

Special Meeting of the  
**Santa Clara County Health Authority**  
**Executive Finance Committee**

Monday, April 13, 2020, 3:00 PM – 4:00 PM  
Santa Clara Family Health Plan  
6201 San Ignacio Ave, San Jose, CA 95119

Via Teleconference  
(669) 900-6833  
Member ID: 427 712 909  
Password: 998576

## AGENDA

---

<b>1. Roll Call</b>	Ms. Alvarado	3:00	5 min
<b>2. Public Comment</b> Members of the public may speak to any item not on the agenda; two minutes per speaker. The Executive Finance Committee reserves the right to limit the duration of the public comment period to 30 minutes.	Ms. Alvarado	3:05	5 min
<b>3. Process for Consideration of COVID-19 Funding Requests</b> Discuss the context, criteria, and process for consideration of COVID-19 funding requests. <b>Possible Action:</b> Approve process for consideration of COVID-19 funding requests	Ms. Tomcala	3:10	30 min
<b>4. COVID-19 Funding Requests</b> Review and discuss FIRST 5 Emergency Fund Request for Infant Formula. <b>Possible Action:</b> Approve expenditure to support FIRST 5 COVID-19 Emergency Fund for Infant Formula	Ms. Tomcala	3:40	20 min
<b>5. Adjournment</b>		4:00	

**Notice to the Public—Meeting Procedures**

- Persons wishing to address the Executive Finance Committee on any item on the agenda are requested to advise the Recorder so that the Chairperson can call on them when the item comes up for discussion.
- The Committee may take other actions relating to the issues as may be determined following consideration of the matter and discussion of the possible action.
- In compliance with the Americans with Disabilities Act, those requiring accommodations in this meeting should notify Rita Zambrano 48 hours prior to the meeting at (408) 874-1842.
- To obtain a copy of any supporting document that is available, contact Rita Zambrano at (408) 874-1842. Agenda materials distributed less than 72 hours before a meeting can be inspected at the Santa Clara Family Health Plan offices at 6201 San Ignacio Ave, San Jose, CA 95119.
- This agenda and meeting documents are available at [www.scfhp.com](http://www.scfhp.com).

## POLICY

<b>Policy Title:</b>	<b>Innovation Fund</b>	<b>Policy No.:</b>	GO.03 v1
<b>Replaces Policy Title (if applicable):</b>	N/A	<b>Replaces Policy No. (if applicable):</b>	N/A
<b>Issuing Department:</b>	Governance & Org Structure	<b>Policy Review Frequency:</b>	Periodically as warranted
<b>Lines of Business (check all that apply):</b>	<input type="checkbox"/> Medi-Cal	<input type="checkbox"/> Healthy Kids	<input type="checkbox"/> CMC

### I. Purpose

To establish an innovation fund for strategic initiatives determined by SCFHP to be high priority investments.

### II. Policy

SCFHP has established a Board Designated Fund to allow the Plan to identify and fund potential high value strategic investments. The amount of reserves available for this Designated Fund will be based on a portion of the amount available, if any, over the Board-designated maximum Tangible Net Equity (TNE), subject to the Plan exceeding the Board-established liquidity target range, determined annually after release of the audited financial statements and as recommended by management in consideration of current and anticipated financial challenges.

It is SCFHP's policy to make investments in keeping with the following principles:

1. Focus investments on identified gaps in serving our members, potential members and providers to better meet member health needs, consistent with SCFHP's mission.
2. Fund initiatives that enable SCFHP to address evolving state and federal health care policy and regulatory expectations.
3. Work in collaboration with organizations in the community, as appropriate for the initiative.
4. Strategic investments may span multiple years.

The Executive/Finance Committee may approve innovation fund investments up to \$250,000. Project funding over \$250,000 must be approved by the Governing Board.

