

## FIRST 5 SACRAMENTO COMMISSION

Policy/Procedure No: 2016-004	Contact person: Communications Program Planner
<b>DEPARTMENT POLICY/PROCEDURE</b>	
Original Effective Date: 9/15/16 Revision Date: Commission Approved Date:	Approved By: (ED or Chief of Admin) <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Executive Director <span style="float: right;">Date</span>
Title:  <p style="text-align: center;"><b>POLICY AND ADVOCACY PROTOCOL</b></p>	

**Purpose:**

The Policy and Advocacy Protocol establishes guidelines and a process to allow First 5 Sacramento to take positions on federal, state, and local policy matters which may include legislation, agency regulations, local ordinances, and ballot measures that affect Sacramento County’s children ages 0-5 and their families.

The policy climate changes rapidly and for First 5 Sacramento to be responsive in a timely manner, this protocol delegates Commission authority to the Sustainability Committee to take immediate action on proposed policy matters.

**Guidelines:**

The First 5 Sacramento Strategic Plan establishes three priority areas:

1. Health
2. Early Care and Development
3. Empowered Families

These priority areas guided the development of the First 5 Sacramento Policy Platform to align with the Strategic Plan.

First 5 Sacramento can develop a position the following ways:

- Reactive: Responding to a proposed local, state, or federal policy matter.
- Proactive: Taking a leadership role to convene key stakeholders on a policy matter.

Requests for action on policy matters should include the following information:

- A brief description of how the issue will affect children ages 0-5 and their families and/or First 5 Sacramento.
- Rationale for how the issue falls within the First 5 Sacramento priority areas.
- Information about the position from any relevant local and/or statewide associations.

## **Process:**

### **STEP ONE:**

Staff will ensure the request aligns with the First 5 Sacramento Policy Platform and determine whether First 5 Sacramento should influence the proposed policy. If staff determines a position appropriately aligns with the First 5 Sacramento Policy Platform, a recommendation will be presented to the Sustainability Committee. \*

### **STEP TWO:**

Under the authority delegated by the Commission, staff will bring recommendations to the Sustainability Committee monthly meeting for consideration. When the staff recommendations are time sensitive, the Committee Chair may act on the recommendation on behalf of the Committee. In the event the Chair is unavailable, authority is delegated to the Vice Chair. The Commission Chair will approve the recommendation.

### **STEP THREE:**

Through the authority granted to the Sustainability Committee, in order to effectively execute the adopted committee recommendation staff may be directed to do the following:

- Write letters to legislators
- Provide testimony or public comment at hearings
- Provide written comments and/or letters on proposed local ordinances and ballot measures
- Request support and advocacy from community partners

If the action to be taken is a letter or written comment, the Executive Director of First 5 Sacramento and the Commission Chair has signatory approval.

### **STEP FOUR:**

The Committee Chair will provide a report of policy and advocacy actions taken at the regularly scheduled Commission meetings under the Sustainability Committee agenda item.

\*Staff will consult with the County's Governmental Relations and Legislative Officer to ensure the First 5 Sacramento and County legislative platforms and policy priorities are not in conflict when addressing issues affecting young children and families.