

## **SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION MEETING AGENDA**

**DATE:** Wednesday April 22, 2026

**TIME:** 4:30pm – 6:30pm

**PLACE:** 1650 Mission Street, Suite 312, San Francisco, CA 94103

**PUBLIC ACCESS (if not attending in person)**

**[COMMISSION MEETING WEBEX LINK](#)**

Webinar number: 2661 305 6779

Webinar password: DECMeeting (33263384 when dialing from a video system)

Join by phone: +1-415-655-0001 United States Toll (San Francisco)

Access code: 2661 305 6779

**Public Comment Email:** [sfdec@sfgov.org](mailto:sfdec@sfgov.org)

1. Call to order
2. Roll call
3. General public comment
4. Agenda items public comment
5. Commissioner updates
6. Executive Director updates
7. Discussion and possible action to approve the November 5, 2025 meeting minutes (Action item)  
[Commissioners provided with the following: draft minutes]
8. Discussion and possible action to waive 2 rules of order required by Commission by-laws to be able to approve Prop 10 Sustainability Plan, Children and Families Commission Administrative Manual and Officer Elections (Action item)
9. Discussion and possible action to approve the FY2026-27 and FY2027-28 CFC Division budget all rows except row 20 and 26 (Action item) [Commissioners provided with the following: coversheet and CFC FY26 & FY27 budget]
10. Discussion and possible action to approve the FY2026-27 and FY2027-28 CFC Division budget rows 20 and 26 (DPH work order expenditures) (Action item) [Commissioners provided with the following: coversheet and CFC FY25 & FY26 budget]
11. Discussion and possible action to approve updated Children and Families Commission Administrative Manual (Action Item) [Commissioners provided with the following: draft manual table of contents]

12. Discussion and possible action to approve updated Prop 10 Sustainability Plan (Action Item)  
[Commissioners provided with the following: draft plan]
13. Public hearing on the First 5 California 2024-2025 annual report (Action Item) [Commissioners provided with the following: coversheet and annual report submission summary]
14. Officer Elections (Action Item)
15. Adjourn

## Know Your Rights

### PUBLIC RECORDS REQUESTS

Every City Department must provide members of the public with timely and transparent access to public records and information under the [San Francisco Sunshine Ordinance](#) and the [California Public Records Act](#).

For questions about DEC's public information request policy or to make a public records request please email [dec.publicrecords@sfgov.org](mailto:dec.publicrecords@sfgov.org).

### SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, please contact: Sunshine Ordinance Task Force Administrator.

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Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org). Copies of explanatory documents are available to the public online at <http://www.sfbos.org/sunshine> or, upon request to the Commission Secretary, at the above address or phone number.

### LANGUAGE ACCESS

Per the Language Access Ordinance (Chapter 91 of the San Francisco Administrative Code), Chinese, Spanish, and/or Filipino (Tagalog) interpreters will be available upon requests. Meeting Minutes may be translated, if requested, after they have been adopted by the Commission. Assistance in additional languages may be honored whenever possible. To request assistance with these services please contact the Commission Secretary Arianna Cruz-Sellu at [arianna.cruz-sellu@sfgov.org](mailto:arianna.cruz-sellu@sfgov.org) or (628) 652-3058. at least 48 hours in advance of the hearing. Late requests will be honored if possible.

### DISABILITY ACCESS

Children and Families Commission hearings and Early Childhood Community Oversight and Advisory Committee hearings are held at 1650 Mission Street, 3<sup>rd</sup> floor, San Francisco. The building and meeting room are wheelchair accessible. Remote public participation is available upon request for individuals who cannot attend in person due to disability. Making a request to participate remotely no later than one (1) hour prior to the start of the meeting helps ensure availability of the meeting link. Sign Language Interpretation is also available upon request. Captions can be enabled if participating remotely.

If requesting remote Sign Language Interpretation, please submit an accommodation request a minimum of four (4) business hours prior to the start of the meeting. Allowing a minimum of 48 business hours for all other accommodation requests (for example, for other auxiliary aids and services) helps ensure availability. To request accommodation, please contact Arianna Cruz-Sellu at [arianna.cruz-sellu@sfgov.org](mailto:arianna.cruz-sellu@sfgov.org) or (628) 652-3058.

## LOBBYIST ORDINANCE

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, (415) 252-3100, FAX (415) 252-3112, website: [sfgov.org/ethics](http://sfgov.org/ethics).

