

Memo

To: Commission Members
From: Alexander Khu
Date: Monday January 13, 2020
Re: January 13, 2020 Commission Meeting

Enclosed are the materials for the January 13, 2020 Commission meeting which will take place as follows:

Time: 6:00 PM
Location: 1485 Civic Court Suite 1200, Concord, CA
925-771-7300

No dinner due to the meeting's short agenda.

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, January 13, 2020, 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

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 December 9, 2019 meeting.

3.2 Accept the minutes from the Special Commission Meeting December 16, 2019.

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

5.0 Consider authorizing the Chair, First 5 Contra Costa, to execute an employment agreement with Ruth Fernandez to serve as Executive Director of First 5 Contra Costa commencing January 13, 2020. Action

6.0 Communications

None Received

7.0 Commissioner F.Y.I. Updates

8.0 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 January 13, 2020

Agenda Item 3.1

Approve the minutes from the December 9, 2019 meeting.



Commission Meeting MINUTES

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

The meeting was called to order at 6:06 PM

Chair Gareth Ashley began the meeting with introductions from all attendees.

Commissioners in attendance were: Genoveva Calloway for Dr. Rocio Hernandez, PJ Shelton, Supervisor Diane Burgis, and Dr. Chris Farnitano.

Alternate Commissioner Lee Ross was present.

Also present was Deputy County Counsel Keiko Kobayashi.

Absent: Commissioners Marilyn Lucey, Kathy Gallagher, Kathy Marsh, and Alternates Matt Regan, Supervisor Candace Andersen, Roslyn Gentry.

2.0 Public Comment

There were no comments from the public.

3.0 Approval of Consent Calendar

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

AYES: Genoveva Calloway for Dr. Rocio Hernandez, PJ Shelton, Gareth Ashley, Diane Burgis, and Dr. Chris Farnitano.

NOES: None

ABSTAIN: None

ABSENT: Commissioners Marilyn Lucey, Kathy Gallagher, and Kathy Marsh.

Consent calendar **APPROVED**.

Commissioner John Jones and Alternate Commissioner Katharine Mason for Kathy Gallagher arrived at this time.

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

The Commission has adopted the practice of annually appreciating the First 5 staff and recognizing those who have surpassed milestones. This year's honorees are:

Marianne Dumas, Finance Coordinator for 15 years of service.

Marnie Huddleston, Finance and Operations Director for 10 years of service.

Francisca Hernandez, Quality Improvement Coach for 5 years of service.

Carolina Lopez-Flores, Community Engagement Program Assistant II for 5 years of service.



After the recognition, PJ Shelton led the Commission into a brief session thanking Commissioners and Staff for their work and accomplishments in making a difference in the lives of young children in Contra Costa County.

Dr. Rocio Hernandez arrived at this time.

6.0 Presentation of the 2019 Year in Review

Sean Casey presented the year in review with the following highlights:

Over 9,007 children, 11,757 parents & caregivers and 1,529 providers (unduplicated numbers) were directly served in First 5's principal funded initiatives.

One of the major achievements of the year was the opening of the East County First 5 Center in Pittsburg. Overall, nearly 2000 children and another 2000 caregivers participated in activities across the five First 5 Centers sites this year. Welcome Home Baby recorded nearly 8,000 home visits and 41 socializations.

Help Me Grow continued to build its impact in the community, with over 2,700 developmental screenings reported among participating providers. The 2-1-1 system reported a 67% increase in the number of families compared to fiscal year 2017/18. While 212 children participated in a Help Me Grow developmental playgroup, another 438 received targeted intervention services to help them stay in their childcare program.

This year, the Quality Matters program reached a record 184 sites including 48 new sites recruited for the high quality early education program. The program reached 542 teachers in professional development and training, representing as many as 6,400 children served – including infants, toddlers, and pre-k. With the participation of Tandem at every QM site, 4,000 children and their families participated in the book bag sharing program.

