthen doula-hospital connections, and (3) expand Cherished Futures work to include community clinics.
- Connections to AAIMM: Connected hospital teams to AAIMM and Frontline Doula leadership to foster collaboration in the broader AAIMM initiative.
- Communications: Launched the Cherished Futures website in April 2021; published the first Cherished Futures Collaborative Newsletter in July 2021; partnered with Our Health California on a three-part series about the Cherished Futures story.

In FY2022 and 2023, Cherished Futures will extend its work to a second cohort of hospitals while continuing to provide ongoing technical assistance to and evaluation of the first cohort. Implementation year 2022 will focus primarily on planning and capacity building for cohort 2, and ongoing implementation support and evaluation for cohort 1. Implementation Year 2023 will focus on ongoing implementation and evaluation support for both cohorts, as well as expanding Cherished Futures communications and disseminating findings. Cherished Futures will support hospital teams in the new cohort to develop community-informed implementation plans to improve the experience and outcomes of Black birthing families, while continuing to strengthen network-building and regional collaboration through continued Collaborative Convenings and Learning Sessions (3-4 per year). Additionally, in 2022 Cherished Futures will hold a second Sister Circle listening session to uplift the voices of Black women and birthing families and to inform hospital implementation plans. Preliminary evaluation data for 2020-2021 Implementation Years of Cherished Futures will be analyzed beginning in early 2022.

Pursuant to the Procurement Policy, Strategic Partners of \$75,000 or more in a fiscal year must be presented to the Board for approval. Additionally, Section IV.5 of the Procurement Policy also states that contracts of \$75,000 or more requires Board approval prior to execution. Staff is seeking approval to execute a contract for the period of January 1, 2022 to December 31, 2022 for \$250,000. Staff is requesting approval to execute a contract for an amount not to exceed \$250,000 to comply with this policy.

GOVERNANCE GUIDELINES #5 AND #6 (SUSTAINABILITY AND LEVERAGING):

Sustainability: First 5 LA's support to Cherished Futures for Black Moms & Babies will continue to build evidence for the interventions and strategies of the hospital quality improvement effort, serving as a catalyst for additional adoption, scale and sustainability of interventions and strategies. While Cherished Futures provides ongoing support and technical assistance, implementation plans are primarily co-designed, led, and funded by hospital teams and their Community Advisors, thus better ensuring long-term sustainability.

Leveraging: Cherished Futures leveraged a total of \$285,000 in 2021 from LACDPH and CHCF to support their core work, in addition to First 5 LA's investment of \$250,000. In 2022-2023 Cherished Futures will continue to leverage funds from these sources, with additional funding from Blue Shield of California Promise Health Plan and Health Net and Centene Foundation for Quality Healthcare. For additional details, please see the Justification Section, under "The Strategic Partnership provides an opportunity to leverage First 5 LA funds to produce additional funding for the program or initiative or service."

JUSTIFICATION:

This Strategic Partnership meets the criteria below:

- ☐ 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
- ☐ The Strategic Partnership can implement an approved program or initiative more expeditiously than resources provided through a competitive solicitation; or
- ☒ 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
- ☒ The Strategic Partnership provides an opportunity to leverage First 5 LA funds to produce additional funding for the program or initiative or service.

AND

- ☒ The proposed Strategic Partnership is aligned with the adopted Strategic Plan.

The Strategic Partnership can provide a demonstrated level of ability or expertise that is only available in the community through the proposed Strategic Partnership:

CLC, HASC, and the Alliance have demonstrated in the first year of implementation their ability and expertise to further the goals of supporting better outcomes for Black mothers and infants through hospital quality improvement. Drawing on lessons learned from their first cohort of five hospitals, the Cherished Futures team intends to expand this model to a new cohort in 2022-2023. Cherished Futures for Black Moms & Babies is also the only hospital quality improvement effort that is a partner in the AAIMM Initiative.

Each partner organization additionally brings unique assets and areas of expertise to the Cherished Futures Initiative:

- Communities Lifting Communities is a 501(c)(3) nonprofit organization working to advance systems change through a collective action model. CLC's expertise lies in building collaboration and collective action across health systems, community members, and other stakeholders, and together with the Alliance and HASC they ensure that Black women's voices remain at the center of the Cherished Futures work. CLC was founded in 2017 as an initiative of HASC focused on developing and implementing community health projects, and has co-led Cherished Futures since its inception. In 2021, CLC obtained independent 501(c)(3) status in order to institutionalize this work and open the door to new funding opportunities. However, CLC retains a close relationship with HASC and will continue to receive backbone support related to accounting, contracts management, auditing and employment services.

- The Hospital Association of Southern California is a not-for-profit 501(c)(6) trade association comprised of nearly 180 member hospitals and 35 health systems in Los Angeles, Orange, Riverside, San Bernardino, Santa Barbara and Ventura counties. HASC's participation in Cherished Futures provides a unique opportunity to reach and partner with hospitals in Los Angeles County, as well as to share lessons learned across a broader network of hospitals in the future.
- The Public Health Alliance of Southern California is an existing collaborative of local health departments in Southern California, including Los Angeles, Long Beach and Pasadena. Collectively, the Alliance members have statutory responsibility for the health of 50% of California's residents. They focus on multi-sector policy, systems and environmental change to improve population health and equity. Similarly to HASC, partnership with the Alliance helps to strengthen the current and future reach of Cherished Futures, leverage local expertise across health systems, and provides opportunities for sharing lessons learned in the future to amplify impact.

Altogether, the implementation experience and combined expertise of the Cherished Futures partners clearly demonstrate that this level of ability and expertise is only available through the proposed Strategic Partnership.

The Strategic Partnership provides an opportunity to leverage First 5 LA funds to produce additional funding for the program or initiative or service:

The Strategic Partnership provides an opportunity to leverage LACDPH and CHCF funds to support Cherished Futures for Black Moms & Babies. LACDPH contributed \$210,000 for the 2021 Implementation Year to support core program work, with future funding amounts to be determined. CHCF funded \$75,000 in 2021 and, in a recent update since last presented to the Board in the September PPC, has committed to funding \$175,000 for 2022 to support core program work and an amount to be determined in 2023. The following additional funding has also been committed to expand Cherished Futures' scope to include complementary projects focused on strengthening doula-hospital connections, exploring a birth equity designation for hospitals, and increasing engagement with community clinics: \$300,000 over three years (2021-2023) from Health Net and Centene Foundation for Quality Healthcare, and \$200,000 from Blue Shield of California Promise Health Plan for FY21 with potential for continued funding. **The proposed Strategic Partnership is aligned with the adopted Strategic Plan:**

The proposed funding is closely aligned with Strategic Priority 1.2 *Advocate for policies and transformative practices to ensure that public systems provide maternal health services as well as child early identification and intervention services* and 1.2-3 *Increased accessibility, quality and responsiveness of hospital and health plan systems to reduce disparities in Black infant and maternal mortality*. This proposed Strategic Partnership aligns with First 5 LA's policy and systems change strategy by supporting efforts to bolster African-American families' utilization of and experience with primary, prenatal and postnatal services.

Additionally, the proposed strategic partnership with Communities Lifting Communities aligns with First 5 LA's Investment Guidelines of Equity and Partnership, as Cherished Futures aims to reduce disparities in maternal and infant mortality and improve the birth experience of Black birthing people and babies through partnership with community, public, and private sector partners.

NEXT STEPS:

With the Board's approval, Staff will execute a contract with Communities Lifting Communities for an amount not to exceed \$250,000 for the period of January 1, 2022 to December 31, 2022, assigning the fiscal sponsor designation from California Health Foundation and Trust to Communities Lifting Communities.

FIRST 5 LA

SUBJECT:

Authorize First 5 LA to Receive Funds from Los Angeles County Department of Public Health (LACDPH) for African American Infant and Maternal Mortality (AAIMM) Strategic Communications, Approve Resolution # 2021-07, and Authorize First 5 LA Staff to Execute a Memorandum of Understanding (MOU) in the Amount of \$385,000.

RECOMMENDATION:

The following recommendations were presented as written information for the Board's consideration at the September 23, 2021 Program and Planning Committee meeting. First 5 LA staff recommends that at the October 14, 2021 Board of Commissioners meeting, the Board approve the following actions related to the African American Infant and Maternal Mortality (AAIMM) Strategic Communications Initiative:

1. Approve a Budget Resolution #2021-07 to approve receipt of funds in the amount of \$385,000 through June 30, 2023 to continue implementation the African American Infant and Maternal Mortality Strategic Communications Initiative.
2. Authorize the Executive Director to complete execution of amended Memorandum of Understanding (MOU) with LACDPH upon approval from the Board at the October 14, 2021 Board of Commissioners meeting to receive additional funding of \$385,000 for total funding of \$735,000 through June 30, 2023.
3. Authorize the Executive Director to accept and enter into agreements for additional funding from Los Angeles County Department of Public Health (LACDPH) should additional funding continue for the African American Infant and Maternal Mortality Strategic Communications Initiative.

BACKGROUND:

Los Angeles County's African American Infant and Maternal Mortality Prevention Initiative (AAIMM)

Strategic Communications is part of First 5 LA's \$1,050,000 FY21-22 investment in the larger Los Angeles County AAIMM Prevention Initiative, a countywide coalition dedicated to addressing the disproportionately high rates of Black infant and maternal deaths and ensuring healthy and joyous births for Black families in L.A. County. Black mothers are currently four times more likely to die from pregnancy complications than their white counterparts, while Black infants are three times more likely to die within their first year of life when compared to white babies.

Led by the L.A. County Department of Public Health (LACDPH) and in partnership with First 5 LA, AAIMM was launched in 2018 as part of LACDPH's 5-Year Plan to address the Black-White infant mortality gap in L.A. County. Through a series of comprehensive, coordinated strategies, AAIMM's goal is to reduce the gap in Black/white infant mortality rates by 30 percent by 2023. A central component of AAIMM is also recognizing and addressing racism and the stress resulting from exposure to racism as the root cause of birth disparities.

First 5 LA's unique contribution and AAIMM investment strategy are grounded in systems change approaches targeting three focus areas: quality improvement/innovation, sustainability and communications/stakeholder engagement.

Receipt of Funds for AAIMM Strategic Communications

In order to build community awareness of the disparities and generate demand around the interventions being created or expanded, First 5 LA has led the development and implementation of strategic communications. Key accomplishments to date include core message development; establishment and maintenance of a website ([Black Infants and Families Los Angeles](#)) that serves as a central point for fostering awareness about the disparity, interventions and associated efforts within the County; stories on National Public Radio (NPR) and social media channels; and sponsorship of community events. Messaging was developed using feedback from African American focus groups conducted by First 5 LA and input from community stakeholders. Black birthing people experience and insight was captured to inform communications this last year and going forward. First 5 LA initially received \$350,000 to support AAIMM Communications for FY19-20 and 20-21. Additional funding of \$385,000 is available to First 5 LA, thus the request for the amended MOU to continue the work through 2023 for a project total of \$735,000.

Key Activities and Deliverables

First 5 LA responsibilities under this MOU will include:

1. Develop digital media and outdoor advertising, (e.g., web banner ads, social media ads, outdoor ads, creation of social media posts in the form of video, banner ads, blogs, etc.);
2. Create digital and print collateral. This will include broad awareness as well as materials specific to father engagement, breastfeeding, preconception health, doulas, and others as determined by AAIMM Management Team;
3. Engage key stakeholders and brand ambassadors to promote Perinatal Equity Initiative-funded services led by LACDPH (group prenatal care, fatherhood engagement), AAIMM awareness, and doula services;
4. Compile annual report of communications activities, reach, and impact; and
5. Lead the Community Advisory Board Annual Planning;
6. Participate in monthly meetings with AAIMM Management Team; and
7. Participate in regular meetings with AAIMM Evaluation Team

This Initiative aligns with First 5 LA's Systems Change focus by supporting efforts to bolster African American families' utilization of and experience with primary, prenatal and postnatal health services. The Strategic Communications Initiative leverages external funding to support and expand strategic communication efforts already underway. The received funds will be included in the FY 2021-22 Budget, by way of the mid-year adjustment process, and the FY 2022-23 proposed Budget.

On November 14, 2019, the Board approved Budget Resolution #2019-05 to approve receipt of funds in the amount of \$350,000 through June 30, 2021 to implement the African American Infant and Maternal Mortality Strategic Communications Initiative and authorized the Executive Director to complete execution of the MOU with LACDPH to receive funds in the amount of \$350,000 through June 30, 2021. Presently, we have a no-cost extension in place through October 2021 until this amended MOU is approved. DPH has now provided the amended MOU to First 5 LA and will grant funds and fully execute the MOU with First 5 LA for \$385,000 through June 30, 2023 once both parties have signed the MOU.

NEXT STEPS:

Upon Commission approval, the Executive Director will accept receipt of funds in the amount \$385,000 through June 30, 2023 from Los Angeles County Department of Public Health (LACDPH) to continue implementation of the African American Infant and Maternal Mortality (AAIMM) Strategic Communications, complete execution of the amended MOU with LACDPH, and accept additional funding from LACDPH should additional funding continue for the AAIMM Strategic Communications Initiative.

RESOLUTION NO. 2021-07

**A RESOLUTION OF THE LOS ANGELES COUNTY CHILDREN
AND FAMILIES FIRST PROPOSITION 10 COMMISSION:
APPROVAL OF RECEIPT OF AMERICAN INFANT AND MATERNAL MORTALITY (AIMMM) FOR
STRATEGIC COMMUNICATIONS INITIATIVE FUNDS**

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

Whereas, pursuant to the Fund Balance Policy approved on October 13, 2016, the Commission is required to approve via Resolution the receipt of restricted funds, thus formally acknowledging and reflecting externally imposed constraints placed on the use of these resources; and

Whereas, the Los Angeles County Department of Public Health (LACDPH) is contributing to the First 5 LA and county-wide led efforts to reduce African American infant and maternal mortality through the implementation of the African American Infant and Maternal Mortality Strategic Communications Initiative,

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Funding received from LACDPH in the amount of \$385,000 through June 30, 2023 will be considered restricted for fund balance purposes; and
2. The Executive Director, on behalf of First 5 LA, is authorized to accept additional funding from LACDPH if funding for the same purpose continues, and
3. The executed copy of this Resolution shall be retained on file as evidence of the Commission's actions herein.

**PASSED, APPROVED AND ADOPTED THIS 14th DAY OF OCTOBER, 2021, BY THE FOLLOWING
VOTE:**

AYES: Commissioners _____

NOES: Commissioners _____

ABSTAIN: Commissioners _____

Sheila Kuehl
Chair, First 5 LA

Kim Belshé
Executive Director

Memo

To: Board of Commissioners

From: Kim Belshé, Executive Director

Date: October 14, 2021

Subject: **EXECUTIVE DIRECTOR'S REPORT**

I. EXECUTIVE DIRECTOR'S HIGHLIGHTS

We are all fortunate to be a part of an organization with a compelling mission, meaningful work, and opportunity to make a difference in the lives of children and families. First 5 LA's North Star defines our bold overarching aspiration for children - the *why* of our work. And, our values capture the *how* – how we act in service of that purpose.

First 5 LA's values are the product of a staff-led process, which undergird our 2020-28 Strategic Plan. Importantly, as a part of that process, the team recommended and the Board approved the inclusion of a new value of Diversity, Equity and Inclusion (DEI).

We've talked with the Board about how our values are foundational to First 5 LA's impact. Our ability to contribute to our North Star depends on our capacity to live our values, including DEI. This past year, the team has undertaken considerable early work to strengthen First 5 LA's capacity to embody DEI as a core aspect of who we are and what we do.

First 5 LA's DEI journey and capacity-building efforts are about all of us, including our Board. Today, Commissioners will hear from Evan Holland of the SEED Collaborative, our partner on this journey. Evan will share some preliminary findings from SEED's due diligence work undertaken in recent months. The findings from SEED's DEI assessment process are important and have my attention. And, the work underway, via the staff-led DEI Governance Board, provides an opportunity for the team to dig more deeply into the findings, consider best practices, and make recommendations to better infuse DEI in our policies, practices and culture.

Evan has noted that First 5 LA is not alone in its DEI journey, learning and growth. We are, as she has said, "swimming in the American soup" with many other organizations. True. And, I recognize that the issues SEED's assessment is lifting up are our issues and our responsibility to find solutions.

This past summer, we invited Dr. Kikanza Nuri-Robins, an author and speaker, to share her experience and wisdom to help people and organizations close the gap between who they say they are and what they actually do. As a part of her talk with the First 5 LA team, Dr. Nuri-Robins spoke about the importance of naming the disconnects and tensions as well as the strengths and assets within an organization. She observed that it's normal to have these disconnects and tensions: the issue arises when we ignore them or pretend they aren't there.

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This counsel is good food for thought for any organization, including First 5 LA. An important part of the story that is First 5 LA is that we are trying to do better, to live up to our values, to achieve our aspirations for children. There is a humanness and a grace that can be found in the knowledge that as a community of human beings we can do better. We must do better.

As Maya Angelou's wisdom reminds us, "Do the best you can until you know better. Then when you know better, do better."

We look forward to engaging the Board on First 5 LA's DEI journey, learning from your experience and insights, and laying the foundation for further Board engagement in the year ahead.

II. OPTIMIZING OUR ORGANIZATIONAL EFFECTIVENESS

Engaging with Employees to Celebrate our Diverse Heritage

From September through October, First 5 LA is celebrating the annual national heritage events of Hispanic Heritage Month, Filipino American History Month and Indigenous Peoples Day. First 5 LA produced an awareness and engagement initiative to connect employees, stakeholders and the public to how the communities' histories and cultures have influenced and contributed to our country and LA County. The Office of Communications collaborated with colleagues from across the organization to author blogs that brought personal, professional, lived experiences, and diverse authentic voices to the effort. Educational and event resources were additionally shared across our internal and external newsletters, our Teams collaborative communications hub, social media channels and the First 5 LA website. My regular email update to all employees provided a space to uplift each effort as an opportunity to learn, grow and be inspired. The following articles reflect some of the work produced with First 5 LA employees:

- Preserving the Past, Preparing New Generations Through Dual Language Learning (<https://www.first5la.org/article/preserving-the-past-preparing-new-generations-through-dual-language-learning/>)
- Celebrating National Hispanic Heritage Month: September 15th – October 15th (<https://www.first5la.org/article/celebrating-national-hispanic-heritage-month-september-15th-october-15th/>)
- Celebrating Filipino American History Month (<https://www.first5la.org/article/celebrating-filipino-american-history-month/>)

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

Antelope Valley Funders Briefing

For the past decade, First 5 LA has committed resources to the children and families of the Antelope Valley (AV) through the Best Start initiative. Best Start is a platform for creating and aligning the Antelope Valley region with a common vision for children and families. To leverage this decade-long work in the

AV to build a network of parents, organizations, and community leaders toward a shared vision, the LA County Center for Strategic Partnerships recently hosted a funder briefing on September 20, 2021 to highlight how partners in the AV system are collaborating with community members to ensure that the AV is a regional model for wellbeing, connectivity, and equitable outcomes for children and families. The Center for Strategic Partnerships is a special initiative under the LA County's CEO's Office which focuses on supporting collaborative projects between public and private partners with aligned goals in order to better meet community needs in the county. The objective of the funders briefing was to highlight the collaborative public-private work underway, including the Antelope Valley African American Infant and Maternal Mortality (AAIMM), Faith in Motion, the Challenger Youth Memorial Transformation, and the Antelope Valley Resource Infusion (AVRI), where First 5 LA is a leading partner. Each project elevated the importance of community voice and power when identifying solutions to strengthen child and family wellbeing.

The funders briefing also highlighted an important asset in the AV community - the strong collaborative spirit among community leaders and partners who are determined to respond to the growing needs of children and families in the region. Over 120 partners in philanthropy participated in the virtual briefing, meeting in small group breakouts to explore the opportunities presented and to build momentum on the energy and interest in collaborating with the AV community. To sustain these efforts, First 5 LA's emerging role in the region is to support the alignment and orientation of funders and systems partners so that the work in the AV is grounded in long-term transformative change. Ultimately, we support this work in the AV so that the investments made by systems partners today will achieve systemic changes that will improve results for the youngest children for generations to come.

Innovative Welcome Baby Outreach and Communication Efforts During the COVID-19 Pandemic

The COVID-19 pandemic has created a host of unique challenges and barriers for communities to address over the last year and a half but has also provided opportunities for innovation. Los Angeles Best Babies Network (LABBN) developed new and creative enhancements to information sharing during this time within the home visitation community in Los Angeles County. In order to provide home visitors with easily accessible and up to date COVID-19 information, LABBN developed a specific website for relevant information and resources. This section was added to LABBN's blog site in response to the influx of COVID-19 resources being shared between programs. The website is a strategy to help streamline the information flow as well organize resources in a way to make specific content easier for staff to locate. The site is updated regularly as information is consistently changing. The COVID-19 pandemic has created a host of unique challenges and barriers for communities to address over the last year and a half but has also provided opportunities for innovation. Los Angeles Best Babies Network (LABBN) developed new and creative enhancements to information sharing during this time within the home visitation community in Los Angeles County.

In order to provide home visitors with easily accessible and up-to-date COVID-19 information, LABBN developed a specific website for relevant information and resources (welcomebaby.labestbabies.org/covid-19-information-and-resources-for-home-visitors-and-the-families-they-serve/). This section was added to LABBN's blog site in response to the influx of COVID-19 resources being shared between programs. The website is a strategy to help streamline information as well organize resources in a way to make specific content easier for staff to locate. The site is updated regularly as information is consistently changing.

The Welcome Baby Support website (welcomebabysupport.org) is another innovation sparked by the pandemic. The site was created in 2020 as a mode of offering outreach materials online in English and Spanish to the community due to services being provided virtually. The site made digital self-referrals into Welcome Baby possible for new and expectant parents. Families who may meet enrollment eligibility for other home visitation programs are also connected to an e-Directory of LA County Home Visiting Programs, which was developed by the LA County Perinatal & Early Childhood Home Visitation Consortium. Visitors to the website can learn about upcoming events, Welcome Baby Hospitals, and express interest in the program. Since March 2021, the website has had 1,057 new users and a total of

2,248 page views, with over 90 interest forms submitted to date via the website. Additionally, the Welcome Baby Support website also includes flyers and banners with QR codes, which are beginning to be posted and distributed in Welcome Baby hospitals and partner clinics. This allows interested families to link directly to the Welcome Baby Support website and take a step towards enrollment.

These new and innovative communication approaches help create alternative ways for providers and community members to share information as well as tap into valuable resources and supports, in a time when access to accurate COVID-19 information is crucial. Although created in response to the pandemic, these resources will continue to be useful in enhancing referral pathways into home visitation into the future. These new and innovative communication approaches help create alternative ways for providers and community members to share information as well as tap into valuable resources and supports, in a time when access to accurate COVID-19 information is crucial. Although created in response to the pandemic, these resources will continue to be useful in enhancing referral pathways into home visitation into the future.

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

Early Screening, Better Outcomes Toolkits Shared At National Conference

On September 22, 2021, Health Systems Program Officer Ann Isbell and Marian Williams from Children's Hospital Los Angeles (CHLA) presented at the virtual Help Me Grow National Forum on Early Screening, Better Outcomes & Exploring Developmental Screening and Referral Toolkits. Learning objectives for this session, attended by 83 early childhood professionals from across the nation, were to: 1) Identify steps to implement a high-quality developmental screening and linkage approach within programs and organizations; and 2) Develop tips for having culturally-appropriate developmental conversations with families. Attendees expressed appreciation for the tips on cultural considerations when doing developmental screening and discussing results. The toolkits were developed in partnership between CHLA and First 5 LA based on lessons learned and promising practices from the First Connections program, which funded six grantees to prioritize early identification and intervention (EII) for young children and connect them and their families with culturally and linguistically appropriate services as early as possible. Toolkits will continue to be promoted through Help Me Grow LA to strengthen clinical practices via existing partnerships such as our partnership with L.A. Care Health Plan.

Department of Health Care Services' (DHCS) quarterly Medi-Cal Children's Health Advisory Panel

On September 13, 2021 First 5 LA provided feedback to the Department of Health Care Services' (DHCS) quarterly Medi-Cal Children's Health Advisory Panel meeting on the department's Child and Youth Behavioral Health Initiative. First 5 LA supports DHCS's overarching goal of transforming California's child and youth behavioral health systems in order to prioritize up-stream interventions and promote regular screenings and referrals to evidence-based interventions. However, First 5 LA advocated for DHCS to continue designing strategies and to concentrate efforts specifically toward children younger than 5-years old. First 5 LA's advocacy reaffirmed how crucial it is for children to receive early and periodic validated screenings, and connect them to trauma-informed interventions. To read the full letter, please see attachment (1. Department of Health Care Services (DHCS) Letter).

DHCS Telehealth Advisory Workgroup

First 5 LA provided feedback to the California DHCS first Telehealth Advisory Workgroup meeting on September 23, 2022. First 5 LA elevated the benefits of telehealth, and spoke to the importance of increasing ease of access and flexibility in how families can receive supports. While First 5 LA strongly echoes the importance of access to in-person supports, because there are important services pediatricians cannot provide virtually, we request that the department continues working to ensure families with young children can readily access vital early identification, early intervention and critical developmental services that promote lifelong health and success. To read the full letter, please see attachment (2. Telehealth Advisory Workgroup Letter).

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

The Dual Language Learner Initiative Launches

"Dual language learners have greater academic success over time if both the home language and English are supported from an early age," said Keesha Woods, Executive Director of Los Angeles County Office of Education (LACOE) Head Start and Early Learning Division. That's why Quality Start Los Angeles (QSLA), a collaboration of seven agencies focused on early learning, has launched the Dual Language Learner Initiative, a program designed to support educators and families of dual language learners from birth to age five. The initiative kicked off on Saturday, September 25, with an online event attended by early childhood teachers, parents and community members. The Keynote was provided by Dr. Marlene Zepeda a First 5 LA Commissioner and leading expert in the field of dual language learning with a focus on preschool children and child development in Latinx infants and toddlers. The program included workshops and learning opportunities for families and early learning educators and is funded by First 5 LA through a generous grant from First 5 California.

State and Federal Advocacy Agenda Updates

Governor Newsom had until September 10, 2021 to sign or veto bills passed by the State Legislature this 2021 Legislative session. Two out of the four bills First 5 LA sponsored were included in the final state budget--SB 246 and AB 92. SB 316 did not pass the legislature, however; OGAPP will continue advocating to increase access of supports through greater integration and flexibility and not only via legislation, but also by looking at other opportunities to change the current policy such as through the budget or administrative advocacy. AB 123 was vetoed by the Governor on September 28, 2020 however, OGAPP will continue working closely with the network of First 5's and the Legislative Women's Caucus who are leading paid family leave advocacy efforts in 2022.

- 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: Assembly Appropriations Committee (proposal was included in final state budget)
- AB 92 (Reyes), related to child care family fees, which would establish a more equitable sliding scale for family fees. Status: Senate Appropriations Committee (proposal was included in final state budget).
- 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: Assembly Appropriations Committee (Held on Suspense Calendar).
- 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: Vetoed by Governor Newsom.

For the full advocacy agenda, see attachment (3. First 5 LA 2021 Advocacy Agenda).

IV. CONTRACTS AND SPONSORSHIPS EXECUTED LEVERAGING EXECUTIVE DIRECTOR DELEGATION AUTHORITY

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

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.”

Nothing to highlight for this month.

Event Sponsorships

Esperanza's Community Housing's virtual "Dancing Under the Stars" Gala

Date: September 23, 2021

Sponsorship Amount: \$2,500

Description: Esperanza Community Housing Corporation is a social justice non-profit in South Central Los Angeles that achieves long-term, comprehensive community development. This year they celebrated two decades of its impact as well as their relentless work towards a just recovery from the pandemic, and tireless efforts toward racial and economic equity for South LA and beyond. They honored St. John's Well Child & Family Center, the Maqueos Family, and the LA Justice Fund.

Southern California Grantmakers (SCG) annual conference

Date: September 28 and 30, 2021

Sponsorship Amount: \$10,000

Description: The title of the virtual conference was "Rise Up: Closing the Racial Gap Divide." This year SCG focused on addressing the wide and persistent racial wealth gap in the United States that has prevented Black, Indigenous, Latinx, and other communities of color from building generational wealth and achieving economic prosperity.

Latinos For Education's first annual State of Latino Education National Convening

Date: October 5-7, 2021

Sponsorship Amount: \$5,000

Description: The Latinos for Education mission is to develop, place and connect essential Latino leaders in the education sector. This year's inaugural, virtual convening theme was "Reclaiming the Promise of Educational Equity". Equity-minded education leaders and decision-makers rallied together to ensure that Latino students are centered in the COVID-19 recovery conversation and efforts. First 5 LA joined a VIP Equity Champions briefing on October 5 where we heard what Latino educators believe matter most in education policy change. On October 6, Miriam Calderon, the Deputy Assistant Secretary for Early Learning at the Office of Elementary and Secondary Education at the U.S. Department of Education served as a panelist in the conference who focused on early childhood education. First 5 LA's engagement with Calderon was spotlighted during the event.

Advancement Project California's Annual 2021 Champions for Equity Awards

Date: October 10, 2021

Sponsorship Amount: \$10,000

Description: Advancement Project California (AP CA) is a multi-racial, multi-generational racial justice organization with expertise in research, advocacy, and policy. AP CA is a long time partner of First 5 LA that works with communities to expand educational opportunities for California's children; create healthy and safe neighborhoods; ensure communities of color have a voice in our democracy; strengthen movement-building; and shift public investments toward programs that benefit all Californians. At this year's virtual event, they honored racial justice leaders and celebrated the collective power and perseverance of community.

September 23, 2021

To: Department of Health Care Services (DHCS) Staff
 RE: First meeting of the Telehealth Advisory Workgroup
 From: First 5 LA
 Dear DHCS staff

First 5 LA is an independent public agency with the goal of supporting the safe and healthy development of young children. In partnership with others, First 5 LA works to strengthen families, communities, and systems of services and supports so all children in Los Angeles County enter kindergarten ready to succeed in school and life. We thank you for the opportunity to provide feedback on the department's first meeting of the Telehealth Advisory Workgroup.

The COVID-19 crisis has demonstrated many benefits of telehealth, especially related to increasing ease of access and flexibility in how families can receive supports. Still, virtual care and in-person care are not always interchangeable. First 5 LA strongly echoes comments made at the September 22 Telehealth Workgroup Advisory meeting, both by DHCS and workgroup members, on the importance of access to in-person supports. There are important services that pediatricians cannot provide virtually, for example, such as certain developmental screens, vaccinations, etc. DHCS itself specifically highlighted well-child visits as a service not ideally suited to virtual modalities, precisely because key components must occur in-person. As such, even as it discusses the future of telehealth in the state, we request that the department continue working to ensure families with young children can readily access vital early identification, early intervention and critical developmental services that promote lifelong health and success.

More broadly, and we ask that DHCS pay particular attention to assuring the state's youngest children have adequate access to all necessary care. This is because children ages prenatal to 5-years old are a special population even within the cohort of childhood more broadly defined. During these critical years of life, 90 percent of brain development occurs and millions of new neural connections form each second. As such, preventative and other supportive services that occur as upstream as possible are important to ensuring optimal development. Despite this, young children do not always receive all required services through EPSDT, and perhaps most concerningly, children of color are most likely to miss out.

First 5 LA thanks you again for the opportunity to provide feedback on this vital work. If we can be of further assistance, please contact Andrew Olenick, Policy Analyst, at AOLenick@First5LA.org.

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 Judy Abdo
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 Marlene Zepeda, Ph.D.

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 Karla Pleitez Howell
 Deanne Tilton
 Keesha Woods

EXECUTIVE DIRECTOR

Kim Belshé

EXECUTIVE VICE PRESIDENT

John A. Wagner

September 13, 2021

To: Department of Health Care Services (DHCS) Staff
 RE: September Medi-Cal Children's Health Advisory Panel (MCHAP) meeting
 From: First 5 LA

Dear DHCS staff,

First 5 LA is an independent public agency with the goal of supporting the safe and healthy development of young children. In partnership with others, First 5 LA works to strengthen families, communities, and systems of services and supports so all children in Los Angeles County enter kindergarten ready to succeed in school and life. We thank you for the opportunity to provide feedback on the department's Child and Youth Behavioral Health Initiative, as discussed at the September MCHAP meeting.

DHCS's overarching goal of transforming California's child and youth behavioral health systems, in order to prioritize up-stream interventions and promote regular screenings and referrals to evidence-based interventions, is an extremely positive step. Such system changes will better ensure that children are safe from abuse, neglect and other trauma, vital because the experience of early adversity negatively impacts optimal development. The need for high-quality and accessible behavioral health supports has only increased due to the COVID-19 pandemic, as children face the loss of loved ones, heightened economic, housing and food insecurities, and social isolation from school and child care closures. Children in the most impacted communities of color will especially benefit from expanded access to behavioral health services.

At the recent MCHAP meeting, DHCS emphasized that the behavioral health system reform effort would especially be "up-stream focused." To meaningfully accomplish this, the department must design strategies and concentrate efforts specifically toward children younger than 5-years old. Children ages prenatal to 5-years old represent a special population, even within the childhood cohort more broadly defined, as during these earliest years of life, 90 percent of brain development occurs and millions of new neural connections form each second. There is no more upstream opportunity than ensuring children up to age 5-years old receive tailored and appropriate supports.

