

MEMORANDUM

TO: First 5 Lake County Commission

FROM: Carla Ritz, Executive Director

DATE: March 6, 2019

SUBJECT: Executive Director's Report

DIRECTOR'S COMMENTS – A volunteer steering committee for the State of the Children project met on February 28th. The group spent most of the two hours going over a draft version of the data piece. There was not consensus on the best way to present the data at that time and there was inadequate time remaining to focus attention on the Call to Action. I will be reaching out to the full group of stakeholders this week to suggest postponing this endeavor until later in the year to allow for enough time for true collaboration to occur and for consensus to be achieved.

The bulk of my time in the past month has been devoted to the State of the Children initiative and the review and consideration of grant applications and interaction with the RFP ad hoc committee in preparation for the recommendation that is included in the March 13th agenda. I also participated in the Strategies 2.0 Introduction to Protective Factors training which is a required course in the Protective Factors certification, presented at both monthly Safe Sleep classes, attended meetings of the Trauma Informed Guide Team, MCAH Advisory Board, Children's Council, Healthy Start Collaborative, Nurturing Families Collaborative, a First 5 NW Regional call, and update calls with Blaze King (regarding the 0-5 Resource website) and our evaluation consultant, Crystal Duarte.

On March 12, I will attend Darkness to Light's Stewards of Children sexual abuse prevention training in Yreka. It is my intention to evaluate whether or not this program has potential to be a good resource for Lake County and to assess whether the facilitated training has sufficient merit over the online training to suggest to local partners that someone become trained as a trainer in our area.

On March 16th, I will facilitate the Brain Architecture Game for the attendees of the Quality Care Counts conference in Clearlake.

The first convening of the First 5 Leadership Cohort will be March 26-28 in Santa Cruz. I look forward to attending and bringing back what I learn to share in the community.

FEDERAL LEVEL – Nothing to report at this time.

STATE LEVEL – Nothing to report at this time.

STATE FIRST 5 COMMISSION – The annual report of the First 5 California Commission is now available at http://www.cffc.ca.gov/pdf/about/budget_perf/annual_report_pdfs/Annual_Report_17-18.pdf.

First 5 CA is in the process of updating its five-year strategic plan and intends to approve the revision at their April meeting.

FIRST 5 ASSOCIATION – The Association will host a gathering of Small Population Counties in Sacramento on March 21st. I will be in attendance.

GRANT ACTIVITY UPDATES: Attached is the mid-year evaluation summary prepared by Social Entrepreneurs, Inc. Crystal Duarte will join by phone at the March 13, 2019 meeting to go over the findings and answer questions. Also attached is a program update from Jaclyn Ley of Mother-Wise.

ADMINISTRATION

Financial Statements – Financial reports for January submitted separately.



2018-19 MID-YEAR EVALUATION SUMMARY

Prepared by Social Entrepreneurs, Inc.

2018-19 Programs Supported by First 5 Lake

Adventist Health System
Transportation Assistance

Easter Seals Bay Area (ESBA)
Early Learning Centers (ELC)
Health Line
Transportation Assistance

Lake County Office of Education (LCOE)
AmeriCorps Bloom
Children's Oral Health
Imagination Library
IMPACT
Nurturing Families

