



ADVISORY COMMITTEE

DRAFT ACTION SUMMARY

Friday, October 9, 2020 - 2:00 PM

Members: Robert Silva (Chair), Silvia Rodriguez (Vice-Chair)
Katie Andrew, Robin Blanks, Emily Bowen, Carolyn Curtis, Kathy Fleming, Jose Goris, Heidi Keiser, Amanda Morgan, Alexandria Paige, Jeff Rabinovitz, Tony Smith, Ricki Townsend, Cid Van Koersel, Walter Wyniarczuk

Staff: Julie Gallelo, Executive Director
Erin Maurie, Communications and Policy Director

Absent: Kathy Flemming, Jose Goris, Amanda Morgan, Alexandria Paige, Ricki Townsend

1. Call to Order/Roll Call
Action: The Zoom Meeting was called to order at 2:06 PM. A quorum was established.
2. Welcome and Introductions
3. Public Comments on Off-Agenda Items
No Comment.
4. Approval of the Draft Action Summary from August 14, 2020 Meeting
ACTION: Moved by Curtis seconded by Katie Andrews. Full Committee approval.
5. First 5 Sacramento's Executive Director's Report

Erin Maurie provided the Director's report.

The following items were discussed:

- o The release of the Request for Proposals (RFPs)
- o Census Update
- o Health Systems Outreach

- Child Abuse Prevention Cabinet
- First 5 E-News

6. Recruitment for Proposal Review Panels

Chair Silva and Alejandra Labrado, First 5 staff, explained the role Advisory Committee members play in the RFP review process. Discussion was held around the various RFPs, and the important role of reading, scoring and discussing proposals, which will lead to funding recommendations. Staff will work with reviewers throughout the process to ensure the following guidelines are met:

1. Reviewers should not have a real or perceived conflict of interest with the proposers. A list of applicants will be provided to you prior to packets being sent out to help you determine if a conflict exists. If you are unsure, staff can assist you in determining if a conflict exists.
2. Reviewers should thoroughly read and score each proposal in advance of the review panel meeting. A detailed scoring tool will be provided to reviewers with the proposals. In some cases, reviewers will be asked to submit their scores in advance of the review meeting.
3. Each proposal may include up to a 20 page narrative, plus a scope of work, budget, staff resumes, and letters of support/MOUs as attachments. We do not know at this time how many proposals will be received for each RFP, however, usually it is between 2 to 5 proposals.
4. Reviewers will need to participate in a review panel meeting via Zoom. During the meeting, reviewers will participate in a facilitated discussion regarding the scores and comments on each proposal. At that time, reviewers will have the opportunity to change their scores as a result of the discussion, if they so choose.
5. Review meetings will take place November 2 – December 18, depending on which RFP a review panel member signs up for. Meetings will last anywhere from 2-4 hours. A meeting doodle will be sent to schedule the meeting to ensure all reviewers are available to attend.

A survey for panelist sign-ups was sent to the Committee and due October 23rd.

7. Presentation and Discussion: First 5's Role in Building Racial Equity, Diversity and Inclusion (REDI)

LaTina Price, First 5 staff, led the presentation on First 5's REDI efforts. Topics discussed included:

- The impact of racism on children and families.

- A 'learning community' on REDI work led by the First 5 Association.
- First 5's initiatives including working with Impact Foundry, collaborating with the health systems and an ongoing discussion with the Advisory and Sustainability Committees.

First 5 staff incorporated suggestion from the Committee into the presentation, which will be shared publicly at the November 2 Commission meeting.

8. Announcements/Comments
None.

Adjourned: 3:45 p.m.

Respectfully submitted,

Erin Maurie
First 5 Sacramento Commission