### III. References

1. Tangible Net Equity Policy
2. Liquidity Policy

**IV. Approval/Revision History**

First Level Approval		Second Level Approval		Third Level Approval
[Manager/Director Name] [Title]		[Compliance Name] Title]		[Executive Name] [Title]
Date		Date		Date
Version Number	Original/ Reviewed/ Revised	Reviewing Committee (if applicable)	Committee Action/Date (Recommended or Approved)	Board Action/Date (Approved or Ratified)
v1	Original			

## POLICY

<b>Policy Title:</b>	<b>Special Project Fund for CBOs</b>		<b>Policy No.:</b>	GO.02 v2
<b>Replaces Policy Title (if applicable):</b>	N/A		<b>Replaces Policy No. (if applicable):</b>	N/A
<b>Issuing Department:</b>	Governance & Org Structure		<b>Policy Review Frequency:</b>	Periodically as warranted
<b>Lines of Business (check all that apply):</b>	<input type="checkbox"/> Medi-Cal	<input type="checkbox"/> Healthy Kids	<input type="checkbox"/> CMC	

### I. Purpose

To define and outline the requirements and criteria by which SCFHP may provide funding through a Board Designated Fund for special projects submitted by community based organizations (CBOs).

### II. Policy

SCFHP has established a Board Designated Fund to allow the Plan to provide funding for special projects and initiatives focused on serving the health needs of the safety net population in Santa Clara County. The amount of reserves available for this Designated Fund will be based on the amount available, if any, over the Board-designated maximum Tangible Net Equity (TNE), subject to the Plan exceeding the Board-established liquidity target range, determined annually after release of the audited financial statements and as recommended by management in consideration of current and anticipated financial challenges.

It is SCFHP’s policy to make investments, subject to the availability of funds, in special projects that support the mission of the Plan, are consistent with annual and strategic objectives, strengthen community partnerships, and explore new and emerging models of care or facilitate expansion of best practice quality care. Applications will be accepted from 501(c)(3) community based organizations (CBOs) on a rolling basis.

The Executive/Finance Committee may approve special project investments up to \$100,000. Project funding over \$100,000 must be approved by the Governing Board. Maximum funding per project proposal is \$250,000.

Special project investments will be evaluated based on the following:

1. The funding fulfills an overriding public purpose to ensure Santa Clara County residents have access to high quality, comprehensive health care and services that impact health.
2. The special project is consistent with the Plan’s mission and with the strategic and/or annual objectives of the Plan, which may include:
  - Promoting quality of care and cost efficiency
  - Addressing issues that affect Plan regulatory compliance or accreditation
  - Expanding best practices/evidence-based care
  - Piloting a promising approach to address emerging health care issues
  - Providing social services and supports that impact health
3. There is a lack of other resources in the community to fund the special project.

4. With the exception of pilot projects, continued special project funding from SCFHP would not be required for sustainability of the project.

Funding requests may not:

- Be used for general operating costs, but may support project overhead;
- Personally financially benefit any Santa Clara County Health Authority official or employee; or
- Be used to support political causes, candidates, organizations, campaigns, ballot measures, or religious organizations for religious purposes.

### III. References

1. Tangible Net Equity Policy
2. Liquidity Policy

### IV. Approval/Revision History

First Level Approval		Second Level Approval		Third Level Approval
[Manager/Director Name] [Title]		[Compliance Name] Title]		[Executive Name] [Title]
Date		Date		Date
Version Number	Original/ Reviewed/ Revised	Reviewing Committee (if applicable)	Committee Action/Date (Recommended or Approved)	Board Action/Date (Approved or Ratified)
v1	Original			Approved 06/28/2018
v2	Revised			

## PROCESS FOR EVALUATING REQUESTS FOR COVID 19 EMERGENCY GRANTS

### Background:

The COVID 19 is causing immediate and acute hardship to hundreds of thousands of Santa Clara County households. In addition to the effects on people's health, there are severe economic impacts that are overwhelming existing safety net institutions and funds. Recognizing the ways in which social determinants influence health, these economic factors will rapidly have negative consequences for the physical well-being of numerous families.

Every organization and institution in the County, including the SCFHP, must accept a major responsibility to take action to respond to this crisis. Since the resources that the SCFHP controls are limited – and relatively small in relation to the scale of the need – it is necessary that we develop a procedure for evaluating requests for assistance.

I suggest the following process.