DHCS also stated that this initiative would seek to ensure children receive regular screenings for emerging behavioral health concerns, as well as appropriate referrals. First 5 LA strongly agrees with the need for children to receive early and periodic validated screenings, and connection to trauma-informed interventions. Even as implementation of the Children and Youth Behavioral Health Initiative begins, we ask that DHCS continue to focus on strategies that ensure every child served by Medi-Cal receives all required EPSDT services. Of particular concern, DHCS's own audit from 2019 showed that children of color are most likely to miss out on vital screening and prevention services. Overall, full utilization of EPSDT will promote the physical, mental and behavioral health of young children, and is crucial toward a family's ability to optimize their child's development.

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.
Judy Abdo <i>Vice Chair</i>		

EX OFFICIO MEMBERS

Jacquelyn McCroskey, Ph.D.
 Karla Pleitéz Howell
 Deanne Tilton
 Keesha Woods

EXECUTIVE DIRECTOR

Kim Belshé

EXECUTIVE VICE PRESIDENT

John A. Wagner

We thank you again for the opportunity to provide feedback on this vital work. If we can be of further assistance, please contact Andrew Olenick, Policy Analyst, at AOlenick@First5LA.org.

First 5 LA - Advocacy Agenda 2021			
Policy Item	Author/Budget Amount	Title & Description	Notes/Sponsor/Status
Early Care & Education			
AB 92	Reyes (AD-47) - Grand Terrace	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. Senate Appropriations Committee; added to the 21-22 Budget.
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 CDSS to create the Quality Counts California Pilot Reimbursement Program intended to allow childcare providers to receive higher reimbursement rates.	Sponsors: EveryChild CA. Assembly Appropriations Committee; added to the 21-22 Budget
Health			
SB 316	Eggman (SD-05) - Stockton	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. Ordered to inactive file on request of Assembly Member Reyes.
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.	Vetoed by Governor Newsom.

First 5 LA

SUBJECT:

Approve Resolution No. 2021-08 ratifying specified acts taken by the Executive Director during the declared state and local COVID-19 public health emergency.

RECOMMENDATION:

Approve Resolution No. 2021-08 by a roll call vote at the October 14, 2021 Board meeting.

BACKGROUND:

After consulting with First 5 LA's Chair, Vice Chair, and legal counsel, on March 17, 2020 Executive Director Kim Belshé communicated to the Board of Commissioners her need to take emergency actions in order to protect the health and well-being of First 5 LA employees and our external contractor and grantee partners. In this communication, Executive Director Belshé outlined eight areas of actions needed to maintain critical functions, including authority to:

1. Waive the Governance Guidelines related to Board sequencing and approval of items
2. Exercise emergency provisions provided in our existing procurement policy
3. Extend contracts scheduled to expire by 6/30/20 for up to 90 additional days, with expected Board action by 9/30/20 on those contracts recommended for renewal
4. Continue to pay invoices and contracted amounts as they come due, even if work associated with those invoices is different than originally anticipated
5. Purchase necessary goods and services needed in response to COVID-19...including entering into strategic partnerships with partners focused on a COVID-19 response, in some cases in excess of the Board-delegated authority of \$75,000 but no greater than \$150,000
6. Assure conference organizers with whom F5LA has a paid sponsorship agreement that F5LA will not seek return of funds if the event has been or will be cancelled
7. Affirm the mid-year FY19/20 budget adjustment recommendations brought to the March meetings of the Finance Committee and the Board as approved for the remainder of the current budget year and for purposes of the FY20/21 budget development, and
8. Adjust F5LA's employee personnel policies and implementation of these policies, including paid time off, as deemed necessary.

In exercising these authorities, the Executive Director also communicated her intent to disclose these actions to the Board and to seek ratification by the Board at the next regular Board meeting. This action occurred at May Board meeting in compliance with the requirements set forth in that communication. Since that date, this memo, Resolution No. 2021-08, and the accompanying exhibit continue to keep the Board apprised of emergency actions taken since the last meeting of the Board.

Attachments:

- Board Resolution No. 2021-08
- Exhibit A — List of F5LA Actions Related to Management of Covid-19

Exhibit A

List of F5LA Actions Related to Management of Covid-19

Per the 3/17/20 Communication with the Board and earlier communication with the Chair and Vice Chair, the Executive Director was given emergency authority in 8 areas to ensure the protection and safety of our staff and external partners. These 8 areas are:

1. Ability to waive the Governance Guidelines related to Board sequencing and approval of items coming to the Board
2. Exercising emergency provisions and provided in our existing procurement policy
3. Ability to extend contracts scheduled to expire by 6/30/20 for up to 90 additional days, with expected Board action by 9/30/20 on those contracts recommended for renewal
4. Ability to continue to pay invoices and contracted amounts as they come due, even if work associated with those invoices is different than originally anticipated
5. Purchase necessary goods and services needed in response to COVID-19...including entering into strategic partnerships (SPs) with partners focused on a COVID-19 response, in some cases in excess of the Board-delegated authority of \$75,000 but no greater than \$150,000
6. Ability to assure conference organizers with whom F5LA has a paid sponsorship agreement that F5LA will not seek return of funds if the event has been or will be cancelled
7. Affirm the mid-year FY19/20 budget adjustment recommendations brought to the March meetings of the Finance Committee and the Board as approved for the remainder of the current budget year and for purposes of the FY20/21 budget development, and
8. Ability to adjust F5LA's employee personnel policies and implementation of these policies, including paid time off, as deemed necessary

The table below provides an inventory of authorities exercised to date and will be brought forward for ratification by the Board, per the attached resolution 2021-08:

Emergency Authorities (EAs) Executed Typically Not Requiring Board Action				
Item No.	Dept. Functional Area	Description of EA Executed	Area(s) of EA (from above list)	Description of Contract Actions
1	Contract Administration and Purchasing	Purchase necessary goods and services needed to respond to the COVID-19 virus pandemic and associated issues affecting young children and families	#5	Welcome Baby and Select Home Visitation grantees: As families continue to experience significant challenges in meeting basic needs as a result of the ongoing COVID-19 crisis, guidelines for the Welcome Baby and Select Home Visitation grantees were developed to inform how providers may utilize funds within their existing

				contract to support families. Providers will be able to provide for basic needs such as diapers, wipes and masks, as well as purchase and delivery of food and household cleaning items for families affected by COVID-19. Providers are required to stay within the approved contract amount and not exceed the limit granted to the Executive Director. COVID-19 related expenses were also authorized in FY 20-21, as reported to the board in November of 2020.
2	Human Resources	Adjust F5LA's employee personnel policies and implementation of these policies, including paid time off, as deemed necessary	#8	First 5 LA office to close for the week of Thanksgiving and between Christmas and New Year's Day.

RESOLUTION NO. 2021-08

**A RESOLUTION OF THE LOS ANGELES COUNTY CHILDREN
AND FAMILIES FIRST PROPOSITION 10 COMMISSION RATIFYING SPECIFIED ACTS TAKEN BY THE
EXECUTIVE DIRECTOR DURING THE DECLARED STATE AND LOCAL COVID-19 PUBLIC HEALTH
EMERGENCY**

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

Whereas, on March 4, 2020 the Governor of California declared a state of emergency to enable the State to prepare for the broad spread of the Covid-19 virus in California; and

Whereas, on March 13, 2020 the Los Angeles County Health Officer issued a Public Health Order, updated on April 10, 2020, that requires many residents to stay at home or their place of residence, with certain exceptions, and ordered many "non-essential" businesses to be closed; and

Whereas, on March 13, 2020 First 5 LA Executive Director Kim Belshé, to protect the health and safety of staff and to assist with the efforts of public health officials, directed First 5 LA staff to begin working from home as of March 17, 2020; and

Whereas, on March 17, 2020 Executive Director Belshé notified the Board of Commissioners in writing that, with the concurrence of the Board Chair and Vice Chair, she intended to assert certain emergency authorities for the continuity of operations of First 5 LA subject to disclosure to, and ratification by, the Board of Commissioners; and

Whereas, on March 19, 2020 Los Angeles Mayor Eric Garcetti issued a "Safer at Home" Public Order, also ordering Angelenos to remain at home or at their place of residence in order to slow the spread of the COVID-19 virus, except for essential workers; and

Whereas, the Board of Commissioners has received and reviewed the list of Executive Director actions taken under her emergency authority.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Each of the Executive Director actions set forth on Exhibit A attached to this Resolution, incorporated herein by this reference, is ratified by the Board of Commissioners.
2. The executed copy of this Resolution shall be retained on file as evidence of the Commission's action herein.

**PASSED, APPROVED AND ADOPTED THIS 14TH DAY OF OCTOBER, 2021 BY THE FOLLOWING
VOTE:**

AYES: Commissioners

NOES: Commissioners

ABSTAIN: Commissioners

Sheila James Kuehl
Chair, First 5 LA

ATTEST

Kim Belshé
Executive Director

FIRST 5 LA

SUBJECT:

Review and Determine that the Board and Committees will Continue to Conduct Public Meetings by Teleconference Pursuant to Government Code Section 54953(e); Waive Governance Guideline Number 1 (Separate Information and Action Items)

RECOMMENDATION:

That the Board review the current County and City states of emergency due to the COVID-19 pandemic, and social distancing measures that are required and recommended by state and local health authorities, and determine that in person meetings of the Board and Commission would present imminent risks to the health and safety of attendees.

BACKGROUND:

The Board and Committees of the Board have met remotely throughout the pandemic to protect the health and safety of the public, staff and Commissioners. Remote meetings under relaxed Brown Act rules were permitted by Governor Newsom's executive Order N-29-20, which expired on September 30, 2021. In its place, the Legislature passed AB 361, which became effective October 1, 2021. AB 361 continues to permit remote meetings during a proclaimed local emergency, if social distancing measures are required or recommended. New Government Code Section 54953(e) requires that the Board review these requirements every 30 days, to determine whether in person meetings of the Board and Committees would present imminent risks to the health and safety of attendees. If the Board continues to meet remotely, AB 361 requires that the public have real time opportunities to participate.

DISCUSSION:

State, County and City-declared states of emergency due to the COVID-19 pandemic remain in effect. While California and Los Angeles County residents have worked hard to reduce the spread of the virus, hospitalizations and deaths, transmission remains at substantial levels in the community. Authorities, including Cal OSHA, recommend that businesses and entities continue to practice social distancing as well as other measures to guard against the virus. Under the current circumstances, the Board would be justified in determining that the Board and Committees of the Board will continue to meet remotely under the rules set forth in Government Code Section 54953(e). Staff will provide the required real time public participation measures.

As required by law, the Board will review this matter every 30 days, or as soon thereafter as meeting schedules permit. Due to the time constraints imposed by AB 361, this action will require that the Board waive the typical Governance Guideline No. 1 requirement that an action item be presented first for information at a separate meeting. This action requires 7 of 9 affirmative votes.

RECOMMENDATION:

Staff and legal counsel recommend that the Board determine that the Board and Committees will continue to conduct public meetings by teleconference pursuant to Government Code Section 54953(e), because in-person meetings would present imminent risks to the health and safety of attendees, and waive Governance Guideline No. 1.

FIRST 5 LA

SUBJECT:

2020-2021 Annual Report to First 5 California (State Commission)

RECOMMENDATION:

Approve the First 5 LA Annual Report to First 5 California (State Commission)

BACKGROUND:

Each year staff prepares a report to the State Commission that provides fiscal, demographic, and programmatic information in the format of a State Commission-designated template. Staff is seeking approval of the First 5 LA Annual Report for Fiscal Year 2020-2021 (July 1, 2020 – June 30, 2021), which is due to First 5 California by October 29, 2021. First 5 LA will submit the entire report via the web-based forms provided by the State Commission. This request was brought as information at the September 23, 2021, Special Meeting of the Board of Commissioners/Program and Planning Committee (per the Bylaws).

DISCUSSION:

As part of the data submission requirement, staff must map First 5 LA programmatic efforts to the following investment areas defined by First 5 California:

- **Improved Child Health:** Investments in this area include general health education and promotion programs, perinatal and early childhood home visiting services, prenatal and infant/toddler pediatric supports, and early intervention services.
- **Improved Child Development:** Investments in this area include quality early learning supports and early learning program direct costs.
- **Improved Family Functioning:** Investments in this area include short-term non-intensive general family support programs, targeted intensive family support services, and family literacy and book programs.
- **Improved Systems of Care:** Investments in this area include policy and public advocacy as well as program and systems improvement efforts.

It is important to note that the First 5 California investment areas are categorized differently than with the strategies outlined in our current strategic plan. Key findings from each section of the First 5 LA State Annual Report for Fiscal Year 2020-2021 are summarized below. Refer to, "Attachment 1, First 5 LA's FY20-21 State Annual Report" for the full report.

Section 1: Revenue and Expenditure Summary

This section captures First 5 LA's fiscal data showing the relationship between financial resources and services.

- *Revenue and Expenditures:* First 5 LA revenue for FY 20-21 totaled \$81,635,147 while expenditures totaled \$103,896,716 for a net change in fund balance of negative \$22,261,569. The total ending fund balance for FY 20-21 is \$316,422,237.
- *Investments:* In FY 20-21, almost 50% of programmatic expenditures were categorized into the Systems of Care Investment area according to the First 5 California guidelines, which is consistent with the increased emphasis on systems change in the First 5 LA 2020-2028 Strategic Plan. This represents an increase from 46 grants in FY19-20 to 70 grants in FY20-21.

Section 2: Demographic Worksheet

This section captures demographic information about the populations served by First 5 LA at the county level.

- *Population Served:* First 5 LA served a total of 68,561 children, 53,821 parents and caregivers, and 33,581 providers in FY 20 – 21.

- Children and caregivers were served primarily through Improved Child Health investments such as home visiting, early identification and intervention services, and Black Infant Health Program and Improved Family Functioning investments such as the Little by Little Program.
- Providers were primarily served through Improved Child Development investments, such as the Early Childhood Educator Competencies Professional Development Grants and the Los Angeles County Early Care and Education Workforce Registry. A small proportion of providers were also served through System of Care investments.
- *Demographics:* Consistent with previous years' demographics, majority of children (74%) and caregiver (53%) were of Latino/ Hispanic background. Of the 68,561 children served, 65.5% spoke primarily English and 32.7% spoke primarily Spanish, and of the 53,821 caregivers served, 48.8% spoke primarily English, 21.1% spoke primarily Spanish, and 48.8% did not have a primary language identified (unknown). Refer to Attachment 1 for a more detailed breakdown of the data.

Section 3: Evaluation Summary/County Highlights

This section provides information about completed evaluations focused on improved family functioning, child development, child health, and systems of care. County highlights describing accomplishments during the fiscal year are also reported in this section.

- *QSLA Developmental Evaluation:*
 - Sites received an average of 4.5 hours of pre-assessment technical assistance (TA), and 0.5 hour of post- assessment TA.
 - Providers rated strengths-based coaching as positive and reported that coaching helped improve their practice.
 - Recommendations include continuing to offer quality assessment supports and coaching tailored to providers' needs and goals.
- *First Connections Program Evaluation:*
 - Since April 2014, grantees conducted over 50,000 developmental screenings with children birth through age 5.
 - 68% of screenings indicated children were "developing on schedule", 16% fell in the monitor range, and 17% were placed in the referral range.
 - Parents reported improvement in knowledge of child development, EII services, and how to become advocates.
- *County Highlights:*
 - First 5 LA supported grantees in increasing capacity for professional development and data use, and strengthening inter-agency collaborations and partnership with parents by harnessing formal and informal networks to share information and resources.
 - In collaboration with parents and providers, grantees advocated for local and statewide issues, such as higher reimbursement rates and more childcare slots, and successfully reinstating LA Metro bus service to pre-pandemic levels.
 - The number of children and providers reached through F5LA investments has doubled from the previous year.
 - Many grantees reported increased collaboration to reach more families and to fill gaps in services.

NEXT STEPS:

- First 5 LA will submit the final State Annual Report to First 5 California by October 29, 2021.
- The L.A. County Data Brief is a new endeavor that will leverage the annual reporting process by examining First 5 LA investments through the lens of our Strategic Plan in alignment with First 5 LA's Strategic Priority #3 to Expand Influence and Impact with Data. With a focus on progress towards the Results for Children and Families, the Long-Term Systems Outcomes and Equity, First 5 LA is well-positioned to provide meaningful and useful data. At the January Special

Meeting of the Board of Commissioners/Program and Planning Committee meeting, there will be an opportunity to provide insight to the L.A. County Data Brief.

- Staff will continue to collaborate with First 5 California to re-envision the approach to annual reporting to better reflect the systems change work of counties across the state.



Annual Report AR-1

Los Angeles Revenue and Expenditure Summary

July 1, 2020 - June 30, 2021

Revenue Detail

Category	Amount
Tobacco Tax Funds	\$60,590,413
First 5 IMPACT 2020 Funds	\$2,082,244
Small Population County Augmentation Funds	\$0
DLL Pilot Funds	\$0
Other First 5 California Funds	(\$1,240,967)
Other First 5 California Funds Description Other Funds include the following: Net Decrease in Fair Value of Investments 2,861,364 MAA Program 80,319 California Department of Education 32,839 Home Visiting Coordination Funds 35,544 Dual Learner Language Grant 81,712 Prior Year Adjustment -135,900 Other Program Revenue 1,525,884 TOTAL -1,240,967	
Other Public Funds	\$0
Other Public Funds Description	
Donations	\$0
Revenue From Interest Earned	\$1,987,840
Grants	\$0
Grants Description	
Other Funds	\$18,215,617
Other Funds Prop. 56 18,215,617	
Total Revenue	\$81,635,147

Improved Family Functioning

Service	Grantee	Program(s)	Children	Caregivers	Providers	Amount
General Family Support	CBO/Non-Profit	Not Applicable (Other)	196	3000	0	\$19,421
General Family Support	CBO/Non-Profit	Not Applicable (Other)	0	1	0	\$53,798
General Family Support	Research/Consulting Firm	Not Applicable (Other)	1	0	0	\$4,026
Family Literacy and Book Programs	CBO/Non-Profit	Little by Little	36497	4055	0	\$2,872,701
Total						\$2,949,946

Improved Child Development

Service	Grantee	Program(s)	Children	Caregivers	Providers	Amount
Quality Early Learning Supports	CBO/Non-Profit	Quality Counts California	0	0	180	\$1,124,431
Quality Early Learning Supports	Resource and Referral Agency (COE or Non-Profit)	Quality Counts California	0	0	30160	\$891,605
Quality Early Learning Supports	Resource and Referral Agency (COE or Non-Profit)	Quality Counts California	0	0	70	\$0
Quality Early Learning Supports	Resource and Referral Agency (COE or Non-Profit)	Not Applicable (Other)	0	0	21	\$22,595
Quality Early Learning Supports	CBO/Non-Profit	Not Applicable (Other)	0	0	215	\$3,748
Quality Early Learning Supports	CBO/Non-Profit	Quality Counts California	0	0	126	\$2,759,030
Quality Early Learning Supports	County Office of Education/School District	Quality Counts California	0	0	102	\$1,913,827
Quality Early Learning Supports	CBO/Non-Profit	Quality Counts California	0	0	1	\$107,623
Quality Early Learning Supports	County Office of Education/School District	Quality Counts California	0	0	1	\$111,805
Quality Early Learning Supports	Resource and Referral Agency (COE or Non-Profit)	Not Applicable (Other)	0	0	1	\$33,404
Total						\$6,968,068

Improved Child Health

Service	Grantee	Program(s)	Children	Caregivers	Providers	Unique Families	Amount
General Health Education and Promotion	Hospital/Health Plan	• Nutrition/Breastfeeding	1	0	0	0	\$107,974
Early Intervention	Child Care Centers	• Care Coordination and Linkage	688	340	32	32	\$95,483
Early Intervention	CBO/Non-Profit	• Care Coordination and Linkage	7	9	0	0	\$71,411
Early Intervention	CBO/Non-Profit	• Care Coordination and Linkage	1559	416	0	0	\$62,658
Early Intervention	CBO/Non-Profit	• Care Coordination and Linkage	2489	0	1	1	\$91,897
Early Intervention	CBO/Non-Profit	• Care Coordination and Linkage	3706	0	15	15	\$116,471
Early Intervention	CBO/Non-Profit	• Care Coordination and Linkage	182	182	5	5	\$68,491
Early Intervention	Hospital/Health Plan	• Not Applicable (Other)	0	0	6	0	\$30,553
Perinatal and Early Childhood Home Visiting	Hospital/Health Plan	• Local Model	679	747	0	0	\$1,466,992
Perinatal and Early Childhood Home Visiting	Hospital/Health Plan	• Local Model	1848	4968	0	0	\$1,939,625
Perinatal and Early Childhood Home Visiting	Hospital/Health Plan	• Local Model	1601	3435	0	0	\$1,764,393
Perinatal and Early Childhood Home Visiting	Hospital/Health Plan	• Local Model	2517	4548	0	0	\$2,250,126
59							Total \$34,539,306

	Service	Grantee	Program(s)	Children	Caregivers	Providers	Unique Families	Amount
	Perinatal and Early Childhood Home Visiting	Hospital/Health Plan	• Local Model	1205	2819	0	0	\$1,706,894
	Perinatal and Early Childhood Home Visiting	CBO/Non-Profit	• Local Model	1740	3189	0	0	\$1,717,856
	Perinatal and Early Childhood Home Visiting	Hospital/Health Plan	• Local Model	1585	3044	0	0	\$1,506,452
	Perinatal and Early Childhood Home Visiting	Hospital/Health Plan	• Local Model	3575	7191	0	0	\$2,228,583
	Perinatal and Early Childhood Home Visiting	CBO/Non-Profit	• Local Model	1636	2990	0	0	\$2,968,171
	Perinatal and Early Childhood Home Visiting	CBO/Non-Profit	• Healthy Families America	82	193	0	0	\$536,020
	Perinatal and Early Childhood Home Visiting	CBO/Non-Profit	• Healthy Families America	261	494	0	0	\$1,039,480
	Perinatal and Early Childhood Home Visiting	CBO/Non-Profit	• Healthy Families America	21	47	0	0	\$292,542
	Perinatal and Early Childhood Home Visiting	CBO/Non-Profit	• Healthy Families America	168	369	0	0	\$1,299,300
	Perinatal and Early Childhood Home Visiting	CBO/Non-Profit	• Healthy Families America	151	347	0	0	\$467,730
	Perinatal and Early Childhood Home Visiting	CBO/Non-Profit	• Healthy Families America	296	425	0	0	\$718,507
60							Total	\$34,539,306

	Service	Grantee	Program(s)	Children	Caregivers	Providers	Unique Families	Amount
	Perinatal and Early Childhood Home Visiting	CBO/Non-Profit	• Healthy Families America	37	123	0	0	\$341,666
	Perinatal and Early Childhood Home Visiting	CBO/Non-Profit	• Healthy Families America	55	87	0	0	\$435,084
	Perinatal and Early Childhood Home Visiting	CBO/Non-Profit	• Healthy Families America	72	148	0	0	\$1,066,075
	Perinatal and Early Childhood Home Visiting	CBO/Non-Profit	• Healthy Families America	39	91	0	0	\$73,990
	Perinatal and Early Childhood Home Visiting	CBO/Non-Profit	• Healthy Families America	23	29	0	0	\$280,013
	Perinatal and Early Childhood Home Visiting	Resource and Referral Agency (COE or Non-Profit)	• Healthy Families America	218	667	0	0	\$159,857
	Perinatal and Early Childhood Home Visiting	CBO/Non-Profit	• Healthy Families America	82	260	0	0	\$749,412
	Perinatal and Early Childhood Home Visiting	Hospital/Health Plan	• Local Model	1596	2959	0	0	\$2,000,284
	Perinatal and Early Childhood Home Visiting	CBO/Non-Profit	• Local Model	672	1219	0	0	\$985,612
	Perinatal and Early Childhood Home Visiting	CBO/Non-Profit	• Local Model	2139	3171	0	0	\$2,909,026
	Perinatal and Early Childhood Home Visiting	Hospital/Health Plan	• Local Model	483	849	0	0	\$897,399
	61						Total	\$34,539,306

Service	Grantee	Program(s)	Children	Caregivers	Providers	Unique Families	Amount
Perinatal and Early Childhood Home Visiting	CBO/Non-Profit	• Healthy Families America	51	161	0	0	\$550,180
Perinatal and Early Childhood Home Visiting	CBO/Non-Profit	• Healthy Families America	51	127	0	0	\$282,183
Perinatal and Early Childhood Home Visiting	CBO/Non-Profit	• Healthy Families America	53	131	0	0	\$412,844
Perinatal and Early Childhood Home Visiting	CBO/Non-Profit	• Healthy Families America	13	22	0	0	\$172,155
Perinatal and Early Childhood Home Visiting	CBO/Non-Profit	• Healthy Families America	14	23	0	0	\$136,067
Perinatal and Early Childhood Home Visiting	CBO/Non-Profit	• Healthy Families America	1	0	0	0	\$278,327
Prenatal and Infant/Toddler Pediatric Support	CBO/Non-Profit	• DULCE	0	0	10	0	\$24,770
Prenatal and Infant/Toddler Pediatric Support	Research/Consulting Firm	• DULCE	1	0	0	0	\$125,307
Prenatal and Infant/Toddler Pediatric Support	CBO/Non-Profit	• DULCE	1	0	0	0	\$111,446
Total							\$34,539,306

Improved Systems Of Care

Service	Grantee	Program(s)	Amount
Policy and Public Advocacy	Higher Education	• Early Learning	\$484,435
Policy and Public Advocacy	CBO/Non-Profit	• Resilient Families and Communities	\$685,136
Policy and Public Advocacy	CBO/Non-Profit	• Resilient Families and Communities	\$776,453
Policy and Public Advocacy	CBO/Non-Profit	• Not Applicable (Other)	\$404,094
Policy and Public Advocacy	Research/Consulting Firm	• Not Applicable (Other)	\$198,042
Policy and Public Advocacy	CBO/Non-Profit	• Early Learning	\$6,684,867
Policy and Public Advocacy	CBO/Non-Profit	• Not Applicable (Trauma INformed Care or ACEs)	\$26,899
Policy and Public Advocacy	Higher Education	• Not Applicable (Other)	\$201,743
Policy and Public Advocacy	Higher Education	• Child Health	\$74,493
Policy and Public Advocacy	County Office of Education/School District	• Not Applicable (Other)	\$469,518
Policy and Public Advocacy	Research/Consulting Firm	• Early Learning	\$194,911
Policy and Public Advocacy	County Office of Education/School District	• Not Applicable (Other)	\$4,743,739
Policy and Public Advocacy	Research/Consulting Firm	• Not Applicable (Other)	\$427,695
Policy and Public Advocacy	County Office of Education/School District	• Not Applicable (Other)	\$60,084
Policy and Public Advocacy	CBO/Non-Profit	• Not Applicable (Other)	\$8,105,534
63			Total \$44,186,296

Service	Grantee	Program(s)	Amount
Policy and Public Advocacy	CBO/Non-Profit	• Not Applicable (Other)	\$4,557,655
Policy and Public Advocacy	CBO/Non-Profit	• Not Applicable (Other)	\$2,283,310
Policy and Public Advocacy	CBO/Non-Profit	• Not Applicable (Other)	\$2,164,299
Policy and Public Advocacy	CBO/Non-Profit	• Not Applicable (Other)	\$1,038,964
Policy and Public Advocacy	CBO/Non-Profit	• Not Applicable (Other)	\$16,593
Policy and Public Advocacy	CBO/Non-Profit	• Resilient Families and Communities	\$80,697
Policy and Public Advocacy	CBO/Non-Profit	• Resilient Families and Communities	\$931,388
Policy and Public Advocacy	Research/Consulting Firm	• Child Health	\$40,349
Policy and Public Advocacy	CBO/Non-Profit	• Revenue Sustainability	\$0
Policy and Public Advocacy	CBO/Non-Profit	• Early Learning	\$482,991
Policy and Public Advocacy	Research/Consulting Firm	• Resilient Families and Communities	\$32,279
Policy and Public Advocacy	CBO/Non-Profit	• Child Health	\$131,133
Policy and Public Advocacy	Research/Consulting Firm	• Resilient Families and Communities	\$398,967
Policy and Public Advocacy	Other Public	• Not Applicable (Other)	\$80,697
Systems Building	CBO/Non-Profit	• Not Applicable (Other)	\$191,661
Systems Building	Hospital/Health Plan	• Family Resiliency	\$3,249,585
Systems Building	Research/Consulting Firm	• Not Applicable (Other)	\$914,568
64			Total \$44,186,296

Service	Grantee	Program(s)	Amount
Systems Building	Other Public	• Family Resiliency	\$53,798
Systems Building	CBO/Non-Profit	• Trauma-Informed Care/ACES	\$0
Systems Building	Higher Education	• Not Applicable (Other)	\$607,892
Systems Building	Other Public	• Not Applicable (Other)	\$21,519
Systems Building	County Office of Education/School District	• Not Applicable (Other)	\$0
Systems Building	County Office of Education/School District	• Not Applicable (Other)	\$47,103
Systems Building	Resource and Referral Agency (COE or Non-Profit)	• Not Applicable (Other)	\$50,214
Systems Building	Other Public	• Not Applicable (Other)	\$42,587
Systems Building	County Office of Education/School District	• Not Applicable (Other)	\$40,835
Systems Building	Hospital/Health Plan	• Family Resiliency	\$349,148
Systems Building	County Health & Human Services	• Early Identification and Intervention	\$461,239
Systems Building	CBO/Non-Profit	• Family Resiliency	\$80,697
Systems Building	Child Care Centers	• Not Applicable (Other)	\$307,773
Systems Building	Other Public	• Trauma-Informed Care/ACES	\$12,134
Systems Building	Higher Education	• Not Applicable (Early Learning)	\$122,660
Systems Building	Research/Consulting Firm	• Health Systems	\$40,526
Systems Building	Other Public	• Health Systems	\$0
Systems Building	CBO/Non-Profit	• Early Identification and Intervention	\$11,136
Total			\$44,186,296

Service	Grantee	Program(s)	Amount
Systems Building	CBO/Non-Profit	• Family Resiliency	\$53,798
Systems Building	Research/Consulting Firm	• Place-Based	\$62,944
Systems Building	CBO/Non-Profit	• Family Resiliency	\$373,573
Systems Building	CBO/Non-Profit	• Not Applicable (Other)	\$0
Systems Building	Other Public	• Family Resiliency	\$0
Systems Building	Research/Consulting Firm	• Trauma-Informed Care/ACES	\$70,858
Systems Building	Research/Consulting Firm	• Place-Based	\$188,202
Systems Building	Hospital/Health Plan	• Early Identification and Intervention	\$0
Systems Building	Resource and Referral Agency (COE or Non-Profit)	• Early Identification and Intervention	\$85,727
Systems Building	CBO/Non-Profit	• Early Identification and Intervention	\$39,567
Systems Building	Family Resource Center	• Early Identification and Intervention	\$89,269
Systems Building	CBO/Non-Profit	• Early Identification and Intervention	\$32,234
Systems Building	Family Resource Center	• Early Identification and Intervention	\$90,872
Systems Building	Research/Consulting Firm	• Early Identification and Intervention	\$322,788
Systems Building	Research/Consulting Firm	• Health Systems	\$115,227
Systems Building	CBO/Non-Profit	• Health Systems	\$134,495
Systems Building	CBO/Non-Profit	• Trauma-Informed Care/ACES	\$21,761
Systems Building	Hospital/Health Plan	• Early Identification and Intervention	\$15,345
66			Total \$44,186,296

Service	Grantee	Program(s)	Amount
Systems Building	Other Public	• Not Applicable (Other)	\$53,798
Emergency and Disaster Relief	CBO/Non-Profit	• Coalition Building	\$53,798
Total			\$44,186,296

Expenditure Details

Category	Amount
Program Expenditures	\$88,643,616
Administrative Expenditures	\$12,599,371
Evaluation Expenditures	\$2,653,729
Total Expenditures	\$103,896,716
Excess (Deficiency) Of Revenues Over (Under) Expenses	(\$22,261,569)

Other Financing Details

Category	Amount
Sale(s) of Capital Assets	\$0
Other	\$0
Total Other Financing Sources	\$0

Net Change in Fund Balance

Category	Amount
Fund Balance - Beginning	\$338,683,806
Fund Balance - Ending	\$316,422,237
Net Change In Fund Balance	(\$22,261,569)

Fiscal Year Fund Balance

Category	Amount
Nonspendable	\$2,239,303
Restricted	\$0
Committed	\$175,100,818
Assigned	\$59,941,864
Unassigned	\$79,140,252
Total Fund Balance	\$316,422,237

Expenditure Note

No data entered for this section as of 10/3/2021 4:29:32 PM.

