

Memo

To: Commission Members
From: Alexander Khu
Date: Monday December 3, 2018
Re: December 3, 2018 Commission Meeting

Enclosed are the materials for the December 3, 2018 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.

This year, the barrel from the Food Bank of Contra Costa & Solano County will be available for food donations. Please consider bringing in non-perishable food in its unbreakable containers. NO GLASS contained food in the barrel.

The Food Bank's most needed items are:

- Canned Meat, Fish & Soups
- Canned Ready to Eat Meals
- Canned Vegetables & Tomato Products
- Peanut Butter
- Iron Rich Cereal (45% or more of daily value)
- 100% Fruit Juice (48 ounces or smaller quantity plastic containers)
- Dry Beans
- Enriched Rice or Pasta
- Powdered Milk

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

Monday, December 3, 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 October 15, 2018 meeting.

3.2 Accept the Executive Committee Report from the October 15, 2018 meeting.

3.3 Accept the FY 2018-2019 First Quarter Financial Report

3.4 Consider approving the updated First 5 Contra Costa Employee Compensation and Benefits Resolution.

3.5 Considering accepting the terms and conditions of the five-year, \$1,160,000 grant from the Dean and Margaret Leshner Foundation to support the "Ready Community, Ready Schools, Ready Families" project.

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

5.0 Recognize First 5 staff who have surpassed milestones and appreciate the entire staff for their continuing dedication and accomplishment.

6.0 Recognize Wanda Session's 8 years of service to First 5 Children & Families Commission.

7.0 Presentation of the 2018 Year in Review

8.0 Annual Report to First 5 California for Fiscal Year 2017-2018.

Action

- (a) Public Hearing on First 5 Contra Costa's Annual Report for Fiscal Year 2017-2018
- (b) Adopt the Annual Report to First 5 California for Fiscal Year 2017-2018



- 9.0 Contract Amendment No. 3 to Agreement for Architectural Design Services for Renovation of Commission's Property at 355 E. Leland Road, Pittsburg, CA** **Action**
- 10.0 Consider approving the Slate of Officers of the Commission for 2019:** **Action**
Chair: Gareth Ashley
Vice-Chair: John Jones
Secretary / Treasurer: Marilyn Lucey
Additional Non-Voting Member: Lee Ross
- 11.0 Consider approving the standing meetings for 2019** **Action**
- 12.0 Executive Director's Report**
- 13.0 Communications**
None Received
- 14.0 Commissioner F.Y.I. Updates**
- 15.0 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 December 3, 2018

Agenda Item 3.1

Approve the minutes from the October 15, 2018 Commission Meeting



**Commission Meeting
MINUTES**

Monday, October 15, 2018, 6:00 pm
1485 Civic Court, Suite 1200
Large Conference Room
Concord, CA

1.0 Call to Order and Roll Call

Chair Gareth Ashley called meeting to order at 6:00 PM, followed by introductions from all attendees.

Commissioners present were: Marilyn Lucey, PJ Shelton, John Jones, Supervisor Diane Burgis, Wanda Session for Dr. Christopher Farnitano, Katharine Mason for Kathy Gallagher, and Roslyn Gentry for Kathy Marsh.

Alternates present were: Lee Ross and Matt Regan.

Absent were: Kathy Gallagher, Kathy Marsh and Alternate Supervisor Candace Andersen.

2.0 Public Comment

There were no comments from the public.

3.0 Approval of Consent Calendar

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

AYES: Marilyn Lucey, PJ Shelton, John Jones, Supervisor Diane Burgis, Wanda Session for Dr. Christopher Farnitano, Katharine Mason for Kathy Gallagher, and Roslyn Gentry for Kathy Marsh.

NOES: None

ABSTAIN: None

Motion was **APPROVED**.

District 2 Alternate Commissioner Monica Merrill arrived at this time.

5.0 Consider accepting the Fiscal Year 2017-2018 Financial Audit.

The Chair opened the public hearing on the First 5 Contra Costa Annual Financial Audit 2017-2018. The report was given by auditor James Ramsey of the accounting firm Vavrinek, Trine, Day & Co.

Highlights of the reports as follows:

- 1) The independent auditors determined that the financial statements were fairly presented.
- 2) The auditors determined that the new requirements for accounting of post-employment benefits were met and presented appropriately.
- 3) The Commission received the highest form of opinion, an unmodified opinion on all financial statements, with no findings. There were no material weaknesses and no issues with internal controls. And no instances of non-compliance were found.



There were no questions from the floor.

Chairman closed the public hearing on the FY 2017-2018 Financial Audit.

Dr. Rocio Hernandez arrived at this time.

A motion was made by PJ Shelton and seconded by Marilyn Lucey to accept the Annual Financial Audit for FY 2017-2018.

AYES: Marilyn Lucey, PJ Shelton, John Jones, Supervisor Diane Burgis, Wanda Session for Dr. Christopher Farnitano, Katharine Mason for Kathy Gallagher, and Roslyn Gentry for Kathy Marsh.

NOES: None

ABSTAIN: Rocio Hernandez

Motion was **APPROVED**.

6.0 Presentation of new initiative and grant from the Dean and Margaret Lesher Foundation to deepen community efforts to increase school readiness in East County

Melissa Stafford Jones, Executive Director of the Dean and Margaret Lesher Foundation gave the following presentation with Sean Casey on the new initiative and grant from the Lesher Foundation.

One of the Lesher Foundation's core values is education, especially for children who come from low-income families. The Foundation's is looking at addressing the opportunity gap that is evident in third grade reading scores and other measures. A new opportunity for the Foundation is to focus on early childhood support and education in Contra Costa. Because of the ongoing population growth in East County, particularly that families with young children, the foundation's strategic focus is to continue to support expansion of non-profit capacity in East Contra Costa.

The Foundation is establishing a new partnership with First 5 Contra Costa by making a 5-year grant of \$1.1 million to launch of a new initiative to increase school readiness of East County children and transform the region into one that prioritizes early childhood development and early literacy. First 5 will concentrate its existing efforts and build new community partnerships and expansion of evidence-based programs and services to support families with young children.

Wanda Session asked if First 5 Contra Costa had outlined plans on how to begin the community efforts to increase school readiness in East County. Sean responded that the grant includes an initial planning period to research other communities that have taken similar efforts in raising school readiness activities in their region. We will begin in the city of Pittsburg and eventually move throughout east county.

Melissa added that the effort of getting everybody to participate would probably reveal more opportunities. One of the things that we are working on is a very small project with Children Now and the Contra Costa Economic Partnership to pull together additional data on the opportunity gap for our young children.



Matt Regan asked with the migration of many families to the east part of the county, do we know what percentage of children ages zero to five are we looking at? Sarah Crow, Strategic Information Planning Manager, informed that data will be coming soon.

Diane Burgis thanked the Dean and Margaret Leshner Foundation for their grant. We are grateful for this partnership and opportunity.

John Jones thanked Melissa and the Leshner Foundation. He informed that East County is the region where young families move to start. East County is a great example of the impacts of all the things in our society that can hit a community. If this works well, it will be a great test case for other counties as well. And it affects more than just early education, but it affects housing and health, transportation etc. The challenges are there as we continue to reach out to the greater reaches of the County.

7.0 Presentation on 2018 legislative results pertaining to children 0-5 and their families

Sarah Crow gave the following presentation.

We just finished the 2018 leg cycle. Overall this is a good year for early childhood. We won a lot of new Childcare slots through the budget process. Better CalWORKs grants.

Highlights include:

SB1004 (Weiner) – The Mental Health Services Act: Prevention and Early Diagnosis. This bill would further define that MHSA Prevention Early Intervention must be spent across four primary categories including Childhood trauma prevention and early intervention, Outreach, Early psychosis and mood disorder detection, and other programs that the commission identifies.

AB 605 (Mullen) – Day Care Centers: Birth to first grade license option. This bill would require the Department of Social Services to adopt regulations by January 2019 to develop and implement a birth to entering first grade license option for day care centers. The bill will require the regulations to include age-appropriate transition times, a requirement that a single integrated license option list the age groups of children being served at the day care center, and a requirement that all other licensing regulations that apply to a day care center shall also apply to a birth to entering first grade license option.

AB 11 (McCarty) – Relating to Medi-Cal: Developmental Screenings. This bill adds language to existing law requiring the administration of developmental screenings in alignment with the Bright Futures periodicity schedule, for all children, zero to three, who are enrolled in Medi-Cal.

AB 2626 /9Mullin) -- Child Care and Development Services Act. This bill would make a number of changes to family eligibility, contracting and professional supports to help counties capture more funding allocated to child care each year.

8.0 APPROVE and AUTHORIZE the Executive Director or his designee to execute a 3-year lease agreement with one 3-year renewal option with 1485 Civic, LLC for a 9,232 square foot suite located at 1485 Civic Court, Suite 1200, Concord, CA.

Sean reported that in 2007, First 5 Contra Costa entered into a lease with the owners of 1485 Civic Courts, Suite 1200, Concord CA for 64-month term lease with one option to extend the lease for 5 years. The lease was later amended on September 6, 2013 to revise the termination date to December

31, 2018. The new lease is scheduled to commence January 2019. It will have an initial term of 3 years with one option to renew for 3 additional years. The monthly rent will be \$2 per square foot with 3% annual increases thereafter. Total financial impact of the 3-year lease is \$684,844.53. If the additional 3-year renewal option is executed, the total 6-year financial impact is \$1,433,192.64.

Katharine Mason made a motion, seconded by PJ Shelton to approve and authorize the Executive Director or his designee to execute a 3-year lease agreement with one 3-year renewal option with 1485 Civic, LLC for a 9,232 square foot suite located at 1485 Civic Court Suite 1200, Concord, CA.

AYES: Dr. Rocio Hernandez, Marilyn Lucey, PJ Shelton, John Jones, Supervisor Diane Burgis, Wanda Session for Dr. Christopher Farnitano, Katharine Mason for Kathy Gallagher, and Roslyn Gentry for Kathy Marsh.

NOES: None

ABSTAIN: None

Motion was **APPROVED**.

9.0 APPROVE and AUTHORIZE the Executive Director or his designee to execute a 1-year lease agreement with two 1-year renewal options with 1485 Civic, LLC for approximately 195 square foot suite located at 1485 Civic Court, Suite 1339, Concord, CA.

Sean reported that on June 1, 2015, First 5 Contra Costa entered into a one-year lease to rent 315 square foot suite located at 1485 Civic Court, Suite 1476, Concord CA ("Suite 1476"). The lease contained an option to extend the term for one year. First 5 exercised its option to extend the lease on April 29, 2016, thereby extending the term to May 31, 2017. On June 1, 2017, First 5 entered into a new lease for Suite 1476 with an expiration date of December 31, 2018. The suite is used to store Help Me Grow program supplies and materials and serves as an additional small meeting room space. The total financial impact for the lease if renewal options are executed is \$18,000.00.

This space is 100% funded by HMG funds.

