

# AGENDA

## MEETING OF THE BOARD OF COMMISSIONERS

Chair: Holly J. Mitchell

Thursday, March 14, 2024  
1:30 PM – 4:30 PM

### Meeting Location:

First 5 LA  
750 N. Alameda Street  
Los Angeles, CA 90012

1. **ACTION**  
Call to Order / Roll Call
  
2. **ACTION**  
AB 2449 Request(s) to Participate Remotely Due to Emergency Circumstances and Notice(s) of Remote Participation for Just Cause
  
3. **ACTION**  
**Consent**
  - A. Approve Special Commission Meeting Summary Action Minutes and Transcript – February 8, 2024 3
  - B. Approve the Monthly Financial Statements Month Ending January 31, 2024 108
  - C. Contract: Approve One (1) New Agreement and Authorize Staff to Execute the Agreement Upon Approval from the Board 114
  - D. Authorize First 5 LA to Receive Funds from the Los Angeles County Office of Education (LACOE) for the California Early Care and Education Workforce Study Los Angeles County Report and Approve Resolution # 2024-01 116
  
4. **INFORMATION**  
Remarks by the Commission Chair of the Board
  
5. **INFORMATION** 118  
President/CEO Report
  
6. **INFORMATION** 124  
Update on Revised Records Management Policy and Records Retention Schedule

#### COMMISSIONERS

Los Angeles County Supervisor  
Holly J. Mitchell  
*Chair*  
  
Brandon Nichols  
*Vice Chair*

Judy Abdo  
Robert Byrd, Psy.D.  
Astrid Heger, M.D.  
Yvette Martinez

Summer McBride  
Maricela Ramirez  
Carol Sigala

#### EX OFFICIO MEMBERS

Barbara Ferrer, Ph.D.,  
M.P.H., M.Ed.  
Jacquelyn McCroskey, DSW  
Deanne Tilton

#### EXECUTIVE DIRECTOR

Karla Pleitéz Howell

#### EXECUTIVE VICE PRESIDENT

John A. Wagner

#### A PUBLIC ENTITY

**Presenters: Danna Schacter, Enterprise Content Management Specialist and Serita Young, Legal Counsel**

7. **INFORMATION** 166  
Early Identification and Intervention: Help Me Grow LA Pursues Major Shifts to Maximize Community Reach

**Presenters: Tara Ficek, Director, Health Systems; Melissa R. Franklin, Director, Division of Maternal, Child & Adolescent Health Promotion Bureau, Los Angeles County Department of Public Health; and Steve Baldwin, Director, Children's Health Outreach Initiatives, Division of Maternal, Child, and Adolescent Health Promotion Bureau, Los Angeles County Department of Public Health**

*Note: A 10-minute break will take place halfway through this item.*

8. **INFORMATION** 207  
Strategic Plan Update

**Presenters: Chrissie M. Castro, Chrissie M. Castro & Associates and Rigoberto Rodriguez, Chrissie M. Castro & Associates**

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

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MEETING OF FIRST 5 BOARD OF COMMISSIONERS

Thursday, February 8, 2024

750 North Alameda Street, First Floor

Los Angeles, California 90012

STENOGRAPHICALLY REPORTED BY:  
HEATHERLYNN GONZALEZ  
CSR #13646

1 Thursday, February 8, 2024; Los Angeles, California

2 1:33 p.m.

3 -oOo-

4 COMMISSIONER RAMOS: Okay. Good afternoon  
5 everyone. Happy 2024. Yes. Yes. How time flies. You  
6 remember we were just together maybe last week, but that  
7 was not the case. Welcome again. We're going to get  
8 started, and we'll start with Ms. Vo.

9 If you could please do the roll call.

10 MS. VO: Robert Byrd?

11 COMMISSIONER BYRD: Here.

12 MS. VO: Alma Cortes?

13 COMMISSIONER CORTES: Here.

14 MS. VO: Barbara Ferrer?

15 COMMISSIONER FERRER: Here.

16 MS. VO: Abigail Marquez?

17 COMMISSIONER MARQUEZ: Here.

18 MS. VO: Maricela Ramirez?

19 COMMISSIONER RAMIREZ: Here.

20 MS. VO: Carol Sigala?

21 COMMISSIONER SIGALA: Here.

22 MS. VO: Deanne Tilton Durfee?

23 COMMISSIONER TILTON DURFEE: Here.

24 MS. VO: Jacquelyn McCroskey?

25 COMMISSIONER McCROSKEY: Here.



1 MS. VO: Alejandra Albarran Moses?

2 COMMISSIONER ALBARRAN MOSES: Here.

3 MS. VO: Frank Ramos?

4 COMMISSIONER RAMOS: Here.

5 MS. VO: And Holly Mitchell?

6 SUPERVISOR MITCHELL: Here.

7 MS. VO: Quorum is present.

8 COMMISSIONER RAMOS: Great. Yes, definitely.

9 That's wonderful. Thank you, Ms. Vo.

10 I -- before we continue, I just wanted to  
11 actually hand off to Executive Director Karla Pleitez  
12 Howell. She'd like to share a few words.

13 MS. PLEITEZ HOWELL: Thank you, Commissioner.

14 Board members, before we dive into elections, I  
15 just want to remind the board that last year we had the  
16 honor of having Los Angeles County Department of Children  
17 and Family Services Director Brandon Nichols serve as our  
18 honorable vice chair. And we wanted to note that Director  
19 Nichols is not here today because he's representing Los  
20 Angeles County on the Children Service Committee of the  
21 County Welfare Directors Association. That's pretty  
22 tremendous for Los Angeles County.

23 And as you know, I wanted to remind some of the  
24 commissioners that were here last year that our typical  
25 process has been that the chair's appointee serves as vice

1 chair. And our chair last year had made exception to have  
2 Brandon Nichols serve in that role. So we just wanted to  
3 take this time to remind the board that there had been  
4 that exception last year. And we want to take this time  
5 to really thank Brandon Nichols and share that with  
6 Commissioner Ramos to carry that message on behalf of all  
7 of us.

8 So with that, I will turn it to you for the --

9 COMMISSIONER RAMOS: Thank you so much, executive  
10 director. I can share that. Brandon Nichols has been  
11 honored to help support First 5 LA and, obviously, it's a  
12 very important agency and wonderful work is being done day  
13 in and day out. So thank you for that.

14 All righty, everyone. So first order of business  
15 for the new year is to nominate a new chair for 2024. And  
16 do we have any nominations for chair?

17 COMMISSIONER BYRD: I nominate Holly Mitchell.

18 COMMISSIONER RAMOS: Thank you, Commissioner.

19 Do I have a second?

20 COMMISSIONER TILTON DURFEE: Second.

21 COMMISSIONER RAMOS: Thank you, Commissioner.

22 It is therefore ordered. Congratulations.

23 Supervisor Holly Mitchell is our board chair again for  
24 2024.

25 SUPERVISOR MITCHELL: Thank you. I appreciate

1 that. You all just like to see me work and sweat.

2 (Applause.)

3 SUPERVISOR MITCHELL: Thank you very much. I  
4 appreciate that. Mr. Ramos, let's go ahead and get  
5 started. And happy New Year and happy Black History  
6 Month. It's great to see everyone again. I'm glad you  
7 were able to have a closed session so we could not only  
8 handle the business, but have a little lunch and catch up  
9 with each other; so it was good talking to everyone.

10 At this point we're going to continue in the vein  
11 of elections, and we'll now enter into the election of a  
12 new vice chair.

13 Do I have nominations for vice chair?

14 COMMISSIONER HEGER: I nominate Summer McBride.

15 SUPERVISOR MITCHELL: Beautiful.

16 And do we have a second?

17 COMMISSIONER SIGALA: I second.

18 SUPERVISOR MITCHELL: Thank you.

19 Are there any objections? Seeing none, we'd like  
20 to welcome Ms. Summer McBride as vice chair of the  
21 commission.

22 COMMISSIONER McBRIDE: Thank you.

23 SUPERVISOR MITCHELL: Appreciate your willingness  
24 to serve. Thank you.

25 Moving on to Agenda item Number 4. Since we -- I

1 see a full house, Ms. Vo; so I don't think we have any  
2 commissioners who are requesting the Board's approval to  
3 participate remotely; right?

4 MS. VO: We surely don't, Supervisor. Everyone  
5 is here in the house.

6 SUPERVISOR MITCHELL: Wonderful. So we're going  
7 to move on past the AB 2449 stuff.

8 Moving on to agenda -- very technical word here.

9 Moving on to Agenda Item 5, our report out on  
10 closed session of the Board of Commissioners. Item 5 is  
11 an information item on the report back from today's closed  
12 session.

13 So let me hand this over to you, Counsel.

14 ATTORNEY YOUNG: Yes, Chair, thank you.

15 So earlier this afternoon the commission had a  
16 closed session with two items on the agenda. There was  
17 discussion amongst the commissioners for each item but  
18 there was no reportable action taken by the commission.

19 SUPERVISOR MITCHELL: Wonderful. Do we need to  
20 have public comment on that report?

21 ATTORNEY YOUNG: I don't believe so.

22 SUPERVISOR MITCHELL: Okay. Thank you.

23 We'll move on to Agenda Item 6, which is our  
24 consent agenda.

25 You all should have had the opportunity to review

1 the various items listed in our consent agenda. Let's  
2 open it up. Are there any questions or items anyone would  
3 like to remove from the consent agenda?

4 Seeing none. Let's open it up for public comment  
5 on our consent agenda.

6 MS. VO: Madam Chair, confirming there are no  
7 public comments on the consent agenda.

8 SUPERVISOR MITCHELL: Beautiful.

9 Can we please call the roll to approve the  
10 consent agenda.

11 MS. VO: Robert Byrd?

12 COMMISSIONER BYRD: Yes.

13 MS. VO: Alma Cortes?

14 COMMISSIONER CORTES: Yes.

15 MS. VO: Barbara Ferrer?

16 COMMISSIONER FERRER: Yes.

17 MS. VO: Astrid Heger?

18 COMMISSIONER HEGER: Yes.

19 MS. VO: Abigail Marquez?

20 COMMISSIONER MARQUEZ: Yes.

21 MS. VO: Summer McBride?

22 COMMISSIONER McBRIDE: Yes.

23 MS. VO: Maricela Ramirez?

24 COMMISSIONER RAMIREZ: Yes.

25 MS. VO: Carol Sigala?

1 COMMISSIONER SIGALA: Yes.

2 MS. VO: And Holly Mitchell?

3 SUPERVISOR MITCHELL: Yes.

4 MS. VO: Motion is passed.

5 SUPERVISOR MITCHELL: Beautiful.

6 Moving on to Agenda Item 7, which is remarks from  
7 me.

8 So before I begin today's remarks, it should be  
9 noted that there has been a rotation of voting rights  
10 among our County departments. For the year 2024, the  
11 Department of Public Health will rotate back onto the  
12 First 5 LA commission as a voting member, and the  
13 Department of Children and Family Services will become a  
14 nonvoting member.

15 In addition, the following committee assignments  
16 have been made: Executive Committee will be chaired by  
17 our newly elected vice chair Summer McBride. Robert Byrd,  
18 vice chair. Maricela Ramirez and Carol Sigala will round  
19 out our Executive Committee membership.

20 Moving on to Program and Planning Committee.  
21 Robert Byrd will chair. Astrid Heger, vice chair.  
22 Alejandra Albarran Moses, Jacquelyn McCroskey, and Deanne  
23 Tilton will serve out on the Program and Planning  
24 Committee.

25 Budget and Finance Committee, Maricela Ramirez

1 will chair. Dr. Ferrer will vice chair. Alma Cortes, our  
2 brand new appointee will serve. Our -- yeah --  
3 replacement on Budget and Finance.

4 So let's give a round of applause to all of our  
5 commissioners who are playing strategic rolls in those  
6 committees. Thank you to our CEO for helping shape our  
7 committees. I want to thank the board for the nomination  
8 to serve as your chair. I will continue to work hard and  
9 serve you and be held accountable by you.

10 Both Karla and I were new to our roles last year.  
11 But I think we've gotten in our stride. We got through a  
12 really productive, engaged strategic planning process.  
13 And I thank you for your patience with both of us. And I  
14 think we got a great product as a result.

15 We want to welcome the newly appointed committee  
16 members, and we hope everyone is committed to continuing  
17 this work into the next phase.

18 While we are aware of kind of our fiscal reality  
19 -- the State's fiscal reality, I feel really good and I  
20 hope you all do as well in terms of the responsibility we  
21 are taking. That we have not put our head in the sand.  
22 We have confronted the reality of the ballot initiative  
23 and how it's impacting our bottom line, and we are leading  
24 this organization with the resources that are available  
25 and be creative as we seek new opportunities and think

1 creatively about how we continue to do this really  
2 important work.

3 So I thank you for your partnership on all of  
4 that. No -- assuming I don't need to call public comment  
5 on my report?

6 MS. VO: That is correct.

7 SUPERVISOR MITCHELL: Thank you. We'll move  
8 on to Item 8, which is our Executive Director's report.

9 Karla?

10 MS. PLEITEZ HOWELL: Thank you, Chair.

11 And before I share some comments, I wanted to  
12 follow up on what the Chair had just shared and introduce  
13 our newest board member, Abigail Marquez, who will share  
14 just a little bit of background. We did this back there  
15 so she's got a little bit of practice.

16 COMMISSIONER MARQUEZ: Thank you, Karla.

17 And it's wonderful to be here.

18 Okay. This is my first trial here. Just really  
19 delighted to be among all of you to learn and do my part  
20 to uplift the work -- the incredible work that you all  
21 have done for the past year, especially with the strategic  
22 planning process. Just want to thank Supervisor Hahn for  
23 appointing me to this board. And then, of course, to  
24 Supervisor Mitchell.

25 But I have the privilege of serving in my day job



1 as the general manager of a Department in the City of Los  
2 Angeles. It's the Community Investment for Families  
3 Department.

4 And our department is grounded on the mission to  
5 advance programs and policies that alleviate poverty for  
6 families, primarily in the City of Los Angeles. I've been  
7 very fortunate to be a part of a number of really  
8 progressive anti-poverty initiatives such as our  
9 Guaranteed Income Program that reached 3,200 families  
10 during the pandemic. We did a lot of work to support  
11 families who are vastly impacted by Covid-19, and continue  
12 to do this work.

13 We have a relationship with the County on a  
14 number of initiatives. We work to support first graders  
15 across LA Unified School District where we offer a free  
16 college savings account, that's our Opportunity LA  
17 Program. And by spring, we will have 100,000 students  
18 enrolled in our program.

19 We have a partnership with LA County as well to  
20 support families who can claim the earned income tax  
21 credit and the child tax credit. We see those as powerful  
22 tools to help alleviate poverty in our city. And just a  
23 number of other initiatives.

24 So really excited to just come in and roll up my  
25 sleeves and be of service to you all. So just really

1 excited to get started. Thank you.

2 MS. PLEITEZ HOWELL: It is lovely to have you  
3 here, Commissioner.

4 And for the First 5 LA team here, commissioners,  
5 and other members of the public, we are so thrilled to be  
6 having our first 2024 meeting with you all and launching  
7 it during Black History Month.

8 My daughter is in second grade and has come home  
9 every day this month with really remarkable stories,  
10 stories of perseverance, stories of analysis of hope for  
11 the human condition, and some pretty stellar individuals  
12 in our American history. We are really, really blessed  
13 that my daughter has an educator who shares stories of the  
14 likes of Ruby Bridges, of George Washington Carver -- and,  
15 you know, Carver, the -- just two examples.

16 Carver has -- was a tremendous inventor that  
17 really changed the way we look at our farming conditions  
18 so that all of us can use soil and farmers use soil to  
19 feed all of us. And many of you know that Bridges  
20 represents the true implementation of Brown V Board of  
21 Education. In 19 -- in 1954, one of my favorite cases,  
22 Brown V Board of Education made it really, really clear  
23 that separate, white-only public schools were illegal.  
24 Yet the law was not enforced, actually, for many years.  
25 And it was not enforced in several ways. One, completely

1 just ignored; or, two, what we now call structural racism  
2 where there was things like entrance exams for black  
3 children to get into these white schools. Exams that were  
4 impossible to pass. But little Ruby Bridges in 1960 was  
5 one of six children in New Orleans that passed one of  
6 these entrance exams, and the bravery of her family to say  
7 you can go to the local white school only and get a  
8 different type of education -- and many of you know this  
9 image. Many of you know the image of little Ruby Bridges  
10 walking up to this school and this moment is captured in  
11 pictures where we see this precious six-year-old  
12 immaculately dressed in --

13 SUPERVISOR MITCHELL: Oh, the her hair all done.

14 MS. PLEITEZ HOWELL: Yes. The white bows and  
15 little pig tails. And this tremendous posture of dignity  
16 and bravery as US Marshals surround her as she's walking  
17 straight into the school.

18 And this little girl's bravery is one of the  
19 examples of what turned a law into a reality. Brown  
20 V Board of Education was not being implemented. She was  
21 six years old after it was implemented. And this is --  
22 both of these are but examples of the many things that our  
23 children get to learn during Black History Month in  
24 schools.

25 And at the same time, I want to share what my

1 daughter's teacher constantly shares in the classroom,  
2 that while Black History Month is a special month, it  
3 reminds us about the beautiful color in all our history,  
4 in American history, and how it has been shaped. Somehow  
5 we cannot boil down -- this is a month for us to pause  
6 where we cannot boil down Black History Month to the  
7 greatest hits of really incredible individuals or the  
8 greatest hits of events.

9 But rather it's about a reminder of our shared  
10 experience, the experience of African-Americans in this  
11 country, either high, low, obscure, super ladies in power  
12 sitting next to you, and how ultimately these experiences,  
13 this history, has shaped, has challenged us and  
14 strengthens the country we live in. And Black History  
15 Month is really about taking a look at that past so that  
16 we build a better future.

17 And I love hearing these stories from my daughter  
18 as she comes up to our dinner table, because it reminds me  
19 of the strategic plan we all passed, and it reminds me  
20 that we're in a moment where we're being really clear  
21 about our equity direction, our direction of baking in  
22 equity, questioning structural racism in our country.

23 And I am really proud that we unanimously passed  
24 a strategic plan that has us looking at some of these  
25 issues. And just really practically and really looking at

1 what making this strategic plan a reality looks like for  
2 all of us.

3 In 2024, what you will see from the First 5 LA  
4 team is looking at tactics and really look at these equity  
5 issues. In the next six months, we plan to do this and  
6 report back to all of you on several things. One is an  
7 inventory that analyzes is our strategic plan really doing  
8 those things that you all charged us with? And that will  
9 be an inventory that you will hear.

10 You will see our data team lead an analysis with  
11 many partners here in this horseshoe and with partners in  
12 community to disaggregate data and really get an  
13 understanding of where we see some of the largest gaps to  
14 access to Early Care and Education, to well-being. And  
15 you will see strategic opportunities that gets us, as  
16 funding goes down, where do we double down on some of our  
17 funding. So for the next six months, this board will hear  
18 a lot of that. And then for the next several meetings, we  
19 will focus on sustainability.

20 So today, what you will hear we will start some  
21 of these discussions. To live into our main strategic  
22 plan, we need to make sure that we are sustainable and we  
23 are not creating fiscal cliffs. So today you'll hear some  
24 of our thinking for sustainability. First and foremost,  
25 JR Nino will present an overview of our building, looking

1 at internal assets and opportunities for sustainability  
2 there.

3 And you will hear from our home visiting director  
4 on an overview of home visiting and looking at long-term  
5 planning with the theme of sustainability, with the theme  
6 of how do we work in partnership together to make sure  
7 that we're making these strategy decisions about funding  
8 and making sure that we're keeping equity centered in that  
9 work.

10 And lastly, Chair, we want to share our team  
11 members, First 5 LA really wanted to connect with the  
12 board; so we allotted some time at the end of the meeting.  
13 If any of you have time to stay just a little bit longer,  
14 our team is here and would really love to connect.

15 So thank you, Chair. Thank you, board members.  
16 And I will turn it back to you.

17 SUPERVISOR MITCHELL: Thank you.

18 For those who are able to stay for the board --  
19 the end-of-year board meeting -- it was so delightful to  
20 host us outside, to be able to share time with each other  
21 and the team; so I look forward to sharing some time today  
22 as we talk about 2024 and what that looks like for all of  
23 us. So thank you very much.

24 Any questions or comments on the -- on Karla's  
25 report?

1           Okay. Beautiful. Seeing none, thank you for  
2 that. I know about Ruby Bridges. I'll bring you the tape  
3 that I got --

4           MS. PLEITEZ HOWELL: I will take it. My daughter  
5 has been asking for Ruby Bridges's address to write a  
6 letter; so --

7           SUPERVISOR MITCHELL: Okay. So Ruby Bridges,  
8 when she wrote her book maybe 20 years ago now, she came  
9 to a Crystal Stairs all-staff and was our keynote speaker;  
10 so I had a chance to meet her. So I'm going to find  
11 pictures from that. And I don't remember if she lives  
12 locally or not. But we're going to find that for your  
13 seven-year-old.

14           COMMISSIONER TILTON DURFEE: She was just on  
15 Steven Colbert. She's still traveling and speaking.

16           SUPERVISOR MITCHELL: Yeah. But I feel like she  
17 lived in LA when we brought her to the Crystal Stairs  
18 all-staff.

19           Thank you very much.

20           Moving on to Agenda Item Number 9, where we're  
21 going to waive Governance Guideline Number 1 to amend the  
22 strategic partnership with Child Care Alliance of  
23 Los Angeles for \$131,500 for a total of \$822,392 through  
24 June 30th, 2024, and authorize First 5 LA staff to  
25 complete the contract amendment. This is a written-only

1 item, but staff will be providing some brief comments on  
2 this item before we actually take action.

3 MR. WAGNER: Thank you, Madam Chair.

4 SUPERVISOR MITCHELL: Thank you.

5 MR. WAGNER: My name is John Wagner.

6 Congratulations, on your reelection, and all the  
7 other officers of the board.

8 In order to address Item 9, I wanted to make some  
9 brief contextual remarks. And as you mentioned, Madam  
10 Chair, in the board materials, there was a board memo.  
11 And staff is recommending waiving one of our governance  
12 guidelines by taking action in this meeting at the same  
13 time we're presenting an item. Given the fact that we do  
14 have a fair number of newer board members, we wanted to  
15 provide a little bit of context for this.

16 So our governance guidelines were established  
17 drawn from best practice, and it's on how to support a  
18 board and conduct business in public sessions. And in an  
19 effort to enhance transparency and promote consistency in  
20 how we bring business before the board for action. Also  
21 ways in which we can increase accountability given our  
22 declining revenues as folks are aware of.

23 These governance guidelines were adopted by the  
24 board in 2014. And a copy of these guidelines are  
25 included in your board materials for your reference. And



1 really, it adopts ten practices. In adopting the  
2 guidelines, the board also said we recognize there are  
3 unusual and in some cases emergency situations where we  
4 want to waive these guidelines so that the board can  
5 continue to be nimble and responsive to the needs of the  
6 organization, and we can waive them with seven of nine  
7 votes.

8 Today for Item 9 on the agenda, we seek to waive  
9 the practice of ensuring that we are not asking for action  
10 in the same meeting we're presenting an item; so we're  
11 asking you to waive that principle, that governance  
12 guideline.

13 As the Chair mentioned, Item 9 would amend our  
14 existing strategic partnership with Child Care Alliance of  
15 LA in the amount of \$131,500. Your waiving of this  
16 guideline would allow us to take action and the rationale  
17 for that and the reason staff is recommending that is  
18 because we're under a tight time constraint in order to do  
19 this work and spend these dollars by June of 2024.

20 So with that context -- and these dollars are  
21 being used as you see in your board materials to support  
22 the Dual Language Learner Campaign that was initiated last  
23 year and can be expanded with these additional resources.

24 So with that, I'll turn it back to the chair.  
25 And if there are any questions, staff are available to

1 answer questions.

2 SUPERVISOR MITCHELL: Thank you. And just as I  
3 understand, it really is what I would consider, like, a  
4 procedural vote to allow us to waive our own policy and  
5 take action in the same meeting where we're hearing about  
6 it?

7 MR. WAGNER: That's right and the higher vote  
8 number of seven out of nine.

9 SUPERVISOR MITCHELL: Got it.

10 Is there any questions from commissioners?

11 Let's open it up for public comment.

12 MS. VO: There are no public -- confirming there  
13 are no public comments on this item.

14 SUPERVISOR MITCHELL: And we're going to take a  
15 vote on it now?

16 MS. VO: Yes. If we can get a motion first.

17 SUPERVISOR MITCHELL: Perfect. I'll entertain a  
18 motion in accordance with what's being asked of us in Item  
19 Number 9.

20 COMMISSIONER BYRD: Move to waive Governance  
21 Guideline Number 1.

22 SUPERVISOR MITCHELL: Thank you. And motion is  
23 and a second. Please, call the roll.

24 MS. VO: Robert Byrd?

25 COMMISSIONER BYRD: Yes.

1 MS. VO: Alma Cortes?  
2 COMMISSIONER CORTES: Yes.  
3 MS. VO: Barbara Ferrer?  
4 COMMISSIONER FERRER: Yes.  
5 MS. VO: Astrid Heger?  
6 COMMISSIONER HEGER: Yes.  
7 MS. VO: Abigail Marquez?  
8 COMMISSIONER MARQUEZ: Yes.  
9 MS. VO: Summer McBride?  
10 COMMISSIONER McBRIDE: Yes.  
11 MS. VO: Maricela Ramirez?  
12 COMMISSIONER RAMIREZ: Yes.  
13 MS. VO: Carol Sigala?  
14 COMMISSIONER SIGALA: Yes.  
15 MS. VO: And Holly Mitchell?  
16 SUPERVISOR MITCHELL: Yes.  
17 MS. VO: We have nine out of the nine votes.

18 Motion is passed.

19 SUPERVISOR MITCHELL: And appreciate that.

20 Moving on to Agenda Item Number 10.

21 ATTORNEY YOUNG: I'm sorry. Chair, since that  
22 was just a motion to waive the governance guidelines.

23 SUPERVISOR MITCHELL: Now we actually have to  
24 take the vote --

25 ATTORNEY YOUNG: Right.

1 SUPERVISOR MITCHELL: -- on the other --

2 ATTORNEY YOUNG: There are two other  
3 recommendations by staff, which is to amend the strategic  
4 partnership and to authorize First 5 LA's staff to execute  
5 that amendment.

6 SUPERVISOR MITCHELL: I will move that we will  
7 amend the strategic partnership. And I'll hear a second?

8 COMMISSIONER BYRD: Second.

9 SUPERVISOR MITCHELL: And can we --

10 ATTORNEY YOUNG: And if you like, you can combine  
11 the two.

12 SUPERVISOR MITCHELL: Oh, great.

13 So I amend my motion. I will now move that we  
14 amend the strategic partnership and we adjust the amount  
15 to a total of \$822,392.

16 I'll entertain a second.

17 COMMISSIONER BYRD: Second.

18 SUPERVISOR MITCHELL: Thank you.

19 Please call the roll.

20 MS. VO: Robert Byrd?

21 COMMISSIONER BYRD: Yes.

22 MS. VO: Alma Cortes?

23 COMMISSIONER CORTES: Yes.

24 MS. VO: Barbara Ferrer?

25 COMMISSIONER FERRER: Yes.

1 MS. VO: Astrid Heger?

2 COMMISSIONER HEGER: Yes.

3 MS. VO: Abigail Marquez?

4 COMMISSIONER MARQUEZ: Yes.

5 MS. VO: Summer McBride?

6 COMMISSIONER McBRIDE: Yes.

7 MS. VO: Maricela Ramirez?

8 COMMISSIONER RAMIREZ: Yes.

9 MS. VO: Carol Sigala?

10 COMMISSIONER SIGALA: Yes.

11 MS. VO: And Holly Mitchell?

12 SUPERVISOR MITCHELL: Yes.

13 MS. VO: Motion is passed.

14 SUPERVISOR MITCHELL: Sorry, Commissioners, if I  
15 confused matters, and then I rolled right on. Forgive me.  
16 I'm rusty. The rust is off now.

17 Agenda item Number 10, which is another action  
18 item. It's our mid-year budget update. We're going to  
19 share the fiscal year '23-'24 mid-year revised budget memo  
20 as information to receive and file, and the fiscal year  
21 '23-'24 budget calendar.

22 So this is a written-only item. The staff will  
23 be providing some brief high-level comments before we take  
24 action.

25 Hello.

1 MR. NINO: Good afternoon, Commissioners. Thank  
2 you, Supervisor Mitchell.

3 Welcome to the board meeting today. I, along  
4 with my colleagues, are going to cover, actually, two  
5 agenda items which Supervisor Mitchell talked about as  
6 well as the next agenda item which is our building and  
7 capital improvement update.

8 So the first one, I'm here joined by my  
9 colleagues Raoul Ortega, Director of Finance, and Daisy  
10 Lopez, Manager of Financial Planning Analysis. And  
11 they'll cover the midyear adjustment to our current fiscal  
12 year.

13 So if you recall from the last board meeting,  
14 this was part of the streamlining process by the board  
15 last November who requested a memo for the midyear  
16 adjustments. So my colleagues here will provide a voice  
17 over for this; so I'll turn it over to them.

18 MS. LOPEZ: Thank you, JR. Good afternoon,  
19 Commissioners, staff, and guests.

20 So in this item, we're sharing an update for the  
21 fiscal year '23-'24 budget remainder memo as a document to  
22 receive and file.

23 To provide new board members with some context,  
24 the midyear budget adjustment process is an opportunity  
25 for the organization to adjust and align the current year

1 budge to revise actual anticipated costs for the year. So  
2 this year's midyear revised budget reflects an upward  
3 judgment of \$2 million or approximately 2 percent in  
4 anticipated expenditures from 99.1 million to 101.1  
5 million. The adjustment is a result of the anticipated  
6 receipt of \$2 million in funding from the Los Angeles  
7 County Office of Education, or LACOE, and corresponding  
8 costs in support of the Dual Language Learner  
9 Communications Campaign whose intent is to widely  
10 disseminate key messages about benefits of bilingualism.  
11 And this is related to the item that we just heard from  
12 John Wagner.

13 In addition to the \$2 million net adjustment,  
14 there were a handful of other costs and mutual adjustments  
15 of the budget to redirect funds from one area of projected  
16 lower than anticipated spending to another area of greater  
17 need. More information is included in the memo and  
18 supplemental attachments for 10A.

19 Historically, we have presented midyear changes  
20 to the budget in greater detail through information and  
21 action touchpoints with the board. However, in November  
22 2023, the board approved the streamline lighter-touch  
23 approach for midyear adjustments given that the midyear  
24 adjustments over the past four years have yielded a less  
25 than net 3 percent net change to the total budget but have

1 still demanded substantial board and staff engagement.

2 That being said, we are submitting Item  
3 10A, revisions to the fiscal year '23-'24 budget as an  
4 item for the board to receive and file. And just to note  
5 these revisions have been presented and reviewed in  
6 greater detail with our Executive Director.

7 And just very quickly, I would like to callout  
8 that included in today's materials is a budget calendar,  
9 and that's Item 10B, which summarizes the various key  
10 board and internal engagements throughout the fiscal year  
11 '24-'25 budget development process which will culminate in  
12 June when the '24-'25 budget is presented to the board for  
13 approval.

14 Back to you, Madam Chair.

15 SUPERVISOR MITCHELL: Thank you very much. Now,  
16 I heard you say receive and file; so are we taking a vote  
17 on this? Or we're just going to receive and file it?

18 MS. VO: Confirming that we're just going to  
19 receive and file. No action is required on this  
20 particular item.

21 SUPERVISOR MITCHELL: Since no action is  
22 required, do we still need public comment?

23 MS. VO: Yes, we do.

24 SUPERVISOR MITCHELL: All right. Let's have  
25 public comment if there are no comments or questions from



1 commissioners. Let's go on to public comment on Agenda  
2 Item 10.

3 MS. VO: Confirming there are no public comments  
4 on Agenda Item 10.

5 SUPERVISOR MITCHELL: Thank you.

6 We'll hear from JR who will give us the update  
7 for Phase 2 in Agenda Item 11, Building and Capital  
8 Improvement Project update.

9 MR. NINO: Thank you, Commissioners. And thank  
10 you, Raoul and Daisy.

11 Okay. Commissioners, next I'll cover the  
12 Building and Capital Improvement Project, what we refer to  
13 as the CIP; so I'm going to be referring to CIP which  
14 stands for Capital Improvement Project for this. It is  
15 work that we're pursuing this year.

16 Before I talk about the building, one thing I do  
17 want to showcase here is our sustainability framework.  
18 And for the new commissioners here, as well as a refresher  
19 for the commissioners that have been here, the  
20 sustainability framework was put together last November --  
21 excuse me. Last September for the board, and it was meant  
22 to first define what is sustainability, which we defined  
23 as ensuring First 5 LA can achieve long-lasting impact  
24 stability for our mission. And also cover these two areas  
25 of the framework I'll walk through today.

1           So I'll actually start to the right where it  
2 talks about the alternative revenue strategies here.

3           So these are strategies that will help with our  
4 sustainability efforts. Some are a little bit more  
5 self-explanatory than others. Others I'll explain or add  
6 more color to them.

7           Policy advocacy, this is advocating where we can  
8 obtain more funding through work through our advocacy for  
9 our policies. This area called business model, this is an  
10 area perhaps we can look into in terms of being a fiscal  
11 intermediary, where we can cover our administrative costs  
12 should we be in a position of being a fiscal intermediary.  
13 And there's the other piece here about being a collective  
14 impact as a strategy, or partnering with other  
15 organizations to pull funding.

16           Karla mentioned earlier about the presentations  
17 that we'll hear later, health home visiting is going to be  
18 an example of this collective impact. So that is one side  
19 of the framework.

20           On the left side, it's all about maximizing First  
21 5 LA assets. As Karla mentioned in here, one of our  
22 assets is our building, here. So that's where, under the  
23 operations side, it talks about our building as well as  
24 other assets such as our staff capabilities, technology,  
25 and just being cost efficient.

1           To the right is some investment strategy, still  
2 in conceptual phase at this point. But it talks about how  
3 we can develop an approach for return on investment  
4 against our programmatic investments on this.

5           So the key take-away with this particular slide  
6 is it is maximizing our assets in terms of our building;  
7 so it's in line with the sustainability framework.

8           To give you a little bit of history about our  
9 building, back in 2017, there was a capital improvement  
10 project fund that was set up. It was in the neighborhood  
11 of \$7 million. In 2018 it was actually part of our  
12 long-term plan for this. And subsequently in 2020, the  
13 Executive Committee embarked on a phrased approach where  
14 we have a CIP Phase I and CIP Phase II for this.

15           And more recently, the board has emphasized  
16 through a variety of interactions with the board how  
17 important to use our space for the community for that.

18           Okay. CIP Phase I, just to give you a highlight  
19 about what that covered here. As you can read there, a  
20 lot of it was around building entry pieces in there. And  
21 that kind of tied into the pandemic that happened back in  
22 2020 for that. But as you can see, there are larger  
23 infrastructures of HVAC, roofing, solar panels, IT network  
24 upgrades. The whole point of this is for long-term  
25 sustainability for this.

1           The key thing to maybe keep it simple in terms of  
2 what Phase I covered, staff usually refers to this as  
3 behind-the-walls type of improvements or on-the-roof. So  
4 as you can see, these are more larger infrastructure  
5 pieces and equipment. That was part of Phase I which was  
6 completed in 2022.

7           Part of the initial part of CIP Phase II -- CIP  
8 Phase II was more -- as I mentioned earlier, CIP Phase I  
9 was behind walls or on the roof. CIP Phase II will focus  
10 on the interior as well as portions of the exterior.

11           So back in July 2023, last year, we did complete  
12 an initial part of the CIP Phase II. We called it a  
13 building refresh that coincided with our staff returning  
14 to the office full-time for this under new hybrid work  
15 policy. So you can see for some of the commissioners  
16 who've been here for a while some improvements around  
17 maybe the first floor painting as well as some cube  
18 reconfigurations throughout the building and patio  
19 furniture.

20           So what's remaining for CIP Phase II? As you can  
21 see, these are high level requirements for the remaining  
22 funds that we have, which is 2.2 out of that approximately  
23 7 million in there. The high-level requirements for this  
24 is around staff productivity, as I mentioned, also  
25 community space. And again I want to reemphasize that

1 only upgrades for long-term sustainability with the  
2 investments again in our HVAC, solar panels, and  
3 everything that you saw in the previous slide.

4 So where do we go from here? Internal staff did  
5 get together to determine what will be these requirements  
6 at a more detailed level, given the title requirements,  
7 and obtained estimates from -- for this work. So the  
8 whole point of that is essentially trying to see what we  
9 can do with the funds that we have for this.

10 So although the scope phase for Phase II is still  
11 under development, these are various areas that we think  
12 will be part of that scope which includes renovation of  
13 the former tenant space for community use -- when I mean  
14 tenant space, we did have a childcare tenant on the first  
15 floor. Playground removal, where we can convert that to a  
16 patio for our staff as well as a tenant for those. And  
17 kitchen upgrades and painting throughout, as well as  
18 furniture for those.

19 So these are all pieces, based on the high-level  
20 requirements that we think will be part of the Phase II.  
21 Again, reemphasizing that Phase II is our internal space  
22 as well as portions of the first floor.

23 So how are we going to approach this Phase II?  
24 As staff has given estimates and put together some more  
25 detailed requirements around this, a lot of the scope

1 varies in complexity. All right? So what we're noticing  
2 that the more complex works will require some level of  
3 procuring contractors, leveraging expertise for completing  
4 designs, getting permits, and, quite honestly, managing  
5 the work for that. So we know that's got to be a part  
6 where there's a good heavy lift for that, where we're  
7 going to depend on expertise from outside contractors for  
8 that.

9 On the other side, very similar to our building  
10 refresh that you saw in the previous slide, there's less  
11 complex work where we would still procure and select  
12 contracts, but perhaps manage it with our own internal  
13 staff. For example, the paint team perhaps purchasing  
14 furniture for that.

15 So we did want to try to approach this work and  
16 with these two areas going simultaneously. So work with  
17 contractors so we can do some of the stuff -- or manage  
18 some of the stuff ourselves, and then the other side where  
19 we're leveraging outside expertise, helping us with the  
20 design, as you can imagine more time for that to help us  
21 put forth more complex work around our CIP Phase II for  
22 that.

23 So this is our latest thinking for the work that  
24 we want to approach for this year. But, again, it is in  
25 line with our sustainability framework because our

1 building is our asset as well as our staff capabilities  
2 our assets. And this will help complement their  
3 productivity for that.