## 認識您的權利

### 索取公共記錄

根據《三藩市陽光條例》([San Francisco Sunshine Ordinance](#)) 及《加州公共記錄法案》([California Public Records Act](#))，每個市政部門都必須為公眾提供及時和透明的公共記錄和訊息。

如對「早期幼兒教育部」的索取公共記錄政策有任何疑問，或欲索取公共記錄，請發送電子郵件至 [dec.publicrecords@sfgov.org](mailto:dec.publicrecords@sfgov.org)。

### 《陽光條例》

政府的職責是服務大眾，並在大眾的監督下作出決定。設立市縣的委員會、董事會、理事會和其他機構的目的，是為市民處理事務。此條例確保審議工作是在市民的監督下進行，並確保城市的運作能公開給市民審查。欲了解根據《陽光條例》下您所擁有的權利（《三藩市行政法典》第 67 章）或舉報違反條例的行為，請聯絡：「陽光條例專案小組」負責人。

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電郵地址：[SOTF@sfgov.org](mailto:SOTF@sfgov.org)

《陽光條例》的副本可向「陽光條例專案小組」職員或三藩市公共圖書館索取，以及在市政府網站 [www.sfgov.org](http://www.sfgov.org) 查閱。大眾可於網上查閱附帶說明的文件副本（網址：<http://www.sfbos.org/sunshine>），或透過上述地址或電話號碼向委員會秘書索取。

### 語言便利服務

根據《語言便利條例》（《三藩市行政法典》第 91 章），我們可按要求提供中文、西班牙文及/或菲律賓文（他加祿語）的口譯服務。會議記錄在獲得委員會通過後可翻譯成所要求的語言。我們將盡可能提供其他語言的協助。欲要求相關的協助服務，請於聽證會前至少 48 小時，聯絡委員會秘書 Arianna Cruz-Sellu（電郵地址：[arianna.cruz-sellu@sfgov.org](mailto:arianna.cruz-sellu@sfgov.org)），或致電 (628) 652-3058。對於遲來的請求，我們將盡可能配合。

### 便利殘障人士服務

「兒童及家庭委員會」聽證會及「早期幼兒社區監督和諮詢委員會」聽證會於以下地點舉行：1650 Mission Street, 3<sup>rd</sup> floor, San Francisco。大樓及會議室均方便輪椅人士出入。對於因殘障而無法親自出席會議的人士，我們可應要求提供遠程公眾參與服務。請最遲在會議開始前一 (1) 小時提出遠程參與要求，有助確保我們能夠提供會議連結。我們也可應要求提供手語翻譯。遠程參與的人士也可以啟動字幕。

如要求遠程手語翻譯，請在會議開始前至少四 (4) 個辦公小時提交有關安排的要求。對於所有其他安排的要求（如其他輔助設備和服務），請至少在 48 個辦公小時前提出，有助確保我們能夠配合。欲要求便利性安排，請聯絡委員會秘書 Arianna Cruz-Sellu（電郵地址：[arianna.cruz-sellu@sfgov.org](mailto:arianna.cruz-sellu@sfgov.org)），或致電 (628) 652-3058。

## 《遊說條例》

《三藩市遊說條例》[三藩市推廣及政府行為準則 2.100] 規定，影響或試圖影響地方立法或行政行動的個人和實體在進行遊說活動前，可能需要作出登記及通知。欲了解《遊說條例》的詳情，請聯絡「三藩市道德委員會」，地址：25 Van Ness Avenue, Suite 220, San Francisco, CA 94102，電話：(415) 252-3100，傳真：(415) 252-3112，  
網站：[sfgov.org/ethics](http://sfgov.org/ethics)。

## Conozca sus derechos

### SOLICITUDES DE REGISTROS PÚBLICOS

Todos los departamentos municipales deben proporcionarles a los ciudadanos un acceso oportuno y transparente a los registros públicos y a la información de conformidad con la [Ordenanza Sunshine de San Francisco](#) y la [Ley de Registros Públicos de California](#).

Si tiene preguntas sobre la política de solicitud de información pública de DEC o si desea realizar una solicitud de registros públicos, por favor envíe un email a [dec.publicrecords@sfgov.org](mailto:dec.publicrecords@sfgov.org).