AYES: Dr. Rocio Hernandez, Marilyn Lucey, PJ Shelton, John Jones, Supervisor Diane Burgis, Wanda Session for Dr. Christopher Farnitano, Katharine Mason for Kathy Gallagher, and Roslyn Gentry for Kathy Marsh.

NOES: None

ABSTAIN: None

Motion was **APPROVED**.

10.0 Executive Director's Report

Sean gave the following report:

September 29: A Great Day. At our last meeting I mentioned all the things we would be doing at the end of September, particularly on Saturday, the 29th. It turned into a great day, indeed. Ruth Fernandez and I started at 9:00 in Richmond for the Richmond parks assessment that the WCRG did, with the HAB45 Collaborative and staff from the City of Richmond. It was a fantastically organized operation in which residents formed five groups and fanned out across the city in pre-designed routes, with transportation provided by the City, so that all 25 parks could be assessed in one day. A great job by our community engagement team to pull it off.



Then we were off to Antioch, where another great team comprised of our family support staff and those of Aspiranet put together a fantastic street fair on a couple block of 2nd St, with tents for all kinds of programs and activities for families and children. Lamar Thorpe emceed a program of speakers including two very inspiring parents. Then Gareth Ashley cut the ribbon on the new First 5 Center site and everyone had fun thereafter. Over 400 adults and 200 children attended. Several folks from the community mentioned how appreciative they were that we were still in the neighborhood. The Mayor and City Council were in attendance as well as the City Manager with his grandkids.

And that was only a day after we “broke ground” on the Pittsburg F5C site which was a fun party also, with Aspiranet staff and a number of families with kids from the Bay Point site. District Attorney Diana Becton said a few words and expressed genuine appreciation for our work. She sent her Deputy to the Antioch celebration the next day.

The week after, FESP sponsored an educational forum with the state director of the League of Women Voters on a few of the state propositions that could have implications for families. Last week the CCRG, with other local sponsors, held a candidates’ forum in the Monument Corridor area for the two running in the new district election for City Council.

On October 16 and 17, several of First 5 Staff, including Commission members Lee Ross, Marilyn Lucey, and Katharine Mason will be attending the 2018 ACEs Conference in San Francisco. This event brings together a national audience of agencies and policymakers addressing childhood trauma and its effects throughout the life course. Wanda Davis has created an interactive poster presentation illustrating the process for developing resilience in children that is described in the early childhood trauma training course that we have developed with WestEd. (handout) We recently presented the second training day of that course – Trauma 102 – for which we had about 40 providers from various settings who work with young children. We had a pretty long waiting list as well, so we hope to do it again soon.

Finally, our Help ME Grow program was selected by the HMG National Center to participate in a nationwide Community of Practice (COP) for select HMG affiliates across the nation enhancing their integration of HMG system in the early learning sector HMG Contra Costa was one of 9 selected HMG systems. There are over 40 HMG systems across the nation and 28 states represented.

11.0 Communications

There were none.

12.0 Commissioner F.Y.I. Updates

The following updates:

Diane Burgis shared that she attended the First 5 Antioch Grand Opening. She thought that organizers did a great job. The event was very family friendly very celebratory, very well represented about what we all do.

Dr. Hernandez reported that the city of San Pablo police department got one of the state grants for tobacco cessation. In an attempt to partner with them on possible future projects, Dr. Hernandez arranged for the Police Department to meet with Alexina Rojas, director of West County First 5 Center and let them know more about what we do. This initial meeting resulted into the co-hosting of an upcoming event for Wednesday October 17 from 5 to 7 pm, for a Health and Safety fare at the First 5



Center in San Pablo for the community to meet with the local Police Department, and to have a better understanding of the First 5 Community.

13.0 Adjourn

The next meeting will be on December 3, 2018.

The meeting was adjourned at 7:01 PM.



Monday December 3, 2018

Agenda Item 3.2

Accept the Executive Committee Report from the October 15, 2018 meeting



Executive Committee

Special Meeting

MINUTES

October 15, 2018

5:00 p.m.

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

1.0 Call to Order

Present: Commissioners Gareth Ashley, John Jones, Marilyn Lucey; Alternate Commissioner Lee Ross; staff Sean Casey, Marnie Huddleston, Ruth Fernandez.

Also present: James Ramsey, Vavrinek, Trine, Day

2.0 Public Comment

None given

3.0 Staff Updates

Ruth Fernandez highlighted a few of the many activities from previous months:

New QRIS Rater: We're excited to welcome Gail Benson, Early Learning Project Supervisor and QRIS Rater for Quality Matters (QM). Gail is housed in the Contra Costa County Office of Education and began in this role in early August. Also, the QM Initiative is excited to welcome 43 new QRIS programs for the 2018-19 program year; these programs will be rated in May-June 2019. From these new sites: 18 are private centers, 22 are family child care providers, and 3 are state preschool programs. Assessments for all new and returning programs to be rated this year will start in November.

Transforming Stress and Trauma: Healing Organizations Training Series: Wanda Davis, EI Program Officer co-facilitated two successful trainings for a diverse group of 18 local community organizations with 75 participants total. A total of three trainings (8/8, 8/16, and 8/30) were scheduled due to the high demand for trauma inform system trainings.

Day of Action and Culture: October 20th Central County

The CCRG is organizing a *Día de los Muertos* themed event at Ellis Lake park to draw more attention to the housing needs of Concord families and to bring families to the park for a fun-filled day of grassroots action, cultural activities, and park use. The event is intended to build on the legacy of our ancestors whose advocacy and sacrifice led to the progress we enjoy today. We will inspire children and families to continue that advocacy for safe, healthy and equitable communities. The event will take place from 11:00AM to 1:00PM.

4.0 Commission Updates

The Executive Committee will discuss issues regarding the operation of the Commission.

5.0 Statewide Updates

Staff will update the Committee on statewide activities pertaining to children 0-5, including the activities of the First 5 Association of California, First 5 California, and other statewide advocacy groups.

Executive Committee Special Meeting

MINUTES

October 15, 2018

Page 1 of 2



6.0 Items for Consideration

6.1 Presentation of fiscal audit for the year 2017-18

James Ramsey provided the results of the FY 2017-18 fiscal audit. He reported a clean opinion, with no difficulties with management and no findings. He appreciated the efficient support of First 5 staff in preparing materials for their review. The Committee thanked him for his work.

6.2 Review proposed changes to the 2019 employee benefits resolution

Shawn Garcia reported that there will be only minor changes to the benefits resolution next year, only incorporating the updated health benefits premiums and updated staff titles in the chart of salary ranges.

6.3 Review proposed Commission calendar for 2019

Sean reviewed the meeting calendar for 2018. Given that several meetings are now on the second Monday of the month, John Jones suggested that the standard meeting time be moved to the second Monday for all months that the Commission meets, for consistency and less confusion. Staff will check on whether this affects existing budgeting and contracts timelines and will bring the proposal to the Commission at its December meeting. The Executive Committee also agreed to move its standing meeting time to 5:00 PM.

7.0 Review agenda items for upcoming Commission meetings

The Committee discussed the agenda for the December Commission meeting. Sean will talk to PJ Shelton about this year's staff recognition item on the agenda.

8.0 Adjourn

The meeting was adjourned at 5:45.



Monday December 3, 2018

Agenda Item 3.3

Accept the FY 2018-2019 First Quarter Financial Report

		FY18/19 Budget			FY18/19 First 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	8,033,520		8,033,520	1,912,965		1,912,965	24%
2	First 5 California IMPACT		996,893	996,893		128,367	128,367	13%
3	COE/Preschool QRIS Block Grant		380,764	380,764		71,374	71,374	19%
4	COE/Infant Toddler Block Grant		54,900	54,900		9,426	9,426	17%
5	Thomas J. Long Foundation Help Me Grow		300,000	300,000		300,000	300,000	100%
6	Sunlight Giving		100,000	100,000		100,000	100,000	100%
7	MHSA Grant/Triple P		81,954	81,954		33,846	33,846	41%
8	Interest Income	175,000		175,000	-	-		
9	Misc/Community Engagement Grants	-	100,000	100,000	2,292	20,000	22,292	22%
	TOTAL REVENUE	8,208,520	2,014,511	10,223,031	1,915,257	663,013	2,578,270	25%
10	Fund Balance	3,797,924	567,726	4,365,650	487,863	(244,289)	243,574	6%
	TOTAL REVENUES AND FUND BALANCE	12,006,444	2,582,237	14,588,681	2,403,120	418,724	2,821,844	19%

PROGRAM								
Initiatives		6,942,138	1,402,789	8,344,927	1,427,411	197,052	1,624,463	19%
11	Early Care and Education Initiative							
12	Professional Development	902,556	130,000	1,032,556	203,076		203,076	20%
13	Early Learning Quality	73,000	728,760	801,760	981	130,564	131,545	16%
14	Literacy	244,942	25,000	269,942	36,153		36,153	13%
15	Total	1,220,498	883,760	2,104,258	240,210	130,564	370,774	18%
16	Family Support							
17	First 5 Centers	2,666,812		2,666,812	581,296		581,296	22%
18	Home Visiting	1,200,000		1,200,000	270,000		270,000	23%
19	Training and support	40,200		40,200	22,365		22,365	56%
20	Total	3,907,012		3,907,012	873,661		873,661	22%
21	Early Intervention							
22	Therapeutic Services	233,155	81,954	315,109	16,190		16,190	5%
23	ECE Consultation	1,022,972		1,022,972	230,169		230,169	23%
24	Help Me Grow	79,350	405,825	485,175		66,488	66,488	14%
25	Children at Risk of Stress orTrauma	28,200		28,200	10,683		10,683	38%
26	Training and Consultation	24,451		24,451	1,423		1,423	6%
27	Total	1,388,128	487,779	1,875,907	258,465	66,488	324,953	17%
28	Community Information and Education							
29	Public Information	261,500		261,500	7,535		7,535	3%
30	Community Engagement	160,000	31,250	191,250	45,742		45,742	24%
31	Family Economic Stability	5,000		5,000	1,798		1,798	36%
32	Total	426,500	31,250	457,750	55,075		55,075	12%
33	Program Expenses							
34	Program Salaries & Wages	1,273,064	721,943	1,995,007	312,333	142,545	454,878	23%
35	Program Employee Benefits	725,694	355,431	1,081,125	158,810	75,271	234,081	22%
36	Office Overhead and Other Expenses	599,051		599,051	51,350		51,350	9%
37	Total	2,597,809	1,077,374	3,675,183	522,493	217,816	740,309	20%
38	TOTAL PROGRAM	9,539,947	2,480,163	12,020,110	1,949,904	414,868	2,364,772	20%

STRATEGIC INFORMATION & PLANNING								
39	Evaluation Salaries & Wages	351,387	12,167	363,554	75,784		75,784	21%
40	Evaluation Employee Benefits	188,565	6,965	195,530	36,593		36,593	19%
41	Professional Services	376,140	40,000	416,140	34,889	2,056	36,945	9%
42	Purchased Services and Supplies	27,515		27,515		1,800	1,800	7%
43	Office Overhead and Other Expenses	42,867		42,867	15,588		15,588	36%
44								
45	TOTAL EVALUATION	986,474	59,132	1,045,606	162,854	3,856	166,710	16%

