

Memo

To: Commission Members
From: Alexander Khu
Re: May 7, 2018 **SPECIAL Commission Meeting**

Enclosed are the materials for the May 7, 2018 Special Commission Meeting which will take place as follows:

Time: 6:00 PM
Location: 1485 Civic 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
Suite 1200
Concord, CA 94520
925-771-7342 Direct
925-771-6083 Fax



Commission Meeting Agenda
SPECIAL MEETING

Monday, May 7, 2018, 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 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 April 2, 2018 meeting.

3.2 Accept the Executive Committee Report from the April 2, 2018 meeting.

3.3 Accept the Third Quarter Financial Report

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

5.0 Presentation of East County First 5 Center Plan

Action

5.1 APPROVE the project design and the bid documents, including the plans and specifications, for the remodel of First 5's commercial building located at 355 East Leland Road, Pittsburg, CA; and

5.2 AUTHORIZE the Executive Director, or designee, to solicit bids to be received on or about June 19, 2018, and issue bid addenda as needed, for clarification of the bid documents, provided the involved changes do not significantly increase the construction cost estimate.

5.3 DIRECT the Clerk of the Board to publish, at least 14 calendar days before the bid opening date, the Notice to Contractors in accordance with Public Contract Code Section 20125, inviting bids for this project; and

5.4 DIRECT the Executive Director, or designee, to send notices by email or fax and by U.S. Mail to four or more local construction trade journals at least 15 calendar days before the bid opening date.

6.0 Presentation of findings from the African American Needs Assessment Project

7.0 Presentation of findings from the 2018 Countywide Kindergarten Readiness Assessment

8.0 Executive Director's Report



9.0 Communications

None Received

10.0 Commissioner F.Y.I. Updates

11.0 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 Civic 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 May 7, 2018

Agenda Item 3.1

Approve the minutes from the April 2, 2018 Commission Meeting.



**Commission Meeting
MINUTES**

Monday, April 2, 2018, 6:00 pm
1485 Civic Court, Suite 1200
Large Conference Room
Concord, CA

1.0 Call to Order and Roll Call

Chairman Gareth Ashley called to order at 6:05 PM, followed by introductions from everyone in the room.

Commissioners in attendance were: Rocio Hernandez PhD, Secretary-Treasurer Marilyn Lucey, PJ Shelton, Vice-Chair John Jones, Supervisor Diane Burgis, Wanda Session for Dr. William Walker, and Kathy Marsh, director of Children & Families Services.

Alternate in attendance was Lee Ross.

Also present was Deputy Counsel Keiko Kobayashi.

Absent were Commissioner Dr. William Walker, Alternates Trisha Mindell, Matt Regan, Katharine Mason and Supervisor Candace Andersen.

2.0 Public Comment

Odessa Caton, district director of East County First 5 Center gave an update on the new Antioch First 5 Center site. Staff have moved in and are just awaiting the final process of certification from the Contra Costa County Fire Protection District. They anticipate the new center to open by the end of April 2018. She also informed that there is a planned open house community festival planned for Fall 2018. Odessa thanked people who helped in the process and will keep Commission informed on the satellite center's development.

3.0 Approval of Consent Calendar

A motion was made by John Jones and seconded by Diane Burgis to approve the consent calendar.

AYES: Rocio Hernandez PhD, Secretary-Treasurer Marilyn Lucey, PJ Shelton, Vice-Chair John Jones, Supervisor Diane Burgis, Wanda Session for Dr. Walker, and Kathy Marsh for Children & Families Services.

NOES: None

ABSTAIN: None

Motion was **APPROVED**.

5.0 Public Hearing on the First 5 California 2016-17 Annual Report

Gareth Ashley opened the public hearing on the First 5 California 2016-17 Annual Report.

It is a statutory requirement for First 5 Contra Costa to hold a public hearing on First 5 California Annual Report. Sean Casey reported First 5 Contra Costa highlights are on page 32 of the report. The report can be found on:

http://www.ccfc.ca.gov/pdf/about/budget_perf/annual_report_pdfs/Annual_Report_16-17.pdf

There were no questions from the floor.

Gareth Ashley closed the public hearing and asked for a motion to accept the First 5 California 2016-17 Annual Report.