### ORDENANZA SUNSHINE

El deber del gobierno es servir al público, tomando sus decisiones a la plena vista del público. Las comisiones, juntas, consejos y otras agencias de la Ciudad y el Condado existen para conducir los asuntos de los ciudadanos. Esta ordenanza garantiza que las deliberaciones se lleven a cabo ante el pueblo y que las operaciones de la Ciudad estén abiertas a la revisión por parte de la población. Para obtener información sobre sus derechos de conformidad con la Ordenanza Sunshine (Capítulo 67 del Código Administrativo de San Francisco) o para denunciar una infracción de la ordenanza, por favor póngase en contacto con: Administrador del Grupo de Trabajo de la Ordenanza Sunshine.

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Se pueden obtener copias de la Ordenanza Sunshine con el secretario del Grupo de Trabajo de Sunshine, en la Biblioteca Pública de San Francisco y en el sitio web de la Ciudad en [www.sfgov.org](http://www.sfgov.org). Las copias de los documentos explicativos están a disposición del público por Internet en <http://www.sfbos.org/sunshine> o, previa solicitud al Secretario de la Comisión, en la dirección o el número de teléfono indicados anteriormente.

### ACCESO LINGÜÍSTICO

De acuerdo con la Ordenanza de Acceso Lingüístico (Capítulo 91 del Código Administrativo de San Francisco), se dispondrá de intérpretes de chino, español y/o filipino (tagalo) si así se solicita. Las actas de las reuniones podrán traducirse, si así se solicita, una vez que hayan sido adoptadas por la Comisión. Siempre que sea posible, se podría ofrecer asistencia en otros idiomas. Para solicitar asistencia con estos servicios, por favor póngase en contacto con la Secretaria de la Comisión Arianna Cruz-Sellu escribiendo a [arianna.cruz-sellu@sfgov.org](mailto:arianna.cruz-sellu@sfgov.org) o llamando al (628) 652-3058 al menos 48 horas antes de la audiencia. En la medida de lo posible, se atenderán las solicitudes presentadas con retraso.

### ACCESO PARA DISCAPACITADOS

Las audiencias de la Comisión de Niños y Familias y las audiencias del Comité Asesor y de Supervisión Comunitaria de la Primera Infancia se celebran en 1650 Mission Street, 3<sup>er</sup> piso, San Francisco. El edificio y la sala de reuniones son accesibles en silla de ruedas. La participación del público a distancia está disponible previa solicitud para las personas que no pueden asistir en persona debido a una discapacidad. Solicitar la participación a distancia a más tardar una (1) hora antes del inicio de la reunión ayuda a garantizar la disponibilidad del enlace de la reunión. También se ofrece interpretación en lenguaje de señas previa solicitud. Se pueden activar los subtítulos si se participa a distancia.

Si solicita interpretación a distancia en lenguaje de señas, envíe una solicitud de adaptación con un mínimo de cuatro (4) horas laborables de anticipación al inicio de la reunión. Para el resto de las solicitudes de adaptación (por ejemplo, para otras ayudas y servicios auxiliares), se requiere un mínimo de 48 horas laborables de anticipación, lo que

contribuye a garantizar su disponibilidad. Para solicitar una adaptación, por favor póngase en contacto con Arianna Cruz-Sellu escribiendo a [arianna.cruz-sellu@sfgov.org](mailto:arianna.cruz-sellu@sfgov.org) o llamando al (628) 652-3058.

## ORDENANZA DE CABILDEO

Las personas y entidades que influyen o intentan influir en la acción legislativa o administrativa local pueden estar obligadas por la Ordenanza de Cabildeo de San Francisco [Código de Conducta Gubernamental y Campaña de San Francisco 2.100] a registrarse y notificar las actividades de cabildeo. Para obtener más información sobre la Ordenanza de Cabildeo, por favor póngase en contacto con la Comisión de Ética de San Francisco en 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, (415) 252-3100, FAX (415) 252-3112, página web: [sfgov.org/ethics](http://sfgov.org/ethics).

## Alamin ang Inyong mga Karapatan

### MGA PAGHILING NG MGA PAMPUBLIKONG RECORD

Kailangang magbigay ang bawat Departmento ng Lungsod ng napapanahon at transparent na access sa mga pampublikong record at impormasyon sa ilalim ng [San Francisco Sunshine Ordinance](#) at ng [California Public Records Act](#).

Para sa mga tanong tungkol sa patakaan ng DEC sa paghiling ng pampublikong impormasyon o para humiling ng pampublikong record, mag-email sa [dec.publicrecords@sfgov.org](mailto:dec.publicrecords@sfgov.org).