### Criteria for Evaluation of Proposals

- 1) Applicant must demonstrate that the need for resources is directly related to the COVID 19 pandemic. SCFHP has other funds and processes available that are designed to support community projects and proposals during normal times.
- 2) Applicant must demonstrate that the program or project is targeting those in most acute need.
- 3) Applicant must indicate whether the proposal will satisfy a one-time need or is requested to support a longer-term program. In the latter case, applicant must indicate how the program will be sustained until the pandemic is controlled with resources from sources other than SCFHP.
- 4) Applicant must demonstrate that it is making a maximum use of its own resources, including reserves.
- 5) Applicant must indicate that is seeking funding from other feasible potential sources.
- 6) Applicant must indicate whether the need can be met in full or in part be met through a loan instead of a grant and whether either the organization submitting the proposal or recipients of program funds can make repayments. For example, some families in immediate distress will become financially stable once they receive unemployment insurance.

## Decision-Making Procedure

1. The Executive/Finance Committee establish a maximum amount of funds that can be made available on an emergency basis in between Exec/Finance Committee meetings. Decisions regarding these funds can be allocated by a three-person team: The CEO, the Chair of the Board, and the Chair of the Exec/Finance Committee.
2. Non-emergency proposals shall be placed on the agenda of the next Exec./Finance Committee meeting.
3. Discussion and ratification or amendment of these procedures shall be placed on the agenda of the next meeting of the full SCFHP Board.

FIRST 5 Santa Clara County  
COVID 19 Emergency Fund Request for Infant Formula  
April 9, 2020

**Overview of FIRST 5 Santa Clara County and Strengthening Families Initiative**

Thank you for the opportunity to apply for COVID-19 Relief Funds from the Santa Clara Family Health Plan. As you may know, the **mission of FIRST 5 Santa Clara County** (FIRST 5) is to support the healthy development of children prenatal through age 5. One of our key initiatives to enrich the lives of families and communities is our Strengthening Families Initiative, a place-based strategy that strengthens knowledge of child development, family resilience, and social connections. Through this initiative, **FIRST 5 has established 30 Family Resource Centers** (FRCs) throughout Santa Clara County that provide high-quality family strengthening services for children and parents/caregivers. FRCs are neighborhood hubs that foster connections between families, early educators, schools, and other community resources so that children's health, development, and well-being is supported at home, school, and in the community. For more information our FIRST 5, please find our strategic plan at the following link: <https://www.first5kids.org/who-we-are/reports-publications/>

**Immediate/Essential Family Needs Identified by Families Served in the FIRST 5 Family Resource Centers During COVID-19: Diapers, Baby Wipes, and Infant Formula**

Diapers and baby wipes--used to keep children clean and dry--are some of the highest cost burdens for low-income parents/caregivers. Cost can be as much as \$100 per month. Diapers are a requirement for most childcare providers, making diaper need a barrier to affordable childcare and thus employment. Perhaps most alarming, there were more than 40,000 emergency room and inpatient visits to public hospitals in California in 2017 for symptoms directly tied to hygiene and a lack of clean diapers.<sup>1</sup>

The **third critical and urgent current need** identified by families served through our FIRST 5 Family Resource Centers is access to certified infant formula to keep their children healthy during this time of crisis. Due to lack of availability and the high cost of formula, low-income families served by our FRCs do not have access to healthy baby formula to keep their children fed and well-nourished. For an infant who consumes an average of 25 ounces of milk per day, a family can expect to spend **between \$821.25 and \$2,920** in the baby's first year, depending on the quality of the infant formula. Given that many families (**66%**) served by our FRCs earn less than **\$50,000 per year, it is critical that we can provide certified infant formula to families.**

**How Santa Clara Family Health Plan Funding Will Be Utilized by FIRST 5 FRCs During COVID 19 Health Crisis**

Per SupplyBank.org's estimates, the cost to provide infant formula to 7,500 families in the month of April is \$300,000. To support this effort, FIRST 5 is also applying to the following funding sources: California Wellness Foundation (\$10,000), Sunlight Giving Foundation (\$50,000), and Tipping Point (\$25,000) for a total of \$85,000. Given that there are no guarantees that we will be awarded any of these funds, we are requesting the full amount (**\$300,000**) from the Santa Clara Family Health Plan. The

---

<sup>1</sup> <https://supplybank.org/diaper-kit/>



funding will allow FIRST 5 to add healthy baby formula to the diaper kits (i.e., diapers and baby wipes) to serve approximately 7,500 families.