Wanda Session made a motion, Kathy Marsh seconded, to accept the First 5 California 2016-17 Annual Report.

AYES: Rocio Hernandez PhD, Marilyn Lucey, PJ Shelton, John Jones, Diane Burgis, Wanda Session for Dr. Walker, and Kathy Marsh.

NOES: None

ABSTAIN: None

Motion was **APPROVED**.

6.0 Public Hearing on the First 5 Contra Costa Strategic Plan 2016-20

It is a requirement to hold public hearing on the current Strategic Plan annually.

Gareth Ashley opened the public hearing on the First 5 Contra Costa Strategic Plan 2016-20.

The Strategic Plan can be found online on the First 5 Contra Costa website:

http://www.first5coco.org/wp-content/uploads/2014/10/Strategic_Plan_Approved_10_5_15.pdf

Sean Casey reported the following:

We're coming up to the official mid-way point in our 4-year plan, at the end of the current fiscal year. Here are some of our accomplishments so far:

We said this plan would "focus our investments on strategic initiatives that build the systems, partnerships and policies that will have the most enduring impact on children's health, education and well-being." We also knew that we needed to be fiscally prudent in our direct-service investments and we prioritized those program areas that had a likelihood of systems or policy change, grounded in evidence-based practice, aligned with partners and benefitting those in greatest need. To that end --

- We re-funded our First 5 Centers for three years with an eye toward consolidating East County services into two large regional centers with possibilities for satellites and other outreach to communities
- We initiated a process to improve our outreach to and participation by African-American families in First 5 Centers and other First 5 programs, starting with a needs assessment conducted by an outside firm
- We've further blended our home visiting investment with Early Head Start to maximize the number of families being served
- We're furthering the development of the Help Me Grow system, specifically in partnership with the Contra Costa Crisis Center (provider of 211), and pediatric health providers across the county
- We've launched a train the trainer process for to develop trauma-informed capacity across multiple agencies serving children
- We've deepened the ECE Quality Matters initiative to over 160 providers serving infants toddlers and preschoolers in public and private settings.

We also indicated in our plan that there were direct-service programs that we had been funding for

several years that would not fit our ongoing priorities. Over these two fiscal years we have stepped down funding for several small-to-medium contracts, mostly in the parent education area. We gave providers flexibility in using a year's funding over two-years to allow for a soft landing, with time to make adjustments and secure new funding.

We've re-branded and re-defined our evaluation department, which is now the strategic information and planning department. We've pulled back on intensive program evaluation so that we can capture the big-picture needs of children in the County. We conducted the first countywide kindergarten needs assessment, which we'll be releasing next month.

Our regional groups are becoming a force for change in cities across the county, particularly speaking up for those families whose needs are greatest. More and more families are advocating for local changes in their parks and streets and cities are responding with meaningful investments.

There were no questions from the floor.

Gareth Ashley closed the public hearing and asked for a motion to accept the First 5 Contra Costa Strategic Plan 2016-20.

Diane Burgis made a motion and PJ Shelton seconded to maintain the First 5 Contra Costa 2016-2020 Strategic Plan without revision.

AYES: Rocio Hernandez PhD, Marilyn Lucey, PJ Shelton, John Jones, Diane Burgis, Wanda Session for Dr. Walker, and Kathy Marsh.

NOES: None

ABSTAIN: None

Motion was **APPROVED**.

Commissioner Kathy Gallagher arrived at this time.

7.0 Consider approving proposed First 5 Contra Costa Budget FY 2018-2019

Marnie Huddleston gave the following summary on the proposed First 5 Contra Costa Budget for fiscal year 2018-19.

The FY 2018-19 budget represents the third year of the Commission's 2016-20 Strategic Plan. This year the initiatives will continue to blend Proposition 10 tobacco tax and outside funding. Prop 10 revenues increased due to receiving the backfill as expected after the implementation of Prop 56. Outside funding is projected to decrease 20%. The \$14,588,681 budget is \$388,078 more than its predecessor, and draws down \$3.8 million of unrestricted fund balance.

