

Memo

To: Commission Members
From: Alexander Khu
Date: Monday July 7, 2014
Re: July 7, 2014 Commission Meeting

Enclosed are the materials for the July 7, 2014 Commission meeting which will take place as follows:

Time: 6:00 pm

Location: 1485 Civic Court (formerly Enea Court), Suite 1200, Concord, CA
925-771-7300

A light dinner will be provided.

Please let me know if you have any questions.

Kind Regards,

Alexander Khu, Executive Assistant
First 5 Contra Costa
1485 Civic Court (*formerly Enea Court*)
Suite 1200
Concord, CA 94520
925-771-7342 Direct
925-771-6083 Fax



COMMISSION MEETING

Agenda

Monday, July 7, 2014, 6:00 pm
1485 Civic Court, Suite 1200
Large Conference Room
Concord, CA

1.0 Call to Order and Roll Call

2.0 Public Comment

The public may comment on any item of public interest within the jurisdiction of the First 5 Contra Costa Children and Families Commission. In accordance with the Brown Act, if a member of the public addresses on an item not on the posted agenda, no response, discussion, or action on the item may occur.

3.0 Approval of Consent Calendar

Action

A Commissioner or member of the public may ask that any of the following consent items be removed from the consent calendar for consideration under item 4.

- 3.1 Approve the minutes from the June 2, 2014 meeting.
- 3.2 Accept the Executive Committee Report from the June 2, 2013 meeting

4.0 Consider for discussion any items removed from the consent calendar.

5.0 Annual presentation of reports from the First 5 Center Community Advisory Councils

6.0 Consider revising the First 5 Contra Costa 2014 Employee Compensation and Benefits Resolution Action

7.0 Executive Director's Report

8.0 Communications

9.0 Commissioner F.Y.I. Updates

10.0 Adjourn

The First 5 Contra Costa Children and Families Commission will provide reasonable accommodations for persons with disabilities planning to participate in Commission meetings who contact the Commission's offices, at least 48 hours before the meeting, at (925) 771-7300.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the First 5 Contra Costa Children and Families Commission to a majority of members of the First 5 Contra Costa Children and Families Commission less than 96 hours prior to that meeting are available for public inspection at 1485 Enea Court, Suite 1200, Concord, CA 94520 during normal business hours.

In consideration of those who may suffer from chemical sensitivities or who may have allergic reactions to heavy scents, First 5 Contra Costa requests that staff and visitors refrain from wearing perfume, cologne, or the use of strongly scented products in the work place. We thank you for your consideration of others.



Monday July 8, 2014

Agenda Item 3.1

Approve the minutes from the June 2, 2014 meeting.



DRAFT Commission Meeting Minutes

Monday, June 2, 2014, 6:00 pm
1485 Civic Court, Suite 1200
Large Conference Room
Concord, CA

1.0 Call to Order and Roll Call

The meeting was called to order at 6:12 pm by Chairwoman PJ Shelton.

She welcomed Matt Regan, the new District 4 Alternate Commissioner.

Commissioners in attendance were:

Chairwoman PJ Shelton, Secretary/Treasurer Maria Fort, Barbara Cappa, Gareth Ashley, John Jones, Supervisor Candace Andersen, Dr. William Walker, and Katharine Mason for Kathy Gallagher.

Alternates who were present were:

Belinda Lucey, Matt Regan, and Toni Robertson.

Also present were County Counsel Keiko Kobayashi, and interim director of Children & Families Services Joan Miller.

Absent: Alternate Commissioners John Mills, Wanda Session, and Supervisor Karen Mitchoff.

2.0 Public Comment

Sharon Bernhus, residential services director of Shelter Inc. reported that their agency currently has 14 families at the Mountain View Emergency Shelter. 12 of the families have children aged 0 to 5 which includes 39 (15 parents and 24 children) of the 47 current residents.

She noted that they brought in several families that would have otherwise lost custody of their children permanently if they were not housed by a certain court deadline. One of the residents was a disabled father who was going blind, with his wife and six children ages 2 to 13. The father has been attending to the needs of his children (walking them to school etc.) while the mother had just completed her CNA certification and will begin internship.