Small Population County Funding Augmentation Expenditure Detail

Category	Amount	Comment
Program: Evidence-Based	\$0	
Program: Evidence-Informed	\$0	
Program: Other Funded	\$0	
Program: Professional Development, Training and Technical Assistance	\$0	
Administration	\$0	
Evaluation	\$0	
Other (Please Explain)	\$0	
Total	\$0	
If unspent funds occurred during the FY, please list amount and provide explanation.	\$0	



Annual Report AR-2
Los Angeles Demographic Worksheet
July 1, 2020 - June 30, 2021

Population Served

Category	Number
Children Less than 3 Years Old	53,622
Children from 3rd to 6th Birthday	14,435
Children – Ages Unknown (birth to 6th Birthday)	504
Primary Caregivers	53,821
Providers	33,581
Total Population Served	155,963

Primary Languages Spoken in the Home

Category	Number of Children	Number of Primary Caregivers
Mandarin	19	28
Vietnamese	16	23
Korean	3	2
Other - Specify with text box	398	486
Other - Specify with text box Tagalog	77	121
English	44,894	26,263
Spanish	22,420	11,379
Cantonese	8	9
Unknown	726	15,510
Totals	68,561	53,821

Race/Ethnicity of Population Served

Category	Number of Children	Number of Primary Caregivers
Alaska Native/American Indian	108	49
Native Hawaiian or Other Pacific Islander	130	109
Two or more races	1,571	973
Other – Specify with text box	2,655	571
White	3,812	2,413
Hispanic/Latino	50,704	28,620
Black/African-American	4,598	3,253
Asian	3,707	1,834
Unknown	1,276	15,999
Totals	68,561	53,821

Duplication Assessment

Category	Data
Degree of Duplication	15%
Confidence in Data	Somewhat confident
Additional Details (Optional)	We can see unduplicated counts within each grant but we are not as confident across all grants. It is possible that some clients were served by more than one grantee, Also, we are somewhat confident about the total number of children served by the F5CA result area, but we are still transitioning into a systems change agent role.



Annual Report AR-3

Los Angeles County Evaluation Summary and Highlights

July 1, 2020 - June 30, 2021

County Evaluation Summary

Evaluation Activities Completed, Findings, and Policy Impact

A developmental evaluation of Quality Start Los Angeles (QSLA), the voluntary quality rating and improvement system for early learning providers in Los Angeles County, determined whether selected components of the QSLA model were feasible, appropriate, and being implemented as designed. The RAND study team employed a survey of 2,170 early learning directors and teachers from 800 early learning programs; administrative data analysis; observations of coaching sessions among 33 QSLA coaches and assessment Technical Assistants (TAs); analysis of coaching services; and focus groups and interviews with early learning providers, coaches, assessment TAs, and other QSLA stakeholders. Results found that QSLA sites received an average of 4.5 hours of pre-assessment technical assistance and 0.5 hours of post-assessment technical assistance, with family child care (FCC) providers receiving more support, on average, than centers. Most providers reported that the amount of support they received met their needs, although 41 percent of the QSLA providers' classroom staff did not know their tier rating. Although scheduling time for assessment technical assistance was challenging, providers felt supported on a variety of topics, including how to prepare for the assessment and explanations of tier ratings following assessment. Sites averaged 1.4 hours of coaching per classroom per month, which most providers reported was "about right." Strengths-based coaching was rated by most providers as positive and providers reported that coaching helped improve their practice. Coaches reported some challenges including limited time to meet, and coach and ECE provider staff turnover. Recommendations included continuing to offer quality assessment supports and coaching tailored to providers' needs and goals. The First Connections initiative aimed to increase the effectiveness and responsiveness of early screening and intervention (EII) programs across health, behavioral health, and substance abuse service systems. An evaluation by Harder+Company collected data from families, grantees, EII system partners, and the Technical Assistance provider. First Connections grantees conducted more than 50,000 developmental screenings with children birth through age 5 in L.A. County since April 2014. Two-thirds (68%) of screenings indicated that children were "developing on schedule," while 16% fell in the monitor range, and 17% placed in the referral range. The most frequently identified area of concern was in the Communication domain. The majority of screened children identified as Latinx (76%) and grantees reported tailoring their outreach strategies to better engage children and families of diverse backgrounds. Overall, parents had positive experiences with the developmental screening process; although some reported long wait times to schedule appointments for further assessment. Parents also reported that participation in First Connections improved their knowledge of child development, the importance of EII services, how to become advocates. The main challenge families and grantees reported was the stigma surrounding developmental delays, especially from family members. Parents also reported some gaps in communication or information when accessing services or resources. Key findings included the successes and challenges of developing external partnerships and the critical role of care coordination in EII systems. Frequent and consistent communication and follow-up, and developing buy-in from decision-makers were considered crucial by grantees. Over its initial three years, the TA team facilitated 60 training sessions with First Connections grantees, who reported the most helpful aspects of TA were training, workflow development, and screening tool selection. Policy-related impacts included the need for more support and education services to parents and providers in L.A. County, and designing an integrated countywide data system for EII providers.

County Highlights

County Highlight

In FY 2020-21, almost half of F5LA's 135 contracts supported organizations that carried out systems of care work throughout LA County. Grantees reported a variety of accomplishments to increase access, quality, alignment, and sustainability of family-serving systems, thereby improving the lives of children and families. Grantees strengthened inter-agency collaborations and partnered with parents by harnessing formal and informal networks to share information and resources. Grantees, working with parents and other providers, advocated for both local and statewide issues, such as higher reimbursement rates and slots for child care, and increased funding. In one example, a collaboration between parents and grantees succeeded in reinstating LA Metro bus service to pre-pandemic levels. A committee comprised of LA Metro, families and the grantee was established to improve public safety resulting in a \$40 million commitment by LA Metro to explore alternative safety ideas. The grantee stated "By creating these collaborations, families felt empowered to navigate...and [obtain] more resources." Professional development reached a new level by covering referral eligibility and follow-up, equity and cultural inclusion, trauma informed care with families, and grant writing capacity. For example, one grantee launched a webinar series for 300+ health professionals on racial/ethnic health disparities by offering continuing education credits. Also, grantees increased their capacity for using and interpreting data for decision making, planning and resource allocation. Grantees also gave examples of how they have helped families increase their awareness of existing services and community assets. The number of children and providers reached through F5LA investments have doubled from the previous year, and many direct service grantees reported collaborating more with each other and with other community groups in the County to reach more families and to fill gaps in services.

FIRST 5 LA ANNUAL REPORT TO THE STATE, FY20-21 RESULTS

Presentation to the F5LA Board of
Commissioners

October 14, 2021

Agnieszka Rykaczewska, Office of Data For Action, F5LA

State Annual Reporting Partners:

Gary Resnick, Ph.D.

Sara Rajapakse Montolla (Juarez & Associates)

Cynthia Benavides (Juarez & Associates)



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1. Review Summary of Key Report Findings
2. Review Financial findings
3. Review what we heard at September 2021 PPC and next steps

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Today

Section 1 Revenue and Expenditure Summary

- Revenues and expenditures have decreased compared to FY19-20.
- The net change in fund balance is negative \$22,261,569 in FY20-21.
- Consistent with the 2020-28 Strategic Plan, First 5 LA continues to increase its investments aimed at improving systems of care.

September
PPC

Section 2 Demographic Worksheet

- The number of children and providers served through First 5 LA investments doubled compared to FY19-20.
- Demographics of children and families remained consistent with the previous year.

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October
Memo

Section 3 County Highlights & Evaluation Summary

- First 5 LA supported professional development and capacity building.
- First 5 LA grantees effectively harnessed formal and informal networks to improve family-serving systems to drive results for children and families.
- Evaluations completed in FY20-21 generated insights into accomplishments, promising practices, areas for growth, and policy recommendations for future systems change efforts.

Revenue and Expenditures



Revenue, expenditures, and ending fund balance have decreased from FY19-20.

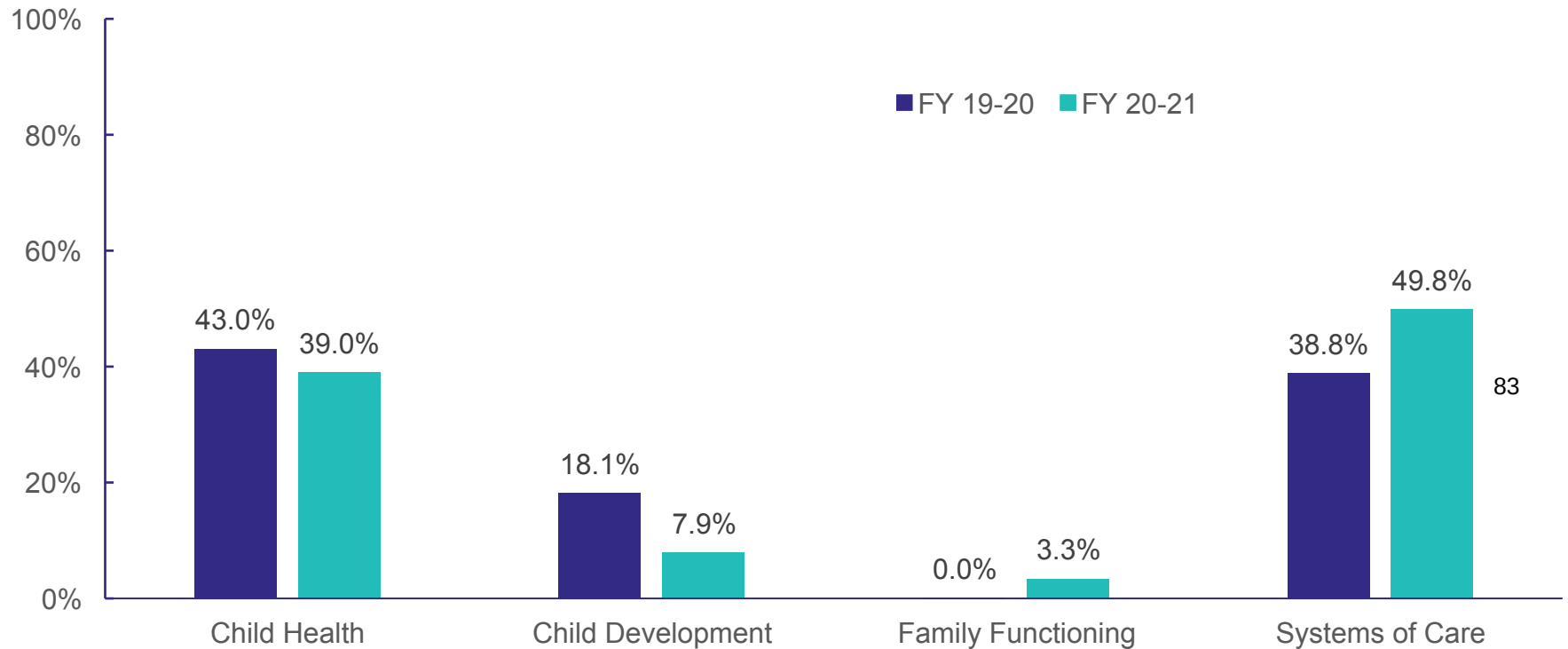
5



In FY 20-21, programmatic expenditures have increased for Systems of Care investments compared to FY 19-20

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Programmatic Expenditures by Result Area, FY 19-20 vs. 20-21





What We Heard & Next Steps

Demographic findings were surprising.

- L.A. County Data Brief will compare Annual Report demographic data to demographics of geographies served by First 5 LA investments.

Data do not provide insights into the extent of support provided.

- Section 3 Evaluation Summary: The QSLA Developmental Evaluation & the First Connections Evaluation.
- Ongoing evaluation efforts: AAIMM Evaluation, ECE Pathway Evaluation, & Welcome Baby Virtual Visits Evaluation.

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Highlight First 5 LA's support of families during COVID-19.

- Section 3 County Highlights: Examples of how First 5 LA and its grantees partner with parents to address challenges posed by the COVID-19 pandemic.

1. Receive approval to submit

- Receive submission approval at October Board of Commissioners meeting, 10/14/21

2. Submit Report

- Upload into F5CA data system
- Submit by 10/29/21

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3. Develop L.A. County Data Brief

- Gather Board insights at January Program and Planning Committee meeting
- Release L.A. County Data Brief in Spring 2022

1. What questions do you have about the Annual Report findings?
2. What reactions do you have to the Annual Report findings?

Questions?
Suggestions?



October 14, 2021

To the Board of Commissioners
Los Angeles County Children and Families First – Proposition 10 Commission
Los Angeles, California

We have audited the financial statements of the governmental activities and general fund of the Los Angeles County Children and Families First – Proposition 10 Commission (Commission), a component unit of the County of Los Angeles, California, as of and for the year ended June 30, 2021, and have issued our report thereon dated October 14, 2021. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit under *Government Auditing Standards*

As communicated in our letter dated June 11, 2021, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Commission solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and other firms utilized in the engagement, if applicable, have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Commission is included in Note 1 to the financial statements. The Commission implemented Governmental Accounting Standards Board Statement No. 84 and 90 during the fiscal year ended June 30, 2021. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

Management's estimate of the fair value of investments as disclosed in Note 1 to the financial statements is based on information provided by the County of Los Angeles. We evaluated the key factors and assumptions used to develop the estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Financial Statement Disclosures

The financial statement disclosures are neutral, consistent, and clear.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Commission's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management which are included in the management representation letter dated October 14, 2021.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the Commission, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Commission's auditors.

This report is intended solely for the information and use of the Board of Commissioners, and management of the Commission and is not intended to be, and should not be, used by anyone other than these specified parties.

Rancho Cucamonga, California

Annual Comprehensive Financial Report
For the Year Ended June 30, 2021

**Los Angeles County Children and
Families First – Proposition 10
Commission**

(a Component Unit of the County of Los Angeles, California)

Los Angeles County Children and Families First – Proposition 10 Commission

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October 14, 2021

Board of Commissioners
First 5 LA
750 North Alameda Street, Suite 300
Los Angeles, CA 90012

Dear Commissioners:

The Comprehensive Annual Financial Report of the Los Angeles County Children and Families First – Proposition 10 Commission (First 5 LA) for the year ending June 30, 2021, is hereby submitted, as mandated by applicable statutes. These statutes require First 5 LA to annually issue a report of its financial position and activity.

A complete audit of the report by an independent firm of certified public accountants is also required. Responsibility for both accuracy of the data and the completeness and fairness of the presentation, including all disclosures, rests with the Commission's management team. The information in this report is intended to present the reader with a comprehensive view of the Commission's financial position and the results of its operations for the fiscal year, along with additional disclosures and financial information designed to provide an understanding of First 5 LA's financial activities.

Eide Bailly LLP, Certified Public Accountants, has issued an unmodified ("clean") opinion on First 5 LA's financial statements for the year ending June 30, 2021. The independent auditors' report is located at the beginning of the financial section of this report. Management also provides a narrative introduction, overview and analysis of the basic financial statements in the form of the Management's Discussion and Analysis (MD&A).

PROFILE OF THE COMMISSION

First 5 LA was created by the Los Angeles County Board of Supervisors in December 1998 following the passage of Proposition 10, through which California voters made an unprecedented investment in early childhood development.

Over the last 20+ years, First 5 LA has made a lasting positive impact in Los Angeles County through its allocation of over \$2.5 billion to support diverse partnerships, innovative programs, leading policy and systems change efforts and operations that improve the well-being of young children and families.

A POLICY AND SYSTEMS CHANGE APPROACH

In Fiscal Year 2020-21, First 5 LA embarked on its first year of implementation of the 2020-2028 Strategic Plan which reflects a shift in approach from mainly funding programs toward a focus on systems change – changing policy, practice and public will to strengthen families and improve child outcomes. This strategic approach is based on First 5 LA's desire to direct its resources to have the greatest impact on families and children prenatal to age five in Los Angeles County.

COMMISSIONERS

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

EX OFFICIO MEMBERS

Jacquelyn McCroskey, DSW
Karla Pleitez Howell
Deanne Tilton
Keesha Woods

EXECUTIVE DIRECTOR

Kim Belshé

EXECUTIVE VICE PRESIDENT

John A. Wagner

Consistent with the Commission-approved strategic direction, First 5 LA will continue to place greater emphasis on efforts to contribute to sustainable public financing, public policy and systems-level change, and less emphasis on funding direct services.

To ensure all children in L.A. County enter kindergarten ready to succeed in school and life, the 2020-2028 Strategic Plan directed that the Commission's work focus on the following four strategic priorities and objectives, as defined below:

Strengthen Public and Community Systems: Improve, integrate and expand systems of early prevention, intervention and learning to become family-centered, child-focused and promote equitable outcomes.

Advance and Build on Community Experience: Connect, maximize and coordinate public resources, relationships and local assets, and relationships within our 14 Best Start geographies.

Expand Influence and Impact with Data: Expand the availability, use and power of data and parent voice to call attention to disparities, amplify advocacy, and drive policy change, practice change, and will building.

Optimize Our Effectiveness: Heighten organizational performance to enhance our impact.

The Commission continues to conduct all decision-making processes in accordance with the governance guidelines, approved in March 2014, with the intention of advancing important First 5 LA goals, including:

- Transparency and consistency in First 5 LA's decision-making;
- Coordination, coherence and integration of First 5 LA investments; and
- Accountability, acknowledging First 5 LA's declining revenues.

These guidelines continue to ensure that decisions made by the Commission are guided by the principles of financial responsibility, accountability, and adherence to the Commission's 2020-2028 Strategic Plan, which continues to build off work and learnings from the 2015-2020 strategic approach and direction.

ORGANIZATIONAL HIGHLIGHTS

- ***Developing our diversity, equity and inclusion journey.*** First 5 LA's refined Strategic Plan provides a solid roadmap to guide our work as a systems change leader, grounded in our values and investment guidelines, including diversity, equity and inclusion (DEI). Consistent with Board direction, we're challenging ourselves in our Strategic Plan Implementation to recognize racial disparities and inequities in the systems we seek to change, better identify causes that contribute to inequities, and work to change the underlying policies and practices that continue to hold these inequities in place.

In FY 20-21, First 5 LA has continued to build on our refined resources were included to support changes in policy, practice and public norms and attitudes that reflect important learning about where and how First 5 LA can contribute to addressing the systemic barriers that impede equity and opportunity for Black children and families and communities of color. First 5 LA contracted with SEED Collaborative in 2020 to begin our DEI journey internally so that we may collectively grow as an organization and ensure we are living our DEI values in the workplace. We recognize what we refer to as our equity journey has just begun and are dedicated to both the work and the resources required to achieve substantive and transformational foundations on which to build. Our first steps of robust data collection, staff surveys, staff interviews and other valuable

exchanges of information have already yielded considerable value. We recognize that the road ahead to live into our DEI value and investment guideline will take time and effort; and, we understand this work is critical to how First 5 LA undertakes its work and to the safe, equitable and just future we envision for our County's youngest children.

- ***Mobilizing advocacy across our work, diverse partners, the Association of First 5s.*** First 5 LA plays an increasingly important and visible role as a connector, convener and partner in local, county and state advocacy to prioritize young children and their families in policy and practice. The approved budget includes resources for continued support of the Early Care and Education Policy and Advocacy Fund and the Built Environment Policy and Advocacy Fund as well as support to initiate a new Early Childhood Development Policy and Advocacy Fund, focused on engaging and building the capacity of early childhood health and family strengthening advocates to shape and help advance a whole child, whole family framework in state and local policies. In addition, budget support for the Association of First 5s supports the development and execution of a coordinated, proactive statewide policy and legislative agenda informed by the network of First 5s.
- ***Continued remote work in second year of pandemic.*** First 5 LA is deeply committed to supporting the needs of staff, partners and children and communities in this moment of time and going forward. Our response to COVID-19 is anchored in three primary objectives: 1) Protecting and supporting the health of our staff; 2) Supporting our contracted partners (grantees, vendors, contractors); and 3) Supporting LA County's young children and their families, with a focus on those most vulnerable during this pandemic. Throughout FY 2020-21, First 5 LA continued mandatory telework and the First 5 LA building remains restricted to essential workers only until further notice.
- ***First 5 LA reorganization and restructure.*** As noted, First 5 LA's Strategic Plan for 2020-28 places less emphasis on direct services and more emphasis on partnership, policy and systems. To align structure and staffing to strategy, a new organizational structure was established in November 2020, which is intended to promote efficiencies, foster integration, and recognize our evolving fiscal environment. The FY 21-22 budget reflects this restructure which reduced the overall number of full-time equivalent positions authorized in the current year budget to 120. The new adapted structure is built on Centers, Teams and Offices, along with the critical budget year priorities for each function that are foundational to our longer-term systems change goals. For the critical work ahead across the organization, the deployment of First 5 LA's human assets in furtherance will be more deliberate and intentional using as guidance our goals, and points of integration across functional responsibilities.

LOOKING AHEAD

- ***Continued refinement and implementation of our 2020-2028 Strategic Plan.*** The FY 2021-22 budget represents resources that will support Year 2 implementation of the 2020-2028 Strategic Plan. Completion of year one and the formation of the budget for year 2 represents the culmination of internal collaboration across teams, alignment of program costs to our strategic direction and fiscal realities of declining tobacco tax revenues, and the continued evolution of First 5 LA as it fulfills its multiple roles as advocate, convener, funder, catalyst, communicator, and partner. The reduced level of spending, compared to prior year, reflects the progress undertaken to apply the drivers of strategic plan implementation – focus and prioritization, alignment and integration, and diversity, equity and inclusion – to our work. This has led to greater clarity around how to deploy and maximize First 5 LA's human and fiscal resources strategically and in alignment with the evolution of First 5 LA, our fiscal reality, and the results we seek for children and families in Los Angeles County.

- **Work begins on improving our capital asset, 750 N Alameda Street.** As the owner and operator of its building, into which First 5 LA moved in 2005, we are proceeding with work and capital expenditures on our facility to maintain this critical asset. Following the Board's direction in establishing a Capital Improvement Fund (CIF) as part of the FY 2017-18 Budget process as well as the Board-approved Capital Improvement Plan (CIP), we have made several steps to move this work forward in a way to provide needed upgrades to the building as well as to enhance the way in which we work. In FY 2020-21, First 5 LA selected a general contractor, Dewberry Design-Builders, Inc., and work began on CIP first steps to prepare the interior building space. Upcoming plans include exterior and interior renovations of three floors of the existing office building, with specific attention to rooftop replacement, HVAC, solar panel installation and site security improvements. The timeline for this project extends into 2022 but will yield considerable value for the physical space as well as the occupants when the First 5 LA team returns to work within the building, maximizing the health and safety of our employees and the public.

OTHER FINANCIAL INFORMATION

Internal Controls

Management assumes full responsibility for the completeness and reliability of the information contained in this report, based upon a comprehensive framework of internal controls that has been established for this purpose. The internal control structure is designed to protect the Commission's assets from loss, theft or misuse and to ensure that adequate accounting data is compiled for the preparation of the financial statements in conformity with Generally Accepted Accounting Principles. Because the cost of internal controls should not exceed anticipated benefits, the objective is to provide reasonable rather than absolute assurance that the financial statements are free of any material misstatements.

Budgetary and Accounting System

The Commission is not required to adopt a budget for the following year before the end of each fiscal year. However, the Commission has historically adopted a budget to ensure controlled spending. Any increase to previously adopted appropriations during the fiscal year requires Commission approval. The Executive Director has the authority to adjust the operating budget in an amount not to exceed \$75,000, and any adjustments to the adopted fiscal year budget for programs must be approved by the Commission. Monthly financial updates are also provided to the Board of Commissioners. The Commission has not adopted or revised any financial policies that may have a significant impact on the current period's financial statements.

Long Term Financial Plan

First 5 LA has annually prepared a long-term financial projection which forecasts future revenues and fund balance, assuming spending trends continue as forecasted and approved. The projection allowed us to test what the future would look like, and it helped the Commission establish financial guardrails to inform future budgeting and spending. Given First 5 LA's declining revenues, fund balance and increased priority on addressing sustainability, First 5 LA staff, with input provided by the June 11, 2020, meeting of the Board of Commissioners, has transitioned to implement a higher degree of fiscal discipline through the adoption of a long-term financial plan in place of the long-term financial projection. While both processes provide important planning and context for the Board on future spending, the Long-Term Financial Plan will change how the organization plans for the long-term, adjusting to the organization's fiscal reality and 2020-2028 Strategic Plan goals and establishing spending limits for outer years which will help us to better manage our ever-decreasing fund balance. The future spending limits, grounded in an 85%-15% maximum split of total expenditures between programmatic and administrative costs, respectively, will require changing current norms but also promote shared resources and decision making across the organization to

leverage and maximize resources and partnerships. Deviations from the established annual limits will require Board review and approval.

CERTIFICATE OF ACHIEVEMENT

Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to First 5 LA for its comprehensive annual financial report for the fiscal year ended June 30, 2020. This was the thirteenth consecutive year that First 5 LA has achieved this prestigious award. In order to be awarded a Certificate of Achievement, First 5 LA must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current comprehensive annual financial report continues to meet the Certificate of Achievement Program's requirements and we are submitting it to the GFOA to determine its eligibility for another certificate.

ACKNOWLEDGEMENTS

The Commission's Comprehensive Annual Financial Report was prepared through the combined efforts of all First 5 LA staff. Special recognition is due to the Finance Department staff for their effort to ensure timely and accurate reporting. I would also like to thank the Board of Commissioners for your responsible and thoughtful fiscal stewardship of First 5 LA's financial operations.

Sincerely,

Kim Belshé
Executive Director

KB:ro

FIRST 5 LA

Commissioners

Sheila James Kuehl, Los Angeles County Supervisor, Chair
Judy Abdo, Vice Chair
Bobby D. Cagle, MSW
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.

Ex-Officio Commissioners

Karla Pleitéz Howell, J.D.
Jacquelyn McCroskey
Deanne Tilton Durfee
Keesha Woods

Alternate Commissioners

Linda Aragon
Victor Manalo, Ph.D.
Terry Ogawa
Maricela Ramirez
Vivian Rescalvo
Carol Sigala
Sylvia S. Swilley, M.D.
Christopher Thompson, M.D.

Executive Director

Kim Belshé

Executive Vice President

John A. Wagner

Chief of Staff

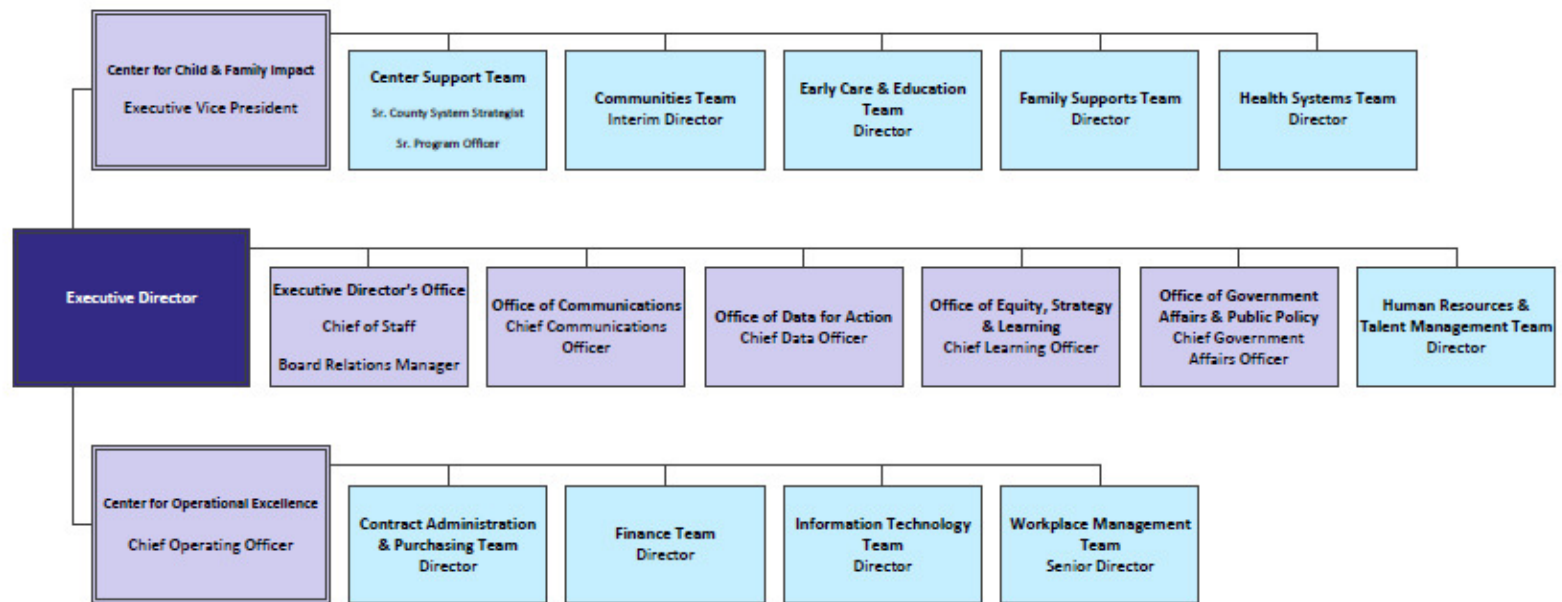
Peter Barth

Team/Center/Office Chiefs/Directors

Antoinette Andrews-Bush, Office of Equity, Strategy and Learning
Diana Careaga, Family Supports
Galina Collins, Human Resources & Talent Management
Jennifer L. Eckhart, Contract Administration & Purchasing
Tara Ficek, Health Systems
Jasmine Frost, Information Technology/Interim COO
Kim Hall, Office of Data for Action
Raoul Ortega, Finance
Becca Patton, Early Care and Education
Lee Werbel, Communities
Charna Widby, Office of Government Affairs and Public Policy

Organization Structure

First 5 LA





Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**First 5 LA
California**

For its Comprehensive Annual
Financial Report
For the Fiscal Year Ended

June 30, 2020

Christopher P. Morrell

Executive Director/CEO

Independent Auditor's Report

Board of Commissioners
Los Angeles County Children and Families
First – Proposition 10 Commission
Los Angeles, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the general fund of the Los Angeles County Children and Families First – Proposition 10 Commission (Commission), a component unit of the County of Los Angeles, California, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of the Commission, as of June 30, 2021, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis and budgetary comparison information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements. The introductory section, schedule of First 5 California Funding, and statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of First 5 California Funding is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of First 5 California Funding is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 14, 2021, on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Commission's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control over financial reporting and compliance.

Rancho Cucamonga, California
October 14, 2021

**Los Angeles County Children and Families First – Proposition 10 Commission
Management’s Discussion and Analysis
(Unaudited)**

This section of the Los Angeles County Children and Families First – Proposition 10 Commission (the “Commission”) comprehensive annual financial report presents management’s discussion and analysis of the Commission’s financial performance during the year ending June 30, 2021. This discussion and analysis is intended to be read in conjunction with the Commission’s basic financial statements and accompanying notes.

Financial Highlights

- The Commission recognized a total of \$81.9 million in program revenues which include tobacco taxes, Proposition 56 backfill, IMPACT funds, Dual Learning Language Grant, Home Visiting Coordination Grant and pass-through funds for Medi-Cal Administrative Activities. Revenues from First 5 California (the State) totaled \$81.3 million, reflecting a 2.9% increase of \$2.3 million from \$79 million in FY 2019-20.
- Commission expenses totaled \$104.3 million in FY 2020-21, representing an 8.8% decrease of \$10.1 million from \$114.4 million in FY 2019-20.
- The Commission’s liabilities increased from \$22.6 million in FY 2019-20 to \$22.9 million in FY 2020-21, reflecting a total increase of approximately \$258,000, or 1.1%.
- The Commission’s total net position decreased from \$349.3 million in FY 2019-20 to \$326.1 million in FY 2020-21, a decline of approximately \$23.2 million, or 6.6%.

Overview of the Financial Statements

The annual comprehensive financial report consists of two parts, this management’s discussion and analysis and the basic financial statements, including: government-wide financial statements, fund financial statements, and notes to the basic financial statements. The Commission’s financial statements offer key, high-level financial information about its activities.

Government-wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Commission’s finances, in a manner similar to a private-sector business. These statements provide both long-term and short-term information about the Commission’s overall financial status.

The Statement of Net Position includes information on all the Commission’s assets and liabilities, with the difference between assets and liabilities reported as net position. Changes in net position may serve as a useful indicator of whether the financial position of the Commission is improving or deteriorating.

The Statement of Activities presents information showing how the Commission’s net position changed during the fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All the Commission's activities are accounted for in the general fund.

Governmental fund financial statements focus on near-term inflows and outflows of spendable resources and balances of spendable resources available at the end of the year.

While a nine-member Board of Commissioners governs the Commission, the Commission was created by, and ultimately is, under the authority of the Los Angeles County Board of Supervisors, in accordance with California State Law, through its appointment of the Board of Commissioners and its ability to remove the Commissioners at will. Consequently, the County of Los Angeles Auditor-Controller's Office has designated the Commission as a "discretely presented component unit" of the County of Los Angeles and includes a summary of the Commission's basic financial statements in the County's basic financial statements.