Projected Proposition 10 tax revenue is 12% more than the previous year's budget, based on projections from the state Department of Finance. Proposition 56, the 2016 ballot initiative that raised the state tobacco tax by \$2.00 per pack, included a backfill provision that shifts funds to the Proposition 10 and other state tobacco tax accounts that are expected to lose revenue due to the higher tax. The backfill will go into full effect in FY2018-19, accounting for the increase in Proposition 10 revenue.

Revenue also includes the fourth year of First 5 California's five-year IMPACT (Improve and Maximize Programs so All Children Thrive) initiative (\$996,893), as well as continued funding from the State



Preschool Quality Block Grant (\$380,764) and the Infant/Toddler Quality Block Grant (\$54,900), all intended to sustain and deepen early learning quality systems throughout the state.

This coming year will also see the third and final \$100,000 payment from the Sunlight Giving Foundation for general support, and the final payment of the four-year Thomas J. Long Foundation grant to expand Help Me Grow (\$300,000).

This budget calls for using up to \$3.78 million of the Commission's unrestricted fund balance to make up the difference between revenue and expenditures; this use of the unrestricted fund balance continues the drawdown anticipated in the Commission's strategic planning.

Program activities will continue along the same lines as the current year, with only minor adjustments in funding. The budget includes an increase in the Family Support Initiative for additional facilities support including transitional expenses relating to the expected completion of the East County First 5 Center in Pittsburg.

External funding sources will continue to support over \$1 million of staff salaries and benefits, including a new intermittent QRIS coach position. A 3% cost of living increase for staff is recommended by the Executive Committee, based on the Bay Area consumer price index increase of 3.1% for the last 12 months.

The Commission's retirement contribution rates decreased 0.37% for Legacy members and 1.28% for PEPRA members from the prior FY. Due to the prepayment made to CCCERA several years ago, First 5 saves \$281,500 retirement costs in FY18/19.

Health benefit costs increased due to the County moving from 2-tier to 3-tier plans, which increased costs for both employees with family coverage and F5. Additionally, several staff positions have health insurance coverage that previously had not used this benefit.

Overall administrative costs increased to 10.4% of total budget. The budget includes the potential cost of moving the F5 office and the certain increase in rent for the First 5 office beginning in January, 2019.

Lee Ross asked if there was data on how much revenue was received from taxing of electronic cigarette or similar device ("vaping"). Sean Casey informed that there is no data yet on where the revenue from sales on said products are from.

PJ Shelton made a motion and Rocio Hernandez seconded to approve the proposed First 5 Contra Costa Budget FY 2018-19.

AYES: Rocio Hernandez PhD, Marilyn Lucey, PJ Shelton, John Jones, Diane Burgis, Kathy Gallagher, Wanda Session for Dr. Walker, and Kathy Marsh.

NOES: None

ABSTAIN: None

Motion was **APPROVED**.

8.0 Policy and Advocacy Report

Sean Casey reviewed legislation currently supported by the First 5 Association, including:

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AB1754 Pre-K for All Act of 2018 that would require the state to provide all 4-year old children who meet those eligibility requirements with access to early care and education programs. The bill also emphasizes the role of quality early learning and care for children aged 0-5.

AB 992, that would establish the Baby Wellness & Family Support Home Visiting Program that would require the State Department of Social Services to award funds to counties for the purpose of implementing voluntary maternal, infant and early childhood home visiting programs.

One that was not on the packet but will soon be included on the list is **SB 982** introduced by Senator Mitchell. This senate bill endeavor to end childhood deep poverty in the CalWORKs program by setting a floor for grants at 50% of the federal poverty line. The current maximum grant for a family of three is \$714 or 41 percent of the FPL. However, most families receive less than the maximum grant (averaging \$556 per month).

AB 2303 introduced by ASM Thurmond taxing private prisons hopes to help create funds for prevention programs that decrease likelihood that an individual will come into contact with the criminal justice system.

Marilyn Lucey asked if any of the bills updated are being applied to divert people from ending up in prison in Contra Costa County.

Supervisor Diane Burgis informs that although no updated data yet, Contra Costa County currently has the lowest detainee level among the San Francisco Bay Area counties. She mentioned that the county is strengthening the diversion program. She encouraged Commissioners to call her district office for further data.

