

First 5 Stanislaus Commission Meeting #1

Meeting Agenda

June 26, 2018 | 4-6pm | Board Room SCOE
1100 H St. Modesto

Meeting Objectives

1. Set the tone for the entire strategic direction [process and possible organizational pivot](#)
2. Share lessons learned from experience and key success factors in strategic direction work
3. Provide orientation to strategic planning process
 - a. Review and discuss [strategic direction and planning overview](#) document and [work plan](#)
4. Discuss draft stakeholder engagement plan to identify:
 - a. Data needs to inform First 5 Stanislaus' strategic direction and plan
 - b. Key stakeholder groups to include in the stakeholder engagement process
 - c. The best strategies for gathering input from identified stakeholder groups
5. Discuss key questions for stakeholders (to be asked through interviews, surveys, focus groups)
6. Identify next steps

Meeting Pre-Work

1. Review [strategic direction and planning overview](#) (<https://goo.gl/GrRWBj>) and [work plan](#) (<https://goo.gl/2ahmo9>)
2. Review [draft stakeholder engagement plan](#) (<http://goo.gl/kuvFj7>)

Meeting Agenda

Time	Agenda Item
4:00 pm	<i>Welcome and Introductions</i>
4:15	<i>Agenda Review and Ways We Prefer to Work Together</i>
4:25	<i>Orientation to Strategic Direction Setting and Planning Process</i>
4:55	<i>Review Stakeholder Engagement Plan</i>
5:25	<i>Discuss Key Questions for Stakeholders</i>
5:50	<i>Next Steps</i>
6:00 pm	<i>Adjourn</i>

Stakeholder Engagement Plan

First 5 Stanislaus Strategic Direction & Planning

Purpose of this Document:

1. Identify the data needed to inform First 5 Stanislaus' strategic direction and plan
2. Identify the categories of stakeholders that are able to provide the necessary data/ input/ information
3. Identify the methodology for collecting the necessary data

Data Needs

Type of Data/ Information	Key Questions (examples) <i>I</i> = Interview; <i>S</i> = Survey; <i>FG</i> = Focus group (most questions could be restructured from one format to another)
<p>Strategic Direction: Innovation opportunities, perception of effectiveness, potential future role(s), priorities moving forward</p>	<ul style="list-style-type: none"> ● Based on the current context and financial outlook for First 5 Stanislaus, what roles should First 5 Stanislaus explore and consider? ● In what 1-2 areas do you believe First 5 Stanislaus has been most successful or impactful? How should First 5 Stanislaus build upon this success moving forward? (<i>I</i>) ● How can First 5 Stanislaus best support the community? What new or innovative approaches should First 5 Stanislaus explore to maximize its impact? (<i>I, S</i>) ● What 1 or 2 areas should First 5 Stanislaus prioritize in its future work? (<i>I - options provided</i>) ● Are there any areas of work in which First 5 Stanislaus is currently engaged that you don't think it should continue to pursue in the future? Please describe (<i>I</i>)
<p>Community Needs: Observations of trends and needs in the community</p>	<ul style="list-style-type: none"> ● Where is there currently positive, forward momentum in the community that First 5 Stanislaus should build upon and/or leverage to have even greater impact on children 0-5 and families? (<i>I</i>) ● What are the biggest problems facing young children and their families? (<i>I, S</i>) ● What are the greatest service gaps for children 0-5 and families in Stanislaus County? (<i>I, S</i>) ● Where are there gaps in the system of care designed to support children 0-5 and families in Stanislaus County? (<i>I, S</i>) ● What are the top 2 most important external forces or trends that need to be taken into account during this strategic planning process? (<i>I, S</i>) ● Please briefly share the impact on your organization of a 10%,

	20%, and 50% cut in funding from First 5 Stanislaus (<i>S - question for funded partners only</i>)
<p>Lived Experience: Challenges for system users and children, barriers, basic life needs, what is most important to them, etc.</p>	<ul style="list-style-type: none"> ● What are the biggest challenges you face in your family? (<i>FG</i>) ● What services do you need most to address these challenges? What would make it easier for you to access these services? (<i>FG</i>) ● Please indicate the level of demand for each of the services provided by First 5 Stanislaus and/or its partners: (1-Low demand; 2; 3-High demand; Don't know) (<i>S, restructured for FG</i>) <ul style="list-style-type: none"> ○ Steering Committee to provide list of existing services ● Please rank in order of importance (most important to least important) the potential services listed below that First 5 Stanislaus and/or its partners could offer in the future to better provide the services that are needed by Stanislaus County's children 0-5 and their families <ul style="list-style-type: none"> ○ Steering Committee/Commissioners to develop list of services or types of services (<i>S, restructured for FG</i>)