Government-wide Financial Statements Analysis

The following is a summary of the Commission's assets; liabilities and net position comparing FY 2020-21 with FY 2019-20:

	FY 2020-21	FY 2019-20	Percent Increase (Decrease)	Increase (Decrease)
Assets:				
Current and other assets	\$338,580,128	\$361,258,011	-6.28%	(\$22,677,883)
Capital assets	10,394,423	10,628,033	-2.20%	(233,610)
Total assets	\$348,974,551	\$371,886,044	-6.16%	(\$22,911,493)
Liabilities:				
Long-term liabilities	\$806,802	\$668,916	20.61%	\$137,886
Other liabilities	22,078,610	21,958,179	0.55%	120,431
Total liabilities	\$22,885,412	\$22,627,095	1.14%	\$258,317
Net Position:				
Unrestricted	\$315,694,716	\$338,630,916	-6.77%	(\$22,936,200)
Net investment in capital assets	10,394,423	10,628,033	-2.20%	(233,610)
Total net position	\$326,089,139	\$349,258,949	-6.63%	(\$23,169,810)
Total liabilities and net position	\$348,974,551	\$371,886,044	-6.16%	(\$22,911,493)

The Commission's total assets of \$349 million represent a decrease of \$22.9 million, or a 6.16% decline, compared with the prior year. Of this total, the decrease in current and other assets is approximately \$22.7 million. The key factor contributing to this reduction in total assets is that total expenses, including program expenses (such as provider grants and contractors), were higher than the total revenue by \$23.2 million.

The \$233,610 decrease in capital assets resulted from continued depreciation of the Commission's capital assets. The depreciation expense for FY 2020-21 was \$309,554. Additional information on capital assets can be found in Note 3 of this report.

The following is a summary of the Commission's revenues; expenses and change in net position comparing FY 2020-21 with FY 2019-20:

	FY 2020-21	FY 2019-20	Percent Increase (Decrease)	Increase (Decrease)
Revenues:				
Program revenues				
Tobacco taxes	\$60,590,413	\$60,022,841	0.95%	\$567,572
Prop 56	18,215,617	18,068,329	0.82%	147,288
State Commission program funds	2,469,410	922,472	167.69%	1,546,938
Medi-Cal Administrative Activities	80,319	133,955	-40.04%	(53,636)
California Department of Education	32,830	328,658	-90.01%	(295,828)
Other program revenue	522,406	584,118	-10.56%	(61,712)
Total program revenues	<u>\$81,910,995</u>	<u>\$80,060,373</u>	<u>2.31%</u>	<u>\$1,850,622</u>
General revenues				
Investment income	\$1,987,840	\$6,938,051	-71.35%	(\$4,950,211)
Net Increase (decrease) in fair value of Investments	(2,861,364)	1,354,275	-311.28%	(\$4,215,639)
Other general income	121,894	110,899	9.91%	\$10,995
Total general revenues	<u>(751,630)</u>	<u>8,403,225</u>	<u>-108.94%</u>	<u>(9,154,855)</u>
Total revenues	<u>\$81,159,365</u>	<u>\$88,463,598</u>	<u>-8.26%</u>	<u>(\$7,304,233)</u>
Expenses:				
Provider grants and other allocations	\$84,700,927	\$93,379,930	-9.29%	(\$8,679,003)
Pass-through grants	0	65,042	-100.00%	(65,042)
Salaries and benefits	16,838,090	17,393,319	-3.19%	(555,229)
Operating services	1,087,787	1,212,116	-10.26%	(124,329)
Consultant services	905,278	1,308,527	-30.82%	(403,249)
Professional services	426,218	323,816	31.62%	102,402
Professional development	61,235	176,217	-65.25%	(114,982)
Other expenses	86	224,934	-99.96%	(224,848)
Depreciation	309,554	300,441	3.03%	9,113
Total expenses	<u>\$104,329,175</u>	<u>\$114,384,342</u>	<u>-8.79%</u>	<u>(\$10,055,167)</u>
Change in net position:	<u>(23,169,810)</u>	<u>(25,920,744)</u>	<u>-10.61%</u>	<u>2,750,934</u>
Net position – beginning	<u>349,258,949</u>	<u>375,179,693</u>	<u>-6.91%</u>	<u>(25,920,744)</u>
Net position – ending	<u>\$326,089,139</u>	<u>\$349,258,949</u>	<u>-6.63%</u>	<u>(\$23,169,810)</u>

Revenues

The Commission received a total of roughly \$81.2 million in revenues for FY 2020-21, reflecting a decrease of \$7.3 million, or 8.3% compared with the prior year's total revenues of \$88.5 million. The overall changes in revenue are due to the following.

Tobacco Tax

Tobacco tax revenue increased from \$60.0 million in FY 2019-20 to \$60.6 million in FY 2020-21, an increase of \$567,572, or 1.0%. Revenue was relatively flat due to a steady year over year sale of tobacco products.

Proposition 56

Proposition 56 backfill (or "hold harmless") amounts are calculated in arrears, which considered in FY 2016-17 actual revenue loss was attributable to Proposition 56. The backfill amount increases revenue in FY 2020-21 by \$18.2 million compared to \$18.1 million in the prior fiscal year. The backfill is received the following fiscal year and the actual amount represented here is for FY 2019-20.

State Commission Program Funds

State Commission program funds increased from \$0.9 million in FY 2019-20 to \$2.5 million in FY 2020-21, an increase of \$1.6 million. This increase was primarily due to higher IMPACT and Hubs funds received from First 5 CA.

Medi-Cal Administrative Activities

The Medi-Cal Administrative Activities (MAA) program decreased from \$133,955 in FY 2019-20 to \$80,319 in FY 2020-21. The program, contracted through the County of Los Angeles, assists in the administration of the Medi-Cal program by improving the availability and accessibility of Medi-Cal services to eligible participants. This decrease is a result of delays in County reimbursements from prior periods. It is important to note that MAA reimbursements are based on activities that are reimbursed from 18 months prior to billing.

California Department of Education

The California Department of Education fund decreased from \$328,658 in FY 2019-20 to \$32,830 in FY 2020-21, a decrease of \$295,828, or 90.0%.

Other Program Revenue

Other Program revenue decreased slightly from \$584,118 in FY 2019-20 to \$522,406 in FY 2020-21. This revenue includes grants from Department of Health for the African-American Infant and Maternal Mortality (AAIMM) Initiative, Los Angeles County of Education and Aurrera Health Group for ACEs Aware program.

Investment Income

The Commission earned \$1.99 million of investment income in FY 2020-21, which was a decrease of \$4.95 million, or approximately 71.4%, compared with the \$6.9 million earned in the prior year. This decrease is due to the overall rate of return which decreased 1.2% from the prior year with an average earning of 0.6% and a lower average balance in our invested funds.

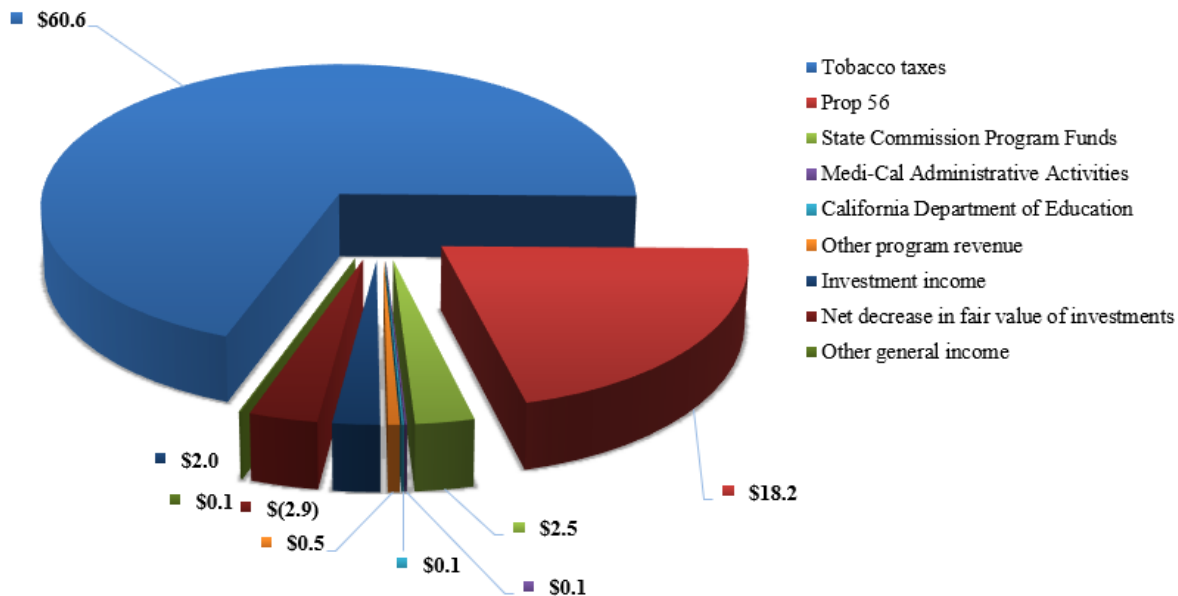
Fair Value Adjustment

First 5 LA separates the fair value adjustment under investment income from the Statement of Activities to more accurately reflect true interest earned. In FY 2020-21, the fair value of First 5 LA investment portfolio adjustment was down \$2.86 million, compared to \$1.35 million unrealized gain in FY 2019-20. This decrease can be attributed to ongoing external economic factors related to low interest rates and overall economic health at this point-in-time.

Other General Income

The Commission generated \$121,894 in other revenue for the FY 2020-21, from sources including one month rental income from the Academy of Motion Pictures Arts and Sciences and the close-out fees from the Learning Care Center.

Revenues June 30, 2021 (In Millions)



Expenses

The Commission recognized expenses of \$104.3 million in FY 2020-21 compared with \$114.4 million in FY 2019-20, a decrease of \$10.1 million, or 8.8%. The \$10.1 million net decrease in overall expenditures encompasses the following from FY 2020-21.

Provider Grants and Other Allocations

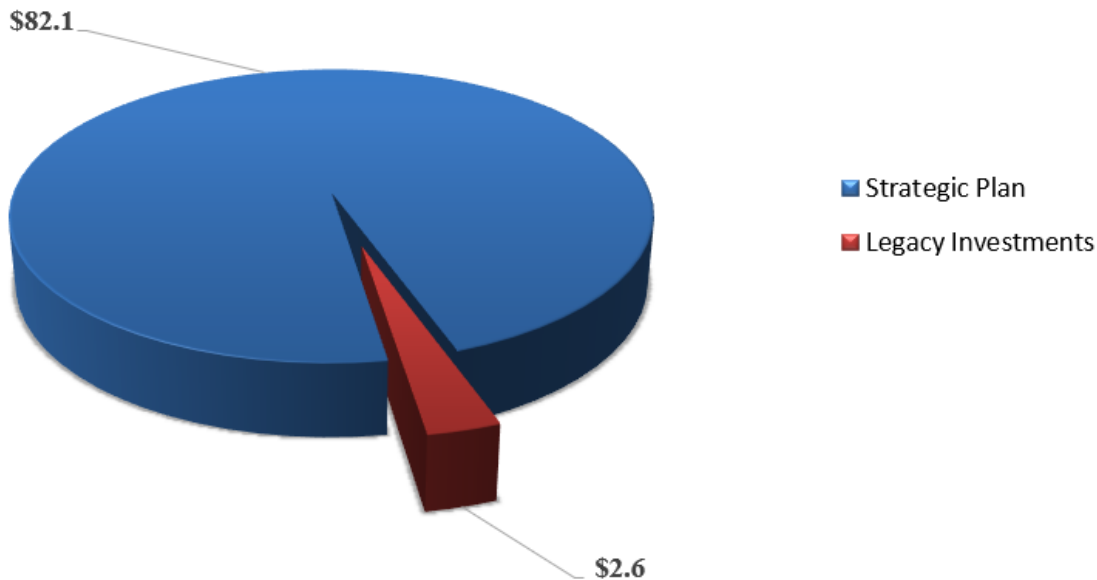
The Commission experienced a decrease of \$8.7 million, or 9.3%, expending approximately \$84.7 million in FY 2020-21 compared to \$93.4 million in FY 2019-20 for “Provider grants and other allocations”. The net decrease is largely the result of the ongoing COVID-19 pandemic, which impacted how services were rendered, the type of services rendered, and the timelines for the proposed activities as well as sunsetted or scaled-back projects. The following details activity based on the Commission’s investment categories, during the fiscal year:

- 2020-2028 Strategic Plan: Focusing for the Future: FY 2020-21 marks the first year to align with the eight-year 2020-2028 Strategic Plan. Due to the transition from one strategic plan to another, the strategic plan framework for FY 2020-21 mirrors the 2015-2020 outline with a focus on the activities within the four priority outcome areas, followed by the Policy & Strategy Support costs and Integration & Learning. Roughly \$82.1 million was expended in FY 2020-21, a decrease of approximately \$8.1 million as compared to FY 2019-20. The primary driver for the decrease were reduced costs within the

areas of Families, Early Care and Education (ECE), Communications & Marketing and Program Evaluation. The projects within the Families Family Engagement area of work were scheduled to end in FY 2019-20, however, due to the unforeseen consequences of the pandemic, these activities were extended for 90-days into FY 2020-21. Nevertheless, Family Engagement costs were significantly less than those in FY 2019-20. One project within ECE was also earmarked to end in June 2020 but was extended due to the extenuating circumstances stemming from the global pandemic, reducing the budget and actual spending from FY 2019-20 to FY 2020-21 by close to \$11 million. Additionally, new external restricted funding received in FY 2020-21 was used to offset costs within ECE. The reduced year-to-year spending in Communications & Marketing is also largely the result of pandemic-related implications as annual spending used to support large-scale public events, sponsorships, meetings, ads and promotional items for said events were not used in FY 20-21. Program Evaluation activities were delayed or paused due to the pandemic, and others sunsetted according to schedule. These decreases were offset by incremental increases across a small number of projects.

- **Legacy Investments:** This category includes existing multi-year funding scheduled to conclude or be realigned with the 2020-2028 Strategic Plan. Approximately \$2.6 million was expended in FY 2020-21 which reflected just over a \$605,000 reduction in spending. The overall continued decline of resources in support of the Legacy Investments is aligned with internal projections and will continue to decrease in the coming years.

**First 5 LA Funded Provider Grants and Other Allocations Expenses
June 30, 2021
(In Millions)**



Salaries and Benefits

Salaries and Benefits decreased from FY 2019-20 by \$555,229 or 3.2%. This was primarily due to vacancy savings and a reorganization and restructure during the fall of 2020 which eliminated selected positions and reduced the full-time equivalent positions going forward from 148 to 120.

Operating Services

Operating Services decreased by \$124,329 or 10.3% from prior year due to decrease in general operating costs from the absence of most staff from the workplace due to remote work.

Consultant Services

The Commission recorded \$905,278 in expenses for the Consultant services in FY 2020-21, a 30.8% decrease from FY 2019-20. The decrease is primarily due to a decrease in temporary labor support for IT services and building management services.

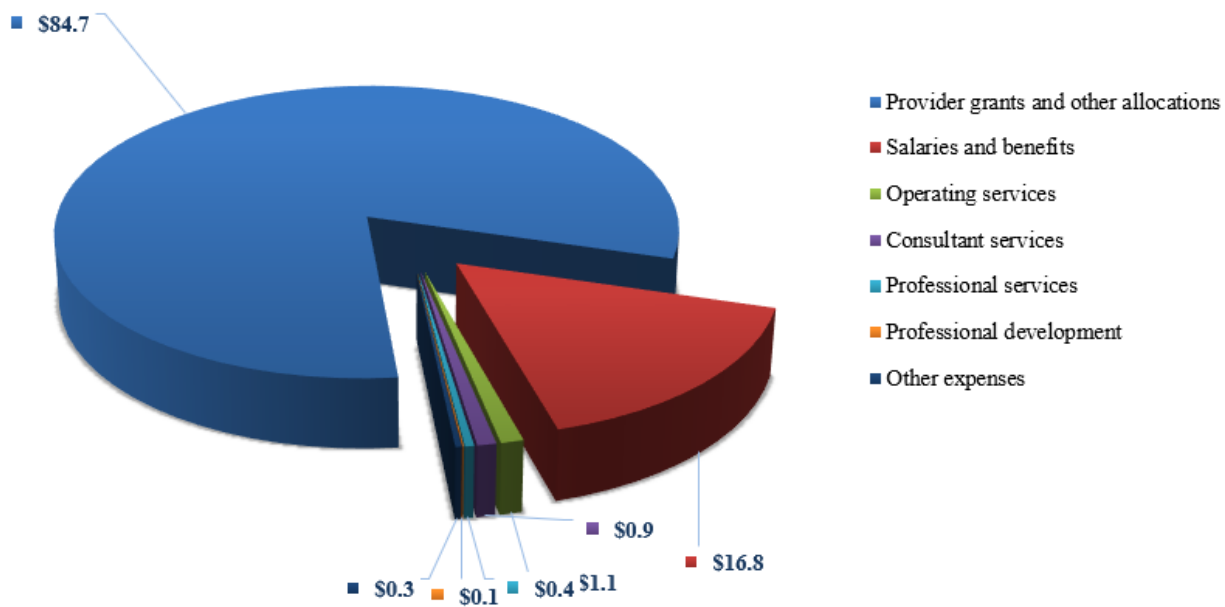
Professional Services

Professional services increased from FY 2019-20 by \$102,402 or 31.6%. The increase is largely due to higher fees incurred for legal, audit and staff recruitment services.

Professional Development

Professional development decreased in FY 2020-21 by \$114,982 or 65.3% from FY 2019-20. The decrease is primarily due to travel restrictions and lack of conference opportunities throughout the fiscal year caused by the COVID-19 pandemic.

**Program and Operating Expenses
June 30, 2021
(In Millions)**



Analysis of the Governmental Fund

The activities are contained in the general fund of the Commission. The focus of the Commission's governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the Commission's financing requirements. In particular, fund balance may serve as a useful measure of the Commission's net resources, both committed and available for future operation needs.

As of the end of FY 2020-21, the Commission's general fund reported a total ending fund balance of \$316.4 million, a decrease of \$22.3 million, or 6.6% in comparison with the prior fiscal year balance of \$338.7 million.

Total fund balance decreased due to an ongoing decline between annual incoming revenue and the expenditures that are required to advance the activities and strategies outlined in the 2020-2028 Strategic Plan, including the ongoing responsibility to multi-year commitments for specific initiatives.

Budgetary Highlights

Based on the information provided in the Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund, the following analysis is presented.

Final Revenue Budget vs. Actual Revenue

The information below provides a summary of the primary factors that caused the variance between revenue estimates and actual revenue.

Tobacco Taxes and Prop 56

Tobacco tax revenue recorded for FY 2020-21 was \$60.6 million of tobacco tax revenue and \$18.2 million of Proposition 56 backfill. The total combined amount of \$78.8 million was approximately \$7.9 million or 11.1% higher than the anticipated amount of \$70.9 million. The original estimate of \$70.9 million was based on data provided by the California Department of Tax and Fee Administration, updated May 2020.

Other Program Revenue

Other program revenue recorded for FY 2020-21 was \$522,406 which was significantly lower than estimated in the Long-Term Financial Plan approved by the Commission in July of 2020 due to a program which First 5 LA did not implement. Revenue recorded includes funds from Aurrera Health Group for ACEs Aware and from Los Angeles County Office of Education for the Quality Improvement System project.

Investment Income

Investment income of \$1.98 million was earned in FY 2020-21. The monthly average return of 0.6% is lower than the 1.2% anticipated and included in the Long-Term Financial Projection approved by the Commission in July of 2020.

Original Expenditure Budget vs. Final Expenditure Budget

In March 2021, the Commission approved an overall reduction of \$444,045 or 0.04% to the original approved \$124.3 million FY 2020-21 Budget. The following provides a brief summary of the primary factors that contributed to the decrease in the final budgeted expenditures compared with the original budgeted expenditures.

Provider Grants and Other Allocations

The overall Program Budget (Provider Grants and Other Allocations) was adjusted upward during the year by \$45,200 or 0.04%. In March 2021 the Commission approved a mid-year budget revision adjusting the Families budget upward by \$587,000, Communities by roughly \$205,000 and Early Care & Education (ECE) Systems by nearly \$2.5 million. The upward adjustment to Families is primarily due to an increase to the Select Home Visiting (SHV) program to better align budget with the actual spending rate, based on higher staff retention and higher than usual personnel expenses. The overall increase to SHV is still within the approved contracted amount. Additionally, Families was awarded \$100,000 in new funding from First 5 California for the Home Visiting Coordination Project. The increase to Communities was the result of adjustments across multiple programs largely in response to the COVID-pandemic and the net increase to ECE is primarily the result of new pass-through funding from First 5 CA to support the Dual Language Learner initiative and the QRIS Continuous Site Engagement Quality Start L.A. work. The downward adjustments include Healthy-Related Systems by \$193,000, Policy & Strategy Support by \$275,000, Integration & Learning by \$75,000 and Emerging Opportunities by nearly \$2.8 million. The biggest driver in the net downward adjustment to the total program budget was the nearly \$2.8 million-dollar downward adjustment to the Emerging Opportunities Fund, dedicated to enhancing First 5 LA's capacity to act on new opportunities or respond to emerging needs when found to align with the strategic direction of the organization. In FY 2020-21, this funding source was also used to centralize funding to aid with the additional costs required to respond to immediate needs resulting from the COVID-19 pandemic. At mid-year, however, it was determined that sufficient resources were included in each of the individual program budgets to offset their respective COVID-19-related support needs. As such, the Emerging Opportunities Fund was adjusted downward accordingly.

Operating Services

Funds were adjusted downward at mid-year, resulting in a net increase of \$150,650 to reflect revised projections based on expenditures through November 2020. This decrease is primarily due to reduced anticipated spending because of the ongoing COVID-19 pandemic in areas such as: Mileage, Parking and Other Transportation; Internal Meetings; Office Supplies; Capital Outlay; and Miscellaneous/Contingency resources intended to support the safety of staff upon returning to the office building, which was postponed until 2022.

Consultant Services

Funds were adjusted downward at mid-year by \$17,000. This was driven primarily by a decrease in the Early Care and Education Department budget which a budget for offsite retreat was eliminated.

Professional Services

Funds were adjusted downward at mid-year by \$6,900 based on incurred expenditure trends in the first half of the fiscal year and projected need for the remainder of the fiscal year.

Travel and Meetings

Funds were adjusted downward at mid-year by \$286,195. This category includes adjustments eliminating all remaining travel related costs including Airfare, Lodging, Per Diem and Other Travel Expenses that were anticipated for the second half of the fiscal year, due to the ongoing COVID-19 pandemic.

Professional Development

Funds were adjusted downward at mid-year by \$28,500. This category was adjusted to reflect the current conditions where staff are working remotely and unable to attend in-person conferences and trainings due to the ongoing COVID-19 pandemic.

Final Expenditure Budget vs. Actual Expenditure Amounts

The following provides a summary of the primary factors causing the significant variances in the actual expenditures compared with the final budgeted expenditures.

Provider Grants and Other Allocations

The total Provider Grants and Other Allocations variance for FY 2020-21 was approximately \$16.8 million. The primary overarching factor contributing to the FY 2020-21 budget to actual variance was the ongoing COVID-19 pandemic and challenges related to the virtual provision of services and establishing the necessary infrastructure to render services in redefined work structures. In addition:

- Many activity timelines were assessed and extended into the following fiscal year.
- Several activities were assessed and put on a hold or eliminated.
- New external funds were received to offset some budgeted costs.

Salaries and Benefits

Salary and benefit costs were lower than budgeted, with a variance of \$1,165,464. This is due to a combination of regular employee turnover during this fiscal year and vacant positions that were budgeted but not immediately filled. In addition, a reorganization and restructure during the fall of 2020 which eliminated selected positions and lowered the full time equivalent from 148 to 120 going forward.

General Operating Expenditures were less than final budget by \$765,823. Below is an analysis of the significant activities comprising this variance:

Office Supplies

Office Supplies were lower than budgeted, with a variance of \$66,140. This is due to fewer needs related to stay-at-home work orders than what was originally anticipated for FY 2020-21.

Hardware & Software Maintenance

Hardware & Software Maintenance was lower than budgeted with a variance of \$152,123. This is primarily due to several applications that were not utilized in FY 20-21 and did not require licenses to be obtained.

Miscellaneous/Contingency

Miscellaneous and contingency expenses had a savings of \$89,407 for FY 20-21. This is due to a reduction in one-time events or emergency needs over the fiscal year.

Internal Meetings

Internal Meeting expense was lower than budgeted, with a variance of \$91,830. This is due to staff working remotely during the fiscal year and virtual meetings were held.

Division Capacity Building

Costs for division capacity building were lower than budgeted, with a variance of \$72,900 or 97.2%. This is due to resources being categorized in different expense categories.

Capital Outlay

Capital outlay fees were significantly lower than budgeted, with a variance of \$138,274. This is primarily due to purchases of laptops and computer equipment were transferred and added to fixed asset category and depreciated.

Consultant Services

Consultant services expenditures were \$866,947 less than the final budget. The variance was primarily the result of Consultant Fees being less than final budget by \$786,048 as a result of decrease need for temporary labor support for Information Technology services.

Professional Development

Professional development expenditures were \$298,115 less than the final budget. The variance was primarily the result of Conference Registration being less than the final budget of \$100,713 as a result of less opportunities for an in-person conferences and travel restrictions that were placed due to the on-going pandemic.

The final budget for Operating Services was reduced by just over \$489,000 to \$22.3 million for FY 2020-21, while the Program Budget was increased by just over \$45,000 due to various adjustments but primarily because of new revenues received to offset existing budget costs. Other adjustments were related to the alignment of budget to actual spending trends for the first half of FY 2020-21, alignment to final negotiated contract amounts and a reassessment of the timeline activities which extended some activities, and costs, into the next fiscal year and eliminated others.

Other Potentially Significant Matters

The State projections assume a roughly 3-5% rate of revenue decline on an annual basis starting in FY 2020-21 through FY 2027-28. The projected annual revenue decrease is estimated to be 3.9% through FY 2021-22 based on the most recent estimate from the California Department of Tax and Fee Administration (CDFTA) projections updated May 21, 2020.

First 5 LA continues to receive backfill “hold harmless” payments from the State to keep Proposition 10 revenue whole for participating counties following the passage and implementation of SBx2 and Proposition 56.

Contacting the Commission’s Financial Management

This financial report is designed to provide the public with an overview of the Commission’s financial operations and condition. If you have questions about this report or need additional information, please contact the Commission’s Director of Finance at (213) 482-7545 or 750 N. Alameda Street Suite 300, Los Angeles, California 90012.

Los Angeles County Children and Families First – Proposition 10 Commission
Statement of Net Position and Governmental Fund Balance Sheet
June 30, 2021

	General Fund	Adjustments (Note 1)	Statement of Net Position
Assets			
Cash and investments	\$ 329,633,220	\$ -	\$ 329,633,220
State receivable	6,518,992	-	6,518,992
Investment income receivable	188,613	-	188,613
Advances to grantees	2,239,303	-	2,239,303
Capital assets			
Not depreciated	-	2,039,000	2,039,000
Depreciable capital assets (net)	-	8,355,423	8,355,423
Total assets	<u>\$ 338,580,128</u>	<u>\$ 10,394,423</u>	<u>\$ 348,974,551</u>
Liabilities			
Accounts payable and accrued liabilities	\$ 21,883,865	\$ -	\$ 21,883,865
Compensated absences			
Due within one year	-	194,745	194,745
Due in more than one year	-	806,802	806,802
Total liabilities	<u>21,883,865</u>	<u>1,001,547</u>	<u>22,885,412</u>
Deferred Inflows of Resources			
Unavailable revenue	274,026	(274,026)	-
Total deferred inflows of resources	<u>274,026</u>	<u>(274,026)</u>	<u>-</u>
Fund Balance/Net Position			
Fund balance			
Nonspendable	2,239,303	(2,239,303)	-
Committed	175,100,818	(175,100,818)	-
Assigned	59,941,864	(59,941,864)	-
Unassigned	79,140,252	(79,140,252)	-
Total fund balance	<u>316,422,237</u>	<u>(316,422,237)</u>	<u>-</u>
Net position			
Net investment in capital assets	-	10,394,423	10,394,423
Unrestricted	-	315,694,716	315,694,716
Total net position	<u>-</u>	<u>326,089,139</u>	<u>326,089,139</u>
Total liabilities, deferred inflows of resources and fund balance/net position	<u>\$ 338,580,128</u>	<u>\$ 10,394,423</u>	<u>\$ 348,974,551</u>

Los Angeles County Children and Families First – Proposition 10 Commission
Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balance
For the Year Ended June 30, 2021

	General Fund	Adjustments (Note 1)	Statement of Activities
Revenues			
Program revenues			
Operating grants and contributions			
Tobacco taxes	\$ 60,590,413	\$ -	\$ 60,590,413
Prop 56	18,215,617	-	18,215,617
State Commission Program Funds	2,952,210	(482,800)	2,469,410
Medi-Cal Administrative Activities	80,319	-	80,319
California Department of Education	32,830	-	32,830
Other program revenue	531,868	(9,462)	522,406
Total program revenues	82,403,257	(492,262)	81,910,995
General revenues			
Investment income	1,987,840	-	1,987,840
Net decrease in fair value of investments	(2,861,364)	-	(2,861,364)
Other general income	105,414	16,480	121,894
Total general revenues	(768,110)	16,480	(751,630)
Total revenues	81,635,147	(475,782)	81,159,365
Expenditures/expenses			
Provider grants and other allocations	84,700,927	-	84,700,927
Salaries and benefits	16,639,241	198,849	16,838,090
Operating services	1,087,787	-	1,087,787
Consultant services	905,278	-	905,278
Professional services	426,218	-	426,218
Professional development	61,235	-	61,235
Travel	86	-	86
Capital outlay	75,944	(75,944)	-
Depreciation	-	309,554	309,554
Total expenditures/expenses	103,896,716	432,459	104,329,175
Excess/(deficiency) of revenues over/(under) expenditures	(22,261,569)	-	-
Net Change in Fund Balance	(22,261,569)	22,261,569	-
Change in Net Position	-	(23,169,810)	(23,169,810)
Fund balance/net position			
Beginning of year	338,683,806	10,575,143	349,258,949
End of year	\$ 316,422,237	\$ 9,666,902	\$ 326,089,139

Los Angeles County Children and Families First – Proposition 10 Commission

Notes to Financial Statements
For the Year Ended June 30, 2021

Note 1 - Organization and Summary of Significant Accounting Policies**Reporting Entity**

With the passage of a ballot initiative in November 1998, California (the “State”) voters approved the establishment of the Los Angeles County Children and Families First – Proposition 10 Commission (the “Commission”), a component unit of Los Angeles County. A thirteen-member Board of Commissioners governs the Commission. The Commission was created by and ultimately is under the authority of the Los Angeles County Board of Supervisors, in accordance with California State Law, through its appointment of the Board of Commissioners and its ability to remove the Commissioners at will. The Commission is a public entity legally separate and apart from the County. The initiative, Proposition 10, mandated an additional 50-cent-per-pack tax on cigarettes and a comparable increase in the tax of other tobacco products and required that the new funds be used on programs focused exclusively on early childhood development for children prenatal up to five years of age.

Following the directive of Proposition 10 to fund programs at the community level, each of the State’s 58 counties created a Proposition 10 Commission as well as a trust fund to receive Proposition 10 revenues. In Los Angeles County, the Board of Supervisors passed an ordinance in December 1998 to establish the Los Angeles County Children and Families First – Proposition 10 Commission, and in May 1999, the Commission held its first meeting, elected officers and established a number of ad hoc committees to address organizational and planning issues. The Commissioners and others who were involved in the effort regarded Proposition 10 as an extraordinary and unprecedented opportunity to begin making a difference in the lives of pregnant women, young children and their families, and to do so at a point in their lives when it can make the most difference. In August 2002, the Commission introduced a new branding identity, First 5 LA, to signify the importance of the first five years of life.

The Commission’s vision statement is that all children throughout Los Angeles’ diverse communities, “are born healthy and raised in a safe, loving and nurturing environment so that they grow up healthy in mind, body, and spirit, are eager to learn with opportunities to reach their full potential.” The Commission’s mission, in partnership with others, is to “strengthen families, communities, and systems of services and support so all children in LA County enter kindergarten ready to succeed in school and life”.

Upon termination of the Commission, all assets of the Commission shall be returned to the State of California. The liabilities of the Commission shall not become liabilities of the County upon either termination of the Commission or the liquidation or disposition of the Commission’s remaining assets.

Los Angeles County Children and Families First – Proposition 10 Commission

Notes to Financial Statements
For the Year Ended June 30, 2021

Basis of Accounting and Measurement Focus**Government-Wide Financial Statements**

Government-wide financial statements consist of the statement of net position and the statement of activities. These statements are presented on an economic resources measurement focus. All economic resources and obligations of the reporting government are reported in the financial statements.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. With this measurement focus, all assets and liabilities associated with operation of the Commission's fund are included on the statement of net position. The statement of activities presents a comparison of the direct expenses and program revenues for the Commission's governmental activities. Program revenues include grants and contributions restricted for the operational requirements of a particular program. Grants and similar items are recognized as revenue as soon as all eligibility requirements have been met. Program revenues include tobacco taxes and grants and contributions that are restricted to meeting the operational requirements of a particular program. General revenues are all revenues that do not qualify as program revenues and include investment income and other income. Net position represent the resources that the Commission has available for use in providing services. Net position is composed of net investment in capital assets and unrestricted funds. At June 30, 2021, the Commission reported unrestricted net position of \$315,694,716.