PJ Shelton mentioned that she can get that information from the Contra Costa College afterschool probation program outlining data from adult male & female (aged 18 and over).

Rocio Hernandez mentioned **AB 109's** implementation to advocate on behalf of children with severe emotional disturbance & their families.

Supervisor Burgis encouraged participating in legislative visits as a way to support and educate.

Sean Casey invited Commissioners to join him this year with Deputy Director Ruth Fernandez and Strategic Information officer Sarah Crow on legislative day on May 2nd at the State Capitol.

9.0 Executive Director's Report

Sean Casey reported:

Tracy Irwin, our long-time Public Affairs Manager, is leaving First 5 Contra Costa at the end of April. After 17 and-a-half years she is ready to move on to the next thing. She has been a stalwart here since she was hired, among the original staff in 2000. If you know anything about First 5 Contra Costa, it's probably because of Tracy, who has done more than any of us to make sure First 5 Contra Costa is known, recognizable and respected. Her high value on content and artistic quality has resulted in what I consider to be the best local publications in the First 5 world. With every project she has taken on she has striven for the highest level of impact, whether it's the monthly newsletter, or one of our high-profile public

information campaigns. As a strategist, she has always been my sounding board, and has, on seemingly a daily basis, made me a better Director. We will miss her.

We have opened the position for her replacement, which we are calling a Communications Manager. We also have open positions for a research analyst and an additional QRIS coach. You may find all of these on our website.

On the East County First 5 Center project, we are working on renovating the building we bought last fall in Pittsburg to be our largest First 5 Center to date. Since the beginning of the years we have worked closely with our architect on a functional and attractive design that fits what families like about our Centers: places to go to learn about children, meet other parents, and become better parents.

Last week we received the result of the first cost estimation based on the schematic design from our architect. We had been warned going in that this was a difficult time for construction in the Bay Area, not helped by disasters in California and beyond in the last year. We knew our construction costs would be high and hoped they would not be too far over \$1 million. With the estimate last week our concern now is to keep it at \$2 million. The cost estimator made some conservative judgments based on the market and on the relatively small size of the project. We've talked with the architect and with our project manager, who were also surprised and the estimate. The architect did a pass through the design, taking out many features keeping the look fairly plain and institutional and still did not come out below \$1.5 million. Our project planner is talking to a few contractors and estimators to see if their sense of the market aligns with our estimate.

I had hoped to pitch to several foundations the possibility of capital support for this project, hoping to cover 50% of the renovation cost. Those I have talked to have not said "no" but there is work to do to get to "yes."

In short, this will cost us more than we expected. We still believe this is a worthwhile project for us to do, as we believe the East County families need that place. We think they deserve a place that's more appealing than a typical social service provider's. And I want to stress the legacy aspect of this investment in a property the Commission will own for years into the future.

Next month, we will need to hold a special meeting, May 7th, to accept the construction documents and authorize staff to launch the bid process. Perhaps we will have more news on the cost figures then, learning as we work with them in the weeks ahead. But I wanted to give you advance notice and a chance to weigh in with any concerns you may have about what you're hearing and about how we go about doing this.

Wanda Session asked if we had any input yet from the local families and communities, providers and they would like to include?

Sean informed that families and community members and providers indeed had been consulted in the design process, and the renovation hoped to provide infants and toddlers and parents the indoor space for play and socializing.

Gareth mentioned that there were many important components that went into the structural design of the interior that would allow natural lighting and indoor activities for the community.

PJ Shelton offered information on possibly including work with the college youth employment and see if that would work out.

10.0 Communications

A flyer in the packet that highlighted the Community Engagement programs accomplishments and achievements in calendar year 2017. The flyer was created by Tracy Irwin.

11.0 Commissioner F.Y.I. Updates

Rocio Hernandez shared that she is currently exploring options for lower cost Early Childhood Education units for both Bachelor of Arts & Masters' Programs with University Of the People.

She also informed Commission that she is currently collecting data for Viva Contra Costa Latino Health Policy Data & Action Guide.

12.0 Adjourn

The meeting was adjourned at 7:05 PM



Monday May 7, 2018

Agenda Item 3.2

Accept the Executive Committee Report from April 2, 2018



Executive Committee

MINUTES

April 2, 2018

4:30 p.m.