### SUNSHINE ORDINANCE

Tungkulin ng pamahalaan na paglingkuran ang publiko, na gumagawa ng desisyon nang ganap na nakikita ng publiko. Nariyan ang mga komisyon, lupon, konseho, at iba pang ahensya ng Lungsod at County para pangasiwaan ang negosyo ng mga tao. Tinitiyak ng ordinansang ito na isinasagawa ang mga pagdedesisyon sa harap ng mga tao at bukas para sa pagsusuri ng mga tao ang mga operasyon ng Lungsod. Para sa impormasyon tungkol sa inyong mga karapatan sa ilalim ng Sunshine Ordinance (Kabanata 67 ng San Francisco Administrative Code) o para mag-ulat ng paglabag sa ordinansa, makipag-ugnayan sa: Sunshine Ordinance Task Force Administrator.

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E-mail: [SOIT@sfgov.org](mailto:SOIT@sfgov.org)

Puwedeng kumuha ng mga kopya ng Sunshine Ordinance mula sa Clerk ng Sunshine Task Force, sa Pampublikong Aklatan ng San Francisco, at sa website ng Lungsod sa [www.sfgov.org](http://www.sfgov.org). Available online sa publiko ang mga kopya ng mga dokumento ng paliwanag sa <http://www.sfbos.org/sunshine> o, kung hiniling sa Kalihim ng Komisyon, sa address o numero ng telepono sa itaas.

### ACCESS SA WIKA

Batay sa Language Access Ordinance (Kabanata 91 ng San Francisco Administrative Code), magiging available kung hiniling ang mga tagasalin sa wikang Chinese, Spanish, at/o Filipino (Tagalog). Puwedeng isalin ang Mga Katitikan ng Pagpupulong, kapag hiniling, pagkatapos pagtibayin ng Komisyon ang mga ito. Puwedeng tanggapin ang tulong sa mga karagdagang wika kapag posible. Para humiling ng tulong sa mga serbisyong ito, makipag-ugnayan sa Kalihim ng Komisyon na si Arianna Cruz-Sellu sa [arianna.cruz-sellu@sfgov.org](mailto:arianna.cruz-sellu@sfgov.org) o sa (628) 652-3058 kahit 48 oras bago ang pagdingig. Tatanggapin ang mga nahuling paghiling kapag posible.

### ACCESS PARA SA MAY KAPANANAN

Isinasagawa ang mga pagdingig ng Children and Families Commission at mga pagdingig ng Early Childhood Community Oversight and Advisory Committee sa 1650 Mission Street, 3<sup>rd</sup> floor, San Francisco. May access para sa wheelchair ang gusali at silid para sa pagpupulong. Kapag hiniling, available ang remote na pampublikong pakikilahok para sa mga indibidwal na hindi makakadalo nang personal dahil sa kapansanan. Nakakatulong ang paghiling na lumahok nang remote kahit isang (1) oras bago ang pagsisimula ng pagpupulong para masigurado ang pagiging available ng link ng pagpupulong. Available din ang Sign Language Interpretation kapag hiniling. [Puwedeng i-enable ang mga caption](#) kung remote na lalahok.



# San Francisco Department of Early Childhood

**Elizabeth Winograd**, Commission Chair  
**Michael Lambert**, Commission Vice Chair  
**Ingrid Mezquita**, Executive Director  
COMMISSIONERS:  
**Aline Armstrong**  
**Susie Smith**  
**Supervisor Chyanne Chen**  
**Sherrice Dorsey-Smith**  
**Amanda Pyle**

Kung hihiling ng remote na Sign Language Interpretation, magsumite ng kahilingan para sa tulong nang hindi bababa sa apat (4) na oras ng negosyo bago ang pagsisimula ng pagpupulong. Nakakatulong ang paglalaan ng minimum na 48 oras ng negosyo para sa lahat ng iba pang kahilingan para sa tulong (halimbawa, para sa iba pang auxiliary aid at serbisyo) para masigurado ang pagiging available nito. Para humiling ng tulong, makipag-ugnayan kay Arianna Cruz-Sellu sa [arianna.cruz-sellu@sfgov.org](mailto:arianna.cruz-sellu@sfgov.org) o sa (628) 652-3058.

## **LOBBYIST ORDINANCE**

Ang mga indibidwal at entity na nakakaimpluwensya o sinusubukang makaimpluwensya ng lokal na lehislatibo o administratibong aksyon ay posibleng atasan ng San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code 2.100] na magparehistro at mag-ulat ng aktibidad sa pag-lobby. Para sa higit pang impormasyon tungkol sa Lobbyist Ordinance, makipag-ugnayan sa San Francisco Ethics Commission sa 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, (415) 252-3100, FAX (415) 252-3112, website: [sfgov.org/ethics](http://sfgov.org/ethics).