FIRST 5 Santa Clara County has an existing partnership with School Districts, SupplyBank.org, and our existing Network of 30 Family Resource Centers (operated by nine Community Based Organizations). In collaboration with the partners we have developed a coordinated distribution schedule (see attached, FIRST 5 Distribution Site and Contacts) to provide 7,500 families with diapers and baby wipes in the month of April. FIRST 5 is requesting an additional \$300,000 to enhance and complement the diaper kit distribution to purchase certified infant formula to add to the kits.

**Fiscal Year 2018-2019 Demographic Highlight of Population Served by FIRST 5 FRCs**

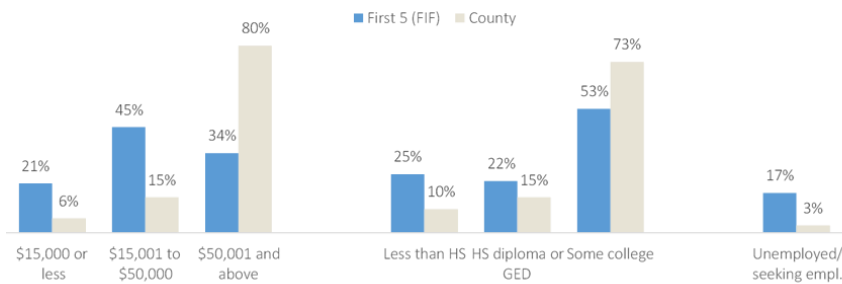
In Fiscal Year 2018-2019, FIRST 5 FRCs served approximately **4,331 parents/caregivers and 1,959 children through comprehensive services** included evidence-based parenting workshops, developmental and behavioral screenings with connection to early intervention services, drop-in services, and linkage to community resources. In the same fiscal year, approximately 656 large- and small-scale events were held throughout the county by FRCs and served **approximately 36,468 parents/caregivers and 22,409 children.**

**Figure 1: Demographics of Family Intake Form Respondents**

	PERCENT		PERCENT
<b>Age</b>		<b>Race/Ethnicity</b>	
Under 25	6%	Hispanic/Latino	57%
25-29	15%	Vietnamese	10%
30-34	27%	Other Asian	20%
35-39	26%	Non-Hispanic White	6%
40-44	14%	Black/African Descent	4%
45-49	5%	Two or more races	2%
50 or older	6%	Other	1%
<b>Relationship</b>		<b>Primary Language</b>	
Mother	62%	Spanish	40%
Father	33%	English	35%
Grandparent	3%	Vietnamese	8%
Other	2%	Mandarin	4%
		Other Asian language	7%
		Other	6%

SOURCE: FAMILY INTAKE FORM, FY 18-19. N=3,943-4,721. NOTE: FOR RACE/ETHNICITY: "OTHER ASIAN" INCLUDES FILIPINO, SOUTHEAST ASIAN, SOUTH ASIAN, EAST ASIAN, NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER AND ASIAN (NOT SPECIFIED). "OTHER" INCLUDES AMERICAN INDIAN/ALASKAN NATIVE, OTHER, MIDDLE EASTERN OR NORTH AFRICAN. FOR PRIMARY LANGUAGE: "OTHER ASIAN LANGUAGE" INCLUDES CANTONESE, OTHER EAST ASIAN LANGUAGE, AND SOUTH ASIAN LANGUAGE. "OTHER" INCLUDES OTHER, ENGLISH AND SPANISH AND ENGLISH PLUS ANOTHER LANGUAGE

**Figure 2: Income, Education, and Employment Status of Parent/Caregivers**



SOURCE: FAMILY INTAKE FORM, FY 18-19. N=2,393 - 2,487; 2017 AMERICAN COMMUNITY SURVEY 1-YEAR ESTIMATES; BUREAU OF LABOR STATISTICS.

