



**Program and Grant Awards
Committee Meeting
Monday, April 29, 2024**

SPECIAL MEETING

IN-PERSON
First 5 Madera County
525 East Yosemite Avenue
Madera, CA 93638

REASONABLE ACCOMMODATIONS FOR ANY INDIVIDUAL WITH A DISABILITY. Pursuant to the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990, any meeting or function of the Madera County Children and Families Commission may request assistance by contacting the Madera County Children and Families Commission – telephone 559-661-5155.

1.0 ACTION	OPENING REMARKS 1.1 Call to Order 1.2 Roll Call	Deborah Martinez, Chair
2.0	POTENTIAL CONFLICTS OF INTEREST Any Committee Member who has a potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter.	Deborah Martinez, Chair
3.0 ACTION pg.2	CONSENT AGENDA 3.1 Approval of the April 29, 2024, Special Meeting PGA Committee Agenda 3.2 Approval of March 22, 2024, PGA Committee minutes	Deborah Martinez, Chair
4.0	PUBLIC COMMENT This time is offered for the public wishing to address the Committee on matters not listed on the agenda. Committee members listen but may not discuss non-agenda matters.	Deborah Martinez, Chair
5.0 ACTION pg.5	FUNDED PROGRAMS CONTRACT EXTENSION The committee will receive information on the proposed 2024-2025 funded program contract extension.	J. Monica Ramirez, ED Diane Sandoval, Staff
6.0 ACTION pg.7	FRC INVESTMENT ASSESSMENT The Committee will receive information on potential modifications to service.	J. Monica Ramriez, ED
7.0	STAFF UPDATES	J. Monica Ramirez, ED
8.0	ANNOUNCEMENTS	Deborah Martinez, Chair
9.0	NEXT MEETING May 24, 2024	Deborah Martinez, Chair
10.0	ADJOURNMENT	Deborah Martinez, Chair

First 5 distributes monthly agendas electronically. Please forward your email address to Diane Sandoval at dsandoval@first5madera.org to be added to the list.



**Program and Grant Awards (PGA) Meeting
Friday, March 22, 2024**

9:00 am – 11:00 am.

IN-PERSON

First 5 Madera County
525 E. Yosemite Ave
Madera, CA 93638

MINUTES

REASONABLE ACCOMMODATIONS FOR ANY INDIVIDUAL WITH A DISABILITY: Pursuant to the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990, any meeting or function of the First 5 Madera County – Program and Grant Awards Committee - may request assistance by contacting First 5 Madera County, 525 E. Yosemite Ave. Madera, CA 93638, telephone 559-661-5155.

This meeting is being conducted by teleconference at the following location(s): 31890 Shah CT, Coarsegold, CA 93614, and 1626 Sunrise Ave, Madera, CA 93638. Each teleconference location is open to the public, and any member of the public has an opportunity to address the Commission from a teleconference location in the same manner as if that person attended the regular meeting location.

Present:	Deborah Martinez, Chair Diana Sanez	Director of the Department of Social Services Community Representative -Madera
Absent:	Karen V. Wynn, Ph.D., Vice Chair	Community Representative – Eastern Madera County
Staff:	J. Monica Ramirez Diane Sandoval Desty Gonzalez	Executive Director Special Projects Manager Early Learning Program Specialist
Public:		

1.0 OPENING REMARKS

1.1 Call to Order – D.Martinez, PGA Chair called meeting to order at 9:00 a.m.

1.2 Roll Call

Present: D.Sanez

Absent: K. Wynn

2.0 POTENTIAL CONFLICTS OF INTEREST

None

3.0 CONSENT AGENDA

Motion to accept PGA Committee Agenda as presented and Committee meeting minutes as one item, Motion to approve made D.Sanez, second by D.Martinez.

Ayes: Sanez, Martinez

Nays: None

Abstain: None

Recused: None
Absent: Wynn

4.0 PUBLIC COMMENT

There were no public comments.

5.0 2024- 2025 PROPOSED PGA COMMITTEE MEETING SCHEDULE

D.Sandoval presented proposed PGA Committee meeting schedule for FY 2024-2025 which is in alignment with the FY 2024-2025 Commission meeting schedule.

M. Ramirez shared information regarding bylaws. The minimum requirement for holding PGA Committee meeting is four times per year.

Motion made to approve action item by D.Sanez, D. Martinez second item approved.

6.0 MID-YEAR FUNDED PROGRAM PROGRESS SUMMARIES

D.Sandoval reviewed the agenda items.

