

First Steps Commission Meeting
Thursday, July 24, 2019 8:30 – 10:30 a.m.
Varnum – Bridgewater Place, 17th Floor

Attendees: Amanda Barbour, Ron Caniff, Lew Chamberlin, Alex Contreras, Kristina Donaldson, Lynne Ferrell, Maureen Hale, Bob Herr, Sue Jandernoa, Dr. Melinda Johnson, Karen O'Donovan, Dr. Juan Olivarez, Julie Ridenour, Milt Rohwer, Michelle Van Dyke, Carl Ver Beek, Kate Pew Wolters

Staff: Kara Bilkert, Heather Boswell, Cati Cortes, Anissa Eddie, Shelby French, Rachel Kowalk, Megan Streng, Christine Timbol, Annemarie Valdez

Presenter: Amy Turner-Thole

Handouts:

1. Agenda
2. FSK Commission Meetings Notes 5.23.2019
3. New website images
4. RB5 Budget Flow Sheet
5. RB5 Funding Recommendations
6. RB5 Early Childhood Millage Appeal Process
7. Sunshine Laws Overview

Agenda Item: Welcome and Introductions

Meeting called to order at 8:31am

Annemarie shared that three new staff have joined the First Steps Kent with positions related to the Ready by Five Early Childhood Millage. New staff include:

- Christine Timbol, Ready by Five Early Childhood Millage Funding Administrator
- Catherine (Cati) Cortes, Financial Accountant
- Megan Streng, Communications Specialist

Agenda Item: Consent Agenda

Motion to approve the May 23, 2019 meeting minutes.

- Support: Support Milt Rohwer
- Second: Carl Ver Beek
- All in favor

Commission was informed of Joan Secchia's resignation. Numerous Commissioners commented to express appreciation and thanks for Joan's work on the commission.

Motion to accept Joan Secchia's resignation.

Support: Carl Ver Beek

Second: Julie Ridenour

All in favor.

Agenda Item: Finance Report

Millage Update

- The final contract is expected to be approved at the County Commission Meeting today (7.25.19) Signed contract expected today (July 25, 2019).

Revised Organizational Budget

- The First Steps Kent budget will need to be revised to incorporate the millage funds
 - 5.7% of the millage will be given to FSK for administrative costs this year
 - The estimated year 1 millage capture is 5.7 million dollars
 - The administrative funds for FSK will be back dated to start on May 1, 2019 and go through the end of the fiscal year in September 2019. It is estimated that the amount will \$135,00 per year/ \$27, 000 a month
 - FSK will also be reimbursed for start-up expenditures. The actual budget impact of this is minimal because it is an even exchange between expenditures and reimbursement
 - Because 5.7% is not enough money to fully cover all the costs associated with administering the millage, other sources of funding will be needed
 - Compared to other millage structures across the country, 5.7% for administrative costs is low. Most are closer to 10%.
 - Commissioners were directed to the handout, RB5 budget flow sheet, that shows how the millage funding will flow through FSK.

Agenda Item: Future Open Meetings

The open meetings act will impact the board meetings and shed the following about the process:

- Information for all future meetings will be posted on the FSK website
- Public comment will occur at the beginning and end of each meeting
- Public comment rules will be posted on the website as well
- The sunshine laws document was shared, please see Sunshine Laws Overview handout
- Looking at the local school districts provides examples of how open meetings work
- Executive session will be allowed, but subject to open meetings act
- Considerations of space were discussed
 - The room needs to be large enough to accommodate the public
 - There may a need to explore if private space will be appropriate
- It was noted that this aspect will change the meeting structure and flow, but all the required adjustments are manageable
- Policy and procedures are being finalized

Agenda Item: Communications – Website Update

Presenter: Amy Turner-Thole

FSK is working on a plan for how to announce allocations and additional communications including talking points for use in response to complaints.

Amy shared some screen shot images from the new website and highlighted key features:

FSK will be sharing success stories for the millage and other success stories through the website

First Steps Kent has engaged Byrum & Fisk to facilitate interviews with key partners to help identify how FSK can continue to be a community convener and better communicator to support partners

Byrum & Fisk will be following up with a survey to help give direction to the FSK communications team

Agenda Item: Ready by Five Early Childhood Millage Update

Before the allocation recommendations were discussed, the following commissioners recused themselves and left the room due to their connections to grant applicants in this round.