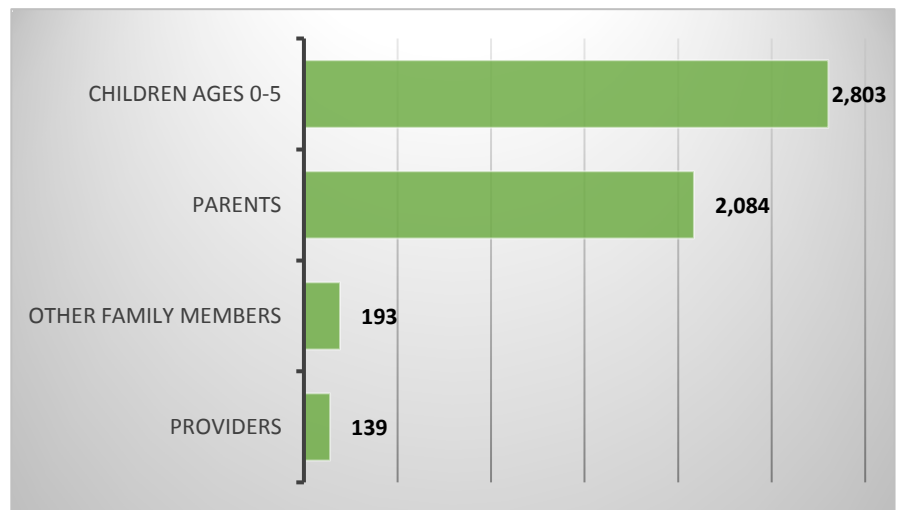
Mother-Wise

For fiscal year 2018-19, First 5 Lake has allocated \$781,744 to invest in programs and services that address the priority areas of:

- ❖ Improved Family Functioning
- ❖ Improved Child Development
- ❖ Improved Child Health
- ❖ Improved Systems of Care

This summary highlights the achievements from these investments during the first half of the fiscal year, covering the period July through December 2018.

Programs supported by First 5 Lake served 5,219 children ages 0-5, parents, other family members and providers during the period.



Improved Child Development



Early Learning Supports

275 preschool children received Second Step lessons to build their social, emotional and interpersonal skills. 90+ minutes of focused lessons are now offered weekly.

6 AmeriCorps members were enrolled to provide child development services at LCOE preschool sites. AmeriCorps members have implemented a new way to assess how children are retaining information from their lessons. This data will be available in the third quarter.

Afterschool programming has been reinstated this year with the Book Club. This provides support for literacy as well as other developmental skills to prepare for kindergarten.

101 children used the Early Learning Centers in Lakeport and Clearlake, with an average of 2 visits per child.

ELC staff noted increased participation and observed an increase in parent-child interaction using developmentally appropriate terms and skills.

2 interns completed internships at the ELC.

1 training was provided to Child Welfare Services (CWS) staff on administering and scoring the ASQ., increasing access to early screening and support for families.

Quality Early Care and Education

22 early care and education (ECE) sites are now enrolled in IMPACT. The team is expanding to engage alternative sites such as libraries.

Improved Child Health



Oral Health

663 children in preschool through kindergarten were screened for dental issues.

7% of Lake County children in preschool through kindergarten screened had dental issues that indicated an immediate need for services or some level of gum disease.

Schools continued to prioritize oral health screenings despite disruptions to the school calendar.

At the Heroes of Health and Safety event there was a focused effort on promoting dental screenings and varnish for families with babies.

Health Line

99 calls were handled by the toll-free Health Line. Of these calls 39 were from parents, caregivers, or professionals seeking technical assistance related to child development.

ESBA provided training on infant massage to mothers and their children at the NEST. Developmental screening training was provided to staff at Lake Family Resource Center, Public Health Nurses, and the LCOE State Pre-Kindergarten Director. ESBA also presented about their services at the Smart Sleep Classes at both Sutter and Adventist Health.

100 ASQ/ASQ:SEs were distributed via the Health Line and 67 were returned with 57% being within normal limits.

Developmental Screening and Intervention

10 children participating in ELC activities were screened for developmental issues using the research-based Ages & Stages Questionnaire (ASQ). 5 of these children (50%) were identified with developmental needs requiring follow-up.

55 ASQ/ASQ:SEs were distributed via the ELCs, providing an opportunity for parents to better understand their child's development and allowing them to receive more targeted support from ELC staff.

Health Education and Prevention

243 children received oral health and nutrition education in local preschools. All children (n=663) who were screened also received an oral health lesson prior to their screening.