## **SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION MEETING MINUTES**

**DATE:** Wednesday, November 5, 2025

**TIME:** 4:30pm – 6:30pm

**PLACE:** 1650 Mission Street, Suite 312, San Francisco, CA 94103

**Public Comment Email:** [sfdec@sfgov.org](mailto:sfdec@sfgov.org)

\*Due to a lack of quorum, Commission updates began at 4:35 PM\*

Members discussed GGRC's upcoming Early Start RFP process,

1. Called to order at 4:43 PM
2. Roll call
3. General public comment

Ryan Hazelton CPAC Chair discussed the Prop C reserve fund balance and requested the CFC's support as an advisory body in encouraging spend down

4. Agenda items public comment

No public comment

5. Public hearing on the First 5 San Francisco 2024-2025 annual audit (Action Item) [Commissioners provided with the following: coversheet]  
Commissioner Smith moved to approve  
Commissioner Dorsey-Smith seconded approval  
Unanimously approved at 4:54 PM

6. Commissioner updates \*see above\*

7. Executive Director updates

Director Mezquita discussed:

- Wu Yee Children's Services, highlighting DEC with a panel of changemakers — from The Mimi and Peter Haas Fund, Crankstart Foundation, Zellerbach Family Foundation, and the SF Recreation and Parks — shared how collaboration is key to building a brighter, more equitable future for every child.
- Compass Family Services hosted its first-ever free pumpkin patch for our city's kids at the Civic Center. Collaboration with ECE programs serving families in the Tenderloin.
- Collaborating with HSA's CalFresh Emergency Grocery Card Program, an emerging model for ongoing federal funding delays. DEC activating the FRC Network as a partner resource for families.
- City Departments in Conversation: Coordinating Care for Children, Youth & Families Summit

8. Discussion and possible action to approve the January 22, 2025 meeting minutes (Action item)  
[Commissioners provided with the following: draft minutes]  
Commissioner Armstrong moved to approve  
Commissioner Dorsey-Smith seconded approval  
Unanimously approved at 5:03 PM
9. Discussion and possible action to approve the June 3, 2025 meeting minutes (Action item)  
[Commissioners provided with the following: draft minutes]  
Commissioner Dorsey-Smith moved to approve  
Commissioner Armstrong seconded approval  
Unanimously approved at 5:04 PM
10. Public hearing on the First 5 San Francisco 2024-2025 annual report (Action Item) [Commissioners provided with the following: coversheet and annual report submission summary]  
Commissioner Smith moved to approve  
Commissioner Armstrong seconded approval  
Unanimously approved at 5:22 PM
11. Discussion on the department's strategic direction focusing on Child and Family Wellbeing Division. (Discussion)
12. Adjourned, unanimously, at 6:06  
Commissioner Pyle moved to adjourn  
Commissioner Armstrong seconded adjournment

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E-mail: [SOTF@sfgov.org](mailto:SOTF@sfgov.org)

**AGENDA ITEM 9 & 10**

Approval of the Department of Early Childhood’s (DEC) Children and Families Commission (CFC) Division budget for fiscal years 2026-2027 and 2027-2028.

**RECOMMENDATION**

Staff recommends approval of these items

**BACKGROUND**

First 5 San Francisco (CFC) is now only a division under the San Francisco Department of Early Childhood (DEC). The Children and Families First Commission has authority over San Francisco’s portion of the state’s Tobacco Tax funds and the funds that any other revenue that is directly received by CFC. DEC has presented the full department budget at the following meetings:

- January 28, 2026 Joint First 5 and Early Childhood Children’s Oversight & Advisory Committee meeting
- February 11, 2026 Joint First 5 and Early Childhood Children’s Oversight & Advisory Committee meeting

The Commission will be approving the final draft for the CFC Division which includes the following for 2026-27:

- Total FY27 budget is \$22.17 million.
- The budget includes the use of \$1.6 million from the sustainability fund.

