

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 9, 2019 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:

- Natural Peanut Butter
- Whole Grain Cereals
- Hearty Low Sodium Soups
- Beans and Lentils (dry or canned)
- Canned Tuna and Chicken in Water
- Canned Fruit in Juice
- Nonperishable Low Sodium Ready to Eat Meals (chili, ravioli, etc.)
- Low Sodium Canned Vegetables
- Brown Rice
- Whole Wheat / Grain Pasta
- Canned Tomato Products

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 9, 2019, 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 Special Commission meeting October 23, 2019.
- 3.2 Accept the FY 2019-2020 First Quarter Financial Report
- 3.3 Adopt the First 5 Contra Costa Employee Compensation and Benefits Resolution 2019/001.
- 3.4 Adopt the 2020 Calendar of Commission Standing Meetings
- 3.5 Accept First 5 Contra Costa Program Report
- 3.6 APPOINT First 5 Contra Costa Deputy Director Ruth Fernandez as Interim Executive Director effective January 1, 2020 until a new First 5 Executive Director is appointed.
- 3.7 APPOINT the First 5 Contra Costa Commission 2020 Chair to serve as the Commission's labor negotiator to negotiate salary and benefits with the incoming Executive Director.
- 3.8 APPROVE and AUTHORIZE the Executive Director or his designee to execute a contract amendment with Contra Costa County Office of Education to increase the payment limit by \$64,499 (from \$370,072 to \$434,571) to provide rating and management of the Contra Costa Quality Rating and Improvement System (QRIS) in accordance with local implementation requirements and in alignment with regional and state QRIS efforts. FY2019-20 budget line: Early Childhood Education Initiative: Early Learning Quality (\$806,709). 100% F5 CA Improve and Maximize Programs so All Children Thrive (IMPACT) funds.



- 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 Presentation of the 2019 Year in Review**
- 7.0 Annual Report to First 5 California for Fiscal Year 2018 – 2019.**
(a) Public Hearing on First 5 Contra Costa’s Annual Report for FY 2018-2019.
(b) Adopt the Annual Report to First 5 California for FY 2017-2018 **Action**
- 8.0 Consider adopting the First 5 Contra Costa Strategic Plan for fiscal years 2020/21 to 2022/23; releasing the remaining fund balance committed by the Commission in 2004 for capital spending related to First 5 Centers (\$841,227); and eliminating the \$7.5 million “contingency fund” created by the Commission in 2011. Action**
- 9.0 Consider approving the Slate of Officers of the Commission for 2020: Action**
Chair: Marilyn C. Lucey
Vice-Chair: John Jones
Secretary / Treasurer: Dr. Rocio Hernandez
Additional Non-Voting Member: Lee Ross
- 10.0 Ad Hoc Committee update on the search for an executive director**
- 11.0 Executive Director’s Report**
- 12.0 Communications**
None Received
- 13.0 Commissioner F.Y.I. Updates**
- 14.0 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 9, 2019

Agenda Item 3.1

Approve the minutes from the Special Commission meeting October 23, 2019.



SPECIAL MEETING

Commission Meeting MINUTES

Wednesday October 23, 2019, 9:30 am

Pleasant Hill Community Center, Soroptomist Room
320 Civic Drive,
Pleasant Hill, CA 94523

1.0 Call to Order and Roll Call

The meeting was called to order at 9:39 AM by Chair Gareth Ashley followed by introductions from attendees.

Commissioners present: Dr. Rocio Hernandez, Lee Ross for PJ Shelton, Gareth Ashley, John Jones, Supervisor Diane Burgis, Dr. Christopher Farnitano.

Alternates present: Genoveva Calloway.

Also present were Deputy County Counsel Keiko Kobayashi, and facilitator Nicole Young.

Absent: Commissioners Marilyn Lucey, Kathy Gallagher and Alternates Matt Regan, Katharine Mason, Roslyn Gentry.

2.0 Public Comment

There were no comments from the public.

3.0 Approval of Consent Calendar

John Jones made a motion to approve the consent calendar, seconded by Diane Burgis.

AYES: Dr. Rocio Hernandez, Lee Ross for PJ Shelton, Gareth Ashley, John Jones, Supervisor Diane Burgis, Dr. Chris Farnitano

NOES: None

ABSTAIN: None

ABSENT: Marilyn Lucey, PJ Shelton, Kathy Gallagher, Matt Regan, Supervisor Candace Andersen, Katharine Mason, Roslyn Gentry.

5.0 Consider accepting the Fiscal Year 2018-2019 Financial Audit.

The Chair opened the public hearing on the First 5 Contra Costa Annual Financial Audit 2018-2019.

The report was given by James Ramsey of the accounting firm Eide Bailly. There were no findings made.

Gareth Ashley asked regarding the impact of the CCCERA discount rate on pension liability. Mr. Ramsey referred him to the table on page 30 that estimates changes in pension liability should CCCERA decrease or increase its discount rate.

PJ Shelton arrived at this time.

Gareth Ashley asked for public comment. There was none. He then closed the public hearing on the FY 2018-2019 Financial Audit.

Chris Farnitano made a motion to approve the consent calendar, seconded by PJ Shelton.

AYES: Dr. Rocio Hernandez, PJ Shelton, Gareth Ashley, John Jones, Supervisor Diane Burgis, Dr. Chris Farnitano

NOES: None

ABSTAIN: None

ABSENT: Marilyn Lucey, Kathy Gallagher, Matt Regan, Supervisor Candace Andersen, Katharine Mason, Roslyn Gentry

6.0 Consider accepting the 2020 health and dental employer-paid premium contribution rates for active employees; and accept the 2020 premium contribution rates for intermittent employees, COBRA participants, retirees and survivors at the same levels as the County.

Since its inception, the Commission has opted to provide First 5 employees the County's health benefit plans. Each year the County negotiates premiums with the health insurance carriers and provide a rate sheet to First 5 listing the employer and employee contribution. The Commission has elected an 80% employer, 20% employee split, meaning that any increase in the cost is born by both. We ask the Commission to approve these rates.