4 So in terms of next steps, as I mentioned, we do  
5 want to get down deeper with the finalized scope for the  
6 Phase II, complete the procurement for the contractors,  
7 and we will provide periodic updates for the board as we  
8 get deeper into this work here.

9 So I will take questions if there are any.

10 SUPERVISOR MITCHELL: Thank you very much.

11 Any questions from commissioners?

12 I have a quick question. Do we have any general  
13 idea of the value of this amazing asset?

14 MR. NINO: Yes, Commissioner. I think -- these  
15 numbers are dated. I think they're around a couple years  
16 old of this building being worth about \$20 million plus.

17 SUPERVISOR MITCHELL: Okay. Just curious,  
18 because First 5 owns it outright?

19 MS. PLEITEZ HOWELL: Right.

20 MR. NINO: That's correct.

21 SUPERVISOR MITCHELL: Fabulous. And there are  
22 other counties -- do we know -- First 5 commissions that  
23 own their building?

24 MR. ORTEGA: There are.

25 SUPERVISOR MITCHELL: There are. Okay. I was

1 just curious.

2 Any other questions from commissioners?

3 We're not taking action. Do we need to open it  
4 up for public comment?

5 MS. VO: Yes, we do need to take public comments,  
6 and confirming there aren't any.

7 SUPERVISOR MITCHELL: Thank you very much for the  
8 update.

9 We're a little ahead of our agenda, but we're  
10 still going to take our break as represented in the  
11 agenda, ten minutes. So we'll be back at 2:25.

12 (A brief break.)

13 SUPERVISOR MITCHELL: All right. The hour of  
14 2:27 having arrived, I'll ask that we reconvene.

15 MS. VO: Madam Chair, while we wait, I do want to  
16 confirm that we have quorum.

17 SUPERVISOR MITCHELL: Ms. Vo, you read my mind.  
18 I was just trying to get my mike turned on. We've  
19 returned from our break.

20 Moving on to Agenda Item 13. It's a written-only  
21 item, and I'll hand it over to staff to provide an  
22 overview on First 5 LA receiving funds from LACOE.

23 COMMISSIONER RAMIREZ: Excuse me, Chair Mitchell?

24 SUPERVISOR MITCHELL: Yes?

25 COMMISSIONER RAMIREZ: I'm recusing myself. Me,



1 Commissioner Ramirez.

2 SUPERVISOR MITCHELL: Oh, got it. Sorry. I was,  
3 like, I hear my name, but --

4 COMMISSIONER RAMIREZ: I am recusing myself from  
5 this matter pursuant to Government Code Sections 1091.3  
6 and 1091(b)13.

7 SUPERVISOR MITCHELL: Thank you, Commissioner  
8 Ramirez.

9 Does she have to leave the room?

10 MS. PLEITEZ HOWELL: Yes.

11 SUPERVISOR MITCHELL: For the approval? Okay.  
12 We'll give you a moment to leave the room. And I'll come  
13 get you. Thank you.

14 All right, staff. We're ready to hear your  
15 presentation.

16 MR. WAGNER: Thank you, Madam Chair.

17 I'm going to connect a couple dots across some  
18 presentations. So we are about to enter Item 13, which is  
19 to authorize First 5 LA to receive funds from LACOE. For  
20 context, I just want to connect to the presentation we  
21 just heard from JR and finance team around our  
22 sustainability framework. And this is an example where  
23 First 5 LA is actually receiving resources, receiving  
24 funds from a County partner that is allowing us to  
25 continue our work.

1           Similar to the item -- Item 9 on the agenda, this  
2 item allows us to bring in those resources into First 5  
3 LA. And in order for us to do that, we need a board  
4 resolution. First 5 LA's policy is that we need board  
5 approval to receive funding from an outside entity.

6           These resources will reimburse First 5 LA  
7 personal funding for our report on the status of Early  
8 Care and Education and specifically the workforce here in  
9 Los Angeles County. As some commissioners may recall, we  
10 did a presentation last year. We were joined by  
11 University of California Berkeley, the Center for the  
12 Study of Childcare Employment. We've partnered with them  
13 to fund this study. And because of these resources and  
14 those of First 5 LA, we were able to dig into and get much  
15 greater detail on the status of childcare employment here  
16 in Los Angeles.

17           Included in the board materials is resolution  
18 2014/01 which will come back to you for action at the  
19 March board meeting. So this is just an informational  
20 item. The resolution will come back in March, and you'll  
21 consider it at that time.

22           Finally, I'll also highlight the next item on the  
23 agenda. Item 14 will also touch on our sustainability  
24 work in the area of home visitation. So just connecting  
25 dots across a couple of ends on the agenda, and we'll turn

1 it back over to the Chair.

2 SUPERVISOR MITCHELL: Thank you. That's very  
3 helpful. We appreciate that.

4 Any questions? Dr. Ferrer.

5 COMMISSIONER FERRER: Yes.

6 John, that was so helpful. I'm just wondering,  
7 how is that being coordinated with the Early Care and  
8 Education folks?

9 MR. WAGNER: So actually, is Ofelia -- or Jaime?  
10 Our expert. I want to make sure you get the answer from  
11 the expert.

12 COMMISSIONER FERRER: Because I know they're  
13 doing a lot of work on the workforce. So I just want to  
14 make sure we're being very synergistic and complementary  
15 on this work.

16 MS. KALENIK: Yeah. We see this definitely as  
17 something we want to share far and wide. We've actually  
18 shared it with the Office of Advancement to Early Care and  
19 Education to be an input for the Infant/Toddler blueprint  
20 especially and work around universal preK. So they have  
21 that as sort of an input material.

22 We're hoping earlier this year to get together  
23 with LACOE and OACE to figure out how else we want to  
24 share this. I think there might be some events coming up  
25 later in the year where it can be part of the discussions.

1 So it's something we're trying to be really intentional  
2 about. Making sure that, sort of, any strategies that we  
3 have are going to be data driven.

4 We were also able to have Anna Powell from the  
5 Center that's studying Child Care employment present at  
6 the local planning committee so that we have that data as  
7 well. And at all the tables we can.

8 COMMISSIONER FERRER: Yeah. That sounds great.  
9 I just know the office has other data. So I guess what  
10 I'm encouraging us to get a really full picture with the  
11 data we have and the data others have been collecting.  
12 And, you know, they have two advisory groups that are made  
13 up of providers and families. So I just want to make sure  
14 this data is going to be powerful, and the work is going  
15 to be really important. It's like an area where I think  
16 everyone needs to be digging in more, and really  
17 understanding what that -- what the workforce needs are.  
18 So I commend you guys for doing it. I just want to make  
19 sure it's complementing other efforts around the  
20 workforce.

21 MS. KALENIK: Yeah, and if there are other places  
22 you see that we can be useful, we'd love to hear that from  
23 commissioners.

24 COMMISSIONER FERRER: That sounds great.

25 SUPERVISOR MITCHELL: Any other questions from

1 commission members?

2 Seeing none, let's open up for public comments.

3 MS. VO: Confirming there are no public comments  
4 on this item.

5 SUPERVISOR MITCHELL: Thank you. This was for  
6 informational purposes.

7 Moving on to the -- John referenced the -- Agenda  
8 Item 14, our home visiting sustainability and strategic  
9 reduction approach.

10 MS. CAREAGA: Thank you. So good afternoon,  
11 Commissioners, staff, and guests. I'm happy to present an  
12 update today on our home visiting sustainability and  
13 strategic reduction approaches. As soon as the clicker  
14 works.

15 Until they figure that out, today's presentation  
16 goals are to provide an overview of home visiting in LA  
17 County, particularly First 5 LA's role in investment  
18 followed with an overview of the planning on regarding  
19 sustainability and strategic reduction processes, given  
20 declining revenue and the long-term financial plan.

21 So we'll have time at the end for questions and  
22 discussion. So our goals are there. So before, I would  
23 -- first I would like to ground us in the provision and  
24 current scope of home visiting in LA County.

25 So there has been extensive cross partners in the

1 last eight years to strengthen the built home visiting  
2 system in LA county. The division on this slide was  
3 developed in partnership with County departments and other  
4 key partners in 2018.

5 The Department of Public Health, DPH, has taken  
6 the lead role in County-wide home visiting efforts. DPH  
7 helps to administer multiple local, state and federal home  
8 visiting funds and oversees system-wide collaboration  
9 efforts. First 5 LA works closely and includes  
10 partnerships with DPH and other key County partners  
11 starting with a series of board functions in 2016 and  
12 through DPH's expansion of home visiting services that  
13 started in 2018 to the present.

14 So this partnership extends from the  
15 implementation to the leadership levels. To the  
16 implementation levels with DPH, First 5 LA, and our  
17 oversight entity SAC meet regularly to coordinate the nuts  
18 and bolts of the implementation across the network of  
19 program models. And at the leadership level, there's an  
20 established structure called the Collaborative Leadership  
21 Council and the Home Visiting Consortium which together  
22 coordinate and leverage efforts to elevate critical issues  
23 across system partners including data to inform any  
24 efforts.

25 So this slide gives an overview of the home

1 visiting landscape in LA County for this current fiscal  
2 year. As you can see it's a County-wide investment of \$96  
3 million. It spans six program models, nine funding  
4 sources, five which are administered by DPH. First 5 LA  
5 used to be the largest funder, but due to successful  
6 advocacy efforts and increased State funding for home  
7 visiting, that honor now goes to DPH.

8 So as you can see, DPH manages the largest  
9 portion of funding services at 49 percent of the total.  
10 And in 2018, First 5 LA's funding more than half of all  
11 the services. This was reduced to 39 percent in fiscal  
12 year '21-'22 and is now at 33 percent. So despite this,  
13 First 5 LA's home visiting investment remains our largest  
14 direct service -- direct service investment and represents  
15 33 percent of the overall agency budget and 56 percent of  
16 the programmatic budget.

17 So given that view of the landscape, I'd like to  
18 dive into First 5 LA's home visiting investment. So  
19 first, why focus on home visiting? It is a successful in  
20 improving prevention strategy with positive results across  
21 multiple domains -- infant and child development, maternal  
22 health, mental health, school readiness, prevention of  
23 child abuse, and neglect, to name a few. Home visiting  
24 services may look different across program models, but  
25 they all offer voluntary prenatal and/or postpartum

1 support with a trained designated professional, typically  
2 either a nurse, social worker, or early childhood  
3 specialist that provides guidance through the early stages  
4 of raising a family.

5 Home visiting also serves as an important  
6 connection to families in a unique setting: The family's  
7 home. This is a place where other professionals cannot  
8 go. And helps the development of a trusting relationship  
9 that helps home visitors really identify any needs and  
10 provide navigation support to needed services and  
11 resources in ways that other professionals cannot.

12 So home visiting continues to serve as an  
13 important investment to First 5 LA. And supports the  
14 goals of the 2024-2029 strategic plan listed on the slide.  
15 You can see how home visiting plays a role in each of  
16 those goals from connecting families to necessary services  
17 such as basic needs to supporting nurturing relationships  
18 and a solid foundation to wellbeing and learning.

19 So in its early years, First 5 LA invested in  
20 various home visiting grants, but really began a network  
21 approach in 2009. So this slide indicates the expansion  
22 of this network from one Welcome Baby pilot site in 2009  
23 to three program models, starting with the universal  
24 program of Welcome Baby. Welcome Baby's currently  
25 available to all families in participating hospitals and



1 includes a hospital-based risk assessment to identify  
2 family needs and triage families to the right program for  
3 their level of needs, whether that is Welcome Baby as a  
4 light-touch program or the more intensive Healthy Families  
5 America and Parents as Teachers.

6 Infrastructure support has also been a key role  
7 for First 5 LA and is critical for a high-quality system.  
8 So First 5 funds an oversight entity led by Los Angeles  
9 Best Babies Network which provides training, technical  
10 assistance, and database support as well as funding for  
11 the Stronger Families database.

12 Both of these support providers across program  
13 models and funding streams of the County. Additionally,  
14 first 5 LA funds the Home Visiting Consortium which  
15 represents over 60 organizations that support, deliver, or  
16 advocate for high quality home visiting services.

17 And I will say this is my favorite slide because  
18 that is my daughter at six months. She is adorable.  
19 She's now a teenager and almost as old as the investment.  
20 I still use her picture.

21 So I'm going to be highlighting just a few  
22 achievements of the First 5 LA home visiting services. So  
23 this represents just a snapshot of some of these  
24 accomplishments. So in this last fiscal year, we enrolled  
25 over 15,000 families in Welcome Baby. This represents

1 about 15 percent of all County births and over 800 HFA and  
2 PAT. There were also over 15,000 successful referrals  
3 made. And as you can see, the top needs identified were  
4 charitable services, lactation support, parent support  
5 groups, and food needs, and all of this demonstrates that  
6 basic needs remain a family priority.

7 In this snapshot, you can see achievements in two  
8 different domains. The first is in developmental  
9 screenings. California has a rate of 28 percent for  
10 children receiving at least one developmental screening  
11 while our HFA and PAT programs achieved 85 percent and  
12 Welcome Baby 99 percent.

13 Another domain is the safe sleeping in terms of  
14 the education provided and the practices of families. The  
15 County rate for the baby sleeping on their back is 82  
16 percent, compared to 93 percent for HFA and PAT, and 98  
17 percent for Welcome Baby.

18 And finally, here are two measures known as HEDIS  
19 measures. These are important and used as benchmark data  
20 by managed care plans and we most must meet these  
21 benchmark data points.

22 Information from our home visiting programs  
23 consistently show that our programs outperform both  
24 Medi-Cal and commercial health insurance plan rates in the  
25 receipt of well child visits and maternal postpartum care.

1           So as I mentioned, there's been a number of Board  
2 of Supervisor motions, and these motions are directed to  
3 the Department of Public Health, Health Services, Mental  
4 Health, DCFS, and First 5 LA to bring a more focused  
5 effort to creating a coordinated and broadened approach to  
6 home visiting. And it really kicked off momentum for  
7 collaboration and partnership work at a systems level that  
8 continues to the present.

9           The first board motion in 2016 led to the vision  
10 that I shared in the slide previously as well as an action  
11 plan in 2018, and that action plan has been a blueprint  
12 identifying needs and collaboration efforts between key  
13 entities in the County with the focus on building out an  
14 infrastructure to implement a system-wide approach.

15           And additional board motions in 2019 and 2021  
16 have confirmed and continued this momentum of working in  
17 partnership. These efforts have led to the establishment  
18 of a Collaborative Leadership Council, established in  
19 December of 2019 and chaired by DPH with its purpose  
20 listed on the slide and the Collaborative Leadership  
21 Council working in close collaboration with the Home  
22 Visiting Consortium.

23           So this brings us to our key question of now that  
24 you have the context of home visiting in LA County. Given  
25 the scale of the investment and declining revenue, how

1 will it align to the long-term financial plan?

2           Currently, First 5 LA's home visiting investment  
3 is for direct services; so for the three program models of  
4 Welcome Baby, HFA, and PAT has a budget of about \$32.5  
5 million for this fiscal year.

6           The status quo approach with the same investment  
7 level or the same scale for home visiting is not  
8 sustainable under declining revenue. So as a reminder  
9 back to JR's presentation, the First 5 LA sustainability  
10 framework includes maximizing current investments with a  
11 return on investment approach integrated with either exit  
12 strategies or leveraging of external funding streams as  
13 well as policy.

14           So that brings me to our next section,  
15 sustainability and strategic reductions. And these  
16 approaches and considerations will support the alignment  
17 of this home visiting investment to the long-term  
18 financial plan.

19           So First 5 LA has engaged in extensive  
20 exploration of sustainability strategies to offset and/or  
21 reduce First 5 LA funds in home visiting, while working in  
22 partnership with County partners and others to maintain  
23 the infrastructure and advocate for diversified funding  
24 streams Countywide. So as part of these efforts, in 2021  
25 we leveraged funding from the Heising-Simons Foundation to

1 work with a national consultant, Kay Johnson, to undertake  
2 a fiscal mapping project to identify local, national, and  
3 federal sustainability strategies. We have been working  
4 with those recommendations while maintaining services and  
5 infrastructure while these policy and sustainability  
6 opportunities come to fruition.

7 I will highlight two areas of work. The first is  
8 the Family First Prevention Services Act, or FFPSA, which  
9 aims to enhance support through families and keep children  
10 out of foster care. Both HFA and PAT are eligible models  
11 for FFPSA reimbursement. And with DCFS as the lead, First  
12 5 LA has been deeply involved with County partners in  
13 piloting referral pathways and reimbursement processes as  
14 well as piloting strategies such as motivational  
15 interviewing for Welcome Baby.

16 We also have continued our engagement with  
17 managed care plans, particularly given the many changes  
18 happening in how medical services will be provided. We  
19 continue our partnership and contract with one managed  
20 care plan and our engagement with other plans. As you  
21 know, there are multiple plans in LA. However, we have  
22 not been able to achieve a contract with other plans. We  
23 know plans are managing multiple priorities given the many  
24 changes under Medi-Cal provision, and this has made it  
25 difficult to progress as far as we would have liked.

1           We have launched a community Health Worker pilot,  
2           leveraging First 5 California's home visiting grant funds  
3           to test how to draw down funds from the new community  
4           health worker benefit using the Welcome Baby program.  
5           However, while we have continued all this exploration and  
6           plotting of sustainability, strategies, and  
7           acknowledgement of declining revenue, we have also  
8           undertaken key steps to begin to align the home visiting  
9           investment to the long-term financial plan.

10           So this slide identifies an overview of the  
11           recent strategies to manage the home visiting investment.  
12           This has included the sunseting of five select home  
13           visiting -- what we call our HFA and PAT grantees for  
14           '22-'23. This was done not only to advance alignment to  
15           the long-term financial plan, and specifically due to the  
16           low number of home visitors at these sites and high  
17           administrative costs.

18           And the efforts included close coordination with  
19           DPH and our oversight entity to transition families that  
20           were enrolled as well as train staff to other program  
21           sites. And in fiscal year '23-'24, we implemented Welcome  
22           Baby's right sizing of the staffing structure.

23           So births in LA county have continued to decrease  
24           from 130,000 in 2011 to less than 98,000 in 2020. So this  
25           reduction aligned the Welcome Baby staffing structure to

1 the current birthrate in those participating hospital.

2 And also, since Centinela Hospital did close its  
3 own labor and delivery unit this year, which closed the  
4 Welcome Baby program there, reducing the number of  
5 participating hospitals to 12. We did shift some of that  
6 staff and families to other local hospitals.

7 We have also had revenue coming in to offset home  
8 visiting expenditures; so we have had a contract, as I  
9 mentioned, with Promise Health since 2021. And we do  
10 receive prompt support from the Department of Mental  
11 Health through the prevention and early intervention funds  
12 at the cost of 13 million across three years, starting in  
13 2023.

14 In so terms of short-term planning, for the next  
15 few months, staff is analyzing options for the upcoming  
16 '24-'25 programmatic budget to continue to identify  
17 implement strategic reductions. As an example of one  
18 strategy already shared with grantees, we will be  
19 implementing an individualized capped contract amount for  
20 each grantee. This means staff are building up current  
21 budget amounts to calculate capped amounts that grantees  
22 can then budget up to for the following year.

23 Other strategies being assessed include  
24 additional Welcome Baby right-sizing, staffing structure,  
25 freezing vacant positions, and ongoing assessment of site

1 performance. Despite these changes, we do not foresee any  
2 significant reductions to home visiting services in LA  
3 County for the upcoming fiscal year. And final  
4 assessments of all these potential strategies will inform  
5 the development of the '24-'25 home visiting programmatic  
6 budget and any anticipated reductions.

7 In the long term, staff is going to be working  
8 this year to develop a plan to align the scale of the home  
9 visiting investment to the long-term financial plan,  
10 taking into account potential sustainability strategies  
11 that may offset home visiting funds.

12 So there are multiple efforts across the County  
13 to maximize funding opportunities and the system  
14 infrastructure needed to effectively manage diversified  
15 funding streams.

16 For example, DPH secured funding from the Hilton  
17 foundation to build a centralized billing system, which is  
18 critical to claim and build accurately when there are  
19 diversified funding streams.

20 First 5 LA has also leveraged the First 5  
21 California Home Visiting Grant to partner with DPH to  
22 build a data link which will combine aggregate data from  
23 across four program models and three databases and diverse  
24 funding streams into one database. And this will be  
25 transitioned to DPH's oversight upon completion, and will



1 allow for dashboards to better inform County-wide  
2 prevention and planning efforts.

3 As part of the new strategic plan, staff have  
4 also identified that the First 5 LA investment into direct  
5 services will be capped as a percentage of the Prop 10  
6 revenue. This will help guide internal thinking and  
7 alignment to the long-term financial plan. And in the  
8 long term, any additional home visiting expenditures  
9 beyond this cap will have to be offset by external funds.

10 So as staff explore options to achieve alignment,  
11 we're taking into account multiple considerations, some of  
12 which are listed on the slide. So what are the available  
13 sustainability opportunities for each program model? When  
14 will they come to fruition? How are other partners  
15 including the County involved in those sustainability  
16 opportunities? How is the infrastructure to support  
17 quality services being maintained in coordination with  
18 others? What is the geographic impact and availability of  
19 services Countywide, if there are changes, and how are  
20 sites performing?

21 So these are all key questions that will inform  
22 long-term planning in partnership with DPH and others.

23 So finally, I wanted to call out a few  
24 considerations regarding sustainability strategies. The  
25 success of some of these strategies are still pending

1 decisions by external entities including the State. so,  
2 as an example, we have yet to hear details on some of the  
3 reimbursement rates. This information will impact all LA  
4 County home visiting services, including First 5 LA.

5 So to call out some different examples, we know  
6 the Mental Health Services Act is on the ballot, and if  
7 passed, will influence how the Department of Mental Health  
8 distributes funding. If this act goes into effect in  
9 '25-'26, it will impact funding being used by First 5 LA  
10 to offset home visiting. And so additional alternatives  
11 are being explored.

12 SUPERVISOR MITCHELL: When you say impact, you  
13 mean negatively impact?

14 MS. CAREAGA: Well, we're still exploring.

15 SUPERVISOR MITCHELL: Okay.

16 MS. CAREAGA: It may affect some of the offset  
17 that First 5 LA are using -- some of those funds to offset  
18 our own expenditures.

19 SUPERVISOR MITCHELL: Okay.

20 MS. CAREAGA: There are also many changes in the  
21 provision of Medicare services; so First 5 LA continues to  
22 explore that Community Health Worker benefit, including  
23 that pilot effort I mentioned. However, the many changes  
24 in the provision of Medi-Cal services has managed care  
25 plans working with multiple priorities, which has affected

1 the ability to advance our engagement with the plans. We  
2 continue that engagement and continue to explore other  
3 opportunities given those changes, including CalAIM.

4 And finally, we are still pending information  
5 from the State for FFPSA in motivational interviewing  
6 rates. We do know that FFPSA will be reimbursed to 50  
7 percent match. That would give us a maximum level of  
8 which First 5 LA could be reimbursed.

9 However, without that exact reimbursement rate,  
10 it's not yet possible to estimate the external funding or  
11 offsets. So we're waiting for that type of information.  
12 So the answers to these questions will really inform the  
13 level of offset and leveraging that can be achieved  
14 County-wide for First 5 LA.

15 So with that, you can see there are many efforts  
16 underway, both in the short and the long term to plan  
17 around possible sustainability opportunities, and to align  
18 the First 5 LA home visiting investment to our long-term  
19 financial plan.

20 So at this time, I wanted to open it up to  
21 questions and discussion. We have two questions here.  
22 What you may want to know about the strategic reduction  
23 considerations and the process to align to that long-term  
24 financial plan or any questions regarding potential  
25 sustainability efforts.

1 SUPERVISOR MITCHELL: Appreciate that.

2 We'll start with Commissioner Heger and go over  
3 to Commissioner McCroskey.

4 COMMISSIONER HEGER: Thank you very much. That  
5 was an interesting overview of what we're doing with home  
6 visitation. As you all know, I'm -- and it may be  
7 Jacquelyn's equally interested in this. I would like to  
8 have some insight and understanding of comparing impact of  
9 home visitation on families that receive the service and  
10 those who do not in terms of looking at outcomes, in terms  
11 of not just how many are screens, but how many actually  
12 access services and how many and what's the comparison in  
13 terms of school readiness and developmental services that  
14 -- that they're getting; so that we're actually looking at  
15 who gets involved with these and who did not get involved  
16 with them. Are they getting the services they need.

17 If they're getting screened and they're screened  
18 in, are they getting access to the services they need?  
19 And that would be -- I mean, I'm glad we're screening  
20 them. But I also want to know that it has an impact and  
21 maybe that would guide some of the -- our funding in the  
22 direction of those that actually use services that are --  
23 are good services.

24 Also, was there an attempt in looking at those  
25 who provide home visitation at looking at the protocols,

1 that they have similar protocols and similar guidelines in  
2 terms of what they're actually doing in the homes and home  
3 visitation so that we know -- we have an idea of what  
4 works and what doesn't work. And maybe, you know, making  
5 it a general impact in terms of what's -- what's  
6 happening.

7           And then finally, since we're -- since we were  
8 actually talking about this over break at lunch, I  
9 obviously feel very, very strongly that if we're going  
10 into homes, that every single kid should be screened for  
11 FASD, especially if we're looking at the zero to  
12 two-year-olds, because then we can actually focus, begin  
13 to acknowledge that it is a disaster for kids that have  
14 been exposed to that across the board. And that we are  
15 actually looking at creating resources to help those  
16 families stay well and keep the kids out of the juvenile  
17 justice system. So that sort of impact of what we're  
18 doing I think is critical. And I would love to see that  
19 data. I think it's hard to come by because oftentimes  
20 people don't want to share their data, but it would be --  
21 it's one thing to say they're visiting and another thing  
22 to say we're visiting and causing -- bringing about  
23 change.

24           Thank you.

25           MS. CAREAGA: Thank you, Commissioner Heger.

1 It's a multilayered comment; so I will just say they --  
2 they are -- HFA and PAT are evidenced-based models; so  
3 they've been rigorously tested to show that they do have  
4 positive outcomes. We can definitely pull data in terms  
5 of linkages to services because we're tracking referrals.  
6 And we do ask families, did you get service? And part of  
7 that follow-up is go back at the next visit and ask them:  
8 Do you need help? You want me to call with you? What is  
9 the barrier? And continuing to do that follow up.

10 So I think that really lends itself to the high  
11 success. But we can definitely pull data on that. The  
12 models all have protocols in terms of materials covered,  
13 but also to be responsive to family needs. And so they do  
14 have curriculums that are followed, and provide kind of  
15 guidance to what information at what time points are  
16 provided to -- given to where the child is  
17 developmentally. So we can definitely look at those  
18 things and look at what their bandwidth is for the  
19 screenings as they conduct a lot of work in that area as  
20 well.

21 COMMISSIONER HEGER: One additional question --  
22 I'm sorry. Because I personally believe home visitation  
23 also needs to be very culturally appropriate and  
24 appropriate to the community in terms of what resources  
25 they have access to. And that the navigating, if we're

1 navigating, that we've navigated that family into the  
2 resources they need in order to be successful. And so  
3 that's another thing that would be -- would be nice to  
4 know.

5 I'm glad we're doing home visiting but I'd like  
6 to know more about outcomes.

7 SUPERVISOR MITCHELL: Thank you. I'm going to go  
8 to Commissioner McCroskey and back to Commissioner Cortes.

9 COMMISSIONER McCROSKEY: So I'm struck by the  
10 timing of the various changes that are going on, because  
11 there's obviously a good deal of urgency for us around,  
12 you know, considerations of strategic reductions, as you  
13 very nicely called it in your presentation. And as  
14 somebody who's very involved in the FFPSA side of things,  
15 and I know just enough to be dangerous on the other two  
16 that we're sort of working with here, I know they all have  
17 different time frames; right? So for FFPSA, in the case  
18 of the Families First Prevention Services Act, there's  
19 certain identified programs that we can draw down this 50  
20 percent reimbursement for. And California's plan, I  
21 think, has eight specific programs. Three are home  
22 visiting; so it's a really important strategy in terms of  
23 our ability to use these federal funds. And you sort of  
24 -- I -- you said 2026, we might know something. Honestly,  
25 I don't think we'll know something by 2026 because it

1 depends on the State constructing a entirely new child  
2 welfare system. Last time we did that, it took 15 years.  
3 So it's been very challenging. But nonetheless, there are  
4 some funds flowing now, and potential for home visiting is  
5 quite strong.

6 And I think -- I mean, obviously, Commissioner  
7 Byrd can talk more about the MHSA, etcetera, etcetera. I  
8 just wonder if this kind of detail -- and we could  
9 certainly include the data in that.

10 Commissioner Byrd is the new chair of the program  
11 committee, and Commissioner Heger is the new vice chair.  
12 And maybe that's something we can take to program  
13 committee and understand kind of in more depth. But what  
14 do each these funding streams really offer? And would  
15 they be supporting only certain pieces of the puzzle?  
16 Which pieces? Perhaps we might see in the future if we,  
17 you know, are able to draw the funding streams together,  
18 etcetera.

19 I'm sure you have ideas about that.

20 MS. CAREAGA: You've hit the nail on the head. I  
21 think it's a balancing act and a tension point between  
22 when these opportunities will come to fruition, when they  
23 will go live versus the declining revenue. And how do you  
24 balance?

25 I think at this point, we've been doing strategic



1 reductions, assessed -- based on birth rate, based on  
2 vacant positions, really trying to maintain infrastructure  
3 as we wait to learn more, and that's a balancing act.

4 Not perfect.

5 COMMISSIONER McCROSKEY: But worthwhile.

6 SUPERVISOR MITCHELL: Commissioner Cortes.

7 COMMISSIONER CORTES: Hi. Thank you so much for  
8 this presentation. It's really exciting and really helps  
9 to provide kind of an overview of all of the moving parts  
10 and pieces. And the, you know, coming from the community  
11 college world, just in general with higher ed, I'm really  
12 thinking a lot about -- I know you mentioned curriculum  
13 and the training. But also as a sustainability question,  
14 potentially, how are we or how is First 5 LA going to be  
15 partnering with community colleges, the CSUs, because this  
16 is a big space for added coursework and certification at  
17 our level. And there's lots and lots of talk constantly  
18 about completion and getting students to enroll.

19 And as you all know, with the changes in the  
20 dynamics with universal transitional kindergarten -- and  
21 I'm going to bring this up a lot. I'm very passionate  
22 about it -- in some ways, with the changes in the way that  
23 our K-12 system is set up, and we're including that more,  
24 this is a very important space, I think, for First 5 LA to  
25 -- to recruit students who are maybe not so sure they want

1 to go into that transitional kindergarten world, but maybe  
2 not so sure they want to go into the preschool world. But  
3 maybe sure they really want to work with children and  
4 families.

5 And so I really want to highlight that and make  
6 sure that's something that's brought up a lot. And I'm  
7 happy to talk to you more about having someone from First  
8 5 LA come to one of our advisory board meetings to talk  
9 about this importance and how this might have a space in  
10 our programming.

11 SUPERVISOR MITCHELL: Thank you.

12 Dr. Ferrer.

13 COMMISSIONER FERRER: Thank you so much. That  
14 was a great presentation. And I want to say from the  
15 DPH side, we appreciate so much of the support, both the  
16 critical thinking and wise counsel support from First 5 as  
17 well as the financial investments.

18 You know, I think the world of home visiting is  
19 vast. We are both, DPH and First 5, using evidence-based  
20 programs. But even among evidence-based programs there's  
21 huge differences. And I think the promise of home  
22 visiting is real. I mean, there have been fairly rigorous  
23 studies of the programs we're using, about their  
24 effectiveness.

25 You know, I would say we actually need to think a

1 little bit differently which is that a lot of these  
2 programs are very regimented. And they -- I love the  
3 question about sort of cultural appropriateness. And we  
4 have a huge unhoused program. So even just the  
5 nomenclature that we use around home visiting doesn't make  
6 sense for many of the families that's really need our  
7 support the most,

8           And I want to say, we do a lost home visiting for  
9 families who are, in fact, unhoused. But, again, we're  
10 sort of confined by programs that were developed for a  
11 different time, frankly. I'm going to pick a lot on the  
12 Nurse Family Partnership. Everyone knows my feelings  
13 about that program. I think for some clients, a very  
14 small group of clients, that it works really well. It's  
15 very expensive. It's very protocol heavy. It's got some  
16 -- you know, it's based on some evidence that I think is  
17 outdated. And I think we can do better investing our  
18 money in programs that offer more flexibility and more  
19 adaptable and make better use of, sort of, some of the  
20 lessons we're learning about peer to peer work.

21           You know, really expanding the teams -- who's on  
22 the teams, what kind of support they give folks. I think  
23 composition in and of itself, you know, change the name,  
24 but allowing a team of folks to work with families for  
25 long periods of time is a great idea.

1           It's -- you know, it's -- for the most part, it's  
2 a voluntary program. And for the most part, when you talk  
3 to families, they love having this extra support. But the  
4 extra support needs to look different, depending on  
5 everybody's needs. Some people need a lot of extra  
6 support on just securing basic essentials that allow them  
7 to be effective parents and caregivers of children, while  
8 other people are looking -- they have a child with special  
9 needs and are looking for connections to the world of  
10 accessing services and support for a child with special  
11 needs.

12           You know, I mean, I think the bottom line is home  
13 visiting is one too to provide families with much-needed  
14 support, but I would urge us to be very creative about  
15 both the nomenclature we're using so that we can offer --  
16 we can use this, you know, as sort of there's less  
17 resources as the opportunity to not stay wedded to these  
18 evidence-based models, and instead to be able to be  
19 innovative and creative.

20           The second thing I wanted to say is there is a  
21 lot of infrastructure investment that has been made in  
22 getting info for DPH, and getting into contracts with  
23 managed care to pursue, in particular, reimbursement for  
24 members of the different health plans for home visiting.  
25 And we should not repeat that. We should figure out how

1 to use those contracts to be more expansive because, I  
2 will say, it's taken us almost a year to get into  
3 contracts with the larger managed care plans here that  
4 served or that serve our Medi-Cal population. But we're  
5 here to be supportive of that.

6 But I want to acknowledge how much infrastructure  
7 it takes. And I also want to acknowledge that there's  
8 room a for a lost advocacy around the relationships  
9 between CalAIM and the populations we care about. It's  
10 not -- it can't serve fee for service or set rate for a  
11 set of services that are very carefully defined, does not  
12 always advance population health. So I think there's an  
13 opportunity here for some advocacy with managed care to be  
14 more population focused and be willing to pay more, like,  
15 grants for programs than bill us -- I mean, literally, you  
16 have to set up a billing system to do CalAIM work. And  
17 for our much smaller group, this is not going to work and  
18 it's going to be cost prohibitive.

19 So I think there's a lot of room for creativity.  
20 We love to work with others on this. And, again, I want  
21 to applaud First 5 for their work on this.

22 MS. CAREAGA: We welcome the partnership.

23 SUPERVISOR MITCHELL: Carol Sigala.

24 COMMISSIONER SIGALA: Thank you very much. It  
25 was very informative. But just piggybacking on everyone

1 else, I think there's a real need to look at a model  
2 that's culturally appropriate in your curriculum and then  
3 disseminate that so that as you said for the educators  
4 that are coming through the system, they can know a little  
5 bit more about it. And they can begin to make more models  
6 that are appropriate.

7           The other thing which was well taken is that we  
8 really need to find out more about what's working in the  
9 unhoused families. And how -- not just meeting them, but  
10 maybe beginning to focus on that population and also  
11 providing rich data which we will get in terms of what  
12 else we can do. That is a very at-risk population, and  
13 it's wonderful that we're working with them. But I think  
14 the name probably needs to reflect something different.  
15 Not that it's a bad name, but it's really the unhoused  
16 don't sound like they are included in that population.

17           But also really to look at the strong models that  
18 you're taking away -- that is a take-away from the  
19 curriculum that you're offering. It's very exciting and  
20 so I look forward to follow up on that.

21           Thank you.

22           SUPERVISOR MITCHELL: Thank you.

23           Commissioner McBride.

24           COMMISSIONER McBRIDE: So I appreciate the  
25 comments before me because you helped me formulate my

1 thoughts, hopefully.

2 Thank you for this presentation. One of the --  
3 couple of the data points that come to mind on this  
4 presentation were from a presentation last year where we  
5 heard about the enrollment or utilization of these  
6 programs by different populations. I remember Latino  
7 families utilize a lot of the programs and were not over  
8 represented, but they use them. They access a lot of  
9 programs. Black families, however, utilize them  
10 proportionate to their representation in the community,  
11 but not proportionate to the birth disparity rates. So  
12 you would expect more black families to be enrolled in  
13 these home visitation programs, which leads me to think  
14 about exactly what Dr. Ferrer was talking about, and also  
15 the comment about culturally responsive.

16 Because inviting someone into your home can be a  
17 very sensitive space, especially if you start to talk  
18 about screening. You're going to give a lot of pause to  
19 families, particularly black families who are -- who  
20 consider that space sacred and also have this, you know,  
21 general mistrust of some systems.

22 The one thing that also made me think a little  
23 bit differently about the program is that is we have to  
24 increase the funding for doula services. And there are  
25 postpartum doulas that do similar work as the workers that

1 do home visitation. And maybe there's an opportunity  
2 there for expanding doula services and the funding that's  
3 coming from the Medi-Cal for Doula services as well as  
4 looking at postpartum doulas as a way to supplement  
5 programs where, you know, there aren't opportunities for  
6 or where families don't feel as comfortable with a home  
7 visitation, but they can have a postpartum doula for six  
8 months.

9 I'm also wondering if there was anything in the  
10 Momnibus Act specifically for black families that can help  
11 fund these services and find ways to change the ways its  
12 presented so that the services are similar to the home  
13 visitation but in the more culturally responsive way.

14 MS. CAREAGA: So I will say definitely doula's  
15 work is completely complementary to home visiting work,  
16 and they support some of the same outcomes.

17 And you have a great memory, because it is true.  
18 We do have a higher rate of Latino families enrolling in  
19 home visiting versus African American. And this is  
20 something that providers in the field have identified and  
21 worked on as well as part of the home visiting consortium.  
22 they created and called for a different work group before  
23 African American families home-visiting providers did work  
24 around how do you hire more staff or representative of  
25 the communities, and they came up with a guide. So



1 there's a lot of work happening at the ground level to  
2 look at some of these challenges and address. And I think  
3 we can definitely look into some of that information and  
4 see how can we continue to partner, leverage, and create a  
5 system. Home visiting is just one approach, one tool of  
6 many within a successful early childhood system.