ADMINISTRATION								
46	Administrative Salaries & Wages	619,090	25,765	644,855	164,922		164,922	26%
47	Administrative Employee Benefits	343,709	17,177	360,886	87,699		87,699	24%
48	Professional Services	141,000		141,000	2,799		2,799	2%
49	Purchased Services, Equip Lease, Supplies	193,976		193,976	19,244		19,244	10%
50	Office Overhead	182,248		182,248	15,698		15,698	9%
51	TOTAL ADMINISTRATION	1,480,023	42,942	1,522,965	290,362		290,362	19%
52	TOTAL EXPENDITURES	12,006,444	2,582,237	14,588,681	2,403,120	418,724	2,821,844	19%

Distribution of expenses by department:	Program	84%
	SIP	6%
	Administration	10%
	Total	100%

NOTES:

- Third year of F5 CA IMPACT grant (4 year grant)
- Unspent FY17/18 Infant Toddler and CA State Preschool grant income and expense rolled over to current fiscal year
- Final Long Fdn Help Me Grow funds received; \$756,758 HMG grant funds spent last FY
- Contractors received first quarter payments
- \$217,816 program staff salaries and benefits paid with grant funds

Fund Balance as of 6/30/2018:	
Nonspendable	348,643
Prepays and Deposits	134,643
Loans Receivable - Brighter Beginnings	214,000
Restricted	964,834
Long Foundation - Help Me Grow	964,834
Committed	841,227
Capital Assets	841,227
Assigned	4,095,946
Elimination of FY18/19 Budget Deficit	3,797,924
Leases	298,022
Unassigned Funds	16,706,777
Contingency Fund	7,500,000
Unassigned	9,206,777
Total Fund Balance	22,957,427



Monday December 3, 2018

Agenda Item 3.4

Consider approving the updated First 5 Contra Costa Employee Compensation and Benefits Resolution



**Staff Report
December 3, 2018**

ACTION: X
DISCUSSION:

TITLE: First 5 Employee Compensation and Benefits Resolution No. 2018/001

Introduction:

The Commission utilizes the County's payroll and benefits program for its employees. Since 2012, the Commission has maintained its employee staff compensation and benefits resolution to clarify where Commission compensation and benefits policies diverge from those of the County.

This Resolution includes the following revisions:

- Page 1: Starting Annual Salary Ranges.
Revised language to Starting Annual Salary Ranges by Title as recommended by the Commission's Auditor.

Added Analysts and Coaches to reflect current job titles.
- Page 6: Health and Dental premiums. Inserted 2019 monthly contributions to health and dental premiums as approved by the Commission September 10, 2018.

Recommendation:

Staff recommends the Commission approve the Employee Compensation and Benefits Resolution No. 2018/001.



EMPLOYEE COMPENSATION AND BENEFITS RESOLUTION NO. 2018/001

**Draft for Approval
December 3, 2018**

TABLE OF CONTENTS

1. Compensation.....	1
2. Employment Status – Definitions	1
3. Work Week Defined	2
4. Leaves With and Without Pay, and Related Benefits	2
A. Holidays Observed	2
B. Personal Holiday Leave	2
C. Vacation	3
D. Vacation Buy Back.....	3
E. Sick Leave	3
F. Administrative Leave	4
G. Disability Insurance.....	4
H. Disability Insurance for Partial Wage Replacement.....	4
I. Supplemental Disability Insurance	5
J. Paid Family Leave	5
5. Health, Dental, and Related Benefits for Active Employees	5
A. Health Plan Coverages	5
B. Monthly Premium Subsidy	5
C. Health Plan Coverages and Provisions	7
D. Family Member Eligibility Criteria	8
E. Voluntary Vision Plan.....	8
F. CalPERS Long-Term Care	9
G. Premium Conversion Plan	9
6. Health, Dental and Related Benefits for Separated or Retired Employees	9
A. Coverage Upon Separation	9
B. Coverage Upon Retirement	9
7. Workers' Compensation.....	9
8. Flexible Spending Accounts	9
A. Health Care Spending Account.....	9
B. Dependent Care Assistance Program.....	10
9. Life Insurance	10
A. Life Insurance Benefit Under Health and Dental Plans	10
B. Voluntary Supplemental Life Insurance.....	10
C. Non-exempt Employees.....	10
D. Exempt Employees.....	10
E. Executive Director.....	10

10. Retirement.....	10
A. Membership.....	11
B. Rates.....	11
C. Pre-Tax Payment of Retirement Contributions.....	12
D. Health and Dental Benefit Participation Upon Retirement.....	12
E. Employees Who File For Deferred Retirement.....	13
11. Deferred Compensation	14
A. Deferred Compensation Incentive.....	14
B. Maximum Annual Contribution.....	15
C. Deferred Compensation Plan (IRC 457) Loan Provision	15
12. Professional Development and Training.....	15
A. Career Development Training Reimbursement.....	15
B. Management Development Policy	15
C. Memberships, Subscriptions, and Dues.....	15
D. Executive Director Memberships, Subscriptions, and Dues	15
13. Mileage Reimbursement.....	15
14. Executive Director Automobile Allowance	15

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.

- A. Executive Director: The approved salary range for the Executive Director is \$113,300 to \$164,800. The Executive Director's salary is set by the Commission.

The Commission, at its discretion, may provide the Executive Director with an annual merit increase in an amount to be determined by the Commission.

- B. Employees: Employees starting salaries fall within the following ranges according to classification.

Starting Annual Salary Ranges by Classification Title

Directors	97,848.76	-	112,333.66
Managers, Program Officers	78,279.01	-	99,326.60
Specialists, Coordinators, <u>Analysts, Coaches</u>	65,232.51	-	79,934.27
Assistants II, Executive Assistant, Community Liaison	49,720.22	-	59,028.38
Assistants	43,041.53	-	51,649.83

Commented [SG1]:
Revised language as recommended by the Commission's Auditor.

Commented [SG2]:
Added Analysts and Coaches to reflect current job titles.

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.

- C. Cost of Living Adjustment (COLA): COLAs are determined and approved by the Commission. If awarded, the COLA is generally applied at the beginning of a fiscal year (July 1). All employees, including the Executive Director, are eligible to receive a COLA provided they have been employed the previous six months.

2. Employment Status – Definitions

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

Part-Time Employees are scheduled to work 20 hours or more per work week.

Intermittent Employees work on an as needed, irregular basis. Intermittent employees are paid by the hour, and offered 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.

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).

3. Work Week Defined

Work Week Defined: The work week begins at 12:01 a.m. on Saturday and ends at 12:00 midnight on Friday.

4. Leaves With and Without Pay, and Related Benefits

Refer to the Benefits and Leaves of Absence Sections within the Employee Handbook to determine eligibility.

- A. Holidays Observed: First 5 Contra Costa observes 10 holidays each year. The following holidays are observed for all employees and the office is officially closed on these days:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

Full-time employees are entitled to observe a holiday (8 hours off work), without a reduction in pay, when a holiday is observed by First 5. Part-time employees who work 20 hours or more per work week are entitled to observe a holiday (time off work) in proportion to their regular weekly schedule, without a reduction in pay, when a holiday is observed by First 5.

Eligible intermittent employees will receive holiday pay proportionate to the number of hours they are scheduled to work on an observed holiday.

- B. Personal Holiday Leave: Full-time employees are eligible to accrue two (2) hours of personal holiday leave each month. Personal holiday leave for part-time employees who work 20 or more but less than 40 hours per week will be prorated based upon the number of hours they work each week. No employee may accrue more than forty (40) hours of personal holiday leave. Intermittent and temporary employees/interns are not eligible to receive personal holiday leave.

Upon separation from First 5 Contra Costa, an employee will be paid for any unused accrued personal holiday leave at the employee's then current rate of pay.

- C. Vacation: Full-time employees are eligible to accrue paid vacation each month according to years of service. Vacation for part-time and intermittent employees working more than one (1) but less than 40 hours per week will be prorated based upon the number of hours they work. Temporary employees/interns are not eligible to receive vacation benefits.

Vacation accrual rates and accrual maximums based upon years of service for full-time employees are reflected in the following table. No employee may accrue more than the designated maximum hours of vacation.

<u>Length of Service</u>	<u>Monthly Accrual Hours</u>	<u>Maximum Cumulative Hours</u>
Under 11 years	10	240
11 years	10 2/3	256
12 years	11 1/3	272
13 years	12	288
14 years	12 2/3	304
15 through 19 years	13 1/3	320
20 through 24 years	16 2/3	400
25 through 29 years	20	480
30 + years	23 1/3	560

Upon separation from First 5 Contra Costa, an employee will be paid for any unused accrued vacation at the employee's then current rate of pay.

- D. Vacation Buy Back: Exempt employees may elect payment of up to one-third (1/3) of their annual vacation accrual, subject to the following conditions:
1. the choice can be made only once every twelve (12) months with eleven (11) full months between each election;
 2. payment is based on an hourly rate determined by dividing the employee's monthly salary by 173.33; and
 3. the maximum number of vacation hours that may be paid in any one sale is one-third (1/3) of the annual accrual.
- E. Sick Leave: Full-time employees are eligible to accrue eight (8) hours of sick leave per month. Sick leave for part-time and intermittent employees working more than one (1) but less than 40 hours per week will be prorated based upon the number of hours they work. There is no cap on sick leave accruals.

On July 1 each fiscal year, temporary employees/interns will be credited with twenty-four (24) hours of sick leave. Temporary employees/interns hired during the fiscal year will receive 24 hours of sick leave regardless of when hired. Sick leave may be used 90 days from date of hire. Sick leave is non-accruable and all balances will be zeroed out each June 30.

There will be no payout of accrued sick leave upon separation from First 5 Contra Costa.

- F. **Administrative Leave:** On January 1 each year, full-time exempt employees in an active paid status will be credited with sixty (60) hours of paid administrative leave. Part-time exempt employees receive an amount proportionate to their established work schedule. Non-exempt, intermittent and temporary employees/interns are not eligible to receive administrative leave.

Employees hired or promoted to exempt positions are eligible for administrative leave on the first day of the month following their appointment date and will receive administrative leave on a prorated basis for that first year.

Administrative leave is non-accruable and all balances will be zeroed out each December 31. There is no payout of administrative leave balances upon separation from First 5 Contra Costa.

- G. **Disability Insurance:** First 5 Contra Costa provides short and long-term disability insurance for eligible employees. Eligibility is outlined below:

	Full-Time and Part-Time Employees who work at least 20 hours per week		Part-Time Employees who work less than 20 hours per week and Intermittent Employees		Temporary Employees /Interns
	Exempt	Non-Exempt	Exempt	Non-Exempt	Non-Exempt
Long Term Disability Insurance*	Included with benefits	Provided by First 5	Not eligible	Not eligible	Not eligible
Short Term Disability* (CA State Disability Insurance-SDI)	Provided by First 5	SDI through payroll deduction	Not eligible	SDI through payroll deduction	SDI through payroll deduction

*The criteria for current coverage through Contra Costa County benefits are based upon exempt and non-exempt classification.