Fund Financial Statements

The fund financial statements consist of the balance sheet and the statement of revenues, expenditures and changes in fund balance of the Commission's general fund. These statements are presented on a current-financial resources measurement focus. The fund financial statements focus on near-term inflows and outflows of spendable resources and on balances of spendable resources available at the end of the fiscal year. The statement of revenues, expenditures and changes in fund balance for the governmental fund generally presents increases (revenues) and decreases (expenditures) in net current resources. All operations of the Commission are accounted for in the general fund.

The fund financial statements have been prepared on the modified accrual basis of accounting. Revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. Revenues are considered available if they are received within 60 days after year-end. Revenues susceptible to accrual include tax revenues, grants, and investment income. Expenditures are recognized in the accounting period in which the fund liability is incurred except for compensated absences which are recorded only when payment is due.

Los Angeles County Children and Families First – Proposition 10 Commission

Notes to Financial Statements
For the Year Ended June 30, 2021

Adjustments Between Fund Financial Statements and Government-Wide Financial Statements**Capital Assets**

Capital assets are not considered to be financial resources and therefore, are not reported as an asset in the fund financial statements. Capital assets in the amount of \$10,394,423 are capitalized and reported at cost, net of accumulated depreciation, in the government-wide financial statements. Capital assets purchased during the year in the amount of \$75,944 are reported as expenditures on the fund financial statements and capitalized on the government-wide financial statements. Depreciation expense for the year ended June 30, 2021 amounted to \$309,554 and is included in the government-wide financial statements.

Long-Term Liabilities

As of June 30, 2021, the Commission estimated its liability for vested compensated absences to be \$1,001,547. Compensated absence obligations are considered long-term in nature and are reported in the fund financial statements as expenditures in the period paid or when due and payable at year-end under the modified accrual basis of accounting. The compensated absences have been accrued in the government-wide financial statements and are included in long-term liabilities. The change in compensated absences during the year of \$198,849 is reported in the statement of activities and does not require the use of current financial resources.

Unavailable Revenue

Under the modified accrual basis of accounting, revenue is recognized in the fund financial statements if it has been collected after year-end within the Commission's established availability period of 60 days. All other accrued revenues due to the Commission are recognized as unavailable revenue at year-end in the fund financial statements. Governmental funds recognized unavailable revenue where receivables are not available to liquidate liabilities of the current period. As of June 30, 2021, the Commission has unavailable revenues of \$274,026. The change in unavailable revenue during the year of \$(475,782) is reported in the statement of activities.

Net Position

In the government-wide financial statements, net position represents the difference between assets less liabilities and is classified into two components:

- Net investment in capital assets – This balance reflects the net position of the Commission that are invested in capital assets. This amount is generally not accessible for other purposes.
- Unrestricted net position – This balance represents the net amount of the assets and liabilities that are available for general use.

Los Angeles County Children and Families First – Proposition 10 Commission

Notes to Financial Statements
For the Year Ended June 30, 2021

Fund Balance

Fund balance classifications comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. The Commission established the following classifications and definitions of fund balance for the year ended June 30, 2021:

- a. **Nonspendable**
Portion of net resources that cannot be spent because they are not in an expendable form (e.g. Advances to Grantees) or the portion of net resources that cannot be spent because they must be maintained intact (e.g. revolving fund or the principal of an endowment).
- b. **Restricted (externally enforceable limitations on use)**
Amounts constrained to specific purposes by their providers (such as creditors, grantors, contributors, or laws and regulations of other governments: e.g. funds advanced by First 5 CA under specific agreements for services such as matching funds for specific initiatives). Amounts constrained by limitations imposed by law through constitutional provisions or enabling legislation (e.g. funds legally restricted by County, state, or federal legislature, or a government's charter or constitution; or amounts collected from non-spendable items such as long term portion of loan outstanding if those amounts are subject to legal constraint).
- c. **Committed (self-imposed limitations in place prior to end of the period)**
Amounts constrained by limitations imposed at the highest level of decision making authority that requires the same formal action at the same level to remove or modify. The formal action required by the Board of Commissioners for funds to be committed is action by way of resolution allocating funding for a specific program or initiative.
- d. **Assigned (limitation resulting from intended use)**
Amounts or limitations that are constrained by the Commission's intent to be used for a specific purpose (the purpose of the assignment must be narrower than the general fund itself) and are not either restricted or committed. Adoption of a Strategic Plan or Long Term Financial Plan with general spending parameters would be examples of the Commission's intent and would constitute an assignment. Accordingly, modification to the Commission's intent would not require formal action. Further, the Commission may designate a body/committee or an official who can specify such purposes. However, as of June 30, 2021, the Commission had not made such a designation.
- e. **Unassigned (residual net resources)**
Resources in the fund balance that cannot be reported in any other classification including a minimum fund balance reserve based on 50% of the operating and programmatic budget. It also includes the negative residual fund balance that cannot be eliminated by offsetting assigned fund balance amounts.

When both restricted and unrestricted resources are available for use, it is the Commission's policy to use restricted resources first and then unrestricted resources as needed. The spending priority of fund balance is restricted, committed, assigned, and then unassigned.

Los Angeles County Children and Families First – Proposition 10 Commission

Notes to Financial Statements
For the Year Ended June 30, 2021

Effect of New Governmental Accounting Standards Board (GASB) Pronouncements**Effective in Current Fiscal Year**

GASB Statement No. 84 – In January 2017, GASB issued Statement No. 84, *Fiduciary Activities*. The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. This Statement is effective for reporting periods beginning after December 15, 2019. The Commission implemented this statement effective July 1, 2020 and determined that there was no impact on the Commission’s financial statements.

GASB Statement No. 90 – In September 2018, the GASB issued Statement No. 90, *Majority Equity Interests*, An Amendment of GASB Statements No. 14 and No. 61. The objectives of this Statement are to improve the consistency and comparability of reporting a government’s majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. The Statement is effective for reporting periods beginning after December 15, 2019. The Commission implemented this statement effective July 1, 2020 and has determined that there was no impact on the Commission’s financial statements.

Effective in Future Fiscal Years

The GASB has issued the following pronouncements that have effective dates which may impact future financial statement presentation. The Commission has not determined the effect of the following Statements:

GASB Statement No. 87 - *Leases*.

GASB Statement No. 91 - *Conduit Debt Obligations*.

GASB Statement No. 92 - *Omnibus 2020*.

GASB Statement No. 93 - *Replacement of Interbank Offered Rates*.

GASB Statement No. 94 - *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*.

GASB Statement No. 96 - *Subscription-Based Information Technology Arrangements*.

GASB Statement No. 97 - *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans*.

Investments

The Commission participates in the common investment pool of Los Angeles County. Investments are reported at fair value which is the amount at which financial instruments could be exchanged in a current transaction between willing parties. The Commission categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset’s fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The Los Angeles County Treasurer is responsible for establishing and consistently applying a policy for identifying those events that might affect fair value measurements.

Los Angeles County Children and Families First – Proposition 10 Commission

Notes to Financial Statements
For the Year Ended June 30, 2021**Advances to Grantees**

The Commission may provide advances to grantees/contractors that are repayable by the end of the fiscal year unless otherwise stipulated by contract or agreement. During fiscal year 2020-21, the Commission entered into agreements with various grantees to support the Commission's 2020-2028 Strategic Plan "North Star" – *that by 2028, all children in Los Angeles County will enter kindergarten ready to succeed in school and life*. The Commission has the following outstanding advances to grantees as of June 30, 2021.

Advances to Grantees

California Community Foundation	\$ 75,000
Child Care Alliance of Los Angeles	77,866
Child Care Alliance of Los Angeles (PEACH)	48,138
Community Health Councils	139,278
Community Partners	461,036
El Nido Family Centers	128,570
Long Beach Nonprofit Partnership, Inc.	83,556
Los Angeles County Office of Education (LACOE)	163,156
Los Angeles Universal Preschool dba Child360	673,235
Para Los Ninos	365,917
Seed Collaborative	10,143
Southern California For Nonprofit Management	13,408
Total advances to grantees	\$ 2,239,303

Capital Assets

Capital assets are composed of land, buildings, building improvements, computer software and accessories, office equipment and furniture and fixtures and are recorded at cost. Donated capital assets are recorded at acquisition value at the date of donation. The Commission capitalizes assets with a cost in excess of \$5,000 and with a useful life greater than one year. The Commission depreciates capital assets using a straight-line method over the estimated useful life of fifty years for buildings, four years for computers and five years for office equipment and furniture and fixtures. Building improvements are depreciated over the remaining useful life of the building.

Deferred Inflows of Resources

Deferred inflows of resources represent an acquisition of fund balance that applies to a future period and will not be recognized as an inflow of resources (revenue) until that time. The Commission has one type of deferred inflow, unavailable revenue, which occurs only under the modified accrual basis of accounting. Accordingly, the item is reported only in the governmental fund balance sheet. This amount is deferred and recognized as an inflow of resources in the period that the amounts become available.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

Los Angeles County Children and Families First – Proposition 10 Commission

Notes to Financial Statements
For the Year Ended June 30, 2021

Note 2 - Cash and Investments

Total cash and investments at fair value, as of June 30, 2021 are as follows:

Cash	
Cash in bank	<u>\$ 213,437</u>
Investments	
Money Market Mutual Funds	8,000,058
Investments with County Treasurer	
Pooled cash and investments	<u>321,419,725</u>
Total investments	<u>329,419,783</u>
Total cash and investments	<u><u>\$ 329,633,220</u></u>

Cash in Bank

The California Government Code requires California banks and savings and loan associations to secure the Commission's deposits by pledging government securities as collateral. The market value of pledged securities must equal 110% of an agency's deposits. California law also allows financial institutions to secure an agency's deposits by pledging first trust deed mortgage notes having a value of 150% of an agency's total deposits and collateral is considered to be held in the name of the Commission. At June 30, 2021, cash held by financial institutions of \$213,838 was entirely insured and collateralized as described above. The book balance at June 30, 2021 was \$213,437.

Pooled Cash and Investments

Investments with the Los Angeles County Treasurer at June 30, 2021 are stated at fair value. The fair value of pooled investments is determined annually and is based on current market prices. The fair value of each participant's position in the pool is the same as the value of the pool shares. The method used to determine the value of participants' equity withdrawn is based on the book value of the participants' percentage participation at the date of such withdrawals. As of June 30, 2021, the Commission's percentage of participation is 0.82. The Los Angeles County Treasury is sponsored and administered by the County of Los Angeles and oversight is conducted by the County Treasury Oversight Committee. At June 30, 2021, the weighted average maturity for the County pool approximated 1045 days and the County pool is not rated. For further information regarding the Los Angeles County Investment Pool, refer to the County of Los Angeles Annual Comprehensive Financial Report.

Los Angeles County Children and Families First – Proposition 10 Commission

Notes to Financial Statements
For the Year Ended June 30, 2021

Fair Value Measurements

The Commission categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

In instances where inputs used to measure fair value fall into different levels in the above fair value hierarchy, fair value measurements in their entirety are categorized based on the lowest level input that is significant to the valuation. The Commission's assessment of the significance of particular inputs to these fair value measurements requires judgment and considers factors specific to each asset or liability.

Deposits and withdrawals are made on the basis of \$1 and not fair value. Accordingly, the Commission's proportionate share of investments in the Los Angeles County Investment Pool at June 30, 2021 is uncategorized and not defined as a Level 1, Level 2, or Level 3 input. The Commission's investment in money market mutual funds is defined as Level 2.

The table below identifies the investment types that are authorized by the California Government Code or the Commission's investment policy, where more restrictive. The table also identifies certain provisions of the California Government Code or the Commission's investment policy for a Specifically Invested Portfolio, where more restrictive, that address interest rate risk, credit risk, and concentration of credit risk.

Type	Limit Per Issuer	Total Limit	Maximum Maturity
Certificates of Deposits (CDs)	5%	30%	5 Years
Commercial Paper (CP)	5%	40%	5 Years
Corporate Notes	5%	30%	5 Years
Federal Agencies	15%	60%	5 Years
U.S. Treasuries	100%	100%	5 Years
Los Angeles County Investment Pool	None	None	N/A
Money Markey Mutual Funds	None	None	None

The County Treasurer's Investment Policy diversifies investments among issues and issuers with a minimum credit rating to mitigate credit risk. For an issuer of short-term debt, the rating must be no less than P-1/A (Moody's) or A-1/A (S&P) while an issuer of long-term debt shall be rated no less than A. The Commission's investment in money market mutual funds is rated Aaa (Moody's) and AAA (S&P).

Los Angeles County Children and Families First – Proposition 10 Commission

Notes to Financial Statements

For the Year Ended June 30, 2021

Note 3 - Capital Assets

	Balance June 30, 2020	Increases	Decreases	Balance June 30, 2021
Capital assets, not depreciated				
Land	\$ 2,039,000	\$ -	\$ -	\$ 2,039,000
Capital assets, depreciable				
Building and improvements	12,076,512	-	-	12,076,512
Computer software and accessories	2,039,785	75,944	-	2,115,729
Office equipment	331,035	-	-	331,035
Furniture and fixtures	627,670	-	-	627,670
Total depreciable capital assets	15,075,002	75,944	-	15,150,946
Less accumulated depreciation				
Building and improvements	(3,648,202)	(242,542)	-	(3,890,744)
Computer software and accessories	(1,879,066)	(67,012)	-	(1,946,078)
Office equipment	(331,032)	-	-	(331,032)
Furniture and fixtures	(627,669)	-	-	(627,669)
Total accumulated depreciation	(6,485,969)	(309,554)	-	(6,795,523)
Total capital assets, depreciable (Net)	8,589,033	(233,610)	-	8,355,423
Capital assets, net	\$ 10,628,033	\$ (233,610)	\$ -	\$ 10,394,423

Note 4 - Changes in Compensated Absences

Compensated absences liability activities for the year ended June 30, 2021 is as follows:

	Balance July 1, 2020	Increases	Decreases	Balance June 30, 2021	Due Within One Year
Compensated absences	\$ 802,698	\$ 753,403	\$ (554,554)	\$ 1,001,547	\$ 194,745

Los Angeles County Children and Families First – Proposition 10 Commission

Notes to Financial Statements
For the Year Ended June 30, 2021

Note 5 - Fund Balance

Fund balance is classified using a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. Fund balance at June 30, 2021 consists of the following:

Initiative/Program Allocation	Nonspendable
California Community Foundation	\$ 75,000
Child Care Alliance of Los Angeles	77,866
Child Care Alliance of Los Angeles (PEACH)	48,138
Community Health Councils	139,278
Community Partners	461,036
El Nido Family Centers	128,570
Long Beach Nonprofit Partnership, Inc.	83,556
Los Angeles County Office of Education (LACOE)	163,156
Los Angeles Universal Preschool dba Child360	673,235
Para Los Ninos	365,917
Seed Collaborative	10,143
Southern California For Nonprofit Management	13,408
Total Nonspendable	<u>\$ 2,239,303</u>
	Committed
Annual Reporting	\$ 74,000
Assisting and Supporting Staff with Information for Specialized Tasks	119,000
Baby Friendly Hospitals/Family Place Libraries	22,857,729
Bold Vision	150,000
California Health Foundation & Trust	125,000
California Strategies - State Policy and Sustainability Advocate	220,500
California Strategies - Strategic Plan Advocacy Strategies	178,850
Capital Project Fund	6,138,336
Center for Strategic Partnerships	25,000
Child Care Alliance of Los Angeles	564,846
Child360	518,746
Children's Data Network (CDN)	850,000
Children's Hospital Los Angeles	24,483
Communities	17,379,000
Community Partners - Capacity Strengthening Learning Consortium	289,334
Community Partners - Early Care and Education, ECE Policy and Advocacy Fund	3,130,567
Conference Funding to Advance the Field of Early Childhood Development	150,000
County Data Partnership	115,000
County Partnership Fund	225,000
Data Policies & Practices	150,000
Data Requests	5,000
Early Care & Education Systems	8,085,029
Emerging Opportunities Fund	1,500,000
Family Supports	6,259,000

Los Angeles County Children and Families First – Proposition 10 Commission

Notes to Financial Statements

For the Year Ended June 30, 2021

Initiative/Program Allocation	
Federal Policy and Sustainability Advocate	\$ 100,000
First 5 LA Data Strategy	250,000
Health Systems	5,146,517
Impact Framework	430,000
Infrastructure Support for Sustainability and Health Planning	180,000
L.A. Care Health Plan	1,209,460
Little by Little/One Step Ahead	7,636,121
Los Angeles County Office of Education	641,814
Medi-Cal Administrative Activities Implementation Support	108,545
Mountain View School District - KRA	22,998
Organizational Memberships and Stakeholder Engagement Efforts	508,000
Organization-wide Sponsorships to Build Partnerships and PublicWill for First 5 LA's Results Areas	200,000
Policy Advocacy Fund Technical Assistance Provider	400,000
Select Home Visitation	28,071,660
Southern California Grantmakers (SCG)	50,000
State Policy and Sustainability Advocate	227,500
Strategic Communications	2,500,000
Strategic Communications Partnerships	539,000
Strategic Marketing	1,575,000
Strategic Plan Advocacy Strategies	1,084,150
Welcome Baby Hospital	54,701,633
WIC Data Mining Research Partnership	384,000
Total Committed	<u>\$ 175,100,818</u>
	Assigned
Strategic Plan	<u>\$ 59,941,864</u>
Total Assigned	<u>\$ 59,941,864</u>
	Unassigned
Unassigned	\$ 21,992,168
Fund Balance Reserve - 50% of total FY 21-22 Budget	57,148,084
Total Unassigned	<u>\$ 79,140,252</u>
Total Fund Balance	<u><u>\$ 316,422,237</u></u>

Los Angeles County Children and Families First – Proposition 10 Commission

Notes to Financial Statements
For the Year Ended June 30, 2021

Note 6 - Program Evaluation

In accordance with the *Standards and Procedures for Audits of California Counties Participating in the California Children and Families Program*, issued by the California State Controller, the Commission is required to disclose the amounts expended during the fiscal year on program evaluation. Program evaluation costs pertain to those activities undertaken to support the collection, production, analysis and presentation of evaluation information for Commission management, Commissioners and other interested parties.

The Commission spent \$2,653,729 on program evaluation during the year ended June 30, 2021.

Note 7 - Deferred Compensation Plans

All regular and limited-term employees of the Commission participate in the 403(b) Savings and Investment Plan, a defined contribution plan administered by The Standard. Benefit provisions under the plan are established by the California Government Code Section 31694(a) and other applicable statutes. The 403(b) Savings and Investment Plan provides for service retirement, death, and disability benefits to plan members. The plan can be amended by executive management of the Commission.

Regular and limited-term employees are eligible to receive both an elective and a non-elective contribution based on years of completed service with the organization. The elective contribution requires employee participation in order to receive the employer match, and is between 1% and 3% depending on the employee's contribution and the years of service the employee has completed with the organization: 1% for less than one year, 2% after one year and 3% for after two years or more of completed service. The Commission also makes a separate, non-elective contribution into the retirement plan regardless of employee participation. This non-elective employer contribution is between 3% and 7.5% based on years of completed service with the organization: 3% for less than 5 years, 4.5% for 5 to 9 years, 6% for 10 to 14 years, and 7.5% after 15 years or more of completed service. Employer contributions are not 100% vested until an employee has completed three years of service with the organization, with a graded vesting schedule for employees who complete at least one year of service. The Commission contributed a total of \$786,774, comprised of \$321,650 in elective contribution and \$465,124 in non-elective contribution for the fiscal year ended June 30, 2021.

Note 8 - Unavailable Revenue

The general fund reports unavailable revenue on the governmental fund balance sheet in connection with resources that have been earned but are not yet available to finance expenditures of the current fiscal period. This type of deferred inflow of resources occurs only under the modified accrual basis of accounting. Accordingly, unavailable revenue is reported only in the general fund balance sheet. At the end of the current fiscal year, the components of unavailable revenue resulting from funds not received within the 60-day period of availability were as follows:

Los Angeles County Children and Families First – Proposition 10 Commission

Notes to Financial Statements
For the Year Ended June 30, 2021

Unavailable Revenue	
ACEs Aware Funds	\$ 156,770
Home Visiting Coordination Funds from F5CA	35,544
DLL Grant from F5CA	<u>81,712</u>
Total unavailable revenue	<u><u>\$ 274,026</u></u>

Note 9 - Risk Management

The Commission is exposed to various risks of loss related to general liability, property liability, health benefits, workers' compensation and auto. These risks are addressed through commercial insurance policies.

The Commission's property and liability insurance is provided by insurance companies that are "Non-Admitted" insurance companies in the State of California. If such a company becomes insolvent, the California Insurance Guarantee Association will not settle unpaid claims.

No claims or suits are pending against the Commission arising out of proposed claim settlements covered by insurance. No settlements exceeded insurance coverage during the last three years.

Note 10 - Commitments and Contingencies**Operating Lease**

The Commission leases equipment from a third party which expires in May 2022 and August 2024 and are non-cancelable. The future minimum rental payments due under the lease are as follows:

<u>For the Year Ending June 30,</u>	<u>Annual</u>
2022	\$ 32,715
2023	21,290
2024	21,290
2025	<u>3,548</u>
Total	<u><u>\$ 78,843</u></u>

The Commission recognized \$22,368 in lease expense for the year ended June 30, 2021.

Future Funding

The Commission has entered into future funding commitments with various entities, which are contingent on State funding.

Los Angeles County Children and Families First – Proposition 10 Commission

Notes to Financial Statements
For the Year Ended June 30, 2021

Note 11 - Related Party Transactions

The Commission incurred expenses totaling \$10,596 for County of Los Angeles services provided during the year ended June 30, 2021.

In the fiscal year, the Commission incurred \$53,868,155 of expenditures for provider grants, operating services, consultant services, and professional services to organizations which are represented by 12 members of the Board of Commissioners. As of June 30, 2021, amounts of \$9,531,736 are included in accounts payable to these organizations.

Note 12 - First 5 California Signature Programs

Improve and Maximize Programs so All Children Thrive (IMPACT) Regional Coordination and Training and Technical Assistance Hubs (Hubs) Program

The purpose of IMPACT is to support a network of local quality improvement systems to better coordinate, assesses, and improve the quality of early learning settings to achieve the goal of helping children ages 0 to 5 and their families thrive by increasing the number of high quality early learning settings, including supporting and engaging families in the early learning process. Funding is to center around Continuous Quality Improvement, including a network of local Quality Rating and Improving System (QRIS). All IMPACT funds require a local match based on county size. For the Commission, a one to one match ratio or a dollar of local funding match with a dollar of IMPACT fund is required. The Commission claimed \$1,305,244 in IMPACT Regional Coordination and Training reimbursable expenditures for the year ended June 30, 2021.

For IMPACT Hubs, the primary focus is to provide coordination and specialized support to consortia within a region or with similar technical assistance needs to create economies of scale while building a local early learning system. The Commission claimed \$809,029 in IMPACT Hubs reimbursable expenditures for the year ended June 30, 2021.

Required Supplementary Information
June 30, 2021

**Los Angeles County Children and
Families First – Proposition 10
Commission**

Los Angeles County Children and Families First – Proposition 10 Commission
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund
For the Year Ended June 30, 2021

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
Revenues				
Tobacco taxes	\$ 67,885,883	\$ 70,909,108	\$ 60,590,413	\$ (10,318,695)
Prop 56	-	-	18,215,617	18,215,617
State Commission Program Funds	2,765,000	2,765,000	2,952,210	187,210
Medi-Cal Administrative Activities	-	-	80,319	80,319
California Department of Education	-	-	32,830	32,830
Other program revenue	4,375,000	4,375,000	531,868	(3,843,132)
Investment income	4,050,792	4,050,792	1,987,840	(2,062,952)
Net increase (decrease) in fair value of investments	-	-	(2,861,364)	(2,861,364)
Other general income	-	-	105,414	105,414
Total revenues	79,076,675	82,099,900	81,635,147	(464,753)
Expenditures				
Program Costs				
Provider grants and other allocations	101,459,000	101,504,200	84,700,927	16,803,273
Total program costs	101,459,000	101,504,200	84,700,927	16,803,273
Operations & Administration				
Personnel Related Expenditures				
Salaries and wages	13,722,800	13,722,800	13,380,527	342,273
Fringe Benefits	4,081,895	4,081,895	3,258,714	823,181
Total personnel related expenditures	17,804,695	17,804,695	16,639,241	1,165,454
General Operating Expenditures				
ADP Payroll Charges	40,000	40,000	35,568	4,432
Workers' Compensation Insurance	75,000	61,000	60,927	73
Utilities	145,000	145,000	112,742	32,258
Corporate Insurance	90,000	101,000	101,638	(638)
Mileage and Parking	43,370	34,670	256	34,414
Telephones and Modems	70,000	70,000	62,844	7,156
Cell Phones and Mobile Devices	116,100	167,400	119,100	48,300
Outside Printing	3,600	3,600	352	3,248
Other Supplies	10,250	10,250	-	10,250
Postage and Delivery	13,200	13,200	5,656	7,544
Educational Supplies	2,900	2,900	1,630	1,270
Office Supplies	77,870	77,570	11,430	66,140
Subscriptions and Publications	25,440	28,240	22,557	5,683
Equipment Rental	27,000	27,000	22,368	4,632
Building Repairs and Maintenance	150,000	150,000	161,830	(11,830)
Equipment Repairs and Maintenance	12,000	12,000	232	11,768
Offsite Storage	25,000	29,550	32,961	(3,411)
Hardware and Software Maintenance	470,730	470,730	318,607	152,123
Miscellaneous/Contingency	259,000	95,000	5,593	89,407
Internal Meetings	125,800	95,000	3,170	91,830
Division Capacity Building	75,000	75,000	2,100	72,900
Capital Outlay	147,000	144,500	6,226	138,274
Total general operating expenditures	2,004,260	1,853,610	1,087,787	765,823

Los Angeles County Children and Families First – Proposition 10 Commission
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund
For the Year Ended June 30, 2021

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
Professional Services				
Audit	\$ 90,000	\$ 90,000	\$ 58,130	\$ 31,870
Legal	150,000	150,000	154,342	(4,342)
Professional Dues	126,718	119,818	88,613	31,205
Staff Recruitment	10,000	10,000	58,197	(48,197)
Commission Stipends	25,000	25,000	25,050	(50)
Web-Based Services	48,000	48,000	31,290	16,710
Bank & Other Service Charges	35,000	35,000	10,596	24,404
Total professional services	<u>484,718</u>	<u>477,818</u>	<u>426,218</u>	<u>51,600</u>
Consultant Services				
Consultant Fees	1,435,725	1,418,725	632,677	786,048
Other Professional Fees	350,500	350,500	272,601	77,899
External Reviewers	3,000	3,000	-	3,000
Total consultant services	<u>1,789,225</u>	<u>1,772,225</u>	<u>905,278</u>	<u>866,947</u>
Travel and Meetings				
Airfare	127,350	10,500	6	10,494
Lodging	114,225	6,000	-	6,000
Per Diem	59,745	4,125	-	4,125
Other Travel Expense	25,425	19,925	80	19,845
Total travel and meetings	<u>326,745</u>	<u>40,550</u>	<u>86</u>	<u>40,464</u>
Professional Development				
Training Materials & Supplies	11,300	11,300	80	11,220
Internal Training	92,000	91,000	-	91,000
Leadership Programs	48,500	48,500	14,005	34,495
Conference Registration	158,750	142,650	41,937	100,713
External Education/Training	77,300	65,900	5,213	60,687
Total professional development	<u>387,850</u>	<u>359,350</u>	<u>61,235</u>	<u>298,115</u>
Capital Improvements	-	-	75,944	(75,944)
Total operating expenditures	<u>22,797,493</u>	<u>22,308,248</u>	<u>19,195,789</u>	<u>3,112,459</u>
Total program costs and operating expenditures	<u>124,256,493</u>	<u>123,812,448</u>	<u>103,896,716</u>	<u>19,915,732</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ (45,179,818)</u>	<u>\$ (41,712,548)</u>	<u>\$ (22,261,569)</u>	<u>\$ 19,450,979</u>
Fund balance - Beginning of year			338,683,806	
Fund balance - End of year			<u>\$ 316,422,237</u>	

Los Angeles County Children and Families First – Proposition 10 Commission

Note to the Required Supplementary Information

For the Year Ended June 30, 2021

Note 1 – Budget Adoption

The Commission adopts a budget annually in accordance with generally accepted accounting principles based on estimates of revenue and anticipated expenditures. The Board of Commissioners has given the Executive Director authority to make budget adjustments between line items in the Commission's annual budget for Operating and Administrative costs in an amount not to exceed \$25,000. Any budget adjustment between line items in excess of \$25,000 requires approval of the Board of Commissioners.

The accompanying Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund includes the budgeted expenditures for the year, along with management's estimate of revenues for the year. The legal level of budgetary control is at the total fund level. The total final budget for FY 2020-21 was \$123.8 million, which included \$101.5 million for Program costs and \$22.3 million for Operating and Administrative costs.

Other Supplementary Information
June 30, 2021

Los Angeles County Children and Families First – Proposition 10 Commission

Los Angeles County Children and Families First – Proposition 10 Commission
Schedule of First 5 California Funding
For the Year Ended June 30, 2021

Program	Source	Revenue Funds	Expenditures
IMPACT Regional Coordination and Training	First 5 California	\$ 1,305,244	\$ 1,305,244
Technical Assistance Hubs (Hubs)	First 5 California	809,029	809,029

Los Angeles County Children and Families First – Proposition 10 Commission
Statistical Section
(Unaudited)

The information in this section is not covered by the Independent Auditor’s Report, but it is presented as supplemental data for the benefit of the readers of the Annual Comprehensive Financial Report. The objectives of statistical section information are to provide financial statement users with additional information to understand and assess the Commission's economic condition.

	Page
Financial Trends	
These schedules contain trend information to help the reader understand how the Commission's financial performance and well-being have changed over time.	36-39
Revenue Capacity	
These schedules contain trend information to help the reader assess the Commission's most significant revenue base.	40-42
Demographic Information	
These schedules offer economic and demographic indicators to help the reader understand how the information in the Commission's financial report relates to the services the Commission provides and the activities it performs.	43-45
Operating Information	
This schedule contains infrastructure data to help the reader understand how the information in the Commission's financial report relates to the services the Commission performs.	46-47

Sources:

Unless otherwise noted, the information in these schedules is derived from the annual comprehensive financial reports for the relevant years.

Los Angeles County Children and Families First – Proposition 10 Commission
Net Position by Component
Last Ten Fiscal Years

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted	315,694,716	338,630,916	364,338,314	379,018,838	422,015,244	461,512,770	543,521,742	632,680,166	723,252,516	829,030,048
Net investment in capital asset	10,394,423	10,628,033	10,841,379	11,046,294	11,310,273	11,593,026	11,885,041	12,082,438	12,355,226	12,777,760
Total net position	<u>\$ 326,089,139</u>	<u>\$ 349,258,949</u>	<u>\$ 375,179,693</u>	<u>\$ 390,065,132</u>	<u>\$ 433,325,517</u>	<u>\$ 473,105,796</u>	<u>\$ 555,406,783</u>	<u>\$ 644,762,604</u>	<u>\$ 735,607,742</u>	<u>\$ 841,807,808</u>

* The Commission presented net position as unrestricted beginning with 2010.