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

1.0 Call to Order

Meeting was called to order at 4:43 p,

In attendance were Commissioners Gareth Ashley, John Jones, Marilyn Lucey, Lee Ross; staff Sean Casey, Ruth Fernandez, Marnie Huddleston, Shawn Garcia

2.0 Public Comment

There was none given.

3.0 Staff Updates

Ruth Fernandez provided the program update:

Community Engagement

Park Renovations: The ECRG will release its assessment on Bay Point park conditions and present findings to the Bay Point MAC in April. The WCRG held a ribbon cutting and celebration at Davis Park in San Pablo. This is the seventh neglected park the Regional Groups have secured funds to renovate in the county.

Housing Survey: The CCRG launched a survey in Concord to assess housing needs facing local families and to determine policy solutions; so far 500 have been completed! Completed surveys go to Gabi.

District Elections: The Regional Groups have been participating in efforts to define new electoral districts in Antioch and Concord that provide more equitable representation for families with young children. In Concord, the City Council voted to designate one of its five districts just for the Monument community.

Upcoming Training: The CE team will conduct a series of trainings this spring/summer with Regional Group members to explore principles of cultural humility, shared struggles/resilience, and implications for diverse base-building.

Early Childhood Education:

Executive Committee

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New Coach: We're hiring a new Quality Improvement Coach. This position will be funded through 2019.

QM Ratings on Hold: Quality Matters ratings are on hold until the County Office of Education hires a new Site Quality Reviewer. We hope ratings will continue in May. Ratings will be delayed this year because of staffing changes.

Early Intervention:

National HMG Conference: Wanda and Liliana will lead a presentation at the **national HMG conference** in Seattle in April about our new Help Me Grow campaign and creative outreach strategies. They also are presenting a poster on the developmental playgroups.

New HMG Campaign: The new, bilingual Help Me Group campaign to promote HMG as a trusted resource parents can turn to for any parenting question will launch in June. It includes paid media ads (BART, buses, digital), collateral materials (posters, brochures, postcards), a new website (helpmegrowcoco.org), social media, and giveaway items.

Family Support:

Antioch First 5 Center: One last inspection is still needed before the new site (300 H Street) can open. We hope it will open by May 1st. April classes in Antioch have been moved to the Nick Rodriguez Center until then. Find the calendar on our website. We're planning a grand opening in September. More details to come shortly.

East County First 5 Center: We will be presenting our plans and construction budget at the May Commission meeting. Look for outreach materials soon about the new site.

4.0 Commission Updates

District 1 Commissioner informed us that she is stepping off the Commission, as she and her family are moving out of the area. We have notified Supervisor Gioia's office and will be helping them identify a replacement.

Because of the construction schedule for the East County First 5 Center, we will need to have a special Commission meeting May 7 in order to approve the construction documents and authorize the bid process. Staff will poll the Commission to ensure that we will have a quorum.

5.0 Statewide Updates

The First 5 Association has launched Phase 2 of our statewide network-building process. We are working with the Phase 1 consultants to build out a nine-day "leadership institute" for First 5 Executive Directors and, eventually, other staff as well. The Association is also hiring a Network Manager to provide more direct support and coaching for Executive Directors around

Executive Committee

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the state.

The annual First 5 California Summit will be held in Glendale next week. Supervisor Burgis and Commissioners John Jones and PJ Shelton are attending; Strategic Information and Planning Manager Sarah Crow is participating in a panel on using Kindergarten Readiness data.

6.0 Items for Consideration

6.1 Presentation on results of Executive Director compensation survey

The Executive Committee, at the conclusion of the last performance review cycle, asked staff to conduct a survey comparing First 5's Executive Director compensation with that of comparable agencies. Staff commissioned Koff and Associates to conduct a total compensation survey.

Georg Krammer from Koff and Associates presented the findings to the Executive Committee. Because of the unique nature of First 5 organizations, the consultant ended up reviewing compensation at nine similarly sized First 5s, both within the Bay Area and beyond. The survey looked at the highest possible salaries and benefits in each agency, even if they are not what the current occupant receives. The survey found that Contra Costa's executive compensation is competitive, exceeding the mean in both salary and total compensation, with other, similarly-sized First 5s.