Methodology

Data Collection Method	Data Collection Activities
<p>Interviews (July 2018)</p>	<p>Up to 15 interviews can be conducted within the current Scope of Work. Key interview candidates include internal and external stakeholders that are broadly representative across stakeholder categories OR provide a critical and unique perspective especially in relation to First 5 Stanislaus' strategic direction and/or community needs.</p> <p>Interviewees will be invited to participate by David Jones via email and GPG will follow-up to schedule and conduct interviews by phone. Interviews are expected to occur in July.</p>
<p>Online Survey (July - August 2018)</p>	<p>An online survey will be widely distributed across stakeholder groups and designed to collect largely quantitative data as well as responses to some open-ended questions. Questions may be tailored for specific stakeholder categories.</p> <p>The link to the online survey will be placed on the First 5 Stanislaus website and distributed to a wide range of contacts for each identified stakeholder</p>

	category. Funded partners will also be asked to distribute the survey link widely. Hard copies of the survey will also be available through funded partner agencies. The survey would be open for approximately two weeks in July or potentially into August depending upon response rate.
Focus Groups (August 2018)	Three focus groups will be conducted including two in Spanish and one for funded partner agencies. First 5 Stanislaus staff will coordinate with Family Resource Centers to identify potential participants and ensure geographic representation throughout the county. First 5 Stanislaus staff will work with representatives from funded partner agencies to establish a third focus group. Focus groups are expected to be conducted in August.

Stakeholders and Methods of Engagement

Stakeholder	Tool	Data Needed
Clients / System Users	Survey, Focus Group	Lived experience
Key External Stakeholders (will likely include representatives across all stakeholder categories)	Interviews, Survey	Strategic Direction, Community Needs
Internal Stakeholders	Interviews, Survey	Strategic Direction
Funded Partners	Survey, Focus Group	Strategic Direction, Community Needs
Other 0-5 orgs	Survey	Strategic Direction, Community Needs
Health, Education, Social Services	Survey	Strategic Direction, Community Needs
Other Nonprofit and Faith-based Organizations	Survey	Strategic Direction, Community Needs

First 5 Stanislaus Strategic Direction & Planning Work Plan													
Activity	MONTH										Potential Meeting Dates and Times	Primary Responsibility	
	May	June	July	Aug	Sept	Oct	Nov	Dec					
A Communications and Coordination													
A.1	Work with First 5 Stanislaus staff to develop and agree upon a detailed work plan and timeline.												GPG/First 5 Stanislaus leadership
A.2	Identify Steering Committee members; establish and convene regular meetings prior to Commission planning meetings to discuss draft meeting designs, and coordinate the project.												GPG/First 5 Stanislaus leadership
A.3	Establish and convene First 5 Stanislaus Commission Strategic Direction & Planning meetings. (see yellow-highlighted rows below)												GPG/Commission (staff support for scheduling as needed)
A.4	Present overview and work plan at First 5 Stanislaus Commission meeting.	5/22											GPG
B Phase I: Discovery (June - August 2018)													
B.1	Meet with the executive director by phone to obtain background on the planning process, identify key background materials for review, and discuss next steps for working with the Commission.												GPG/First 5 Stanislaus leadership
B.2	Gather, review, and analyze key resources, which could include First 5 Stanislaus' current and past strategic plan funded programs and evaluated results; other pertinent First 5 strategic plans; resources on 0-5 work in the local community, including collaborative efforts; and existing data and literature on key issues impacting children 0-5 and their families locally and more broadly.												GPG; First 5 Stanislaus staff to share relevant materials with GPG
B.3	Gather strategic plan structure examples and develop a draft strategic plan outline to share with Commissioners at meeting #1. Note that the strategic plan will incorporate First 5 Stanislaus' strategic direction including revised vision, mission, and values.												GPG
B.4	Facilitate Steering Committee meeting to review the work plan, roles and responsibilities, and Commission planning meeting #1 design.	6/12											GPG
B.5	Design and facilitate in-person meeting #1 with the Commission (2 hours) to review the overview and roles/responsibilities document, discuss strategic plan outline, identify additional background materials for review, discuss participants and questions for focus groups and interviews, and discuss questions and distribution mechanisms for a community survey.											June 26 Extended Commission Meeting (4-6pm)	GPG
B.6	Develop stakeholder engagement plan and interview, focus group, and survey protocols based on results of Commission meeting #1, and share with Steering Committee for feedback.												GPG
B.7	Facilitate Steering Committee meeting to further develop stakeholder engagement plan and protocols, finalize lists of interviewees and focus group participants, and clarify next steps and logistics for interviews, focus groups, and survey.	6/29										June 29 1-3pm	GPG/Steering Committee
B.8	Send invitations to interviewees and focus group participants.												First 5 Stanislaus leadership/GPG
B.9	Schedule and conduct phone interviews.												GPG
B.10	Hold three focus groups (two in Spanish with representatives from the Latino community).												GPG; Steering Committee support to identify focus group venues; Staff support to coordinate venue logistics, as needed.
B.11	Develop, distribute, and administer an online community survey.												GPG; Steering Committee and Commission support for survey distribution
B.12	Process the results of the research and stakeholder engagement and develop a document that summarizes key research findings and local issues, and frames key questions and decisions for discussion with the Commission in later phases. Pieces of this document may also be used in the final strategic plan document.												GPG
C Phase II: Planning (August - October 2018)													
C.1	Facilitate Steering Committee meeting to review Commission planning meeting design and Discovery Phase materials.												GPG/Steering Committee