Los Angeles County Children and Families First – Proposition 10 Commission
Changes Net Position
Last Ten Fiscal Years

	2021	2020	2019	2018*	2017	2016	2015	2014	2013	2012
Revenues										
Tobacco taxes*	\$ 60,590,413	\$ 60,022,841	\$ 68,580,443	\$ 72,330,836	\$ 83,567,141	\$ 87,942,700	\$ 89,475,135	\$ 90,280,307	\$ 94,112,590	\$ 100,187,619
Prop. 56	18,215,617	18,068,329	7,482,310	-	-	-	-	-	-	-
State School Readiness	-	-	-	-	-	-	-	-	-	-
State Commission Program Funds	2,469,410	922,472	13,986,085	896,040	556,665	5,796,252	10,283,414	18,009,907	2,749,082	8,098,412
Medi-Cal Administrative Activities	80,319	133,955	350,924	181,859	137,599	159,549	80,799	232,408	316,369	483,325
Partnership for Families Fund**	-	-	-	-	4,334,967	9,001,152	4,615,313	-	-	-
California Department of Education	32,830	328,658	376,551	298,700	-	-	-	-	-	-
Other program revenue	522,406	584,118	123,793	1,016,683	401,956	115,000	-	-	-	-
Investment income	1,987,840	6,938,051	8,183,532	6,830,856	4,003,489	3,759,751	3,903,275	6,368,593	(3,402,141)	915,935
Net increase (decrease) in FMV of investments	(2,861,364)	1,354,275	4,898,141	(2,742,856)	(3,026,254)	1,064,007	2,152,879	-	-	-
Other revenues	121,894	110,899	133,321	148,135	122,208	119,100	104,072	100,320	98,880	9,048
Total revenues:	<u>\$ 81,159,365</u>	<u>\$ 88,463,598</u>	<u>\$ 104,115,100</u>	<u>\$ 78,960,253</u>	<u>\$ 90,097,771</u>	<u>\$ 107,957,511</u>	<u>\$ 110,614,887</u>	<u>\$ 114,991,535</u>	<u>\$ 93,874,779</u>	<u>\$ 109,694,339</u>
Expenses										
Provider grants and other allocations	\$ 84,700,927	\$ 93,379,930	\$ 97,979,838	\$ 101,364,209	\$ 106,777,128	\$ 159,337,913	\$ 182,991,937	\$ 189,910,283	\$ 185,753,622	\$ 124,709,026
Pass-through grants	-	65,042	273,294	136,877	4,150,975	13,519,735	N/A	N/A	N/A	N/A
AB 99	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	(424,388,705)
First 5 California (SRI)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1,137,220
Salaries and benefits	16,838,090	17,393,319	17,532,230	17,382,747	15,763,620	14,357,480	13,423,832	12,682,373	11,583,915	11,153,057
Operating services	1,087,787	1,212,116	1,122,911	1,232,687	1,172,319	1,157,290	1,346,532	1,207,259	1,159,609	1,138,850
Consultant services	905,278	1,308,527	881,090	850,154	999,806	990,724	1,216,609	956,488	549,676	331,046
Professional services	426,218	323,816	382,450	500,050	346,529	323,336	404,560	543,038	426,726	540,606
Professional development	61,235	176,217	186,902	166,975	-	-	-	-	-	-
Other expenses	86	224,934	339,524	273,951	358,346	255,453	264,892	183,974	149,116	114,384
Depreciation	309,554	300,441	302,300	312,988	309,327	316,567	322,346	353,258	452,182	471,732
Total expenses:	<u>\$ 104,329,175</u>	<u>\$ 114,384,342</u>	<u>\$ 119,000,539</u>	<u>\$ 122,220,638</u>	<u>\$ 129,878,050</u>	<u>\$ 190,258,498</u>	<u>\$ 199,970,708</u>	<u>\$ 205,836,673</u>	<u>\$ 200,074,846</u>	<u>\$ (284,792,784)</u>
Change in net position	<u>\$ (23,169,810)</u>	<u>\$ (25,920,744)</u>	<u>\$ (14,885,439)</u>	<u>\$ (43,260,385)</u>	<u>\$ (39,780,279)</u>	<u>\$ (82,300,987)</u>	<u>\$ (89,355,821)</u>	<u>\$ (90,845,138)</u>	<u>\$ (106,200,066)</u>	<u>\$ 394,487,123</u>

* For FY 2018, tobacco taxes include \$3,212,942 of Prop. 56 backfill.

**Partnership for Families initiative was funded by the LA County Department of Children and Family Services (DCFS), with First 5 LA acted as a pass-through entity and received reimbursement from DCFS. This initiative ended December 2016.

Los Angeles County Children and Families First – Proposition 10 Commission
Fund Balances – General Fund
Last Ten Fiscal Years

	2021*	2020*	2019*	2018*	2017*	2016*	2015*	2014*	2013*	2012*
Fund Balance										
Nondisposable	\$ 2,239,303	\$ 2,193,116	\$ 50,000	\$ 1,044,000	\$ 19,760,505	\$ 34,279,475	\$ 39,411,636	\$ 37,578,099	\$ 27,022,268	\$ 19,960,620
Committed	175,100,818	138,338,530	154,580,859	195,282,039	216,214,576	249,515,814	340,879,636	451,133,640	561,003,855	631,710,435
Assigned	59,941,864	113,226,421	141,221,211	125,245,775	128,331,556	114,665,689	78,113,279	57,716,899	64,902,466	153,086,390
Unassigned	79,140,252	84,925,739	56,257,698	57,847,860	57,832,380	61,615,198	78,223,453	79,494,722	70,816,380	16,691,138
Total Fund Balance	<u>\$ 316,422,237</u>	<u>\$ 338,683,806</u>	<u>\$ 352,109,768</u>	<u>\$ 379,419,674</u>	<u>\$ 422,139,017</u>	<u>\$ 460,076,176</u>	<u>\$ 536,628,004</u>	<u>\$ 625,923,360</u>	<u>\$ 723,744,969</u>	<u>\$ 821,448,583</u>

* Fund balance presentation changed in fiscal year 2010-2011 due to the implementation of GASB 54.

Los Angeles County Children and Families First – Proposition 10 Commission
Changes in Fund Balances – General Fund
Last Ten Fiscal Years

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Revenues										
Tobacco taxes*	\$ 60,590,413	\$ 71,477,179	\$ 68,580,443	\$ 72,330,836	\$ 83,567,141	\$ 87,942,700	\$ 89,475,135	\$ 90,280,307	\$ 94,112,590	\$ 100,187,619
Prop. 56	18,215,617	18,068,329	7,482,310	-	-	-	-	-	-	-
State School Readiness	-	-	-	-	-	-	-	-	-	-
State Commission Program Funds	2,952,210	1,450,823	13,986,085	896,040	556,665	5,796,252	11,050,327	10,668,187	10,741,413	7,960,036
Medi-Cal Administrative Activities	80,319	133,955	350,924	181,859	137,599	159,549	80,799	232,408	316,369	483,325
Partnership for Families Funds*	-	-	-	-	4,334,967	9,001,152	3,701,993	-	-	-
California Department of Education	32,830	328,658	376,551	298,700	-	-	-	-	-	-
Other program revenue	531,868	320,982	123,793	1,016,683	401,956	115,000	-	-	-	-
Investment income	1,987,840	6,938,051	8,183,532	6,830,856	4,003,489	3,759,751	3,903,275	6,368,593	(3,402,141)	915,935
Net increase (decrease) in FMV of investments	(2,861,364)	1,354,275	4,898,141	(2,742,856)	(3,026,254)	1,064,007	2,152,879	-	-	-
Other income	105,414	110,899	133,321	148,135	122,208	119,100	104,072	100,320	98,880	9,048
Total revenues:	<u>\$ 81,635,147</u>	<u>\$ 100,183,151</u>	<u>\$ 104,115,100</u>	<u>\$ 78,960,253</u>	<u>\$ 90,097,771</u>	<u>\$ 107,957,511</u>	<u>\$ 110,468,480</u>	<u>\$ 107,649,815</u>	<u>\$ 101,867,110</u>	<u>\$ 109,555,963</u>
Expenditures:										
Provider grants and other allocations	\$ 84,700,927	\$ 93,379,930	\$ 97,979,838	\$ 101,364,209	\$ 106,777,128	\$ 159,337,913	\$ 182,991,937	\$ 189,910,283	\$ 185,753,622	\$ 124,709,026
Pass-through grants	-	65,042	273,294	136,877	4,150,975	13,519,735	N/A	N/A	N/A	N/A
AB 99	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	(424,388,705)
First 5 California (SRI)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1,137,220
Salaries and benefits	16,639,241	17,281,687	17,532,230	17,382,747	15,763,620	14,357,480	13,414,357	12,589,911	11,502,328	11,144,681
Operating services	1,087,787	1,212,116	1,122,911	1,232,687	1,172,319	1,157,290	1,346,532	1,207,258	1,159,609	1,138,850
Consultant services	905,278	1,308,527	881,090	850,154	999,806	990,724	1,216,609	956,488	549,676	331,046
Professional services	426,218	323,816	382,450	500,050	346,529	323,336	404,560	543,038	426,726	540,606
Professional development	61,235	176,217	186,902	166,975	-	-	-	-	-	-
Other expenses	86	224,934	339,524	273,951	358,346	255,453	264,892	183,974	149,116	114,384
Capital outlay	75,944	87,095	302,300	312,988	309,327	316,567	124,949	80,471	29,648	135,298
Total expenditures:	<u>\$ 103,896,716</u>	<u>\$ 114,059,364</u>	<u>\$ 119,000,539</u>	<u>\$ 122,220,638</u>	<u>\$ 129,878,050</u>	<u>\$ 190,258,498</u>	<u>\$ 199,763,836</u>	<u>\$ 205,471,423</u>	<u>\$ 199,570,724</u>	<u>\$ (285,137,594)</u>
Excess of revenues over expenditures	<u>\$ (22,261,569)</u>	<u>\$ (13,876,213)</u>	<u>\$ (14,885,439)</u>	<u>\$ (43,260,385)</u>	<u>\$ (39,780,279)</u>	<u>\$ (82,300,987)</u>	<u>\$ (89,295,356)</u>	<u>\$ (97,821,608)</u>	<u>\$ (97,703,614)</u>	<u>\$ 394,693,557</u>

*For FY 2018, tobacco taxes include \$3,212,942 of Prop. 56 backfill.

**Partnership for Families initiative was funded by the LA County Department of Children and Family Services (DCFS), with First 5 LA acted as a pass-through entity and received reimbursement from DCFS. This initiative ended December 2016.

Los Angeles County Children and Families First – Proposition 10 Commission
 First 5 California County Tax Revenue Projections for FY 2020-2021 – FY2024-2025

2016 Projected Births	2016 Projected Birthrate	2018-2019 Tax Revenue Projection	2017 Projected Births	2017 Projected Birthrate	2019-2020 Tax Revenue Projection	2018 Projected Births	2018 Projected Birthrate	2020-2021 Tax Revenue Projection	2019 Projected Births	2019 Projected Birthrate	2021-2022 Tax Revenue Projection	2020 Projected Births	2020 Projected Birthrate	2022-2023 Tax Revenue Projection	2021 Projected Births	2021 Projected Birthrate	2023-2024 Tax Revenue Projection
122,958	25.169%	\$ 72,739,589	121,413	24.987%	\$ 71,741,717	119,336	24.735%	\$ 69,271,309	117,752	24.555%	\$ 67,078,213	115,758	24.303%	64,761,175	114,079	24.070%	62,565,322

Source:
 "First 5 California County Tax Revenue Projections for FY 2018-19 through 2023-24"
 (Updated 5/20/2019 Utilizing DOF May Revise 2019 Tobacco Tax Projections and DOF Birth Projections for California State and Counties 1990-2040)

Los Angeles County Children and Families First – Proposition 10 Commission
Cigarette Taxes and Other Tobacco Products Surtax Revenue
1959-60 to 2018-19
(In thousands of dollars)

Fiscal year	Cigarette tax			Other tobacco products surtax		
	Revenue a/	Distributors' discounts b/	Gross value of tax indicia c/	Refunds	Revenue	Rate
2018-19	1,786,074,000	5,305,000	1,791,379,000	3,659,000	271,772,000	62.78%
2017-18	1,852,854,000	15,884,000	1,868,738,000	1,033,000	169,244,000	65.08%
2016-17	948,636,000	8,133,000 d/	956,769,000 d/	1,185,000	95,330,000	27.30%
2015-16	741,937,000	6,360,000	748,297,000	1,262,000	101,427,000	28.13%
2014-15	748,022,000	6,413,000	754,434,000	837,000	86,949,000	28.95%
2013-14	751,513,000	6,443,000	757,956,000	600,000	86,424,000	29.82%
2012-13	782,115,000	6,705,000	788,820,000	498,000	82,548,000	30.68%
2011-12	820,322,000	7,032,000	827,355,000	1,017,000	80,424,000	31.73%
2010-11	828,831,000	7,105,000	835,937,000	1,308,000	77,016,000	33.02%
2009-10	838,709,000	7,187,000	845,896,000	1,583,000	84,617,000	41.11%
2008-09	912,724,000	7,819,000	920,543,000	626,000	85,506,000	45.13%
2007-08	955,030,000	8,185,000	963,215,000	727,000	85,929,000	45.13%
2006-07	998,723,000	8,558,000	1,007,281,000	1,330,000	79,946,000	46.76%
2005-06	1,026,497,000	8,795,000	1,035,293,000	1,707,000	67,348,000	46.76%
2004-05	1,024,272,000	8,778,000	1,033,051,000	1,653,000	58,441,000	46.76%
2003-04	1,021,366,000	8,755,000	1,030,121,000	4,721,000	44,166,000	46.76%
2002-03	1,031,772,000	8,845,000	1,040,617,000	13,248,000	40,996,000	48.89%
2001-02	1,067,004,000	9,146,000	1,076,150,000	10,774,000	50,037,000	52.65% e/
2000-01	1,110,692,000	9,503,000	1,120,195,000	8,741,000	52,834,000	54.89%
1999-00	1,166,880,000	9,980,000	1,176,859,000	9,413,000	66,884,000	66.50%
1998-99	841,911,000	7,206,000	849,117,000	6,808,000	42,137,000 g/	61.53% g/
1997-98	612,066,000	5,244,000	617,309,000	5,448,000	39,617,000	29.37%
1996-97	629,579,000	5,394,000	634,973,000	5,060,000	41,590,000	30.38%
1995-96	639,030,000	5,469,000	644,499,000	6,193,000	32,788,000	31.20%
1994-95	656,923,000	5,628,000	662,551,000	11,159,000	28,460,000	31.20%
1993-94	647,993,000	5,553,000	653,546,000	8,353,000	19,773,000	23.03%
1992-93	667,479,000	5,715,000	673,195,000	9,138,000	21,480,000	26.82%
1991-92	711,275,000	6,086,000	717,362,000	7,791,000	22,016,000	29.35%
1990-91	729,612,000	6,242,000	735,854,000	7,904,000	24,064,000	34.17%
1989-90	770,042,000	6,581,000	776,623,000	11,615,000	24,956,000 h/	37.47%
1988-89	499,712,000	4,273,000	503,984,000	4,968,000	9,994,000 h/	41.67%
1987-88	254,869,000	2,180,000	257,049,000	2,970,000		
1986-87	257,337,000	2,202,000	259,539,000	2,661,000		
1985-86	260,960,000	2,231,000	263,190,000	2,834,000		
1984-85	265,070,000	2,267,000	267,337,000	2,390,000		
1983-84	265,265,000	2,267,000	267,532,000	2,756,000		
1982-83	273,748,000	2,336,000	276,084,000	2,060,000		
1981-82	278,667,000	2,383,000	281,050,000	1,843,000		
1980-81	280,087,000	2,395,000	282,482,000	1,567,000		
1979-80	272,119,000	2,327,000	274,446,000	1,645,000		
1978-79	270,658,000	2,315,000	272,973,000	1,408,000		
1977-78	275,042,000	2,352,000	277,394,000	1,239,000		
1976-77	270,502,000	2,315,000	272,817,000	832,000		
1975-76	269,852,000	2,309,000	272,161,000	927,000		
1974-75	264,182,000	2,262,000	266,444,000	745,000		
1973-74	259,738,000	2,222,000	261,960,000	632,000		
1972-73	253,089,000	2,167,000	255,256,000	626,000		
1971-72	248,398,000	2,127,000	250,525,000	677,000		
1970-71	240,372,000	2,058,000	242,430,000	552,000		

Fiscal year	Cigarette tax			Other tobacco products surtax	
	Revenue a/	Distributors' discounts b/	Gross value of tax indicia c/	Refunds	Revenue Rate
1969-70	237,220,000	2,032,000	239,253,000	455,000	
1968-69	238,836,000	2,046,000	240,882,000	492,000	
1967-68	208,125,000	1,862,000	209,987,000	328,000	
1966-67	75,659,000	1,543,000	77,202,000	129,000	
1965-66	74,880,000	1,528,000	76,407,000	88,000	
1964-65	74,487,000	1,520,000	76,007,000	61,000	
1963-64	71,530,000	1,459,000	72,989,000	71,000	
1962-63	70,829,000	1,445,000	72,274,000	79,000	
1961-62	68,203,000	1,390,000	69,593,000	47,000	
1960-61	66,051,000	1,675,000 l/	67,726,000	76,000	
1959-60	61,791,000	767,000 m/	62,558,000	67,000	

Oversight of this information has been transferred to the California Department of Tax and Fee Administration. Table reflects latest update on cigarette taxes and other tobacco products revenue released for the fiscal year ending June 30, 2019.

Footnotes

- a. Net of refunds for tax indicia on cigarettes that become unfit for use (See Refunds).
- b. A discount of .85 percent of gross value of tax indicia is granted to distributors for affixing the stamps. From July 1, 1960, until August 1, 1967, the discount rate was 2 percent.
- c. Includes sales of indicia purchased on credit. Effective July 16, 1961, distributors have been able to purchase tax indicia on credit.
- d. Effective April 1, 2017, the overall tax rate on cigarettes was increased from 87 cents to \$2.87 per pack.
- e. From July 1, 2001, through September 9, 2001, the surtax rate on smokeless tobacco ranged from 131 percent for moist snuff to 490 percent for chewing tobacco. Effective September 10, 2001, the surtax rate on smokeless tobacco was lowered to 52.65 percent.
- f. Effective January 1, 1999, the overall tax rate on cigarettes was increased from 37 cents to 87 cents per pack under voter-approved Proposition 10. The additional 50-cent-per-pack tax was imposed to raise funds for early childhood development programs. Excludes \$87,978,766 in 1998-99 from the floor stocks taxes for both cigarettes and other tobacco products levied on January 1, 1999.
- g. From July 1, 1998, through December 31, 1998, the surtax rate was 26.17 percent for other tobacco products. Effective January 1, 1999, the new surtax imposed under Proposition 10 raised the combined surtax rate to 61.53 percent for other tobacco products. The new surtax is equivalent (in terms of the wholesale costs of other tobacco products) to a 50-cent-per-pack tax on cigarettes.
- h. Effective January 1, 1994, the overall tax rate on cigarettes was increased from 35 cents to 37 cents per pack. The additional 2-cent-per-pack tax was imposed to raise funds for breast cancer research and education.
- i. Effective January 1, 1989, an additional 25-cent-per-pack surtax was imposed on cigarettes and a new 41.67 percent surtax was imposed on other tobacco products. Excludes \$57,927,856 in 1988-89 and \$595,000 in 1989-90 from the floor stocks tax levied on January 1, 1989.
- j. Effective August 1, 1967, the tax rate was increased from 3 cents to 7 cents per pack. On October 1, 1967, the rate was further increased to 10 cents per pack, with the stipulation that 30 percent of the tax be allocated to cities and counties. Includes \$6,515,209 from the 4-cent-per-pack floor stocks tax levied on August 1, 1967; and \$4,889,485 from the 3-cent-per-pack floor stocks tax imposed October 1, 1967.
- k. Refunds made for distributors' discounts in the 1960-61 fiscal year on purchases made in the 1959-60 fiscal year have been deducted. These refunds amounted to \$324,000.
- l. Effective July 1, 1960, a discount was allowed at the time tax indicia were purchased.
- m. Includes \$2,673,048 from the 3-cent-per-pack floor stocks tax imposed July 1, 1959; and also includes the amount of distributors' discounts which were refunded after purchase of indicia. During July and August of 1959, the tax was collected by invoice and no discount was allowed on these collections of \$8,123,700, nor on the \$2,673,048 tax on floor stocks.

Los Angeles County Children and Families First – Proposition 10 Commission

Demographic Data and Economic Statistic

Demographic Data

	2011 (1)	2012 (1)	2013 (1)	2014 (1)	2015 (1)	2016 (1)	2017 (1)	2018 (1)	2019 (1)	2020 (1)
Total Population	9,902,197	9,990,748	10,067,904	10,126,977	10,181,066	10,215,207	10,261,736	10,278,836	10,324,698	10,257,557
White	2,743,604	2,746,860	2,747,854	2,745,389	2,742,057	2,734,611	2,732,047	2,722,365	2,724,168	2,637,825
Black	827,192	830,806	833,290	834,117	833,564	831,614	831,069	828,565	832,355	833,261
American Indian	19,581	19,753	19,859	19,959	20,027	20,093	20,175	20,229	20,410	29,994
Asian	1,344,135	1,354,023	1,364,296	1,372,821	1,381,892	1,385,913	1,393,055	1,395,155	1,395,377	1,646,804
Native Hawaiian & Other Pacific Islander	23,398	23,705	23,919	24,085	24,189	24,289	24,403	24,476	24,597	23,806
Hispanic or Latino	4,759,731	4,827,179	4,886,304	4,934,442	4,979,470	5,015,652	5,054,516	5,078,483	5,114,541	4,877,565
Other	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Multi-race	184,556	188,422	192,382	196,164	199,867	203,035	206,471	209,563	209,563	208,302
Female	5,019,305	5,062,122	5,099,417	5,127,633	5,155,652	5,175,095	5,201,009	5,210,549	5,232,284	5,194,651
Male	4,882,892	4,928,626	4,968,487	4,999,344	5,025,414	5,040,112	5,060,727	5,068,287	5,092,414	5,062,906
Under 5 years	649,434	648,278	646,688	646,206	645,034	634,158	624,988	607,092	587,690	568,989
5-9 years	631,437	638,148	643,942	644,459	643,497	644,771	640,576	636,547	637,200	634,122
10-14 years	662,373	651,743	643,751	637,498	632,422	629,523	634,291	637,463	638,667	632,785
15-19 years	766,806	767,285	755,305	742,241	727,556	713,861	697,383	692,400	691,590	682,645
20-24 years	752,195	764,271	783,178	797,897	807,553	810,493	802,622	786,678	773,665	771,182
25-29 years	740,780	722,040	700,712	681,244	668,489	666,490	676,732	691,365	706,231	705,970
30-39 years	1,429,129	1,437,704	1,447,018	1,450,724	1,447,331	1,440,568	1,431,051	1,413,067	1,397,968	1,423,634
40-49 years	1,428,340	1,432,793	1,429,492	1,423,090	1,419,677	1,414,860	1,413,542	1,406,380	1,400,493	1,351,616
50-59 years	1,257,742	1,285,111	1,311,668	1,330,539	1,343,517	1,348,247	1,354,647	1,355,259	1,362,848	1,333,654
60-69 years	821,450	859,004	896,157	935,625	979,320	1,016,812	1,048,181	1,075,050	1,104,938	1,100,157
70-79 years	449,308	465,003	484,287	504,232	525,638	546,827	579,910	611,339	643,520	657,221
80+ years	313,203	319,368	325,706	333,222	341,032	348,597	357,813	366,196	379,888	395,582

Source:

(1) State of California, Department of Finance, Population Projections for California and Its Counties 2010-2060. Sacramento, CA, January 2013.

Economic Data

	2011	2012	2013	2014	2015	2016	2017	2018	2019**	2020**
LA County Personal Income	454,935,533	486,733,508	483,578,594	514,516,564	549,073,019	563,907,868	593,741,110	628,808,732	653,482,910	N/A
LA County Per Capita Personal Income	46,007	48,900	48,283	51,111	54,298	55,624	58,419	62,224	65,094	N/A
California Personal Income	1,727,433,579	1,838,567,162	1,861,956,514	1,986,025,976	2,133,664,158	2,212,691,221	2,303,870,496	2,475,727,500	2,632,279,800	2,814,010,800
California Per Capita Personal Income	45,854	48,359	48,555	51,317	54,664	56,374	58,272	62,586	66,745	71,480
United States Personal Income	13,233,436,000	13,904,485,000	14,068,960,000	14,811,388	15,547,661,000	15,913,777,000	16,413,550,863	17,572,929,100	18,551,503,000	19,690,964,000
United States Per Capita Personal Income	42,463	44,283	44,489	46,486	48,429	49,204	50,392	53,712	49,763	52,992

Source:

Bureau of Economic Analysis: <http://www.bea.gov/ITable/ITable.cfm?reqid=70&step=1&isuri=1&acrdn=4> (Tables SA1-3 and CA1-3)

Personal income data are shown in thousands of dollars; per capita income data are shown in dollars.

**2020 economic data is not yet available for Los Angeles County

Data provided reflects the most recent updates released by the Bureau of Economic Analysis.

Los Angeles County Children and Families First – Proposition 10 Commission
 Unemployment Rate
 2011 - 2020

Area	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011
United States	8.1%	3.7%	3.7%	4.4%	4.3%	5.3%	6.2%	7.4%	8.1%	8.9%
California	10.1%	4.0%	4.2%	4.8%	4.7%	6.2%	7.5%	8.9%	10.4%	11.8%
Los Angeles County	12.8%	4.0%	4.6%	4.7%	4.6%	6.7%	8.3%	9.9%	10.9%	12.3%

Source:

Bureau of Labor Statistics (<http://www.bls.gov/>; annual averages)

Los Angeles County Children and Families First – Proposition 10 Commission
Ten Largest Industries

Industry	June 30, 2020			June 30, 2011		
	Number of Employees	Rank	Percentage of Total	Number of Employees	Rank	Percentage of Total
Educational & Health Services	799,800	1	19.47%	670,900	2	16.96%
Trade, Transportation & Utilities	777,000	2	18.92%	749,600	1	18.95%
Professional & Business Services	590,100	3	14.37%	530,600	4	13.41%
Government	579,300	4	14.10%	581,700	3	14.70%
Leisure & Hospitality	378,600	5	9.22%	396,600	5	10.02%
Manufacturing	314,700	6	7.66%	376,100	6	9.51%
Financial Activities	218,600	7	5.32%	210,300	7	5.32%
Information	178,400	8	4.34%	190,900	8	4.83%
Other Services	146,100	9	3.56%	104,100	10	2.63%
Construction	118,900	10	2.89%	137,000	9	3.46%
Sub-total Ten Largest Industries	4,101,500		99.86%	3,947,800		99.78%
All Other Industries	5,700		0.14%	8,500		0.22%
Total Industries	4,107,200		100.00%	3,956,300		100.00%

Note:

(1) Employment by industry is presented because employment data for individual employers was unavailable.

Source:

County of Los Angeles Annual Comprehensive Financial Report for the year ended June 30, 2020

Los Angeles County Children and Families First – Proposition 10 Commission
Capital Assets Statistics

Capital Assets (Land, Building, Furniture & Equipment) are used by the Commission for general operating and administrative function. The Commission has only one (1) centrally located building supported by other capital assets.

Los Angeles County Children and Families First – Proposition 10 Commission

Authorized Positions by Function

2013 - 2021

Functional Area	2021 (9)	2020 (8)	2019 (7)	2018 (6)	2017 (5)	2016 (4)	2015 (3)	2014 (2)	2013 (1)
Executive	8	8	8	7	8	5	4.5	5.5	3
Administration	32	32	32	30	38	37.5	34.5	34	35
Programs	108	108	108	111	107	106	101.5	91.5	92
Total	148	148	148	148	153	148.5	140.5	131	130

Note:

(1) Data are budgeted authorized positions approved as part of the fiscal year budget. Prior to FY 2010-11, positions were reported by department only, and not according to functional area.

Source:

(1) First 5 LA Approved FY 2012-13 Operating Budget

(2) First 5 LA Approved FY 2013-14 Operating Budget

(3) First 5 LA Approved FY 2014-15 Operating Budget

(4) First 5 LA Approved FY 2015-16 Operating Budget

(5) First 5 LA Approved FY 2016-17 Operating Budget

(6) First 5 LA Approved FY 2017-18 Operating Budget

(7) First 5 LA Approved FY 2018-19 Operating Budget

(8) First 5 LA Approved FY 2019-20 Operating Budget

(9) First 5 LA Approved FY 2020-21 Operating Budget

Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

Board of Commissioners
Los Angeles County Children and Families
First – Proposition 10 Commission
Los Angeles, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the general fund of the Los Angeles County Children and Families First – Proposition 10 Commission (Commission), a component unit of the County of Los Angeles, California, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated October 14, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Commission's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Rancho Cucamonga, California

October 14, 2021

Independent Auditor's Report on State Compliance

Board of Commissioners
Los Angeles County Children and Families
First – Proposition 10 Commission
Los Angeles, California

Compliance

We have audited the Los Angeles County Children and Families First – Proposition 10 Commission's (Commission), a component unit of the County of Los Angeles, California, compliance with the requirements specified in the State of California's *Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act*, issued by the State Controller's Office, applicable to the Commission's statutory requirements identified below for the year ended June 30, 2021.

Management's Responsibility

Management is responsible for compliance with the requirements of the laws and regulations applicable to the California Children and Families Act.

Auditor's Responsibility

Our responsibility is to express an opinion on the Commission's compliance with the requirements referred to above based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and the State of California's *Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act*, issued by the State Controller's Office. Those standards and the State of California's *Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act* require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the requirements referred to above that could have a direct and material effect on the statutory requirements listed below. An audit includes examining, on a test basis, evidence about the Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance. However, our audit does not provide a legal determination of the Commission's compliance with those requirements. In connection with the audit referred to above, we selected and tested transactions and records to determine the Commission's compliance with the state laws and regulations applicable to the following items:

Description	Audit Guide Procedures	Procedures Performed
Contracting and Procurement	6	Yes
Administrative Costs	3	Yes
Conflict-of-Interest	3	Yes
County Ordinance	4	Yes
Long-range Financial Plans	2	Yes
Financial Condition of the Commission	1	Yes
Program Evaluation	3	Yes
Salaries and Benefit Policies	2	Yes

Opinion

In our opinion, the Commission complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on the California Children and Families Program for the year ended June 30, 2021.

Purpose of Report

The purpose of this report on compliance is solely to describe the scope of our testing over compliance and the results of that testing based on the State of California's *Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act*, issued by the State Controller's Office. Accordingly, this report is not suitable for any other purpose.

Rancho Cucamonga, California

October 14, 2021

Los Angeles County Children and Families First – Proposition 10 Commission Annual Comprehensive Financial Report for the Year Ended June 30, 2021

Board of Commissioners Meeting

October 14, 2021



Presentation Overview

- Fiscal Year 2019-20 GFOA Award
- Independent Auditor's Report
- Fiscal Year 2020-21 highlights
- Fund Balance
- Next steps



Government Finance Officers Association Award

- Our annual report for fiscal year 2019-20 was awarded a Certificate of Achievement for Excellence in Financial Reporting
- 13th Consecutive Year for this award

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Annual Financial Report Overview

- Annual Comprehensive Financial Report
 - Detailed view of the Commission's financial position at a moment in time (June 30, 2021)
 - Activities and results of operations for the fiscal year 20-21
 - Presentation of the Commission's overall financial condition

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Independent Auditor's Report

- Clean audit:
 - The CPA firm of Eide Bailly LLP, noted that the financial statements are presented fairly
 - Unmodified opinion
 - No findings or adjustments

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Revenue Highlights

- Total revenue of \$81.2 million:
 - Tobacco tax = \$60.6 million
 - Prop. 56 backfill = \$18.2 million
 - Other revenues = \$2.4 million

(Other revenues - IMPACT Program, Investment income, MAA Program, ACEs Aware & F5CA grants (Dual Language Learner and HV Coordination))

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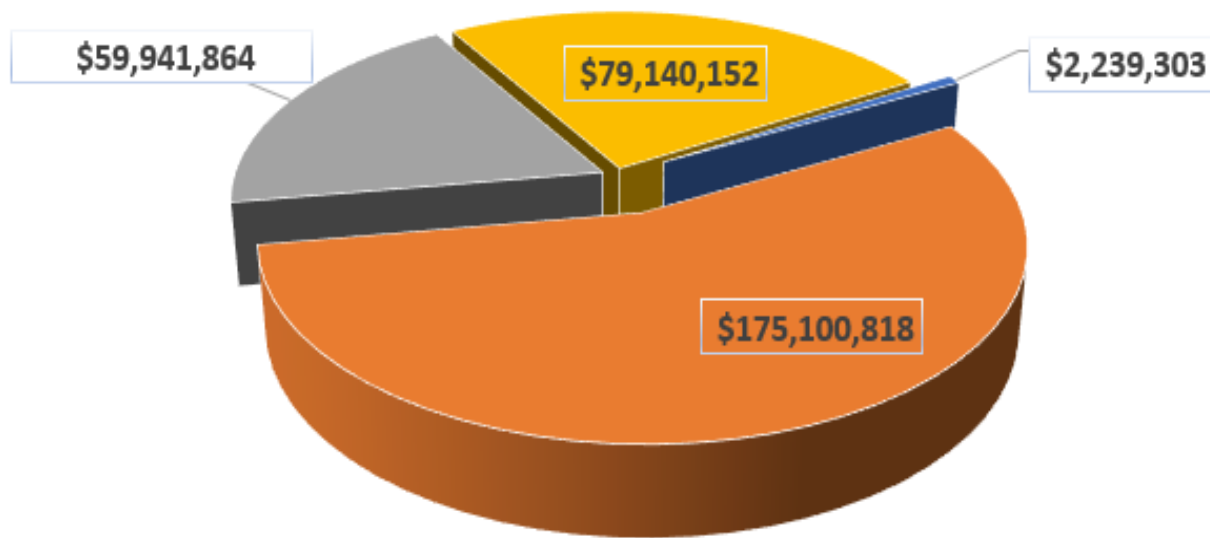
Expenditures Highlights

- Total expenditures of \$104.3 million:
 - Program expenditures = \$84.7million
 - Program/Operating expenditures = \$7.0 million
 - Administrative expenditures = \$12.6 million

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Fund Balance

Total Fund Balance: \$316,422,237



■ Nonspendable ■ Committed ■ Assigned ■ Unassigned

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Next Steps

- Submission of the Financial Report by 11/1:
 - State Controller's Office
 - First 5 California
- Update the Long Term Financial Plan (LTFP)

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Questions?