6.2 Review updated process for Executive Director performance review

Staff reviewed with the Committee the schedule for this year's executive performance review, which includes a closed session meeting in June and a report to the Commission at the July meeting.

7.0 Review agenda items for upcoming Commission meetings

May 7 special meeting:

- Presentation A-A Needs Assessment
- Presentation KRA findings
- Accept and approve construction docs for ECF5C
- Authorize staff to launch the construction bid process

June regular meeting

Approve the 2018-19 contracts docket

8.0 Adjourn The meeting was adjourned at 5:32 pm.

Executive Committee

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Monday May 7, 2018

Agenda Item 3.3

Accept the Third Quarter Financial Report

FIRST 5 CONTRA COSTA CHILDREN AND FAMILIES COMMISSION		FY17/18 Budget			FY17/18 Third Quarter Revenue and Expenditures				
		F5 Contra Costa Funds	Other Funds	Total Budget	F5 Contra Costa Funds	Other Funds	Total Revenue and Expense	% of Budget	
Line #	REVENUE								
1	Prop 10 - Tax Apportionment	7,022,011		7,022,011	5,269,967		5,269,967	75%	1
2	First 5 California IMPACT	-	1,040,852	1,040,852		467,642	467,642	45%	2
3	COE/Preschool QRIS Block Grant	-	412,431	412,431		303,783	303,783	74%	2
4	COE/Infant Toddler Block Grant	-	-	-		175,307	175,307	-	2
5	Thomas J Long Foundation Help Me Grow	-	700,000	700,000		1,297,500	1,297,500	185%	3
6	Sunlight Giving	-	100,000	100,000		100,000	100,000	-	
7	Interest Income	165,000		165,000	162,813		162,813	99%	
8	MHSA/CE and other grant income	-	167,250	167,250		354,486	354,486	212%	4
TOTAL REVENUE		7,187,011	2,420,533	9,607,544	5,432,780	2,698,718	8,131,498	85%	
9	Fund Balance	4,570,884	22,175	4,593,059	1,997,424	(1,072,760)	924,664	20%	
TOTAL REVENUES AND FUND BALANCE		11,757,895	2,442,708	14,200,603	7,430,204	1,625,959	9,056,162	64%	
PROGRAM									
Initiatives		7,100,447	1,399,628	8,500,075	4,448,835	896,115	5,344,949	63%	
10	Early Care and Education Initiative								
11	Professional Development	911,556	140,000	1,051,556	615,303	960	616,263	59%	
12	Early Learning Quality	64,000	736,278	800,278	721	508,841	509,562	64%	
13	Literacy	244,942	25,000	269,942	132,627	25,000	157,627	58%	
14	Total	1,220,498	901,278	2,121,776	748,651	534,801	1,283,452	60%	
15	Family Support								
16	First 5 Centers	2,483,710		2,483,710	1,693,150		1,693,150	68%	
17	Home Visiting	1,200,000		1,200,000	810,000		810,000	68%	
18	Training and support	25,200		25,200	5,858		5,858	23%	
19	Total	3,708,910		3,708,910	2,509,008		2,509,008	68%	
20	Early Intervention								
21	Therapeutic Services	172,250	77,250	249,500	63,534	50,333	113,866	46%	
22	ECE Consultation	1,022,972		1,022,972	690,507		690,507	68%	
23	Help Me Grow	352,350	360,600	712,950	155,250	263,877	419,127	59%	
24	Children at Risk of Stress orTrauma	173,412		173,412	132,267		132,267	76%	
25	Training and Consultation	23,555		23,555	11,539		11,539	49%	
26	Total	1,744,539	437,850	2,182,389	1,053,097	314,210	1,367,306	63%	
27	Community Information and Education								
28	Public Information	261,500	50,000	311,500	48,403	17,500	65,903	21%	5
29	Community Engagement	160,000	10,500	170,500	88,902	29,604	118,506	70%	
30	Family Economic Stability	5,000		5,000	774		774	15%	
31	Total	426,500	60,500	487,000	138,079	47,104	185,183	38%	
32	Program Expenses								
33	Program Salaries & Wages	1,195,699	632,799	1,828,498	787,592	452,144	1,239,736	68%	6,7
34	Program Employee Benefits	651,606	327,457	979,063	425,654	233,192	658,846	67%	7
35	Office Overhead and Other Expenses	386,456	1,450	387,906	181,905	675	182,580	47%	
36	Total	2,233,761	961,706	3,195,467	1,395,151	686,011	2,081,162	65%	
37	TOTAL PROGRAM	9,334,208	2,361,334	11,695,542	5,843,986	1,582,126	7,426,111	63%	
STRATEGIC INFORMATION & PLANNING									
38	Evaluation Salaries & Wages	349,991	12,167	362,158	250,751	13,758	264,509	73%	7
39	Evaluation Employee Benefits	181,524	6,965	188,489	119,834	6,575	126,409	67%	7
40	Professional Services	474,748	22,500	497,248	274,778	23,500	298,278	60%	
41	Purchased Services and Supplies	31,118		31,118	20,698		20,698	67%	
42	Office Overhead and Other Expenses	38,447		38,447	30,573		30,573	80%	
43	TOTAL EVALUATION	1,075,828	41,632	1,117,460	696,634	43,833	740,467	66%	
ADMINISTRATION									
44	Administrative Salaries & Wages	618,444	23,845	642,289	461,683		461,683	72%	7
45	Administrative Employee Benefits	343,463	15,897	359,360	226,390		226,390	63%	7
46	Professional Services	121,000		121,000	80,052		80,052	66%	
47	Purchased Srvcs, Equip Lease, Supplies	143,902		143,902	49,648		49,648	35%	
48	Office Overhead	121,050		121,050	71,811		71,811	59%	
49	TOTAL ADMINISTRATION	1,347,859	39,742	1,387,601	889,584		889,584	64%	
50	TOTAL EXPENDITURES	11,757,895	2,442,708	14,200,603	7,430,204	1,625,959	9,056,162	64%	