122 parents and expecting parents participated in the Smart Start Baby Bundle Program. Prior to attending the class 6 parents did not have beds for their babies. These parents left with a bed and additional resources to support their child's first year.

"I am grateful for the AmeriCorps Teacher at my child's school. My child comes back every day sharing what she has learned about her health. She asked me to take her to the store to buy a tooth brush and floss."



Improved Family Functioning



Parent Education and Support

53 parents attended parenting classes using the Nurturing Parenting curriculum. This included community classes on family rules, behavior management, and ACES and brain development as well as the multi-week curriculum offered at Lucerne Elementary.

2 weekly drop-in parenting support groups are now offered each week, one in Lakeport and one in Clearlake.

16 new facilitators were trained on the Nurturing Parenting Curriculum. The training conducted in July was specifically for state preschool teachers, providing them with information to integrate into their classrooms as well as when they are with engaging parents during conferences or other interactions.

As has happened in the past, the first two quarters of the year tend to see a slower start in terms of interest and the number of parenting classes offered, however, there will be several classes offered in the third quarter. This includes classes at Meadowbrook Head Start, Burns Valley Elementary, and Lakeport Elementary.

65 families received transportation assistance to access health care services for high risk pregnancies, visit hospitalized children, and receive services from specialists in child health and development. This includes a combination of money, bus passes and gas vouchers provided by Adventist Health Clear Lake and ESBA.

Information and Resources for Families

215 people engaged with the Bloom Facebook page (clicked on an item or created a post) in the last month of the quarter. The web and Facebook pages include information about activities, games, resources and more that parents can do with their children.

147 new visitors from Lake County accessed Bloom's web page.

100 Bloom into Kindergarten books were distributed with parenting and child development information. A meeting was held in January to discuss how the book could evolve to add greater value to parents as they prepare their children for kindergarten.

66 people participated in the December Bloom activity to describe a family tradition. This was the highest number so far for the program.

"Bloom! We won a prize! I can't even tell you how excited my kids were."

Early Literacy

2300 children ages 0-5 received a free book monthly to promote early literacy and reading as a family. The program averaged 71 new registrations per month and has reached 61% of the target population in Lake County.

32 children participated in after-school book clubs.

Intensive Family Support

In November, the Commission approved funding for Mother-Wise to continue offering its programming to mothers at-risk for or suffering from perinatal mood disorders. Since that time, Mother-Wise has worked with the First 5 evaluator to refine data collection tools in order to report data in the last two quarters of the year.



Improved Systems of Care



Activities and accomplishments related to Improving Systems of Care for children and their families included:

- First 5 Lake is spearheading a call to action on behalf of Lake County's children. A "State of the Children" document and messaging will be created to amplify the issues faced by children and families in Lake County. The release of the document will be timed to coincide with Child Abuse Prevention Month in April. Agencies have been involved at different levels from providing data and information to reviewing drafts of the document. This has included:
 - Lake County Department of Health
 - Lake County Department of Social Services
 - Lake County Department of Behavioral Health
 - Lake County Office of Education
 - MCHC Lakeview Clinic
 - MCAH Advisory Board
 - Redwood Community Services
 - North Coast Opportunities
 - Lake Family Resource Center
 - Redwood Coast Regional Center
 - Adventist Health Clear Lake
 - Mother-Wise
 - Lake County Child Care Planning Council
 - Lake County Children's Council & Trauma Informed Guide Team
 - Lake County Juvenile Probation
- In December First 5 Lake facilitated the second meeting of the Lake County Zero-to-Five Network Forum. The group mapped resources for families in order to create a web page that will serve as a central source of information for accessing services. First 5 is overseeing the creation of the website, which is expected to be beta tested throughout the third and fourth quarters. First 5 and other members of the Network will meet with stakeholders to share, publicize, and ultimately improve future versions of the site.

- First 5 first introduced the Foster Together program to stakeholders in Lake County in the first quarter of the year and in the second quarter an information session was convened with Child Welfare Services, Probation, Redwood Community Services, Healthy Start and Environmental Alternatives present to determine how to bring the program, which provides support for foster families, to Lake County. The program will officially launch in 2019.