**ATTACHMENTS**

CFC Division budget for approval

Full Commission Meeting

April 22, 2026

DEC - First 5 San Francisco (CFC) Division 2026-27 and 2027-28 Budget for Approval

		CFC Division Only		
		FY26	FY27	FY28
1	<b>REVENUES</b>			
2	Prop 10 county allocation & grants	5,335,396	4,460,553	4,449,770
3	CA County MediCal Administrative Activities (CMAA)	1,000,000	1,000,000	1,000,000
4	Work order recoveries from other depts	14,055,264	14,301,791	14,730,844
5	Use of fund balance (includes one-time grants & carryforward)	2,724,832	1,554,657	1,308,004
6	Interest & Investments	119,625	850,000	850,000
7	<b>REVENUES TOTAL:</b>	<b>23,235,117</b>	<b>22,167,001</b>	<b>22,338,618</b>
8	<b>ADMINISTRATIVE EXPENDITURES (includes Evaluation)</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>
9	Salaries	1,581,842	0	0
10	Fringe Benefits	787,528	0	0
11	First 5 Association Fees	31,682	32,000	32,000
12	Non-Personnel Services (Audit)	50,000	51,403	51,403
13	Non-Personnel Services (Cityspan)	780,000	700,000	370,000
14	Non-Personnel Services (Optimas)	210,000	210,000	210,000
15	Materials & Supplies	4,000	4,000	4,000
16	<b>ADMINISTRATIVE TOTAL:</b>	<b>3,445,052</b>	<b>997,403</b>	<b>667,403</b>
17	<b>FAMILY SUPPORT PROGRAMMATIC EXPENDITURES</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>
18	Family Resource Centers (includes addbacks & pass-throughs)	17,704,867	18,175,000	18,531,484
19	Family Support Training & Field Building (Safe & Sound)	325,000	378,985	513,980
20	DPH - Parent Training Institute	156,500	156,500	156,500
21	<b>FAMILY SUPPORT TOTAL:</b>	<b>18,186,367</b>	<b>18,710,485</b>	<b>19,201,964</b>
22	<b>CHILD HEALTH PROGRAMMATIC EXPENDITURES</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>
23	Early Intervention Family Resource Center	75,250	450,000	450,000
24	Early Intervention Services System (Centralized Access Point)	0	475,000	475,000
25	Mental Health Consultations	332,240	337,905	348,043
26	DPH - Health Screenings	100,500	100,500	100,500
27	<b>CHILD HEALTH TOTAL:</b>	<b>507,990</b>	<b>1,363,405</b>	<b>1,373,543</b>
28	<b>CHILD DEVELOPMENT PROGRAMMATIC EXPENDITURES</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>
29	ECE Grants (IMPACT/HUB)	1,095,708	1,095,708	1,095,708
30	<b>CHILD DEVELOPMENT TOTAL:</b>	<b>1,095,708</b>	<b>1,095,708</b>	<b>1,095,708</b>
31	<b>CFC DIVISION EXPENDITURE TOTAL:</b>	<b>23,235,117</b>	<b>22,167,001</b>	<b>22,338,618</b>

**Notes:**

Starting in FY27 Prop 10 will no longer be paying for salaries and benefits.

No major Family Support programmatic changes. Slight increase due to projected Cost of Doing Business (CODB).

Shifted some of the salaries and benefits budget to Child Health programming.

DEC is a rolling two-year budget. FY2027-28 is not fixed and can be adjusted during the next submission.

## **AGENDA ITEM 11**

Approval of the updated Children and Families Commission Administrative Manual

## **RECOMMENDATION**

Staff recommends approval of this item

## **BACKGROUND**

Pursuant to the state's Children and Families First Act and the San Francisco Administrative Codes, each county commission is required to approve and adopt policies governing its Commission.

The last time the San Francisco Children and Families Commission approved and adopted an administrative manual was back in 2012. There have been subsequent policies adopted, but the full administrative manual has not been updated since.

Currently, as a division of the Department of Early Childhood (DEC), the updated manual no longer includes any internal departmental policies or procedures (which will be held by DEC). The updated manual consist of four (4) major sections: Commission specific policies, Commission operational policies and procedures, City and County legislative codes pertaining to the Commission, and state legislative codes referenced in the manual.