Rocio Hernandez made a motion, seconded by Chris Farnitano to accept the 2020 health and dental employer-paid premium contribution rates for active employees; and accept the 2020 premium contribution rates for intermittent employees, COBRA participants, and retirees and survivors at the same levels as the County.

AYES: Dr. Rocio Hernandez, PJ Shelton, Gareth Ashley, John Jones, Supervisor Diane Burgis, Dr. Chris Farnitano

NOES: None

ABSTAIN: None

ABSENT: Marilyn Lucey, Kathy Gallagher, Matt Regan, Supervisor Candace Andersen, Katharine Mason, Roslyn Gentry

7.0 Ad Hoc Executive Director search sub-committee report

Ad hoc subcommittee chair PJ Shelton gave the report. The ad hoc subcommittee met September 9 to discuss and refine Executive Director job description. The committee met with the search consultant October 1. The consultant will be talking to key staff, commissioners and providers. The consultant will conduct an aggressive outreach, follow up with qualified candidates and conduct initial screenings. We will meet again in November to view the candidates and select those to interview in December.

Rocio Hernandez also added that she and Marilyn Lucey represented the sub-committee in a meeting with First 5 staff to take their input. The final job description reflected much of the staff's input. She re-posted the job description in social media (e.g. Linked-in, Facebook) and encouraged others to do as well.

Sean Casey noted that there will be a regular meeting scheduled January 13th should the Commission be ready for the new Director's appointment.

8.0 Communications

Sean reported that at the request of our First 5 Association, we sent support letters on four pieces of legislation being considered by the Governor:

- AB 197 (Weber): Full-Day Kindergarten
- ACR 1 Public Charge



- SB 436 Family Resource Centers
- SB 464 California Dignity in Pregnancy & Childbirth Act

The Governor signed AB197, SB436 and SB464. In spite of the Public Charge resolution, the federal Administration's new rules were scheduled to go into effect October 15. A US District Court in junction has stopped them from going into effect.

In light of the public charge issue, Dr. Farnitano reported that our county's WIC program has seen a drop from 70% to only 50% of those eligible receiving services, a sign of fear among immigrants.

Supervisor Burgis expressed the possibility that some of the Census 2020 work could be an opportunity to talk with community members about their eligibility for services as well as the importance of participating in the census.

Rhea Laughlin, Community Engagement Program Officer reported that the community is concerned because they are receiving mixed messages. The Regional Groups plan to go door-to-door during census time and use that opportunity to educate people about the availability of these services.

9.0 2020 – 2023 Commission Strategic Plan

Executive Director Sean Casey and strategic planning consultant Nicole Young introduced the Commission to the task for the day, which was to review the draft plan section by section and provide feedback for the final plan to be adopted at the December Commission meeting.

At the Commission's previous strategic planning session in July, we reviewed the brief history of First 5 and its mission, the current landscape under the new Governor, the evolving understanding of systems change, and the rapidly changing fiscal landscape in the coming years. That discussion helped form the key concepts for the plan: the plan we are currently in is strong and should form the basis for going forward; the next three years will likely see considerable change from the State in early childhood policy and funding; hold our key investments steady as we learn what these changes will mean to First 5.

Sean reviewed the elements for the fiscal plan. Proposition 10 tax revenue will remain relatively steady over the next three years due to the projected increase in births in Contra Costa. In fact, among all Bay Counties, Contra Costa will have the highest rate of birth increase, while most are flat or even decreasing. While First 5's external funding is decreasing, it is likely that the Commission can expect external revenues of approximately \$2 million each year over the course of the plan. Sean also proposed using up to \$9 million in unassigned fund balance over the three years, gradually stepping down year to year, to get the point that the fund balance is no longer supplementing other revenues. This would require the elimination of the \$1.5 "contingency fund" the Commission created in 2011 when there was considerable concern the State would attempt to claw back First Commissions' resources.

The Commission discussed the fiscal scenario and supported the staff proposals.

Nicole then led the Commission through the main component areas of the Plan, beginning with the vision and mission, which remain unchanged from previous years. Nicole proposed four core values based on previous discussions with the Commission and staff: equity, cultural humility, community partnership, and diversity and inclusion.



In the “First 5 Today” section, we describe the many First 5 initiatives and activities that have reached maturity in recent years, including First 5 Centers, Quality Matters, Help Me Grow, developmental screening, parent support, parent leadership, advocacy, and increased funding from diverse sectors. The “Early Childhood Landscape” points out the new state Champions, Gov. Newsom and the state legislative leadership, as well as child and family-centered policies and funding at the state and federal levels.

The “Fiscal Framework” section outlines the scenario Sean presented earlier in the day, and lists necessary strategies going forward: statewide advocacy, leveraging state and local funds, partnerships with philanthropy and the private sector, and advocating for new dedicated local revenues.

The “Strategic Imperative” section describes the importance of changing systems to meet the needs of young children and their families. The Commission has previously seen version of the systems change “lens” that staff have developed, which incorporates essential strategies, guiding principles and core values.

The Plan proposes two strategic priorities. The first has as its goal strengthening the integration of early childhood systems that foster equitable opportunities and outcomes for all young children and their families. The second goal seeks to “build on, sustain, and/or grow First 5’s investments in the early childhood system.

After lunch, the Commission discussed the plan. Overall, they were supportive. PJ Shelton expressed the need to be aware of technology and the potential benefit to families and children. Lee Ross asked that language be added to confirm the need that strategies be focused and appropriate to child development. Asked their “key takeaways,” Commissioners noted the opportunity still for significant change created by First 5; the importance of systems, as opposed to creating services ourselves; the challenges that will be faced in the next three years; the impression that First 5 has reached the “performing” stage; and the appearance that the Plan is general, but flexible.

The Commission thanked staff and Nicole for their hard work.

10.0 Adjourn

The meeting was adjourned at approximately 1:30 pm.