- Michelle Van Dyke
- Ron Caniff
- Carl Ver Beek
- Maureen Hale

An overview of the Ready by Five Resident Proposal Review Board was presented

- 11 proposals were submitted on July 2nd and distributed to the Resident Proposal Review Board.
- The Resident Proposal Review Board convened on July 16-17, 2019. Their time together included proposal review, hearing presentations from applicants and deciding on awards/amounts
- The Resident Proposal Review Board included nine members
 - Sandra Ghoston-Jones, County Administrator
 - Phil Skaggs, County Commissioner
 - Monica Sparks, County Commissioner
 - Four parents (selected out of 35 applicants – alternates were also trained)
 - Parents serve a 2-year term (plan to stagger so they don't all transition at once)
 - Parents presented diversity in race, gender, geography, and parenting structure
 - One parent was from outer county (Cedar Springs)
 - Juan Olivarez, FSK Commission and Resident Proposal Review Board Chair
 - Joanne Kelty, Early Childhood Specialist (retired from GRPS)
- The funding requests totaled over 6 million. \$2,400,000 was allocated in this round of funding
- Deliberations were difficult and intentional. The process was organized in a way that was not rushed.
- Roberts Rules of Order were used with simple majority as the process for split decisions – this was not needed as the board reached consensus on decisions for this round.
- This Navigation and Outreach provided a very clear scope and criteria to inform the decisions
- Proposals that were more programmatic or only focused on the city rather than the full county were not selected.

Applicants who were recommended for funding include:

- Family Futures
 - Is allocated to receive \$763,324

- Works with families and children across Kent County
- Will allow them to work with 22,000 families
- They have a navigation system and outreach in place
- Family Promise
 - Is allocated to receive \$50,000
 - Works with families experiencing homelessness
 - Will be able to serve 270 more families with children
- Health Net of West Michigan
 - Is allocated to receive \$930,000
 - Focused on pregnant women – one of the few working with prenatal care
 - Will be able to screen over 7,000 families
 - Countywide scope
 - Screening for health and social determinants of health
- Kent Intermediate School District
 - \$656,676 is allocated to receive this amount
 - Kent ISD will be the IT backbone for the needed infrastructure and data interface
 - This is not yet connected with the other organizations, but there will be a focus on connecting through process
 - The proposal included significant in-kind support
 - Focused on expecting mothers and families with young children (0 to 3 population)
 - Countywide scope
 - Very strong proposal that aligned with the navigation and outreach focus

Discussion

- In the future there will likely only be one round of funding per year.
- Evaluation and outcome measures will be critical to millage renewal

Motion to approve the allocation recommendations: Lew Chamberlin.

Support: Bob Herr

Second: Milt Rohwer

All in favor.

Initial Award notification will go out August 2, 2019. Agencies will be notified of these awards are contingent on approval by the full Kent County Board of Commissioners.

Organizations that were not selected will be notified in writing and invited to meet with First Steps Kent if desired. Information on the appeals process will also be included in the letters.

Commissioners were asked not to share information about the awards until after the letters go out.

Agenda Item: Business

First Steps Kent staff provided an update on the Millage Data Planning Team

- The First Steps Kent Team has been meeting with representatives from Kent ISD, the Kent County Health Department and the Kent County Administration office to develop the infrastructure that will support the millage data collection.
- All organizations that receive millage funds will be required to collect data on demographics, navigation tracking and outcomes/impact measures.
- The local data team local will be collaborating with national consultants from Social Finance
 - Social Finance has worked on outcomes-based procurement with a number of entities across the country.
 - FSK is exploring a 2-tiered rate approach with a higher rate for reaching families not currently being served to help reach more of the families with highest needs
 - Interested commissioners are invited to attend an in-person kick off meeting with Social Finance on August 1st from 12pm to 2pm at FSK

FSK Staff also provided an update on the Home Visiting Evaluation

- Five providers have been submitting data for a system evaluation for the past 2 years
- FSK is nearing completion of a final report of the project.
 - Metrics that 3 or more providers reported on could be included in the report
 - Only two metrics met all the criteria
 - This is an opportunity to identify data practices needed to enable more data sharing

FSK Staff provided updates related to the Pritzker Fellowship

Shared Services

- The posting for a Shared Services Project Manager position is expected to be released next week
- The position will initially be housed at First Steps Kent and fully funded by WKKF Kellogg Foundation

Pritzker State Grant Competition

- Michigan was awarded a 9 month planning grant to support the development of a statewide early childhood policy agenda. At the end of the planning period, Michigan will be invited to apply for a 1.5-million-dollar implementation grant (applications are due January 15, 2020)
- Anissa Eddie, Pritzker Fellow is on the planning grant steering committee and will help connect input from Kent County to this statewide effort.

Meeting adjourned at 10: 36am

**Next Commission Meeting:
Thursday, September 26, 2019
8:30 – 10:30am
Varnum – Bridgewater Place, 17th Floor**