7 And so I think this is how we need to blend it  
8 and bring it together to see how we connect families to  
9 the services they need.

10 COMMISSIONER McBRIDE: Thank you.

11 COMMISSIONER HEGER: Can I say something else?

12 SUPERVISOR MITCHELL: Of course.

13 COMMISSIONER HEGER: I think this is a really  
14 amazing opportunity for First 5. I think that we have two  
15 things going on -- home visitation going on at the same  
16 time, in my field of child abuse -- for those who don't  
17 know what I do for a living -- the idea of not reporting  
18 but supporting. So we're all of a sudden at a point --  
19 and I -- I'm listening from our -- obviously, we get  
20 navigation, like, how do we connect families with things.

21 My position on supporting not reporting is that  
22 we should be reporting more so we can support. And if we  
23 don't know the families that are in need, we can't support  
24 them. So we need eyes in the community to identify the  
25 families that we can navigate to resources and provide the

1 resources so that children don't enter into the neglect  
2 arena, and then are reported and perhaps removed from  
3 their families.

4 I think this is an opportunity for us to look to  
5 -- to collaborate and cooperate with those efforts, that  
6 we see home visitation as an opportunity to provide the  
7 resources and help families access what they need in order  
8 to sustain their kids.

9 I think this is -- I mean, I'm opposed to not  
10 having reporting, because I don't think we can deliver  
11 services to families if we don't know that they're in  
12 need. And until we build enough community connections  
13 back to the centers, we know that the centers that we  
14 built decrease foster care and decrease child death. We  
15 know that, and that's because we increased children that  
16 we were seeing. Right?

17 I think that we would love to see that and leave  
18 them. And I think this is where we have an opportunity to  
19 be a voice saying we want to do home visitations and we  
20 want to cooperate and collaborate so we can keep the  
21 children there by knowing what they need. And then  
22 linking them to resources like chain reaction and other  
23 things like that, that want to buy the things and provide  
24 the family the support they need when they're economically  
25 challenged or situationally challenged. So I would love

1 to see us do that.

2 SUPERVISOR MITCHELL: I just think that's --  
3 Dr. Ferrer talked about the nomenclature around home  
4 visiting. When I hear you say, "report," my whole body  
5 tightens up. So as I listen to you, I think what you're  
6 saying is, like, referral, which is -- even the  
7 terminology of reporting, you know -- I literally have a  
8 physical reaction. So I hear you. We have to know their  
9 need and refer them to places to get help. I agree.

10 COMMISSIONER HEGER: But we have to make it easy  
11 enough for those individuals who have the mandated  
12 reporters -- I hear what you're saying --

13 SUPERVISOR MITCHELL: To have another option.

14 COMMISSIONER HEGER: I hear that.

15 SUPERVISOR MITCHELL: Uh-huh.

16 COMMISSIONER HEGER: And I don't see that as a  
17 bad word, as long as we intercept that message so that  
18 we're not looking at it as an opportunity to interfere and  
19 take the child away. But I think what we have to do is we  
20 have to know that families are in need.

21 SUPERVISOR MITCHELL: But I think we're not there  
22 yet in terms of not seeing that as a bad word. That's  
23 going to require a culture shift and time, because we've  
24 got so much time under our belt with, really, the negative  
25 perception. I completely get what you're saying.

1 Conceptually, I get it. But I think we have to figure out  
2 how to do that. I do.

3 Commissioner Tilton, and then I'll go back over  
4 here to Commissioner Moses, and then back over here to  
5 Cortes.

6 Got it.

7 COMMISSIONER TILTON DURFEE: Thank you.

8 Terminology is challenging. Mandatory support is  
9 another terminology issue, because people in the community  
10 who are licensed and trained and required to report now by  
11 law, are saying what if I don't? If there's a mandate,  
12 what's the consequence if I don't?

13 So now there's a double negative. Reporting is  
14 bad, but being mandated to support versus encouraged to  
15 support or facilitate is -- it's all very, very  
16 emotionally passionate responses.

17 So I want to say that, thank you, Diana. You  
18 know that I've been the biggest advocate for home visiting  
19 on the planet, because way back in the last century, we  
20 concluded at the national level that the best way to  
21 prevent child abuse if we only were to do one thing, was  
22 universal, voluntary, neonatal home visitation. And the  
23 studies proved it did prevent child abuse. And then, by  
24 the way, it also prevented smoking and repeated  
25 pregnancies and substance abuse and all kinds of other

1 things. So love, love, love home visitation.

2 And I think I'm just resonating with all the  
3 things that Astrid and Summer and Carol and Jacquelyn  
4 said. I love it. This is so central to us, and I'm glad  
5 we have invested so heavily in this.

6 And I know we have an issue with the level of  
7 investment; so what I want to emphasize is kind of along  
8 the lines of how we identify where we're most effective  
9 and where we're most needed is this issue of risk, because  
10 it is challenging -- the risk aspect is challenging. Not  
11 just because of the whole voluntary -- is this voluntary  
12 if we're just saying you're, you know, a potential risk to  
13 your child? Is it a matter of the safety and training of  
14 a home visitor in a home that may be at risk. I know that  
15 there's major cultural issues and language issues. And  
16 it's just not a simple thing.

17 But coming in just with data, in the 994 child  
18 abuse fatalities that we studied over the last 30 years  
19 and reviewed one by one, only two had ever been offered a  
20 home visitor. So then you start listening to the -- the  
21 more recent cases, and you think what home visitors could  
22 have done here.

23 The woman who had three children under three, a  
24 baby, a one-year-old, and a two-and-a-half-year-old in a  
25 custody battle. She was isolated. She told people she

1 had postpartum depression. She was not a DCFS case. She  
2 was not connected to a social network in her community,  
3 she didn't have family support. And one day she drowned  
4 all three of those babies.

5 And I was so viscerally affected by the knowledge  
6 that one home visitor in that house could have prevented  
7 the death of those three kids. And I know you know the  
8 case. So -- so for that reason I would like to offer that  
9 given not only our ex -- our experience with what can go  
10 wrong if we don't have the intervention, also looking at  
11 the whole neonatal issue, there's about a thousand reports  
12 a year of the newborns who've been affected by prenatal  
13 substance abuse. And they're considered at risk. They're  
14 not referred to law enforcement. They're referred to  
15 services at DCFS.

16 There's really little knowledge of what happens  
17 once they're referred because they haven't broken the law.  
18 Now there's a lot of marijuana issues, questions about  
19 whether that's even harmful. And yet to me, it's a  
20 logical target, a logical identified target of newborn  
21 babies and mothers and dads and families where a home  
22 visit, you know, could make a huge difference.

23 Those are kind of the two populations that I  
24 think, if we -- that we should not -- we should expand our  
25 attention to, certainly not come back and cut back.

1 And I -- I have talked to some of the professionals in  
2 particular the hospital people and the pediatricians about  
3 the issue of home visiting now with First 5, and our  
4 challenge. And there are so many people who are excited  
5 to work with us so that our commission and those who are  
6 treating families at risk can perhaps come up with some  
7 criteria that would help us target those at-risk families.  
8 And -- and at the same time, assure that there is this  
9 acknowledgement of the incredible, profound dichotomy  
10 between some families and others. And the whole issue of  
11 acceptance and impact and accountability.

12 And this huge issue of homeless families is just  
13 like home visitor to a street corner or a tent or  
14 somebody's, you know, backyard. So it's complicated but  
15 -- but as I said, I think those two populations are --  
16 hopefully we can work together to perhaps better support.  
17 Thank you.

18 SUPERVISOR MITCHELL: Commissioner Albarran  
19 Moses.

20 COMMISSIONER ALBARRAN MOSES: You got it. Thank  
21 you.

22 And thank you, commissioners, for your input.  
23 Thank you, Diana.

24 Let me go back to something Commissioner McBride  
25 mentioned around culturally affirming and connecting. I

1 think that there's an opportunity to work with our black  
2 infant health programs to really think about this specific  
3 group that we're looking to outreach to. They do an  
4 absolutely fantastic job in Nigeria assuring that they are  
5 communicating to -- to pregnant and post neonatal --  
6 right? -- families for their services; right?

7 And so wondering if there's a way we can learn  
8 within our Welcome Baby programs to learn how we're home  
9 visitation -- sorry. As to how we're thinking about, you  
10 know, what can we learn to broaden that work to really  
11 connect both in terms of the direct services as well as in  
12 terms of messaging.

13 I think the idea of messaging and ensuring that  
14 those who have not otherwise been connected to services,  
15 that we know could probably benefit from some of these  
16 services, that these are something we have conversation  
17 around early childhood education, that we have it around  
18 -- you know, so many other aspects that is critical in  
19 these early years. And really thinking outside of the box  
20 of what we can do to really support families through all  
21 of this array of resources in a way that speaks to why  
22 they would want to do something.

23 And I think a piece for me is really thinking  
24 about we're not just translating something to a language,  
25 that we're really thinking about what are the words that



1 we're using and how are those perceived by populations of  
2 people kind of across the board.

3 So I just wanted to share those thoughts.

4 SUPERVISOR MITCHELL: Thank you. And we'll go  
5 back over here to Commissioner Cortes and then Dr. Ferrer.

6 COMMISSIONER CORTES: Thank you for that. I was  
7 wanting to go back to something Commissioner McBride  
8 brought up, which is the differences in the way different  
9 communities are going to respond. And I think this really  
10 does -- it's all very much supported in the research  
11 that's out there. And so you're probably already familiar  
12 but just in case, I also thought of potential of -- again,  
13 in terms of sustainability, but also long-term financial  
14 plan, and back to partnering, possibly, with a university  
15 or college that might be already invested or interested in  
16 this.

17 And I'm thinking particularly of that one that's  
18 down the way that you work at that I didn't go to. USC;  
19 so I -- so I'm just thinking about this is a different  
20 space. That's where there might be already be a vested  
21 interest in that research, partnering with those -- which  
22 made me also think about this idea of possible -- there  
23 needs to be, like, a broader campaign outreach to educate  
24 the communities so that there is that -- again, this is a  
25 safe -- sorry. Not safe.

1           Let me go back to when I talk to my students  
2 about our communities in which we currently live, so many  
3 of us are isolated, and we don't have the strong supports  
4 that you were speaking to. So this is about how do we  
5 help each other. How do we as First 5 LA and the Welcome  
6 Baby program become part of your -- just part of the plan  
7 of what happens when you give birth. And these are the  
8 people that you can reach out to, and they're not scary.

9           And so I'm just thinking about the potential of,  
10 like, a social media campaign, advertisements on the radio  
11 to kind of really hone in on this is a -- these are your  
12 people. We speak to you. We advocate for you. And in  
13 culturally sensitive ways, and in ways that which really  
14 drive home that message that we want to spread, and that  
15 -- to help, you know, first year of life is really hard.  
16 But we've got you; right? Or whatever it is. Part of  
17 your -- we're part of your structural support system in  
18 this really tough time. Need somebody to come and help  
19 you watch your baby while you fix dinner? You know, or I  
20 don't know. I'm just throwing things out there. But you  
21 got the hang of it.

22           But thank you. Thank you again for this.

23           SUPERVISOR MITCHELL: Thank you.

24           Dr. Ferrer.

25           COMMISSIONER FERRER: Thanks so much. I did want

1 to support the sentiments that so many have spoken to  
2 about sort of targeted approach. I've been here long  
3 enough to know that, you know, we started with a very  
4 ambitious goal of universal home visiting. In a time of  
5 declining revenues, I would urge us to step back and  
6 perhaps think about targeted, and, I would call it, sort  
7 of in-person visiting as opposed to home visiting. And  
8 it's in-person visiting and support. And I love the idea  
9 of really acknowledging where we have seen great risk.

10 So I know we've -- we're working on the  
11 prevention. There's a governance committee. I don't know  
12 what their name is. And that has a lot of people at the  
13 table also trying to think about, you know, what does the  
14 prevention agenda look like. And there's a lot of  
15 acknowledgement that families with very small children or  
16 pregnant individuals who are struggling with behavioral  
17 health issues, substance abuse, mental health issues,  
18 often pretty disconnected and often with those connections  
19 and support, the trajectory for their children becomes --  
20 and for themselves and their children becomes very  
21 different.

22 And for some of these populations -- and you  
23 actually -- there are ways that we could identify -- so  
24 it's not like a pie in the sky. You know, there are ways  
25 to identify. These are voluntary programs; so note that.

1 They won't really, really work if they're not voluntary.  
2 But I think when you're providing supports to people,  
3 that's, you know, starting from what do they need now,  
4 what do you want, you know, people are fairly responsive.  
5 But I do think we would benefit at First 5.

6 I mean, I urged our team at DPH as well, in the  
7 time of declining resources to really figure out where we  
8 -- where there's a gap. And the gap is on outcomes. And  
9 then what would we need to do? When we look at those  
10 inequities and outcomes, what do we need to do or what  
11 things do we think might have a chance? What is the  
12 community telling us will work?

13 And I love the idea about going to the folks,  
14 serving people in the communities forever. There are  
15 black woman who have organized themselves for decades now  
16 around really preserving their families, and we need to  
17 acknowledge that. And that's why I was saying where we  
18 failed is by having these rigorous models like the Nurse  
19 Family Partnership model that women are saying they don't  
20 want and they don't need, and it's not for their  
21 communities.

22 And so I think if we put all that together, the  
23 targeted flexibility, working -- you know, the money  
24 really needs to flow out to the folks who know how to do  
25 this work best. And really being able to support that

1 community and infrastructure, I think those lead to  
2 supporting families where they would like to get  
3 supported.

4 MS. CAREAGA: I can just add, Commissioner  
5 Ferrer, I think it's that system of different models that  
6 meet different needs for different families is really  
7 important in how they coordinate and work together.

8 COMMISSIONER FERRER: Definitely.

9 SUPERVISOR MITCHELL: Commissioner McBride.

10 COMMISSIONER McBRIDE: I'll keep it brief.

11 But I just really appreciate everything that's  
12 been said, especially about the messaging that goes out,  
13 whatever we call it, whatever it begins to look like. One  
14 other data point that is seared in my brain is that 1 in 3  
15 black children who are five years old in 2020 were  
16 reported to CPS. And I remember that because it stuck  
17 with me. I have five children. That means that the  
18 likelihood of one of them being reported is really great  
19 based on the averages. And when we're talking about  
20 in-home visitation, these are the experiences that black  
21 families are having in real time, that also lead them to  
22 being hesitant to welcome that support, even though they  
23 need it. Because I've done postpartum support, and we  
24 have NICU support now. And I do -- I am able, but it's  
25 through word of mouth. When families are supported and

1 they hear that it works and they hear we're not asking  
2 about your financial situation or who lives in your  
3 household, they're more inclined to access the services,  
4 and there are great outcomes. So as we're talking about  
5 the messaging and we're looking at the name, and just, you  
6 know, the language and culture that we're moving towards,  
7 I do want us to constantly recall the data points that  
8 inform why people respond to some of the programs the way  
9 they do.

10 SUPERVISOR MITCHELL: Commissioner Byrd.

11 COMMISSIONER BYRD: So I think in terms --  
12 there's a couple of points. I have, like, pages of notes  
13 here. That I find this a super rich conversation. And as  
14 a partner in this project, I'm trying to figure out how we  
15 help further.

16 So one of the gaps I think would be the looking  
17 at models that have been proven to be effective with the  
18 unhoused population. We have State law grants that could  
19 be leveraged to get some models past that evidence-based  
20 practice threshold; right? And we have State law grants  
21 now where we have a little bit longer to spend. So if  
22 there's practices that are successful, there's an  
23 opportunity through FFPSA to, like, bring those to the  
24 table, get them added to our County's plan, or at least  
25 advocate for it.

1           And then I was thinking in terms of where people  
2 go and how we normalize the messaging and how we expose  
3 the resources to the communities. I think there's some  
4 organic places or places that are becoming a little bit  
5 more organic, like, May is mental health month. The  
6 Department of Mental Health is planning Take-Action events  
7 in each of the eight service areas.

8           So it would be great to have someone from LAPD  
9 come in and be able to represent those services for those  
10 communities, because those communities vary throughout our  
11 County. Or our Community Family Resource Center that we  
12 have out in the Antelope Valley. Or DPH's wellness  
13 centers; right? So I think we have places where we can  
14 get those -- get that information out there, where people  
15 are coming, communities are accessing those resources just  
16 naturally without threat. And I think that the more we  
17 can market and get the word out there in a nonthreatening  
18 way to avoid the -- the term reporting, I think the more  
19 chance of accessing the services we'll see.

20           SUPERVISOR MITCHELL: I agree. Thank you.

21           Commissioner Ramirez.

22           COMMISSIONER RAMIREZ: Thank you. And thank you  
23 for your presentation. I just wanted to add one thing to  
24 Dr. Byrd's list of places. That would be schools, and in  
25 ways having that information at our school sites, our

1 community schools, and centers.

2 SUPERVISOR MITCHELL: Or WIC offices. Childcare  
3 resource agencies.

4 Anyone else? Ready for a fifth round?

5 Commissioner McCroskey took me up. Yes.

6 COMMISSIONER McCROSKEY: You opened the door.

7 SUPERVISOR MITCHELL: I did. I did.

8 COMMISSIONER McCROSKEY: I just wanted to say  
9 there are pilot projects right now in childcare resource  
10 in the Antelope Valley and LA Unified, other really  
11 interesting pilots. But some of the pilots that are going  
12 on, I think we would find particularly important to try  
13 and figure out where the institutional partners are and  
14 what they see as the challenges and rare barriers into  
15 getting families through the door. And some of them have  
16 to do with institutional policies. Some of them have to  
17 do with, as Dr. Ferrer talked about so beautifully, just  
18 strange convolutions of program design. But some of them  
19 have to do with institutional policies. And the way that  
20 we frame things and send people etcetera. It -- it --  
21 this is the time for this discussion. And so that's why  
22 it's so fabulous to hear us ready to engage in it.

23 SUPERVISOR MITCHELL: Diana, did you get all  
24 that?

25 MS. CAREAGA: I also have many pages of notes.



1 SUPERVISOR MITCHELL: I know you do. I would say  
2 first my question is you mentioned 12 hospitals that are  
3 part of the Welcome Baby program. Can you name them? Can  
4 you tell me what they are?

5 MS. CAREAGA: I can.

6 SUPERVISOR MITCHELL: Okay. Great. I'm ready.

7 MS. CAREAGA: Antelope Valley Hospital,  
8 Northridge Hospital, Providence Holy Cross, Valley  
9 Presbyterian Hospital, California Hospital Medical Center,  
10 St. Francis Medical Center, Martin Luther King Community  
11 Hospital, Millers Hospital in Long Beach, St. Mary's  
12 Medical Center, Providence Little Company of Mary in  
13 Torrance.

14 SUPERVISOR MITCHELL: Thank you. That's helpful  
15 to know. On your, I think, second to the last slide, we  
16 talk a lot about Proposition 1 and the impact.

17 Do we have any idea how or if State support will  
18 be impacted, to use your term, based on the State -- the  
19 projected State budget deficit?

20 MS. CAREAGA: I think we're continuing to look at  
21 how that may effect County-wide home visiting services,  
22 given, you know, that some of those funding streams are  
23 administered by DPH. I think on the First 5 side, we're  
24 continuing to explore and look at the scale of the  
25 investment and sustainability opportunities and strategies

1 that are coming out of that potential.

2 SUPERVISOR MITCHELL: Got it. I was pleased at  
3 the first couple of slides to see the role that we cannot  
4 always have and should continue to play is innovation.  
5 And while First 5 was the first to fund it largely now  
6 everybody, you know, caught up. And so that's a, I think,  
7 an important role we can always play. We don't always  
8 have to sustain and be the only one funding. We can  
9 innovate, you know, so everyone can finally catch up and  
10 figure out it's the same, reliable, good investment.

11 I love the in-person visiting. Thank you,  
12 Dr. Ferrer, for making me think differently about even our  
13 own language choice. And I appreciate you coming back to  
14 talk about targeted flexibility, because when you first  
15 talked about, you know, we shouldn't, you know, rely  
16 solely on evidence-based practices, I thought the problem  
17 with that is I think there's a fear associated with  
18 innovation and following nonevidence-based models.  
19 Particularly when revenues are restricted.

20 We're -- we're -- we're comfortable throwing  
21 everything against the wall when the money is flowing.  
22 But when it's not, I think that's when we naturally tend  
23 to get more conservative. So I appreciated when second  
24 round, you talked about targeted flexibility. That, I can  
25 wrap my head around, because I don't want us to be afraid

1 of failure and the fear of wasting our limited resources  
2 by not investing in something that we know will deliver.  
3 But your concept of targeted flexibility helped me kind of  
4 come full circle in my own thinking.

5 Well, so we talked about one health plan getting  
6 with the program. I'm clear that it can be a long time.  
7 What's unique about that contract that you can uplift to  
8 help the other plans understand why it is in their best  
9 interest to engage in this work?

10 MS. CAREAGA: Those are ongoing conversations, of  
11 course, as Dr. Ferrer well knows.

12 COMMISSIONER FERRER: All the health plans are  
13 signing. So -- our -- we'll have contracts with all the  
14 health plans for some form of home visiting support. I  
15 think they're negotiations around the target populations.  
16 There are negotiations -- I mean, we've asked for more  
17 expansive permissions --

18 SUPERVISOR MITCHELL: Uh-huh.

19 COMMISSIONER FERRER: -- in some cases we're  
20 trying to do work around people who are unhoused. And  
21 trying to do work with people who get a referral from a  
22 provider for, you know. -- so I don't -- I would say it's  
23 positive.

24 SUPERVISOR MITCHELL: Okay.

25 COMMISSIONER FERRER: But cumbersome. Very

1       cumbersome.  But the magnitude they are -- they really  
2       pretty much -- I think Molina Health is the only one I  
3       have a question mark about.  Everyone else is at the  
4       table.

5               MS. CAREAGA:  And we do host quarterly meetings  
6       with all the health care programs.

7               SUPERVISOR MITCHELL:  I feel better.  All right.  
8       With that, any public comment on Agenda Item 14?

9               MS. VO:  No sixth round?

10              SUPERVISOR MITCHELL:  I'm good.  I'm not going to  
11       look to my left or right.

12              MS. VO:  I'm confirming there are no public  
13       comments, Madam Chair.

14              SUPERVISOR MITCHELL:  Because I think we  
15       commented enough for everybody.

16              Thank you very much for that presentation.  And  
17       clearly we were engaged.  Appreciate it.

18              Moving on to Agenda Item 15.  Again, this is  
19       informational.  Here we go.  California January Fiscal  
20       Year '24-'25 Budget.  Maybe my answer will be here.  Or  
21       not.

22              MS. MEDINA:  Or not.

23              SUPERVISOR MITCHELL:  Yeah.  Right.  I  
24       understand.

25              MS. MEDINA:  Good afternoon, Commissioners.

1 SUPERVISOR MITCHELL: Good afternoon.

2 MS. MEDINA: Staff and guests, it's good to see  
3 all of you again.

4 I was here at the beginning; so I know it's not  
5 too late to say Happy New Year. So Happy New Year.

6 Before we dive into what we saw or didn't see in  
7 the January State budget, I wanted to give you an overview  
8 of what the next 15 minutes will look like. We'll  
9 provide, again, a general overview of the Governor's  
10 proposed budget with information on what we saw and what  
11 we didn't see. Then we'll review our 2024 policy agenda,  
12 and how we use it to guide our work, followed by briefly  
13 digging into the key budget pieces related to our work  
14 within families, communities, early learning, and health  
15 systems.

16 However, in including our EDA report, there is a  
17 link to a memo with much more details, even though we're  
18 just going to briefly touch upon it today.

19 We'll then walk you through what the next couple  
20 of months will look like for the State budget process and  
21 First 5 LA's advocacy work. And then finally, we'll close  
22 with questions for all of you to guide our work and our  
23 opportunities for comments as well.

24 So the governor released his State budget  
25 proposal for '24-'25 on January 10th. For our office of

1 government affairs and public policy team, this is the  
2 opening ceremony of the Olympics, the coin toss at the  
3 beginning of the Superbowl championship, or for me  
4 personally, the first notes of Ushers Superbowl  
5 performance on Sunday. You get how exciting this is for  
6 the team.

7           The proposed budget includes 281.5 billion in  
8 total spending, with about 208.7 billion in general  
9 spending. Originally, the legislative analyst office  
10 predicted a much higher deficit than what the governor's  
11 proposed budget revealed. This shortfall attributed to a  
12 decline in revenue in '22-'23. As a result of hiring, of  
13 higher borrowing costs, and reduced investments that  
14 cooled the States economy and an overall lower tax  
15 collection. The Federal tax filing extension last year  
16 also meant that the legislature did not have a complete  
17 picture until the end of the fiscal year.

18           Given this fiscal reality, the Governor framed  
19 his initial budget proposal as one about keeping promises  
20 and accountability during a period of revenue  
21 normalization, referencing the large budget surpluses in  
22 previous years.

23           Now, with a context setting, I wanted to quickly  
24 go over our 2024 policy agenda. The policy agenda is an  
25 authorizing document for First 5 LA's policy and advocacy

1 work, clarifying the federal, State, and local policy  
2 priorities that we've engaged in. We use the policy  
3 agenda to inform and prioritize administrative,  
4 legislative, and budget work to align with and help  
5 advance our strategic plan.

6 The policy agenda is not an advocacy agenda. And  
7 this is an important distinction because the policy agenda  
8 is more expansive and holistic than a regular legislative  
9 agenda. It provides guidance and opportunities for action  
10 and helps for us to say this is not us or this is not  
11 within our scope of work.

12 When it comes to the State budget, we look at it  
13 through the lens of the four areas highlighted in our  
14 policy agenda and those you see on the slide, which are  
15 essentially our family support work, our early  
16 intervention, our health systems, early learning, and  
17 communities.

18 So with that, we're going to begin to look at  
19 what the budget says.

20 Under our Family Supports, we saw funding to  
21 increase CalWorks maximum aid payment to levels by .8  
22 percent beginning on October 1st. This is in addition to  
23 the 2.6 percent statutory increase for '23-'24.  
24 Increasing aid payments was an important priority for  
25 First 5 LA last year, as it helps us set the stage for

1 children to thrive by reducing economic insecurity at the  
2 household level.

3           Unfortunately, there was also a general fund at  
4 about 55 million for '23-'24, and a reduction of  
5 71 million beginning in '24-'25 for an ongoing  
6 civilization under CalWorks. These programs were created  
7 to strengthen CalWorks families to ensure housing, mental  
8 health, safety, and family stability, and may impact  
9 family stability, and may impact families still struggling  
10 to recover from the financial impact of Covid.

11           In our Health Systems priorities, as mentioned,  
12 there were fewer than expected cuts. One highlight in the  
13 budget release was Newsom's choice to maintain funding for  
14 accounting efforts. The governor also plans to maintain 8  
15 billion across California Health and Human Services  
16 department to expand the continuing of behavioral health  
17 treatment and infrastructure capacity and transform the  
18 system for providing the behavioral health services to  
19 children and youth.

20           There are some delays in spending, including the  
21 return to the full implementation of service provider rate  
22 reform for developmental services briefly and quickly for  
23 our early learning work. We were happy to see that the  
24 governor maintains funding for childcare and development  
25 programs, including the local support for them, and



1 funding to continue to implement the current MOU with  
2 childcare providers United or CCPU.

3 We're also happy to see the continued commitment  
4 of at total of 200,000 new spaces by the end of fiscal  
5 year '26-'27. We did see, however, delay in funding for  
6 the California preschool TK AM full day kindergarten  
7 facilities grant program.

8 Finally, as it relates to our community's work,  
9 we did see that the budget still maintains investments to  
10 help foster -- to help foster healthy, resilient, and  
11 equitable food systems, as well as ongoing funding to the  
12 universal school meals, and a 3.4 billion to continue to  
13 address homelessness through the State.

14 Unfortunately, one critical delay that we want to  
15 highlight is one to the Clean Up Vulnerable Communities  
16 Initiative Program as part of the Department of Toxic  
17 Substance Control. This funding will continue to address  
18 cleanup efforts in the southeast LA area due to the  
19 contamination of the now shuttered Exide battery factory  
20 as well as other impacted communities and communities  
21 through the State.

22 To wrap up the discussion, on the January State  
23 proposal, we wanted to share with you an overview of the  
24 Budget calendar from January to May. State policymakers  
25 engage in discussions to draft revisions to this proposal.

1 The product of these negotiations and estimated tax  
2 revenue will restart in a revise between May and June. It  
3 is the final opportunity for stakeholders to provide input  
4 to the final budget with a deadline of passing a State  
5 budget for fiscal year '24-'25 being June the 15th.

6 Now, to get a better look at the year ahead and  
7 where we are now, which is the bright red dot that says  
8 "you are here," we're going to walk through the Advocacy  
9 roadmap, roadmap and board engagement calendar.

10 This year is the second year of a two-year  
11 legislative cycle which began at the beginning of January.  
12 Throughout January and February, OGAP will monitor and  
13 will continue to monitor any actions related to the  
14 Governor's budget, including Budget Committee -- committee  
15 hearings held by the State and the Assembly.

16 This leads us to the first, and for the -- to the  
17 annual First 5 Advocacy Day, which our team participated  
18 in yesterday at the State Capitol, where we met with four  
19 legislative officers to discuss First 5 LA's budget  
20 priorities.

21 Legislators were engaged, asked questions, and  
22 were able to discuss how we can continue to move our  
23 priorities forward together.

24 And if you're wondering why you weren't invited  
25 this year, because I know some of you have joined us,

1 we're planning for a much larger advocacy day meetings in  
2 April where we hope to invite commissioners to participate  
3 at the State Capitol; so we'll have more information about  
4 that soon.

5 Also, in February, and in collaboration with our  
6 capital advocate, California Strategies, OGAP will review  
7 any First 5 LA policy agenda, aligned legislative  
8 proposals introduced by the bill, introduction deadline of  
9 February 16th.

10 Again, OGAP is making plans for a First 5 LA  
11 specific advocacy day in Sacramento in April to meet with  
12 our LA County legislative members to discuss our overall  
13 approved budget and legislative priorities by then, once  
14 confirmed, we'll make sure to share the date with all and  
15 invite you to participate if your schedule permits.

16 Looking forward to later in the year, the last  
17 day of the current legislative session is on April 31, and  
18 the Governor has until September to sign or veto any  
19 bills. Until then, OGAP will continue to work with  
20 partners and advocates and advocate for State legislation  
21 aligned with our policy agenda for '24/'24.

22 And that concludes our overview of the January  
23 budget. We do have a couple of questions to really guide  
24 and help us guide our work. Specifically, what are your  
25 agencies reacting, responding to the State's budget

1 proposal. And how can first of LA best strengthen our  
2 alignment with LA County budget and legislative priorities  
3 again.

4 SUPERVISOR MITCHELL: Questions or comments? I  
5 look forward to the -- Dr. Ferrer?

6 COMMISSIONER FERRER: Thank you. Thank you so  
7 much. I really want to compliment you on the expansive  
8 overview and particularly on including environmental  
9 justice issues, especially what's going on with Exide.  
10 And I'm not really sure how it's there's possible that  
11 there's not going to be money to continue that cleanup.  
12 It's such an injustice. But I want to applaud you for  
13 combing through and noting where these environmental  
14 justice issues have terrible impacts on the health and  
15 well-being of families affected in those areas.

16 MS. MEDINA: Thank you, Commissioner.

17 SUPERVISOR MITCHELL: Speaking of that, do we  
18 know if that's a reduction by 125 million or zeroing out  
19 of State investment?

20 MS. MEDINA: We think it's a zeroing out of the  
21 investment. We haven't yet, according to the detail, of  
22 what specifically are the pieces that are being taken out  
23 and compare with previous years.

24 SUPERVISOR MITCHELL: Yeah. That's not going to  
25 happen. That's not going to happen.

1 COMMISSIONER FERRER: It's so sad to put it out.

2 SUPERVISOR MITCHELL: That's not going to happen.

3 MS. MEDINA: It will be a specific talking point  
4 with our members, especially the members that represent  
5 that area.

6 SUPERVISOR MITCHELL: We won't be the only ones  
7 talking about it I'm sure.

8 So everyone keep in mind of the April date and  
9 we'll hear from staff about what that date will be. And  
10 we will all try to make it.

11 Any other questions or comments?

12 All right. I understand the Senate appointed a  
13 new budget chair. This morning, my former colleague,  
14 Senator Wiener is now budget chair. I sent him a text and  
15 said if you need any help, call me.

16 MS. MEDINA: Our team also sent him a  
17 congratulatory letter.

18 SUPERVISOR MITCHELL: Excellent. Any other  
19 questions on the State budget update? Seeing none, any  
20 public comment on Agenda Item 15?

21 MS. VO: Confirming there are no public comments  
22 on this agenda item.

23 SUPERVISOR MITCHELL: Thank you.

24 This is informational-purposes item. Thank you  
25 very much, Ofelia, we appreciate you.

1 Moving on to general public comment, Item 16.  
2 And we've got one person who filled out a speaker card.  
3 Andy Yam with Rising Communities. Thank you for coming.

4 MR. YAM: Thank you so much. May I begin?

5 Thank you. Thank you so much, Chair Mitchell and  
6 Commissioners, for the opportunity to address the board.  
7 My name is Andy, policy analyst for Rising Communities and  
8 the anchor CEO for Best Start Region 2 in Chair Mitchell's  
9 district. I'm joined by my colleague, Glenda Linaro's,  
10 Director of community Resilience at Rising Communities.  
11 And I've just come today to share a quick update within  
12 the First 5 LA's best start program.

13 On January 8, of this year, Rising Communities is  
14 officially opened, our Mother's Rising for guaranteed  
15 basic income serving the Zip codes in Best Start Region 2,  
16 covering the communities of West Athens, Broadway,  
17 Manchester, Watts, Willowbrook, and Compton, East Compton.  
18 This program entails \$500 a month for 100 mothers who are  
19 pregnant or have children ages 0 to 2 over the span of 2  
20 years, as we aim to expand to 3.

21 Enrollment for this program closed this Sunday on  
22 February 4, at close, we'd received 2,277 total  
23 applications. 300 folks will then be chosen by lottery  
24 based on Best Start Community with eligibility screening  
25 starting tomorrow. I will be there on site tomorrow, and

1 then through the month of February, to find our final  
2 cohort of 100 mothers.

3 We thank First 5 LA and the community's team for  
4 their support on making this program a reality. Please do  
5 not hesitate on to reach out if you would like more  
6 information.

7 SUPERVISOR MITCHELL: Thank you for that. I  
8 chair the county's for Guaranteed Income Committee  
9 nationally, in fact. I'll be at our affinity  
10 organization, Naco, National Associate of County --  
11 Officers? I don't know what the hell is, officers, I  
12 guess -- Conference in D.C. this week. I'll be presenting  
13 Monday with several guaranteed income county leaders  
14 across the country; so thank you for that.

15 Proud of the work that we're continuing to do.  
16 LA Times did an amazing article where they featured three  
17 unhoused people, and the opening paragraph said, you know,  
18 if we -- the common thread through these three items lie.  
19 The common thread through these 3 stories is if there had  
20 been a guaranteed income, they could have very likely  
21 avoid being houseless. So I think it's a innovative model  
22 that I'm proud to see it continue, to expand across the  
23 country and grow; so thank you for that. Appreciate it.

24 Any other public comment via phone or online?

25 MS. VO: Confirming there are no public comments

1 via phone or online.

2 SUPERVISOR MITCHELL: Any other business that we  
3 should consider before we adjourn today's meeting?

4 MS. PLEITEZ HOWELL: I wonder if Ms. Vo can give  
5 us an overview of the happening after the meeting? Any  
6 direction to the board and where we will be?

7 MS. VO: Yes, thank you for that, Karla.

8 So given that we are completing the board meeting  
9 a little bit earlier, we are going to be having an  
10 informal meet and greet for the board to speak with our LT  
11 -- our Leadership Team members. And just a reminder to  
12 our board, given that we are bound by Brown Act  
13 requirements, to ensure that we are not congregating more  
14 than four board members at any given moment and not  
15 discussing any formal business. But with that, we are  
16 going to adjourn and we will have refreshments and snacks  
17 brought out here into the MPR. And that's it.

18 SUPERVISOR MITCHELL: As long as there are  
19 cookies and things to eat, we don't talk about business.

20 Happy New Year. Congratulations, Kobe got a  
21 statue as of 3:00 today out in front; so there's lots of  
22 things we can talk about. Because we've talked about all  
23 the business during today's meeting.

24 Thank you very much.

25 Our next regular board meeting is scheduled for



1 Thursday, March 14th. We'll see you then. We stand  
2 adjourned.

3 (At 3:56 PM, the meeting was adjourned.)  
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C E R T I F I C A T E

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

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

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

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

Attested to on this 22nd day of February 2024.

DocuSigned by:  
*Heatherlynn Gonzalez*  
-----  
AE10E8980664405...  
CERTIFIED SHORTHAND REPORTER  
FOR THE STATE OF CALIFORNIA

**SUMMARY ACTION MINUTES**

**FIRST 5 LA**

**February 8, 2024**

**Meeting of the Board of Commissioners**

**Hybrid of In-Person and Virtual**

**Closed Session: 12:30-1:15 pm**

**Open Session: 1:30-4:30 pm**

**COMMISSIONER PRESENT**

**Commissioners:**

Robert Byrd  
Alma Cortes  
Barbara Ferrer  
Astrid Heger  
Abigail Marquez  
Summer McBride  
Holly Mitchell (Chair)  
Maricela Ramirez  
Carol Sigala

**Ex-Officio Commissioners:**

Alejandra Albarran Moses  
Jacquelyn McCroskey  
Deanne Tilton Durfee  
Frank Ramos (Alternate)

**COMMISSIONERS ABSENT:**

Brandon Nichols (Vice Chair) [Excused]

**STAFF PRESENT:**

Karla Pleitez Howell, Executive Director  
Linda Vo, Board Relations Manager  
John Wagner, Executive Vice President

**GENERAL COUNSEL:**

Serita Young, Attorney-at-Law

**CALL TO ORDER / ROLL CALL:**

1. Commission Vice Chair Frank Ramos called the meeting to order at 1:33 pm. Quorum was present.

2. **Election of the Commission Chair**

Holly Mitchell is nominated to be Chair for calendar year 2024.

**M/S (Robert Byrd/Barbara Ferrer)**

Motion was approved. Holly Mitchell is the Board Chair for the calendar year 2024.

3. **Election of the Commission Vice Chair**

Summer McBride is nominated to be Vice Chair for calendar year 2024.