Monday December 9, 2019

Agenda Item 3.2

Accept the FY 2019-2020 First Quarter Financial Report

Line #		FY19/20 Budget			FY19/20 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
		REVENUE						
1	Prop 10 - Tax Apportionment	7,566,443		7,566,443	1,581,559		1,581,559	21%
2	First 5 California IMPACT		1,183,179	1,183,179		255,179	255,179	22%
3	COE/Preschool QRIS Block Grant		380,764	380,764		91,630	91,630	24%
4	Quality Counts California		225,106	225,106		62,700	62,700	28%
5	Lesher Ready Kids		235,000	235,000		-		
6	MHSA Grant/Triple P		82,000	82,000		-		
7	Interest Income	200,000		200,000	101,224		101,224	51%
8	Misc./Community Engagement Grants	-	50,000	50,000	119,974	120,000	239,974	480%
9	TOTAL REVENUE	7,766,443	2,156,049	9,922,492	1,802,757	529,509	2,332,266	24%
10	Fund Balance	3,881,936	787,462	4,669,398	419,322	17,459	436,781	9%
11	TOTAL REVENUES AND FUND BALANCE	11,648,379	2,943,511	14,591,890	2,222,079	546,968	2,769,047	19%
12								
13		PROGRAM						
17	Initiatives	6,724,452	1,862,261	8,586,713	1,288,434	270,476	1,558,910	18%
18	Early Care and Education Initiative							
19	Professional Development	911,556	75,000	986,556	133,704		133,704	14%
20	Early Learning Quality	64,000	742,709	806,709		198,826	198,826	25%
21	Literacy		264,942	264,942	36,153	4,500	40,653	15%
22	Total	975,556	1,082,651	2,058,207	169,857	203,326	373,183	18%
23	Family Support							
24	First 5 Centers	2,655,126		2,655,126	570,647		570,647	21%
25	Home Visiting	1,200,000		1,200,000	241,827		241,827	20%
26	Training and support	40,200		40,200	174		174	0%
27	Total	3,895,326		3,895,326	812,648		812,648	21%
28	Early Intervention							
29	Therapeutic Services	243,500	82,000	325,500	21,032		21,032	6%
30	ECE Consultation	1,043,620		1,043,620	233,304		233,304	22%
31	Help Me Grow	79,350	397,610	476,960		67,150	67,150	14%
32	Children at Risk of Stress or Trauma	28,200		28,200	339		339	1%
33	Training and Consultation	22,400		22,400	300		300	1%
34	Total	1,417,070	479,610	1,896,680	254,975	67,150	322,125	17%
35	Community Information and Education							
36	Public Information	261,500		261,500	13,612		13,612	5%
37	Community Engagement	160,000	65,000	225,000	36,929		36,929	16%
38	Ready Kids		235,000	235,000				
39	Family Economic Stability	15,000		15,000	413		413	3%
40	Total	436,500	300,000	736,500	50,954		50,954	7%
41	Program Expenses							
42	Program Salaries & Wages	1,286,426	692,381	1,978,807	300,379	180,168	480,547	24%
43	Program Employee Benefits	651,925	388,869	1,040,794	158,570	96,324	254,894	24%
44	Office Overhead and Other Expenses	635,658		635,658	48,120		48,120	8%
45	Total	2,574,009	1,081,250	3,655,259	507,069	276,492	783,561	21%
46	TOTAL PROGRAM	9,298,461	2,943,511	12,241,972	1,795,503	546,968	2,342,471	19%
47								
48	STRATEGIC INFORMATION & PLANNING							
49	Evaluation Salaries & Wages	319,260		319,260	32,727		32,727	10%
50	Evaluation Employee Benefits	156,108		156,108	14,480		14,480	9%
51	Professional Services	347,080		347,080	47,446		47,446	14%
52	Purchased Services and Supplies	27,515		27,515	3,025		3,025	11%
53	Office Overhead and Other Expenses	44,308		44,308	8,274		8,274	19%
54	TOTAL EVALUATION	894,271		894,271	105,952		105,952	12%
55								
56	ADMINISTRATION							
57	Administrative Salaries & Wages	668,078		668,078	167,573		167,573	25%
58	Administrative Employee Benefits	377,471		377,471	85,560		85,560	23%
59	Professional Services	133,000		133,000	16,460		16,460	12%
60	Purchased Services, Equip Lease, Supplies	193,904		193,904	22,706		22,706	12%
61	Office Overhead	83,194		83,194	28,325		28,325	34%
62	TOTAL ADMINISTRATION	1,455,647		1,455,647	320,624		320,624	22%
63	TOTAL EXPENDITURES	11,648,379	2,943,511	14,591,890	2,222,079	546,968	2,769,047	19%

Distribution of expenses by department:	Program	85%
	SIP	4%
	Administration	12%
	Total	100%

NOTES:

- 1
- Includes \$100,000 Sunlight Giving grant for F5 general support
- 2
- \$120,000 other funds consists of three Community Engagement grants received this year
- 3
- Program budget includes funding for consulting on special projects and planning
- 4
- SIP salaries and benefits are under budget due to staff vacancies

Fund Balance as of 6/30/2019:	
Nonspendable	342,139
Prepays and Deposits	128,139
Loans Receivable - Brighter Beginnings	214,000
Restricted	744,942
Long Foundation - Help Me Grow	554,742
Lesher Foundation - Ready Kids	190,200
Committed	841,227
Capital Assets	841,227
Assigned	4,561,659
Elimination of FY19/20 Budget Deficit	3,881,936
Leases	679,723
Unassigned Funds	12,218,243
Contingency Fund	7,500,000
Unassigned	4,718,243
Total Fund Balance	18,708,210



Monday December 9, 2019

Agenda Item 3.3

Adopt the First 5 Contra Costa Employee Compensation and Benefits Resolution
2019/001.



EMPLOYEE COMPENSATION AND BENEFITS RESOLUTION NO. 2019/001

**Draft for Approval
December 9, 2019**

This Resolution includes the following revisions:

- Page 1: Modified language in Section 1. Compensation, B. Employees and deleted starting annual salary ranges; inserted language to reference Attachment A, First 5 Contra Costa Salary Schedule. CCCERA policy now requires a list of minimum and maximum salary ranges for all positions.
- Page 6: Inserted First 5's 2020 monthly contributions to health and dental premiums as approved by the Commission October 23, 2019.
- Page 16: Inserted Attachment A, First 5 Contra Costa Salary Schedule; CCCERA policy now requires a list of minimum and maximum salary ranges for all positions.