- H. **Disability Insurance for Partial Wage Replacement:** First 5 Contra Costa will provide the same disability coverage for employees as provided through and administered by Contra Costa County:

1. Exempt employees participate in the Long-Term Disability Insurance program with a replacement limit of eighty-five (85%) of total monthly base earnings reduced by any deductible benefits.
 2. Non-exempt, Intermittent and paid Temporary/Intern employees participate in California's State Disability Insurance program through payroll deductions as mandated by the California Unemployment Insurance Code and administered by the Employment Development Department.
- I. Supplemental Disability Insurance: First 5 Contra Costa provides additional short and long-term disability insurance, at no cost to employees, for full-time and part-time employees working 20 hours or more per week. Part-time employees working less than 20 hours per work, intermittent employees, and temporary employees/interns are not eligible to receive supplemental disability insurance.
 - J. Paid Family Leave: Non-exempt employees who participate in California's State Disability Insurance program through payroll deductions may be eligible for up to six (6) weeks of the state's Paid Family Leave program, which provides partial wage replacement for absences related to care of a family member, or bonding with a new child. This program is coordinated through the State Employment Development Department (EDD).

5. Health, Dental, and Related Benefits for Active Employees

For a full description of plans, rates and benefits listed below, refer to the County Employee Benefits information online at www.co.contra-costa.ca.us.

- A. Health Plan Coverages: First 5 Contra Costa will provide the same medical and dental plans for employees and for their eligible family members, as provided through Contra Costa County and the following providers:
 1. Contra Costa Health Plan
 2. Kaiser Permanente
 3. Health Net
 4. Delta Dental Premier
 5. Delta Care (PMI)
- B. Monthly Premium Subsidy:
 1. For each health plan, First 5 Contra Costa's monthly premium subsidy is a set percentage of the premium charged by the plan.

First 5 Contra Costa will pay 80% of the monthly health plan premium for permanent full-time and part-time employees working at least 20 hours per week. Employees are required to pay 20% of the monthly premium.

2. For each dental plan, First 5 Contra Costa's monthly premium subsidy is the same rate as County unrepresented employees.
3. Intermittent employees are eligible to participate in the health and/or dental plans offered, and will pay the full premiums costs of the plan. Temporary employees/interns are not eligible to participate in the optional health and dental plans.
4. First 5 Contra Costa will pay the following monthly premium subsidies for permanent full-time and part-time employees working 20 hours or more per week:

HEALTH PLANS

2019 Employer Monthly Contribution

Commented [SG3]:
Inserted 2019 monthly contributions to health and dental premiums as approved by the Commission September 10, 2018.

	Plan A	Plan B
Contra Costa Health Plan-Basic Plan		
Employee on Basic Plan	\$649.65	\$720.16
Employee & 1	\$1,229.28	\$1,440.30
Employee & 2 or more dependents	\$1,948.95	\$2,160.45
Kaiser Permanente-Basic Plan		
Employee on Basic Plan	\$701.84	\$557.83
Employee & 1	\$1,403.68	\$1,115.65
Employee & 2 or more dependents	\$2,105.52	\$1,673.48
Kaiser Permanente-High Deductible Plan		
Employee on Basic Plan	\$447.75	-
Employee & 1	\$895.49	-
Employee & 2 or more dependents	\$1,343.24	-
Health Net HMO Plan-Basic Plan		
Employee on Basic Plan	\$1,342.05	\$933.24
Employee & 1	\$2,684.10	\$1,866.48
Employee & 2 or more dependents	\$4,026.15	\$2,799.72
Health Net PPO Plan-Basic Plan		
Employee on Basic Plan	\$1,872.32	-
Employee & 1	\$3,744.64	-
Employee & 2 or more dependents	\$5,616.96	-
<u>DENTAL PLANS</u>	<u>Delta Dental Premier PPO</u>	<u>Delta Care (HMO)</u>
For CCHP Plans		
Employee	\$41.17	\$ 25.41
Employee & 1	\$93.00	\$ 54.91

Employee & 2 or more dependents	\$93.00	\$ 54.91
For Health Net Plans		
Employee	\$34.02	\$ 21.031
Employee & 1	\$76.77	\$ 46.05
Employee & 2 or more dependents	\$76.77	\$ 46.05
For Kaiser Permanente Plans		
Employee	\$34.02	\$ 21.31
Employee & 1	\$76.77	\$ 46.05
Employee & 2 or more dependents	\$76.77	\$ 46.05
Without a Health Plan		
Employee	\$43.35	\$ 27.31
Employee & 1	\$97.81	\$ 59.03
Employee & 2 or more dependents	\$97.81	\$ 59.03

5. In the event that First 5 Contra Costa's premium subsidy amounts are greater than one hundred percent (100%) of the applicable premium of any health or dental plan, for any plan year, First 5's contribution will not exceed one hundred percent (100%) of the applicable plan premium.

C. Health Plan Coverages and Provisions: The following provisions are applicable to First 5 Contra Costa Employee's Health and Dental Plan participation:

1. Employee Contribution Deficiencies: First 5 Contra Costa contributions to the Health Plan and/or Dental Plan premiums are payable for any month in which the employee is paid. If an employee's compensation in any month is not sufficient to pay the employee share of the premium, the employee must make up the difference by remitting the unpaid amount to the County Auditor Controller. The responsibility for this payment rests solely with the employee.
2. Leave of Absence: First 5 Contra Costa will continue to pay its shares of health and/or dental plan premiums for enrolled employees who are on an approved paid or unpaid leave of absence provided the employee's share of the premiums is paid by the employee.
3. Health Savings Account (HSA): Permanent full-time and part-time employees working at least 20 hours per week and who are enrolled in the Kaiser High Deductible Health Plan may elect to enroll in a Health Savings Account (HSA). Employees may contribute up to the maximum annual contribution rate for HSAs as set forth in the Internal Revenue Code. Funds contributed to the HSA are invested as directed by the employee. First 5 does not provide any recommendations or advice on investment or use of HSA funds. Employees are responsible for paying any HSA account management fees

charged by the HSA administrator. First 5 does not manage or administer the HSA. The HSA is not available to temporary or intermittent employees.

D. Family Member Eligibility Criteria: The following persons may be enrolled as the eligible Family Members of a medical and/or dental plan Subscriber:

1. Health Insurance

a. Eligible Dependents:

- Employee's legal spouse
- Employee's qualified domestic partner (State registered domestic partnership or Contra Costa County non-registered domestic partnership)
- Employee's child to age 26
- Employee's disabled child who is over age 26, unmarried, and incapable of sustaining employment due to a physical or mental disability that existed prior to the child attainment of age 19.

b. "Employee's child" includes natural child, step-child, adopted child, child of a qualified domestic partner, and a child specified in a Qualified Medical Child Support Order (QMCSO) or similar court order.

2. Dental Insurance

a. Eligible Dependents:

- Employee's legal spouse
- Employee's qualified domestic partner (State registered domestic partnership or Contra Costa County non-registered domestic partnership)
- Employee's unmarried child who is:
 - i. Under age 19; or
 - ii. Age 19 or above, but under age 24; and
 - (a) Resides with the employee for more than 50% of the year, excluding time living at school; and
 - (b) Receives at least 50% of their support from employee; and
 - (c) Is enrolled and attends school on a full-time basis, as defined by the school, unmarried and living with you (except when away at school)
 - iii. Employee's disabled child who is over age 19, unmarried, incapable of sustaining employment due to a physical or mental handicap that existed prior to the child's attainment of age 19 and is your dependent as defined by the Internal Revenue Service.

b. "Employee's child" includes natural child, step-child, adopted child, child of a qualified domestic partner, and a child specified in a Qualified Medical Child Support Order (QMCSO) or similar court order.

E. Voluntary Vision Plan: Full-time, part-time, and intermittent employees are eligible to enroll in a voluntary vision plan. Employees will pay the full premium costs of the plan.

- F. CalPERS Long-Term Care: Eligible employees may voluntarily elect to purchase long-term care at their expense through the CalPERS Long-Term Care Program.
- G. Premium Conversion Plan: Employees may elect to participate in the Premium Conversion Plan designed to qualify for tax savings under Section 125 of the Internal Revenue Code, but tax savings are not guaranteed. The program allows employees to use pre-tax dollars to pay health and dental premiums.

6. Health, Dental and Related Benefits for Separated or Retired Employees

For a full description of plans, rates and benefits listed below, refer to the County Employee Benefits information online at www.co.contra-costa.ca.us.

- A. Coverage Upon Separation: An employee who separates from First 5 Contra Costa is covered by his/her health and/or dental plan through the last day of the month in which s/he separates. Employees who separate from First 5 Contra Costa employment may continue group health and/or dental plan coverage to the extent provided by the COBRA laws and regulations, at the same rates as Contra Costa County Cobra plans.
- B. Coverage Upon Retirement: An employee who retires from First 5 Contra Costa may be eligible to continue his/her health and/or dental plan at the retiree rates as approved by the Commission. Refer to Section 10D for additional information.

7. Workers' Compensation

First 5 Contra Costa provides workers' compensation insurance to employees injured within the course and scope of their employment with medical and other benefits as prescribed in the California Labor Code.

8. Flexible Spending Accounts

Employees working 20 hours or more per week are eligible to participate in the following flexible spending accounts. Part-time employees working less than 20 hours per work, intermittent employees, and temporary employees/interns are not eligible to participate.

- A. Health Care Spending Account: After six (6) months of continuous employment, employees working 20 hours or more per week may elect to participate in a Health Care Spending Account (HCSA) Program designated to qualify for tax savings under Section 125 of the Internal Revenue Code. Such savings are not guaranteed. This program allows employees to set aside a predetermined amount of before-tax dollars from their pay each calendar year for health care expenses that are not reimbursed by any other health benefit plans. HCSA dollars may be expended on any eligible medical expenses allowed by Internal

Revenue Code Section 125. Any unused balance is forfeited and cannot be recovered by the employee.

- B. Dependent Care Assistance Program: The Dependent Care Assistance Program (DCAP) is designed for employees to qualify for tax savings under Section 129 of the Internal Revenue Code. Such savings are not guaranteed. Any unused balance is forfeited and cannot be recovered by the employee.