### **Family Testimonials**

- "Oh, my goodness, thank you for your kindness. I have been struggling to get baby wipes, diapers and formula for my newborn. You must race people to the stores to try and be one of the first to get them early in the morning. This is truly helpful.
- "Thank you for helping moms like me who are having a hard time finding supplies for our babies. It is really scary out there, so again, thank you so much."
- "Thank you for helping families, there are a lot of families right now that don't have the money to buy their kids things like milk. I am breast feeding my baby and giving her formula at the same. I have three kids, but this baby drinks more milk than her brothers did as newborns. She has a lot of rolls on her tummy and neck, so she eats and sleeps a lot. Thank you for the formula and baby supplies, we appreciate your help.
- "I went to the store the other day and could not find formula for my baby or milk for my 3-yr. old daughter and niece. Everything was sold out. I started to worry about how I was going to feed my kids. I make breast milk for my newborn, but I also give her formula at times. I started to think and worry about how I was going to feed my baby if I didn't produce enough breast milk. This care package is going to help us a lot. Thank you to you and everyone else who contributed to this gift."

Photo of Families Lined up to Receive Diapers, Baby Wipes, and Food at Luther Burbank FRC



**FIRST 5 FAMILY RESOURCE CENTERS: FAMILY ACTIVITY AND DIAPER KITS DISTRIBUTION SCHEDULE AND CONTACTS**  
**March 27, 2020**