The following are policies divided by the level of changes made:

- New policies (highlighted in yellow).
  - San Francisco County Strategic Plan
  - Long-Range Financial Plan
  - Interest & Investment Policy
  - Reporting Policy
  
- Updated policies (highlighted in blue).
  - Administrative Cost Policy
  - Communications of Program Updates
  - Evaluation Policy
  - Contracting & Procurement Policy

- Simple grammar, punctuation, numbering, name consistency, and removing of specific commissioner names (highlighted in green).
  - Bylaws of the Commission
  - Roles of the Commissioners, Executive Director, Staff & Secretary
  - Commission Attendance Policy
  - Conflict of Interest Policy
  - Conflict of Interest Monitoring Policy
  - Funding Policy & Procedure
  - Fund Balance Reporting Policy
  - Salaries & Benefit Policy
  - Tobacco Policy
  
- Outdated policies that need to be retired/repealed (highlighted in pink).
  - Interest Policy
  - Investment Policy
  - Reserve Fund Policy
  - Communications of Financial Results Policy
  - RFP Process
  - Parent Link
  - Unsolicited Proposal Review Policy
  - Grantee/Contractor Policies & Process

## **ATTACHMENTS**

Children and Families Commission administrative manual

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## **AGENDA ITEM 12**

Approval of the Prop 10 long-term financial plan (aka sustainability plan)

## **RECOMMENDATION**

Staff recommends approval of this item

## **BACKGROUND**

This plan sets out a long-term financial plan to guide Commission expenditures relative to revenue. Each County Commission is required to have a Long-Term Financial plan. The San Francisco Children and Families Commission's plan defines a plan to spend down its Fund Balance in a way that best meets the County's strategic plan objectives.

The Long-Term Financial Plan defines an overall spending target to support the Commission's operations and grant activities. Following the setting of spending targets, the Commission annual budgets are within the spending limits set by the long-term plan.

The draft plan presents revised spending limits to account for the merger into the Department of Early Childhood (DEC), recently completed audited financials, and the decline in Prop 10 revenues. The spending plan was developed following values that guided the development of previous long-term financial plans:

- Commitment to spending down the fund balance for quality programming aligned with the County Strategic Plan.
- Avoiding steep declines in expenditure levels, especially in outer years.
- Retaining an operating fund balance for one final year.

Additionally, the current plan accounts for annual Cost of Doing Business allowances.

## **ATTACHMENTS**

Draft long-term financial plan

		2023-2027 Strategic Plan			2028-2032 Strategic Plan					2033-2037 Strategic Plan				
	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	
<b>Beginning Fund Balance</b>	<b>34,147,852</b>	<b>35,372,088</b>	<b>32,647,256</b>	<b>31,092,599</b>	<b>30,323,814</b>	<b>30,323,814</b>	<b>29,155,212</b>	<b>26,902,399</b>	<b>23,866,907</b>	<b>20,175,352</b>	<b>20,175,352</b>	<b>15,859,516</b>	<b>10,542,427</b>	
<b>Revenues</b>														
Prop 10 Tobacco Tax	3,649,338	4,239,688	3,364,845	4,067,254	3,988,695	3,844,358	3,627,798	3,360,309	3,077,921	2,814,913	2,564,916	2,339,376	2,165,351	
Prop 10 IMPACT	512,786	1,095,708	1,095,708	600,000	400,000	0	0	0	0	0	0	0	0	
Interest	1,754,785	119,625	850,000	1,175,300	1,131,078	1,064,165	1,002,871	807,072	596,673	403,507	237,893	229,062	158,136	
<b>Total Revenues</b>	<b>5,916,909</b>	<b>5,455,021</b>	<b>5,310,553</b>	<b>5,842,554</b>	<b>5,519,774</b>	<b>4,908,523</b>	<b>4,630,669</b>	<b>4,167,380</b>	<b>3,674,593</b>	<b>3,218,420</b>	<b>2,802,809</b>	<b>2,568,438</b>	<b>2,323,487</b>	
<b>Fund Balance Increase/(Decrease)</b>	<b>1,224,236</b>	<b>(2,724,832)</b>	<b>(1,554,657)</b>	<b>(768,785)</b>	<b>(1,168,602)</b>	<b>(1,670,352)</b>	<b>(2,252,814)</b>	<b>(3,035,492)</b>	<b>(3,691,554)</b>	<b>(4,315,837)</b>	<b>(4,904,527)</b>	<b>(5,317,089)</b>	<b>(5,745,487)</b>	
<b>County Strategic Plan Base Expenditures</b>	<b>2,467,338</b>	<b>3,849,093</b>	<b>4,982,099</b>	<b>5,253,936</b>	<b>5,538,546</b>	<b>5,836,545</b>	<b>6,148,576</b>	<b>6,475,314</b>	<b>6,645,865</b>	<b>6,821,177</b>	<b>7,001,387</b>	<b>7,186,638</b>	<b>7,377,073</b>	
<b>Grant Funded Expenditures</b>	<b>607,858</b>	<b>1,095,708</b>	<b>1,095,708</b>	<b>600,000</b>	<b>400,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Expenditures Breakdown</b>														
Family Strength	2,186,123	3,341,103	3,618,694	3,849,629	4,092,110	4,346,716	4,614,051	4,894,754	5,041,597	5,192,845	5,348,630	5,509,089	5,674,361	
Early Learning	607,858	1,095,708	1,095,708	600,000	400,000	0	0	0	0	0	0	0	0	
Child Health	281,215	507,990	1,363,405	1,404,307	1,446,436	1,489,829	1,534,524	1,580,560	1,604,268	1,628,332	1,652,757	1,677,549	1,702,712	
Evaluation	163,705	102,176	0	0	0	0	0	0	0	0	0	0	0	
Administration/Operations	1,453,772	3,132,876	787,403	757,403	749,829	742,331	734,907	727,558	720,283	713,080	705,949	698,890	691,901	
<b>Total Expenditures</b>	<b>4,692,673</b>	<b>8,179,853</b>	<b>6,865,210</b>	<b>6,611,339</b>	<b>6,688,375</b>	<b>6,578,876</b>	<b>6,883,483</b>	<b>7,202,872</b>	<b>7,366,148</b>	<b>7,534,257</b>	<b>7,707,336</b>	<b>7,885,527</b>	<b>8,068,974</b>	
<b>Ending Fund Balance</b>	<b>35,372,088</b>	<b>32,647,256</b>	<b>31,092,599</b>	<b>30,323,814</b>	<b>29,155,212</b>	<b>28,653,462</b>	<b>26,902,399</b>	<b>23,866,907</b>	<b>20,175,352</b>	<b>15,859,516</b>	<b>15,270,825</b>	<b>10,542,427</b>	<b>4,796,940</b>	