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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 \$116,699 to \$169,744. 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. Salary ranges are listed in Attachment A, First 5 Contra Costa Salary Schedule.~~

~~Starting Annual Salary Ranges by Title~~

Directors	100,784.23	-	120,331.83
Managers, Program Officers	80,627.38	-	102,306.40
Specialists, Coordinators, Analysts, Coaches	67,189.49	-	83,135.10
Assistants II, Executive Assistant, Community Liaison	51,211.83	-	60,991.76
Assistants	44,322.77	-	53,199.33

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.

Length of Service	Monthly Accrual Hours	Maximum Cumulative Hours
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:

	<u>2020 Employer Monthly Contribution</u>	
<u>HEALTH PLANS</u>	<u>Plan A</u>	<u>Plan B</u>
Contra Costa Health Plan-Basic Plan		
Employee on Basic Plan	\$713.75	\$791.20
Employee & 1	\$1,427.48	\$1,582.40
Employee & 2 or more dependents	\$2,141.24	\$2,373.60
Kaiser Permanente-Basic Plan	\$703.39	\$559.06
Employee on Basic Plan	\$1,406.77	\$1,118.12
Employee & 1	\$2,110.16	\$1,677.17
Employee & 2 or more dependents		
Kaiser Permanente-High Deductible Plan		
Employee on Basic Plan	\$448.72	-
Employee & 1	\$897.44	-
Employee & 2 or more dependents	\$1,346.16	-
Health Net SmartCare HMO Plan-Basic Plan	\$1,057.99	\$754.39
Employee on Basic Plan	\$2,115.97	\$1,508.77
Employee & 1	\$3,173.96	\$2,263.16
Employee & 2 or more dependents		
Health Net PPO Plan-Basic Plan		
Employee on Basic Plan	\$2,153.17	-
Employee & 1	\$4,306.34	-
Employee & 2 or more dependents	\$6,459.51	-
<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	\$ 21.31
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 work, 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 PEPRA General Tier 4. The plan also provides a post retirement lump sum death benefit of \$5,000 to the member's beneficiary (\$31789.5) 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 PEPRA Members enrolled in Tier 4.

PEPRA 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.

Employees with Current Monthly Salary of:	Qualifying Base Contribution Amount	Monthly Contribution Required to Maintain Incentive Program Eligibility
\$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.

First 5 Contra Costa
Employee Compensation and Benefits Resolution 2019-001

Attachment A Salary Schedule
Effective Date 7/1/2019

<u>Title</u>	<u>Annual Salary Range</u>	
	<u>Minimum</u>	<u>Maximum</u>
<u>Administrative Assistant II</u>	<u>51,211.83</u>	<u>- 77,842.66</u>
<u>Administrative Manager</u>	<u>80,627.38</u>	<u>- 130,571.77</u>
<u>Communications Manager</u>	<u>80,627.38</u>	<u>- 130,571.77</u>
<u>Communications Specialist</u>	<u>67,189.49</u>	<u>- 106,103.79</u>
<u>Community Engagement Coordinator</u>	<u>67,189.49</u>	<u>- 106,103.79</u>
<u>Community Engagement Program Assistant II</u>	<u>51,211.83</u>	<u>- 77,842.66</u>
<u>Community Engagement Program Officer</u>	<u>80,627.38</u>	<u>- 130,571.77</u>
<u>Community Liaison</u>	<u>51,211.83</u>	<u>- 77,842.66</u>
<u>Database Coordinator</u>	<u>67,189.49</u>	<u>- 106,103.79</u>
<u>Deputy Director</u>	<u>100,784.23</u>	<u>- 153,577.29</u>
<u>Early Childhood Education Program Assistant II</u>	<u>51,211.83</u>	<u>- 77,842.66</u>
<u>Early Childhood Education Program Officer</u>	<u>80,627.38</u>	<u>- 130,571.77</u>
<u>Early Intervention Program Assistant II</u>	<u>51,211.83</u>	<u>- 77,842.66</u>
<u>Early Intervention Program Officer</u>	<u>80,627.38</u>	<u>- 130,571.77</u>
<u>Executive Assistant</u>	<u>51,211.83</u>	<u>- 77,842.66</u>
<u>Family Support Program Assistant II</u>	<u>51,211.83</u>	<u>- 77,842.66</u>
<u>Family Support Program Officer</u>	<u>80,627.38</u>	<u>- 130,571.77</u>
<u>Finance and Operations Director</u>	<u>100,784.23</u>	<u>- 153,577.29</u>
<u>Finance Coordinator</u>	<u>67,189.49</u>	<u>- 106,103.79</u>
<u>Grants and Contracts Assistant II</u>	<u>51,211.83</u>	<u>- 77,842.66</u>
<u>Grants and Contracts Manager</u>	<u>80,627.38</u>	<u>- 130,571.77</u>
<u>Help Me Grow Program Coordinator</u>	<u>67,189.49</u>	<u>- 106,103.79</u>
<u>Quality Improvement Coach</u>	<u>67,189.49</u>	<u>- 106,103.79</u>
<u>Quality Improvement Coaching Coordinator</u>	<u>67,189.49</u>	<u>- 106,103.79</u>
<u>Research Analyst</u>	<u>67,189.49</u>	<u>- 106,103.79</u>
<u>Special Projects Coordinator</u>	<u>67,189.49</u>	<u>- 106,103.79</u>
<u>Strategic Information and Planning Manager</u>	<u>80,627.38</u>	<u>- 130,571.77</u>
<u>Strategic Planning and Communications Assistant II</u>	<u>51,211.83</u>	<u>- 77,842.66</u>



Monday December 9, 2019

Agenda Item 3.4

Adopt the 2020 Calendar of Commission Standing Meetings



PROPOSED STANDING MEETINGS 2020

	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.
Executive Committee	1/13	2/10		4/13		6/8	7/13		9/14	10/12		12/14
5:00 PM 1485 Civic Court, Suite 1200 Small Conference Room Concord, CA												
Commission	1/13	2/10		4/13		6/8	7/13		9/14	10/12		12/14
6:00 PM 1485 Civic Court, Suite 1200 Large Conference Room Concord, CA												

DRAFT



Monday December 9, 2019

Agenda Item 3.5

Accept First 5 Contra Costa Program Report

1. Community Engagement

East County Regional Group (ECRG) Celebrates Contra Loma Estates Park Improvements!