Aspiranet District Director Odessa Caton reported that she was recently appointed to the state Strengthening Families steering committee. Aspiranet is implementing Strengthening Families practices in Contra Costa.

She also reported that the Healthy Families Collaborative (Aspiranet and Brighter Beginnings) has been helpful to support families in West County and Central and East counties who are in need of resources and support.

3.0 Approval of Consent Calendar

Chairwoman PJ Shelton removed item 3.3 from the consent calendar for consideration under item 4 due to several anticipated recusals.

A motion was made by **Supervisor Andersen** to approve the remaining items on the consent calendar.

Maria Fort seconded.

AYES: PJ Shelton, Maria Fort, Barbara Cappa, Gareth Ashley, John Jones, Candace Andersen, Dr. William Walker, and Katharine Mason for Kathy Gallagher.

NOES: None

ABSTAIN: None

ABSENT: None

Motion was **APPROVED**.

4.0 Consider any items removed from the consent calendar.

Items 3.3.1 to 3.3.21:

Regarding **3.3.17**, Gareth Ashley asked for the description of the services that First 5 received from the contractor.

Sean Casey responded that this firm collects and processes program data and creates reports. The “Dashboard” that we currently see on the First 5 Contra Costa website is one result of the work that they do. This is the third year that they are in contract with First 5 Contra Costa.

A motion was made by **Supervisor Andersen** to approve items **3.3.2 to 3.3.21**.
Katharine Mason seconded the motion.

AYES: PJ Shelton, Maria Fort, Barbara Cappa, Gareth Ashley, John Jones, Candace Andersen, Dr. William Walker, and Katharine Mason for Kathy Gallagher.

NOS: None

ABSTAIN: None

ABSENT: None

Motion was **APPROVED**.

Items 3.3.22 to 3.3.26:

Commissioner John Jones read the following statement:

"I have an interest in Agenda items **3.3.22** through **3.3.26**, because I am employed by Contra Costa Child Care Council and was employed by We Care Services for Children, and the funding scenarios determined this evening may directly impact those entities' potential future contracts with First 5 Contra Costa Children and Families Commission."

Commissioner John Jones left the room.

Commissioner Toni Robertson also read the following statement:

"I have an interest in Agenda items **3.3.22** through **3.3.26**, because I am employed by Contra Costa Child Care Council and the funding scenarios determined this evening may directly impact that entity's potential future contracts with First 5 Contra Costa Children and Families Commission."

Commissioner Toni Robertson also left the room after reading her statement.

Gareth Ashley made a motion to approve items **3.3.22** to **3.3.26**.
Barbara Cappa seconded.

AYES: PJ Shelton, Maria Fort, Barbara Cappa, Gareth Ashley, Candace Andersen, Dr. William Walker, and Katharine Mason for Kathy Gallagher.

NOS: None

ABSTAIN: None

Motion was **APPROVED**.

John Jones and Toni Robertson returned to the room.

Items 3.3.27 to 3.3.28:

Commissioner Dr. William Walker read the following statement:

"I have an interest in Agenda items **3.3.27** through **3.3.28** because I am employed by the Contra Costa County Health Services Department, and these items directly impact my department. I am recusing myself from these items and will be leaving the room."

Commissioner Walker left the room after reading his statement.

Supervisor Anderson also read this statement:

"I have an interest in Agenda items **3.3.27** through **3.3.28** because I am a Contra Costa County Supervisor and receive a salary and reimbursement for expenses from the County. However, I am not employed by the County Department that is directly involved in the contracts with First 5

Contra Costa Children and Families Commission. I am not legally prohibited from voting on these items. Please record my disclosure in the Commission's minutes."

Alternate Commissioner Mason also made the following statement:

"I have an interest in Agenda items **3.3.27** through **3.3.28** because I am employed by the Contra Costa County Employment and Human Services Department and receive a salary and reimbursement for expenses from the County. However, I am not employed by the County Department that is directly involved in the contracts with First 5 Contra Costa Children and Families Commission. I am not legally prohibited from voting on these items. Please record my disclosure in the Commission's minutes."