9. Life Insurance

- A. Life Insurance Benefit Under Health and Dental Plans: For employees who are enrolled in First 5 Contra Costa's program of medical or dental coverage as either the primary or the dependent, term life insurance in the amount of ten thousand dollars (\$10,000) will be provided by First 5 Contra Costa.
- B. Voluntary Supplemental Life Insurance: In addition to the life insurance benefits provided by this resolution, employees may subscribe voluntarily and at their own expense for supplemental life insurance. Employees may elect from \$20,000 up to \$500,000 of coverage as provided through and administered by Contra Costa County.
- C. Non-exempt Employees: Non-exempt employees are covered by term life insurance, at First 5 Contra Costa's expense, in the amount of forty thousand dollars (\$40,000) in addition to the insurance provided under Section 7.A.
- D. Exempt Employees: Exempt employees are covered by term life insurance, at First 5 Contra Costa's expense, in the amount of fifty seven thousand dollars (\$57,000) in addition to the insurance provided under Section 7.A.
- E. Executive Director: In lieu of the insurance provided under Section D, the Executive Director is covered by term life insurance, at First 5 Contra Costa's expense, in the amount of sixty thousand dollars (\$60,000) in addition to the insurance provided under Section 7.A.

10. Retirement

The Contra Costa County Employees' Retirement Association (CCCERA) was established by the County of Contra Costa in 1945. CCCERA is governed by the County Employees' Retirement Law of 1937 (California Government Code Section 31450 et. seq), the California Public Employees' Pension Reform Act of 2013 (PEPRA), and the regulations, procedures, and policies adopted by CCCERA's Board of Retirement.

CCCERA is a cost-sharing multiple employer public employee retirement association whose main function is to provide service retirement, disability, death and survivor benefits to members employed by First 5 Contra Costa.

Eligible First 5 Contra Costa employees are General Members. General members hired prior to January 1, 2013, are eligible to retire once they attain the age of 70 regardless of service or at age 50 and have acquired 10 or more years of retirement service credit. A member with 30 years of service is eligible to retire regardless of age. General members who are first hired on or after January 1, 2013, are eligible to retire once they have attained the age of 70 regardless of service or at age 52, and have acquired five years of retirement service credit.

Part-time employees working less than 20 hours per week, intermittent employees, and temporary employees/interns are not eligible to participate.

The retirement benefit is based upon age at retirement, final average compensation, years of retirement service credit and retirement plan and tier.

CCCERA may approve an annual cost-of-living benefit to all retirees. The cost-of-living adjustment, based upon the Consumer Price Index for the San Francisco-Oakland-San Jose Area, is capped at 3.0% for General Tier 1 and PEPRAs General Tier 4. The plan also provides a post retirement lump sum death benefit of \$5,000 to the member's beneficiary (\$31,789.5) paid from the Post Retirement Death Benefit Reserve.

The program is a defined benefit retirement plan and includes mandatory deductions, as determined by CCCERA.

- A. Membership in the Contra Costa County Employees' Retirement Association (CCCERA). Full-time employees and part-time employees who work twenty (20) hours or more per week are members of the Contra Costa County Employees' Retirement Association (CCCERA). Participation is automatic and cannot be waived. Employees become members of CCCERA effective on the first full pay period after employment.
- B. Rates: The member and employer contribution rates are split into two sets;
 - 1. Employees with membership dates before January 1, 2013 are Legacy Members enrolled in Tier 1 Enhanced.
 - 2. Employees with membership dates on or after January 1, 2013 are PEPRAs Members enrolled in Tier 4.

PEPRAs Members are governed by the California Public Employees' Pension Reform Act of 2013 (PEPRA) (Chapters 296 and 297, Statutes of 2012). To the extent that this resolution conflicts with any provision of PEPRA, PEPRA governs.

Contribution rates for employers and employees are determined by the CCCERA Board of Directors. For more information about contribution rates contact CCCERA at 925-521-3960 or online at www.cccera.org.

- C. Pre-Tax Payment of Retirement Contributions: First 5 Contra Costa follows Section 414(h) (2) of the Internal Revenue Code which allows the County Auditor-Controller to reduce the gross monthly pay of employees by an amount equal to the employee's total contribution to the County Retirement System before Federal and State income taxes are withheld, and forward that amount to the Retirement system. This program of deferred retirement contribution will be universal and non-voluntary as required by statute.

D. Health and Dental Benefit Participation Upon Retirement

For a full description of plans, rates and benefits listed below, refer to the County Employee Benefits information online at www.co.contra-costa.ca.us.

1. Upon retirement, eligible employees and their eligible family members may remain in their First 5 Contra Costa health/dental plan, but without First 5 Contra Costa-paid life insurance coverage, if immediately before their proposed retirement the employees and dependents are either active subscribers to one of the contracted health/dental plans or if while on authorized leave of absence without pay, they have retained continuous coverage during the leave period. First 5 Contra Costa will pay the health/dental plan monthly premium subsidies for eligible retirees and their eligible family members at the same rates as Contra Costa County retirement plans.
2. Employees Hired After December 31, 2006: All employees hired after December 31, 2006 are eligible for retiree health/dental coverage pursuant to subsections D.1 above and E. below, upon completion of fifteen (15) years of service as an employee of First 5 Contra Costa. For purposes of retiree health eligibility, one year of service is defined as one thousand (1,000) hours worked within one anniversary year. The existing method of crediting service while an employee is on an approved leave of absence will continue. Upon retirement, employees (and their eligible family members) are eligible to receive a monthly premium subsidy for health and dental plans at the same rates as Contra Costa County retiree plans.
3. Employees Hired on or after January 1, 2009: Eligible employees who retire under the Contra Costa County Employees' Retirement Association (CCCERA), and their eligible family members, may retain continuous coverage of a health and/or dental plan, however no monthly premium subsidy will be paid by First 5 Contra Costa for any health or dental plan after they retire. They will receive continuous coverage of a health and/or dental plan, provided that (i) he or she begins to receive a monthly retirement

allowance from CCCERA within 120 days of separation from First 5 Contra Costa employment and, (ii) he or she pays the full premium cost under the health and/or dental plan without any First 5 Contra Costa premium subsidy.

4. Any person who becomes age 65 on or after January 1, 2009 and who is eligible for Medicare must immediately enroll in Medicare Parts A and B.

E. Employees Who File For Deferred Retirement: Employees, who resign and file for a deferred retirement and their eligible family members, may continue in their First 5 Contra Costa group health and/or dental plan under the following conditions and limitations.

1. Health and dental coverage during the deferred retirement period is entirely at the expense of the employee, without any First 5 Contra Costa contributions.
2. Life insurance coverage is not included.
3. To continue health and dental coverage, the employee must:
 - a. be qualified for a deferred retirement under the 1937 Retirement Act provisions;
 - b. be an active member of a First 5 Contra Costa group health and/or dental plan at the time of filing their deferred retirement application and elect to continue plan benefits;
 - c. be eligible for a monthly allowance from the Retirement System and direct receipt of a monthly allowance within twenty-four (24) months of application for deferred retirement; and
 - d. file an election to defer retirement and to continue health benefits hereunder with the Benefits Division within thirty (30) days before separation from First 5 Contra Costa.
4. Deferred retirees who elect continued health benefits hereunder and their eligible family members may maintain continuous membership in their health and/or dental plan group during the period of deferred retirement by paying the full premium for health and dental coverage on or before the 10th of each month, to the Contra Costa County Auditor-Controller. When the deferred retirees begin to receive retirement benefits, they will qualify for the same health and/or dental coverage pursuant to subsection D.1 above, as similarly situated retirees who did not defer retirement.
5. Deferred retirees may elect retiree health benefits hereunder without electing to maintain participation in their First 5 Contra Costa health and/or dental plan during their deferred retirement period. When they begin to receive retirement benefits, they will qualify for the same health and/or dental coverage pursuant to subsection D.1 above, as similarly situated retirees who did not defer retirement, provided reinstatement to a Contra Costa group health and/or

dental plan will only occur following a three (3) full calendar month waiting period after the month in which their retirement allowance commences.

6. Employees who elect deferred retirement will not be eligible in any event for First 5 Contra Costa health and/or dental plan subsidy unless the member draws a monthly retirement allowance within twenty-four (24) months after separation from First 5 Contra Costa.
7. Deferred retirees and their eligible family members are required to meet the same eligibility provisions for retiree health/dental coverage as similarly situated retirees who did not defer retirement.

F. For purposes of Section 10 only, "eligible family members" does not include Survivors of employees or retirees.

11. Deferred Compensation

Employees working 20 hours or more per week are eligible to participate in the Deferred Compensation plan. Part-time employees working less than 20 hours per work, intermittent employees, and temporary employees/interns are not eligible to participate.

Refer to the County Employee Benefits information online at www.co.contra-costa.ca.us.

- A. Deferred Compensation Incentive: First 5 Contra Costa will contribute eighty-five dollars (\$85) per month to each eligible employee who participates in the Deferred Compensation Plan. To be eligible for this Deferred Compensation Incentive, the employee must contribute to the deferred compensation plan as indicated below.

<u>Employees with Current Monthly Salary of:</u>	<u>Qualifying Base Contribution Amount</u>	<u>Monthly Contribution Required to Maintain Incentive Program Eligibility</u>
\$2,500 and below	\$250	\$50
\$2,501 – 3,334	\$500	\$50
\$3,335 – 4,167	\$750	\$50
\$4,168 – 5,000	\$1,000	\$50
\$5,001 – 5,834	\$1,500	\$100
\$5,835 – 6,667	\$2,000	\$100
\$6,668 and above	\$2,500	\$100

Employees who discontinue contributions or who contribute less than the required amount per month for a period of one (1) month or more will no longer be eligible for the eighty-five dollar (\$85) Deferred Compensation Incentive. To reestablish eligibility, employees must again make a Base Contribution Amount as set forth above based on current monthly salary. Employees with a break in deferred compensation contributions either because of an approved medical

leave or an approved financial hardship withdrawal will not be required to reestablish eligibility. Further, employees who lose eligibility due to displacement by layoff, but maintain contributions at the required level and are later employed in an eligible position, will not be required to reestablish eligibility.

- B. Maximum Annual Contribution: All of the employee and First 5 Contra Costa contributions will be added together to ensure that the annual maximum contribution to the employee's deferred compensation account does not exceed the annual maximum contribution rate set forth in the United States Internal Revenue Code.
- C. Deferred Compensation Plan (IRC 457) Loan Provision: Employees who participate in the Deferred Compensation program are eligible to borrow funds from their Deferred Compensation account.

12. Professional Development and Training

- A. Career Development Training Reimbursement: First 5 Contra Costa provides educational assistance reimbursement to up to \$500 per year for eligible employees, with Executive Director approval.
- B. Management Development Policy: First 5 Contra Costa may elect to pay the cost of employees' attendance at professional conferences or trainings as they relate to an employee's job function, with Executive Director approval.
- C. Memberships, Subscriptions, and Dues: First 5 Contra Costa may elect to pay the cost of memberships, subscriptions, etc. as they relate to an employee's job function, with Executive Director approval.
- D. Executive Director Memberships, Subscriptions, and Dues: First 5 Contra Costa's Executive Director is eligible for up to \$825 reimbursement, in each 2-year period, for memberships, subscriptions, etc.