This year marked another major accomplishment with the first-ever Contra Costa Community Forum on Early Childhood Mental Health, a collaboration among First 5, the Early Childhood Prevention and Intervention Coalition and the County Behavioral Health Division. Over 115 community participants gathered to discuss the social and emotional needs of young children and how they could be addressed in the County's Mental Health Services Act three-year plan.

Our advocacy efforts continued this year with Commissioner Marilyn Lucey joining staff in Sacramento for the statewide First 5 advocacy day. Our second Annual Coffee & Kids Policy Breakfast over 100 attendees heard Under-Secretary of Health and Human Services for Early Childhood Kris Perry describe the groundbreaking state budget for early childhood and for families.

The Family Economic Security Partnership brought together over 45 agencies together through its events, with over 150 staff and constituents educated on topics important to families (shelter, tax filing assistance, importance of voting, census, etc.).



Our Community Engagement program involved 700 families in twelve advocacy activities for affordable and secure housing for children and families. Additionally the Regional Groups continued their ongoing work to improve parks for families, most notably in Richmond, Concord and Bay Point. To date resident advocacy has secured over \$3 million in local funding for park improvements. .

Congressman Mark DeSaulnier visited the East County First 5 Center to speak to his attempts to significantly increase funding for IDEA “Part C” activities that support critical intervention for children with special needs. A former First 5 Commissioner, Congressman DeSaulnier sat down with children in a developmental playgroup session and spoke with parents about their challenges and concerns for their children with special needs.

Additionally 621 professionals attended trainings in trauma, early childhood education and community/civic engagement

Looking ahead, 2020 will be busy. January will see the release of the Governor’s budget proposal for the year, the launch of First 5’s newly re-designed website including the new Contra Costa Childcare Dashboard, and “Positive Parenting Month.” There will be park improvements in Ambrose Community Park in Bay Point and Boorman Park in Richmond, the 3rd annual Coffee and Kids breakfast, and the expansion of the Ready Kids initiative.

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

The commission is statutorily required to have a public hearing on its annual report to the state.

Chairman Gareth Ashley opened the public hearing at 6:54 PM on the annual report to California First 5 For the fiscal year 2018-19. He informed the Commission that the collected data from all First 5s is used by the First 5 Association to educate funders, advocates and legislators about the statewide impact of First 5.

Sean reported that the findings and data support the year-end report above. The format of the summary is prescribed by the state.

There were no comments from the public, and the chair closed the public hearing at 6:56 PM.

John Jones made a motion, seconded by Katharine Mason for Kathy Gallagher to adopt the Annual report to First 5 California for Fiscal Year 2018 – 2019.

AYES: Dr. Rocio Hernandez, PJ Shelton, Gareth Ashley, John Jones, Diane Burgis, Dr. Chris Farnitano, and Katharine Mason for Kathy Gallagher.

NOES: None

ABSTAIN: None

ABSENT: Commissioners Kathy Gallagher, Kathy Marsh.

Motion **APPROVED.**

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.

Sean reported on the Strategic Plan for FY 2020/21 to 2022/23.

The plan itself is in the format the Commission saw at its October retreat. Revisions made since that meeting, in response to your thoughtful recommendations and suggestions are in purple typeface in the final draft.

The Strategic Plan also includes the fiscal plan for the next three years. As we discussed in October, we believe that up to \$9 million in the Commission’s remaining unassigned fund balance could be made available over the three years to sustain current activities. To do so, the plan requires that the Commission release funds remaining in the capital spending account for First 5 Centers and eliminate the “contingency fund” consisting of \$7.5 million held back for exceptional circumstances. At the time the fund was created in 2011, the Commission had very real concern that the state would attempt to claw back county First 5’s fund balances to addressing the ongoing state budget deficit. Today that threat is no longer an issue and we feel confident that only a modest fund balance is necessary.

Dr. Farnitano made the motion, seconded by PJ Shelton, to adopt the First 5 Contra Costa Strategic Plan for fiscal years 2020/21 to 2022/23; releasing the remaining fund balance committed by the Commission 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.