Gareth Ashley also made the following statement:

I have an interest in Agenda items **3.3.27** through **3.3.28** because my wife is employed by the Contra Costa County Health Services Department, and these items directly impact me. I am recusing myself from these items and will be leaving the room.

Commissioner Ashley left the room after reading his statement.

John Jones made a motion to accept agenda items **3.3.27** to **3.3.28**.

Barbara Cappa seconded.

AYES: PJ Shelton, Maria Fort, Barbara Cappa, Matt Regan, John Jones, Candace Andersen, and Katharine Mason for Kathy Gallagher.

NOS: None

ABSTAIN: None

Motion was **APPROVED**.

Dr. William Walker and Gareth Ashley returned to the room.

- 5.0 APPROVE and AUTHORIZE the Executive Director to execute a contract with Contra Costa County Office of Education to provide rating and management of the Contra Costa Quality Rating and Improvement System in accordance with local implementation requirements and in alignment with regional and state QRIS efforts in an amount not to exceed \$350,000 for a term July 1, 2013 to June 30, 2014. FY2013-14 budget line: Early Care & Education Initiative: Early Learning Quality (\$2,548,022). 100% California Department of Education Race to the top (RTT) Early Learning Challenge funds.**

RATIFY payments previously made to Contra Costa County Office of Education for rating and management of the Contra Costa Quality Rating and Improvement System in accordance with local implementation requirements and in alignment with regional and state QRIS efforts for the period beginning July 1, 2013 and ending May 31, 2014 in the amount of \$315,000.

Sean Casey informed the Commission that in preparation for audit field work in May, contracts staff discovered an executed FY 2013-14 contract that had not appeared on a contracts docket for approval by the Commission. Staff have revised the contracts execution process to ensure that this will not happen in the future. Sean Casey expressed his regrets to the Commission for the oversight. He noted that the contract, with the County Office of Education to assist in the implementation of the Quality Rating and Improvement System, has been a fruitful one.

John Jones asked if the funds for this contract were in the budget for this year. Sean Casey replied that they were.

Katharine Mason made a motion to approve item 5.0.
Dr. Walker seconded the motion.

AYES: PJ Shelton, Maria Fort, Barbara Cappa, Gareth Ashley, John Jones, Candace Andersen, Dr. William Walker, and Katharine Mason.

NOS: None

ABSTAIN: None

Motion was **APPROVED**.

6.0 Consider taking a position on AB 1654 (Bonilla).

Sean Casey reported that AB 1654, authored by Assemblymember Susan Bonilla, would increase the amount of child support directed to a CalWORKs recipient from \$50 to \$100 for a family with one child and to \$200 for a family with two or more children. Assemblymember Bonilla's office has asked the Commission for their support of this bill. Sean also mentioned that he had recently spoken to Commissioner Kathy Gallagher, who had expressed her support. The list of state supporters appears in the Commission packet.

Barbara Cappa asked if there were any knowledge of individuals or groups who are opposed to the bill. Sean said he was not aware of any.

Matt Regan also asked if there is information with regards to the total budget impact of the bill. Sean responded that he did not have that information.

Maria Fort made a motion to take a position in support of **AB 1654** and was seconded by John Jones.

AYES: PJ Shelton, Maria Fort, Barbara Cappa, John Jones, Candace Andersen, Dr. William Walker, and Katharine Mason for Kathy Gallagher.

NOES: None

ABSTAIN: Gareth Ashley

Motion was **APPROVED**.

6.5 Urgent Item for the Agenda: Consider using First 5 Contra Costa's logo to support a 'Single Proposal' of the expansion of early childhood education funding in the 2014-15 California State Budget.

Chairwoman PJ Shelton informed the Commission that she received from staff a request to add an urgency item to the agenda. Per the Brown Act, an urgency item may be added to the agenda only if the need for it emerged after the agenda was posted and only if there is an urgency to the item that cannot wait until the next scheduled meeting of the Commission.

In this case, staff received from the First 5 Association the morning of June 2 a request for local Commissions to support a state budget proposal for early childhood programs and to provide our logo for evidence of support no later than June 3, 2014.

Chair Shelton asked for a motion to determine that the proposed item met the requirements for an urgency item.