First 5 LA

SUBJECT:

First 5 LA Legal Services Solicitation Update

RECOMMENDATION:

This memo is provided as information for the Board's consideration at the October 14, 2021 Board of Commissioners meeting. First 5 LA staff recommends that at the November 10, 2021 Board of Commissioners meeting, the Board approve Richards, Watson, and Gershon (RWG) to serve as First 5 LA's general counsel for an initial five-year term with the option to renew the contract for an additional five-year term.

BACKGROUND:

Since early in the Commission's history, First 5 LA has contracted with outside counsel to provide legal services for the Board of Commissioners, Executive Director, and staff.

On February 11, 2016, the Board approved staff's recommendation to contract with Richards, Watson & Gershon (RWG) to provide legal services after completing a competitive solicitation. The Board-approved contract terms allowed staff to enter into a contract with RWG for three years and renew the contract for an additional two years beyond the initial term. The contract allowed First 5 LA to continue to work with RWG on a month-to-month basis until legal services are re-procured.

Staff reported an update to the Executive Committee on May 17, 2021 that First 5 LA last issued a competitive solicitation for legal services in 2015. In accordance with the contract terms approved by the Board, First 5 LA executed the initial contract with Richards, Watson, and Gershon (RWG) in 2016, renewed the contract in 2019, and as of March 1, 2021, continues to work with RWG for legal services on a month-to-month basis.

UPDATE:

On August 9, 2021, staff issued a Request for Qualifications (RFQ) to solicit proposals from legal services firms interested in serving as First 5 LA's general counsel. The selected firm would serve as the legal advisor to First 5 LA Board of Commissioners, Executive Director and staff. Staff reached out to potentially qualified legal services firms and organizations connected to the legal services industry, and hosted an information session for interested applicants on August 17. Final submissions were due to First 5 LA by August 27.

In response to the solicitation, a total of three (3) organizations submitted proposals. The review process consisted of three levels of review:

Level 1 Minimum Requirement Review:

First 5 LA's Contract Administration and Purchasing staff reviewed each proposal for completeness and minimum requirements. Basic requirements included: timely receipt of proposal, submission of all required documents, and adherence to eligibility requirements. First 5 LA staff also conducted a due diligence review which included a review of the firm's status with the State Bar, complaints filed, and conflict of interest.

Level 2 Internal Review:

Three proposals passed Level 1 Review and advanced to an internal review panel comprised of five staff with knowledge of First 5 LA's current legal counsel services and experience in any of the following areas: Brown Act, Board Relations, Human Resources, Public Procurements and Contracts, Public Works projects, data privacy laws, lobbying and advocacy.

Level 3 Interview: (Conducted by members of First 5 LA's Leadership Team and staff from the Executive Director's Office and Center for Operational Excellence)

First 5 LA invited the highest scoring proposer from Level 2 Review to interview, which were scored by members of the Executive Director's Office, the Executive Vice President and the Director of Contract Administration and Purchasing. After the interview, one firm was recommended for contracting: Richards, Watson, and Gershon (RWG), with Serita Young elevated to primary Legal Counsel and Craig Steele serving as Senior Counsel (as proposed by RWG).

On September 30, 2021, staff provided this update to the Executive Committee and received directional endorsement to proceed with recommending RWG as First 5 LA's general counsel to the full Board. This recommendation is contingent upon the resolution of any appeals.

NEXT STEPS:

Staff anticipates returning to the Board in November for action to approve Richards, Watson, and Gershon (RWG) to serve as First 5 LA's general counsel for an initial five-year term with the option to renew the contract for an additional five-year term.

FIRST 5 LA

SUBJECT:

Living First 5 LA Values: Progress Towards Greater Diversity, Equity & Inclusion

BACKGROUND:

In October 2020, the Board approved a contract with Seed Collaborative (Seed) to walk alongside First 5 LA as it deepens its knowledge and commitments to DEI. In January 2021, the Phase 1 (January – December 2021) of contract began, which focused on conducting due diligence research and launching an internal, cross-functional team to identify initial actions and long-term recommendations. In March 2021, the update to the Board of Commissioners included a forecast of the work envisioned and provided an opportunity for the Board to share their experience and insights on integrating DEI into organizational policies and practices given First 5 LA's public agency status.

DISCUSSION:

The timeline for the due diligence phase of the Seed Collaborative's work was adjusted to allow additional time for data collection, which included a survey, interviews, focus groups, document reviews, and best practice research. The October 14th Board of Commissioners meeting is an opportunity for the Seed Collaborative to share an overview of the preliminary due diligence findings, which include the following high-level observations:

- Like many organizations taking up DEI, First 5 LA's organizational culture is already pivoting towards greater DEI.
- DEI understanding is varied; findings reflect a desire to meet needs and cultivate greater belonging.
- There is work to be done on aligning policies and practices with organizational values.
- DEI well positioned within First 5 LA's reporting structure.
- There are opportunities to better infuse DEI within First 5 LA's strategic plan.
- The process First 5 LA is undertaking to integrate DEI into its work and internal operations is consistent with best practices and lessons from field experts.

Preliminary findings associated with these observations will be discussed during the Board of Commissioners meeting.

The preliminary findings are being used to guide the work of an internal DEI Governance Board, which consists of colleagues representing every team within the organization. The purpose of the governance board is to establish priorities, guide early implementation of priorities, and develop recommendations for a long-term DEI Roadmap and Action Plan.

NEXT STEPS:

Phase 2 (January – December 2022) of the Seed Collaborative's contract will be on the November 2021 consent calendar for Board approval. Phase 2 will include:

- DEI Assessment Report with early implementation priorities
- Board and staff learning opportunities to strengthen knowledge and competencies that enable successful implementation of DEI strategies
- DEI Roadmap and Action Plan to support First 5 LA's continued DEI journey beyond the contract with the Seed Collaborative

Living First 5 LA Values: Progress Towards Greater Diversity, Equity and Inclusion

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Antoinette Andrews Bush
Chief Transformation Officer

Evan Holland
Seed Collaborative

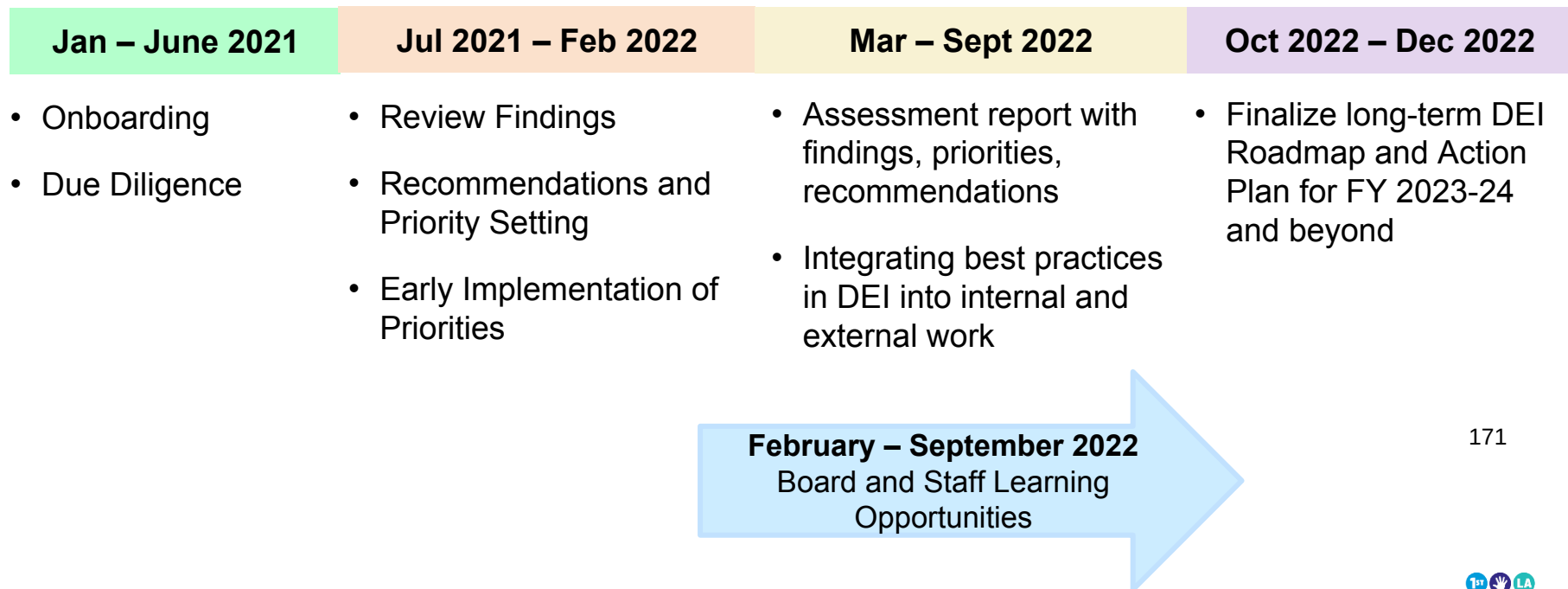
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- Re-introduce the Board to the Seed Collaborative
- Highlight some preliminary findings from Seed's due diligence work
- Lay the foundation for upcoming Board engagement

- Conducting a baseline assessment of First 5 LA's current organizational practices and level of DEI awareness and competency
- Integrating insights and knowledge on DEI best practices in the field with a particular focus on public agencies
- Developing and supporting early implementation of an organization-wide DEI Roadmap and Action Plan



★ We are here



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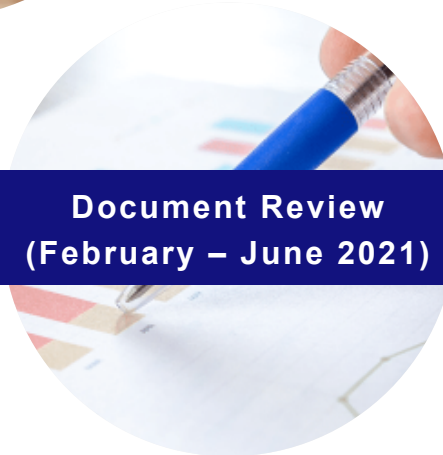
Staff Survey
(March 12th – April 2nd)



Interviews
Staff and Limited Number of
Board Members and Grantees
(March 29th – April 30th)



Staff Focus Groups
(April 1st – April 30th)



Document Review
(February – June 2021)



Best Practice Research
(February – June 2021)

- DEI understanding is varied; findings reflect a desire to meet needs and cultivate greater belonging.
 - There is work to be done on aligning policies and practices with organizational values.
 - The process First 5 LA is undertaking to integrate DEI into its work and internal operations is consistent with best practices and lessons from field experts.
-
- Like many organizations taking up DEI, First 5 LA's organizational culture is already pivoting towards greater DEI.
 - There are opportunities to better infuse DEI within First 5 LA's strategic plan.
 - DEI well positioned within First 5 LA's reporting structure.

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- **Survey data suggests confusion about First 5 LA's definition of equity.**
 - When staff were asked if First 5 LA has a clear organization-wide definition of equity and/or an equity statement, about half said Yes with the other half saying No.
- **Interview and focus group data suggest that the organization values DEI but does not understand it and does not have what's needed to implement.**
 - Several interview and focus group participants suggested DEI-specific staff development, coaching and training so that leadership and staff better understand how to implement DEI.

Organizational Values: Learning, Collaboration, Integrity, DEI

- **Interview and focus group participants described organizational culture as perfectionist, drives overpreparation/over think, risk adverse, rigid, not nimble.**
 - Reflecting on this finding, staff noted the level of preparation required for Board presentations and the fear of making a mistake in such a public setting.
 - This finding suggests room for improvement in practices that reflect First 5 LA as a learning organization.

- **Interview and focus group participants described organizational culture as hierarchical, siloed, and with layered decision-making BUT changing with pockets of collaboration**
 - This finding points to the need for greater alignment and integration of the work across teams as well as greater intentionality around “pulling back the curtain” to involve a diversity of staff levels in decision-making processes as appropriate.

- **Document review, interviews, and focus groups revealed some misalignment between policies and organizational values.**
 - Human resource policies and practices (e.g., recruitment, hiring, retention, succession, performance evaluation, harm prevention, etc.) are consistent priorities and being updated for greater integration of organizational values.
 - Board-adopted policies are opportunities for greater integration of First 5 LA's DEI value.
 - The updated procurement policy approved by the Board at the September 2021 Board meeting represents greater alignment with the DEI value.
 - Findings suggest metrics and monitoring methods are needed to ensure policy and practice alignment with organizational values and to address misalignment.

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Seed compared four sectors: Philanthropic, Nonprofit, Government, and Corporate

- All sectors made DEI changes in the areas of Programs, Grantmaking, Products, Services, Work with Communities, and Human Resources.
- The philanthropic, nonprofit, and government sectors also made DEI changes to Vision, Mission, Purpose and DEI Monitoring, Evaluation, and Accountability.
- All but the government sector made DEI changes to Governance, Policy, and Evaluation.

Area of DEI Change	Philanthropic Sector	Nonprofit Sector	Government Sector	Corporate Sector
Vision, Mission, Purpose	X	X	X	
Identity, Culture, and Values		X	X	
Theory of Change and Strategy		X		
Programs/Grantmaking/Products/Services and Work with Communities	X	X	X	X
Governance, Policy, and Evaluation	X	X		X
DEI Monitoring, Evaluation, and Accountability	X	X	X	
Fund Development		X		
Communications	X	X		177
Human Resources	X	X	X	X
Built Environment		X		

On Change

- To fully change culture (i.e., develop new ways of being), DEI work takes a minimum of 5-7 years.

On Process

- For a successful DEI assessment and implementation process, DEI consultants need to spend time with leaders to help them understand, digest, and support all aspects of the DEI process.

On Leadership

- Successful DEI change requires invested leadership; leaders must have a clear vision for DEI change, examine why DEI is important to their mission and successes, and must be able to articulate this clearly.

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DEI Governance Board (Staff Level)

- Consists of colleagues representing every team and various positions within the organization
- Managed by Seed Collaborative
- Purpose is to:
 - Review findings
 - Gather additional data and input from stakeholders as needed
 - Establish priorities, balancing urgency with long-term strategies
 - Develop recommendations for the DEI Action Plan

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November 10, 2021

Phase 2 (January – December 2022) of Seed Contract on Consent for Board Approval

- Focus of Phase 2
 - DEI Assessment Report with early implementation priorities
 - Board and Staff Learning Sessions
 - DEI Roadmap and Action Plan

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February – September 2021

Board and Staff Learning Opportunities

- Overarching goal is to support the Board and staff in developing common understanding of DEI concepts, terms, and language
- Potential Topics
 - Targeted Universalism
 - DEI Trends in the Field
 - Bridging, Breaking, and Belonging
 - Racial Equity

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1. Overall Board Reflections
2. What learning topics do you think will help strengthen the Board's knowledge and competencies in DEI?



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Appendix:

**Additional Information
on Seed Collaborative**

**Additional Preliminary
Findings**

**March 2021 Board
Reflections**



- Seed was founded to work at the intersection of equity and organizational sustainability.
- Seed supports visionary initiatives that advance a more equitable and sustainable world.
- Seed's equity and belonging practice is focused on structural and culture change within institutions ready to widely imbed their DEI values in their infrastructure and operations.



Diversity	• People with different ideas, education, lived experience, experiences, opinions, perspectives, voices • People from different backgrounds with different races, ethnicities, socio-economic statuses, identities, places of origin, that look different • The presence of difference • Representation across groups
Equity	• Giving people what they need based on positionality, all have what they need, consideration of disparities • Access to opportunities
Inclusion	• Representation, opportunities for involvement, decision-making, leadership and new thinking. • Sense of belonging, feeling of mattering • Difference welcomed
Cross-cutting	• All have a voice, all perspectives and experiences present and matter

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From Interviews and Focus Groups

- Some interview and focus group participants noted that stability, strategic thinking and focus came with current Executive Director's tenure.
- Some participants noted that the move to systems change has been challenging for organization and community.
- Some participants suggested that First 5 LA take on work that directly relates to the North Star/mission, narrow the scope of work to more high impact grantmaking, be bold for children.
 - This suggestion refers to being more targeted in our approach to improve outcomes for children, families, and communities experiencing the greatest inequities.

Seed's Review of the First 5 LA Strategic Plan

- Strategic Plan has lots of layers and terminology that is confusing to lay readers.
- There are opportunities to infuse DEI language into the strategic plan.
- As a systems change agent, First 5 LA should ensure that systems change include making systems more equitable (in addition to accessible, quality, aligned, and sustainable).

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Seed's review of First 5 LA's organizational structure led to no major findings or areas for potential improvement at this point.

- The Office of Equity, Strategy and Learning (OESL) is well positioned in terms of reporting structure and in terms of positionality to effect change and shepherd DEI work with the organization.
- Human resources reporting relocation to Chief Transformation Officer is unique but supports the need for change in human resources regarding DEI.
- There is an outstanding question about accountability for successful implementation of DEI recommendations.

On Change

- To fully change culture (i.e., develop new ways of being), DEI work takes a minimum of 5-7 years.
- Common DEI language is critical; relationships are also critical.
- Having metrics are critical to measuring progress on DEI goals, benchmarks, outcomes, etc.

On Process

- Before developing a DEI plan, a DEI assessment must be conducted.
- For a successful DEI assessment and implementation process, DEI consultants need to spend time with leaders to help them understand, digest, and support all aspects of the DEI process.

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On Leadership

- It is important for leaders to remember that aspects of the DEI assessment findings may be hard to hear; however, it is important to own that their words/actions- or lack thereof- may be harmful.
- Leaders must remember where they are headed, and that the DEI change process is not about them being good or bad people; these processes about their strengths and growing edges.
- Successful DEI change requires invested leadership; leaders must have a clear vision for DEI change, examine why DEI is important to their mission and successes, and must be able to articulate this clearly.

Theme	What We Heard
Have a clear stance	• Clarify what DEI means to First 5 LA. • Be clear and unapologetic about the target populations First 5 LA focuses on to achieve the greatest impact towards our North Star. • Connect our DEI work to child outcomes.
Live what we say	• Practice change is essential to exemplify that we are living what we say. • It is important for us to examine our own attitudes, philosophies, and behaviors. • Consider an anti-racism approach to assess where we are and what we need to change. • Cultivate an environment where people feel comfortable taking risks, asking questions, being curious, and learning.

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Theme	What We Heard
Engage communities and other stakeholders	• Balance internal and community engagement to inform what First 5 LA can do to improve internally. • Ensure there are feedback mechanisms to hear from stakeholders what is working and not working and hold ourselves accountable for continuous improvement.
Allocate resources for this work	• First 5 LA's annual budget should explicitly reflect our DEI priorities. • Board and staff should have learning and training opportunities (e.g., implicit bias).
Balance urgency with long-term view	• This work takes time to do it right, and we should not wait two years for the completion of the plan before we start to act. • We have consultants to help us, but it is our responsibility to carry the work beyond their contract.

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FIRST 5 LA

SUBJECT:

Proposed Updates to First 5 LA's Board Bylaws.

RECOMMENDATION:

Adopt the proposed amendment to First 5 LA's Board Bylaws as attached.

BACKGROUND:

Staff recommends that the Board adopt the attached proposed updates to First 5 LA's Bylaws. These updates are generally routine, and respond to the requirements of the recently-approved Procurement Policy. As required by the current Bylaws, this written-only report at the October Board meeting will provide at least the required 21 days' notice of the proposed amendments to the Members of the Board. The amendments would then be presented for adoption in November.

DISCUSSION:

The Bylaws serve as the legally-required operating procedures for your Board. The Bylaws provide the governance structure, operating procedures and definition of duties for the Board of Commissioners. With the Board's recent approval of the updated Procurement Policy, some minor revisions to the Bylaws are required. In addition, this update proposes some minor clean-up amendments, such as changing references to the 2015-2020 Strategic Plan to the current version. The update makes an allowance for remote Board meetings, and changes the outside date for election of Board officers to February to allow for current practices.

None of the proposed updates would make any change that has not already been approved by the Board. These amendments are intended to align the Bylaws document with other Board approvals. Text to be added is underlined, text to be deleted is shown in ~~striketrough~~. An affirmative vote of 7 of the 9 voting members of the Board is required to amend the Bylaws.

RECOMMENDATION:

Staff recommends that the Board adopt the proposed updates to First 5 LA's Board Bylaws as attached to this report.

**LOS ANGELES COUNTY CHILDREN AND FAMILIES FIRST-
PROPOSITION 10 COMMISSION
(FIRST 5 LA)**

**(Amended as of 11/10/2021)
BYLAWS**

**ARTICLE I
Authority**

The Los Angeles County Children and Families First - Proposition 10 Commission ("Commission") was established pursuant to California Health and Safety Code Section 130110 et seq. ("Children and Families Act") and Chapter 3.72 of the Los Angeles County Code ("Ordinance"). The Commission is also known as "First 5 LA." These Bylaws are adopted as the Operating Procedures of the Commission as required by Los Angeles County Code Section 3.72.070.

**ARTICLE II
Purpose and Intent**

Section I. Purpose

The Los Angeles County Children and Families First - Proposition 10 Commission was established to promote, support and improve the early development of children from the prenatal stage to five years of age. These purposes shall be accomplished through the establishment, institution, coordination and funding of appropriate standards, resources, and integrated, comprehensive, and family-friendly programs emphasizing community awareness, parental involvement, education, nurturing, mental health, child development, child care, social services, health care, health protection, health promotion, disease prevention, prevention of child neglect and abuse, and research.

Section II. Intent

The Commission intends to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood health and development for all children prenatal-5 and their families. This system should function as a network that promotes accessibility to information and effective services. The Commission further intends to emphasize public inclusion and participation and to integrate services in the areas of child safety, childcare, medical, mental health and dental care, including prenatal and preconception, education, early intervention programs and parenting education. The Commission further intends that its activities and services will make clear and measurable contributions to outcomes and goals specified in the Commission's Strategic Plan ("Plan"), as amended and refreshed from time to time. The Commission's compliance with these Bylaws will:

- a. Promote transparency and consistency in Commission decision-making;
- b. Promote coordination, coherence and integration of First 5 LA investments;

- c. Ensure accountability for First 5 LA's revenues, and
- d. Maintain Commission flexibility to respond to significantly changed circumstances and emergencies by authorizing limited exceptions to specified governance guidelines by the affirmative vote of seven (7) of the nine (9) voting members of the Commission, or emergency procurement approvals as specified in the Commission's approved Procurement Policy.

ARTICLE III Commission Composition

Section I. Members

The Commission shall consist of nine voting members appointed by the Board of Supervisors and shall be composed as follows:

- A. The Chair of the Board of Supervisors or a member of the Board of Supervisors designated by the Chair;
- B. Three voting members and one non-voting representative from among the superintendent of schools for the Los Angeles County Office of Education, the Director of the Los Angeles County Department of Public Health, the Director of the Los Angeles County Department of Mental Health, and the Director of the Los Angeles County Department of Children and Family Services or, in case of absence, their designated Alternates. These members shall have voting rights on a rotating schedule, whereby three members shall serve as voting members at any given time, while the other shall serve as a non-voting representative. The rotation schedule shall be as set forth in Los Angeles County Code Section 3.72.040(B) or any successor ordinance;
- C. Five members, one nominated by each member of the Board of Supervisors, from the following categories: recipients of project services included in the County Strategic Plan; representatives of local child care resource or referral agencies or local child care coordinating groups; representatives of local organizations for prevention of adverse consequences to children prenatal-to 5 and their families or early intervention for families at risk; representatives of county-wide or community-based education, service, or policy- oriented organizations that have the goal of promoting nurturing and early childhood health and development; representatives of local school districts; and representatives of local medical, pediatric, or obstetric associations or societies.
- D. Each member of the Board of Supervisors may nominate one alternate member to serve in the absence of his/her respective Commission appointee, and to perform the duties and responsibilities of such absent member. Any such alternate shall be from one of the categories described in Section IC.

Section II. Ex-Officio Representatives

The Commission shall request that the Commission for Children and Families, the Inter-Agency

Council on Child Abuse and Neglect, and one non-voting representative from among the superintendent of schools for the Los Angeles County Office of Education, the Director of the Los Angeles County Department of Public Health, the Director of the Los Angeles County Department of Mental Health, or the Director of the Los Angeles County Department of Children and Family Services or, in case of absence, their designated Alternates. While the ex-officio representatives will not have voting or other membership rights, they will have the ability to contribute their experience and expertise to the matters considered by the Commission and participate in the work of the Commission in an advisory capacity.

Section III. Terms of Service

Members of the Commission shall serve at the pleasure of the Board of Supervisors. Terms of office for voting Members shall be as provided in the then-applicable provisions of the Los Angeles County Code.

ARTICLE IV Operating Procedures

Section I. Principal Office

The Commission's principal office is 750 North Alameda Street, Suite 300, Los Angeles, California, 90012, but may be moved to another location if deemed necessary by the Commission.

Section II. Quorum

For the purpose of taking action or conducting business, a quorum of the Commission shall consist of a majority of the appointed voting members (50 percent +1).

Section III. Voting

- A. Each voting member of the Commission shall be entitled to one vote.
- B. All votes are to be recorded and reported in the minutes.
- C. Members may not vote by proxy; alternate members may vote in the absence of their principal.
- D. Ex-officio members may not vote at the Commission meetings. However, ex-officio members may vote on procedural issues, such as referrals to staff, scheduling matters or requests for reports, and as part of Committee assignments.
- E. Approval of a routine action requires an affirmative vote by a majority of Commission members present at a business meeting of the Commission, unless these Bylaws specify otherwise, provided there is a quorum present.

- F. Approval of more significant items, otherwise in compliance with the Commission's Governance Guidelines and the Commission's Procurement Policy, shall require an affirmative vote of an absolute majority of the entire voting membership of the Commission at a meeting of the Commission. The items requiring this absolute majority vote for approval include:
- Contracts in excess of \$150,000, when Commission approval is required by the Commission's Procurement Policy;
 - Final adoption or amendment of the Strategic Plan, and
 - Election or removal of Commission officers.
- G. Notwithstanding the foregoing, the waiver or amendment of any element of the Commission's Governance Guidelines adopted March 13, 2014, as the same may be amended from time to time, where necessary to respond to significantly changed circumstances or emergencies shall require the affirmative vote of seven (7) of the nine (9) voting members of the Commission.

Section IV. Compensation and Expenses

Members of the Commission, other than the member of the Board of Supervisors and the Superintendent and Directors of the County Departments and their alternates, shall receive as compensation for each Commission, committee or work group meeting attended, the sum of \$150, not to exceed \$7,200 in any 12-month period. Each member's or ex-officio representative's actual and necessary expenses shall be reimbursed for approved travel in the performance of their duties as Commissioners or representatives including transportation, meals and lodging, not to exceed the amounts authorized by Chapter 5.40 of the County Code. In order to be eligible to receive reimbursement, the expenses must have been incurred when representing the Commission at the request of or with prior approval from the Chair or Commission. Requests for reimbursement must be submitted to the Executive Director within 30 days following the incurring of the expense.

ARTICLE V Commission Officers and Election

Section I. Officers

The officers of the Commission shall be a Chair, Vice-Chair, and such other officers as the Commission may designate. The Chair and Vice-Chair shall perform the duties of their respective offices indicated in these by-laws, and such other duties as the Commission may direct from time to time. The Executive Director or her/his designee shall serve as Secretary to the Commission.

Section II. Election

Officers of the Commission shall be chosen annually by an election to be held not later than February, unless an earlier election is necessary because of a vacancy.

Section III. Terms

The term of office for officers of the Commission is one year from the date of election or until removal or resignation, if earlier.

The Commission may remove an officer prior to the expiration of his or her term, as deemed necessary.

ARTICLE VI Duties of the Commission

The Commission shall be responsible for the following primary duties:

A. Statutory Compliance

- a. Implement the goals and objectives of the Children and Families Act and other applicable laws;
- b. Submit its adopted County Strategic Plan, and any subsequent revisions, to the State Children and Families Commission ("State Commission");
- c. Measure the outcomes of County funded programs through the use of applicable, reliable indicators and review that information on a periodic basis as part of the public review of the Strategic Plan;
- d. Conduct at least one public hearing on each annual report of the State Commission, and
- e. Comply with all applicable requirements of Health and Safety Code Section 130140, or any applicable successor statute; as such statutes may be amended from time to time.

B. Strategic Planning

- a. Prepare and adopt an adequate and complete County Strategic Plan in accordance with Section 3.72.080 of the County Code. The Strategic Plan shall be a decision-making document that focuses First 5 LA's strategic direction, aligns the organization's efforts and activities, and clarifies its intended impact. To be included in the new Strategic Plan, proposals for initiatives/programs must include an analysis of each of the following criteria:
 - Clearly defined and measurable outcomes and performance metrics.
 - Alignment with Strategic Plan outcomes, objectives, and strategy.
 - A budget and fiscal impact analysis, including a spending projection for at least 5 years.
 - Realistic implementation timeline.
 - Evidence of or potential for effectiveness.

- Evidence of or potential for sustainability of results.
- Evidence of or potential for scalability, if scalability is an intended outcome.

The appropriate Board Committee will review such requests, make findings and provide a recommendation to the full Commission. Prior Strategic Plan initiatives must expire pursuant to their terms or be clearly aligned with the 2020-2028 Strategic Plan criteria.

- b. Periodically review the Strategic Plan on at least an annual basis, and revise the Strategic Plan as may be necessary or appropriate in accordance with Section 3.72.080 of the County Code, and

C. Fiscal Oversight and Accountability

- a. Prepare and adopt an annual audit and report and conduct at least one public hearing prior to adopting the annual audit and report;
- b. At least annually, review and adopt the next five-year financial plan for the Commission that represents estimated 5-year trends of First 5 LA expenditures and revenues;
- c. Ensure that each First 5 LA contract/grant has an expiration date. Multi-year First 5 LA services-related investments will end pursuant to the time stated in the original procurement or grant award. The Commission is under no obligation to continue funding beyond the initial contract term. Should future requests be forthcoming after the contract term is over, these requests will be evaluated based on the 2020-2028 Strategic Plan criteria. Staff will provide to the Commission an annual update each spring on expiring grants and contracts;
- d. Protect First 5 LA assets and provide proper financial oversight including, without limitation, overseeing the preparation of an annual budget, monitoring fund balances, overseeing First 5 LA's investment policy, and ensuring that appropriate financial controls are in place and being followed, and
- e. Provide quarterly reports to the County Board of Supervisors on issues including: contracts, program implementation, accounting and budgeting, outcome measures and any other issues the Board of Supervisors deems appropriate.

D. Governance

- a. Maintain effective governance and oversight, and provide the supports necessary in compliance with Proposition 10 and the Los Angeles County Code to promote the goals and objectives of the organization.
- b. Select the Executive Director and define his or her responsibilities, goals and objectives;
- c. Evaluate the Executive Director's performance annually;

- d. Engage in Commission development, training and periodic, comprehensive self-evaluation to maintain the strength and effectiveness of the Commission;
- e. Establish such ad hoc or standing committees or working groups as are necessary to fulfill the functions of the Commission and accomplish the purposes of the Children and Families Act;
- f. Establish such technical advisory committees as the Commission deems necessary to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of the Children and Families Act;
- g. Adopt policies and procedures that are family-friendly and inclusive to encourage broad participation at Commission meetings, and
- h. Establish, implement, and comply with effective governance structures and guidelines to further the goals of First 5 LA.

ARTICLE VII

Duties of the Chairperson (“Chair”) and Vice Chairperson (“Vice Chair”)

Section I. Administration

- A. The Commission vests in the Executive Director the responsibility to supervise and direct the work of the Commission staff. The Chair and Members of the Commission shall communicate with the Executive Director or his/her designee as to the administration, work and finances of the Commission. The Executive Director shall report to the Chair and the Commission.
- B. At the direction of the Commission or upon independent decision, the Chair may request Commission members, committees of the Commission or Commission staff to review pending legislation or proposed actions of the State Commission for presentation to the Commission for consideration.
- C. In accordance with the Los Angeles County Ordinance and these Bylaws, the Chair shall approve all Commission matters, including all correspondence on behalf of the Commission, other than matters decided by the Commission as a whole.
- D. All travel on Commission business by Commission members, ex-officio representatives and any expenses for which they may seek reimbursement shall be brought to the attention of the Chair by the Executive Director, and shall be subject to approval by the Executive Director. The Chair, or his or her designee, shall review and approve all requests for reimbursement of travel expenses by the Executive Director.
- E. The Chair shall meet with individual Commission members as appropriate, concerning personal conduct which is in conflict with Commission Bylaws, policies or procedures, including excessive absences, late arrivals or early departures which disrupt meetings.

- F. The Secretary or his/her designee shall, as necessary, take minutes of meetings and closed sessions of the Commission, communicate closed session actions and direction to the public or staff, as appropriate or required by law, and review and approve the draft minutes of Commission meetings prior to their consideration by the full Commission.

Section II. Committees

When appropriate and necessary, on his or her own initiative or at the direction of the Commission, the Chair may appoint such ad hoc committees, technical advisory committees or working groups to assist in carrying out the business of the Commission.

Section III. Representation

The Chair, on behalf of the Commission, shall respond to issues from the community, private and public sectors, the Board of Supervisors and its members and the media. The Chair may designate Commission members or the Executive Director to represent the Commission in responding to these issues.