**M/S (Astrid Heger/Carol Sigala)**

4. **AB 2449 Request(s) to Participate Remotely Due to Emergency Circumstances and Notice(s) of Remote Participation for Just Cause**

**SUMMARY ACTION MINUTES  
MEETING OF THE BOARD OF COMMISSIONERS (HYBRID)**

**February 8, 2024**

**Closed Session: 12:30-1:15 pm**

**Regular Session: 1:30-4:30 pm**

**Page 1 of 5**

## SUMMARY ACTION MINUTES

No Commissioners joined remotely.

### 5. Report out on Closed Session of the Board of Commissioners – February 8, 2024

There were no reportable items.

### 6. CONSENT

- A. Approve Special Commission Meeting Summary Action Minutes and Transcript – November 9, 2023
- B. Approve the Monthly Financial Statements Months Ending October 31, November 30, and December 31, 2023
- C. Contracts: Approve One (1) New Agreement and Authorize Staff to Execute the Agreement Upon Approval from the Board
- D. Investment Portfolio Update for Q1 and Q2

M/S(Robert Byrd/Carol Sigala)

#### Roll Call:

Robert Byrd – Aye  
Alma Cortes – Aye  
Barbara Ferrer – Aye  
Astrid Heger – Aye  
Abigail Marquez – Aye  
Summer McBride – Aye  
Holly Mitchell – Aye  
Maricela Ramirez – Aye  
Carol Sigala – Aye

**THE ITEMS WERE APPROVED**

#### **COMMISSION: (Items 7– 9)**

### 7. Remarks by the Commission Chair

Remarks were given by Supervisor Holly Mitchell.

### 8 Executive Director's Report

A report out was given by Karla Pleitez Howell.

### 9. Waive Governance Guideline #1 to Amend a Strategic Partnership with Child Care Alliance of Los Angeles (CCALA) in the Amount of \$131,500 for a Total of \$822,392 through June 30, 2024, and Authorize First 5 LA Staff to Complete the Contract Amendment (Written Only)

**SUMMARY ACTION MINUTES**

There was no verbal report given by staff. All information was provided in the Board meeting packet of materials. However, EVP John Wagner did provide background on First 5 LA's Governance Guidelines (GGs). As part of First 5 LA's GGs, staff are required to bring an item before the full Board as an information item before action is taken on it at a subsequent separate meeting. Given staff are bringing this before the Board for the first time as action, staff are requesting a waiver of GG's which requires a 7 of 9 voting members to get approved.

**M/S(Robert Byrd/Abigail Marquez)**

Roll Call:

- Robert Byrd – Aye
- Alma Cortes – Aye
- Barbara Ferrer – Aye
- Astrid Heger – Aye
- Abigail Marquez – Aye
- Summer McBride – Aye
- Holly Mitchell – Aye
- Maricela Ramirez – Aye
- Carol Sigala – Aye

**THE ITEMS WERE APPROVED**

There was no further discussion on this item.

**10. Finance Update (Written Only)**

- A. Mid-Year Budget Update: Share the FY 23-24 Mid-Year Revised Budget Memo as Information to Receive and File**
- B. FY23-24 Budget Calendar**

Finance provided a brief overview of their budget calendar for the upcoming fiscal year along with proposed midyear budget adjustments. This item does not require any action from the Board and all information can be viewed in the Board meeting packet.

There was no further discussion on this item.

**11. Building and Capital Improvement Project (CIP) Update**

JR Nino provided an update on First 5 LA's Capital Improvement Plan. Most building updates took place during the pandemic and were part of Phase I of the plan. These updates were completed in 2022 and covered the immediate needs of the organization that emerged during the pandemic, including enhanced filters and touch free devices. Phase I also included larger building upgrades such as solar panels, roofing, and IT network upgrades. An initial part of Phase II of the plan started with a building refresh back in 2023 and focused on the internal aspects of the building. Phase II will continue with the following upgrades:

- Renovation of former child care center space for community use
- Playground removal
- New furniture
- Kitchen(s) upgrade
- Painting

There was no further discussion on this item.

## SUMMARY ACTION MINUTES

**12. Break**

**13. Authorize First 5 LA to Receive Funds from the Los Angeles County Office of Education (LACOE) for the California Early Care and Education Workforce Study Los Angeles County Report and Approve Resolution # 2024-01 (Written Only)**

There was no verbal report given by staff. All information was provided in the Board meeting packet of materials.

NOTE: Commissioner Maricela Ramirez recused herself from this item and stepped away until the next item was up for discussion.

There was no further discussion on this item.

**14. Home Visiting: Sustainability and Strategic Reduction Approaches**

Diana Careaga provided an update on First 5 LA's Home Visiting program, which included First 5 LA's efforts with partners to sustain this program accounting for the ongoing impacts of our declining revenue. Highlights included:

- Various strategic reductions having occurred alongside sustainability efforts to offset and secure external funds. Reductions have included closure of five Select Home Visiting grantees in 2022, which had a small number of home visitors and high administrative costs.
- Efforts were made to transition enrolled clients and trained staff to other sites across funding streams. Additionally, Welcome Baby staff right-sizing was implemented in 2023 to align the staffing structure to the number of births in LA County, which has decreased from over 130,000 in 2011 to less than 107,000 in 2022.
- Centinela Hospital closed its labor and delivery services in 2023, which closed its Welcome Baby program.

First 5 LA will continue to work on short- and long-term strategic reduction approaches, including a new approach to provide grantees with an individualized capped contract amount to help manage the investment.

Staff will return in the Fall of 2024 with further updates for the Board.

There was no further discussion on this item.

**15. Overview of the California January Budget FY 2024-2025**

Ofelia Medina Provided a general overview of the Governor's proposed January budget for FY 24-25. Some highlights included:

- \$291.5 billion total spending plan with \$208.7 billion in General Funds
- \$37.9 billion in total budgetary deficits
- Overall, the Governor framed this initial proposal as about "keeping promises" and "accountability" during a period of revenue "normalization."
- Largest cuts and delays in climate sector investments and housing programs.
- Minimal cuts to education and health and human services, including CalWorks.

## SUMMARY ACTION MINUTES

### Specific to ECE:

#### Expand access to affordable, quality early care and education.

- Maintains \$6.6 billion for child care and development programs and local supports for them.
- Maintains \$2.1 billion for roughly 146,000 state subsidized child care spaces with the goal creating over 200,000 spaces by 2026-27.
- Maintains \$723.8 million to implement the current memorandum of understanding between the state and Child Care Providers United.
- Delays \$550 million for the California Preschool, Transitional Kindergarten and Full-Day Kindergarten Facilities Grant Program over a three-year period.

There was no further discussion on this item.

### 16. Public Comment for items not on the agenda:

There were no public comments.

### ADJOURNMENT:

The Commission adjourned at 4:00 pm.

### NEXT MEETING:

The next Commission meeting will take place on Thursday, March 14, 2024, at 1:30 pm.

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 month ending January 31, 2024.

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

**DISCUSSION:**

First 5 LA began the month of January with a net position of \$289.9 million. During the month of January 2024, we received \$4.7 million in revenues. We had \$4.2 million in program expenditures, and \$1.6 million in operating expenditures. As a result, First 5 LA ended the month with a net position of \$288.8 million.

This report includes detailed financial information for the month ending January 31, 2024. 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 January 31, 2024.
- Detailed operating and program expenditures: Shows expenses against the FY 2023-24 Budget approved on June 8, 2023, 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  
January 31, 2024, Unaudited**

	<b>REVENUES AND EXPENDITURES</b>
<b>Net Position as of December 31, 2023</b>	<b>\$ 289,931,702</b>
<b>Revenue</b>	
Monthly State Allotments	3,338,739 (1)
CA Electronic Cigarette Excise Tax (CECET) FY 2023-24 (Q1)	260,101
Medi-Cal Administrative Activities (MAA)	-
State Commission - Other Program Funds	632,005
Interest Income - Unreserved	440,561
Investment Income - Other	-
<b>Total Revenue</b>	<b>\$ 4,671,406</b>
<b>Expenses</b>	
<b>Program Budget (Attachment A)</b>	
2020-2028 Strategic Plan: Focusing For The Future	\$ 3,833,063
Legacy Investments	355,823
<b>Total Initiative/Program Expenses</b>	<b>\$ 4,188,886</b>
<b>Pass-Through (Attachment B)</b>	
Medi-Cal Administrative Activities (MAA)	\$ -
<b>Total Pass-Through Expenses</b>	<b>\$ -</b>
<b>Operation and Administration (Attachment C)</b>	
Personnel	\$ 1,319,718
General Operating	102,987
Consultant Services	117,644
Professional Services	24,864
Travel Expenses	15,192
Professional Development	8,581
Capital Improvements	-
<b>Total Operation and Administration</b>	<b>\$ 1,588,986</b>
<b>Total Expenses</b>	<b>\$ 5,777,872</b>
<b>Variance (Revenue - Expenses)</b>	<b>\$ (1,106,466)</b>
<b>Net Position as of January 31, 2024</b>	<b>\$ 288,825,236 (2)</b>

**NOTE:**

- 1) Tobacco tax revenue for November 2023.
- 2) Net Position excludes fixed assets and liabilities.

**LOS ANGELES COUNTY CHILDREN AND FAMILY FIRST - PROPOSITION 10 COMMISSION (AKA FIRST 5 LA)  
PROGRAM EXPENDITURES BY FY 2023-24 BUDGET  
JANUARY 31, 2024, UNAUDITED**

<b>INITIATIVE/PROGRAM</b>	<b>FY 2023-24 BUDGET</b>	<b>JANUARY EXPENDITURES</b>	<b>FISCAL YTD EXPENDITURES</b>	<b>BALANCE REMAINING</b>
<b>2020-2028 STRATEGIC PLAN</b>				
Center for Child and Family Impact				
Family Supports	39,103,000	3,376,549	14,309,427	24,793,573
Communities	14,367,200	227,913	2,869,677	11,497,523
Early Care & Education	6,174,615	29,333	1,449,767	4,724,848
Health Systems	4,750,550	164,068	1,291,416	3,459,134
Center Support	450,000	-	-	450,000
Office of Government Affairs & Public Policy				
Early Childhood Policy and Advocacy Fund	4,000,000	-	4,000,000	-
Policy Advocacy Fund Technical Assistance Provider	596,000	-	4,300	591,700
Organization-wide Sponsorships	300,000	29,950	216,550	83,450
Organizational Memberships	175,000	-	86,500	88,500
Organization-wide Partnerships	175,000	-	-	175,000
Federal & Advocacy Stakeholder Engagement	180,000	-	-	180,000
State Policy and Sustainability Advocate	320,000	-	93,833	226,167
Strategic Plan Advocacy Strategies	819,500	5,250	221,175	598,325
Office of Communications				
Strategic Communications	1,587,417	-	318,660	1,268,757
Strategic Communications Partnerships	200,000	-	18,000	182,000
Strategic Marketing	1,400,000	-	6,264	1,393,736
Office of Data for Action				
Annual Reporting	63,000	-	32,950	30,050
Data Requests	5,000	-	-	5,000
Children's Data Network (CDN)	723,000	-	-	723,000
County Data Partnership	75,000	-	-	75,000
WIC Data Mining Research Partnership	407,000	-	-	407,000
First 5 LA Data Strategy	200,000	-	-	200,000
Impact Framework	122,000	-	4,594	117,406
<b>Subtotal 2020-2028 Strategic Plan</b>	<b>76,193,282</b>	<b>3,833,063</b>	<b>24,923,113</b>	<b>51,270,169</b>
<b>LEGACY INVESTMENTS</b>				
Little by Little/One Step Ahead Program	2,027,000	355,823	689,946	1,337,054
<b>Subtotal Legacy Investments</b>	<b>2,027,000</b>	<b>355,823</b>	<b>689,946</b>	<b>1,337,054</b>
Emerging Opportunities Fund	150,000	-	-	150,000
<b>TOTAL</b>	<b>78,370,282</b>	<b>4,188,886</b>	<b>25,613,059</b>	<b>52,757,223</b>

The FY 2023-24 program budget was approved by the Board of Commissioners on June 8, 2023.

**NOTES:**

Journal entries for FY 2022-23 accrued expenses were reversed in July 2023. The amounts reported are the actual program expenditures for January 2024.

LOS ANGELES COUNTY CHILDREN AND FAMILY FIRST - PROPOSITION 10 COMMISSION (AKA FIRST 5 LA)  
 EXPENDITURES - PASS-THROUGH  
 JANUARY 31, 2024, UNAUDITED

Attachment B

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

**Los Angeles County Children and Family First -  
Proposition 10 Commission (aka) First 5 LA  
Operating & Administrative Budget Update  
JANUARY 31, 2024, UNAUDITED**

OPERATION AND ADMINISTRATION EXPENSE	JANUARY ACTUAL	FISCAL YTD ACTUAL	FY 2023-24 BUDGET	FISCAL YTD VARIANCE
<b>Personnel Services</b>				
Salaries & Wages	953,852	6,576,824	12,274,806	5,697,982
Fringe Benefits	365,866	1,979,183	3,996,716	2,017,533
<b>Total Personnel Services</b>	<b>1,319,718</b>	<b>8,556,007</b>	<b>16,271,521</b>	<b>7,715,515</b>
<b>General Operating Expenses</b>				
ADP Payroll Charges	3,469	18,888	42,000	23,112
Workers Compensation Insurance	(3,589)	60,404	45,000	(15,404)
Utilities	34,027	102,283	170,000	67,717
Corporate Insurance	-	128,006	113,300	(14,706)
Mileage, Parking and Other Transportation	412	3,086	28,825	25,739
Telephones	4,039	37,691	71,600	33,909
Cell Phones & Mobile Devices	8,250	60,200	122,000	61,800
Outside Printing & Publishing	617	617	1,450	833
Other Supplies	1,706	4,911	6,250	1,339
Postage & Delivery	389	915	6,000	5,085
Educational Supplies	524	1,231	3,850	2,619
Office Supplies	3,420	8,210	63,655	55,445
Subscriptions & Publication	4,495	7,871	28,325	20,454
Equipment-Rents & Leases	1,349	14,442	13,000	(1,442)
Building Repair & Maintenance	18,372	89,353	185,000	95,647
Equipment Repair & Maintenance	-	-	7,500	7,500
Offsite Storage	2,133	6,251	5,500	(751)
Hardware & Software Maintenance	7,186	127,909	394,000	266,091
Miscellaneous/Contingency	1,238	8,400	60,000	51,600
Stipend Honorarium	-	-	2,500	2,500
Internal Meeting	14,950	32,819	99,240	66,421
Divisional Capacity Building	-	5,600	20,000	14,400
<b>Total General Operating Expenses</b>	<b>102,987</b>	<b>719,087</b>	<b>1,488,995</b>	<b>769,908</b>
<b>Consultant Services</b>				
Consultant Fees	77,922	417,314	1,462,500	1,045,186
Other Professional Fees	39,722	144,852	291,000	146,148
<b>Total Consultant Services</b>	<b>117,644</b>	<b>562,166</b>	<b>1,753,500</b>	<b>1,191,334</b>
<b>Professional Services</b>				
Audit	715	60,473	72,000	11,527
Legal Fees	19,168	90,081	225,000	134,919
Professional Dues	2,672	16,339	55,370	39,031
Staff Recruitment	180	250	15,000	14,750
Commission Stipends	-	5,250	20,000	14,750
Web-Based Services	1,787	14,074	88,000	73,926
Bank & Other Service Charges	343	6,239	11,000	4,761
<b>Total Professional Services</b>	<b>24,864</b>	<b>192,706</b>	<b>486,370</b>	<b>293,664</b>
<b>Travel Expenses</b>				
Airfare	5,402	13,115	107,562	94,447
Lodging	2,816	6,568	104,354	97,786
Per Diem	6,689	9,571	47,602	38,031
Other Travel Expense	285	1,395	12,158	10,763
<b>Total Travel Expenses</b>	<b>15,192</b>	<b>30,650</b>	<b>271,676</b>	<b>241,026</b>
<b>Professional Development</b>				
Training Material & Supplies	-	-	15,780	15,780
In-house Training	-	2,700	77,200	74,500
Leadership Programs	-	7,650	81,500	73,850
Conference/Training Registrations	8,231	22,040	112,300	90,260
Outside Training	350	1,048	57,700	56,652
<b>Total Professional Development</b>	<b>8,581</b>	<b>33,438</b>	<b>344,480</b>	<b>311,042</b>
<b>Capital Improvements</b>				
Capital Outlay (Equipment Purchases)	-	4,397	130,000	125,603
<b>Total Capital Improvements</b>	<b>-</b>	<b>4,397</b>	<b>130,000</b>	<b>125,603</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>1,588,986</b>	<b>10,098,451</b>	<b>20,746,542</b>	<b>10,648,092</b>

**NOTES - OPERATING & ADMINISTRATIVE BUDGET UPDATE:**

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

The FY 2023-24 operating budget was approved by the Board of Commissioners on June 8, 2023.

**Los Angeles County Children and Families First -  
Proposition 10 Commission  
Statement of Net Assets  
January 31, 2024 Unaudited**

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**Current Assets:**

Cash	\$	8,268,647
Cash- Morlin Mgmt Corp		237,380
Investment:		
Operating and Allocated funds		131,965,699
Specific Investment - County Pooled		134,000,000
Advance - Regional Network (RN)		2,016,122
Advance - Various		668,007
<b>Total Current Assets</b>	<b>\$</b>	<b><u>277,155,855</u></b>

**Fixed Assets:**

Land	\$	2,039,000
Building & Improvements		15,822,441
Furniture & Fixtures		627,671
Computer, Software & Accessories		2,262,881
Office Equipment		346,044
Accumulated Depreciation		(7,633,402)
<b>Total Fixed Assets</b>	<b>\$</b>	<b><u>13,464,635</u></b>

<b>Total Assets</b>	<b>\$</b>	<b><u><u>290,620,490</u></u></b>
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**Liabilities and Net Assets**

**Current liabilities:**

Other Liabilities	\$	(15,856) (1)
<b>Total Current Liabilities</b>	<b>\$</b>	<b><u>(15,856)</u></b>

**Net Assets:**

Investment in capital assets	\$	13,464,635
Restricted		277,171,710
<b>Total Net Assets</b>	<b>\$</b>	<b><u>290,636,345</u></b>

<b>Total Liabilities and Net Assets</b>	<b>\$</b>	<b><u><u>290,620,490</u></u></b>
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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 (1) new agreement and authorize staff to execute the agreement upon approval from the Board.**

**BACKGROUND:**

Pursuant to the Procurement Policy, adopted on September 9, 2021, "All First 5 LA contracts and amendments over \$150,000 in the aggregate shall be presented to the Board of Commissioners as an item under Consent for approval prior to execution on behalf of the First 5 LA."

First 5 LA's programmatic mid-year revised budget for FY 2023-24 totals \$80,370,282 and the mid-year revised operating budget totals \$ 20,746,542. Funding for the new agreement is included in the FY 2023-24 mid-year revised budget which was shared with the board as an item to receive and file at the February 8, 2023, Board of Commissioners meeting. Note, Board approval to receive and file the FY 2023-24 mid-year revised budget in lieu of formal approval was granted in November 2023 through approval of the FY23-24 M-Y Process Change Request Memo.

A description of the contractor's project and scope of work for FY 23-24 is provided in Attachment A. Upon approval of the agreement presented below, staff will execute the agreement.

**DISCUSSION:**

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

Attachment A  
March 2024

NEW										
	TEAM/OFFICE	TEAM/ INITIATIVE/STRATEGY / PROGRAM	CONTRACT (PROJECT) INFORMATION	PROCUREMENT METHOD	PROJECT LENGTH	ESTIMATED TOTAL PROJECT COST	CONTRACT AMOUNT	ANTICIPATED CONTRACT START DATE	ANTICIPATED CONTRACT END DATE	ANTICIPATED PROJECT END DATE
1	Early Care & Education	Early Care & Education /Quality Improvement System/Dual Language Learner	<p><b><u>OOH BUYING GROUP, INC. #10432</u></b></p> <p>The Contractor will purchase paid media advertising in a diverse range of outdoor advertising, such as convenience store posters, bus benches, bus and metro train wraps, metro rain backs or wraps and billboards, for the Quality Start Los Angeles (QSLA) Dual Language Learner (DLL) Communications Campaign.</p> <p>The Board of Commissioners approved Board Resolution #2023-04 on November 9, 2023, authorizing First 5 LA to receive up to \$2,000,000 from Los Angeles County of Education (LACOE) to extend the QSLA DLL Communications Campaign. Funding for this agreement was included in the mid-year budget for FY 23-24, which was presented to the Board as an item to receive and file at the February 8, 2024, Board of Commissioners meeting. Board approval to receive and file in lieu of formal approval was granted in November 2023 through approval of the FY23-24 M-Y Process Change Request Memo.</p>	Categorical Exemption	3 months	\$ 1,018,000	\$1,018,000	March 15, 2024	June 30, 2024	115 June 30, 2024

**FIRST 5 LA**

**SUBJECT:**

Authorize First 5 LA to Receive Funds from the Los Angeles County Office of Education (LACOE) for the California Early Care and Education Workforce Study Los Angeles County Report and Approve Resolution # 2024-01

**RECOMMENDATION:**

The following recommendations were presented as written information for the Board's consideration at the February 8, 2024, Board of Commissioners Meeting. First 5 LA staff recommends that at the March 14, 2024, Board of Commissioners Meeting, the Board approve the following action related to the California Early Care and Education Workforce Study Los Angeles County Report:

1. Approve a Budget Resolution # 2024-01 to approve receipt of funds in the amount of up to \$17,803 in one-time funding from the Los Angeles County Office of Education to reimburse First 5 LA for the California Early Care and Education Workforce Study Los Angeles County Report.

**BACKGROUND:**

In 2020, the Center for the Study of Child Care Employment (CSCCE) at the University of California Berkeley conducted the first comprehensive study of the early education workforce in California in 15 years. In 2023, CSCCE followed up on that study by surveying members of the existing sample of educators to continue the study with a longitudinal design. CSCCE offered county-specific reports, which included essential information and analysis about the local workforce including: demographics, job characteristics, educational background, wages, well-being, pandemic effects, and the impact of Transitional Kindergarten implementation. The Los Angeles sample consisted of returning members of the 2020 study which included 1,400 center directors, center teaching staff, and Family Child Care providers. In addition to the core report, CSCCE collaborated with First 5 LA and partners to determine additional figures and tables that serve local needs and strategic objectives. The final report and data tables were received from CSCCE in December 2023.

First 5 Los Angeles and the Los Angeles County Office of Education (LACOE) partnered to fund this county-specific report to inform strategic planning and policy development. Both organizations focus on the early care and education system in Los Angeles County and recognize the key role the workforce plays in supporting optimal child development. Understanding local trends, needs, and other information provided by the study will support data-driven strategy development and advocacy.

The total cost for the project was \$53,410 with First 5 LA as the lead agency that coordinated with CSCCE. LACOE will reimburse First 5 LA \$17,803.

**NEXT STEPS:**

Upon Commission approval, First 5 LA will accept funds in the amount of up to \$17,803 in one-time funding from the Los Angeles County Office of Education (LACOE) as reimbursement for the California Early Care and Education Workforce Study Los Angeles County Report.



**RESOLUTION NO. 2024-01**

**A RESOLUTION OF THE LOS ANGELES COUNTY CHILDREN  
AND FAMILIES FIRST PROPOSITION 10 COMMISSION:  
APPROVAL OF RECEIPT OF FUNDS FOR THE CALIFORNIA EARLY CARE AND EDUCATION  
WORKFORCE STUDY LOS ANGELES COUNTY REPORT**

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 Office of Education (LACOE) is reimbursing First 5 LA funds for the California Early Care and Education Workforce Study Los Angeles County Report. First 5 Los Angeles and the Los Angeles County Office of Education (LACOE) partnered to fund this county-specific report to inform strategic planning and policy development. The final report and data tables were received from Center for the Study of Child Care Employment (CSCCE) at the University of California Berkeley in December 2023.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. One-time funding received from LACOE in the amount of \$17,803, will be considered restricted for fund balance purposes; and
2. 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 MARCH 2024, BY THE FOLLOWING VOTE:**

AYES: Commissioners \_\_\_\_\_

NOES: Commissioners \_\_\_\_\_

ABSTAIN: Commissioners \_\_\_\_\_

\_\_\_\_\_  
Holly J. Mitchell  
Chair, First 5 LA

\_\_\_\_\_  
Karla Pleitéz Howell  
Executive Director

# Memo

**To:** Board of Commissioners  
**From:** Karla Pleitéz Howell, President & CEO  
**Date:** March 14, 2024  
**Subject:** **PRESIDENT/CEO REPORT**

## I. PRESIDENT/CEO HIGHLIGHTS

March is a time to reflect and recognize the significant contributions of women throughout our history who have boldly inspired us to create a more just society. The National Women’s History Month’s theme for 2024 celebrates “Women Who Advocate for Equity, Diversity and Inclusion.” The theme recognizes women throughout the country who understand that, for a positive future, we need to eliminate bias and discrimination entirely from our lives and institutions. Inspired by the women who are working towards shaping a future free from bias and discrimination, First 5 LA is also dedicated to centering equity, diversity, and inclusion in our work.

This is explicit in the First 5 LA 2024-29 strategic plan. We are committed to partnering with community and systems leaders with a renewed urgency to create a future where every child has the potential to thrive. The charge in our new strategic plan is clear:

1. Address the different set of conditions faced by children and families in a post-pandemic world, and;
2. Address the additional pressures that have decreased First 5 LA revenue by continuing to focus our work.

The First 5 LA 2024-29 strategic plan clearly articulates that in order to address the set of conditions faced by children and families in a post pandemic world, we must stay focused on our three goals:

1. Children prenatal to age 5 and their families have their basic needs met.
2. Children prenatal to age 5 have nurturing relationships and environments.
3. Children prenatal to age 5 have a solid foundation for well-being, lifelong learning, and success.

Furthermore, as First 5 LA transitions to our new strategic plan, we must continue to adjust to our fiscal reality since our revenue projections are much lower than earlier anticipated. To ensure we build the

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 Jacquelyn McCroskey, DSW  
 Alejandra Albarran Moses  
 Brandon Nichols

**PRESIDENT & CEO**

Karla Pleitéz Howell

**EXECUTIVE VICE PRESIDENT**

John A. Wagner

best foundation towards achieving the goals, for the remainder of fiscal year 2023-24 and for fiscal year 2024-25, the work will largely continue to align with First 5 LA's previous 2020–2028 strategic plan. In parallel, First 5 LA will continue to prepare for implementation of First 5 LA's new 2024-2029 and will align the plan to the budget for fiscal year 2025-26.

Today, the Board will hear both how we continue to review current work to right size investments and how we are working towards the new strategic plan tactics to ensure they are aligned to our fiscal reality. Most importantly, the board will hear about First 5 LA's continued commitment to working in partnership, so that together we can create a brighter, more equitable future for our youngest children and families.

## **II. UPDATES FROM THE TEAM – WHAT HAS FIRST 5 LA BEEN UP TO?**

### **Advancing First 5 LA's policy priorities and building relationship with policymakers**

In early February, First 5 LA participated in the First 5 Association's Annual Meeting and Advocacy Day in Sacramento where Office of Government Affairs and Public Policy (OGAPP) staff met collectively and joined First 5 Commissions from across California to talk with state policymakers on the importance of early childhood investments and supporting family serving systems. The First 5 LA delegation met with several offices including meetings with Sen. Steven Bradford (Gardena) and Assemblymember Mike Gipson (Los Angeles). We amplified the day, in collaboration with the Office of Communications, by thanking policymakers for their time via First 5 LA's social media channels. Concurrently, the state legislative bill introduction deadline was February 17, and the legislature introduced over two thousand bills. OGAPP is working with First 5 LA state advocate, California Strategies, to identify and analyze policy proposals that might align with the org-wide policy agenda. On the federal level, OGAPP staff will be joining the Los Angeles Chamber of Commerce's ACCESS DC Advocacy trip to advocate for First 5 LA federal early childhood priorities alongside business and civic leaders. See here for a list of current First 5 LA state and federal priorities in alignment with First 5 LA's policy agenda.

### **First 5 LA honors Black History Month, "African Americans and the Arts"**

In honor of Black History Month and this year's national theme, "African Americans and the Arts," First 5 LA joined in celebrating the impact of Black history and culture as expressed through the wonderful and diverse platforms of art. Throughout the month, F5LA curated a resource list of family friendly events across L.A. County and celebrated Rosa Parks contributions to advancing racial equity and justice.

### **Local Funders Gather to Learn More about Black Birth Equity**

On February 14<sup>th</sup>, the LA Partnership for Early Childhood Investment convened 25 philanthropic organizations to participate in a briefing on the African American Infant and Maternal Mortality Prevention Initiative (AAIMM). LA County Department of Public Health and First 5 LA presented on both AAIMM's progress since it launched in 2018 as well as its vision for the future. AAIMM, a Black-led coalition of the Los Angeles County Departments of Public Health, Mental Health, Health Services, First 5 LA, community and faith-based organizations; and healthcare providers, birth workers, funders, universities, and community members is focused on ensuring healthy and joyous births for Black families throughout LA County. Over the past year, AAIMM has undergone an extensive strategic planning process to determine how best to evolve its structure, operations and strategies to maximize impact and further center community in the work. This invite-only funder briefing offered a chance to learn about the future of AAIMM and how philanthropy can continue to be a strategic partner in eliminating Black infant and maternal mortality in our county. Next steps include individual outreach and engagement with interested philanthropic partners ready to commit resources in support of AAIMM.

## Communities Regional Updates

### Region 1:

The Best Start Region 1 Network engages the communities of East LA, Metro, South El Monte/El Monte, and Southeast LA in systems change using a model with promotores, direct participation, and leadership strengthening. They utilize promotores and a career pipeline to support capacity building, outreach, and relationship building within each of the community partnerships. This support has led to a strong network committed to systems change within these communities. Promotores are also being used in a pilot with White Memorial and funded by the Children's Hospital of Los Angeles. Here, Para Los Ninos is spearheading changes to the health care systems through the use of a small group of promotores who have increased utilization of services from 26% to 85%.

In other work, the Best Start Region 1 Network has been strengthening their knowledge of housing insecurity, its root causes, and the current efforts in LA County to address the problems. As a result of extensive knowledge and capacity to act, many members of the Best Start Region 1 Network communities have selected to partner with LA County Affordable Housing Solutions Agency, LA County Development Authority, and the San Gabriel Valley Land Trust.

### Region 2:

In Region 2, Rising Communities, in partnership with First 5 LA, is supporting the Best Start Network in the South Los Angeles (SLA) region to catalyze and address systemic issues impacting families with young children. A significant part of their efforts center around their South LA Decides participatory budgeting process. South LA Decides is a movement about South LA reclaiming the community and strengthening the civic engagement muscle of residents. Through the SLA Decides participatory grant-making process, community residents have been able to identify and vote on priorities that would address systemic change in Best Start SLA Region 2. The SLA Decides participatory grant-making process is in its 6<sup>th</sup> year and the priorities that were voted on for fiscal year 2023 – 2024 are Equal access to **1) Affordable & Safe Housing, 2) Quality, Healthy Food Options, and 3) Community Education and Youth Development Programs**. The Regional Task Force (RTF)/Community members selected 10 grantees to work on 13 projects that will address the 3 community priorities for SLA Region 2. As a critical approach to reduce poverty among families with young children in SLA, Best Start SLA Region 2 decided to implement a Guaranteed Basic Income (GBI) pilot project to address the economic disparities of families. The GBI project known as Mothers Rising was approved by the RTF in FY 2021 – 22. Through SLA Decides, the GBI and the commitment to community engagement is addressing the systemic issues that are taking place in SLA. In January 2024 SLA Decides opened the application process for potential candidates to receive \$500 monthly payments for a two-year period. Currently, 48 mothers have been verified to be a part of the lottery that will select 100 mothers to participate in the Mothers Rising GBI pilot project.

### Region 3:

In Region 3, El Nido Family Centers was awarded two \* [LA REPAIR Peace and Healing Center](#) (PHC) grants by the City of Los Angeles last year. Through that grant, El Nido has led the \*\* [Panorama City and Pacoima PHCs](#), which builds on the years-long efforts of Best Start to activate a network of community-based organizations, service providers and residents to create trusted, effective and accessible support systems within the San Fernando Valley. As a result of the PHC funding, El Nido has operated a Farmers Market at the Pacoima Family Source Center where the network can further engage families and residents and where promotores trained by El Nido have helped approximately twenty individuals navigate the CalFresh enrollment process, an important step to addressing quality food access for families.

\* <https://civilandhumanrights.lacity.gov/peaceandhealing>

\*\* <https://www.elnidofamilycenters.org/post/healing-communities>

#### **Region 4:**

Region 4 Best Start networks continue to advance community priorities for Central Long Beach and Wilmington through grantmaking and advocacy. Utilizing two regranteeing methods, network grants and participatory budgeting, Region 4 network builds local capacity by supporting smaller nonprofits, bring in new partners, and in that way build local nonprofit capacity for early childhood. Overarching priorities for both Central Long Beach and Wilmington are quality and affordable housing, as well affordable childcare. Long Beach has also prioritized economic security for families. In regards to advocacy, Long Beach networks have been supporting efforts to legalize street vending, an important step to support economic security for immigrant communities.

#### **Region 5:**

In Region 5, network alignment and coordination continue to be foundational in achieving transformational results for children and families. As highlighted by the Best Start State of the Child report, parents and residents face significant systemic barriers as they try accessing critical supports and basic needs. Antelope Valley Resource Infusion (AVRI) is helping build alignment among community family resource centers (CFRC) leadership across the region. Strengthening collaboration and alignment will help CFRC partners shift practices and better align the flow of resources, such as mental health services and healthy food access, through a co-creative process with the communities they serve. Best Start Antelope Valley continues to help build a strong foundation for systemic change by shifting mental models. Trauma-informed and DEIAA trainings are proving impactful among community members and organizational partners. Community partners with limited funding and/or capacity can acquire tools through trainings and various workshops, which helps develop their DEIAA skills and capacity. More than 30 nonprofits and agencies have participated in the trainings, including AV AAIMM Community Action Team organizations. The tools that the various partners have acquired are empowering them to engage in open, transparent, and candid conversations regarding resources, capacity, partnerships, and prioritization. This work and collaboration are helping create greater trust and bring much needed healing to the community as they work towards the transformational changes they want to see.

### **III. CONTRACTS EXECUTED LEVERAGING PRESIDENT & CEO DELEGATION AUTHORITY**

Pursuant to the Procurement Policy adopted on September 9, 2021, “The Executive Director (or designee) may approve any contract or amendment up to and including \$150,000 in the aggregate and will establish appropriate internal policies and controls for those awards. Contracts that are executed under the Executive Director (or designee) between \$10,000-\$150,000 will be presented as information at the next Board of Commissioners meeting.”

The following agreement was executed between December 19, 2023, and February 05, 2024, by President & CEO Karla Pleitéz Howell.

#### **#10425 De Alba Consulting, Inc. – Contract Amount: \$39,330**

##### **Contract Period: 1/15/2024 – 6/30/2024**

The Contractor will develop and implement a comprehensive paid advertising media plan to reach L.A. County families with young children whose primary language is Spanish, Chinese, Vietnamese, Khmer, Armenian, or Korean. The paid media advertising strategy will encompass a diverse range of platforms, including but not limited to outdoor advertising, such as convenience store posters, bus benches, bus wraps, and billboards, as well as broadcast radio, TV, and digital channels (i.e., websites, streaming platforms, etc.). Furthermore, it will include placements in alternative markets like Women Infants and Children (WIC) centers, clinics, and the Department Of Public Social Services (DPSS) offices to maximize reach and impact. The goal of the Quality Start Los Angeles (QLA) Dual Language Learner (DLL) Initiative is to promote multilingualism among young children in Los Angeles County. This initiative aims to create an inclusive environment where multilingual children feel secure and appreciated by establishing connections with families and early educators. The primary aim of the Communications Campaign is to reach target communities or populations to generate awareness and understanding of

the advantages of multilingualism and the importance of using a child's home language. It seeks to encourage families, programs, and communities to prioritize children's bilingual development.

#### **IV. RECENT AND UPCOMING EVENTS SPONSORED BY FIRST 5 LA**

**Name: UCLA Center for Reproductive Science, Health and Education (CRSHE) Speaker Series**

**Date: 2/29/24**

**Amount: \$2,500**

The Health System's team attended the UCLA CRSHE's speaker series which featured a conversation with Los Angeles Supervisor Holly Mitchell and UC Regent Elaine Batchlor, MD, MPH about Black maternal health and care in LA.

**Name: Los Angeles Chamber of Commerce's Inaugural Dinner**

**Date: 2/15/24**

**Amount: \$5,000**

Members of the Office of Government Affairs and Public Policy (OGAPP) and First 5 LA partners joined one of the biggest businesses gatherings bringing together the region's most influential civic and business leaders.

**Name: National Foster Youth Institute (NFYI)**

**Date: 3/2/24**

**Amount: \$500**

Senior Government Affairs Strategist, Jamie Zamora attended this year's NFYI's "An Afternoon of Learning & Celebration," whose mission is to bring about system policy changes in the child welfare system. The event featured The Honorable Mayor Karen Bass, who is a founder of NFYI.

**Name: HOPE's 33rd Annual Latina History Day Conference**

**Date: 3/8/24**

**Amount: \$5,000**

First 5 LA staff and partners attended Hispanas Organized for Political Equality's (HOPE) historic conference which brings together over 1,000 women to support the development of the next generation of Latina leaders.

**Name: VICA Sate Officeholder's Dinner**

**Date: 3/8/24**

**Amount: \$900**

Members of OGAPP attended VICA's annual State Officeholder's dinner where they engaged with state legislative policymakers and business leaders in the area.

**Name: Long Beach Early Childhood Education Committee ECE Symposium**

**Date: 3/9/24**

**Amount: \$5,000**

First 5 LA supported more than 600 early childhood educators and childcare industry leaders from across Southern California to attend the 11th Annual Long Beach Early Childhood Education Symposium.

**Name: Climate Resolve Coolest in LA Gala**

**Date: 3/14/24**

**Amount: \$1,500**

Members of OGAPP attended this annual Gala which supports Climate Resolve's mission in tackling climate change. This year their honorees included one of First 5 LA's biggest early childhood champions, Representative Judy Chu.



## FIRST 5 LA

### **SUBJECT:**

Approval of Updated Records Retention Schedule and Records Retention and Destruction Policy.