John Jones made a motion to determine that the proposed item met the requirements for an urgency item and to add the new item: "Consider using First 5 Contra Costa's logo to support a single proposal of the expansion of early childhood education funding in the 2014-15 California State Budget" as item 6.5 to the agenda.

Barbara Cappa seconded.

AYES: PJ Shelton, Maria Fort, Barbara Cappa, John Jones, Candace Andersen, Dr. William Walker, and Katharine Mason for Kathy Gallagher.

NOES: None

ABSTAIN: Gareth Ashley

Motion was **APPROVED**.

Sean Casey reported that in the last two weeks three legislative proposals have emerged for increasing state funding for early childhood education programs. Hoping to present a united front, the major early childhood advocaes, including the First 5 Association and First 5 California, met last week to come up with a single proposal that represents the strongest aspects of each of the three. That proposal is represented in the letter before the Commission tonight, addressed to Assemblymember Nancy Skinner, Chair of the Legislative Budget Conference Committee, proposing support funding the following within Proposition 98:

Matt Regan commented that Senator Steinberg's original proposal would have expanded transitional kindergarten for all 4-year-olds. The current version expands it only for children eligible for free or reduced price lunch, which if enacted might prove a barrier to providing transitional kindergarten in high cost-of-living areas.

John Jones noted that the state is currently using the 2005 regional market rate for reimbursing providers. He expressed support for all of the items in the letter.

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Monday, June 2, 2014

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Gareth Ashley expressed concerns he had heard from providers about the funding mechanism for SB 837 coming through school districts and the financial impacts of losing 4-year-olds to transitional kindergarten.

Sean Casey said that implementing is a step in a very strong reordering of the system that has been put into place. There is a lot of opportunity for strong partnerships with existing providers.

Maria Fort made a motion to sign on to the letter using First 5 Contra Costa's logo to support a single proposal of the expansion of early childhood education funding in the 2014-15 California State Budget. John Jones seconded the motion.

AYES: PJ Shelton, Maria Fort, Barbara Cappa, John Jones, Candace Andersen, Dr. William Walker, and Katharine Mason for Kathy Gallagher.

NOES: None

ABSTAIN: Gareth Ashley

Motion **APPROVED.**

7.0 Presentation on Strengthening Families and the Protective Factors Framework

Barbara DeGraaf from Strategies, a nationally recognized alliance of experienced trainers for county agencies and networks made a presentation on "Strengthening Families and the Protective Factors Framework."

More information can be found at <http://www.cssp.org/reform/strengthening-families>

8.0 Executive Director's Report

Sean Casey reported on activities since the last Commission meeting.

Commission Vacancy

Valerie Earley left her position as Child Welfare Director for the county last month. She was the Child Welfare Director since 2006 and on the Commission since 2009. Kathy Gallagher informs me that a search is underway and a replacement is expected in 4-6 months. Tomorrow, the Board is expected to approve Joan Miller as the Alternate Commissioner for Valerie's seat.

Sugar Bites

Our *Sugar Bites* campaign website was recently honored with a [2014 Communicator Gold Award of Excellence](#), bestowed by the Academy of Interactive and Visual Arts (AIVA). The annual Communicator Awards are the leading international awards program honoring excellence in marketing, advertising and communications. We received the top award for a website in the health category.

Monument first 5 Center Garden

Fifty volunteers from [Keller Williams Realty in Walnut Creek](#) transformed an unused dirt lot at the

Monument First 5 Center into a vibrant learning garden and outdoor classroom for preschoolers and their families. The event was part of [Keller Williams' annual RED Day campaign](#), a day of service for Keller Williams associates to give back to important causes in their communities.

Named the "Garden of Good Things" by staff at the First 5 Center, the garden will become an outdoor classroom and provide new programs for children and parents focused on sensory art, science, nutrition, and gardening. See the before and after pictures on our website. Classes already are underway. Last week there was a visit from the Lindsay Wildlife Museum.

"Ensuring Opportunity" Conference

About 200 people attended the Ensuring Opportunity Conference we cohosted with representatives from business, nonprofits, faith groups, policy organizations, and elected officials. It was an inspiring day, and at times, the data presented was quite surprising. Kathy Gallegher did a wonderful presentation on the situation in Contra Costa.