School District	School Site	Address	Days of Distributions	Contact Name	Lead Organization	Telephone	Email
Alum Rock Union Elementary School District	Arbuckle Elementary School	1970 Cinderella Lane, San Jose, CA 95116	Monday - Thursday	Saul Ramos	Somos Mayfair	408-593-5989	<a href="mailto:sramos@somosmayfair.org">sramos@somosmayfair.org</a>
				Rene Sanchez	Alum Rock Union School District	408-928-6590	<a href="mailto:Rene.sanchez@arusd.org">Rene.sanchez@arusd.org</a>
	Cesar Chavez Elementary School	2000 Kammerer Ave., San Jose, CA 95116	Monday -Thursday	Saul Ramos	Somos Mayfair	408-593-5989	<a href="mailto:sramos@somosmayfair.org">sramos@somosmayfair.org</a>
				Rene Sanchez	Alum Rock Union School District	408-928-6590	<a href="mailto:Rene.sanchez@arusd.org">Rene.sanchez@arusd.org</a>
	Dorsa Elementary School	1290 Bal Harbor Wy., San Jose, CA 95122	Monday - Thursday	Saul Ramos	Somos Mayfair	408-593-5989	<a href="mailto:sramos@somosmayfair.org">sramos@somosmayfair.org</a>
				Rene Sanchez	Alum Rock Union School District	408-928-6590	<a href="mailto:Rene.sanchez@arusd.org">Rene.sanchez@arusd.org</a>
	Painter/Sheppard Middle School	480 Rough and Ready Rd., San Jose, CA 95133	Monday -Thursday	Saul Ramos	Somos Mayfair	408-593-5989	<a href="mailto:sramos@somosmayfair.org">sramos@somosmayfair.org</a>
				Rene Sanchez	Alum Rock Union School District	408-928-6590	<a href="mailto:Rene.sanchez@arusd.org">Rene.sanchez@arusd.org</a>
	Hubbard Media Arts Academy	1680 Foley Ave., San Jose, CA 95122	Monday - Thursday	Denny Hurtado-Tellez	Catholic Charities	209-423-5906	<a href="mailto:dhurtado@catholiccharitiesscc.org">dhurtado@catholiccharitiesscc.org</a>
				Rene Sanchez	Alum Rock Union School District	408-928-6590	<a href="mailto:Rene.sanchez@arusd.org">Rene.sanchez@arusd.org</a>
	Linda Vista Elementary School	100 Kirk Ave., San Jose, CA 95127	Monday -Thursday	Denny Hurtado-Tellez	Catholic Charities	209-423-5906	<a href="mailto:dhurtado@catholiccharitiesscc.org">dhurtado@catholiccharitiesscc.org</a>
				Rene Sanchez	Alum Rock Union School District	408-928-6590	<a href="mailto:Rene.sanchez@arusd.org">Rene.sanchez@arusd.org</a>
Franklin-McKinley School District	Capt. Jason Dahl Elementary School	3200 Water St., San Jose, CA 95111	Monday - Friday	Denny Hurtado-Tellez	Catholic Charities	209-423-5906	<a href="mailto:dhurtado@catholiccharitiesscc.org">dhurtado@catholiccharitiesscc.org</a>
				Lori Freitas	Franklin-McKinley School District	408-283-6007	<a href="mailto:Lorie.freitas@fmsd.org">Lorie.freitas@fmsd.org</a>
	Hellyer Elementary School	725 Hellyer Ave., San Jose, CA 95111	Monday - Friday	Denny Hurtado-Tellez	Catholic Charities	209-423-5906	<a href="mailto:dhurtado@catholiccharitiesscc.org">dhurtado@catholiccharitiesscc.org</a>
				Lori Freitas	Franklin-McKinley School District	408-283-6007	<a href="mailto:Lorie.freitas@fmsd.org">Lorie.freitas@fmsd.org</a>
	Daniel Lairon Elementary School	3975 Mira Loma Wy., San Jose, CA 95111	Monday - Friday	Denny Hurtado-Tellez	Catholic Charities	209-423-5906	<a href="mailto:dhurtado@catholiccharitiesscc.org">dhurtado@catholiccharitiesscc.org</a>
				Lori Freitas	Franklin-McKinley School District	408-283-6007	<a href="mailto:Lorie.freitas@fmsd.org">Lorie.freitas@fmsd.org</a>
	McKinley Elementary School	651 Macredes Ave., San Jose, CA 95116	Monday - Friday	Denny Hurtado-Tellez	Catholic Charities	209-423-5906	<a href="mailto:dhurtado@catholiccharitiesscc.org">dhurtado@catholiccharitiesscc.org</a>
				Lori Freitas	Franklin-McKinley School District	408-283-6007	<a href="mailto:Lorie.freitas@fmsd.org">Lorie.freitas@fmsd.org</a>
	Santee Elementary School	1313 Audubon Wy., San Jose, CA 95121	Monday - Friday	Denny Hurtado-Tellez	Catholic Charities	209-423-5906	<a href="mailto:dhurtado@catholiccharitiesscc.org">dhurtado@catholiccharitiesscc.org</a>
				Lori Freitas	Franklin-McKinley School District	408-283-6007	<a href="mailto:Lorie.freitas@fmsd.org">Lorie.freitas@fmsd.org</a>
	Shirakawa School	665 Wool Creek Dr., San Jose, CA 95112	Monday - Friday	Denny Hurtado-Tellez	Catholic Charities	209-423-5906	<a href="mailto:dhurtado@catholiccharitiesscc.org">dhurtado@catholiccharitiesscc.org</a>
				Lori Freitas	Franklin-McKinley School District	408-283-6007	<a href="mailto:Lorie.freitas@fmsd.org">Lorie.freitas@fmsd.org</a>

**FIRST 5 FAMILY RESOURCE CENTERS: FAMILY ACTIVITY AND DIAPER KITS DISTRIBUTION SCHEDULE AND CONTACTS**  
**March 27, 2020**