13. Mileage Reimbursement

- A. Mileage Reimbursement: First 5 Contra Costa will pay a mileage allowance for the use of personal vehicles on First 5 Contra Costa business at the rate allowed by the Internal Revenue Service (IRS) as a tax deductible expense, adjusted to reflect changes in this rate on the date it becomes effective or the first of the month following announcement of the changed rate by the IRS, whichever is later.

14. Executive Director Automobile Allowance

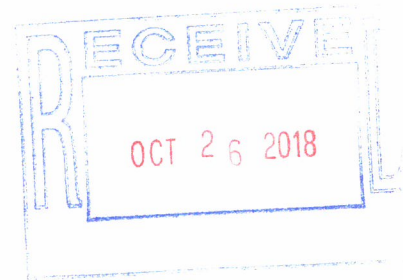
First 5 Contra Costa's Executive Director receives a \$300 monthly car allowance.



Monday December 3, 2018

Agenda Item 3.5

Considering accepting the terms and conditions of the five-year, \$1,160,000 grant from the Dean and Margaret Lesher Foundation to support the “Ready Community, Ready Schools, Ready Families” project.



October 5, 2018

BOARD OF DIRECTORS

Cynthia A. Leshner
President

Steve Leshner
Vice President

Linda L. Davis
Secretary / Treasurer

Tim Leshner
Director

Joseph Leshner
Director

Jill O'Brien
Director

David Leshner
Director

Kathleen Odne
Director

Mr. Sean Casey
First 5 Contra Costa
1485 Civic Drive
Concord, CA 94520

Dear Mr. Casey:

I am pleased to inform you that the Board of Directors of the **Dean & Margaret Leshner Foundation** has approved a five year grant in the amount of \$1,160,000 (\$220,000 payable in 2019, \$250,000 payable in 2020, \$230,000 payable in 2021, \$230,000 payable in 2022, and \$230,000 payable in 2023) to First 5 Contra Costa to support the Ready Community, Ready Schools, Ready Families initiative.

A Grant Contract is enclosed. Please review the contract and have it signed by a Board officer at your earliest convenience. **Before a grant check can be released to your organization, the Foundation requires a copy of your board minutes confirming the terms and conditions of the Grant Contract.** On behalf of the Board of Directors, we are pleased to provide this support and look forward to partnering to increase kindergarten readiness in Contra Costa County.

Sincerely,

Melissa Stafford Jones
Executive Director

MSJ:CAY
Enclosure

1333 N. California Blvd.
Suite 330
Walnut Creek, CA 94596
T 925 / 935-9988
F 925 / 935-7459

www.lesherfoundation.org

October 4, 2018

Mr. Sean Casey
First 5 Contra Costa
1485 Civic Drive
Concord, CA 94520

Dear Mr. Casey:

The **Dean & Margaret Lesher Foundation** is pleased to advise you that the Board of Directors has approved a five year grant in the amount of \$1,160,000 (\$220,000 payable in 2019, \$250,000 payable in 2020, \$230,000 payable in 2021, \$230,000 payable in 2022, and \$230,000 payable in 2023) to **First 5 Contra Costa** to support the Ready Community, Ready Schools, Ready Families initiative.

All grant awards by the **Dean & Margaret Lesher Foundation** are subject to the following conditions, in accordance with laws applicable to the Foundation, and with the policies and priorities established by the Foundation. **Funding must be limited to programs and/or services within Contra Costa County.** Any special instructions applying to this grant are also listed.

GRANT CONTRACT

PURPOSE: The grant shall be used solely for the purpose stated in the grant proposal, and shall be so designated on your organization's records. No part of the funds shall be used:

- To lobby or otherwise attempt to influence legislation
- To influence the outcome of any specific public election or participate or intervene in any political campaign on behalf of any candidate for public office
- For any purpose other than charitable or educational.

BUDGET AND FINANCE: If this grant has been based upon a specific expense budget, a copy of that budget has been attached to this agreement. No changes may be made in the budgetary allocations of the grant award without the Foundation's written approval. Any portion of the grant not expended as set forth in the budget included in the grant proposal will be returned to the Foundation at the completion of the project or end of the grant period unless a written request is received and approved by the Foundation Board of Directors.

PAYMENT: Funds are to be paid on a date mutually agreeable to First 5 Contra Costa and the **Dean & Margaret Leshar Foundation**. Please write or call the Foundation office at your earliest convenience to establish an appropriate schedule of payment.

Payment of funds is subject to any special conditions as noted below. **Prior to any funds being distributed, the Foundation must have on file a countersigned copy of this grant agreement letter.**

PROGRAM MONITORING, EVALUATION AND REVIEW: At the conclusion of the project or grant period, your organization is to furnish an online report (accessible from the Foundation's website) within 30 days on the use of the grant to the Executive Director of the Foundation. **If this is a multiple installment grant then the funding for subsequent years of this grant will be released pending review of each report.** This report should include a description and appraisal of the project or program funded under this grant. The financial portion of this report should correspond in format to the attached budget, if any, and should show a comparison of actual to budgeted expenditures.

The Foundation may monitor and conduct an evaluation of operations under this grant. Such evaluation may include a site visit from Foundation staff and/or Board to observe your program, and to discuss the program with your personnel. This evaluation may also include a review of financial and other records related to activities funded by this grant. Your organization, therefore, agrees to make such records available to authorized representatives of the Foundation.

PUBLICITY AND ACKNOWLEDGMENT: Your organization may issue a news release concerning the grant. However, the Foundation shall review the text of any release, which should be submitted to the Executive Director of the Foundation not less than ten days prior to the release date. The Foundation should be referred to as **Dean & Margaret Leshar Foundation**.

Other forms of acknowledgment, such as listings in program and annual reports, do not need Foundation approval.

SPECIAL CONDITIONS: The grant duration is January 1, 2019 - January 30, 2024. If necessary, the end date may be adjusted with the approval of the Foundation.

GRANT CONTRACT – First 5 Contra Costa

In the unlikely event that your organization should fail to abide by the terms set forth in this letter of agreement, the **Dean & Margaret Lesher Foundation** may terminate the grant, upon written notice to your organization. Your organization would then be required to return to the Foundation any portion of the grant funds, including interest earned, spent for purposes not specified in this letter or not otherwise approved by the Foundation.

To confirm your understanding of and agreement to the above conditions of this grant, please have the attached copy (retain original for your file) of this letter signed by an authorized officer of your organization's Board of Directors.

By countersigning this letter, you also agree that:

- (1) Your organization's charitable tax-exempt status under the Internal Revenue Service has not been revoked or modified, and that if it is revoked or modified, you agree to notify the Foundation immediately.
- (2) The Foundation assumes no obligation to provide other or additional support.
- (3) **Your organization will submit to the Executive Director of the Foundation a copy of minutes from a meeting of your Board of Directors documenting its review of the grant award and its acceptance of the terms and conditions.**

Should you have any questions about the grant or the conditions set forth, please call me at (925) 935-9988. On behalf of the **Dean & Margaret Lesher Foundation**, I extend every good wish for the continued success of First 5 Contra Costa.

Sincerely,



Melissa Stafford Jones
Executive Director

(Print or type name and position of Board Officer signing)

BY: _____

DATE: _____

GRANT CONTRACT – First 5 Contra Costa

In the unlikely event that your organization should fail to abide by the terms set forth in this letter of agreement, the **Dean & Margaret Leshar Foundation** may terminate the grant, upon written notice to your organization. Your organization would then be required to return to the Foundation any portion of the grant funds, including interest earned, spent for purposes not specified in this letter or not otherwise approved by the Foundation.

To confirm your understanding of and agreement to the above conditions of this grant, please have the attached copy (retain original for your file) of this letter signed by an authorized officer of your organization's Board of Directors.

By countersigning this letter, you also agree that:

- (1) Your organization's charitable tax-exempt status under the Internal Revenue Service has not been revoked or modified, and that if it is revoked or modified, you agree to notify the Foundation immediately.
- (2) The Foundation assumes no obligation to provide other or additional support.
- (3) **Your organization will submit to the Executive Director of the Foundation a copy of minutes from a meeting of your Board of Directors documenting its review of the grant award and its acceptance of the terms and conditions.**

Should you have any questions about the grant or the conditions set forth, please call me at (925) 935-9988. On behalf of the **Dean & Margaret Leshar Foundation**, I extend every good wish for the continued success of First 5 Contra Costa.

Sincerely,



Melissa Stafford Jones
Executive Director

(Print or type name and position of Board Officer signing)

BY: _____

DATE: _____



Monday December 3, 2018

Agenda Item 5.0

Recognize First 5 staff who have surpassed milestones and appreciate the entire staff for their continuing dedication and accomplishment



**Staff Report
December 3, 2018**

ACTION: _____
DISCUSSION: X

TITLE: Staff Appreciation and Service Milestones

Introduction:

The Commission has adopted the practice of annually appreciating First 5 staff and recognizing those who have surpassed service milestones this year.

Background:

The Commission recognizes staff who have achieved five-year increments of service with First 5.

One staff member has surpassed their fifteen-year anniversary:

Rhea Laughlin, Community Engagement Program

One staff member has surpassed their ten-year anniversary:

Randee Blackstock, Family Support Program Assistant II

Two staff members have surpassed their five-year anniversaries:

Edirle Menezes, Early Childhood Education Program Officer

Gabi Rivas, Community Engagement Coordinator

Recommendation:

That the Commission recognize staff who have surpassed service milestones and appreciate the entire staff for their continuing dedication and accomplishment.



Monday December 3, 2018

Agenda Item 8.0

Annual Report to First 5 California for Fiscal Year 2017-2018



**Staff Report
December 3, 2018**

ACTION: X
DISCUSSION:

TITLE: Annual Report for Fiscal Year 2017-2018

By statute, the Commission is required to conduct a public hearing on its annual report to the California Children and Families Commission. The attached report meets the annual report requirements set by First 5 California.

Data presented here is drawn from Family Surveys, quarterly funded program reports, ongoing data collection activities, and special evaluation studies. All reports are based on services to parents, children, other family members, and providers.

The First 5 California annual report framework aggregates demographic information and common key findings across 58 counties within “Services” and “Result Areas.” These do not necessarily align with First 5 Contra Costa’s Initiatives.

The attached documents were submitted to First 5 California on October 25, 2018:

- County Revenue and Expenditure Summary (AR 1) FY 2017/18
- Demographic worksheets for each funded set of services as outlined by the First 5 California’s Result and Service Areas (AR 2) FY 2017/18
- County Evaluation Summary of selected funded activities (AR 3) FY 2017/18
- Improved Systems of Care Summary of programs classified under two different Service Categories: Policy and Public Advocacy and Programs and Systems Improvement Efforts (AR 3) FY 2017/18
 - Policy and Public Advocacy - FESP, Equitable Housing and Park Advocacy
 - Programs and Systems Improvement Efforts - Help Me Grow Media Campaign

Recommendation:

Adopt the Annual Report for Fiscal Year 2017-2018.