### **RECOMMENDATION:**

Adopt Item 6: Records Retention and Disposition Schedule and Records Retention Policy for First 5 LA.

### **BACKGROUND:**

The Board previously adopted a Records Retention Schedule and Records Retention Policy. First 5 LA is updating its records management program, including its records retention policies. First 5 LA selected Gladwell Governmental Services, Inc., an expert in California local government records, to upgrade its records management program.

### **DISCUSSION:**

The update of the current records management systems are driven by many factors, including:

- Many departments are filing and storing copies of the same records
- First 5 LA produces and manages many long-term and permanent records
- Increased frequency and complexity of public records act requests, requiring employees and attorneys to read and analyze numerous records
- Escalating offsite records storage expenses
- Technology advancements
- Changes in law

The purpose of the program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation, and disposal of all records managed by First 5 LA.

State law requires local public agencies like First 5 LA to retain all records of the agency for a minimum of two years, and then permits the destruction of obsolete records pursuant to a written records retention schedule. In many cases certain specified records, such as the minutes and agendas of the agency, records relating to real property, financial audit records, contracts and personnel records, must be retained for longer periods, or even permanently. Although state law does not impose records retention periods specific to First 5 LA, we have generally followed requirements applicable to Los Angeles County, as First 5 LA is a public entity that was created by the Los Angeles County Board of Supervisors.

The new retention schedules were written interactively with representatives from all Centers and Departments. The schedules provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of First 5 LA records.

By identifying which Center/Department is responsible for maintaining the original record, and by establishing clear retention periods for different categories of records, First 5 LA will ensure the protection and preservation of appropriate records, realize significant savings in labor and storage costs, and increase operational efficiencies.

It is standard business practice for California local governments to authorize the routine destruction of records that have exceeded their adopted retention period, upon the request of the Center Vice President or Department Director, and with the consent in writing of the Center Vice President or Department Director, Vice



President of Operations & Sustainability, and Legal Counsel. This will reduce costs, reduce risk, and improve efficiency for First 5 LA.

All future records destruction requests will be brought to the Board of Commissioners for approval, and all amendments to the Records Retention Schedule and related policies will be brought to the Board of Commissioners for approval.

**FISCAL IMPACT:**

First 5 LA will ensure appropriate records are preserved while realizing savings both in labor and storage expenses.



# Records Retention Schedule and Policy Revision 2024

Information Technology Team

Danna Schacter, Records & ECM Specialist

March 14, 2024

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**A Records Retention Schedule is a policy that defines the types of records we use at First 5 LA, and our legal requirements regarding how long we keep them and how they are dispositioned.**

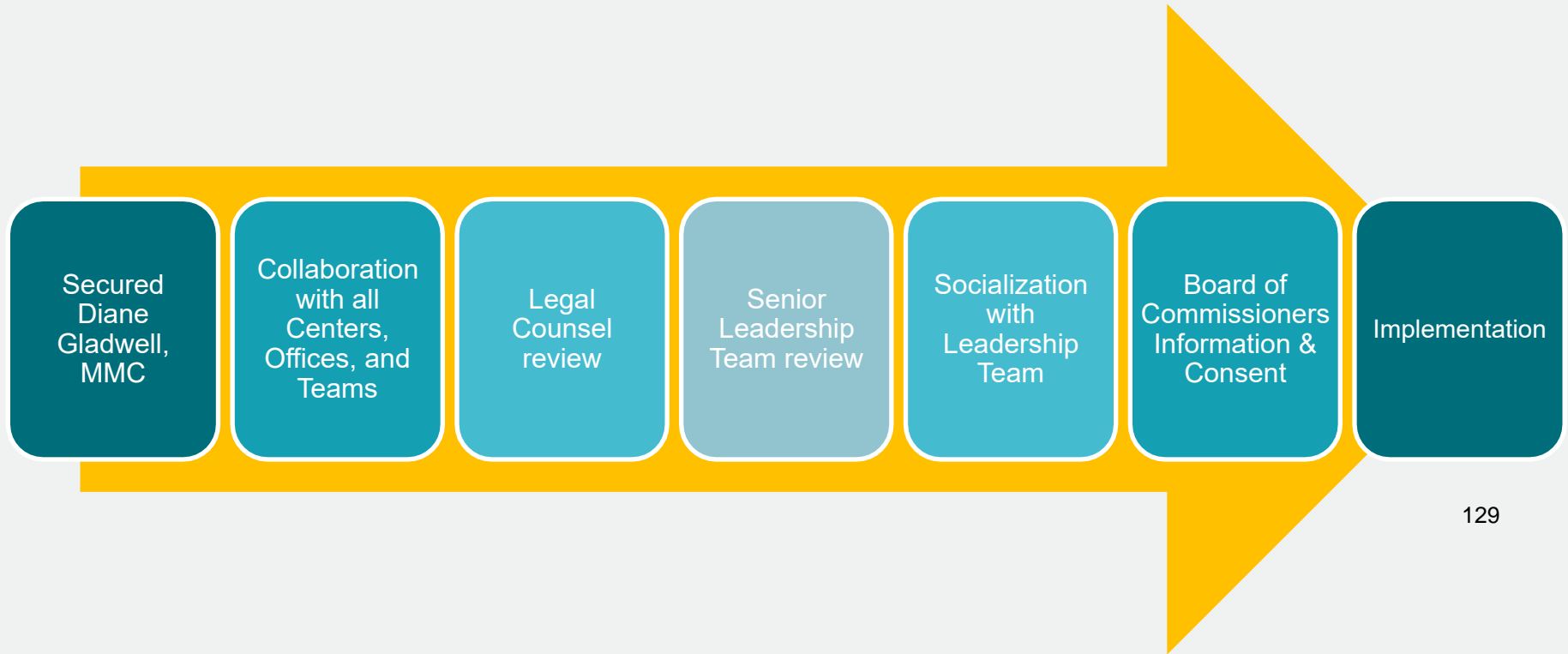
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# Benefits of Records Retention



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# Records Retention Schedule Revision Process



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# Current Records Retention Schedule – 2018

- Last updated 2018
- Based on departments rather than functions – many of which were obsolete
- It was incomplete and all programmatic records had a retention of schedule listed as “TBD”

INTEGRATION AND LEARNING DEPARTMENT			
Records Series Category	Description of Records	Recommended Retention Period <sup>FM1</sup>	Legal Citation
TBD	TBD	TBD	
MEASUREMENT, LEARNING AND EVALUATION DEPARTMENT			
Records Series Category	Description of Records	Recommended Retention Period <sup>FM1</sup>	Legal Citation
TBD	TBD	TBD	
POLICY AND STRATEGY SUPPORT DEPARTMENT			
Records Series Category	Description of Records	Recommended Retention Period <sup>FM1</sup>	Legal Citation
TBD	TBD	TBD	
			130
PROGRAMS SUPPORT DEPARTMENT			
Records Series Category	Description of Records	Recommended Retention Period <sup>FM1</sup>	Legal Citation
TBD	TBD	TBD	

# Proposed Records Retention Schedule – 2024

- Based on functions and record type, resulting in less maintenance.
- All record types included, such as administrative, operational, and programmatic

Ver. 2024-01		FINANCE			Page FIN-1
RECORDS RETENTION SCHEDULE					
Office of Record	Retention No.	Records Description	Total Retention	Comments / Reference	
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years).</i>					
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods</i>					
<b>FINANCE</b>					
Finance	FIN-002	1099's, 1096's, DE542 (California Report of Independent Contractors)	7 years	Department preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, (d)(12); 29 USC 436	
Finance	FIN-003	Accounts Payable / Invoices - ALL vendors: Employee Reimbursement / Travel Expense Reimbursement / Travel Approval / Conference Approvals / Petty Cash Slips	Contract Requirements (if Applicable), or 7 years	Department Preference for compliance with MAA Grants (Medical Administrative Activities Grants), which may be up to 7 years following the term (1 year); no mandate is required; (meets municipal government auditing standards)	

Ver. 2024-01		AGENCY-WIDE STANDARDS			Page AW-4
RECORDS RETENTION SCHEDULE					
Office of Record	Retention No.	Records Description	Total Retention	Comments / Reference	
Lead Center / Department	AW-020	Reports and Studies	Minimum 2 years	<b>UNLESS:</b> •These documents are specifically called out as a deliverable in a contract (Externally-Funded Agreements); •If applicable, you must comply with the requirements in the Contract that funded the deliverable(s)	

# Record Retention Policies

## CURRENT - 2018

**Records Retention and Destruction E-1002**  
**Electronic Storage of Records E-1003**

- Both implemented in 2018
- Redundant with some sections being contradictory
- Retention policy did not address physical and digital records equally
- Standards, best practices, and technology have changed

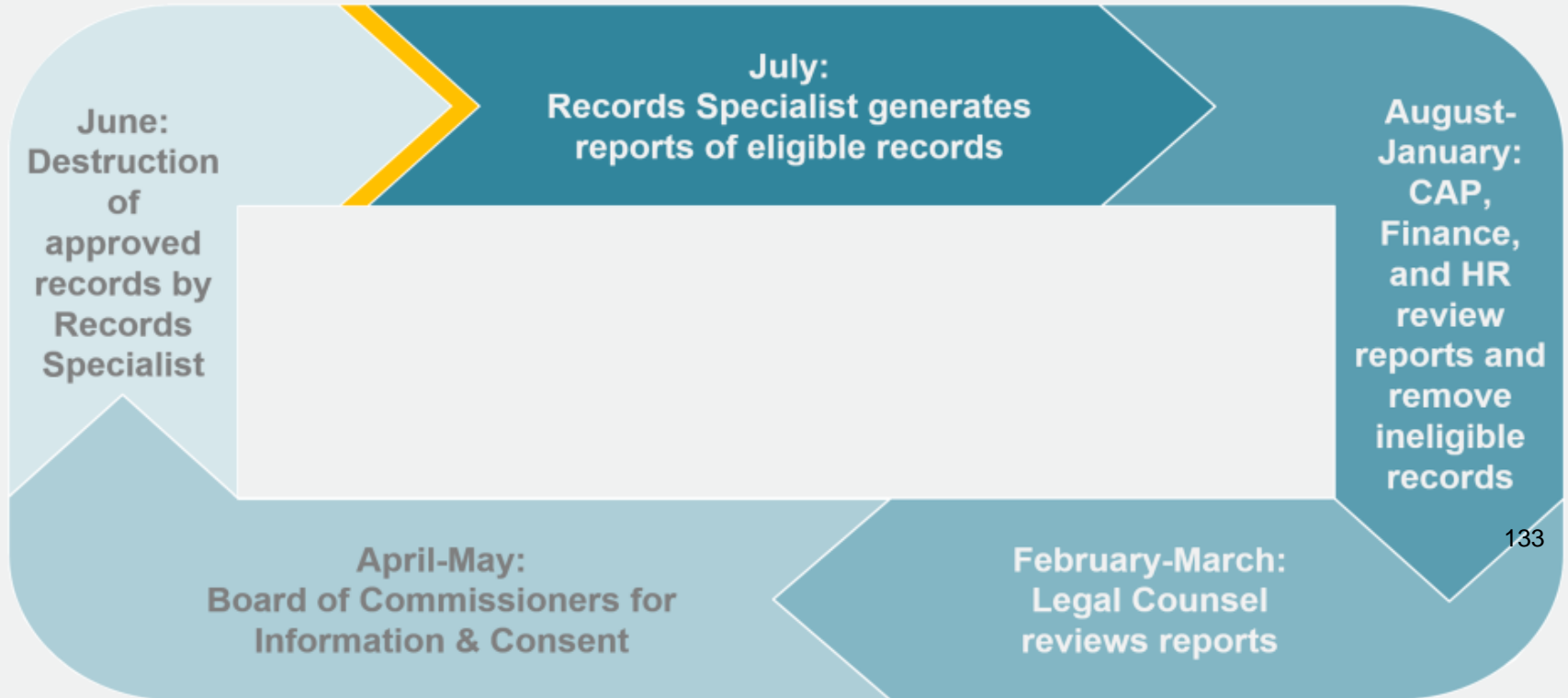
## PROPOSED - 2024

**Records Retention and Destruction E-1002**

- (New) Combined into one cohesive policy
- (Updated) Destruction of both Physical and digital records
- (Updated) Legal holds
- (Same) Destruction authorization and processes 132
- (New) Training
- (Updated) Staff's Responsibilities

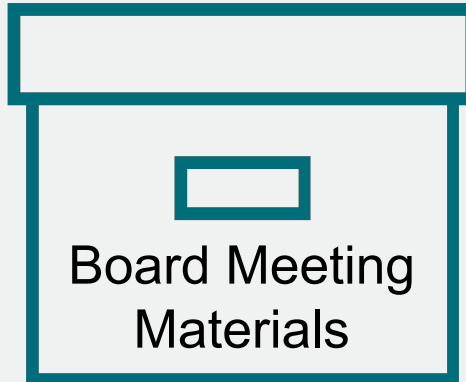
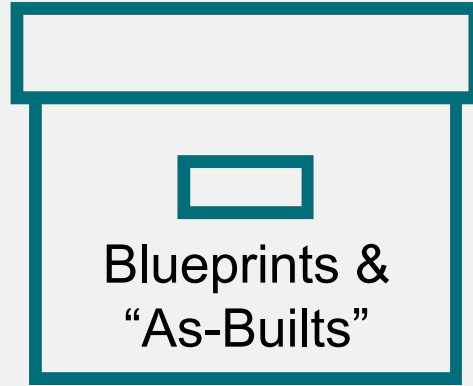


# Continuation of Current Processes



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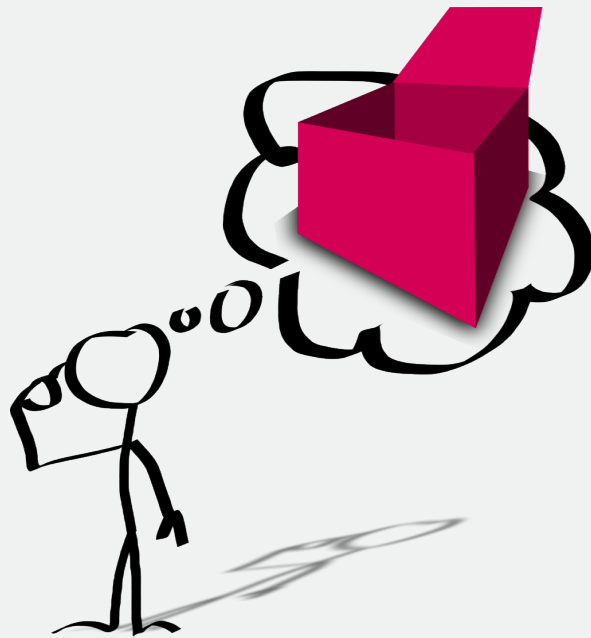
## Examples of Permanent Records



## Next Steps

- May 9<sup>th</sup> Board of Commissioners meeting – vote for approval
- Implement the Schedule and Policy
- Records Disposition Review FY24/25
- Staff training on records management basics, retention schedule and policy, and record requirements in a public agency

# Questions?



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# Records Retention and Destruction Policy: Appendix A

## HOW TO USE RETENTION SCHEDULES

A legend explaining the information presented in the retention schedule is available for your easy reference; an index to locate records is also provided.

The specified retention period applies regardless of the media of the record: if a record is stored on paper and a computer file on a hard drive, both records should be destroyed (or deleted) after the specified retention period has elapsed.

Copies or duplicates of records should never be retained longer than the prescribed period for the original record.

### **STRUCTURE: AGENCY-WIDE & DEPARTMENTS (Centers and Departments will be referred to as Departments for simplicity.)**

The Agency-wide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the original record for the prescribed length of time.

Some departments have a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. If a record is not listed in your department retention schedule, refer to the Agency-wide retention schedule. An index will be provided for your reference.

### **BENEFITS:**

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide First 5 LA with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort within First 5 LA
- Quicken the retrieval of records
- Simplify purging of file folders
- Improve long-term record storage strategies

For questions, please contact the Records & ECM Specialist.

### **AUTHORIZATION TO DESTROY RECORDS:**

Destruction of an original record that has exceeded its retention period must be authorized according to First 5 LA Policies and Procedures prior to destroying it.

- If there is a **minimum** retention ("**Minimum 2 years**"), destruction of the document must be authorized before it is destroyed, as it is an original record.

Copies, drafts, notes, and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

- If there is **NOT** a minimum retention ("**When No Longer Required**"), it does NOT need to be authorized prior to destruction, as it is a preliminary draft / transitory record or a copy.

Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).

## RECORDS RETENTION SCHEDULE LEGEND

**OFR (Office of Record):** The department that retains the original or “record copy”. Usually it is the department that originates the record, unless the item is for a First 5 LA Board meeting (then it is the Board Relations Team.)

**Lead Center / Department (Lead C/D):** The Center / Department with the primary (“Lead”) responsibility to create and retain the record.

**Records Description:** The record series (a group of similar records).

- **Externally-Funded Agreements:**
  - Agreements funding projects or programs provided from various grant-funders (other than Proposition 10 funds, which fund much of First 5’s programs.)
  - Documents may be required to pass their audit, and each agreement may have specific retention requirements
  - Each Project or Program Manager is expected to manage their project and records in full compliance with the agreement or contract that is funding their project or program.

**Preliminary Drafts / Transitory Records:** Records that do NOT have substantive content, and are not retained in the ordinary course of business, including without limitation: preliminary drafts / rough drafts, notes, interagency or intra-agency memoranda and records having only transitory value. Examples: telephone messages, meeting room reservation schedules, source records entered into a computer system that qualify as a “trusted system” – data entry forms, etc.

**Non-Record:** Documents, studies, books and pamphlets produced by outside agencies,

**Total Retention:** The total number of years the record will be retained active and inactive.

- For file folders containing documents with different retention timeframes, use the document with the longest retention time.

**P = Permanent**

**Indefinite** = No fixed or specified retention period; used for databases, because the data fields are interrelated.

**Comments / Reference:**

- “Department preference” is where First 5 LA is not bound by law to keep a record but has chosen the retention.
- Retention periods have been made consistent with the requirements of Los Angeles County, even though their mandates do not apply to First 5 LA.

**Electronic Records may serve as the agency’s Original Record** (and the paper version may be destroyed to rely on the electronic record as the Official / Original Record, provided:

- The electronic record or image must contain all significant details from the original; and
- Be an adequate substitute for the original document for all purposes
- These records should be stored in Application Enhancer Database (“ECM Database”), the agency’s repository for official electronic records.

### Legend for legal citations

(§: Section)

CCP: Code of Civil Procedure (CA)  
CCR: California Code of Regulations (CA)  
CFR: Code of Federal Regulations (US)  
FTB: Franchise Tax Board (CA)  
GC: Government Code (CA)  
INA: Immigration & Nationality Act  
INS: Immigration & Nationalization Service  
IRS: Internal Revenue Service  
LC: Labor Code (CA)  
OMB: Office of Management & Budget (US)  
Ops.Cal.Atty.Gen.: Attorney General Opinions (CA)  
USC: United States Code (US)

### Other Abbreviations

ADEA – Age Discrimination in Employment Act  
CIP – Capital Improvement Project  
CRD – California Civil Rights Department  
DFEH – Department of Fair Employment & Housing  
EEO – Equal Employment Opportunity  
EEOC – Equal Employment Opportunity Commission  
FLSA – Fair Labor Standards Act

## AGENCY-WIDE STANDARDS RECORDS RETENTION SCHEDULE

Office of Record	Retention No.	Records Description	Total Retention	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years).</i>				
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods</i>				
<b>AGENCY-WIDE STANDARDS (Used by All Departments)</b>				
Lead Center / Department	AW-001	ECM Database	Follows Retention of Records Description	Repository for final, official electronic records
Lead Center / Department	AW-002	Blackbaud Grant Making Database (Contains data for Grants / Externally-Funded Agreements and Projects)	Minimum 20 years	Agency preference to ensure all Grant requirements / Externally-Funded Agreements requirements are met.
Lead Center / Department	AW-003	SharePoint Libraries	Follows Retention of Records Description	Collaboration Software (final, official records are stored in the ECM Database)
Lead Center / Department	AW-004	Affidavits of Publications / Postings / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years	Agency preference; No retention is mandated; Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC § 54960.1(c)(1)
Lead Center / Department	AW-005	Agendas and Minutes: <b>Department Meetings</b> / Internal Committees / Staff Meetings / Employee Meetings	When No Longer Required	Agency preference; No retention is mandated
Lead Center / Department	AW-006	Agendas and Minutes: <b>External or Internal Agencies</b>	When No Longer Required	<b>UNLESS:</b> •These documents are <b>specifically called out as a deliverable in a contract (Externally-Funded Agreements):</b> •If applicable, you <b>must comply with the requirements in the Contract</b> that funded the deliverable(s)
Dept. that Authors Document or Receives the Agency's Original Document	AW-007	Correspondence - <b>ROUTINE / SUBSTANTIVE</b> <b>(Content relates in a substantive way to the conduct of the public's business)</b>  (e.g. Letters, Memorandums, Administrative, Chronological, General Files, Reading File, Working Files, etc.)	When No Longer Required	Agency preference; No retention is mandated. Records where either the Content relates in a substantive way to the conduct of the public's business, or are made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. GC § 7927.500; 64 Ops.Cal.Atty.Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017

## AGENCY-WIDE STANDARDS RECORDS RETENTION SCHEDULE

Office of Record	Retention No.	Records Description	Total Retention	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years).</i>				
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods</i>				
Dept. that Authors Document or Receives the Agency's Original Document	AW-008	Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b> , Interagency and Intraagency Memoranda not retained in the ordinary course of business  <b>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</b>  (e.g. bidder lists, calendars, checklists, e-mail where the content is not substantive, dispatch logs, invitations, instant messaging, logs, mailing lists, meeting room registrations, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other agencies, undeliverable envelopes, visitors logs / sign-in sheets, voice mails, webpages, etc.)	When No Longer Required	Agency preference; No retention is mandated; Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record.
Lead Center / Department	AW-008.5	Data, Graphics, measurements, Models, Research, Tools	When No Longer Required	Department preference (preliminary drafts)
Lead Center / Department	AW-009	Drafts & Notes: Preliminary drafts that have been revised (retain final version)	When No Longer Required	Preliminary drafts; No retention is mandated
Lead Center / Department	AW-010	Event Liability Waivers	Event Date + 2 years	Agency preference; No retention is mandated
Lead Center / Department	AW-011	Legal Opinions	Superseded or No Longer Relevant	Agency preference; No retention is mandated
Human Resources	AW-012	Personnel <b>Supervisor's Files (notes retained in the Department)</b> ALL originals and discipline records are sent to Human Resources	Destroy Notes Upon Separation or Transfer	Only notes related to employee accomplishments may be retained in the Department's Supervisor's file
Lead Center / Department	AW-013	Photographs or Videos (Events, etc.)	When No Longer Required	Agency preference; No retention is mandated



## AGENCY-WIDE STANDARDS RECORDS RETENTION SCHEDULE

Office of Record	Retention No.	Records Description	Total Retention	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years).</i>				
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods</i>				
Not Applicable	AW-014	Policies, Procedures / Protocols, Brochures, Governance, Guidelines, Manuals, Newsletters: Produced by <b>OUTSIDE ORGANIZATIONS</b> (County of LA, State of California, etc.)	When No Longer Required	Not an Agency Record
Lead Center / Department	AW-015	Policies, Procedures / Protocols, Brochures, Governance, Guidelines, Manuals, Newsletters: Produced or Requested by <b>YOUR Department</b>	Minimum 2 years	<b>UNLESS:</b> •These documents are <b>specifically called out as a deliverable in a contract (Externally-Funded Agreements):</b> •If applicable, you <b>must comply with the requirements in the Contract</b> that funded the deliverable(s)
Lead Center / Department	AW-016	Policies, Procedures, Brochures, Governance, Guidelines, Manuals, Newsletters: Produced or Requested by <b>OTHER Departments</b>	Copies - When No Longer Required	Agency preference; No retention is mandated
Lead Center / Department	AW-017	Presentations (PowerPoints, Handouts, Infographics, etc.)	When No Longer Required	<b>UNLESS:</b> •These documents are <b>specifically called out as a deliverable in a contract (Externally-Funded Agreements):</b> •If applicable, you <b>must comply with the requirements in the Contract</b> that funded the deliverable(s)
Project Manager / Managing Dept.	AW-018	Project and Contract Monitoring documents*  Project Schedules, Logs, timelines, Budget Trackers, etc.  (Contract Administration & Purchasing retains originals of Amendments, Exhibits, Insurance Certificates, Deliverables, Litigation Forms, Signature Authorization Forms, IRS/SOS Account Determination, Solicitations (formal and informal), Proposals, Summary Memos, Review Tools, Sole-Source Justifications, Conflict of Interest Forms, Award Letters, Procurement Exception Memos, Strategic Partnership Memos, and Close Out Forms)	Completion + 5 years	<b>UNLESS:</b> •These documents <b>are specifically called out as a deliverable in a contract (Externally-Funded Agreements):</b> •If applicable, you <b>must comply with the requirements in the Contract</b> that funded the deliverable(s)  Meets auditing standards; the Statute of Limitations for contracts is 5 years; CCP § 337 <i>et seq.</i>
Lead Center / Department	AW-019	Public Records Act Requests (Includes database / One Request)	Minimum 2 years	Agency preference; No retention is mandated

## AGENCY-WIDE STANDARDS RECORDS RETENTION SCHEDULE

Office of Record	Retention No.	Records Description	Total Retention	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years).</i>				
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods</i>				
Lead Center / Department	AW-020	Reports and Studies	Minimum 2 years	<b>UNLESS:</b> •These documents are <b>specifically called out as a deliverable in a contract (Externally-Funded Agreements):</b> •If applicable, you <b>must comply with the requirements in the Contract</b> that funded the deliverable(s)
Office of Data for Action  OR  Lead Center / Department	AW-021	Reports and Studies - <b>Agency-Wide / Historically Significant - Annual Report, Evaluation Reports, Strategic Plan, etc.</b>	P	Agency preference; retained permanently by Office of Data for Action (formerly Research and Evaluation); No retention is mandated
Lead Center / Department	AW-022	Sign-In Sheets (for programs)	When No Longer Required	Agency preference; No retention is mandated
Lead Center / Department	AW-023	Surveys / Questionnaires (regarding all subjects, internal or external)	When No Longer Required	<b>UNLESS:</b> •These documents are <b>specifically called out as a deliverable in a contract (Externally-Funded Agreements):</b> •If applicable, you <b>must comply with the requirements in the Contract</b> that funded the deliverable(s)
Lead Center / Department	AW-024	Training - All <b>Course Records presented to Employees</b> (Attendance Rosters, Outlines and Materials; includes <b>Harassment Prevention, Ethics &amp; Safety</b> training & Tailgate Training)  <i>Excludes conferences and seminars - Finance keeps invoices, which is the Office of Record</i>	5 years	Department preference; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR § 3203 et seq., 29 CFR 1602.31; LC § 6429(c); GC §§ 12946, 12960

## COMMUNICATIONS RECORDS RETENTION SCHEDULE

Record	Retention No.	Records Description	Total Retention	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years).</i>				
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods</i>				
<b>COMMUNICATIONS</b>				
Communi-cations	COM-001	Graphic Designs / Images / Infographics / Photos	When No Longer Required	Preliminary drafts (the final document is retained for its retention period by the Client Department / Lead Department, who is the Office of Record)
Communi-cations	COM-002	Inventories (Promotional Materials, etc.)	When Superseded	Department preference; No retention is mandated
Communi-cations	COM-003	Letters to the Editor / Opinion Pieces / Op-eds	Minimum 2 years	Department preference; No retention is mandated
Communi-cations	COM-004	Newsletters (e-mail blasts to employees, etc.)	2 years	Department preference; No retention is mandated
Communi-cations	COM-005	Newspaper Clippings / Media Covers	When No Longer Required	Not an Agency Record
Communi-cations	COM-006	Grants for Fellowship Work (funded by General Fund)	2 years	Department preference; No retention is mandated; Finance maintains the original payments and related records for 8 years
Communi-cations	COM-006.5	Outreach Event Summaries	2 years	Department preference; No retention is mandated
Communi-cations	COM-007	Photo Waivers / Media Waivers	2 years	Department preference; No retention is mandated
Communi-cations	COM-008	Press Releases / Media Releases	Minimum 2 years	Department preference; No retention is mandated
Communi-cations	COM-009	Public Records Requests & Responses - Includes Software Database (One Request)	2 years	Department preference; No retention is mandated. FPPC Forms may be published using this software; however the retention of the original for its retention period is the responsibility of the Executive Director / Board Relations Department.
Communi-cations	COM-010	Samples / Drafts	When No Longer Required	Preliminary drafts (the final document is retained for its retention period by the Client Department / Lead Department, who is the Office of Record)
Communi-cations	COM-011	Social Media / Archive Social Database	When No Longer Required	Department preference; No retention is mandated
Communi-cations	COM-012	Talking Points	When No Longer Required	Department preference; No retention is mandated
Communi-cations	COM-013	Videos (Advertising, Informational)	When No Longer Required	Department preference; No retention is mandated
Communi-cations	COM-014	Website Pages	When No Longer Required	Department preference; No retention is mandated

## COMMUNITIES RECORDS RETENTION SCHEDULE

Office of Record	Retention No.	Records Description	Total Retention	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years).</i>				
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention period</i>				
<b>COMMUNITIES</b>				
Communities		See Agency-Wide for all Records Series		
Communities	COMM-01	Community Assessment Reports	Whichever is Longer: 7 years, or Funding Agency Agreement Requirements	Agency preference; Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC § 8546.7; CCP § 337 <i>et seq.</i>
Communities	COMM-02	Community Plans	Whichever is Longer: 7 years, or Funding Agency Agreement Requirements	Agency preference; Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC § 8546.7; CCP § 337 <i>et seq.</i>

## CONTRACT ADMINISTRATION & PURCHASING (CAP) RECORDS RETENTION SCHEDULE

Office of Record	Retention No.	Records Description	Total Retention	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years).</i>				
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods</i>				
<b>CONTRACT ADMINISTRATION &amp; PURCHASING</b>				
Contract Administration & Purchasing / Grants & Grantees	CAP-001	<p><b>Agreements &amp; Contracts: Externally-Funded Agreements</b></p> <p>May Include, but not limited to: Award Notices, Amendments, Exhibits, Funding Applications, Insurance Certificates, Deliverables, Non-Disclosure Agreements; (Includes all Amendments, Insurance Certificates, Project Budget, RFPs / Request for Proposals, Scope of Work / Deliverables, Timeline, Bylaws, Litigation Guarantees, Non-Disclosure Agreements (parents &amp; teachers) &amp; Close Outs)</p> <p>For invoices, see Finance Records Retention Schedule</p>	<p>Funding Agency Agreement Requirements OR Contract Termination + 7 years (Whichever is Longer)</p>	<p>Department preference; Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, &amp; 570.502(a), 29 CFR 97.42; OMB Circular A-110 &amp; A-133; GC § 8546.7; CCP § 337 <i>et seq.</i></p>
Contract Administration & Purchasing	CAP-002	<p><b>Agreements &amp; Contracts: NOT Externally-Funded</b> (EXCLUDES agreements related to externally funded agreements that have their own retention requirements)</p> <p>(Includes all Amendments, Exhibits, Insurance Certificates, Deliverables, Litigation Forms, Signature Authorization Forms, IRS/SOS Account Determination, Solicitations – (formal and informal), Proposals, Summary Memos, Review Tools, Sole-Source Justifications, Conflict of Interest Forms, Award Letters or Procurement Exception Memos, Strategic Partnership Memos and Close Out Forms)</p> <p>For invoices, see Finance Records Retention Schedule</p>	<p>Project Completion Contract Termination + 7 years</p>	<p>Department preference; No retention is mandated Meets auditing standards; CCP § 337 <i>et seq.</i></p>
Contract Administration & Purchasing	CAP-003	<p>Appeals of Contracting Decisions</p>	<p>Final Determination + 2 years</p>	<p>Department preference; No retention is mandated</p>
Contract Administration & Purchasing	CAP-004	<p><b>Bids or Proposals: UNSUCCESSFUL</b> (Declined Proposals, Declined Review Tools, Declination Letter)</p>	<p>Funding Agency Agreement Requirements OR Bid Opening + 2 years (Whichever is Longer)</p>	<p>Department preference; No retention is mandated, unless specified in the Grant Requirements</p>

## CONTRACT ADMINISTRATION & PURCHASING (CAP) RECORDS RETENTION SCHEDULE

Office of Record	Retention No.	Records Description	Total Retention	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years).</i>				
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods</i>				
Contract Administration & Purchasing	CAP-005	Cancelled Solicitations	2 years	Department preference; No retention is mandated
Contract Administration & Purchasing / Grants & Grantees	CAP-006	Vendor / Contractor Pool ("Pool Vendors") - <b>Successful</b> (Application / Proposal, Solicitation, Summary Memo, Review Tools, Other Required Forms)	Termination of Pool Membership + 7 years	Department preference; No retention is mandated Meets auditing standards; CCP § 337 <i>et seq.</i>
Contract Administration & Purchasing / Grants & Grantees	CAP-007	Vendor / Contractor Pool ("Pool Vendors") - <b>Unsuccessful / Not Selected (Application / Proposal, Solicitation, Required Forms)</b>	2 years	Department preference; No retention is mandated
Contract Administration & Purchasing	CAP-008	Purchase Orders / Requisitions / Quotes <b>When Contract Administration and Purchasing Team support is required</b>	7 years	Meets municipal government auditing standards; 40 CFR 122.41(j)(2); 18 CFR 125.3

**EXECUTIVE DIRECTOR / BOARD RELATIONS  
RECORDS RETENTION SCHEDULE**

Office of Record	Retention No.	Records Description	Total Retention	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years).</i>				
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods</i>				
<b>EXECUTIVE DIRECTOR / BOARD RELATIONS</b>				
Executive Director – Board Relations	EX-001	Action Summaries	P	Department preference (some meetings use verbatim transcripts rather than minutes); no retention is mandated,
Executive Director – Board Relations	EX-002	Agenda Builder Database (stores final Agenda Packets)	P	Department preference; no retention is mandated
Executive Director – Board Relations	EX-003	Agendas, Agenda Packets, - <b>Correspondence regarding Agenda Items</b>	When No Longer Required	Department preference; no retention is mandated
Executive Director – Board Relations	EX-004	Agendas, Agenda Packets, and Minutes – Commission Board of Commissioners and Committees	P	Department preference; no retention is mandated
Executive Director – Board Relations	EX-005	Agendas, Agenda Packets, and Minutes – <b>Commission Subcommittees</b>	P	Department preference; no retention is mandated
LA County	EX-006	Agendas, Agenda Packets – <b>Quarterly Los Angeles County Meetings ("Deputies Meeting")</b>	When No Longer Required	Department preference; Not an Agency Record (a County Record)
Executive Director – Board Relations	EX-007	Audio or Video Recordings of Agency Board meetings	30 days, or After Minutes are Approved, Whichever is Longer	Audio Required for 30 days, no retention is required for video recordings; GC § 54953.5(b)
Executive Director – Board Relations	EX-008	Board Member Correspondence, (If the Content relates in a substantive way to the conduct of the public's business)	When No Longer Required	Department preference; no retention is mandated
Executive Director – Board Relations	EX-009	Bylaws	P	Department preference; no retention is mandated
Executive Director – Board Relations	EX-010	FPPC 700 Series Forms (Statement of Economic Interests): <b>DESIGNATED EMPLOYEES &amp; CONSULTANTS</b> (specified in the Agency's Conflict of Interest code)	7 years	Agency maintains original statements; GC §§ 81009(d), (e), (f), & (g)
Executive Director – Board Relations	EX-011	FPPC 700 Series Forms (Statement of Economic Interests): Filed pursuant to Government Code <b>87200 PUBLIC OFFICIALS</b> "and other public officials who manage public investments"	7 years	Department preference; County maintains original statements, GC §§ 81009(f) & (g)
Executive Director – Board Relations	EX-012	FPPC Form 801 (Gift to Agency Report)	7 years	Must post on website; GC § 81009(e)

**EXECUTIVE DIRECTOR / BOARD RELATIONS  
RECORDS RETENTION SCHEDULE**

Office of Record	Retention No.	Records Description	Total Retention	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years).</i>				
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods</i>				
Executive Director – Board Relations	EX-013	FPPC Form 802 (Tickets Provided by Agency Report)	7 years	Must post on website for 4 years; GC § 81009(e)
Executive Director – Board Relations	EX-014	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years	Must post on website; 2 CCR 18702.5; GC § 81009(e)
Executive Director – Board Relations	EX-015	Governance Guidelines (Final)	P	Department preference; no retention is mandated
Executive Director – Board Relations	EX-016	Initiatives / Projects	Minimum 2 years	Department preference; no retention is mandated
Executive Director – Board Relations	EX-017	Metro Union Station Real Property Records of Significant Historical Value (may include selected correspondence)	P	Department preference; no retention is mandated
LA County	EX-018	Minutes – <b>Quarterly Los Angeles County Meetings ("Deputies Meeting")</b>	When No Longer Required	Department preference; Not an Agency Record (a County Record)
Executive Director – Board Relations	EX-019	Minutes: Board of Commissioners, ALL Committees / Subcommittees of the Board	P	Department preference; no retention is mandated
Executive Director – Board Relations	EX-020	Petitions to the Board, Comments from the Public and Other Agencies on various Items	2 years	Department preference; no retention is mandated
Executive Director – Board Relations	EX-021	Proclamations / Commendations / Memoriam	2 years	Department preference; no retention is mandated
COE - Contracts / Purchasing	EX-022	Real Property - <b>Leases</b>	Completion + 5 years	Department preference; No retention is mandated Meets auditing standards; CCP § 337 <i>et seq.</i>
Executive Director – Board Relations	EX-023	Real Property: Deeds, Grant Deeds, Easements, Rights of Way, Title Guarantees, etc.	P	Department preference; no retention is mandated
Executive Director – Board Relations	EX-024	Resolutions	P	Department preference; no retention is mandated
Executive Director – Board Relations	EX-025	Verbatim Transcripts	P	Department preference (verbatim transcripts are in lieu of minutes); no retention is mandated