The ECRG held a very successful community celebration of the new basketball courts at Contra Loma Estates Park in Antioch. The installation of the basketball courts came after 5 years of tireless, steady advocacy by the ECRG and community. On Saturday, November 9, over 250 community members celebrated this remarkable achievement with a joint ribbon cutting by the Mayor, two council members, and the ECRG.



Central County Regional Group (CCRG) - Concord Census Work Begins

The CCRG launched their census field work in November. The Community Engagement (CE) First 5 team and CCRG members conducted 4 Concord canvassing days to reach underrepresented families with young children with invaluable census information. Throughout the four days, the regional group team knocked on 200 doors, spoke with 83 residents, and collected 52 surveys about concerns facing residents. The census outreach will continue in January. The other 2 regional groups will receive canvassing training in January 2020.

CE Media Messaging Training

The CE team participated in an introductory media messaging training in early November to more effectively communicate the Regional Groups' work through media interviews. The CE team will continue developing media skills through ongoing professional development and training in 2020.

End of Year Leadership Recognition Ceremony

The CE team will host a cross regional group end of the year Recognition Ceremony on December 7 to honor the three regional group volunteer advocates who have demonstrated extraordinary dedication and commitment to young children and families in 2019. The celebration features leadership awards, regional group performances, dancing, and cross regional group relationship building. It is sure to be a fun-filled, well deserved celebration.

2. Early Intervention

First Early Childhood Mental Health Forum in Contra Costa County!

First 5 Contra Costa partnered with the Mental Health Services Act (MHSA) team of the County's Behavioral Health Department, and a coalition of Early Childhood Mental Health Service providing agencies to host the first countywide community forum focused on early childhood mental. The forum took place at the Pittsburg Senior Center on November 2, 2019 and was a huge success! The event convened a total of 155 participants which included community residents, parents, community-based service providers, advocates, early childhood educators, child care providers, local leaders, and elected officials. Supervisor Federal Glover attended the event and delivered welcoming remarks.

The purpose of the community forum is to collect community input on the most pressing mental health care needs for families of young children, to gather recommendations for services, resources, and information to address local needs, and to identify gaps and challenges faced by families of young children and practitioners serving children ages 0-5.

First 5 Contra Costa will continue to engage and advocate for identification of local MHSA funding to address early childhood mental health services and resources for the healthy social emotional development of children 0-5.



The Early Childhood Mental Health Coalition (ECPIC) that helped plan and coordinate this first of its kind community forum has been meeting for over a year under the auspices of First 5 Contra Costa. ECPIC members include: We Care Services for Children, Early Childhood Mental Health Program, VistaAbility (formerly Contra Costa ARC), CocoKids, Community Services Bureau – Head Start, and the Contra Costa Crisis Center 211.

3. Early Childhood Education

NEW REPORT: Supporting Kindergarten Readiness: District-Operated Preschool Programs in Contra Costa County

First 5 Contra Costa commissioned completion of the Contra Costa Preschool Case Studies report conducted by VIVA Social Impact Partners and in partnership with the Contra Costa County Office of Education (CCCOE). The report titled *Supporting Kindergarten Readiness: District-Operated Preschool Programs in Contra Costa County* presents a compilation of stories describing the journey and perspectives of four school districts that operate preschool programs in the county.

The case studies describe the challenges, unique operational approaches, and program models for each school district. Our intent is to utilize the report as a platform for inter-agency conversations and collective thinking about the academic and social benefits of operating a preschool program. The case studies report is available on the First 5 website at: <http://www.first5coco.org/results/supporting-kindergarten-readiness/>

Contra Costa Represented at Bay Area P-3 Conference

A delegation of 15 school and community leaders from Contra Costa county attended the one-day conference in San Mateo on Wednesday, November 20 – Policy, Partnerships and Practice: Intersections for Early School Success. Conference attendees included representatives from: WCCUSD, SRVUSD, MDUSD, AUSD, OUSD, the Contra Costa County Office of Education, Community Services Bureau – Head Start, and First 5 Contra Costa.



Conference attendees and members of the Early Learning Leadership Group (ELLG) will be invited to a debrief meeting to take place on January 23, 2020 from 3-5pm at First 5 Contra Costa. The group will share reflections and learnings from the conference with the goal of identifying emerging opportunities for collective P-3 efforts in the county.

Quality Matters Initiative

The QM staff report successful uploading of assessments and coaching case notes in the new iPinwheel database. As we approach the end of the second quarter of the 19-20 program year, quality assessments will continue at public sites through December, and at private and family child care sites beginning January through May 2020.

Moreover, the program experienced multiple staff transitions leaving multiple vacancies for essential roles in program operations. In the month of November, the First 5 team gives bittersweet farewell to Linda Frazier-Stafford, Quality Improvement Coach. She accepted a new role of Assistant Director for Community Services Bureau. Job posting for the hiring of a new coach will be published in January. Also, hiring for the ECE Program Specialist is in progress, job description available on:

<https://www.edjoin.org/Home/DistrictJobPosting/1254061>

4. Family Support

First 5 Centers Join Census Outreach Efforts!

First 5 Centers submitted applications for County grants for census activities and outreach. All centers were awarded a County mini-grant to implement place-based activities in their respective communities. First 5 staff from all centers are working collaboratively to implement community-based activities that mobilize and engage center families, Community Advisory Council (CAC) members, center staff, and community partners.

Part of this effort includes utilizing the centers as the hosting location census trainings and presentations. The intent is to catalyze on every engagement and education opportunity at the centers with young children and their families about the importance of the census.

East County First 5 Center Hosts Help Me Grow Community Café, Highlighting Census 2020!