With our partners, the Family Economic Security Partnership and the Safety Net Task Force, we seek to jumpstart a movement to reduce poverty in Contra Costa County. To that end, we are launching the Ensuring Opportunity Campaign which is a long-term coordinated effort to cut poverty in Contra Costa County by raising awareness and building a network of committed agencies, constituents and community members to support programs and policies that address poverty. More info to follow as plans get underway.

Strategic Planning Retreat

Thanks for everyone's response to our poll – the retreat will be October 1; please block out the entire day. This will be in lieu of our scheduled meeting October 6. You'll receive written confirmation as well.

9.0 Communications

CCCERA communication

Sean Casey directed the Commission to the communication from the Contra Costa County Employee Retirement Association.

10.0 Commissioner F.Y.I. Updates

Belinda Lucey reported that she heard San Francisco Giants players reading the California First 5-sponsored PSA about the importance of reading to young children, during the radio broadcast of the game.

Commissioner Fort announced her appearance on an episode of *Check Please Bay Area* on KQED.

PJ Shelton announced that she is the moderator for Poetry Out Loud every Sunday 5:30 pm at the CCTV for The Arts & Culture Commission of Contra Costa County.

11.0 Adjourn

The meeting was adjourned at 7:35 pm.



Monday July 8, 2014

Agenda Item 3.2

Accept the Executive Committee Report from June 2, 2014 meeting.



Executive Committee

Agenda

Monday, June 2, 2014

4:00 PM

Small Conference Room
1485 Civic Court, Suite 1200
Concord, CA

1.0 Call to Order

The meeting was called to order at 4:30 pm.

In attendance: Commissioners PJ Shelton, Maria Fort, Katharine Mason; staff Sean Casey, Marnie Huddleston, Cally Martin

2.0 Public Comment

There was none.

3.0 Staff Updates

Cally Martin reported on the following activities:

We have completed assessments on 90% of sites in the first cohort of Quality Rating and Improvement System sites. We anticipate 100% completion by June 30th. About half of the programs have subsequently received site rating visits from COE. There are 40 programs participating in QRIS cohort 2.

We hired the first of two quality improvement coaches who will be working with QRIS sites on their improvement activities. Kellee Davis started today; she has mostly recently been doing child care quality work in Los Angeles.

Thirty program supervisors from First 5 contractors and other partners participated in three half-day trainings on reflective supervision, conducted by Dr. Barbara Stroud. Attendees will be designing implementation plans to sustain the practice in their organizations.

Sixty Regional Group members from West, Central and East County traveled to Sacramento May 19 to participate in the 18th Immigrant Advocacy Day to educate local elected officials about their concerns for young children and immigrant families in Contra Costa County. The regional group members were able visit the offices of Assemblymembers Nancy Skinner, Susan Bonilla and Jim Frazier, and State Senators Mark DeSaulnier, and Loni Hancock.

First 5 and the Family Economic Security Partnership were among the co-sponsors of the May 16 convening, "Ensuring Opportunity: Addressing Poverty in Contra Costa County." Over 180 people attended. Senator DeSaulnier, Supervisors Mitchoff and Gioia, EHSD Director Kathy Gallagher, incoming chair of the East Bay Leadership Council Keith Archuleta and presenters from Western Center on Law and Poverty, CA Budget Project, and the Public Policy Institute of CA all participated.

First 5 staff joined staff from our early mental health providers in co-presenting a workshop for County Mental Health staff on using First 5's Wraparound Fidelity tool in their programs, which serve families of children over 6 years. The county intends to use the tool, which First 5 created to ensure that wraparound services were being provided according to the model to which staff were trained, in all

Executive Committee

AGENDA

Monday, July 7, 2014

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children's mental health wraparound activities in the county.

Marnie Huddleston reported that First 5's auditors – Vavrinek, Trine, Day – completed their spring field work last month. After nearly a week on-site at First 5's offices they found no problems or concerns for staff to address. They will return in September to complete the fiscal audit.