School District	School Site	Address	Days of Distributions	Contact Name	Lead Organization	Telephone	Email
	Windmill Springs School	2880 Aetna Wy., San Jose, CA 95121	Monday - Friday	Denny Hurtado-Tellez	Catholic Charities	209-423-5906	<a href="mailto:dhurtado@catholiccharitiesscc.org">dhurtado@catholiccharitiesscc.org</a>
				Lori Freitas	Franklin-McKinley School District	408-283-6007	<a href="mailto:Lorie.freitas@fmsd.org">Lorie.freitas@fmsd.org</a>
Milpitas Unified School District	Milpitas Unified Dist. Office	1331 E. Calavaras Blvd., Milpitas, CA 95035	Monday - Friday	Leticia Fernandez	Catholic Charities	408-780-0542	<a href="mailto:Lfernandez@catholiccharitiesscc.org">Lfernandez@catholiccharitiesscc.org</a>
				Gerry Lopez	Milpitas Unified School District	408-839-3531	<a href="mailto:glopez@musd.org">glopez@musd.org</a>
	Milpitas High School	1285 Escuela Parkway Bld., Milpitas, CA 95035	Monday - Friday	Leticia Fernandez	Catholic Charities	408-780-0542	<a href="mailto:Lfernandez@catholiccharitiesscc.org">Lfernandez@catholiccharitiesscc.org</a>
				Gerry Lopez	Milpitas Unified School District	408-839-3531	<a href="mailto:glopez@musd.org">glopez@musd.org</a>
	Spangler Elementary	140 N. Abbott Ave., Milpitas, CA 95035	Monday - Friday	Leticia Fernandez	Catholic Charities	408-780-0542	<a href="mailto:Lfernandez@catholiccharitiesscc.org">Lfernandez@catholiccharitiesscc.org</a>
				Gerry Lopez	Milpitas Unified School District	408-839-3531	<a href="mailto:glopez@musd.org">glopez@musd.org</a>
Evergreen Elementary School District	Katherine R. Smith Elementary School	2025 Clarise Dr. SJ 95122	Monday - Friday	Karina Sustaita/	Catholic Charities	408-613-8921	<a href="mailto:ksustaita@catholiccharitiesscc.org">ksustaita@catholiccharitiesscc.org</a>
				Kevin Armstrong	Evergreen Elementary School District	408-270-6751	<a href="mailto:karmstrong@eesd.org">karmstrong@eesd.org</a>
Morgan Hill Unified School District	Live Oak High School	1505 E Main Ave., Morgan Hill, CA 95037	Monday - Friday	Alejandra Arreola	Rebekah Children's Services	408-430-6946	<a href="mailto:aarreola@rcskids.org">aarreola@rcskids.org</a>
				Kirten Perez	Morgan Hill Unified School District	408-881-4545	<a href="mailto:Perezk@mhUSD.org">Perezk@mhUSD.org</a>
	San Martin/Gwinn Academy	100 North St., San Martin, CA 95046	Monday - Friday	Alejandra Arreola	Rebekah Children's Services	408-430-6946	<a href="mailto:aarreola@rcskids.org">aarreola@rcskids.org</a>
				Kirsten Perez	Morgan Hill Unified School District	408-881-4545	<a href="mailto:Perezk@mhUSD.org">Perezk@mhUSD.org</a>
Gilroy Unified School District	Rebekah Children's Services	290 IOOF Ave., Gilroy, CA 95020	Tuesday, Wednesday, and Thursday	Alejandra Arreola	Rebekah Children's Services	408-846-2460	<a href="mailto:aarreola@rcskids.org">aarreola@rcskids.org</a>
Sunnyvale Elementary School District	San Miguel Elementary School	777 San Miguel Ave., Sunnyvale, CA 94085	Monday - Friday	Leticia Fernandez	Catholic Charities	408-391-5627	<a href="mailto:lfernandez@catholiccharitiesscc.org">lfernandez@catholiccharitiesscc.org</a>
				Christina Ballantyne	Sunnyvale Elementary School District	408-522-8278	<a href="mailto:Christina.ballantyne@sesd.org">Christina.ballantyne@sesd.org</a>
Luther Burbank School District	Luther Burbank Elemenbary School	4 Wabash Ave., San Jose, CA 95128	Monday - Friday	Leticia Fernandez	Catholic Charities	408-391-5627	<a href="mailto:lfernandez@catholiccharitiesscc.org">lfernandez@catholiccharitiesscc.org</a>
				Edith Mourtos	Luther Burbank	408-295-1814	<a href="mailto:emourtos@lbsdk8.org">emourtos@lbsdk8.org</a>
Campbell Unified School District	Sherman Oaks Elementary School	1900 Fruitdale Ave., San Jose, CA 95128	Monday - Friday	Leticia Fernandez	Catholic Charities	408-391-5627	<a href="mailto:lfernandez@catholiccharitiesscc.org">lfernandez@catholiccharitiesscc.org</a>
				Heather Elston	Campbell Unified School District	408-364-4200 x6256	<a href="mailto:helston@campbellusd.org">helston@campbellusd.org</a>