Distribution of expenses by department:	Program	82%
	SIP	8%
	Administration	10%
	Total	100%

NOTES:

- 1
- Estimate of Prop 10 income - March not posted
- 2
- Grant income equals expenditures to date
- 3
- \$1,297,500 Long HMG funds received; y-t-d spent \$559,153, \$738,347 to fund balance
- 4
- Other income includes \$213,750 in Community Engagement grants
- 5
- HMG public media campaign rolling out at end of fiscal year
- 6
- Program staff positions vacant(1) and on leave (2) throughout year
- 7
- Staff salaries and benefits paid with grant funding = \$740,000

Fund Balance as of 6/30/2017:	
Nonspendable	346,507
Prepays and Deposits	132,507
Loans Receivable - Brighter Beginnings	214,000
Restricted	424,092
Long Foundation - Help Me Grow	424,092
Committed	841,227
Capital Assets	841,227
Assigned	5,004,362
Elimination of FY17/18 Budget Deficit	4,570,884
Leases	433,478
Unassigned Funds	19,551,762
Contingency Fund	7,500,000
Unassigned	12,051,762
Total Fund Balance	26,167,950



Monday May 7, 2018

Agenda Item 5.0

Presentation of the East County First 5 Center Plan



**Staff Report
May 7, 2018**

ACTION: x
DISCUSSION:

TITLE: Approve design and bid documents, and Authorize Executive Director or designee to solicit bids for the East County First 5 Center at 335 Leland Road, Pittsburg, CA

Background:

At its October 2, 2017 meeting, the Commission approved the purchase of the property at 355 East Leland Road, in Pittsburg, for the purpose of establishing a new East County First 5 Center on the premises. At 6900 square feet the site will be the largest of the First 5 Centers and will accommodate the central office for East County home visitors as well.

The Commission's architect, Loving, Campos and Associates, has worked with First 5 staff, First 5 Center staff and community members to create a floor plan that is both highly functional and attractive to families. LCA will also administer the bid process. The construction market is especially competitive at this time. We expect bids to be received by mid-June.