First 5 Meeting Update, March 6, 2019

I organized a meeting on February 19, but three people cancelled at the last minute and only three supporters were able to make it, Tina Scott, Savannah Mitchell, and Melissa Simons. All of these women have recent experience forming non-profit entities, with Melissa being about halfway through the process with the SNAPS (Special Needs Advocacy Parent Support), Lake County, and Savannah early in the process for a nonprofit for a Waldorf inspired Charter School. We thought we could help each other, and the meeting was productive with regard to corporate structure and the recruitment and requirements of board of members. However, Savannah didn't have much experience and I was discouraged by Melissa's description of the process, which she said was long and arduous. Tina was more optimistic, describing a successful outcome for her non-profit using a service called "Legal Zoom." That sounded good, but the added option also created another layer to my confusion and more expenses for the program.

On February 25, Franklin Ley (Mother-Wise volunteer) and I met and discussed our concerns with Tom Jordan, who previously offered to help us with fiscal sponsorship through his employer, Scotts Valley Band of Pomo Indians. We were feeling very intimidated by the unfamiliar terms and multi-step process until Tom was able to answer all of our questions, reassuring us that the process is not too difficult and can be accomplished in a relatively short amount of time. Tom broke down the pieces in simple terms, and then followed up by providing samples of articles of incorporation and bylaws from a similar small nonprofit that he was involved with. I was previously not aware that we can begin operating as a nonprofit as soon as we get our structure organized and submit some relatively easy forms. The more complicated IRS and State FTB exemptions will take significantly more time to complete and get approved. So far, I have heard different estimates of how long that process will take, from 6 months up to a year, but I expect that our simple structure and public charity status will keep us on the shorter end of that timeline.

On 3/6/19, I inquired at Community First Credit Union about a business checking account and obtained an application. Our first board meeting will include discussion of our banking, accounting, and bookkeeping needs. I have a template for bylaws that I will work on soon, so that we can hopefully have them ratified at the first board meeting.

In hindsight, I should not have been so intimidated, but the fact is that this is all new to me. My regular workload is still quite heavy, and I was having some trouble dedicating the necessary time to learn. I feel much more confident about the process and our timing now, especially knowing that we can incorporate and operate as a nonprofit before we obtain official tax-exempt status, which itself should not take very long. We will fill in the blanks in the timetable and keep the commission apprised of necessary adjustments as we continue our progress.

Mother-Wise Nonprofit Timetable

as of 3/6/19

Task	Status	Estimated Completion Date	Completion Date	Estimated Cost
Meet with nonprofit committee	completed	-	2/19/19	-
Discuss progress with SVBPI Executive Director	completed	-	2/25/19	-
Inquire about bank account and payroll	completed	3/6/19	3/6/19	-
Secure Organization Name	mailed	3/20/19		\$10
Identify Corporation Structure	completed	3/6/19	3/6/19	-
Recruit Directors	ongoing	4/15/19		-
Submit Articles of Incorporation (form ARTS-PB-501(c)(3))	drafting	3/13/19		\$45-300
Submit Statement of Information (form SI-100)		3/13/19		\$35
Obtain Federal EIN (form SS-4)		3/20/19		\$0
Obtain California Tax ID Number		3/20/19		\$0
Draft Bylaws		3/20/19		-
Hold First Board Meeting		4/30/19		-
ratify bylaws		-		-
create/ratify conflict of interest policy		-		-
elect directors		-		-
appoint officers		-		-
financial resolutions		-		-
Open bank account		5/15/19		?
Submit State Tax Exemption Application (form 3500)		5/20/19		\$25
Submit 501(c)(3) Application (form 1023)		5/20/19		\$600
Register for California Charitable Solicitation (fundraising)		?		\$25
Obtain Lakeport and Clearlake Business Licenses		?		?