AYES: Dr. Rocio Hernandez, PJ Shelton, Gareth Ashley, John Jones, Diane Burgis, Dr. Chris Farnitano, and Katharine Mason for Kathy Gallagher.

NOES: None

ABSTAIN: None

ABSENT: Commissioners Kathy Gallagher, Kathy Marsh.

Motion **APPROVED**.

9.0 Consider approving the Slate of Officers of the Commission for 2020:

Nominating Committee member, Katharine Mason introduced the new Slate of Officers for the Commission for calendar year 2020. She reported that the committee met October 7, and collected nominations and presented the following slate of officers for the commission in 2020:

Chair: Marilyn C. Lucey

Vice-Chair: John Jones

Secretary / Treasurer: Dr. Rocio Hernandez

Additional Non-Voting Member: Lee Ross

Diane Burgis made a motion, and Gareth Ashley seconded to approve the Slate of Officers of the Commission for 2020.

AYES: Dr. Rocio Hernandez, PJ Shelton, Gareth Ashley, John Jones, Diane Burgis, Dr. Chris Farnitano, and Katharine Mason for Kathy Gallagher.

NOES: None

ABSTAIN: None

ABSENT: Commissioners Kathy Gallagher, Kathy Marsh.

Motion **APPROVED.**

After the vote, Sean Casey thanked outgoing officer Gareth Ashley for being Chair of the Commission for the last two calendar years, and presented him with a desk clock on behalf of First 5 Contra Costa.

10.0 Ad Hoc Committee update on the search for an executive director

Sub-committee chair PJ Shelton reported that the Ad Hoc Committee on the executive director search have completed the interview process.

The consultant posted the search early October 2019 including a brochure of First 5 Contra Costa designed specifically for the search. We received 37 applicants. The consultants narrowed the selection and telephone interviewed 12 candidates with potential qualifications.

The Ad Hoc Committee selected 6 finalists and had the consultants invite them to an interview with the sub-committee last December 10th and 11th. Five of the applicants were successfully interviewed (1 missed their scheduled appointment).

The sub-committee deliberated and selected the 2 most qualified candidates. These 2 candidates will be coming in on an interview with the Commissioners in a closed session on December 16, 2019.

PJ thanked everyone on the panel.

Deputy County Counsel Keiko Kobayashi reminded that the interview will be in a closed session and attended only by primary Commissioners. Alternates may attend if the primary Commissioner is unable to attend.

The official announcement of the new First 5 Contra Costa executive director will be made at the January 13, 2020 Commission meeting.

Diane Burgis left the meeting at this time.

11.0 Executive Director's Report

Sean Casey gave the following report:

Revenues

I want to let you know that our state association and First 5 California are closely monitoring the Proposition 10 revenues reported by the California Department of Taxation and Fee Administration, or CDTFA. Earlier this year CDTFA had problems with its new accounting system and was unable to report the last two months of the last fiscal year until September. Recently they posted the July revenue and estimates for August and September, which were 37%, 3%, and 77% below the previous year's respective months. We do not know if this is a result of administrative fees or other expenses. And we don't yet know what the Prop 56 backfill from the previous year will be.

On the more hopeful side of the revenue question, I want you to know that staff are fully engaged in the stakeholder process behind a potential county sales tax measure for next fall. The BOS has invited a number of representatives of services agencies and labor to form an ad hoc workgroup to come up with recommendations as to how a one-cent sales tax yielding over \$90 million a year could be applied. The



BOS is anticipating it will be a general tax, requiring only a majority of voters to support, which means no specific use can be spelled out on the ballot. The Board might support an advisory measure that could lay out potential uses generally if the tax passed. First 5 will continue to be involved in these early discussions.

Transitions

Moir Kenney, who has been the very able leader of the First 5 Association for the past 8 years, announced last month that she would be leaving her post in January for personal reasons. She has been instrumental in building the Association's visibility in Sacramento and across the state, hiring a full-time policy director, driving the creation of the First 5 Network, and drawing in funding from several major foundations. A search will soon be underway for her replacement; former First 5 Stanislaus County Exec Dir John Sims will serve as interim ED until a permanent Ed is established. The Executive Committee for the Association is also very closely involved in the transition.