Recommendation(s):

- (a) APPROVE the project design and the bid documents, including the plans and specifications, for the remodel of First 5's commercial building located at 355 East Leland Road, Pittsburg, CA; and
- (b) AUTHORIZE the Executive Director, or designee, to solicit bids to be received on or about June 19, 2018, and issue bid addenda as needed, for clarification of the bid documents, provided the involved changes do not significantly increase the construction cost estimate; and
- (c) DIRECT the Clerk of the Board to publish, at least 14 calendar days before the bid opening date, the Notice to Contractors in accordance with Public Contract Code Section 20125, inviting bids for this project; and
- (d) DIRECT the Executive Director, or designee, to send notices by email or fax and by U.S. Mail to four or more local construction trade journals at least 15 calendar days before the bid opening.



FIRST 5
CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

East County First 5 Center

LCA Architects 17098

SCHEMATIC DESIGN SET

2 / 15 / 2018

#17098 | B08



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**RM.C02 HALLWAY
OUTSIDE RM. 114
LOOKING EAST**

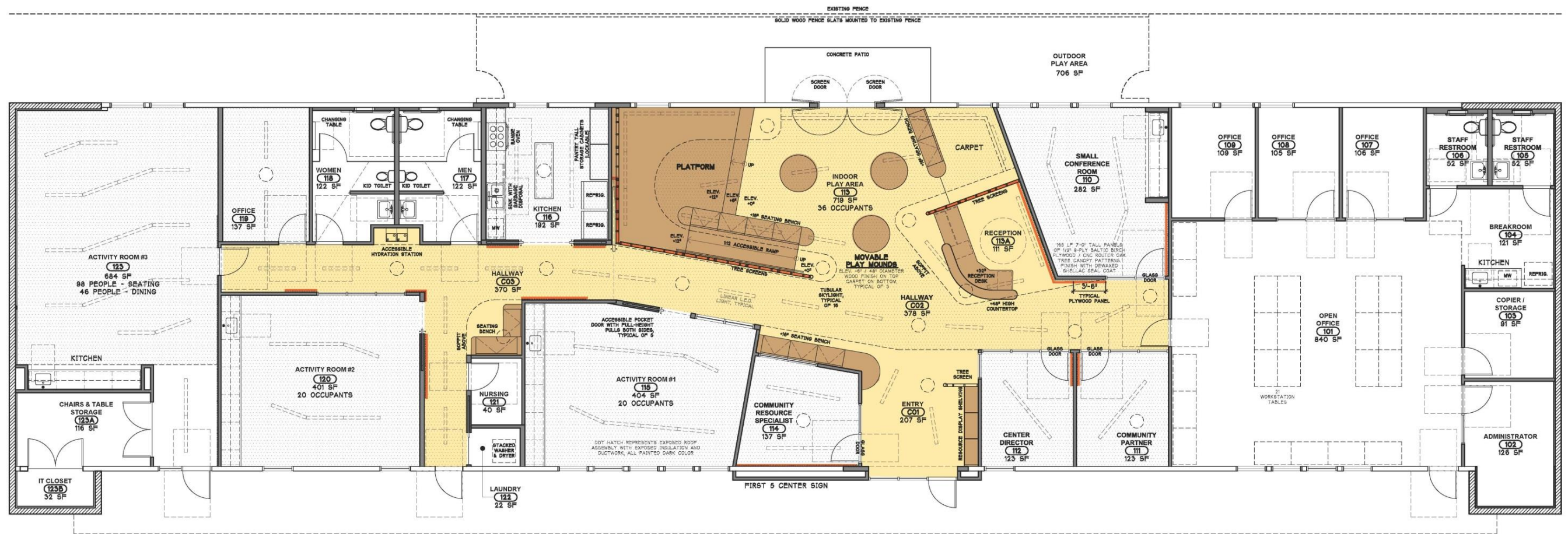


RM.113 INDOOR PLAY AREA
LOOKING WEST TOWARDS
PLATFORM



RM.C03 HALLWAY
OUTSIDE RM. 116
LOOKING WEST





FLOOR PLAN

355 E LELAND ROAD, PITTSBURG, CA 94565

SCHEMATIC DESIGN
2 / 15 / 2018

SCALE: 3/16" = 1'-0"