## FACILITIES RECORDS RETENTION SCHEDULE

Office of Record	Retention No.	Records Description	Total Retention	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years).</i>				
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods</i>				
<b>FACILITIES</b>				
Facilities	FAC-001	Building Inspections / Facilities Inspections	2 years	Department preference; no retention is mandated
Facilities	FAC-002	Capital Improvement Projects (CIP): <b>Administration File</b>  Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Daily Logs, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Department preference; Statute of Limitations for Errors & Omissions is 10 years; CCP § 337 <i>et seq.</i>
Facilities	FAC-003	Capital Improvement Projects (CIP): <b>Permanent File</b>  Specifications & Addenda, Agreement / Contract (copies), Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, etc.	P	Department preference; retained for disaster response purposes; CCP § 337 <i>et seq.</i>
Facilities	FAC-004	Drawings, Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"	P	Department preference; no retention is mandated
Facilities	FAC-005	FreshService Ticketing Database	Indefinite - Minimum 2 years	Department preference; no retention is mandated
Facilities	FAC-006	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment	Department preference; no retention is mandated
Facilities	FAC-007	Work Orders / Service Requests <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - Minimum 2 years	Data is interrelated
Facilities	FAC-008	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b>  (Paper drafts)	When No Longer Required	Preliminary drafts (the database is the original)
Facilities	FAC-009	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database)  (Workplace Management / Facilities retains originals; Department requesting service is considered a copy)	2 years	Agency preference; CCP §§ 338 <i>et seq.</i> , 340 <i>et seq.</i> , & 342

**FINANCE**  
**RECORDS RETENTION SCHEDULE**

Office of Record	Retention No.	Records Description	Total Retention	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years).</i>				
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods</i>				
<b>FINANCE</b>				
Finance	FIN-001	Financial Services Database (Blackbaud Financial Edge)	Minimum 10 years	Agency preference to ensure all Grant requirements are met
Finance	FIN-002	1099's, 1096's, DE542 (California Report of Independent Contractors)	7 years	Department preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg § 31.6001-1(e)(2), R&T § 19530(d)(12); 29 USC 436
Finance	FIN-003	Accounts Payable / Invoices - ALL vendors: Employee Reimbursement / Travel Expense Reimbursement / Travel Approval / Conference Approvals / Petty Cash Slips	Contract Requirements (if Applicable), or 7 years	Department preference for compliance with MAA Grants (Medical Administrative Activities Grants), which may be up to 7 years following the term (1 year); no mandate is required; (meets municipal government auditing standards)
Finance	FIN-004	Accounts Payable Reports: Check Register, Distribution, etc.	When No Longer Required	Part of Financial Services Database; Reports can be re-created, and therefore are considered preliminary drafts or copies
Finance	FIN-005	Accounts Receivable / Revenue / Invoices / Billing / Tax Revenue / Damage Invoices, Energy Invoices, etc.	7 years	Department preference; no mandate is required; (meets municipal government auditing standards)
Finance	FIN-006	Audit Working Papers	When No Longer Required	Department preference; Preliminary Drafts
Finance	FIN-007	Audited Financial Statements / Annual Comprehensive Financial Report (ACFR) with Audit Management Letters / Audit Reports	P	Department preference; no mandate is required; (meets municipal government auditing standards)
Finance	FIN-008	Bank Statements / Checking Account Reconciliation / Bank Reconciliation / Fiscal Agent Statements / Trust Statements / Petty Cash Reconciliation (Transaction Statements, Wire Transfers, Check Listing Audit Trail, Deposits, Treasury Statements, Trustee & Investment Statements, etc.)	7 years	Department preference for compliance with MAA Grants (Medical Administrative Activities Grants), which may be up to 7 years following the term (1 year); no mandate is required; (meets municipal government auditing standards)
Finance	FIN-009	Budget Adjustments for any Externally-Funded (Grant-related) program	7 years	Department preference for compliance with MAA Grants (Medical Administrative Activities Grants), which may be up to 7 years following the term (1 year); no mandate is required; (meets municipal government auditing standards)
Finance	FIN-010	Budget Working Papers	When No Longer Required	Preliminary Drafts
Finance	FIN-011	Budgets: Adopted	P	Department preference; no mandate is required; (meets municipal government auditing standards)
Finance	FIN-012	Capital Asset Inventory & Depreciation Schedule	When No Longer Required	Preliminary Drafts

**FINANCE**  
**RECORDS RETENTION SCHEDULE**

Office of Record	Retention No.	Records Description	Total Retention	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years).</i>				
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods</i>				
Finance	FIN-013	Capital Retirements - Auction / Disposal / Sales / Surplused	7 years	Department preference; no mandate is required; (meets municipal government auditing standards)
Not Applicable	FIN-014	Census Bureau - Annual Survey for Government Finances	When No Longer Required	Not an agency record
Finance	FIN-015	Check Registers (Signed as approved)	7 years	Department preference for compliance with MAA Grants (Medical Administrative Activities Grants), which may be up to 7 years following the term (1 year); no mandate is required; (meets municipal government auditing standards)
Finance	FIN-016	Checks Issued by the Agency (cashed - maintained by the Bank, including Payroll Checks)	7 years	Department preference for compliance with MAA Grants (Medical Administrative Activities Grants), which may be up to 7 years following the term (1 year); no mandate is required; (meets municipal government auditing standards)
Finance	FIN-017	Financial Reports: General Ledger, Ledgers, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets, Trial Balance, etc.	When No Longer Required	Part of Financial Services Database; Reports can be re-created, and therefore are considered preliminary drafts or copies
Finance	FIN-018	Grantee Audits / Sub-Grantee Audits / Desk Audits (whether done by internal employees or contracted)	7 years	Department preference for compliance with MAA Grants (Medical Administrative Activities Grants), which may be up to 7 years following the term (1 year); no mandate is required; (meets municipal government auditing standards)
Finance	FIN-019	Journal Entries / Journal Vouchers	7 years	Department preference for compliance with MAA Grants (Medical Administrative Activities Grants), which may be up to 7 years following the term (1 year); no mandate is required; (meets municipal government auditing standards)
Finance	FIN-020	W-9's	Vendor Inactive + 3 years	Meets IRS Auditing Requirements
<b>FINANCE / PAYROLL</b>				
Finance / Payroll	FIN-021	Payroll Database (ADP)	Minimum 10 years	Agency preference to ensure all Grant requirements are met
Finance / Payroll	FIN-022	Auto Pay Authorizations / Direct Payment Authorizations (Employee Payroll or Retiree Direct Deposit Forms)	7 years	Department preference; no mandate is required
Finance / Payroll	FIN-023	DE-6, DE-43, W-3, & DE-166, & 941 Forms - Quarterly Payroll Tax Returns (Federal and State), FICA & Medicare Adjustments - OASDI, Federal Tax Deposits, Adjustments, etc.	7 years	Department preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg § 31.6001-1(e)(2), 26 CFR § 1.6001-1, R&T §19530
Finance / Payroll	FIN-024	EEO-4 Reports and records required to generate EEO-4 report	3 years	29 CFR 1602.30

**FINANCE**  
**RECORDS RETENTION SCHEDULE**

Office of Record	Retention No.	Records Description	Total Retention	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years).</i>				
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods</i>				
Finance / Payroll	FIN-025	Garnishments, Child Support, Court Orders regarding Employee Wages	Separation of Employee or Completion of Court Order	Department preference; no mandate is required
Finance / Payroll	FIN-026	Payroll Registers (ADP)	7 years	Department preference for compliance with MAA Grants (Medical Administrative Activities Grants), which may be up to 7 years following the term (1 year); no mandate is required; (meets municipal government auditing standards)
Finance / Payroll	FIN-027	Retirement Contribution Reports (The Standard)	7 years	Department preference; no mandate is required; (meets municipal government auditing standards)
Finance / Payroll	FIN-028	State & Federal Payroll Reporting	7 years	Department preference; no mandate is required; (meets municipal government auditing standards)
Finance / Payroll	FIN-029	Timesheets / Timecards	7 years	Department preference for compliance with MAA Grants (Medical Administrative Activities Grants), which may be up to 7 years following the term (1 year); IRS Reg § 31.6001-1(e)(2), R&T § 19530; LC § 1174(d); 29 CFR 516.5 & 516.6(c) <i>et seq.</i>
Finance / Payroll	FIN-030	Unemployment Claims	Final Disposition + 7 years	Department preference; no mandate is required; (meets municipal government auditing standards)
Finance / Payroll	FIN-031	Verification of Employment	When No Longer Required	Department preference; no mandate is required; (meets municipal government auditing standards)
Finance / Payroll	FIN-032	W-2's (ADP)	7 years	Department preference; IRS: 4 years after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg § 31.6001-1(e)(2), R&T § 19530; 29CFR 516.5 - 516.6, 29 USC 436(d)(12)
Finance / Payroll	FIN-033	W-4's (ADP)	No Longer in Effect + 4 years	IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later; 26 CFR 31.6001-1,

## HUMAN RESOURCES & TALENT MANAGEMENT RECORDS RETENTION SCHEDULE

Office of Record	Retention No.	Records Description	Total Retention	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years).</i>				
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention period</i>				
<b>HUMAN RESOURCES &amp; TALENT MANAGEMENT</b>				
Human Resources	HR-001	Human Resources & Recruitment Database (ADP)	Minimum 10 years	Agency preference to ensure all Grant requirements are met
Human Resources	HR-002	Benefit Plans - Employee Benefit Policies (Benefits: Health, Eye, Dental, Life Insurance, Long Term Disability, State Disability, Unemployment Insurance, etc.)	Plan Termination + 6 years	Department preference to be consistent with Agency-wide standards; EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§ 12946 & 12960
Human Resources	HR-003	Classification and Compensation Studies	Minimum 3 years	Department preference; EEOC / FLSA / ADEA (Age) statute of limitations is 1-3 years; State Law requires 2 years; 29 CFR 1602 <i>et seq.</i> & 1627.3(a)(5) and (6), 2 CCR 11013(c), 8 CCR § 11040.7( c), GC §§ 12946 & 12960
Human Resources	HR-004	COVID-19 Notifications to Employees	3 years	LC § 6409.6(k)
Finance / Payroll	HR-005	Deferred Compensation Quarterly Reports / 457 Quarterly Statements	8 years	Department preference; no mandate is required; (meets municipal government auditing standards)
Human Resources	HR-006	Discrimination Complaints - California Civil Rights Department (CRD) / DFEH Department of Fair Employment & Housing or Equal Opportunity Commission (EEOC)	Separation + 6 years	Department preference (same retention as the Personnel File); All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after action is taken; GC §§ 12946 & 12960
Human Resources	HR-007	Employee Investigations & Complaints	Separation + 6 years	Department preference (same retention as the Personnel File); EEOC / FLSA / ADEA (Age) statute of limitations is 1-3 years; State Law requires 4 years; Reports & Data used to compile EEO reports are required for 3 years; 29 CFR 1602 <i>et seq.</i> & 1627.3(a)(5) and (6), 2 CCR 11013(c), 8 CCR § 11040.7( c), GC §§ 12946 & 12960
Human Resources	HR-008	Grievances	Separation + 6 years	Department preference (same retention as the Personnel File); EEOC / FLSA / ADEA (Age) statute of limitations is 1-3 years; State Law requires 4 years; Reports & Data used to compile EEO reports are required for 3 years; 29 CFR 1602 <i>et seq.</i> & 1627.3(a)(5) and (6), 2 CCR 11013(c), 8 CCR § 11040.7( c), GC §§ 12946 & 12960
Human Resources	HR-009	I-9s	Separation + 6 years	Department preference (same retention as the Personnel File); Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; INA 274A(b)(3); INS Rule 274a.1(b)(2); 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§ 12946 & 12960

## HUMAN RESOURCES & TALENT MANAGEMENT RECORDS RETENTION SCHEDULE

Office of Record	Retention No.	Records Description	Total Retention	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years).</i>				
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention period</i>				
Human Resources	HR-010	Lawsuits / Litigation - Employee-Related	Resolution + 3 years	Department preference; GC § 911.2
Human Resources	HR-011	Pay Scales / Salary Grades	P	Department preference; EEOC / FLSA / ADEA (Age) statute of limitations is 1-3 years; State Law requires 2 years; R 29 CFR 1602 <i>et seq.</i> & 1627.3(a)(5) and (6), 2 CCR 11013(c), 8 CCR § 11040.7(c), GC §§ 12946 & 12960
Human Resources	HR-012	Personnel Files - <b>General File</b>  (Includes Application, Awards, Disciplinary Actions, Commendations, Job Related Certifications, Evaluations, Personnel Action Forms, Policy acknowledgements, Training Certificates, etc.) Excludes Medical Records	Separation + 6 years	Department preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later; 26 CFR 31.6001-1, 29 CFR 1602.14; 1602.31 & 1627.3(b)(1); GC §§12946, 12960, ; 29 USC 1113; GC §3105; GC §53235.2(b)
Human Resources	HR-013	Personnel Files - <b>Medical File</b>  (Includes Doctor's notes, all medical files)	Separation + 30 years	Medical Files for all employees are required to be maintained at least the duration of employment plus thirty (30) years; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; W-4s: IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31.6001-1; 8 CCR §3204(d)(1) <i>et seq.</i> , 8 CCR 5144, 29 CFR 1910.1020(d)(1)(i), 29 USC 1113; GC §§ 12946 & 12960
Human Resources	HR-014	Recruitment - Applications (Unsuccessful), All Selection Records	4 years	State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 11013(c) GC §§ 12946 & 12960
Human Resources	HR-015	Unemployment Claims	Separation + 6 years	Department preference (same retention as the Personnel File); no mandate is required
Human Resources	HR-016	Verification of Employment	When No Longer Required	Not agency records (requested for employee loans, etc. by outside companies)

## HUMAN RESOURCES & TALENT MANAGEMENT RECORDS RETENTION SCHEDULE

Office of Record	Retention No.	Records Description	Total Retention	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years).</i>				
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention period</i>				
Human Resources	HR-017	Workers Compensation Files  (Includes initial Claim and Final Settlement)	Separation + 30 years	Medical / Workers Compensation Files for all employees are required to be maintained at least the duration of employment plus thirty (30) years; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; W-4s: IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31.6001-1; 8 CCR §3204(d)(1) <i>et seq.</i> , 8 CCR 5144, 29 CFR 1910.1020(d)(1)(i), 29 USC 1113; GC §§ 12946 & 12960

# INFORMATION TECHNOLOGY RECORDS RETENTION SCHEDULE

Office of Record	Retention No.	Records Description	Total Retention	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years).</i>				
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods</i>				
<b>INFORMATION TECHNOLOGY</b>				
Information Technologies	IT-001	Backups / Computer Backups	When No Longer Required	Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; Federal Rules of Evidence;
Information Technologies	IT-002	Help Desk Database	Indefinite	Data is interrelated
Information Technologies	IT-003	Network Configuration Maps & Plans	When No Longer Required	Department preference; no mandated retention
Information Technologies	IT-004	Security Event-related Logs - <b>Blue Shield of California Contract ONLY</b>	12 years	Required by Blue Shield of California's Contract; On line for 2 years and offline 10 years
Information Technologies	IT-005	Security Event-related Logs - <b>OTHER THAN Blue Shield of California Contract</b>	When No Longer Required	<b>UNLESS:</b> •These documents are <b>specifically called out as a deliverable in a contract (Externally-Funded Agreements):</b> •If applicable, you <b>must comply with the requirements in the Contract</b> that funded the deliverable(s)



## ORGANIZATIONAL DEVELOPMENT AND DEI RECORDS RETENTION SCHEDULE

Office of Record	Retention No.	Records Description	Total Retention	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years).</i>				
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods</i>				
Org. Develop. & Diversity, Equity, & Inclusion	OD-001	Diversity, Equity & Inclusion Reports & Studies	10 years	Department preference; no mandated retention
Org. Develop. & Diversity, Equity, & Inclusion	OD-002	Diversity, Equity & Inclusion Guiding Principles	Superseded + 3 years	Department preference; no mandated retention
Org. Develop. & Diversity, Equity, & Inclusion	OD-003	Surveys or Survey Results / Analytics - <b>Diversity, Equity, Inclusion Only</b>  If a compilation, summary, or report of raw surveys are created, the raw surveys may be destroyed as a preliminary draft	10 years	Department preference; no mandated retention

## PROGRAMS RECORDS RETENTION SCHEDULE

Office of Record	Retention No.	Records Description	Total Retention	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years).</i>				
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods</i>				
<b>PROGRAMS</b>				
Programs		See Agency-Wide for all other Records Series		
Programs	PROG-01	Community Assessment Reports	Whichever is Longer: 7 years, or Funding Agency Agreement Requirements	Agency preference; Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC § 8546.7; CCP § 337 <i>et seq.</i>
Programs	PROG-02	Community Plans	Whichever is Longer: 7 years or Funding Agency Agreement Requirements	Agency preference; Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC § 8546.7; CCP § 337 <i>et seq.</i>

**PUBLIC POLICY  
RECORDS RETENTION SCHEDULE**

Office of Record	Retention No.	Records Description	Total Retention	Comments / Reference
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years).</i>				
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods</i>				
<b>PUBLIC POLICY</b>				
Public Policy	POL-001	Advocacy Agenda	2 years	Department preference; no retention period is mandated
Public Policy	POL-002	FPPC Form 635 / 602 - Lobbyist Authorization / Reporting	5 years	2 CCR 18615(f),
Public Policy	POL-003	Legislative Advocacy Correspondence (supports or opposes legislation)	2 years	Department preference; no retention period is mandated
Public Policy	POL-004	Site Visit Records (with Legislators, etc.)	When No Longer Required	Department preference (Content is not substantive); no retention period is mandated

# Los Angeles County Children and Families First Proposition 10 Commission

Subject: Records Retention and Destruction Policy	Policy Number: E-1002
	Effective Date: __/__/2024
Initiative Authority: Center for Operations & Sustainability	Supersedes: 11/08/2018; 11/12/2015; 01/12/2012; 11/06/2001;

## I. PURPOSE

The purpose of the Records Management program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation, and disposal of all records managed by First 5 LA. Ensuring appropriate records are properly retained for the appropriate period of time, and establishing what Center or Department is responsible for retaining the original record will ensure funding agencies, employees and the public have access to appropriate records.

This policy provides guidance for the efficient and effective retention of records in compliance with State and Federal laws, and the authorized destruction of records that do not have to be retained.

To reduce costs associated with the storage and retention of obsolete records, this policy allows First 5 LA to reduce records inventories that are obsolete and no longer have a public use.

## II. APPLICATION

This policy applies to all First 5 LA employees, temporary employees, contractors, and officials.

## III. POLICY

All records belong to First 5 LA, which has a responsibility and obligation to ensure proper management of all its records regardless of media type or where they are stored or located.

All employees, temporary employees, contractors, and officials who create First 5 LA records are directed to store all records in an efficient and effective manner in full compliance with all laws and best practices.

First 5 LA chooses to use County mandates to guide its retention policy, since First 5 LA works closely with the County, even when a mandate is not applicable to First 5 LA.

All First 5 LA records shall be retained in full compliance with this policy and applicable law. Destruction of First 5 LA records shall be permitted only in compliance with the policies currently in effect for First 5 LA and any State or Federal law.

## DEFINITIONS

The terms used in this policy shall have the following meanings:

**Record:** A writing, as defined in California’s Public Records Act (Government Code Section 7920.530(a), as may be amended) regarding the conduct of First 5 LA business, which is in the custody of a First 5 LA employee or officer.

**Non-record:** A writing that does not constitute a First 5 LA Record, which may include reference material and laws or regulations from County, State or Federal agencies; 160 magazines, newspapers, samples from other agencies;

records of external or professional associations; or other records that were not created by the agency; documents that do not contain information relating to the conduct of First 5 LA's business.

**Writing:** Any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail (e-mail) or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.<sup>1</sup>

**Destruction:** The destruction, deletion, or purging of a record regardless of the format (i.e., paper, electronic, email, text message, etc.) regarding agency business no matter where or how it is stored.

## **IV. PROCESSES**

### **A. Records Retention**

A First 5 LA record series identifies the type of record series to be retained, which Center or Department retains the official/original record ("Office of Record"), and when and if the record can be destroyed. The content of each record series has been evaluated based upon its administrative, operational, fiscal, contractual, legal, and historical value to determine an appropriate retention period. This evaluation has resulted in the Records Retention Schedule (Appendix A), which is included as a component of this policy, and will be updated as required.

The majority of First 5 LA records are retained in the locations described below:

#### Electronic Records

- **Electronic Document Management System**  
First 5 LA uses an Electronic Document Management System (EDMS) to store selected final/official electronic records. All records stored in the EDMS are subject to this Records Retention and Destruction policy. First 5 LA currently uses the EDMS software known as ApplicationEnhancer.
- **Microsoft SharePoint Online**  
First 5 LA uses Microsoft SharePoint Online as a collaborative platform. While the majority of the electronic files stored in SharePoint are copies, drafts, or non-records, some final/official electronic records that have not yet been moved to the EDMS are stored in SharePoint Online.

#### Physical Records ("hard copies")

- **Onsite Storage**  
Physical records that are referenced on a regular basis are stored at the First 5 LA office.
- **Offsite Storage**  
Physical records requiring long-term storage are housed at a secured offsite records storage facility.

### **B. No Destruction of Original/Official Records Without Approval**

The Records Retention Schedule sets the minimum retention period before a First 5 LA (original) record becomes obsolete. Destruction of an original record that has exceeded its retention period must be authorized according to First 5 LA policy and procedures prior to destroying it. This ensures legal or destructive holds are checked prior to destruction in addition to internal controls assuring that First 5 LA policies are followed.

To destroy an original record where the content relates in a substantive way to the conduct of the First 5 LA's business, authorization is required via a Records Destruction Authorization form. The Records Destruction Authorization form (Appendix B) must be approved and signed by the applicable Vice President or Director, the

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<sup>1</sup> Government Code Section 7920.545, as may be amended.

Vice President of Operations & Sustainability or equivalent, and Legal Counsel prior to the destruction of the original record, which provides internal controls and checks and balances prior to the destruction of any original record after its retention period has been exceeded.

### **C. Legal Holds/Destruction Holds**

A legal hold places a freeze on any destruction authorization for a particular record or type of record. A legal hold refers to the duty of First 5 LA to preserve and not destroy any records potentially relevant to any of the following actions which First 5 LA may be involved in: a reasonably anticipated claim or litigation; an ongoing claim or litigation; a pending employee grievance; a pending regulatory or governmental investigation; a pending subpoena; and a pending audit or similar legal matter. Any records subject to a legal hold must be preserved in all forms in which the record exists, including both paper and electronic formats.

Any part of this policy that permits purging or destruction of records is superseded when a legal hold is placed on the records, and those records may not be destroyed.

Destruction in accordance with this policy may resume after notice is provided by the attorney responsible for the matter that the legal hold has been lifted and is no longer in effect.

In addition, the following events also suspend destruction of a record until after completion or settlement:

- Audits;
- Claims;
- Complaints;
- Investigations; and
- Public Records Act requests.

The applicable retention period resumes after settlement or completion of the matter.

### **D. Destruction of Non-Records**

Non-records should be destroyed pursuant to this policy when no longer required, provided a legal hold does not prohibit their destruction.

No authorization is required prior to the destruction of non-records.

Non-records do not contain content that relates in a substantive way to the conduct of First 5 LA's business. Non-records may include convenience copies of original records; drafts/notes; reference material; laws or regulations from County, State, or Federal agencies; magazines, newspapers, and other periodicals; materials from other agencies; records of external or professional associations; or other records that were not created or managed by First 5 LA.

### **E. Authorization of Destruction of First 5 LA Records**

Prior to destroying any records, the following steps shall be completed.

**Step 1:** Staff will review all records and shall consider the following factors:

- Has the retention period as provided by the First 5 LA's current records retention schedule been exceeded?
  - If not, the records cannot be destroyed.
- Are the records currently subject to a destruction hold (see Section IV.C above)?

- If so, the records cannot be destroyed until the hold is lifted.
- Are the records related to a contract/agreement with an outside agency that mandates a different retention schedule?
  - If so, the longer retention period shall prevail.
- Is there a longer retention period mandated by State or Federal law?
  - If so, the longer retention period shall prevail.
- Is there significant historical value to the record that warrants a longer retention?
  - If so, the records will be reviewed by the Records & ECM (Electronic Content Management) Specialist and applicable subject matter experts to determine next steps.

**Step 2:** Staff will obtain authorization using the Records Destruction Authorization form. The accurately completed and signed form and a list of records being proposed for destruction (either written on the form or attached to it) will be submitted to the Records & ECM Specialist.

**Step 3:** The Records & ECM Specialist and Legal Counsel will seek final approval to destroy the records from the Board of Commissioners during a regular Board meeting.

#### **F. Destruction of First 5 LA Records**

The Records & ECM Specialist will coordinate all destruction of records, both physical and electronic, to ensure secure destruction of the records is accomplished after all approvals are received. The Records & ECM Specialist will determine the best method of destruction to ensure the security of First 5 LA's information and any personal identifiable information (PII) contained within the records.

#### **G. Training**

The Vice President of Operations & Sustainability (or equivalent) or designee who acts as the First 5 LA's Records & ECM Specialist will ensure:

- All new employees receive a copy of this Policy and have access to the current records retention schedule and other resources.
- All new employees receive training in the proper storage of First 5 LA records, and how to search and retrieve records they need to conduct agency business (ECM and SharePoint Online).
- Provide training for all employees on records retention and destruction at least annually.

#### **H. Access to Records / Protection of Confidential or Private Data.**

1. **Forwarding Records, including E-mails.** Any record, including E-mail may only be sent or forwarded to appropriate persons with a need to know the information to conduct agency business.
2. **Protection of Confidential Records, including E-mail.** Write the word, "Confidential" on protected records, including e-mail. Do not "interfile" e-mail or other privileged correspondence from the General Counsel / Attorney's office with public documents (documents that are accessible to the public). These e-mails may be subject to the Attorney-Client and or the Attorney Work Product privileges, and the contents should not be disclosed without first checking with the General Counsel / Attorney.

## **V. RESPONSIBILITIES**

The Vice President of Operations & Sustainability (or equivalent) or designee acts as First 5 LA's Records Administrator, who will create and maintain efficient and legally sufficient records management policies and procedures. They will update and monitor this policy and associated procedures and coordinate with First 5 LA Vice Presidents and Directors, or other employees as required.

Each Center and Department will have a single point of contact, responsible for records applicable to the specific Center, Department, or equivalent. A backup will also be named to cover for illnesses, vacations, or other absences.

Each Center, Department, or equivalent point of contact will ensure that all applicable records are entered into the EDMS. The Records & ECM Specialist will assist Department employees by providing training, developing indexing standards, and the like.

All employees, temporary employees, contractors, and officials are responsible for complying with all policies and procedures for agency records, and for the efficient and effective management of agency records.

## **VI. REFERENCES/LEGAL AUTHORITY**

Although not mandated, First 5 LA follows laws applicable to California Counties in Government Codes 26200 et seq.

Various State and Federal laws protect the records of public agencies and establish crimes for the destruction of original (official) public records without prior authorization to do so.

## **VII. APPROVALS**

*This Policy was adopted by the Board of Commissioners on \_\_\_\_\_, 2024, as Item XX.*



Date: \_\_\_\_\_

Center/Department: \_\_\_\_\_

**RECORDS DESTRUCTION AUTHORIZATION FORM**

The records listed below (or on the attached list) are **scheduled to be destroyed**, as indicated on the Records Retention Schedule.

The records are not the subject of any claim, litigation, investigation, or audit.

Records Description	From (Start Date)	To (End Date)	Box #	Retention #	Retention Period

\_\_\_\_\_  
Employee preparing/reviewing form

\_\_\_\_\_  
Date

**DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION**

\_\_\_\_\_  
Records Reviewer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director or Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Legal Counsel

\_\_\_\_\_  
Date

*Return this form to the Records & ECM Specialist following approval. The Records & ECM Specialist will coordinate destruction.*

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*(Complete after destruction has been performed, if done by employees. If destruction is performed by a commercial vendor, have them provide you with a certificate.)*

**I HEREBY CERTIFY** that the items listed above have been destroyed in accordance with First 5 LA policies and procedures:

\_\_\_\_\_  
Records & ECM Manager

\_\_\_\_\_  
Date

## FIRST 5 LA

### **SUBJECT:**

First 5 LA and Los Angeles County Department of Public Health (LACPDH) will provide an update about Help Me Grow LA (HMG LA) including progress and early impact and discuss emerging learning in support of First 5 LA's 2024-2029 strategic plan.

### **BACKGROUND:**

Identifying young children with or at risk for developmental delays is essential to ensuring that all children reach their optimal physical, cognitive, communicative, adaptive and socio-emotional well-being. In California, only 34.4% of children birth to 3 receive timely developmental screenings, ranking California as 31<sup>st</sup> in the nation.<sup>i</sup> Furthermore, even when children are screened and identified with delays, their families face challenges accessing timely and appropriate early intervention services due to limited coordination and fragmentation between multiple sectors and agencies.

First 5 LA has prioritized strengthening early identification and intervention (EII) for developmental delays through various efforts including policy change via state legislation advocacy, as well as advancing systems change through the planning and implementation of the Help Me Grow (HMG) model in Los Angeles in partnership with the Los Angeles County Department of Public Health (LACDPH).

HMG is a national systems change model that promotes cross-sector coordination and integration at the local level to strengthen developmental screening, assessment and linkage to early intervention supports through the following four core components: Centralized Access Point (CAP); Child Health Care Provider Outreach (CHPO); Community & Family Engagement (CFE); and Data Collection and Analysis (DCA). Through these components, HMG aims to strengthen the EII continuum of care by increasing developmental screenings, strengthening knowledge and awareness about developmental health, addressing stigma and misconceptions, linking children to services more efficiently, and collecting data for quality improvement and illustrating impact.

HMG LA planning launched in 2017 with incremental roll-out beginning in 2018. HMG LA has focused on the health care delivery system given its prominent role in supporting EII. In addition to LACDPH, key partners include L.A. Care Health Plan, Regional Centers, Community Based Organizations, and parents/caregivers.

### **Strategic Partnership With LACDPH**

In July 2018, First 5 LA and LACDPH launched a six-year partnership to plan and implement key strategies and activities to bring the vision of the 2017 [\*Promoting Young Children's Optimal Development: HMG LA Recommendation Report\*](#) to life. LACDPH played a key role in convening two HMG LA advisory bodies in partnership with First 5 LA (consisting of EII systems leaders and parent and community champions), co-developing core communications strategy and materials, and launching the CAP component of HMG LA. Over the past 3 years, heavy emphasis of this partnership has been placed on establishing, launching and evolving the call center and webpage (both within the CAP) and staffing structure to best support families. Now, mid-way through the 6<sup>th</sup> year of the partnership, LACDPH is evaluating progress to date and learnings to secure additional funding to sustain work post First 5 LA funding which concludes in June 2024.

### **HMG LA IMPLEMENTATION: PROGRESS AND LEARNING**

Implementation of HMG LA's various components continues to progress and contribute learnings which will inform the trajectory of our work and tactic development.

**Centralized Access Point (CAP):** Since launching the CAP (call line and website) in May 2022, the HMG LA call line has received 875 unique callers. Of those that received referrals, 54% were to Regional Centers and 46% to other resources and services. Learning includes the value of peer-led programming utilizing parents with lived experience as “Family Partners,” with backgrounds that reflect the communities served, to best provide culturally congruent, practical advice, resources, and support. Customer service satisfaction surveys have consistently shown that services provided by Family Partners are regarded as high-quality, with staff described as “kind, helpful, and culturally aware.” Family Partner placement regionally rather than centrally has afforded the opportunity to build ties with existing DPH infrastructure and has created collaborative opportunities.

Notable achievements include establishing a LA County Regional Center and Family Resource Center service locator on the HMG LA website to aid families in quickly and accurately identifying the appropriate center to access services. Additionally, expanded outreach and promotion of HMG LA has resulted in continued growth of partners interested in learning about and sharing EII resources, as evidenced by HMG LA listserv membership which now tops 6,000 recipients. Lastly, LACDPH and L.A. Care have translated EII educational and outreach materials (including the federal Center for Disease Control’s *Read the Signs Act Early* resources) into the County’s 13 threshold languages to meet L.A. County’s diverse populations. Translated materials are available online at [www.helpmegrowla.org](http://www.helpmegrowla.org).

**Child Health Care Provider Outreach (CHPO):** As part of a four-year partnership, L.A. Care Health Plan is focused on integrating EII into clinic workflows, as well as increasing awareness and education on the importance of developmental screenings and milestones. As part of this partnership, there is an independent 3-cycle evaluation being conducted (cycles 1 and 2 completed). To date, L.A. Care is working with 6 clinics (that cover 30+ sites) across 2 cohorts; cohort 1 clinics have increased their screening rates by 300% between baseline and evaluation cycle 1 and an additional 67% between cycles 1 and 2. A focus during this final partnership year is to strengthen referral workflows; many participating clinics had non-existent referral workflows at project start and have made improvements in building their network of referral partners. L.A. Care has also successfully leveraged existing provider education/training, community engagement and communication platforms and partnerships to reach families and providers; 97% of parents attending child development classes reported that their knowledge of child development improved due to child development classes, and that their comfort in advocating for their child(ren) improved.

**Community & Family Engagement (CFE):** Core HMG LA community and family engagement strategies have included engaging parent/caregiver/community champions (“parent champions”) in planning across HMG LA, our intentional work in advancing equity within EII, and HMG LA Pathways. The HMG LA Advisory Council brings parent champions together with agency representatives to serve as strategic planning partners and advocates for HMG LA. Parent champions represent the family perspective and have provided critical guidance on HMG LA implementation. To name just a few examples, parent champions have helped to ensure that communications materials are relevant and accessible; advocated for equity to be more directly embedded in HMG LA; shaped and participated in solicitation processes across HMG LA projects; informed how we measure impact; supported engagement of medical providers; and more. Key learnings include the importance of offering meaningful compensation and robust translation support to ensure community members can fully participate, as well as bringing parents & agency representatives together at one table vs holding separate councils.

**Advancing Equity Within EII:** While equity has been a consideration since the start of HMG LA, a core learning has been the importance of developing an intentional, structured equity planning process which centers the lived experience of communities impacted by historical barriers to accessing EII services. HMG LA has adopted a targeted universalism approach, using data and historical context to

identify Black and African American families as an initial priority population for equity planning. As such, we have expanded in our Equity Workgroup to include Black/African American parents with lived experience navigating EII services to allow for co-planning of equity strategies and we have conducted two listening sessions with the Black/African American community. We have also learned that there is a need for a deeper level of self-reflection and accountability needed to create a safe space for everyone which has involved hosting accountability sessions and creation of resources.

**HMG LA's Pathways** investment aims to strengthen referral pathways and partner networks at a regional level through innovative technology, infrastructure, and practice change strategies. Each region is co-led by a collaborative of EII community partners, who help shape and test referral strategies. 5 of the 7 Pathways communities completed their work in December 2023, with all five choosing to adopt electronic referral and/or intake portals, among other strategies. Data show that the project has helped build a more connected EII network, with grantees moving from outdated referral methods to electronic, and the number of referral partners increasing from 40 to 124 by year 3. Additionally, 79% of caregivers surveyed in year 3 reported they were able to access the assistance they were seeking. Grantees also strengthened their capacity to collect, analyze, and act upon data, including data disaggregated by race/ethnicity, gender, home language, and zip code. Grantees also reported that the Pathways investment made it possible to engage community more deeply in the development of electronic referral systems. Illustrating the systems change that has taken place, a majority of Pathways grantees intend to sustain their approaches beyond the end of F5LA funding, such as by folding in ongoing maintenance costs of regional center intake portals into their organization budgets.

**Data Collection & Analysis (DCA):** The L.A. Care partnership and Pathways have dedicated program evaluations which are underway and will conclude in FY24-25. To support DCA, this past year a Data & Evaluation Workgroup (consisting of First 5 LA and LACDPH staff and leadership council members) was convened and has been instrumental in prioritizing HMG LA outcomes, identifying data sources, and engaging in data sensemaking.

In FY23-24, DPH applied and was accepted as a partner in the Centers for Disease Control (CDC) and Harvard's T.H. Chan School of Public Health program evaluation practicum. DPH epidemiologists and program have worked with CDC staff and Harvard graduate students to develop an evaluation plan for the Help Me Grow CAP. The draft plan is currently under review by CDC with planned implementation in FY24-25.

### **NEXT STEPS: STRATEGIC PLAN TACTIC DEVELOPMENT**

The data, learning and early impact from HMG LA elevated throughout this memo and accompanying PowerPoint and as discussed during our presentation to the Commission holds important potential to inform tactic development given First 5 LA's continued focus on EII. The following emerging lessons are timely as we move through strategic plan implementation.