Key Points

1. All three Community-Initiated Funded Programs are in their second year of operation. Thus, most activities revolve around implementation with some unforeseen challenges with staffing, retention, and implementation.
 - a. Centro Binacional-Continued offering Triple-P to indigenous population in native languages.
 - b. Westside Family Preservation Network-Experienced significant challenges resulting in their request to terminate their contract, staff attempted to help resolve issues to no avail, ultimately staff honored their request.
 - b. Madera County Libraries- continued implementation of Rasing a Reader at four local county libraries. Staff experienced purchasing delays due to communication challenges with RAR representatives and the organization researching and purchasing new RAR materials. Expenditure expected in quarter 3.
2. Commission-Initiated Funded Programs continued core programming and activities as usual.
 - a. The Family Resource Centers & FRC on Wheels provided Play & Learn classes at all sites and held PKU sessions in Madera. However, they began pivoting to a new programming approach in EMC due to low attendance.
 - b. Special Projects continued delivering Child Passenger Safety car seat education individual and group classes, held car seat fittings and distributed car seats, staff also continued to support mobile vision screenings at preschool and head starts locations in the county.
 - c. Additionally, the Preventive Services Program has streamlined family engagement efforts focusing on hard engagements enrolling families into the FRC's Play & Learn classes, conducting developmental screenings, and providing closed loop referrals.

D. Martinez asked if Triple-P is evidence based and on the Clearing House, M.Ramirez replied, it is not, but it is on the National Institute list, which is used by head start and that is how First 5 across the state can utilize Triple-p and Abriendo Puertas.

D.Martinez noted that after the item was explored it was recognized as action, but it was not action, but receipt of information and no action need be taken.

7.0 FIRST 5 MADERA COUNTY 2024-2029 STRATEGIC PLAN

M.Ramirez shared update on content changes to the strategic plan based off feedback from the Committees review of the plan from the Special PGA Meeting on March 01, 2024. Modifications include addition of SMARTIE approach and definition, streamline of Priority Framework pages and indicators. Also shared that Strategic Plan is a living document and can be revisited annually as needed.

D. Martinez would like alignment of percentages on page 24 corrected and acknowledges page to reflect alphabetical order.

Motion made to approve action item by D.Sanez, D. Martinez second item approved to move forward to the next Commission meeting.

8.0 STAFF UPDATE

D.Sandoval shared F5Madera staff held first IMPACT QCC meeting in collaboration with MCSOS.
M.Ramirez shared F5Madera is fully staffed.

10.0 ANNOUNCEMENTS

None

11.0 NEXT MEETING

April 26, 2024

12.0 ADJOURNMENT

10:26 A.M.

DRAFT



TO: First 5 Madera County Program and Grant Awards (PGA) Committee

FROM: Monica Ramirez, Executive Director
Diane Sandoval, Special Projects Manager

SUBJECT: Contract Agreement Extension with Centro Binacional para el Desarrollo Indígena Oaxaqueño and Madera County Libraries

DATE: April 29, 2024

RECOMMENDED ACTION

Review and approve to move forward for full Commission consideration a six-month contract extension from July 1, 2024, through December 31, 2024, with Centro Binacional para el Desarrollo Indígena Oaxaqueño (CBDIO) for \$75,000 and Madera County Libraries for 25,000 to continue direct service programming.

BACKGROUND

The Community Initiated funded programs and the current Strategic Plan are set to expire on June 30, 2024. Preparations for new funding opportunities under the new plan are currently underway. In the interim period, while we roll out the 2024-2029 Strategic Plan funding opportunities and to avoid a gap in programming activities, staff recommends extending funded programs.

The recommended contract extension has been selected based on their progress toward achieving their goals and objectives, along with meeting the criteria outlined below. Furthermore, these programs have demonstrated excellent program compliance by submitting timely reports and being responsive. The criteria:

1. Grantee Overall Performance and Compliance.
2. Service Type – Direct service to families.
3. Target Population – Priority population.

Program	Agency	Geographic Area	2024-2025 Proposed Budget 6-Months
Triple-P	Centro Binacional para el Desarrollo Indígena Oaxaqueño (CBDIO)	City of Madera	\$75,000
Raising a Reader	Madera County Libraries	City of Madera, Madera Ranchos, Oakhurst, North Fork, and Chowchilla	\$25,000
TOTALS			\$100,000

These programs also align with the new 2024-2029 Strategic Plan as follows:

	Triple-P	Raising A Reader
Priority Area	Strengthening Families	Quality Care and Learning
Goal	G3 - Secure access to supportive services that strengthen families' ability to nurture children in a safe and healthy environment.	G4 - Children are cared for in high-quality settings that support their social, emotional, and intellectual development.
Objective	Increase access to social connections, parenting resources, and child enrichment activities.	Promote awareness and access to School Ready activities and resources.

FISCAL IMPACT:

The total investment would not exceed \$100,000.00, which will be allocated in the Commission's 2024-2025 Budget.

CONCLUSION

If approved, the item will move forward to the next full Commission meeting for consideration and approval. If the Committee does not approve the recommendations, staff will request further guidance from the Committee.



TO: First 5 Madera County Commission
FROM: Monica Ramirez, Executive Director
SUBJECT: FRC Chowchilla Investment Assessment Follow-up
Date: April 29, 2024

RECOMMENDED ACTION

Review and approve to move forward for full Commission consideration, the long-term plan for the Family Resource Center program.