First 5 Contra Costa Highlights for State Annual Report 2018

During fiscal year 2017-18, First 5 (F5) Contra Costa led a number of important efforts to strengthen the systems that serve children and families, and raised awareness about the ongoing needs Contra Costa County children face.

- F5 Contra Costa led the development of a trauma-informed curriculum and training for organizations serving young children and their families. The curriculum was designed to assist agencies who serve children ages 0 to 5 understand the impact of trauma and traumatic stress on children's development and learning, and how to develop a trauma-sensitive behavior plan. Over 120 professionals attended the trainings in FY1718.
- F5 Contra Costa's Community Engagement initiative supported and organized under-represented communities in advocating for local park improvements. As a result, local governments in Antioch, Concord, Pittsburg, and San Pablo have invested over \$2.5 million in park improvements including play structures, beautification and more.
- F5 Contra Costa's Early Childhood Education program is steadily improving quality of child care delivery in the County as demonstrated by the program's rating system. 67% of rated sites are rated as a level 4 or 5.
- Following a careful assessment of family needs, F5 Contra Costa purchased a large facility in Pittsburg for a new family resource center targeted to families with young children, which will open in early 2019. In addition, F5's Antioch center was relocated to a larger, more central location.
- F5 Contra Costa released its Kindergarten Readiness Assessment, which showed low rates of children having the necessary skills to be successful in certain areas of the county. To highlight the report and build partnerships, F5Contra Costa held a policy breakfast in May. The event convened over 100 local leaders and partners to discuss the report including policy recommendations targeted at key stakeholders.

FY 2017/18 First 5 California and First 5 Contra Costa Categories

This table aligns the First 5 California Result Areas and Service Categories with First 5 Contra Costa Initiatives and Programs.

First 5 Initiatives:

Early Childhood Education (ECE), Early Intervention (EI), Family Support (FS), Community Information and Engagement (CIE)

First 5 California Result Areas and Service Categories	Initiative	First 5 Contra Costa Programs
Result Area 1: Improved Family Functioning		
General Family Support	EI · Crisis Center 211 Line ECE · Tandem StoryCycles FS · The First 5 Centers · First 5 Centers' Community Advisory Councils · First 5 Centers Staff Training and Support CIE · Community Engagement Regional Groups · New Parent Kit Distribution	
Intensive Family Support	EI · Triple P · Mental Health Therapeutic Services · YMCA of the East Bay Teen Parenting Program · Shelter, Inc. Family Homeless Shelter	
Result Area 2: Improved Child Development		
Early Learning Programs	ECE · Mt. Diablo Adult Education Literacy Preschools	
Quality Early Learning Supports	ECE · Professional Development Program: Contra Costa College, Diablo Valley College, and Los Medanos College · IMPACT Stipends · California Infant/Toddler Block Grant stipends · CSPP-State Preschool Program site stipends · CoCoKids Quality Improvement (Coaching for QRIS) · Contra Costa County Office of Education (QRIS Support) · First 5 Contra Costa Coaching for QRIS · Workshops/Trainings for early childhood educators	
Result Area 3: Improved Child Health		
General Health Education and Promotion	CIE · Community Engagement Sports Classes FS · Car Seat Project for First 5 Center Families	
Prenatal and Infant Home Visiting	FS · Home Visiting: ASPIRAnet Welcome Home Baby	

	· Home Visiting Training and Support
Early Intervention	EI · HMG Developmental Playgroups · HMG 211 Line · Help Me Grow Cafés · Trauma-Informed Care trainings · All ASQ-3 screenings · Help Me Grow Pediatric Provider Outreach · Care Parent Network Parent Mentoring Program · We Care: Child Care Services · CocoKids: Inclusion Program
Oral Health	· N/A
Result Area 4: Improved Systems of Care	
Policy and Public Advocacy	CIE · Family Economic Security Partnership (FESP) · Equitable Housing and Parks Advocacy
Program and Systems Improvement Efforts	EI · HMG Social Marketing · HMG Media Campaign ECE · Quality Matters Public Awareness Campaign



Annual Report AR-1
Contra Costa Revenue and Expenditure Summary
July 1, 2017 - June 30, 2018

Revenue Detail

Category	Amount
Tobacco Tax Funds	\$6,997,881
First 5 Impact Funds	\$717,180
Small County Augmentation Funds	\$0
DLL Pilot Funds	\$0
Donations	\$0
Revenue From Interest Earned	\$365,296
Grants	\$1,745,067
Other Funds	\$1,011,625
Total Revenue	\$10,837,049

Improved Family Functioning

Service	Grantee	Program(s)	Children	Caregivers	Providers	Amount
General Family Support	CBO/Non-Profit	• 211 • FRCs Core Support • Five Protective Factors • Other	7074	10072	217	\$2,301,852
General Family Support	Internal	• FRCs Core Support • Five Protective Factors	0	251	0	\$1,341,753
Intensive Family Support	CBO/Non-Profit	• Triple P 4-5 • Other	117	390	27	\$354,648
Total						\$3,998,253

Improved Child Development

Service	Grantee	Program(s)	Children	Caregivers	Providers	Amount
Quality Early Learning Supports	Higher Education	• CLASS • CSEFEL • DRDP • ERS • PITC • Other	0	0	608	\$855,409
Quality Early Learning Supports	Internal	• CSEFEL • DRDP • ERS • Other	0	0	824	\$1,559,501
Early Learning Programs (Direct Costs)	Higher Education	• Other	103	103	0	\$109,262
Total						\$2,524,172

Improved Child Health

Service	Grantee	Program(s)	Children	Caregivers	Providers	Amount
General Health Education and Promotion	Internal	- Health Access - Car Safety - Other	562	0	0	\$184,999
Prenatal and Infant Home Visiting	CBO/Non-Profit	Other	367	532	22	\$1,200,000
Prenatal and Infant Home Visiting	Internal	Other	1	0	0	\$48,744
Early Intervention	CBO/Non-Profit	Other	802	337	479	\$1,240,190
Early Intervention	Internal	Other	4123	458	168	\$730,388
Total						\$3,404,321

Improved Systems Of Care

Service	Grantee	Program(s)	Amount
Policy and Public Advocacy	Internal	Other	\$430,579
Programs and Systems Improvement Efforts	Internal	- Family Strengthening Systems - Other	\$1,518,363
Total			\$1,948,942

Expenditure Details

Category	Amount
Program Expenditures	\$11,875,688
Administrative Expenditures	\$1,247,580
Evaluation Expenditures	\$924,304
Total Expenditures	\$14,047,572
Excess (Deficiency) Of Revenues Over (Under) Expenses	(\$3,210,523)

Other Financing Details

Category	Amount
Sale(s) of Capital Assets	\$0
Other	\$0
Total Other Financing Sources	\$0

Net Change in Fund Balance

Category	Amount
Fund Balance - Beginning	\$26,167,950
Fund Balance - Ending	\$22,957,427
Net Change In Fund Balance	(\$3,210,523)

Fiscal Year Fund Balance

Category	Amount
Nonspendable	\$348,643
Restricted	\$964,834
Committed	\$841,227
Assigned	\$4,095,946
Unassigned	\$16,706,777
Total Fund Balance	\$22,957,427

Expenditure Note

No data entered for this section as of 10/31/2018 10:22:46 AM.

Small Population County Funding Augmentation

Category	Amount	Comment
Administration	\$0	
Evidence Based Programs	\$0	
Evidence Informed Programs	\$0	
Funded Programs	\$0	
Professional Development, Training and Technical Assistance	\$0	
Evaluation	\$0	
Other (Please Explain)	\$0	
Total	\$0	
If unspent funds occurred during the FY, please list amount and provide explanation.	\$0	

Annual Report Form: Evaluation Summary Overview

County Evaluation Summary for FY17-18
July 1, 2017-June 30, 2018

County: **Contra Costa**

Provide a description of the evaluation activities completed during the fiscal year

Key Evaluation Activities

- Commissioned a county-wide Kindergarten Readiness Assessment with 46 schools in 10 school districts, assessing 1,154 children in their first few weeks of kindergarten.
- Simplified and redesigned several of the agency's data collection instruments to ensure better cohesion with the agency's priority areas, based on feedback from contractors and staff.
- Consolidated data collection from several stand-alone databases into ETO, the system that holds most of the agency's client-level data.
- Continued involvement in the Bay Area QRIS Partnership's database, WELS.
- Obtained consistent attendance records for every professional training funded by F5, which allows for an accurate unduplicated count of participants trained.

Family and Provider Survey

All contractors collect family and child surveys in English or Spanish for all new participants each year. These capture demographics, health information, consumption of sugary drinks, reading practices, maternal education, special needs or concerns regarding child development, and exposure to smoking. Most baseline data have been collected since 2002, with nearly 3,000 Family Surveys collected in FY17-18 from 18 programs.

- 15% of families earn less than \$15,000 annually; another 19% earn between \$15,000 and \$30,000.
- 27% of adults speak only Spanish in the home, and an additional 21% speak both Spanish and English.
- 29% of parents have a concern that their child is not developing like other children.
- 21% of children have been identified as having a developmental delay or disability.

Additional Data Collection Activities

Data collection measures cross all four of First 5 Contra Costa's initiatives:

- First 5 Centers (family resource centers) use an online database called ETO to track registration, class participation, developmental playgroup attendance, assessments, and other service data.
- Welcome Home Baby, First 5 Contra Costa's home visiting program, uses ETO to track referrals and services, child assessments, postpartum depression assessments, the home environment, and other child and family outcomes.
- All child-focused programs use the Ages & Stages Questionnaire (ASQ-3), and some use the ASQ-SE for social-emotional health.
- Parents attending Triple P classes complete the ECBI, Parenting Scale, DASS 21, and Evaluation Form.
- Mental health consultation and inclusion facilitation services have used an Excel database to track intake/discharge data, service activity data, exit surveys, and child placement information. These programs were transferred into ETO at the end of the fiscal year.
- Professional Development Program staff use an Access database to track coursework, professional development activities, advancement data on the child development permit matrix, degree requirements and attainment of college degrees. County Office of Education, CoCoKids (Child Care Council) and First 5 staff use the WELS database to

Annual Report Form: Evaluation Summary Overview

County Evaluation Summary for FY17-18
July 1, 2017-June 30, 2018

County: **Contra Costa**

collect site applications, coaching activities, assessments, and rating information about sites participating in Quality Matters (QRIS and QIS).

- Community Engagement program records attendance at sports classes for 316 children (unduplicated count), and uses ETO to record Regional Group members' activities.

Reporting Activities

All funded programs submit quarterly updates online that include units of service, counts of population reached, and brief narratives regarding specific service activities, issues and innovations with providing services, training and support needs. Additionally, contractors routinely include vignettes that highlight the impact of services on families, children and providers.

Describe the evaluation findings reported during the fiscal year

First 5 Centers

Over the course of services, parents taking parenting classes reported statistically significant increases in: knowledge of child development, confidence in parenting, ability to identify their child's needs, more time spent reading and doing activities with their child, and greater connection to other families.