The last Help Me Grow Café, on November 12, focused on the census and was hosted at the East County First 5 Center featuring our very own Fran Biderman as the guest speaker! The First 5 Centers are the perfect platform to intersect First 5 services and activities.



5. Family Economic Security Partnership (FESP)

Ongoing Census 2020 Activities

There were a number of Census related activities in November. Special Projects Coordinator Fran Biderman – who sits on the County's Complete Count Committee – participated in that committee's Outreach Sub-Committee where planning for outreach, census funding, and resources continue. To date, the County's Complete County Steering Committee has awarded \$280,000 in grants for 59 community-based organizations including First 5 Centers.



Fran also co-chairs the 0-5 Census Working Group with Ali Uscilka from the Healthy and Active Before 5 Collaborative. Fran also presented at the Help Me Grow Café, engaging the participants in an interactive power point census game. The 0-5 working group has been collecting ideas for swag from a number of groups and will be tallying the results and looking into making the swag available to First 5 partners.

Also, in collaboration with First 5 Program Officers, Fran disseminated a survey to all First 5 grantees with questions about their willingness to support the census and to identify barriers and concerns. Survey responses were discussed with the 0-5 Census Working Group to guide outreach planning and coordination of census activities.

At the January 22, 2020 meeting of the FESP Executive Committee the group will focus on the “Count Me In” campaign and ongoing coordination and integration efforts for census, voter, and Earn it! Keep it! Save it! campaign outreach. There will also be updates on the new state budget and from FESP members.

FESP Partnerships

FESP continues to participate on the Steering Committee for the Budget Justice Coalition, the Cal Fresh Working Group, Ensuring Opportunity, and Rise Together.



Monday December 9, 2019

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 9, 2019**

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:

Marianne Dumas, Finance Coordinator

One staff member has surpassed their ten-year anniversary:

Marnie Huddleston, Finance and Operations Director

Two staff members have surpassed their five-year anniversaries:

Francisca Hernandez, Quality Improvement Coach

Carolina López-Flores, Community Engagement Program Assistant II

Recommendation:

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



Monday December 9, 2019

Agenda Item 7.0

Annual Report to First 5 California for Fiscal Year 2018-2019.



**Staff Report
December 2019**

ACTION: X
DISCUSSION:

TITLE: Annual Report for Fiscal Year 2018-2019

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 30, 2019:

- County Revenue and Expenditure Summary (AR 1) FY 2018/19
- Demographic worksheets for each funded set of services as outlined by the First 5 California’s Result and Service Areas (AR 2) FY 2018/19
- County Evaluation Summary of selected funded activities and Agency Highlights (AR 3) FY 2018/19

Recommendation:

Adopt the Annual Report for Fiscal Year 2018-2019.

FY 2018/19 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 (CE)

First 5 California Result Areas and Service Categories	F5CC Initiative	F5CC Program Name
Result Area 1: Improved Family Functioning		
General Family Support	EI ECE FS CE	Crisis Center 211 Line Tandem StoryCycles First 5 Centers First 5 Center Community Advisory Council First 5 Center Staff Training and Support Community Engagement Regional Groups New Parent Kit Distribution
Intensive Family Support	EI	Triple P Mental Health Therapeutic Services
Result Area 2: Improved Child Development		
Early Learning Programs	ECE	Mt. Diablo Adult Education Literacy Preschool
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
Result Area 3: Improved Child Health		
General Health Education and Promotion	CE FS	Community Engagement Sports Classes, Bike Rodeo, and Parks Improvement Car Seat Project for First 5 Center Families
Perinatal and Early Childhood 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
Result Area 4: Improved Systems of Care		
Policy and Public Advocacy	CE	Family Economic Security Partnership (FESP) Equitable Housing and Parks Advocacy
Program and Systems Improvement Efforts	EI ALL	Trauma-Informed Systems of Care Public Information/Communications



Annual Report Form: County Highlights

Fiscal Year 2018-2019
July 1, 2018-June 30, 2019

County: **Contra Costa**

Describe two or three highlights or accomplishments during the fiscal year. **(2,000 characters maximum, including spaces)**

Following on the previous year's development of a trauma curriculum for providers serving young children, **First 5 Contra Costa (F5CC) continued to support a "community of practice" for the cohort of 14 Trauma Fellows** representing 12 agencies who completed the training module in the previous year. The Trauma Fellows now practice their new skills through staff development in their agencies, and through local and regional presentations.

F5CC's Community Engagement program continues to advocate for healthy, safe and equitable communities, particularly in the City of Richmond, where **West County Regional Group members in one day assessed 25 Richmond parks** on safety, play equipment, maintenance, innovation, and accessibility. The City used the WCRG's assessment results to solicit Prop 68 funds, and to guide the city council and staff in ongoing park improvement priorities. In the City of Concord, the Central County Regional Group joined a broad coalition of community advocates to promote housing security for families with young children.

The Quality Matters program continues to elevate the quality of early learning programs in the county and welcomed 48 additional sites during this program year.

F5CC held its second annual Coffee and Kids Policy Breakfast in May with special guest Kris Perry, CHHSA Deputy Secretary and special advisor to the Governor. Over 100 agency and business leaders convened to hear about the new Governor's priorities for early childhood and families in his first proposed budget. Congressman Mark DeSaulnier also updated the gathering on advancements at the federal level.

F5CC completed extensive renovations on the site of the new East County First 5 Center in Pittsburg. The new Center, one of six locations across the county, will provide developmental playgroups, parent education, literacy promotion, and other activities for over 500 families each year.



Annual Report Form: Evaluation Summary Overview

County Evaluation Summary for FY18-19
July 1, 2018-June 30, 2019

County: **Contra Costa**

Provide a description of the evaluation activities completed, evaluation findings, and their policy impact during the fiscal year.