BACKGROUND

On May 3rd, 2023, the Commission made a decision to shut down the Chowchilla Family Resource Center due to budget constraints and the ongoing decline in community participation in core activities. As an alternative, they approved the expansion of the FRC On Wheels program and allocated funds for innovative strategies.

The planned short-term strategies for fiscal year 2023-24 and the long-term implications, as presented to the Commission, are listed below with a progress update.

Short-Term Strategies – FY 2023-24

- Partially closing the Chowchilla FRC building. Maintaining critical utilities and services. **Completed**
- Continue services in Chowchilla with an FRC on Wheels implementation approach partnering with the Chowchilla Branch Library. **In-progress**
- Full-time FRC Coordinator will operate from the main FRC Madera office. **FRC Coordinator Vacant position. AmeriCorps (AC) Team operates from FRC Madera**
- Postpone FRC staff restructuring by taking the less disruptive transition in staffing patterns. **Pending Discussion**

Long-Term Implications – Next Strategic Plan Cycle

- Conduct an analysis of the Chowchilla FRC building to determine the best course of action. **In-progress**
- Maximize resources to continue serving in Chowchilla and increase services in Eastern Madera County. **This is an in-progress project with higher levels of community participation in Chowchilla.**
- Evaluate FRC staff patterns based on program restructuring. **Pending Discussion**

Discussion: Staff prepared a proposal to continue FRC services to the community as intended by the Commission with the following considerations in mind:

- With the closure of the Chowchilla FRC site, the AmeriCops team began providing FRC on Wheels services at the Chowchilla library, which has ignited a great response from community members.
- The Eastern Madera County project continues to face participation challenges.

- As part of the innovation design, the AmeriCorps team developed special event sessions and added an additional community to service.
- The FRC Coordinator position is currently vacant and presents a unique opportunity.

Proposal

In response to the closure of the Chowchilla FRC and the decreasing revenue, staff is proposing a project restructuring to minimize service disruption and impact on the remaining staff. The restructuring proposal is outlined below:

1. Staffing pattern reduction from 2 to 1 positions:
 - Eliminate the FRC Coordinator position. This is possible as we no longer have two sites.
 - Preserve the FRC Manager. This position is currently filled.
2. Adjust position duties and responsibilities to support the manager-level salary by:
 - Updating the job description to reflect the current scope of work.
 - Assign manger level projects that complement the FRC activities to replace the historic changes.
3. Revisit FRC deliverables to maximize capacity while maintaining a balanced scope of work.

FRC Manager Duties and Responsibilities	
Original	Proposed
<ul style="list-style-type: none"> • Responsible for the overall program implementation of multiple sites, Madera, Chowchilla and Mountain Area. • Supervision of the FRC Coordinator, FRC Facilitator, and Office Assistant. • Designate supervisor for the AmeriCorps team, consisting of seven (7) members. • Responsible for two (2) Workforce interns. • Direct budget management. • Contract management of multiple contracts – CAPC, PSP, and Visitation. • Responsible for FRC operations, IT, and facilities. 	<ul style="list-style-type: none"> • Responsible for the overall county-wide FRC program implementation. Home base Madera FRC. • Designate supervisor for the AmeriCorps team, consisting of four (4) members. • FRC program budget management. • PCA CA contract management of multiple contracts. <p>New Projects:</p> <ul style="list-style-type: none"> • Child Passenger Safety Program • Mobile Vision Program • Imagination Library Project

Projected investment comparison of the current and proposed strategy:

Family Resource Center Madera Site and FRC On Wheels						
	2022-2023	APPROVED 2023-2024	REVISED 2023-2024	Option 1 2024-2025	Option 2 2024-2025	
				30% Reduction	20% Reduction	
Peronnel	2 FTE 4 ACM	2 FTE 3 ACM	1 FTE 5 ACM	1 FTE 3 ACM	1 FTE 4 ACM	
Staff	\$ 207,827 72%	\$ 215,543 71%	\$ 115,025 44%	\$ 115,025 53%	\$ 115,025 49%	
AmeriCorps	\$ 63,000 22%	\$ 47,000 15%	\$ 110,400 43%	\$ 71,000 33%	\$ 91,000 39%	
Materials & Supplies						
Direct Service Materials	\$ 14,500 5%	\$ 30,500 10%	\$ 24,468 9%	\$ 20,000 9%	\$ 20,000 8%	
Transportation/Travel/Ed	\$ 1,983 1%	\$ 10,500 3%	\$ 10,500 4%	\$ 10,000 5%	\$ 10,000 4%	
	\$ 287,310	\$ 303,543	\$ 260,393	\$ 216,025	\$ 236,025	

CONCLUSION

If the proposed strategy is approved, staff will include it in the anticipated operating budget for FY 2024-2025, pending Commission approval. If not, staff will seek guidance from the committee.