4.0 Commission Updates

Sean drew the Committee's attention to an item on the Commission's agenda for the evening. Item 5 addresses an error that staff discovered in their preparation for the auditors' visit last month, namely that the fiscal year 2013-14 contract with the Contra Costa County Office of Education was never approved on the Commission's contract docket. The contracts staff was very concerned that they had missed this last year, and brought it to Sean's attention immediately upon finding it. This contract was executed last summer and the COE has been successfully carrying out the activities ever since. The Commission will be asked tonight to retroactively approve the contract, and to ratify the payments that have been made so far.

We have confirmed October 1 as the date for the Commission's strategic planning retreat. The Commission members will soon be receiving confirmation emails.

Commissioner Valerie Earley has resigned from her position as the Children and Family Services Director with the county and likewise from the Commission and the Executive Committee. Nominations Chair Belinda Lucey has suggested the Commission appoint an interim Vice Chair until the regular elections at the end of the year.

Given the sudden increase in legislative and policy activity around child care, preschool and other children's concerns, Sean suggested the Committee consider recommendation the formation of a Policy and Advocacy Committee to help support staff in advocacy efforts. The Executive Committee members gave their blessing; Sean will return at a future meeting with a plan.

5.0 Statewide Updates

Sean described the flurry of activities to include additional funding for early childhood in the state budget. The Commission will be asked tonight to consider joining a letter in support of a budget package to address childcare slot, reimbursement and quality.

6.0 Items for Consideration

There were none.

7.0 Review Agenda items for upcoming Commission meetings

The Committee reviewed possible items for the July and August meetings.

8.0 Adjourn

The Committee adjourned at 5:45 pm.



Monday July 8, 2014

Agenda Item 6.0

Consider revising the First 5 Contra Costa 2014 Employee Compensation and
Benefits Resolution



STAFF REPORT
July 8, 2014

ACTION: _____X_____

DISCUSSION: _____

Introduction:

At its April 7, 2014 meeting, the Commission established a salary range for the position of Executive Director. In anticipation of the 2014 fiscal audit review, staff ask that the Commission accept the attached revision of the 2014 Employee Compensation and Benefits resolution to reflect the Commission's previous action.

Recommendation:

Accept the revised 2014 Employee Compensation and Benefits resolution.



**EMPLOYEE COMPENSATION
AND
BENEFITS RESOLUTION
NO. 2014/001**

**Draft
July 7, 2014 Commission Meeting**

1. Compensation

It is the policy of the Commission to provide its employees with a fair and competitive compensation package. [The policy for setting compensation is described in the Commission's Consolidated Financial Policies.](#)

[Executive Director:](#) The approved salary range for the Executive Director is \$110,000 to \$160,000. The Executive Director's salary is set by the Commission.

[Employees:](#) Employees starting salaries fall within the following ranges according to classification. ~~The process for setting compensation is described in the Commission's Consolidated Financial Policies.~~

Starting Annual Salary Ranges by Classification*

Directors	\$85,233 - \$98,800
Managers, Program Officers	\$68,186 - \$87,360
Specialists, Coordinators	\$56,822 - \$70,304
Assistants II, Executive Assistant, Community Liaison	\$43,310 - \$51,917
Assistants	\$37,492 - \$45,427

*Does not include the Executive Director, whose salary is set by the Commission.

*First 5 Contra Costa has a performance increase structure. Employees are eligible, but not guaranteed to receive up to five (5) annual salary (step) increases, based upon performance, thereafter employees are no longer eligible for annual salary (step) increases. Salary increases range from 0% for lowest performance to 5% for highest performance.

2. Employment Status - Definitions

Full-Time Employees are scheduled to work 40 hours per work week.

Part-Time Employees are scheduled to work fewer than 40 hours per week.

Non-exempt Employees are eligible to be paid for overtime work in accordance with the Federal Fair Labor Standards Act (FLSA).

Exempt Employees are exempt from earning overtime compensation under the provisions of the Federal Fair Labor Standards Act (FLSA).

Intermittent Employees work on an as needed, irregular basis and who are paid by the hour, with the limited benefits specified in this Resolution.

Temporary employees/interns work for a limited period of time. Paid temporary employees/interns will be paid on an hourly basis, and offered limited benefits specified in this Resolution. Unpaid temporary employees/interns do not receive benefits.