Data Collection

- New family and child surveys capture demographics, health information, reading practices, maternal education, developmental concerns, and top household concerns (n=3,275 adults).
 - 10% of families earn < \$15k annually; 13% earn \$15k - \$30k
 - 19% of parents are concerned their child is not developing like other children
- Home visiting, First 5 Centers, Triple P, Community Engagement regional groups, and mental health consultation and inclusion services use ETO to track enrollment, attendance, assessments, and outcome data
- All child-focused programs utilize the ASQ-3; some use the ASQ-SE2
- Triple P participants complete the ECBI, Parenting Scale, DASS 21, and Program Evaluation
- An Access database tracks coursework, professional development activities, permit advancement, and attainment of college degrees for the Professional Development Program
- iPinwheel collects site applications, coaching activities, assessments, and rating information about Quality Matters

Research

- The following research projects took place in FY18-19. Results will be available in FY19-20.
 - Contra Costa Child Care Supply & Demand Dashboard
 - Contra Costa parent focus groups
 - Developmental Services Model Evaluation with First 5 Alameda
 - Contra Costa District-Operated Preschool Case Studies

First 5 Centers & Home Visiting

Nearly 1,600 new families accessing First 5 Centers and Welcome Home Baby services reported being most concerned about the development or behavior of their child, paying for child care, paying bills, feeling stressed and/or depressed, and finding a job.

Quality Matters

Of the 152 rated programs participating in Quality Matters, 18% of sites were rated at level 3, 42% at level 4, and 16% at level 5. QM coaches each help 20-25 providers meet their QRIS goals through Quality Improvement Plans, professional development, and QRIS elements like child screening, child observation and assessment, and classroom assessment tools like CLASS and ERS.

Professional Development

Three community colleges supported 542 early childhood educators. 34 participants met requirements for a higher permit level and 17 for an academic degree.

Professional Trainings

84% of all professional training learning objectives were met and 66% of participants said they will change their practice as a result of the training (n=904).



Annual Report Form: Evaluation Summary Overview

County Evaluation Summary for FY18-19
July 1, 2018-June 30, 2019

County: **Contra Costa**

Help Me Grow

Of the 2,414 children who received their first developmental screening, 26% scored in the monitoring zone and 25% needed a referral based on their score in at least one domain. 9% of children were rescreened at least one month after their initial ASQ.

52 pediatric providers attended a training and established screening procedures. Currently, 26 low-income pediatric clinics are screening and referring to HMG.

HMG referred 212 children to 33 developmental playgroups. Of children with ASQ screenings along with playgroup participation (n=43), The percentage who score in the typical range at post (23%) compared to pre (5%) suggests that children and families served by HMG playgroups are making gains in previously identified problem areas.

The centralized HMG line referred 231 parents to needed services and resources for their child. 60% accessed one or more referrals; 33% of families' referrals are in progress; 7% were lost to contact after referral.

Mental Health Consultation & Inclusion Services

Of 266 children with exit information, 65% remained in their child care setting and 31% moved to a setting considered more beneficial. Consultants report 77% of children improve in the area identified for services and 74% of providers have skills to work with children with similar issues.

Community Engagement Regional Groups

Parent advocates assessed 25 Richmond parks and advocated at city council for an equitable investment in safe, healthy, and equitable places for all children to play. : <http://www.first5coco.org/wp-content/uploads/2019/08/2019-Richmond-Parks-Assessment-Report-WCRG.pdf>



Annual Report AR-1

Contra Costa Revenue and Expenditure Summary

July 1, 2018 - June 30, 2019

Revenue Detail

Category	Amount
Tobacco Tax Funds	\$7,634,855
First 5 Impact Funds	\$926,592
Small Population County Augmentation Funds	\$0
DLL Pilot Funds	\$0
Other First 5 California Funds	\$0
Other First 5 California Funds Description	
Other Public Funds	\$630,243
Other Public Funds Description Quality Counts CA (QCC) and California State Preschool (CSPP)	
Donations	\$0
Revenue From Interest Earned	\$561,577
Grants	\$830,000
Grants Description Long Foundation HMG, Leshner Foundation East County School Readiness, Sunlight Giving, and Community Engagement Grants	
Other Funds	\$102,442
Other Funds	
Total Revenue	\$10,685,709

Improved Family Functioning

Service	Grantee	Program(s)	Children	Caregivers	Providers	Amount
General Family Support	CBO/Non-Profit	FRCs Core Support	6714	8611	198	\$2,253,526
General Family Support	First 5 County Commission	FRCs Core Support	0	1901	69	\$1,721,310
Intensive Family Support	CBO/Non-Profit	Triple P 4-5	53	286	14	\$285,364
Total						\$4,260,200

Improved Child Development

Service	Grantee	Program(s)	Children	Caregivers	Providers	Amount
Quality Early Learning Supports	Higher Education	Quality Counts California	0	0	544	\$833,023
Quality Early Learning Supports	County Office of Education/School District	Quality Counts California	1	0	0	\$351,337
Quality Early Learning Supports	CBO/Non-Profit	Quality Counts California	1	0	0	\$164,953
Quality Early Learning Supports	First 5 County Commission	Quality Counts California	0	0	889	\$1,030,617
Early Learning Programs	Higher Education	Preschool/Childcare	107	107	0	\$109,262
Total						\$2,489,192

Improved Child Health

Service	Grantee	Program(s)	Children	Caregivers	Providers	Amount
General Health Education and Promotion	First 5 County Commission	Safety Education	622	0	0	\$168,081
Early Intervention	CBO/Non-Profit	Not Applicable	438	0	180	\$1,005,277
Early Intervention	First 5 County Commission	Not Applicable	3375	687	296	\$962,925
Perinatal and Early Childhood Home Visiting	CBO/Non-Profit	Local Model	355	575	0	\$987,307
Perinatal and Early Childhood Home Visiting	First 5 County Commission	Not Applicable	0	0	19	\$457,390
Total						\$3,580,980

Improved Systems Of Care

Service	Grantee	Program(s)	Amount
Policy and Public Advocacy	First 5 County Commission	Not Applicable	\$62,141
Programs and Systems Improvement Efforts	First 5 County Commission	Family Strengthening Systems	\$2,480,884
Total			\$2,543,025

Expenditure Details

Category	Amount
Program Expenditures	\$12,873,397
Administrative Expenditures	\$1,398,425
Evaluation Expenditures	\$663,104
Total Expenditures	\$14,934,926
Excess (Deficiency) Of Revenues Over (Under) Expenses	(\$4,249,217)