- Promote cross-system collaboration and community voice
- Strengthen access to culturally relevant peer and community supports
- Improve quality of developmental interactions in medical settings, including addressing and reducing manifestations of systemic racism
- Strengthen healthcare-community based provider connections
- Improve consistency and clarity of referral protocols across LA County Regional Centers.
- Enhance the routine collection and sharing of disaggregated EII outcome data (by race/ethnicity, language, etc.)
- Increase the size and diversity of EII workforce

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<sup>i</sup> Data Resource Center for Child & Adolescent Health. 2020-2021 National Survey of Children's Health Interactive Data Query, Title V Maternal and Child Health Services Block Grant Measures, NPM 6: Developmental screening, ages 9-35 months. <https://www.childhealthdata.org/browse/survey/allstates?q=9597>





March 14, 2024

# Help Me Grow LA pursues shifts to maximize community reach

**Tara Ficek**, Director  
Health Systems, First 5 LA

**Melissa R. Franklin**, Director  
Division of Maternal, Child, & Adolescent Health  
Health Promotion Bureau  
Los Angeles County Department of Public Health

**Steve Baldwin**  
Division of Maternal, Child, and Adolescent Health  
Health Promotion Bureau  
Los Angeles County Department of Public Health





- Provide a brief history and overview of Help Me Grow LA (HMG LA)
- Share latest data, learnings, early impact and sustainability of HMG LA
- Discuss shifts and emerging tactics informed by HMG LA data and learning



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**1 IN 6** 

**children ages 3-17**  
have one or more developmental delays or disabilities<sup>1</sup>

**CALIFORNIA RANKS 31st**

<sup>3</sup> in screening infants and toddlers for development<sup>2</sup>



**ONLY 34.4%**

**of California children**  
birth to 3 receive timely developmental screenings<sup>2</sup>

**Children of color have lower rates of access**  
to both screening and early intervention services compared to white children<sup>3</sup>



**Children with a developmental concern may**  
not be connected early enough (or at all) to appropriate services and supports

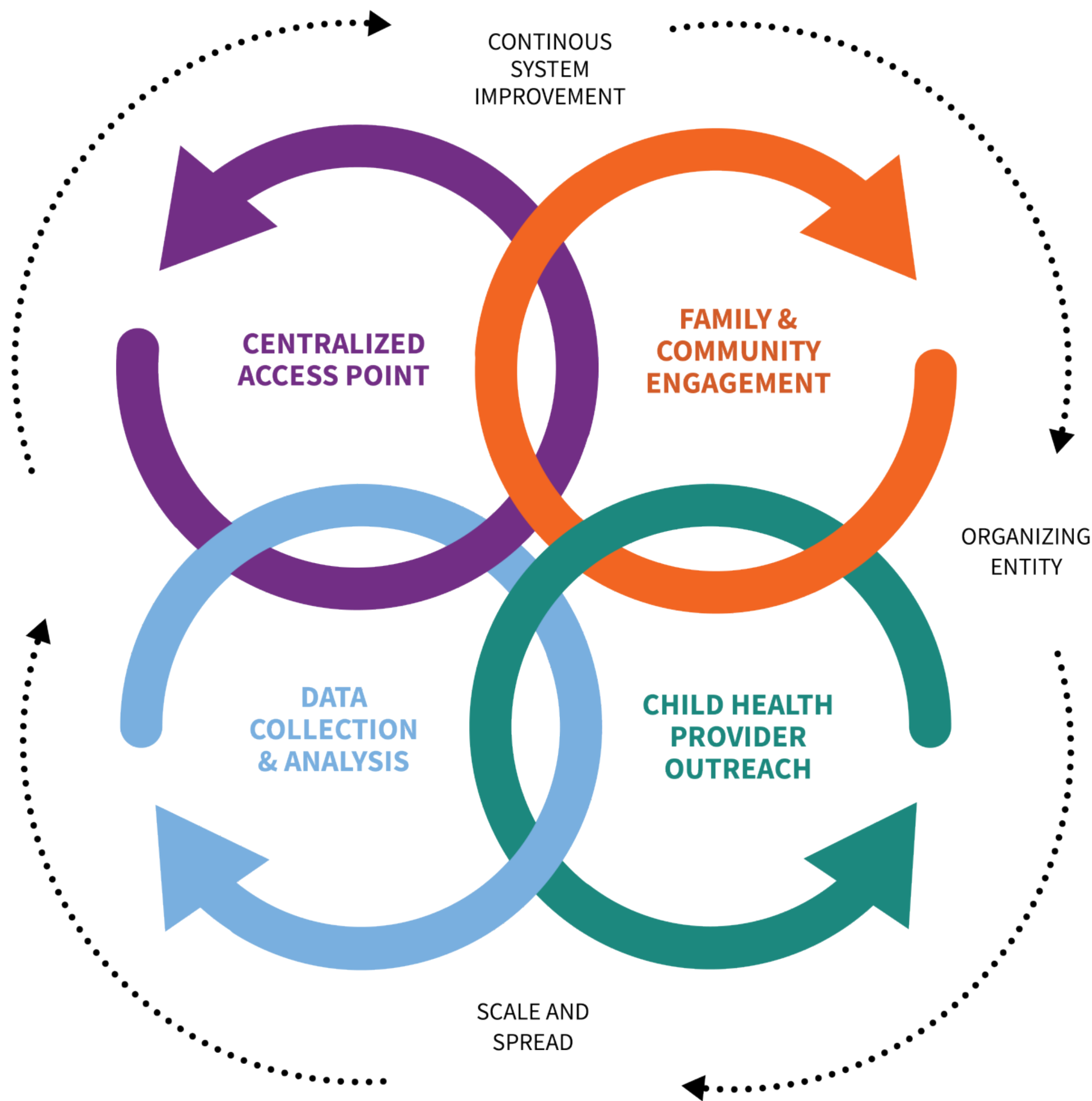
1. Centers for Disease Control and Prevention. (2022). Developmental Disabilities: Causes and Risk Factors. [cdc.gov/ncbddd/developmentaldisabilities/causes-and-risk-factors.html](https://www.cdc.gov/ncbddd/developmentaldisabilities/causes-and-risk-factors.html)  
2. Data Resource Center for Child & Adolescent Health. 2020-2021 National Survey of Children's Health Interactive Data Query, Title V Maternal and Child Health Services Block Grant Measures, NPM 6: Developmental screening, ages 9-35 months. <https://www.childhealthdata.org/browse/survey/allstates?q=9597>  
3. Lordi, N. & Holtby, S. (2021). Developmental Screening Among Children Ages 1-5 in California. UCLA Center for Health Policy Research. <https://healthpolicy.ucla.edu/publications/search/pages/detail.aspx?PubID=2159>  
Public Counsel. (2022). Examining Racial and Ethnic Inequities Among Children Served Under California's Developmental Services System: Where Things Currently Stand. [https://publiccounsel.org/wp-content/uploads/2022/05/2022-Disparity-Report\\_California-developmental-services\\_regional-centers.pdf](https://publiccounsel.org/wp-content/uploads/2022/05/2022-Disparity-Report_California-developmental-services_regional-centers.pdf)



- **Goal:** Promote local cross-sector collaboration to implement and strengthen early screening and surveillance of developmental and behavioral delays for all young children and connect those with or at risk for delays to the appropriate intervention services and supports
- **Timeframe:** Planning launched in 2017 and staggered implementation 2018-2022; F5LA funding ends 2025
- **Priority System:** Health Care Delivery
- **Key Partners:** LA County Department of Public Health, L.A. Care Health Plan, Regional Centers, CBOs and Parents





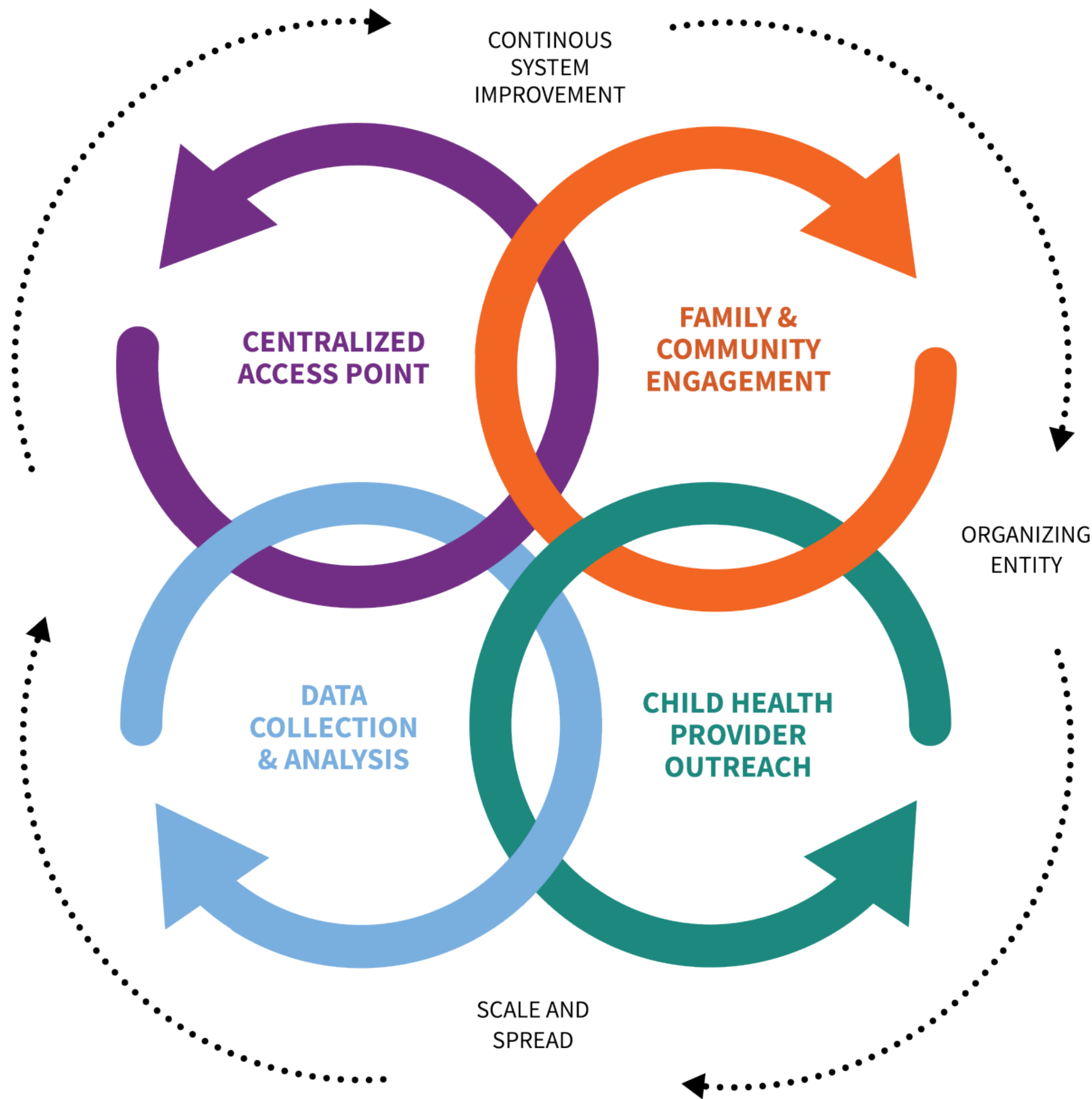


**Build a Centralized Access Point** to help families and providers access needed resources and services.

**Engage with Families and Communities** to support their child's development.

**Support Child Health Providers** to identify developmental concerns and connect families to resources.

**Collect and Analyze Data** to measure success and improve the coordination of programs and services in local communities.



## Build a Centralized Access Point

- Website and Call Line

## Engage with Families and Communities

- Advisory Council and HMG LA Pathways

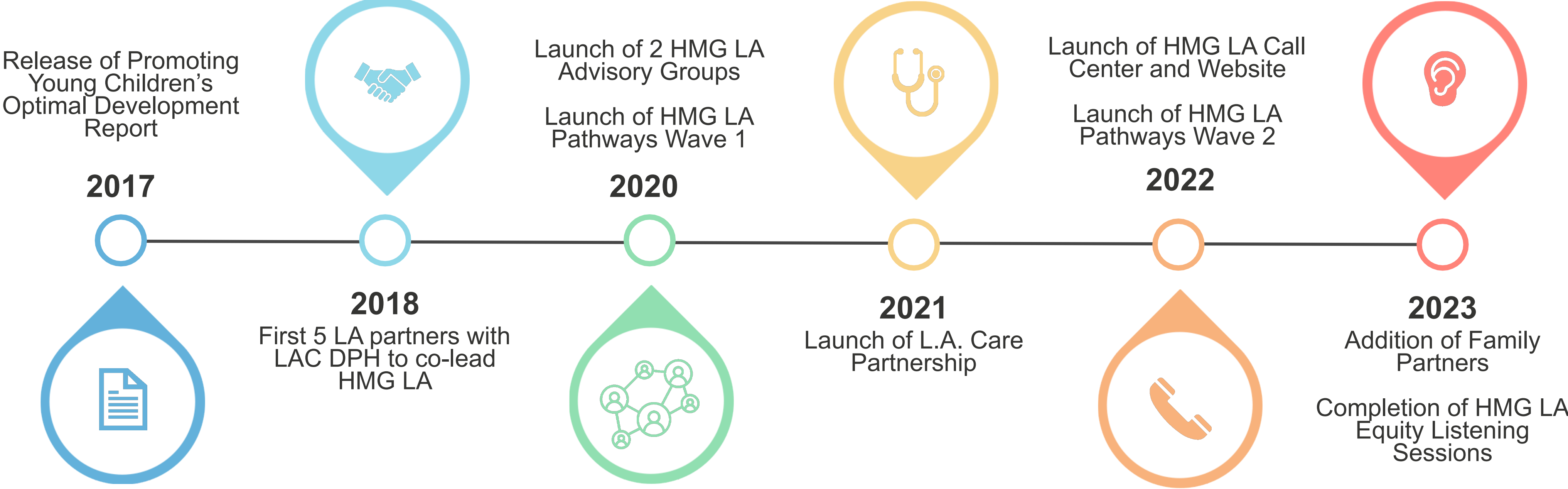
## Support Child Health Providers

- L.A. Care Partnership

## Collect and Analyze Data

- Data collection and evaluation efforts across all HMG LA programs

# Help Me Grow LA Timeline

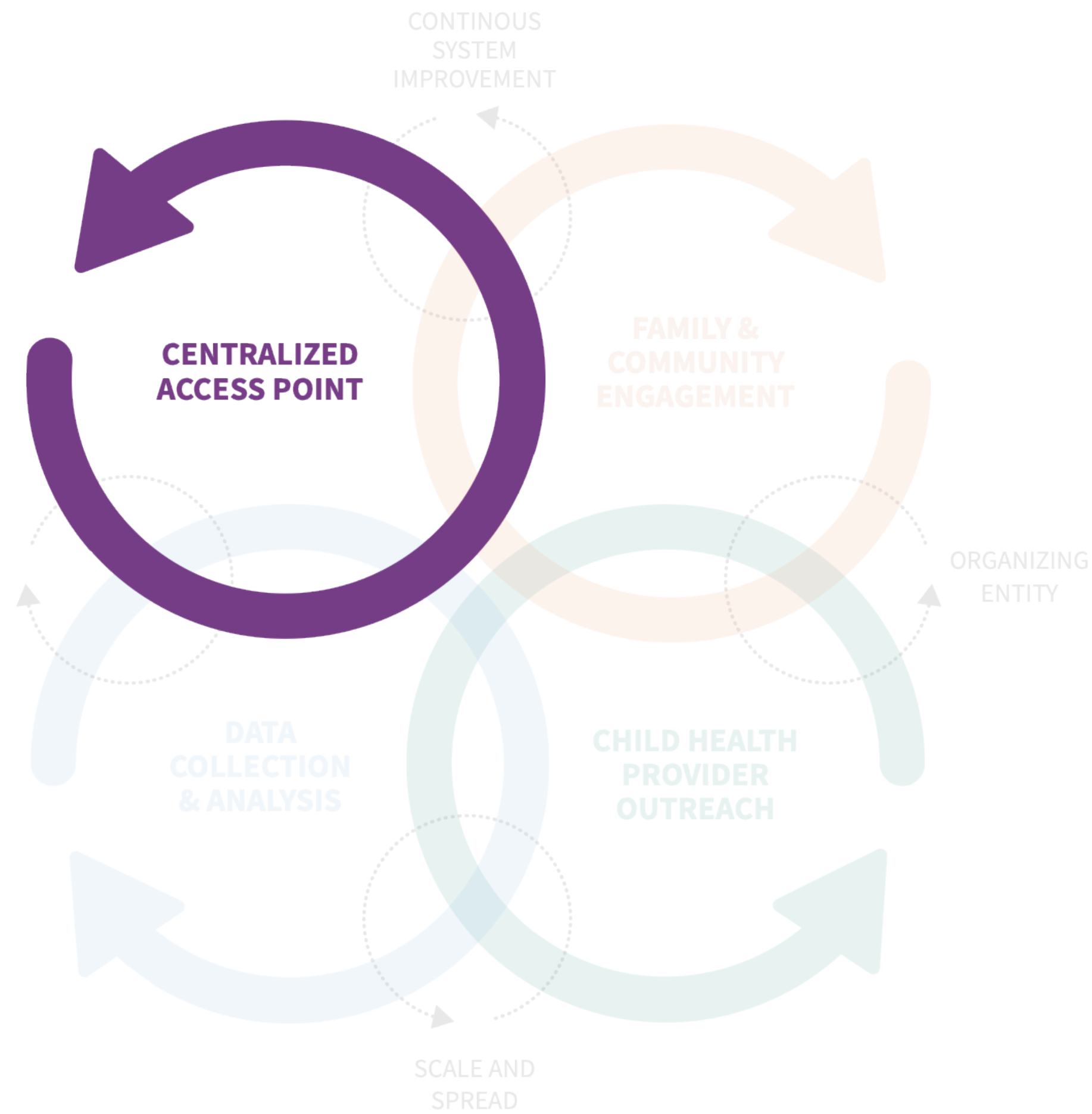






# Help Me Grow LA Learning & Early Impact

**Build a Centralized Access Point** to help families and providers access needed resources and services.





- Call line & website
- Enhancement: Family Partner model based on Family TIES (Together In Enhancing Support)
  - Lived experience providing leadership
  - Regional Coordination
  - Community Connections
  - Family navigation, empowerment, and advocacy

## Learnings & Early Impact

- HMG LA call center staff are viewed as kind, helpful, and culturally aware when guiding families to services

*It takes a village to raise a child*

*I have a relationship with the family and continue to keep in contact.*

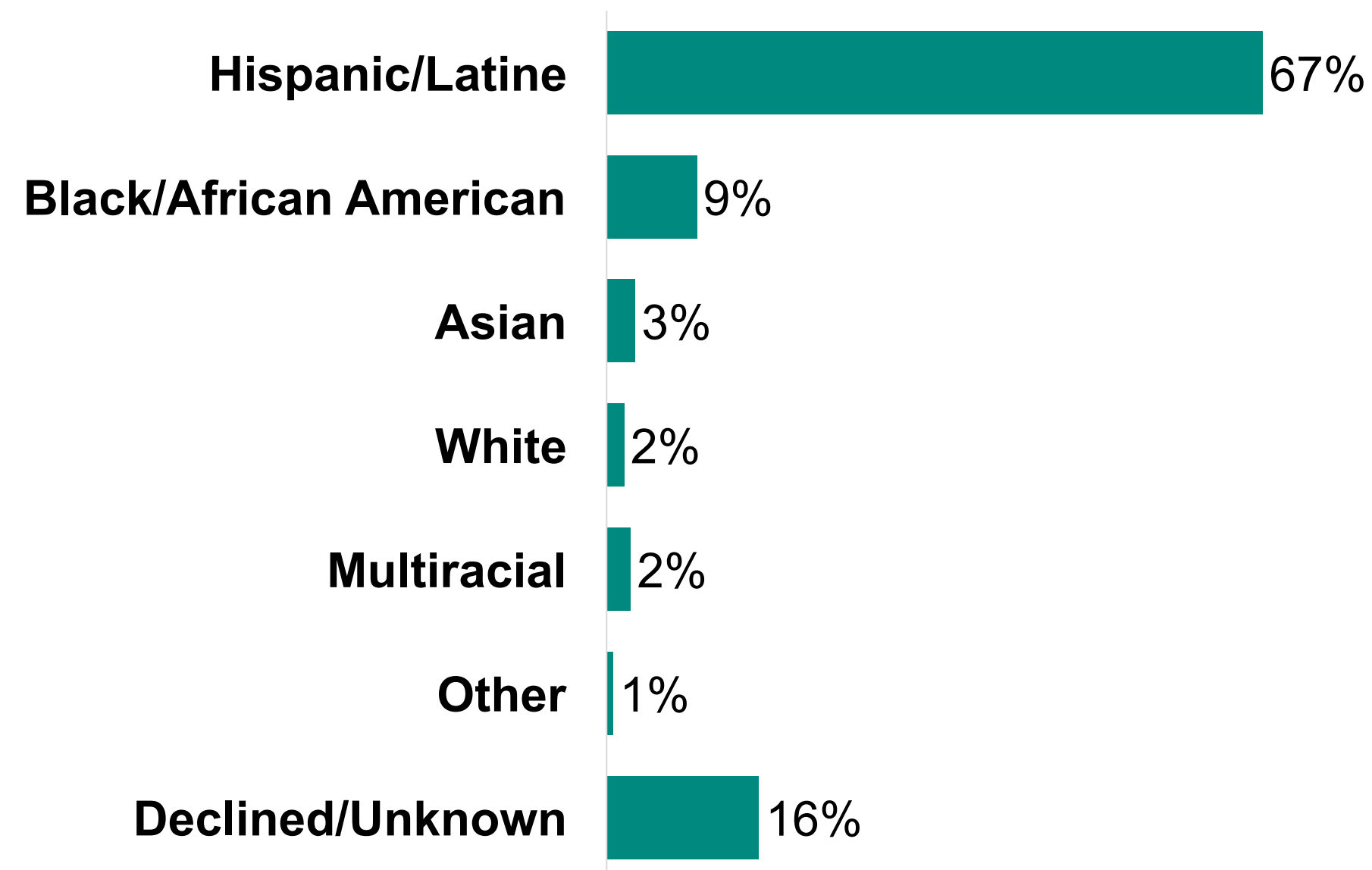
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## Who are we serving?

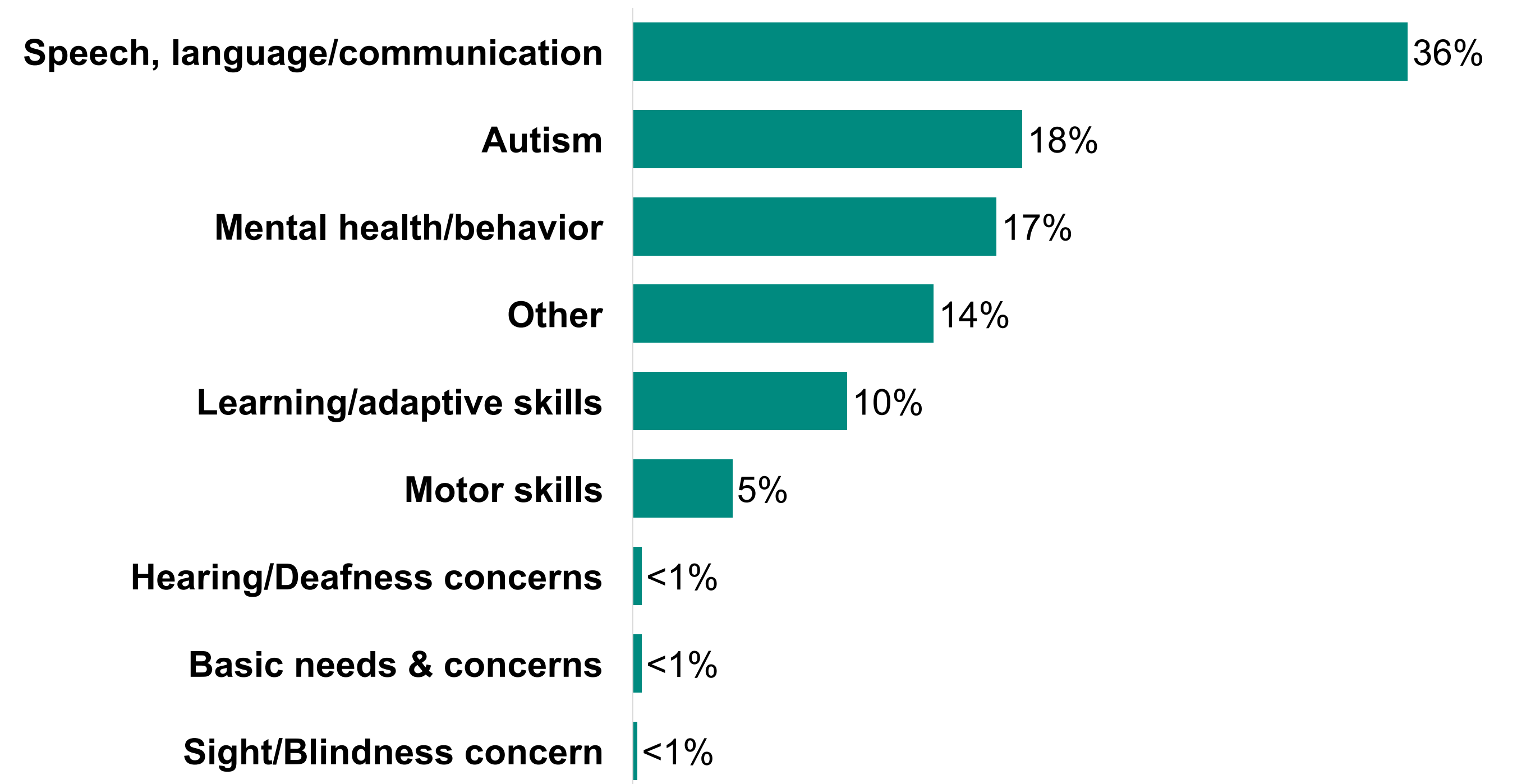
875 unique individuals (parents, children, providers, anonymous clients) served thus far

179

**Race/Ethnicity** (sample=443)



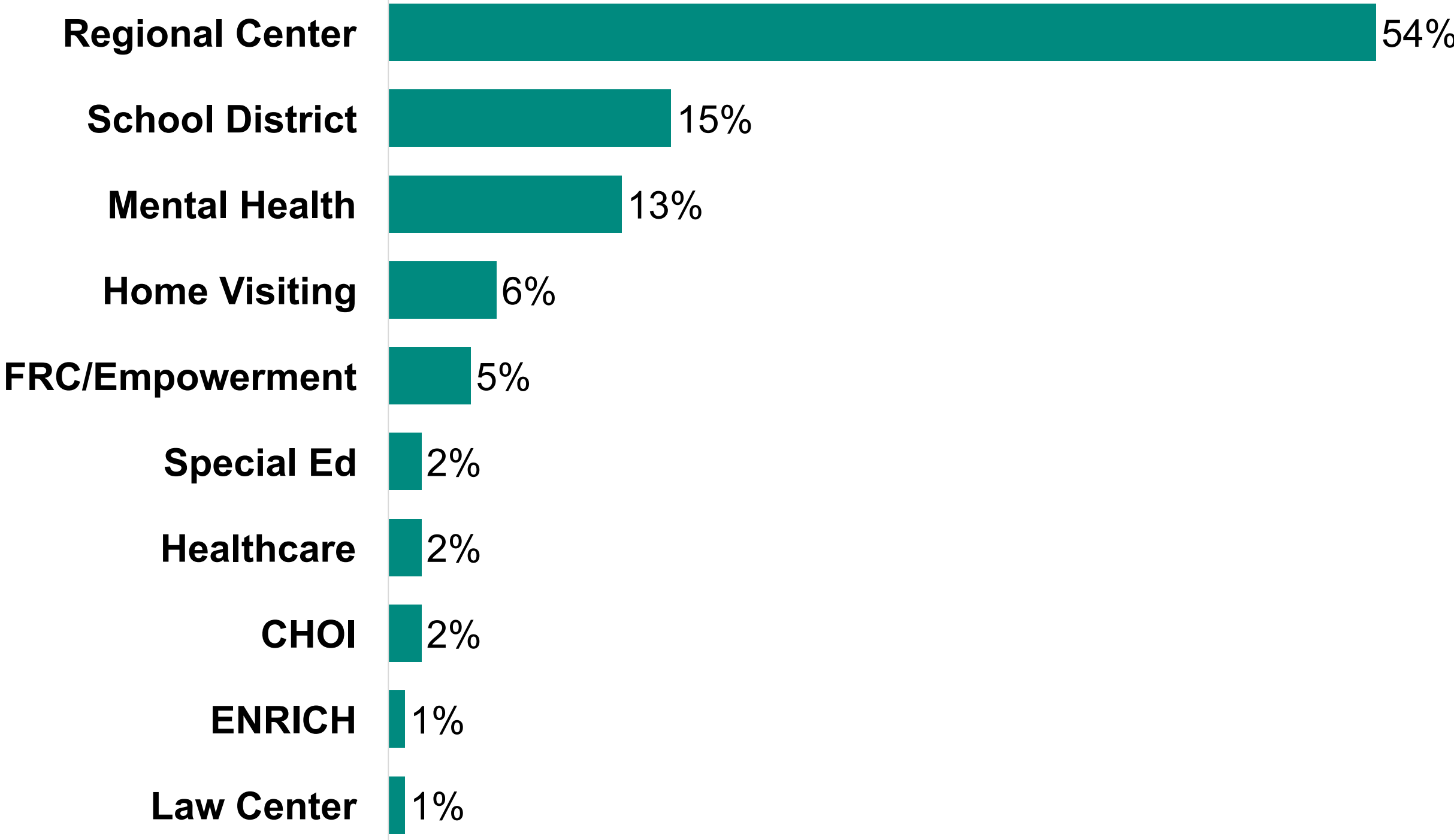
**Parental Concerns for Child** (N=495)



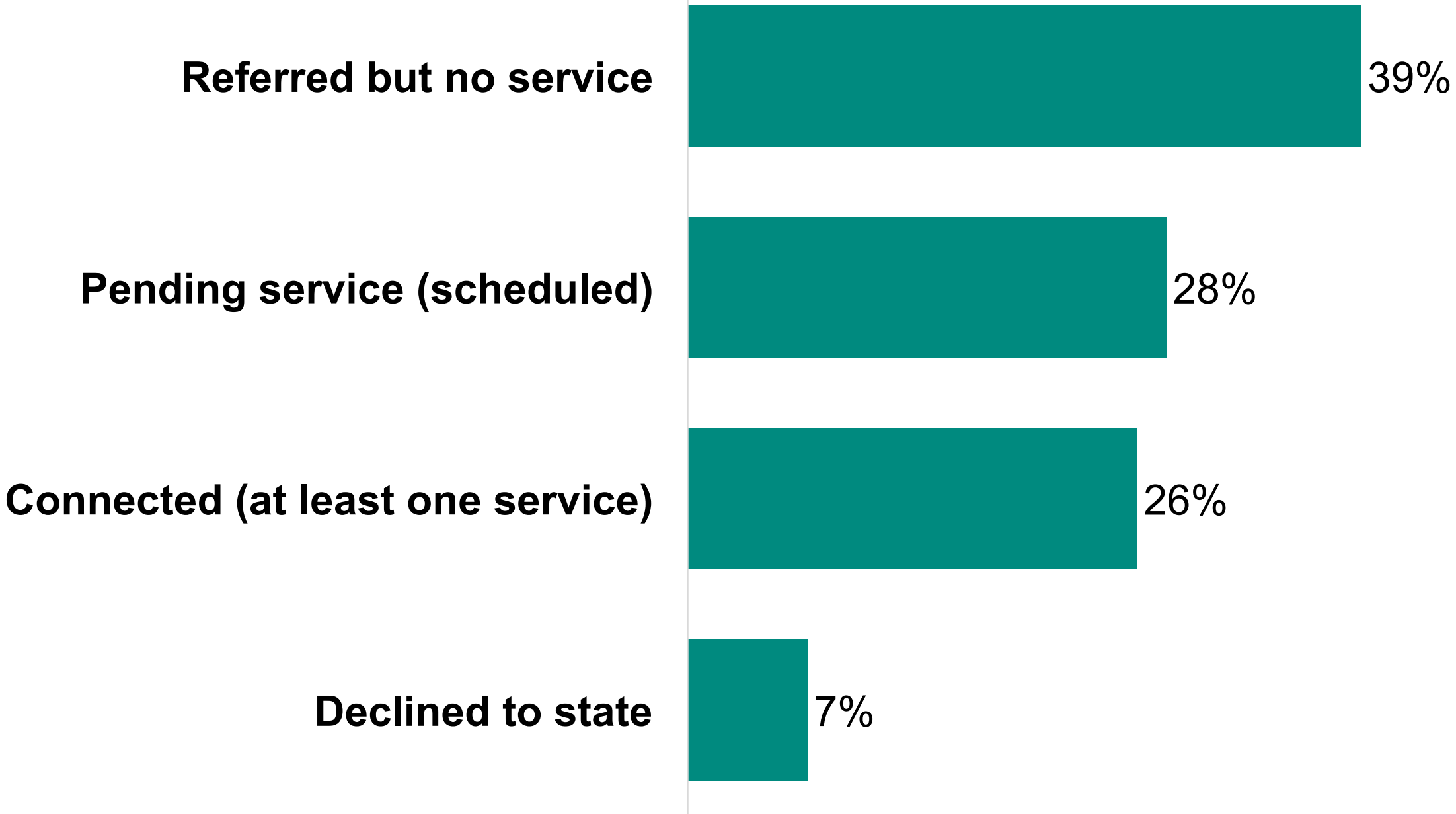
Data through 1.31.24

## Where are we referring?

Primary Referrals (N=221)



Primary Referral Outcome at 30-days (N=115)



180



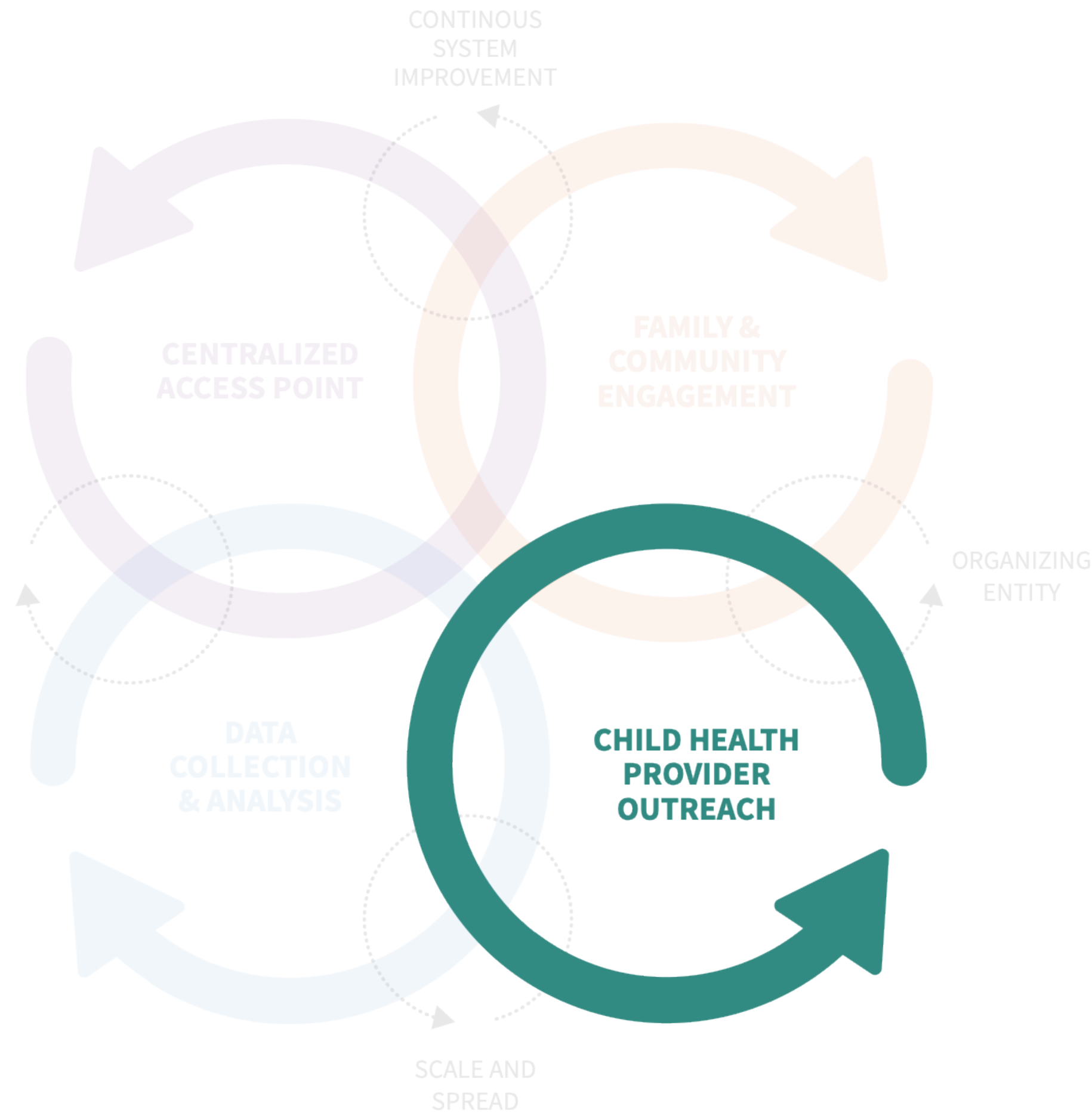
## Learnings & Early Impact (contd)

- Regional Center & Family Resource Center service locator
- Translating materials into threshold languages
- Evaluation opportunity

## Sustainability

- **Short Term:**
  - Office of Child Protection
  - Pursuing philanthropic sources
  - Internal DPH programs and resources (e.g. AAIMM, ENRICH)
- **Long(er)-Term**
  - CHW reimbursement through Medi-Cal
  - Other grants that support implementation of the program





**Support Child Health Providers** to identify developmental concerns and connect families to resources.



Integrating early identification and intervention (EII) protocols into participating practices' workflow; and increasing awareness and education of developmental screening and milestones with providers, families and caregivers.