ARTICLE VIII

Duties and Responsibilities of Commission Members

Commission members shall be responsible for and adhere to the following primary duties:

- A. When designated by the Chair (or in the Chair's absence, the Vice Chair), serve as a spokesperson for the Commission, representing the Commission in meetings with public officials of other jurisdictions, the community, or the media. A Commission member representing the Commission in an official capacity should state the Commission's approved policies, procedures, or positions and refrain from stating personal preferences. Expenses incurred when representing the Commission at the request of, or with prior approval from, the Chair or the Commission are reimbursable;
- B. When invited to participate in any forum as a Commission member, Commission members should try to confine their remarks to Commission positions. Other remarks a Commission member may need to make should be identified as personal in nature and not reflective of Commission policy. A participating Commission member should report on his or her participation at the next Commission meeting;
- C. Submit, in advance, all correspondence and/or communications written on behalf of the Commission and/or its committees to the Commission Chair for review and approval;
- D. Regularly attend the Commission's meetings and inform staff in advance if unable to attend a meeting. Unexcused absences from more than 25 percent of Commission or committee meetings, during a 12-month period, shall constitute a violation of duty;

- E. Serve and actively participate in the work of any ad hoc committee or working group to which the Commissioner is appointed.
- F. When serving as a committee chairperson, report to the Chair any matters, which the Commission should be aware of, and recommend action when appropriate;
- G. Inform the Chair of any requests for review or assistance or any complaints, inquiries, or notice of problems, within the purview of the Commission;
- H. Refrain from assigning work to the Commission staff unless approved by the Chair or the Executive Director;
- I. Advise the Commission staff of scheduled vacations and absences;
- J. Provide timely notice to the Chair in writing as soon as practicable if the member plans to resign from the Commission, or if his or her employment or status no longer meets the membership criteria set forth in the Ordinance; and
- K. Participate in the selection and annual evaluation of the Executive Director.

ARTICLE IX

Meetings of the Commission

Section I. Regular Meetings

Regular meetings of the Commission shall be held on the second Thursday of each month at 1:30 p.m. at the Commission's principal office. The Commission may meet by teleconference as permitted by applicable law. The Commission may adjourn a regular meeting to a time and date certain, and the Chair may cancel or continue a meeting in the case of a lack of quorum or a lack of business to be transacted. Either the Chair or a majority of the Commission may call a special meeting of the Commission in the manner provided for under the Brown Act.

Section II. Order of Meetings

- A. The regular meeting agenda shall include: Call to Order; Approval of Minutes; Report of the Chair; Report from the Executive Director; Consent Calendar; Committee Reports; Commission Business; Statements for the Record by Commission Members, Public Comment. The Commission may meet in Closed Session if necessary and permitted by law.
- B. Agenda items requiring Commission action will first be introduced as information items at a full Commission meeting prior to action at a subsequent meeting. Staff presentations will be provided first and then public comment received thereafter in the first meeting, with referral to appropriate Committee(s) for further discussion if necessary. Non-substantive issues will return thereafter to the full Commission on the Consent calendar; substantive issues will be placed separately on an agenda for further Commission discussion prior to action. Public comment will be incorporated for both Consent and non-Consent action items as requested.

- C. Matters which do not appear on the posted agenda may be acted upon by the Commission at a meeting if by a two-thirds (2/3) vote of the members or, if less than two thirds (2/3) of the members are present, a unanimous vote of those present, the Commission determines that there is a need for immediate action that cannot reasonably wait until the next scheduled meeting and that the need for action came to the attention of the Commission after the agenda was posted. If a specific matter proposed to be added to an agenda under this subsection has not previously been presented to the Commission as an information item, the Commission must also first vote to waive the presentation requirement by the affirmative vote of 7 of the 9 voting members.
- D. Minutes of the previous meeting and agenda of the upcoming meeting should be sent to Commission members no later than three (3) business days before the upcoming meeting. Whenever possible, an explanation of agenda items shall accompany the notification. Commission members who are absent shall receive all material distributed at missed meetings.
- E. All meetings shall be open and public.
1. Any person may request to be heard on an agenda item before it is acted upon.
 2. No person shall address the Commission until he or she has first been recognized by the Chair. All persons addressing the Commission shall be asked to give their names and affiliations for the record.
 3. Notwithstanding any other provision, members of the public shall have the right to address the Commission on items of interest within the subject matter jurisdiction of the Commission. Prior to the public comment, the Chair may, at his or her discretion, announce the total amount of time available for comment and, where appropriate, may set limits on the time to be spent on particular issues and on the amount of time available to each speaker.
 4. The Chair is responsible for meeting agendas. The Commission members may request the Chair place an item on the agenda and the Executive Director may place items on the agenda in consultation with the Chair. The Commission may formally act to place an item on the agenda.
 5. Audio recordings of all the Commissions' Regular Meetings are for the purpose of preparing minutes and may be disposed of thereafter. At the direction of the Commission or the Chair, specific recordings may be retained for a longer period.

ARTICLE X Committees

Section I. Formation of Committees

The Commission may establish one or more standing committee(s), and the Chair may appoint one or more ad hoc committee(s), working groups and/or technical advisory committee(s) to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of the Act. The Commission may define and limit the scope and authority of standing committee(s), and establish rules of operation for the committee(s). The Chair may define and limit the scope and authority of ad hoc committee(s) and working groups, and establish rules of operation for these committee(s) and working groups. Each committee shall meet and shall make recommendations and reports as deemed necessary or appropriate by the Commission. In the absence of the committee chairperson, the Vice Chair shall conduct routine business matters and meetings of the committee.

Section II. Committee Structure/Authority

A. Executive Committee

The Executive Committee shall be a standing Committee of the Commission. Membership of the Executive Committee shall be comprised of the Chair of the Program & Planning Committee, two other voting members of the Commission appointed each year by the Chair, and the Vice Chair of the Commission. The Vice Chair shall serve as the Chair of the Executive Committee. The Executive Committee shall meet in open and public sessions in compliance with the Brown Act except where a closed session is warranted and called according to applicable law. The duties of the Executive Committee shall include the review of the draft annual operating budget, supervising and providing oversight of the annual audit of the Commission, review of the draft annual report to the State Commission, advice and feedback to the Executive Director regarding operational issues including, but not limited to:

- contract compliance
- quality assurance
- evaluation
- policy advocacy
- personnel and compensation issues

In addition, the Executive Committee shall draft the annual evaluation of the Executive Director for consideration and action by the full Commission, supervise any Commission self-assessment process initiated by the full-Commission and perform any other function delegated to it by the full Commission or the Chair. The term of office on the Executive Committee shall be for one (1) calendar year. No person shall serve as Chair of the Executive Committee for more than four (4) consecutive terms, although this limit shall apply only to consecutive terms on the Committee, and shall not limit subsequent, non-consecutive terms.

The Executive Committee shall not make binding decisions that are decisions of the Commission under applicable law and shall periodically report its activities to the full Commission. Minutes of Executive Committee meetings shall be kept and distributed to all members of the Commission.

B. Program and Planning Committee

The Program and Planning Committee shall be a standing Committee of the Commission to serve as the forum for Commissioners, staff and the public to engage and consider program, policy, evaluation and fiscal recommendations for future initiative development and implementation in a study session format. The Planning Committee shall meet in open and public sessions in compliance with the Brown Act except where a closed session is warranted and called according to applicable law. Recommendations and feedback from Planning Committee meetings shall be used to inform design and evaluation of programs and initiatives and contribute towards the strategic plan development of First 5 LA. In addition, new ideas and concepts for future funding and projects may be introduced at the Planning Committee. The Commission Chair shall appoint a member in January of each year to serve as the Committee Chair, and four other members of the Commission to serve as members of the Committee, although any Commissioner, whether voting or *ex-officio*, may attend and participate in meetings of the Planning Committee. Membership on the Committee is open to all Members of the Commission. In the absence of the Committee Chair, another member of the Committee designated by the Chair shall serve as Committee Chair.

The jurisdiction of the Planning Committee shall be limited to providing original ideas as well as feedback and recommendations to staff and/or the Commission regarding future actions of the Commission. No binding action of the Commission shall be taken at any Committee meeting. In-person Attendance by three (3) members of the Committee at a noticed meeting shall constitute a quorum for the transaction of Committee business.

Regular meetings of the Planning Committee shall be held each month unless cancelled or postponed by the Committee Chair or the Executive Director for lack of a quorum or lack of business to be transacted. Special meetings of the full Commission may be held jointly with the Program and Planning Committee at the discretion of the Chair or the Executive Director.

C. Budget and Finance Committee

The Budget and Finance Committee shall be a standing Committee of the Commission. The Commission Chair shall appoint a member each year to serve as the Committee Chair, and three other voting members of the Commission to serve as members of the Committee. The Budget and Finance Committee shall oversee the effectiveness of the annual audit process and assist in maintaining the integrity of internal control and financial reporting. The Budget and Finance Committee shall provide feedback and advice to the Executive Director regarding the following budget and fiscal tasks:

- Review draft annual business plan and proposed budgets.
- Review proposed fiscal policies and procedures.
- Review proposed scopes of work for annual audits.
- Ensure that required annual audits occur and review audit reports.
- Review audited financial statements.

- Other tasks delegated to the Committee by the full Commission, the Executive Committee, or as requested by the Executive Director.

The term of office on the Budget and Finance Committee shall be for one (1) calendar year. The Budget and Finance Committee shall meet in open and public sessions in compliance with the Brown Act except where a closed session is warranted and called according to applicable law. The Budget and Finance Committee shall not make binding decisions that are decisions of the Commission under applicable law and shall periodically report its activities to the full Commission. Minutes of the Budget and Finance Committee meetings shall be kept and distributed to all members of the Commission.

Section III. Committee Purpose and Scope of Authority

The status (standing or *ad hoc*), purpose and authority of committees shall be determined by the Commission at the time they are formed. However, the Commission may modify a committee's status, purpose or authority at any time.

A committee may act within the delegated authority without further approval by the Commission. However, as provided for under Article VIII, no committee or committee members shall make or issue policy statements, recommendations, or media releases without prior approval of the Commission. Further, any committee activity which implies action by the Commission or is outside the committee's delegated authority is not permitted without specific Commission approval.

Following the Commission's action establishing a committee, the Executive Director shall provide the committee with a copy of its status, purpose and authority from the Commission minutes, and shall be responsible for providing staff support to the committee.

ARTICLE XI Amendments

Notice of a proposed amendment to these Bylaws shall be given to each member of the Commission at least 21 days prior to the meeting at which it will be considered. Approval of amendments requires an affirmative vote of seven (7) of the nine (9) voting members of the Commission.

**LOS ANGELES COUNTY CHILDREN AND FAMILIES FIRST-
PROPOSITION 10 COMMISSION
(FIRST 5 LA)**

(Amended as of 11/10/2021
~~7/12/2019~~) BYLAWS

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The Los Angeles County Children and Families First - Proposition 10 Commission was established to promote, support and improve the early development of children from the prenatal stage to five years of age. These purposes shall be accomplished through the establishment, institution, coordination and funding of appropriate standards, resources, and integrated, comprehensive, and family-friendly programs emphasizing community awareness, parental involvement, education, nurturing, mental health, child development, child care, social services, health care, health protection, health promotion, disease prevention, prevention of child neglect and abuse, and research.

Section II. Intent

The Commission intends to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood health and development for all children prenatal-5 and their families. This system should function as a network that promotes accessibility to information and effective services. The Commission further intends to emphasize public inclusion and participation and to integrate services in the areas of child safety, childcare, medical, mental health and dental care, including prenatal and preconception, education, early intervention programs and parenting education. The Commission further intends that its activities and services will make clear and measurable contributions to outcomes and goals specified in the Commission's Strategic Plan ("Plan"), as amended and refreshed from time to time. The Commission's compliance with these Bylaws will:

- a. Promote transparency and consistency in Commission decision-making;
- b. Promote coordination, coherence and integration of First 5 LA investments;

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Section I. Members

The Commission shall consist of nine voting members appointed by the Board of Supervisors and shall be composed as follows:

- A. The Chair of the Board of Supervisors or a member of the Board of Supervisors designated by the Chair;
- B. Three voting members and one non-voting representative from among the superintendent of schools for the Los Angeles County Office of Education, the Director of the Los Angeles County Department of Public Health, the Director of the Los Angeles County Department of Mental Health, and the Director of the Los Angeles County Department of Children and Family Services or, in case of absence, their designated Alternates. These members shall have voting rights on a rotating schedule, whereby three members shall serve as voting members at any given time, while the other shall serve as a non-voting representative. The rotation schedule shall be as set forth in Los Angeles County Code Section 3.72.040(B) or any successor ordinance;
- C. Five members, one nominated by each member of the Board of Supervisors, from the following categories: recipients of project services included in the County Strategic Plan; representatives of local child care resource or referral agencies or local child care coordinating groups; representatives of local organizations for prevention of adverse consequences to children prenatal-to 5 and their families or early intervention for families at risk; representatives of county-wide or community-based education, service, or policy- oriented organizations that have the goal of promoting nurturing and early childhood health and development; representatives of local school districts; and representatives of local medical, pediatric, or obstetric associations or societies.
- D. Each member of the Board of Supervisors may nominate one alternate member to serve in the absence of his/her respective Commission appointee, and to perform the duties and responsibilities of such absent member. Any such alternate shall be from one of the categories described in Section IC.

Section II. Ex-Officio Representatives

The Commission shall request that the Commission for Children and Families, the Inter-Agency

Council on Child Abuse and Neglect, and one non-voting representative from among the superintendent of schools for the Los Angeles County Office of Education, the Director of the Los Angeles County Department of Public Health, the Director of the Los Angeles County Department of Mental Health, or the Director of the Los Angeles County Department of Children and Family Services or, in case of absence, their designated Alternates. While the ex-officio representatives will not have voting or other membership rights, they will have the ability to contribute their experience and expertise to the matters considered by the Commission and participate in the work of the Commission in an advisory capacity.

Section III. Terms of Service

Members of the Commission shall serve at the pleasure of the Board of Supervisors. Terms of office for voting Members shall be as provided in the then-applicable provisions of the Los Angeles County Code.

ARTICLE IV Operating Procedures

Section I. Principal Office

The Commission's principal office is 750 North Alameda Street, Suite 300, Los Angeles, California, 90012, but may be moved to another location if deemed necessary by the Commission.

Section II. Quorum

For the purpose of taking action or conducting business, a quorum of the Commission shall consist of a majority of the appointed voting members (50 percent +1).

Section III. Voting

- A. Each voting member of the Commission shall be entitled to one vote.
- B. All votes are to be recorded and reported in the minutes.
- C. Members may not vote by proxy; alternate members may vote in the absence of their principal.
- D. Ex-officio members may not vote at the Commission meetings. However, ex-officio members may vote on procedural issues, such as referrals to staff, scheduling matters or requests for reports, and as part of Committee assignments.
- E. Approval of a routine action requires an affirmative vote by a majority of Commission members present at a business meeting of the Commission, unless these Bylaws specify otherwise, provided there is a quorum present.

- F. Approval of more significant items, otherwise in compliance with the Commission's Governance Guidelines and the Commission's Procurement Policy, shall require an affirmative vote of an absolute majority of the entire voting membership of the Commission at a meeting of the Commission. The items requiring this absolute majority vote for approval include are:
- ~~Expenditures~~ Contracts in excess of ~~\$100,000~~ \$150,000, when Commission approval is required by the Commission's Procurement Policy;
 - Final adoption or amendment of the Strategic Plan, and
 - Election or removal of Commission officers.
- G. Notwithstanding the foregoing, the waiver or amendment of any element of the Commission's Governance Guidelines adopted March 13, 2014, as the same may be amended from time to time, where necessary to respond to significantly changed circumstances or emergencies shall require the affirmative vote of seven (7) of the nine (9) voting members of the Commission.

Section IV. Compensation and Expenses

Members of the Commission, other than the member of the Board of Supervisors and the Superintendent and Directors of the County Departments and their alternates, shall receive as compensation for each Commission, committee or work group meeting attended, the sum of \$150, not to exceed \$7,200 in any 12-month period. Each member's or ex-officio representative's actual and necessary expenses shall be reimbursed for approved travel in the performance of their duties as Commissioners or representatives including transportation, meals and lodging, not to exceed the amounts authorized by Chapter 5.40 of the County Code. In order to be eligible to receive reimbursement, the expenses must have been incurred when representing the Commission at the request of or with prior approval from the Chair or Commission. Requests for reimbursement must be submitted to the Executive Director within 30 days following the incurring of the expense.

ARTICLE V Commission Officers and Election

Section I. Officers

The officers of the Commission shall be a Chair, Vice-Chair, and such other officers as the Commission may designate. The Chair and Vice-Chair shall perform the duties of their respective offices indicated in these by-laws, and such other duties as the Commission may direct from time to time. The Executive Director or her/his designee shall serve as Secretary to the Commission.

Section II. Election

Officers of the Commission shall be chosen annually by an election to be held not later than ~~January~~ February, unless an earlier election is necessary because of a vacancy.

Section III. Terms

The term of office for officers of the Commission is one year from the date of election or until removal or resignation, if earlier.

The Commission may remove an officer prior to the expiration of his or her term, as deemed necessary.

ARTICLE VI

Duties of the Commission

The Commission shall be responsible for the following primary duties:

A. Statutory Compliance

- a. Implement the goals and objectives of the Children and Families Act and other applicable laws;
- b. Submit its adopted County Strategic Plan, and any subsequent revisions, to the State Children and Families Commission ("State Commission");
- c. Measure the outcomes of County funded programs through the use of applicable, reliable indicators and review that information on a periodic basis as part of the public review of the Strategic Plan;
- d. Conduct at least one public hearing on each annual report of the State Commission, and
- e. Comply with all applicable requirements of Health and Safety Code Section 130140, or any applicable successor statute; as such statutes may be amended from time to time.

B. Strategic Planning

- a. Prepare and adopt an adequate and complete County Strategic Plan in accordance with Section 3.72.080 of the County Code. The Strategic Plan shall be a decision-making document that focuses First 5 LA's strategic direction, aligns the organization's efforts and activities, and clarifies its intended impact. To be included in the new Strategic Plan, proposals for initiatives/programs must include an analysis of each of the following criteria:
 - Clearly defined and measurable outcomes and performance metrics.
 - Alignment with Strategic Plan outcomes, objectives, and strategy.
 - A budget and fiscal impact analysis, including a spending projection for at least 5 years.
 - Realistic implementation timeline.
 - Evidence of or potential for effectiveness.

- Evidence of or potential for sustainability of results.
- Evidence of or potential for scalability, if scalability is an intended outcome.

The appropriate Board Committee will review such requests, make findings and provide a recommendation to the full Commission. Prior Strategic Plan initiatives must expire pursuant to their terms or be clearly aligned with the ~~2015–2020~~-[2028](#) Strategic Plan criteria.

- Periodically review the Strategic Plan on at least an annual basis, and revise the Strategic Plan as may be necessary or appropriate in accordance with Section 3.72.080 of the County Code, and

C. Fiscal Oversight and Accountability

- Prepare and adopt an annual audit and report and conduct at least one public hearing prior to adopting the annual audit and report;
- At least annually, review and adopt the next five-year financial ~~projection~~ [plan](#) for the Commission that represents estimated 5-year trends of First 5 LA expenditures and revenues;
- Ensure that each First 5 LA contract/grant has an expiration date. Multi-year First 5 LA services-related investments will end pursuant to the time stated in the original [procurement](#) ~~allocation~~—or grant award. The Commission is under no obligation to continue funding beyond the initial contract term. Should future requests be forthcoming after the contract term is over, these requests will be evaluated based on the ~~2015–2020~~-[2028](#) Strategic Plan criteria. Staff will provide to the Commission an annual update each spring on expiring grants and contracts;
- Protect First 5 LA assets and provide proper financial oversight including, without limitation, overseeing the preparation of an annual budget, monitoring fund balances, overseeing First 5 LA's investment policy, and ensuring that appropriate financial controls are in place and being followed, and
- Provide quarterly reports to the County Board of Supervisors on issues including: contracts, program implementation, accounting and budgeting, outcome measures and any other issues the Board of Supervisors deems appropriate.

D. Governance

- Maintain effective governance and oversight, and provide the supports necessary in compliance with Proposition 10 and the Los Angeles County Code to promote the goals and objectives of the organization.
- Select the Executive Director and define his or her responsibilities, goals and objectives;
- Evaluate the Executive Director's performance annually;

- d. Engage in Commission development, training and periodic, comprehensive self- evaluation to maintain the strength and effectiveness of the Commission;
- e. Establish such ad hoc or standing committees or working groups as are necessary to fulfill the functions of the Commission and accomplish the purposes of the Children and Families Act;
- f. Establish such technical advisory committees as the Commission deems necessary to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of the Children and Families Act;
- g. Adopt policies and procedures that are family-friendly and inclusive to encourage broad participation at Commission meetings, and
- h. Establish, implement, and comply with effective governance structures and guidelines to further the goals of First 5 LA.

ARTICLE VII

Duties of the Chairperson (“Chair”) and Vice Chairperson (“Vice Chair”)

Section I. Administration

- A. The Commission vests in the Executive Director the responsibility to supervise and direct the work of the Commission staff. The Chair and Members of the Commission shall communicate with the Executive Director or his/her designee as to the administration, work and finances of the Commission. The Executive Director shall report to the Chair and the Commission.
- B. At the direction of the Commission or upon independent decision, the Chair may request Commission members, committees of the Commission or Commission staff to review pending legislation or proposed actions of the State Commission for presentation to the Commission for consideration.
- C. In accordance with the Los Angeles County Ordinance and these Bylaws, the Chair shall approve all Commission matters, including all correspondence on behalf of the Commission, other than matters decided by the Commission as a whole.
- D. All travel on Commission business by Commission members, ex-officio representatives and any expenses for which they may seek reimbursement shall be brought to the attention of the Chair by the Executive Director, and shall be subject to approval by the Executive Director. The Chair, or his or her designee, shall review and approve all requests for reimbursement of travel expenses by the Executive Director.
- E. The Chair shall meet with individual Commission members as appropriate, concerning personal conduct which is in conflict with Commission Bylaws, policies or procedures, including excessive absences, late arrivals or early departures which disrupt meetings.

- F. The Secretary or his/her designee shall, as necessary, take minutes of meetings and closed sessions of the Commission, communicate closed session actions and direction to the public or staff, as appropriate or required by law, and review and approve the draft minutes of Commission meetings prior to their consideration by the full Commission.

Section II. Committees

When appropriate and necessary, on his or her own initiative or at the direction of the Commission, the Chair may appoint such ad hoc committees, technical advisory committees or working groups to assist in carrying out the business of the Commission.

Section III. Representation

The Chair, on behalf of the Commission, shall respond to issues from the community, private and public sectors, the Board of Supervisors and its members and the media. The Chair may designate Commission members or the Executive Director to represent the Commission in responding to these issues.

ARTICLE VIII

Duties and Responsibilities of Commission Members

Commission members shall be responsible for and adhere to the following primary duties:

- A. When designated by the Chair (or in the Chair's absence, the Vice Chair), serve as a spokesperson for the Commission, representing the Commission in meetings with public officials of other jurisdictions, the community, or the media. A Commission member representing the Commission in an official capacity should state the Commission's approved policies, procedures, or positions and refrain from stating personal preferences. Expenses incurred when representing the Commission at the request of, or with prior approval from, the Chair or the Commission are reimbursable;
- B. When invited to participate in any forum as a Commission member, Commission members should try to confine their remarks to Commission positions. Other remarks a Commission member may need to make should be identified as personal in nature and not reflective of Commission policy. A participating Commission member should report on his or her participation at the next Commission meeting;
- C. Submit, in advance, all correspondence and/or communications written on behalf of the Commission and/or its committees to the Commission Chair for review and approval;
- D. Regularly attend the Commission's meetings and inform staff in advance if unable to attend a meeting. Unexcused absences from more than 25 percent of Commission or committee meetings, during a 12-month period, shall constitute a violation of duty;

- E. Serve and actively participate in the work of any ad hoc committee or working group to which the Commissioner is appointed.
- F. When serving as a committee chairperson, report to the Chair any matters, which the Commission should be aware of, and recommend action when appropriate;
- G. Inform the Chair of any requests for review or assistance or any complaints, inquiries, or notice of problems, within the purview of the Commission;
- H. Refrain from assigning work to the Commission staff unless approved by the Chair or the Executive Director;
- I. Advise the Commission staff of scheduled vacations and absences;
- J. Provide timely notice to the Chair in writing as soon as practicable if the member plans to resign from the Commission, or if his or her employment or status no longer meets the membership criteria set forth in the Ordinance; and
- K. Participate in the selection and annual evaluation of the Executive Director.

ARTICLE IX

Meetings of the Commission

Section I. Regular Meetings

Regular meetings of the Commission shall be held on the second Thursday of each month at 1:30 p.m. at the Commission's principal office. [The Commission may meet by teleconference as permitted by applicable law.](#) The Commission may adjourn a regular meeting to a time and date certain, and the Chair may cancel or continue a meeting in the case of a lack of quorum or a lack of business to be transacted. Either the Chair or a majority of the Commission may call a special meeting of the Commission in the manner provided for under the Brown Act.

Section II. Order of Meetings

- A. The regular meeting agenda shall include: Call to Order; Approval of Minutes; Report of the Chair; Report from the Executive Director; Consent Calendar; Committee Reports; Commission Business; Statements for the Record by Commission Members, Public Comment. The Commission may meet in Closed Session if necessary and permitted by law.
- B. Agenda items requiring Commission action will first be introduced as information items at a full Commission meeting prior to action at a subsequent meeting. Staff presentations will be provided first and then public comment received thereafter in the first meeting, with referral to appropriate Committee(s) for further discussion if necessary. Non-substantive issues will return thereafter to the full Commission on the Consent calendar; substantive issues will be placed separately on an agenda for further Commission discussion prior to action. Public comment will be incorporated for both Consent and non-Consent action items as requested.

- C. Matters which do not appear on the posted agenda may be acted upon by the Commission at a meeting if by a two-thirds (2/3) vote of the members or, if less than two thirds (2/3) of the members are present, a unanimous vote of those present, the Commission determines that there is a need for immediate action that cannot reasonably wait until the next scheduled meeting and that the need for action came to the attention of the Commission after the agenda was posted. If a specific matter proposed to be added to an agenda under this subsection has not previously been presented to the Commission as an information item, the Commission must also first vote to waive the presentation requirement by the affirmative vote of 7 of the 9 voting members.
- D. Minutes of the previous meeting and agenda of the upcoming meeting should be sent to Commission members no later than three (3) business days before the upcoming meeting. Whenever possible, an explanation of agenda items shall accompany the notification. Commission members who are absent shall receive all material distributed at missed meetings.
- E. All meetings shall be open and public.
 - 1. Any person may request to be heard on an agenda item before it is acted upon.
 - 2. No person shall address the Commission until he or she has first been recognized by the Chair. All persons addressing the Commission shall be asked to give their names and affiliations for the record.
 - 3. Notwithstanding any other provision, members of the public shall have the right to address the Commission on items of interest within the subject matter jurisdiction of the Commission. Prior to the public comment, the Chair may, at his or her discretion, announce the total amount of time available for comment and, where appropriate, may set limits on the time to be spent on particular issues and on the amount of time available to each speaker.
 - 4. The Chair is responsible for meeting agendas. The Commission members may request the Chair place an item on the agenda and the Executive Director may place items on the agenda in consultation with the Chair. The Commission may formally act to place an item on the agenda.
 - 5. Audio recordings of all the Commissions' Regular Meetings are for the purpose of preparing minutes and may be disposed of thereafter. At the direction of the Commission or the Chair, specific recordings may be retained for a longer period.

ARTICLE X Committees

Section I. Formation of Committees

The Commission may establish one or more standing committee(s), and the Chair may appoint one or more ad hoc committee(s), working groups and/or technical advisory committee(s) to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of the Act. The Commission may define and limit the scope and authority of standing committee(s), and establish rules of operation for the committee(s). The Chair may define and limit the scope and authority of ad hoc committee(s) and working groups, and establish rules of operation for these committee(s) and working groups. Each committee shall meet and shall make recommendations and reports as deemed necessary or appropriate by the Commission. In the absence of the committee chairperson, the Vice Chair shall conduct routine business matters and meetings of the committee.

Section II. Committee Structure/Authority

A. Executive Committee

The Executive Committee shall be a standing Committee of the Commission. Membership of the Executive Committee shall be comprised of the Chair of the Program & Planning Committee, two other voting members of the Commission appointed each year by the Chair, and the Vice Chair of the Commission. The Vice Chair shall serve as the Chair of the Executive Committee. The Executive Committee shall meet in open and public sessions in compliance with the Brown Act except where a closed session is warranted and called according to applicable law. The duties of the Executive Committee shall include the review of the draft annual operating budget, supervising and providing oversight of the annual audit of the Commission, review of the draft annual report to the State Commission, advice and feedback to the Executive Director regarding operational issues including, but not limited to:

- contract compliance
- quality assurance
- evaluation
- policy advocacy
- personnel and compensation issues

In addition, the Executive Committee shall draft the annual evaluation of the Executive Director for consideration and action by the full Commission, supervise any Commission self-assessment process initiated by the full-Commission and perform any other function delegated to it by the full Commission or the Chair. The term of office on the Executive Committee shall be for one (1) calendar year. No person shall serve as Chair of the Executive Committee for more than four (4) consecutive terms, although this limit shall apply only to consecutive terms on the Committee, and shall not limit subsequent, non-consecutive terms.

The Executive Committee shall not make binding decisions that are decisions of the Commission under applicable law and shall periodically report its activities to the full Commission. Minutes of Executive Committee meetings shall be kept and distributed to all members of the Commission.

B. Program and Planning Committee

The Program and Planning Committee shall be a standing Committee of the Commission to serve as the forum for Commissioners, staff and the public to engage and consider program, policy, evaluation and fiscal recommendations for future initiative development and implementation in a study session format. The Planning Committee shall meet in open and public sessions in compliance with the Brown Act except where a closed session is warranted and called according to applicable law. Recommendations and feedback from Planning Committee meetings shall be used to inform design and evaluation of programs and initiatives and contribute towards the strategic plan development of First 5 LA. In addition, new ideas and concepts for future funding and projects may be introduced at the Planning Committee. The Commission Chair shall appoint a member in January of each year to serve as the Committee Chair, and four other members of the Commission to serve as members of the Committee, although any Commissioner, whether voting or *ex-officio*, may attend and participate in meetings of the Planning Committee. Membership on the Committee is open to all Members of the Commission. In the absence of the Committee Chair, another member of the Committee designated by the Chair shall serve as Committee Chair.

The jurisdiction of the Planning Committee shall be limited to providing original ideas as well as feedback and recommendations to staff and/or the Commission regarding future actions of the Commission. No binding action of the Commission shall be taken at any Committee meeting. In-person Attendance by three (3) members of the Committee at a noticed meeting shall constitute a quorum for the transaction of Committee business.

Regular meetings of the Planning Committee shall be held each month unless cancelled or postponed by the Committee Chair or the Executive Director for lack of a quorum or lack of business to be transacted. Special meetings of the full Commission may be held jointly with the Program and Planning Committee at the discretion of the Chair or the Executive Director.

C. Budget and Finance Committee

The Budget and Finance Committee shall be a standing Committee of the Commission. The Commission Chair shall appoint a member each year to serve as the Committee Chair, and three other voting members of the Commission to serve as members of the Committee. The Budget and Finance Committee shall oversee the effectiveness of the annual audit process and assist in maintaining the integrity of internal control and financial reporting. The Budget and Finance Committee shall provide feedback and advice to the Executive Director regarding the following budget and fiscal tasks:

- Review draft annual business plan and proposed budgets.
- Review proposed fiscal policies and procedures.
- Review proposed scopes of work for annual audits.
- Ensure that required annual audits occur and review audit reports.
- Review audited financial statements.

- Other tasks delegated to the Committee by the full Commission, the Executive Committee, or as requested by the Executive Director.

The term of office on the Budget and Finance Committee shall be for one (1) calendar year. The Budget and Finance Committee shall meet in open and public sessions in compliance with the Brown Act except where a closed session is warranted and called according to applicable law. The Budget and Finance Committee shall not make binding decisions that are decisions of the Commission under applicable law and shall periodically report its activities to the full Commission. Minutes of the Budget and Finance Committee meetings shall be kept and distributed to all members of the Commission.

Section III. Committee Purpose and Scope of Authority

The status (standing or *ad hoc*), purpose and authority of committees shall be determined by the Commission at the time they are formed. However, the Commission may modify a committee's status, purpose or authority at any time.

A committee may act within the delegated authority without further approval by the Commission. However, as provided for under Article VIII, no committee or committee members shall make or issue policy statements, recommendations, or media releases without prior approval of the Commission. Further, any committee activity which implies action by the Commission or is outside the committee's delegated authority is not permitted without specific Commission approval.

Following the Commission's action establishing a committee, the Executive Director shall provide the committee with a copy of its status, purpose and authority from the Commission minutes, and shall be responsible for providing staff support to the committee.

ARTICLE XI Amendments

Notice of a proposed amendment to these Bylaws shall be given to each member of the Commission at least 21 days prior to the meeting at which it will be considered. Approval of amendments requires an affirmative vote of seven (7) of the nine (9) voting members of the Commission.