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	\$22,957,427
Fund Balance - Ending	\$18,708,210
Net Change In Fund Balance	(\$4,249,217)

Fiscal Year Fund Balance

Category	Amount
Nonspendable	\$342,139
Restricted	\$554,742
Committed	\$841,227
Assigned	\$4,561,659
Unassigned	\$12,408,443
Total Fund Balance	\$18,708,210

Expenditure Note

No data entered for this section as of 10/25/2019 10:22:00 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 AR-2
Contra Costa Demographic Worksheet
July 1, 2018 - June 30, 2019

Population Served

Category	Number
Children – Ages Unknown (birth to 6th Birthday)	1,510
Children Less than 3 Years Old	6,049
Children from 3rd to 6th Birthday	4,105
Primary Caregivers	12,169
Providers	2,286
Total Population Served	26,119

Primary Languages Spoken in the Home

Category	Number of Children	Number of Adults
English	1,316	2,767
Spanish	1,834	2,442
Cantonese	19	16
Mandarin	50	45
Vietnamese	7	9
Korean	5	3
Other - Specify with text box	279	247
Unknown	8,154	6,640
Totals	11,664	12,169

Race/Ethnicity of Population Served

Category	Number of Children	Number of Adults
Asian	410	362
Black/African-American	270	347
Alaska Native/American Indian	22	16
Hispanic/Latino	2,487	2,253
Native Hawaiian or Other Pacific Islander	16	25
Other – Specify with text box	909	299
White	454	397
Two or more races	332	107
Unknown	6,764	8,363
Totals	11,664	12,169



Monday December 9, 2019

Agenda Item 8.0

Consider adopting the First 5t Contra Costa Strategic Plan for fiscal years 2020-21 to 2022/23; releasing the remaining fund balance committed by the Commission in 2004 for capital spending related to First 5 Centers (\$841,227); and eliminating the \$7.5 million “contingency fund” created by the Commission in 2011.



**Staff Report
December 9, 2019**

ACTION: X
DISCUSSION:

TITLE: Consider adopting the First 5 Contra Costa Strategic Plan for fiscal years 2020/21 to 2022/23 and making certain adjustments to the Commission's fund balance to support the plan.

Introduction:

Proposition 10 calls for every Commission to adopt a strategic plan in order to receive the tobacco tax revenues the Proposition established. Since 2000, when the Commission adopted its initial plan, two succeeding plans were adopted in 2009 and 2016.

Background:

The Strategic Plan for fiscal years 2020/21 to 2022/23 builds on its predecessors, streamlining First 5's core initiatives while continuing to expand its advocacy role. It is based on in-depth strategy sessions with staff starting at an all-day retreat in June 2019, and with two half-day sessions with the Commission in July and October 2019. From these sessions, three particular themes emerged. First, the Commission stated the current plan (FY 2016/17-2019/20) was the "right" plan and felt the next plan need only elaborate on it. Second, the statewide landscape for early childhood has shifted considerably with the election of Gov. Newsom and his commitment to the needs of young children and their families. While we heartily welcome this new era, what it may hold for the future of First 5 is uncertain. Finally, First 5 Contra Costa's fiscal resources will be more limited in coming years, particularly with the end of two major external grants and with the near exhaustion of the Commission's fund balance.

With these opportunities and challenges in mind, the proposed plan calls for continuing, as much as possible, the current set of activities and initiatives over the next three years, with a "step-down" approach to the annual budget during this period. The plan also calls for stronger integration across the main initiatives, with a more focused effort at systems change, incorporating core values with the essential strategies First 5 has honed over the last two decades.

The plan also calls for a stronger focus on fund development, through state advocacy with the California First 5 Association, stronger partnership with County agencies, philanthropy and business, and advocating for local revenue generation that could sustain First 5's long-term viability.

The Strategic Plan includes a component Long-Term Fiscal Plan that lays out the revenue sources projected to be available over the next three years. In particular, the Fiscal Plan calls for expending no more than \$9 million from the Commission's fund balance over the next three years. To prepare for this the plan calls for two adjustments of fund allocations to



ensure sufficient funds are available over the next three years. First, the Commission should release the remaining \$841,227 committed in 2002 for expenses related to purchase and renovation of First 5 Centers. Doing so would offset a portion of the final expenditure on the East County First 5 Center purchase and renovation.

Second, the Commission should eliminate the “Contingency Fund” created in 2011 in response AB11, the legislative attempt to “claw back” uncommitted First 5 funds across the state to fund the considerable state budget deficit at that time. While AB11 was eventually overturned in court, the Contingency Fund has remained. At this time, staff do not anticipate a scenario in which the legislature would attempt to claim or redirect First 5 revenues. By making these two fund balance adjustments the unassigned fund balance as of June 30, 2020 would be an estimated \$10 million.

The final draft plan brought to the Commission for adoption includes revisions made subsequent to the Commission’s October strategic planning session, when the first draft was reviewed. Those revisions are noted in purple type; all other text remains the same as the previous draft.

Recommendation:

Staff recommend the Commission adopt the First 5 Contra Costa Strategic Plan for fiscal years 2020/21 to 2022/23; release the remaining fund balance committed by the Commission in 2004 for capital spending related to First 5 Centers (\$841,227); and eliminate the \$7.5 million “contingency fund” created by the Commission in 2011.



Monday December 9, 2019

Agenda Item 9.0

Consider approving the Slate of Officers of the Commission for 2020.



**Staff Report
December 9, 2019**

ACTION: X
DISCUSSION:

TITLE: Consider approving the Slate of Officers of the Commission for 2020.

The Nominations Committee met on October 7, 2019 and prepared a slate of officers for the election on December 9, 2019.

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 2020 to the entire Commission on November 7, 2019:

Chair: Marilyn C. Lucey
Vice-Chair: John Jones
Secretary / Treasurer: Dr. Rocio Hernandez
Additional Non-Voting Member: Lee Ross

Recommendation:

Approve the Slate of Officers for Calendar Year 2020.