**NOTES & ASSUMPTIONS:**

This plan does not include any non-Prop 10 (Tobacco Tax) revenues.

FY2024-25 amounts are actuals based on the audit report.

FY2025-26 amounts are based on the Commission 6/3/2025 approved budget.

FY2026-27 amounts are based on the budget presented to the Commission on 4/22/2026.

Interest is adjusted higher in FY2027-28 based on the Controller's Office estimate of 3.78% yield rate.

The Strategic Plan Base Expenditures row ties to Core Strategy 2 (Child Health) and 3 (Family Strength).

The Grant Funded Expenditures row ties to the Strategic Plan's Core Strategy 1 (Early Learning).

Starting with FY2026-27 most of the administrative and evaluation expenditures have been shifted to the DEC-ECE division.

For FY2037-38, the estimated revenue is approximately \$2M. With the remaining fund balance, that will provide almost a full year of programmatic funding to complete a close out

## **AGENDA ITEM 13**

Public Hearing on the First 5 California 2024-25 Annual Report

## **RECOMMENDATION**

Staff recommends acceptance.

## **BACKGROUND**

The California Children and Families Act requires that each county commission hold a hearing on the California Children and Families Commission Annual Report. This agenda item is to fulfill that requirement.

County Commissions are not required to approve the report. The Commission solely needs to advise the California Commission that the hearing occurred and should submit a copy of the agenda and minutes for the meeting at which the hearing was held.

The State Commission's Annual Report is a requirement of the California Children and Families Act of 1998 (Proposition 10), and is organized as follows:

- Brief history of First 5 California, its structure and audit findings, and partnerships
- Legislative and Budget Engagement
- Summary of how First 5 California supports Children, Parents, and early learning Teachers
- County Commission Highlights

The full annual report can be viewed online at:

[https://www.cfc.ca.gov/pdf/about/budget\\_perf/annual\\_report\\_pdfs/F5CA\\_AnnualReport\\_2025\\_D6.pdf](https://www.cfc.ca.gov/pdf/about/budget_perf/annual_report_pdfs/F5CA_AnnualReport_2025_D6.pdf)

A hard copy of the report is also available upon request.

## **ATTACHMENTS**

Link to 2024-25 First 5 CA Annual Report:

[https://www.cfc.ca.gov/pdf/about/budget\\_perf/annual\\_report\\_pdfs/F5CA\\_AnnualReport\\_2025\\_D6.pdf](https://www.cfc.ca.gov/pdf/about/budget_perf/annual_report_pdfs/F5CA_AnnualReport_2025_D6.pdf)