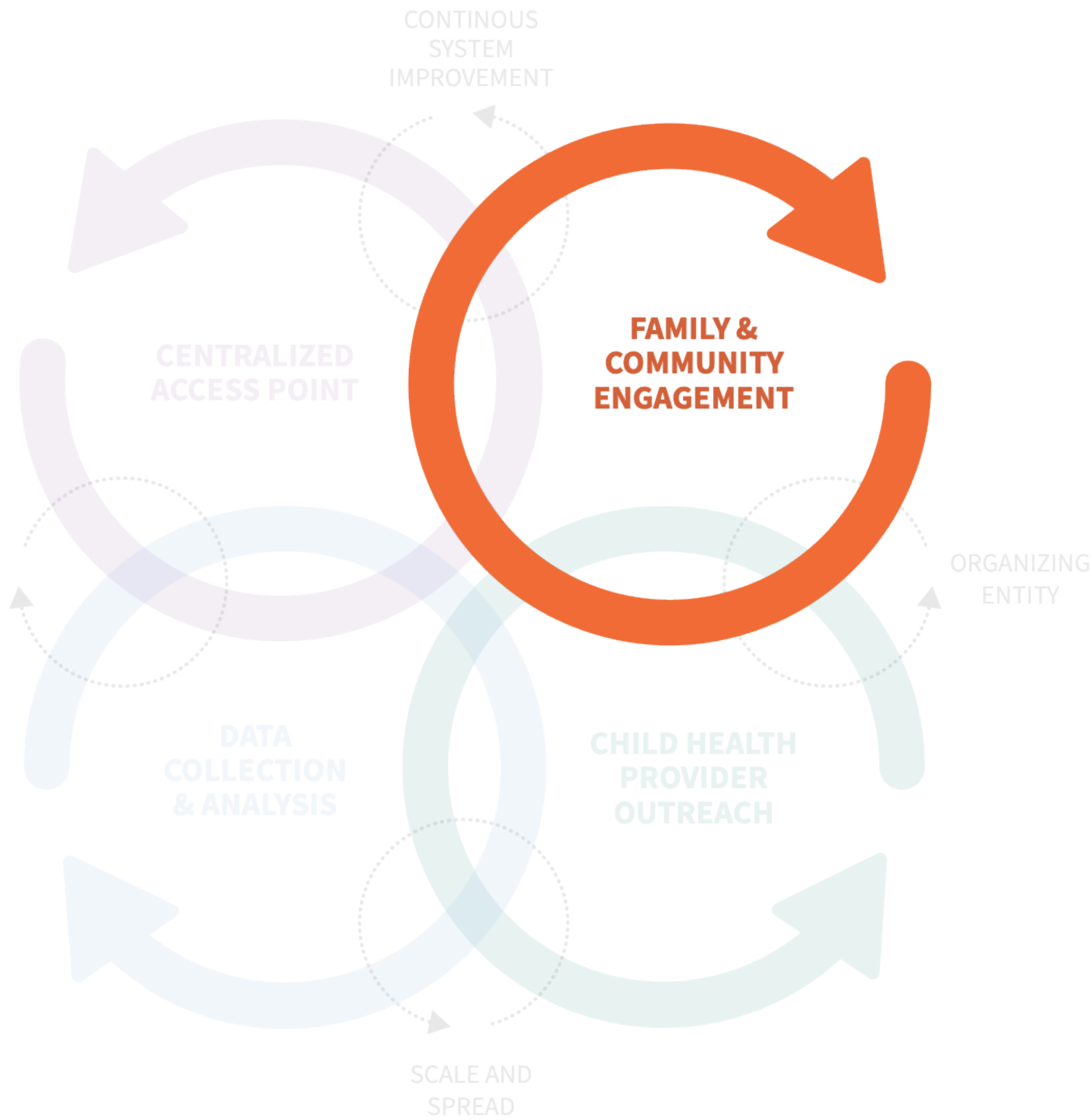
183

## Learnings & Early Impact

- **Developmental Screenings:** increased by ~300% between baseline and Cycle 1 period; screenings increased by an additional 67% between Cycle 1 and 2
- **Referrals:** For some practices, data collection is non-existent; coaching focus this year to improve data; participating practices have increased the number of types of referral partners they have in their network
- **Child Development Classes:** 97% of parents surveyed responded that their knowledge of child development and their comfort in advocating for their child(ren) improved

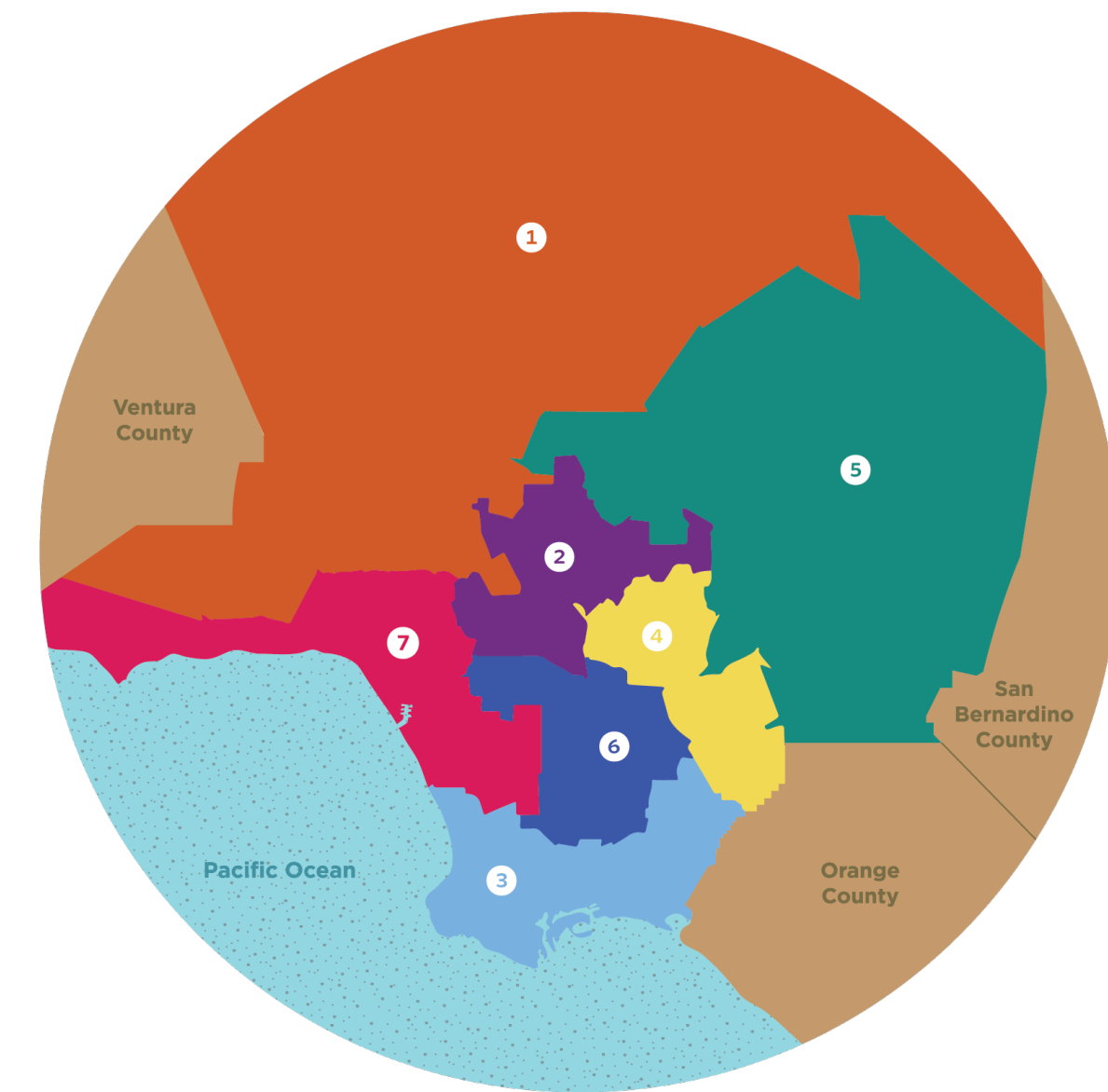
## Sustainability

- Conversations underway between First 5 LA and L.A. Care Health Plan



**Engage with Families and Communities** to support their child's development.

- Aims to strengthen regional referral pathways and provider networks through innovative technology, infrastructure, and practice change strategies
- 5 grantees finished in Dec 2023; 2 continue to June 2025



- PATHWAY PARTNERS: 185
- 1 Child Care Resource Center
  - 2 Children's Bureau
  - 3 City of Long Beach Dept Health & Human Services
  - 4 Eastern Los Angeles Family Resource Center
  - 5 San Gabriel/Pomona Regional Center
  - 6 South Central Los Angeles Regional Center
  - 7 Westside Regional Center

## Learnings & Early Impact

**Building a more connected early identification & intervention referral network:** All grantees adopted electronic referral/ intake portals, with the number of referring partners increasing from 40 to 124 by year 3

- **Improved Communication & Tracking on Referrals:**
  - Moving from outdated referral methods to electronic, with easier access to data & reporting
  - Improved communication with partners through Pathways collaboratives
  - By year 3, 69% of surveyed partners reported submitting & tracking referrals is easy



- **Successful Referrals:** 79% of caregivers surveyed in year 3 reported they were able to access the assistance they were seeking
- **Strengthening Data Capacity:** Grantees strengthened data capacity in key areas, including gathering input from families & partners, analyzing disaggregated data, and in some cases building data reviews into routine practice.
- **Inclusion of Community:** Pathways investment made it possible to engage community more deeply in the development of electronic referral systems.

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## Sustainability

Majority of grantees intend to continue their approaches after grant completion. Examples:

- Regional centers building the cost of portal maintenance into operating budgets
- CBOs selecting free/low-cost referral platforms and pursuing additional funds through grants or other sources
- Maintain partner collaboratives to continue strengthening relationships in the region

## Estimated Total # Served Across HMG LA Projects

Project	Total # Served	Data Dates
<b>Centralized Access Point:</b> Call Line & Website	875 unique individuals served (caregivers, providers, etc.)  Website: Avg. 4000 views/month	5/17/2022 – 1/31/2024  June 2022 - present
<b>Community &amp; Family Engagement:</b> HMG LA Pathways	9,377 total referrals through Pathways Wave 1 networks	10/1/21 - 9/30/23
<b>Child Health Provider Outreach:</b> L.A. Care Partnership	7,320 developmental screenings conducted  358 child development class participants 465 CME events & health provider training attendees	6/1/2022-9/30/2023 <i>(*reflects evaluation cycles 1-2)</i>

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# 10 MIN BREAK





# Overarching Learning & Early Impact

- Inclusion of parent/community champions with deep ELL experience in project planning
- Parent/community champions are integral members of the HMG LA Advisory Council, serving as strategic planning partners and advocates, representing the family perspective

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## Learnings & Early Impact

Parent and community perspective is critical for ensuring **relevance, accessibility and accountability**. Parent/community champions played a key role in:

- Shaping outreach and communications materials (e.g. website, family & provider resources)
- Informing project planning (e.g. Pathways collaboratives, solicitation processes)
- Data and evaluation workgroup (e.g. prioritize outcomes, data interpretation)



## Learnings & Early Impact (cont)

- Supportive environments for parent/community participation supports include:
  - Compensation for expertise and guidance
  - Translation and interpretation services
- Advocates and partners in advancing equity
- Bringing parent champions & system representatives together at the same table supports transparency, accountability, and innovation





- Families often experience EII services differently based on race, ethnicity, geography, language, and other characteristics due to structural racism and marginalization.
- Without intentional effort, EII systems can continue to reinforce inequities.
- **HMG LA Equity Statement:** HMG LA seeks to uplift health equity by prioritizing and partnering with communities disproportionately affected by systemic racism and other systemic barriers to ensure all parents and caregivers have access to the culturally relevant resources and tools they need to support their child's development.



## Equity Workgroup Milestones

- Data review pointed to disparities experienced by children of color across dimensions of EII (See Appendix)
- HMG LA Equity Workgroup adopted targeted universalism framework to guide planning
- HMG LA identified Black & African American families as the first population of focus
  - Priority population selection informed by historical context, alignment with existing work, and available data pointing to disparities in access and quality of services experienced by Black families.
  - Expanded equity workgroup in 2023 to include community members with lived experience
- Held learning and knowledge strengthening sessions for HMG LA staff & partners
- Conducted 2 listening sessions with Black/African American families

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## Listening Sessions

1. Access to early intervention services is hindered by a **lack of education provided** to the community regarding these services.
2. Parents and caregivers feel that **the burden is solely on them** to research, educate themselves, initiate Regional Center evaluations, and advocate for their children's needs.
3. Parents/caregivers find value in **building community with other caregivers** to share experiences and support one another.
4. **Parents and caregivers look to their primary care providers** to educate and support them in learning about and accessing early intervention services, **but most do not feel that they are getting what they need** from their providers.
5. **Black and African American families do not feel heard, seen, or respected by their providers** because of their race, ethnicity, and social status.
6. Opportunities for early intervention and diagnosis are often interrupted by a **lack of trust and understanding** between families and providers, in addition to delays in services and lack of communication between families and the systems serving them.

*"I just want to feel heard...having someone in the space that looks like me to help me feel more comfortable in finding my voice."*

## Learnings & Early Impact

- We're just getting started. Adequate time and resources is necessary to foster growth, learning, and healing.
- Advancing equity is a vulnerable process that requires deep reflection on personal, inter-personal, and systemic levels.
- Community members are often called upon to give information and relive harmful experiences. When no follow-up action occurs, this can present a barrier to building trust.

## Next Steps for the HMG LA Equity Workgroup

Develop community-specific strategy recommendations to ensure more equitable access and quality of ELL services in LA County

- Importance of parents with lived experience in leadership and staff roles
- Peer and community supports provide critical navigational & emotional assistance for families and are most effective when they share language, culture, and other experiences with the families they serve
- Medical providers are the “front door” to EII services and who many families turn to first for advice; however, challenges remain in the quality & consistency of developmental interactions
- Individual DDS regional centers are working hard to strengthen access, but variations in intake protocols across LA County continue to make navigating services difficult for families & providers
- Disaggregated EII data provides a valuable tool for assessing & strengthening equity of services; however, little of this data is consistently collected or publicly available
- The EII workforce in LA County is currently insufficient to meet the need
- Families benefit from EII resources that are centrally located, standardized, and easy to follow





# Future Support of Help Me Grow LA and Early Identification and Intervention



## DPH continued commitment to Early Identification & Intervention

- HMG LA - Website, call center, Family Partners
- MCAH Title V needs assessment – April 2024
- Coordination with Children's Medical Services
- Home Visitation Programs and Cross Referral





- FY24-25 reflects final year of F5 LA's direct funding of HMG LA
  - Funding of strategic partnership with LACDPH ends June 2024
  - Continued support of LA Care, HMG LA Pathways, Council and Communications proposed through June 2025
  - Remain as thought partners (vs primary funders) as this next phase of HMG LA unfolds
- Develop tactics through implementation planning that support EII

*Goal 3, Objective 2: Increase annual percent of children prenatal to age 5 in Los Angeles County with a developmental delay receiving early intervention services by the end of 2029*



## **Community Voice & Equity:**

- Promote cross-system collaboration and community voice
- Strengthen access to culturally-relevant peer and community supports

## **Early Intervention Access & Quality:**

- Improve quality of developmental interactions in medical settings, including addressing and reducing manifestations of systemic racism
- Strengthen healthcare-community based provider connections
- Improve consistency and clarity of referral protocols across regional centers

## **System Accountability & Capacity:**

- Enhance the routine collection & sharing of disaggregated EII outcome data
- Increase the size & diversity of EII workforce



- What are your initial reactions to the overarching learnings? How do these learnings inform tactics?
- How do you see our role as connector, convenor, thought partner and advocate contributing to these tactics?





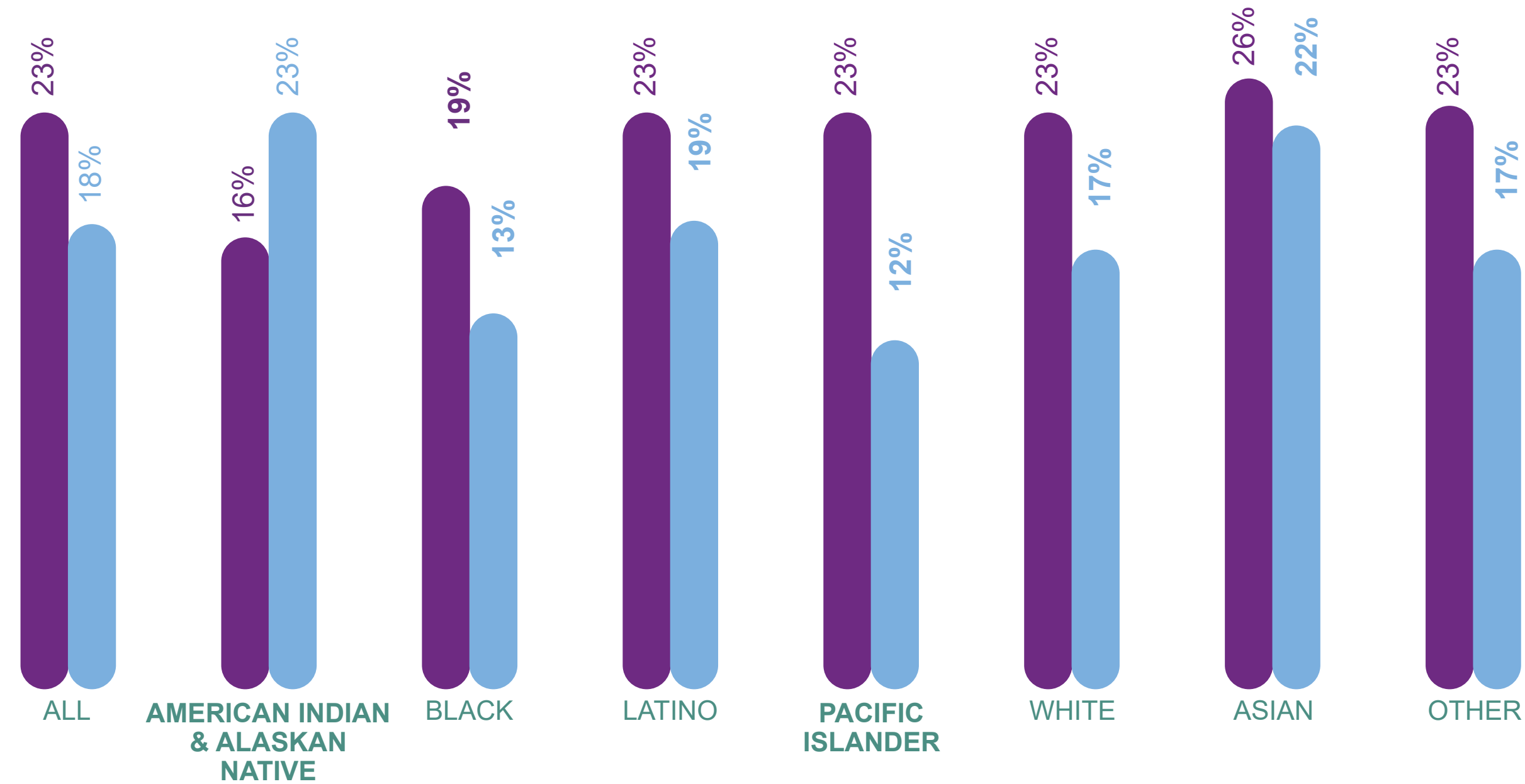


# APPENDIX

# EII Equity Data: Developmental Screenings

## Developmental Screening in the First Three Years of Life (Medi-Cal Accountability Set; Measurement Year 2020)

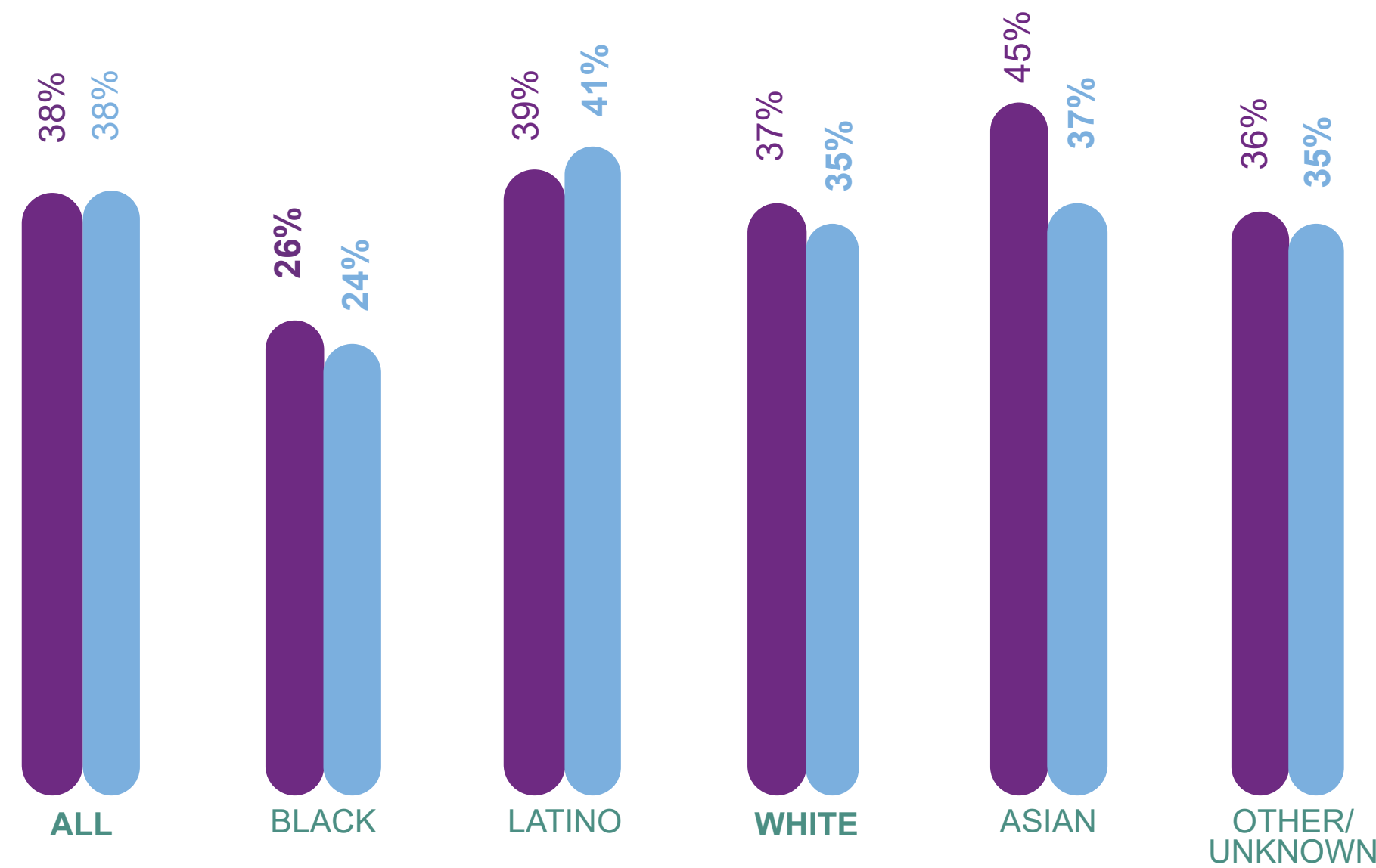
● CALIFORNIA ● L.A. COUNTY



Source: Children Now. Developmental Screening and Well-Child Visit Rates for Children Enrolled in Medi-Cal Managed Care, by Race/Ethnicity: Measurement Year 2020. Available at <https://www.childrennow.org/wp-content/uploads/2023/05/dev-screening-and-well-child-final.pdf>.

## 6 or More Well-Child Visits during the First 15 Months of Life (Medi-Cal Accountability Set; Measurement Year 2020)

● CALIFORNIA ● L.A. COUNTY



Source: Children Now. Developmental Screening and Well-Child Visit Rates for Children Enrolled in Medi-Cal Managed Care, by Race/Ethnicity: Measurement Year 2020. Available at <https://www.childrennow.org/wp-content/uploads/2023/05/dev-screening-and-well-child-final.pdf>.





# EII Equity Data: Service Access & Quality

## Regional Center Purchase of Service (POS) Utilization by Race/Ethnicity for Ages 0-2 (Early Start), LA County, FY22-23

	Asian	Black/African American	Hispanic	Other Ethnicity or Race/Multi-Cultural	White
Total Authorized Services	\$19,032,293	\$19,654,230	\$148,901,216	\$40,816,776	\$39,199,129
Total Expenditures	\$12,289,634	\$11,453,559	\$96,339,443	\$25,311,681	\$24,973,334
<b>Utilization (% of Authorized Spent)</b>	65%	58%	65%	62%	64%

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Source: Data compiled and aggregated by staff from individual regional center POS Transparency reports submitted to DDS for FY22-23. Links to each regional center's POS data are below:

- ELARC: <https://www.elarc.org/about-us/pos-data>
- FDL: [https://lanterman.org/transparency\\_accountability/documents/2023-disparity-data-on-purchased-services-report](https://lanterman.org/transparency_accountability/documents/2023-disparity-data-on-purchased-services-report)
- HRC: <https://www.harborrc.org/transparency/reporting/purchaseofservicesdata>
- NLACRC: <https://www.nlacrc.org/governance/purchase-of-service>
- SGPRC: <https://www.sgprc.org/governance/transparency-access-to-public-information/annual-pos-expenditure-reports>
- SCLARC: <https://sclarc.org/about-us/transparency-portal.php>
- WRC: <https://westsiderc.org/who-we-are/transparency/>



## Qualitative Learnings re: Quality of Care

- Very **limited disaggregated data** is publicly available about EII services or quality of care in LA County or California
- However, **qualitative research has found that caregivers of color – and particularly Black caregivers – experience lower quality of care** when accessing early intervention services<sup>1-3</sup> (e.g. providers dismissing concerns or downplaying symptoms, not feeling respected, not feeling included in decisions about their child's care)
- Research suggests that **racial/ethnic concordance with providers<sup>4</sup> and support from peers<sup>3</sup>** can be important facilitators to service access and quality; however, lack of representation and cultural responsiveness in key early childhood professions persist<sup>5-6</sup>
- Multiple experiences of **racism throughout the diagnostic process can lead to intervention delay** and increased risk for behavior issues<sup>7</sup>
- Conversations with partners & families suggest that **Black children with developmental delays or disabilities are often treated punitively** (e.g., through child welfare involvement or school discipline) where children from other racial/ethnic groups are treated therapeutically, and that these differences start at a very young age
  - An analysis of 2018-2019 IDEA Part B Services (for individuals with developmental delays or disabilities ages 3-21) found that Black children in California accounted for approximately 7.8% of total enrollment, but 24.4% of total expulsions or out of school suspensions over 10 days

### Sources:

1. Bailey, D., Scarborough, A., & Hebbeler, K. (2003). Families' First Experiences with Early Intervention: National Early Intervention Longitudinal Study. NEILS Data Report.
2. Cheak-Zamora, N. C., & Thullen, M. (2017). Disparities in quality and access to care for children with developmental disabilities and multiple health conditions. *Maternal and child health journal*, 21(1), 36-44.
3. Stahmer, A. C., Vejnoska, S., Iadarola, S., Straiton, D., Segovia, F. R., Luelmo, P., ... & Kasari, C. (2019). Caregiver voices: Cross-cultural input on improving access to autism services. *Journal of racial and ethnic health disparities*, 6(4), 752-773.
4. Jetty, A., Jabbarpour, Y., Pollack, J., Huerto, R., Woo, S., & Petterson, S. (2022). Patient-physician racial concordance associated with improved healthcare use and lower healthcare expenditures in minority populations. *Journal of Racial and Ethnic Health Disparities*, 1-14.
5. Shaia, W. E., Nichols, H. M., Dababnah, S., Campion, K., & Garbarino, N. (2020). Brief report: participation of black and African-American families in autism research. *Journal of Autism and Developmental Disorders*, 50, 1841-1846.
6. California Healthcare Foundation (CHCF). (2022). Listening to Black Californians: How the Health Care System Undermines Their Pursuit of Good Health. Available at <https://www.chcf.org/publication/listening-black-californians-how-the-health-care-system-undermines-their-pursuit-good-health/>.
7. Čolić, M., Araiba, S., Lovelace, T. S., & Dababnah, S. (2022). Black caregivers' perspectives on racism in ASD services: Toward culturally responsive ABA practice. *Behavior Analysis in Practice*, 15(4), 1032-1041.
8. Staff analysis of the following data table: US Department of Education (2020). IDEA Sectoin 618 Data Products: Static Tables: State Level Files – Discipline. Available at <https://www2.ed.gov/programs/osepidea/618-data/static-tables/index.html>.

# First 5 LA:

## DEVELOPING TACTICS

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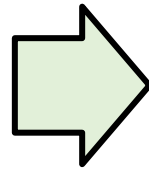
**First 5 LA Board Meeting**  
*Chrissie M. Castro & Associates*  
Thursday, March 14, 2024

# PURPOSE

Review the milestone calendar to develop Tactics to implement F5LA's strategic plan, 2024-2029

# AGENDA

**BRIEF OVERVIEW:**  
F5LA Strategic  
Plan 2024-29



**REVIEW:**  
Milestone  
Calendar



**DISCUSSION:**  
Questions &  
Comments

# REVIEW

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MISSION, VISION, VALUES  
GOALS, OBJECTIVES, STRATEGIES, TACTICS





Strategic Plan | 2024-2029

Building a future where every child is born healthy and thrives in nurturing, safe and loving communities.



# Vision

We envision a future where every child is born healthy and thrives in a nurturing, safe and loving community.



# Mission

We advocate for children and their families, amplify community voice and partner for collective impact so that every child in Los Angeles County reaches their full developmental potential throughout the critical years of prenatal to age 5.





First 5 LA's values guide and direct how we show up and the actions we take to make the greatest possible impact for Los Angeles County's children prenatal through age 5 and their families.

**Impact:** We remain curious, open to new ideas, adaptable to improve and unwavering in our pursuit of lasting results for young children and their families.

**Equity:** We honor the wisdom of our communities, recognizing that their assets hold the key to dismantling systemic barriers and forging a path to racial justice, as we champion opportunity for all.

**Partnership:** We inspire collective action built on trusting relationships, diverse perspectives, humility and mutual respect.

**Integrity:** We are accountable for results, ensure the most effective use of public resources and reflect on our actions.



Our goals express a desired condition of well-being for all children prenatal to age 5 in Los Angeles County across the continuum of needs, building from physiological safety to esteem, love and belonging and toward self-fulfillment.

### Goal One:

**Children prenatal to age 5 and their families have their basic needs met.**

Our first goal recognizes that young children's well-being starts with secure housing and economic security. These foundational needs for physiological safety are essential, and we know that for a child to reach their full developmental potential, we must go further.

### Goal Two:

**Children prenatal to age 5 have nurturing relationships and environments.**

Our second goal recognizes that children need the support of safe, stable and nurturing relationships and environments during the earliest and most influential years from prenatal development to age 5. Children need nurturing relationships from family members and caregivers to form healthy attachments. They need to live, grow, play and learn in healthy environments with clean air and water and access to parks and outdoor spaces. Young children's interactions in social environments, with their families, caregivers and communities, and their physical environments — where they live, play and explore — have long-term implications for their health and well-being.

### Goal Three:

**Children prenatal to age 5 have a solid foundation for well-being, lifelong learning and success.<sup>214</sup>**

Building further, our third goal focuses on laying the foundation for children's well-being, lifelong learning and success. This requires ensuring children have the confidence, culturally relevant and affirming experiences, and solid foundations from early learning experiences to reach their full potential. Our youngest children are our future innovators and problem-solvers who will set up Los Angeles to be part of a thriving global economy.

# Objectives



Our objectives articulate a measurable level of desired change. Current data on the objectives reflect unacceptably low measures that do not reflect our aspirations for every child in Los Angeles County to meet their full developmental potential. The objectives are a starting point based on existing measurements. Over the course of our five-year plan, in collaboration with our diverse partners, we will track and adjust objectives when necessary. The strategic plan objectives demonstrate we have much to do to address structural racism and historic and present-day oppression.

First 5 LA is committed to the progress of our youngest children and their families by tracking these objectives.

## Goal One →

**Children prenatal to age 5 and their families have their basic needs met.**

### Objectives

- 1.1 REDUCE the annual number of deaths of children under 1 year old per 1,000 live births in Los Angeles County to 3.5 by the end 2029.
- 1.2 REDUCE the annual percent of households with children prenatal through age 5 in Los Angeles County living in poverty to 15.4% by the end 2029.
- 1.3 REDUCE the annual percent of households with children prenatal through age 5 in Los Angeles County who experience housing insecurity to 52% by the end 2029.

## Goal Two →

**Children prenatal to age 5 have nurturing relationships and environments.**

### Objectives

- 2.1 INCREASE the annual percent of pregnant and/or post-partum people in Los Angeles County identified as at-risk for maternal depression who receive mental health care.<sup>1</sup>
- 2.2 INCREASE the annual percent of children prenatal to age 5 in Los Angeles County with access to sufficient choices for healthy foods by the end of 2029.<sup>1</sup>
- 2.3 INCREASE the annual percent of children prenatal to age 5 in Los Angeles County who have access to parks and open spaces to 57% by the end of 2029.

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## Goal Three →

**Children prenatal to age 5 have a solid foundation for well-being, lifelong learning and success.**

### Objectives

- 3.1 INCREASE the annual percent of children prenatal to age 5 in Los Angeles County participating in the publicly funded early care and education in a mixed-delivery system to 25% by the end 2029.
- 3.2 INCREASE annual percent of children prenatal to age 5 in Los Angeles County with a developmental delay receiving early intervention services by the end of 2029.<sup>1</sup>
- 3.3 INCREASE annual percent of households with children prenatal to age 5 in Los Angeles County receiving culturally affirming services and supports by the end of 2029.<sup>1</sup>

<sup>1</sup> Population-level data for this objective is not readily available. First 5 LA, in partnership with experts in the field, will co-create a data development agenda to track progress for this objective.

# Strategies



To ensure that children grow and develop with healthy food, have secure housing and experiences of safety and belonging, have nurturing relationships and environments, and are set up to thrive, First 5 LA will advance three core strategies: catalyze public policies, strengthen public systems and grow a social movement.

These strategies are interdependent; they influence and inform each other. More and better legislation, administrative regulations and resources are needed to address the needs of children prenatal to age 5 and their families. Similarly, the performance of public systems needs to improve, including through removing barriers based on inequities and bias, to ensure better outcomes for children prenatal to age 5 whom these systems are already serving. To achieve these strategies, we must partner with communities — parents and caregivers and institutional leaders countywide — to grow a social movement focused on children prenatal to age 5.

## Our strategies are:

### One:

Catalyze public policy efforts at the local, state, and federal levels that prioritize the needs of children prenatal to age 5 and their families.

### Two:

Collaborate with partners to strengthen public systems, services and supports for children prenatal to age 5 and their families.

### Three:

Partner with communities to collaboratively grow a social movement that elevates the needs of children prenatal to age 5 and their families.





# Tactics

On an ongoing basis, First 5 LA will continue to identify and refine the tactics that advance our goals, objectives and strategies. Tactics are the concrete organized activities, such as projects, programs and initiatives, we will engage to achieve one or more of our objectives.

First 5 LA will apply three universal parameters to identify and select a collection of tactics to achieve the change identified in our objectives while at the same time calibrating our investments commensurate with our current and future revenues.

**These universal parameters include:**

### Alignment and Potential Impact

The proposed tactic addresses First 5 LA's goal(s) and deploys one or more strategies and shows significant potential to impact the targeted objective(s).

### Equity-Driven Planning Process

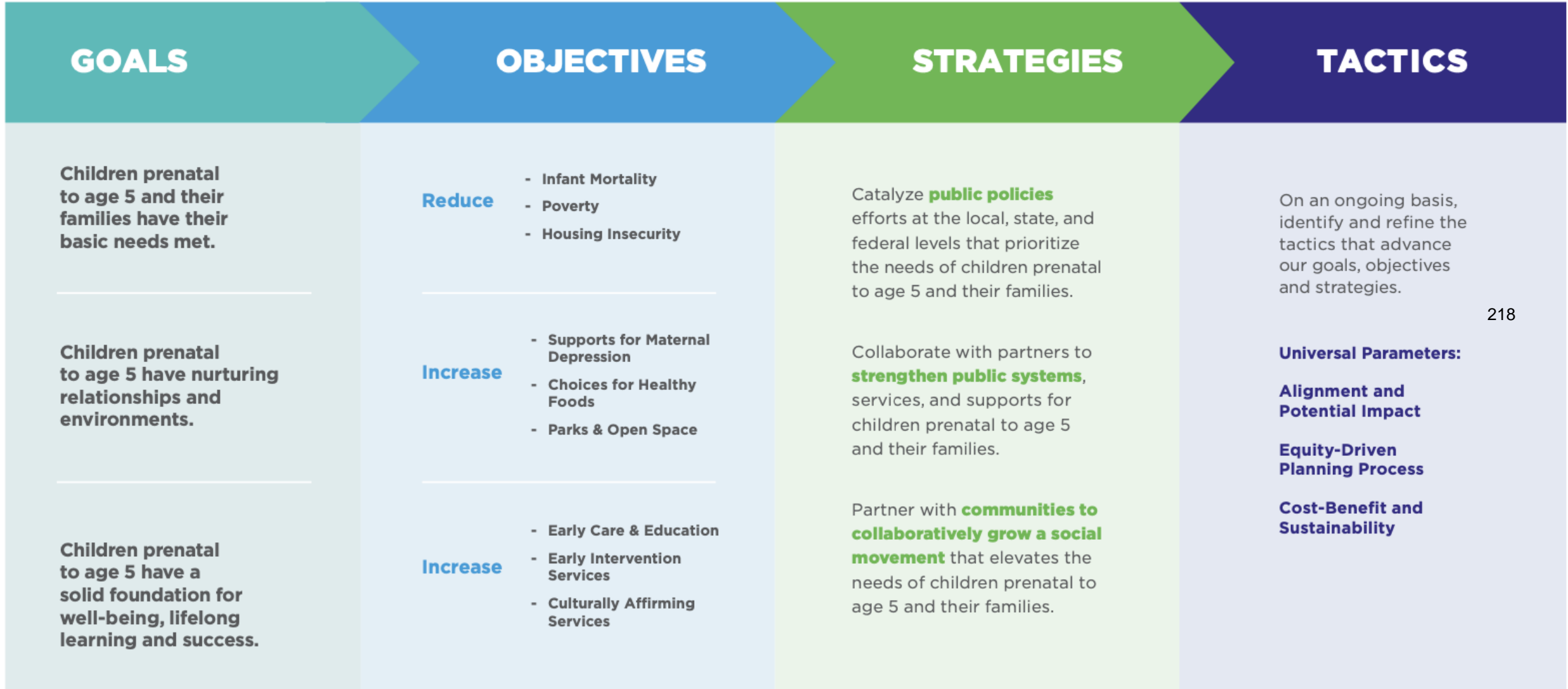
The proposed tactic shows how it will impact the lives of people and groups across race, ethnicity, class, geography, physical and cognitive differences, sexual and gender identity, home language and the diversity of family structures. The tactic must also show how these communities were meaningfully involved in the planning process and will continue to be engaged in the implementation phase.

### Cost-Benefit and Sustainability

The proposed tactic demonstrates greater benefits than other alternatives, given the cost, and that the change the tactic will produce in policy, protocols and/or practices will be sustained beyond First 5 LA's funding.

**Vision:** We envision a future where every child is born healthy and thrives in a nurturing, safe and loving community.

**Mission:** We advocate for children and their families, amplify community voice and partner for collective impact so that every child in Los Angeles County reaches their full developmental potential throughout the critical years of prenatal to age 5.



# MILESTONE CALENDAR: 2024

PHASE 1: INTERNAL ALIGNMENT				PHASE 2: STAKEHOLDERS				PHASE 3: FINALIZE TACTICS			
JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC

Engage Organizational Leadership and Staff to Develop a Shared Approach to Developing Tactics.

**1. PREPARE DATA**

- a. Sources, Access, Baselines, Disaggregation, Analysis, et cetera

**2. ENGAGE**

- a. Organizational Staff

**3. CALENDAR**

- a. Identify key stakeholders, calendar sessions, and plan & design

Engage Community, Systems, & Policy Leaders to Gather Input and Feedback by Goals and Objectives.

Finalize Tactics & Transition to Action.

**1. ENGAGE**

- a. Round 2: Stakeholder Engagement to Validate & Refine Synthesis

**2. PREPARE**

- a. Materials, Tools, & Processes to Support Implementation of Tactics

**3. PRESENTATION**

- a. Presentation to F5LA Board

**4. ACTION**

- a. Initiate Transition

# DISCUSSION

QUESTIONS/COMMENTS?