Home Visiting Programs

A significant number of participants increased social support, concrete support and parenting skills after 6 or more months of services. The largest gains were in knowing where to go for food or housing needs, help making ends meet, finding a new job, and knowing what to do as a parent.

Quality Matters

Of the 162 programs participating in Quality Matters, 20% of sites were rated at level 3, 51% at level 4, and 16% at level 5.

Professional Development

Three local community colleges provided support to 605 early childhood educators. 94 participants met the requirements for a higher level of permit or academic degree, including 86 for permits, and 11 for degrees (3 qualified for both).

Professional trainings

Of professional trainings that were evaluated in FY17-18 (n=472 forms), 88% of all learning objectives were met, with a 63% increase in knowledge of the learning objectives (n=249 forms).

Kindergarten Readiness Study

A Kindergarten Readiness Assessment was conducted across the county, resulting in a statistically representative sample of children. It found that 44% of children were "fully ready" in academics, self-regulation, and social expression; 35% were "partially ready" and 22% did not show proficiency in any of the areas of kindergarten readiness and were considered "not ready" for school. The strongest predictors of readiness were health and well-being, attending

Annual Report Form: Evaluation Summary Overview

County Evaluation Summary for FY17-18
July 1, 2017-June 30, 2018

County: **Contra Costa**

preschool or transitional kindergarten, income, demographic factors including gender and race, and parenting behaviors and activities.

Help Me Grow

Developmental Screening

Of the 2,176 children for whom received their first screening in the Fiscal Year, 26% scored in the monitoring zone, and 25% needed a referral based on their score in at least one domain. 15% of children were rescreened at least one month after their initial ASQ.

Pediatric Providers in high-volume Medi-Cal clinics

Recruitment efforts expanded pediatric clinic outreach from 19 to 23 low-income clinics in FY17-18. Providers attended a training, established screening procedures, and provided First 5 with ASQ-3 Summary Sheets.

Developmental Playgroups

HMG referred 225 children to 31 developmental playgroups. The percentage of children scoring in the typical range on the ASQ at post (17%) compared to pre (0%) suggests that children served by Contra Costa playgroups are making developmental gains in previously identified problem areas.

HMG-211

The centralized Help Me Grow line referred 224 parents to needed services and resources for their child. Of these, 60% received a referral. 29% accessed one or more referrals; 30% of families' referrals are in progress; 37% were lost to contact after a referral was made.

Triple P

Caregivers who attend Triple P trainings report significant improvement in parenting, decreases in child behavioral issues, and decreases in adult depression, anxiety and stress. Of those rated "at-risk" at class start, 86% of over-reactive parents, 73% of hostile parents, and about 50% with child behavior issues, lax parenting, depression, anxiety, and stress are no longer at risk by the end of class.

Mental Health Consultation and Inclusion Services

Of the 305 children with exit information, 58% remained in their child care setting and 33% moved to a setting considered more beneficial. At exit, consultants report 76% of children improve in the area identified for services and 72% of providers have skills to work with the child or children with similar issues.

Regional Groups/Community Engagement

Parent advocates completed a participatory housing assessment and reported widespread housing insecurity and unsafe living conditions for children and families.

Annual Report Form: Evaluation Summary Overview

County Evaluation Summary for FY17-18
July 1, 2017-June 30, 2018

County: **Contra Costa**

Describe the policy impact of the evaluation results

Kindergarten Readiness Assessment

In FY17-18, First 5 Contra Costa Commissioned a county-wide Kindergarten Readiness Assessment with 46 schools in 10 school districts, assessing 1,154 children in their first few weeks of kindergarten. Once the research was complete, First 5 designed the report to be accessible and engaging, and included several recommendations to improve kindergarten readiness across the county, targeted at school districts, cities and the county government.

The report was used as the focal point of a large convening held in the spring, which was attended by over 100 community and school district leaders, legislative staff, and community organizations. California State Senator Bill Dodd provided opening remarks to the event, which also featured County Supervisor John Gioia and Superintendent of Schools Karen Sakata.

First 5 leadership held multiple meetings with school district superintendents to discuss how to implement the recommendations identified in the report. A local foundation has dedicated significant resources to increasing kindergarten readiness in east county, a region that includes the district with the lowest rate of readiness, in part because of this report and the convening.

AR-3 Improved Systems of Care

Contra Costa County FY 2017/2018

Result Area 4: Improved Systems of Care

Primary Target Audience

1. The Community Engagement program focused on improving parks in high poverty and crime areas, and advocating for safe communities for low-income families of color.
2. The Family Economic Security Partnership (FESP) is a coalition of 45 nonprofit and public agencies that collaborate to increase income and build assets of low-income families.
3. This year's Help Me Grow media campaign promoted HMG as a reliable and trusted resource for parents and providers.

Types of Services

1. Parent advocates assessed 9 parks to determine their suitability for young children. Residents then advocated for park improvements. Involved parents also conducted a housing assessment in Concord, and advocated for improved representation in two cities.
2. FESP's services include presentations and trainings on poverty and economic stability, and movement building.
3. The Help Me Grow media campaign featured outdoor and online ads and outreach materials, including an informative website.

Intended Result / Community Impact

1. The intent of park advocacy is new park amenities, equitable park access, and increased use. Concord housing advocacy led to the completion of a community-based assessment, revealing widespread housing insecurity and unsafe living conditions for families. Parent advocacy resulted in the creation of new electoral districts in Concord and Antioch.
2. FESP's community impact includes educating over 100 constituents about policies that impact a family's ability to get or stay out of poverty. FESP produced a white paper that describes a process to build advocacy and constituent engagement into a direct services organization. The group created and distributed information on the importance of voting and how to register.
3. The HMG campaign intends to support parents to meet the challenges of raising young children. In FY17-18, HMG helped to ensure that over 2500 children received developmental screening and connected over 400 families to resources through its phone line.



Annual Report AR-2
Contra Costa Demographic Worksheet
July 1, 2017 - June 30, 2018

Population Served

Category	Number
Children Less than 3 Years Old	6,138
Children from 3rd to 6th Birthday	4,607
Children – Ages Unknown (birth to 6th Birthday)	2,403
Primary Caregivers	11,982
Other Family Members (including siblings)	161
Providers	2,405
Total Population Served	27,696

Primary Languages Spoken in the Home

Category	Number of Children	Number of Adults
English	1,712	1,314
Spanish	2,003	2,142
Cantonese	26	16
Mandarin	57	41
Vietnamese	11	15
Korean	8	4
Other - Specify with text box	345	312
Unknown	8,986	8,299
Totals	13,148	12,143

Race/Ethnicity of Population Served

Category	Number of Children	Number of Adults
Alaska Native/American Indian	30	18
Asian	441	390
Black/African-American	359	484
Native Hawaiian or Other Pacific Islander	38	36
Hispanic/Latino	2,993	2,664
Other – Specify with text box Middle Eastern/North African	45	126
Two or more races	445	155
Unknown	8,144	7,573
White	653	697
Totals	13,148	12,143

Duplication Assessment

Category	Data
Degree of Duplication	40%
Confidence in Data	Moderately confident
Additional Details (Optional)	



Monday December 3, 2018

Agenda Item 9.0

Contract Amendment No. 3 to Agreement for Architectural Design Services for
Renovation of Commission's Property at 355 E. Leland Road, Pittsburg, CA



**Staff Report
December 3, 2018**

ACTION: X
DISCUSSION:

TITLE: Contract Amendment No. 3 to Agreement for Architectural Design Services for Renovation of Commission's Property at 355 E. Leland Road, Pittsburg, CA

On December 5, 2017, First 5 entered into a Consulting Services Agreement (Contract #18-528) with Loving Campos Associates, Architects, Inc. dba LCA Architects Inc. for comprehensive architectural design, permitting, contractor bidding, and construction administration for the renovation of the Commission's property at 355 E. Leland Road, Pittsburg, CA. The contract was subsequently amended as follows:

Contract Amendment No. 1 (\$3,300) effective 6/22/18 for additional design services to separate the HVAC system into two separate zones.

Contract Amendment No. 2 (\$7,680) effective 8/9/18 for additional design services to provide computer network (IT) and audio-visual (AV) systems.

The design and specifications for the IT and AV systems, including all active computer network wired and wireless equipment and AV display and control systems, have now been completed and an estimate has been prepared for providing and installing the specified systems. To cover these additional services, which will cost \$52,674.92, a new contract amendment (Contract Amendment No. 3) has been prepared. If approved, that would increase the payment limit from \$171,005 (present amount) to \$223,679.92.

The Executive Director recommends that the Commission approve Contract Amendment No. 3 for the addition of IT and AV systems and authorize the Executive Director to execute the contract amendment.

Recommendation(s):

APPROVE and **AUTHORIZE** the Executive Director to execute Contract Amendment No. 3 to the Consulting Services Agreement with Loving Campos Associates, Architects, Inc. dba LCA Architects Inc., effective November 17, 2018, to increase the



payment limit by \$52,674.92 to a new payment limit of \$223,679.92, to provide and install computer network (IT) and audio-visual (AV) systems for the renovation of the Commission's property at 355 E. Leland Road, Pittsburg, CA.

☐ Action of the Commission on: December 3, 2018

APPROVED AS RECOMMENDED

AYES:

NOES:

ABSTAIN:

ABSENT:



Monday December 3, 2018

Agenda Item 10.0

Consider approving the Slate of Officers of the Commission for 2019



**Staff Report
December 3, 2018**

ACTION: X
DISCUSSION:

TITLE: Consider approving the Slate of Officers for the Commission for 2019

The Nominations Committee met on October 15, 2018 and prepared a slate of officers for the election on December 3, 2018.

Commissioners were invited to serve as an officer (Chair, Vice-Chair or Secretary/Treasurer) and thereby on the Executive Committee – or propose another Commissioner for the Nominating Committee’s consideration. Note that according to our Bylaws, only Commissioners may serve as officers of the Commission.

In addition, there is a non-voting seat on the Executive Committee that may be filled by either a Commissioner or Alternate Commissioner. This seat will also be on the slate prepared by the Nominating Committee.

In accordance with the Bylaws, the Nominating Committee sent out this Slate of Officers for election for 2019 to the entire Commission on November 14, 2018:

Chair: Gareth Ashley
Vice-Chair: John Jones
Secretary/Treasurer: Marilyn Lucey
Additional Non-Voting Member: Lee Ross

Recommendation:

Approve the Slate of Officers for Calendar Year 2019.



Monday December 3, 2018

Agenda Item 11.0

Consider approving the standing meetings for 2019



	2019											
	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.
Executive Committee		2/11		4/8		6/10	7/8		9/9	10/14		12/9
5:00 PM 1485 Civic Court, Suite 1200 Small Conference Room Concord, CA												
Commission		2/11		4/8		6/10	7/8		9/9	10/14		12/9
6:00 PM 1485 Civic Court, Suite 1200 Large Conference Room Concord, CA												

Please note that all standing meetings are on the second Monday of designated months.