**FIRST 5 FAMILY RESOURCE CENTERS: FAMILY ACTIVITY AND DIAPER KITS DISTRIBUTION SCHEDULE AND CONTACTS**  
**March 27, 2020**

School District	School Site	Address	Days of Distributions	Contact Name	Lead Organization	Telephone	Email
<b>Mt. View Whisman School District</b>	CHAC-Mercy Street Family Resource Center	748 Mercy St., Mountain View, CA 94014	Monday - Friday	Maddi Pasqua	CHAC	650-799-6749	<a href="mailto:mpasqua@chacmv.org">mpasqua@chacmv.org</a>
<b>San Jose Unified School District</b>	African American Community Service Agency Family Resource Center	304 N. 6th St., San Jose, CA 95112	Monday - Friday	Cathy Blake	African American Community Service Agency	408-293-3157	<a href="mailto:Cathy.blake@sjaacsa.org">Cathy.blake@sjaacsa.org</a>
	Gardner Family Health Center	100 Oak St., San Jose, CA 955110	Monday	Felipe Ramirez	Gardner Family Health Center	408-893-1340	<a href="mailto:faramirez@gfhn.org">faramirez@gfhn.org</a>
	Roots Community Health Center	1898 The Alameda, San Jose, CA 95126	Upon Delivery	Emrica Agossa	Roots Community Health Center	408-490-4710x109	<a href="mailto:emrica@rootsclinic.org">emrica@rootsclinic.org</a>

FIRST 5 Santa Clara County  
COVID-19 Emergency Fund Request for Infant Formula

- 1) Does FIRST 5 have reserves/resources to fund such community needs?
  - a. Our reserves are part of our 10 year sustainability plan. While Jolene is able to access those reserves with Commission approval, dipping into them will negatively impact our 10 year sustainability plan and our ability to maintain our level of investment in the community.
  
- 2) Which other entities have you approached for funding, e.g., Santa Clara County or City of San Jose, and what was the response?
  - a. We submitted a request to the City of San Jose Emergency Operation Center for \$300,000 to fund formula for the month of April (per the EOC we are only allowed to submit a request for one month at a time) and we were informed today that they could not meet our request because of the high number of requests that they have received. However, we did apply for diapers and baby wipes for the month of April and they granted our request for \$211,000. We were informed that our EOC requests for food and supplies should be submitted to the City of San Jose EOC and not the County EOC.
  - b. We applied to the California Wellness Foundation to fund formula and they granted our request for \$10,000 (the maximum we could apply for)
  - c. We applied to Sunlight Giving Foundation for \$50,000 (the maximum we could apply for) and have not heard back from them yet.
  - d. We also submitted an application to Tipping Point through our First 5 Association for \$25,000 and have not heard back from them yet.
  
- 3) Is this a liquidity issue for which a loan would be helpful?
  - a. As a public entity and can't apply for loans. We can accept grants.
  
- 4) How did you determine that 7,500 families are in need of formula in the month of April?
  - a. We asked the Community Based Organization that we fund to operate the 30 FIRST 5 Family Resource Centers, which are located in the highest risk zip codes in the County. They reported the need to us (7,500 families). We believe the number is much greater. However, it gave us a starting point.
  
- 5) How does your distribution process ensure that the formula is distributed to those most in need?
  - a. There is a pre-registration process in place. Families identify their need on a form, and receive enough formula to last one month, and can only access their formula at the FRC where they pre-registered. In partnership with our FRC operators and our evaluator (Applied Survey Research) we developed an an online data tracking system for accountability and to demonstrate impact. We have also created a Needs Assessment document to identify family needs, and believe that will help us get a more accurate number of families who need formula and other resources during the COVID 19 health crisis.
  
- 6) How do you anticipate funding the cost of formula in the future?
  - a. We will continue our fund development efforts with the City of San Jose Emergency Operations Center, Foundations, and utilize our FIRST 5 dollars to create a braided funding approach for the month of May and for the remainder of the COVID 19 health crisis, so that we can meet the needs of our most vulnerable young children and families.