We have had two staff transitions here as well. Lauren Wagner, our former Research Analyst, is now at the San Francisco Children's Council, the child care resource and referral agency for San Francisco, similar to our own CoCoKids. And Linda Frazier-Stafford, one of our Quality Matters coaches, will soon be supervising the West County Head Start sites for our own Community Services Bureau. They will both be missed, and we wish them well.

Upcoming items:

I sent an inquiry to the Commission earlier about your possible participation in the Leadership for Equity and Opportunity, or LEO, program that begins in February. This is a three-part intensive cohort training on principles of problem solving and leadership that are grounded in universal values like equity, dignity and compassion. We feel that the process imagined in LEO will be closely aligned to the systems change model in our strategic plan. We expect to have as many as 13 staff participate, and perhaps one Commission, Marilyn Lucey. If you think you might be interested please let us know; Ruth is preparing the applications. This could be a deeply meaningful shared experience for First 5 in the coming year.

Also coming up: the census! First 5 is part of a 0-5 working group, with Healthy and Active Before 5, CoCoKids, Head Start, the COE and Health Services to carry out outreach in the weeks leading up to the census April 1, particularly to families with infants and toddler. Staff will provide a presentation at one of the upcoming meetings.

Lastly, expect to see a contract in the early part of the year for a property manager to support the First 5 Center sites, both those we own and those we lease. This will be of great benefit as we address the needs of heavily used buildings and keep them in good repair. Staff expect to put out an RFP for this in the coming weeks.

12.0 Communications

None Received

13.0 Commissioner F.Y.I. Updates

There were no updates.

14.0 Adjourn

The next Commission will meet again on January 13, 2020. The meeting adjourned at 7:22 PM.



Monday January 13, 2020

Agenda Item 3.2

Accept the minutes from the Special Commission Meeting December 16, 2020.



**SPECIAL Commission Meeting
MINUTES**

Monday, December 16, 2019, 9:00 am
1485 Civic Court, Suite 1200
Large Conference Room
Concord, CA

1.0 Call to Order and Roll Call

The meeting was called to order at 9:08 am by Chairman Gareth Ashley.
Commissioners in attendance were: Dr. Rocio Hernandez, Marilyn Lucey, Lee Ross for PJ Shelton, Gareth Ashley, John Jones, Dr. Christopher Farnitano.

Absent: Commissioners PJ Shelton, Supervisor Diane Burgis, Kathy Gallagher and Kathy Marsh.

Also present was the CPS HR hiring consultant supervising executive Pam Derby.

2.0 Public Comment

None

3.0 CLOSED SESSION (Government Code Section 54957)

PUBLIC EMPLOYMENT

Title: Executive Director

The Commission met in closed session; there was no report out.

4.0 Adjourn

The meeting adjourned at 2:35 pm.

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Monday January 13, 2020

Agenda Item 5.0

Consider authorizing the Chair, First 5 Contra Costa, to execute an employment agreement with Ruth Fernandez to serve as Executive Director of First 5 Contra Costa commencing January 13, 2020.



Staff Report
January 13, 2020

ACTION: X
DISCUSSION:

TITLE: Executive Director Appointment

Background:

The First 5 Commission selected Ruth Fernandez to serve in the position of Executive Director effective January 13, 2020, subject to the terms and conditions of an employment agreement. Negotiation have been successfully concluded and the Commission is asked to approve the attached agreement and authorize its execution.

Recommendation:

APPROVE and AUTHORIZE the Chair, First 5 Contra Costa, to execute an employment agreement with Ruth Fernandez to serve as Executive Director of First 5 Contra Costa commencing January 13, 2020.

January 13, 2020

Dear Ruth Fernández:

It gives me pleasure to confirm our offer of the Executive Director position with First 5 Contra Costa Children and Families Commission. The salary and benefits described below will be effective on your start date January 13, 2020. As Executive Director, you will serve at the pleasure of the First 5 Contra Costa Children and Families Commission.

Salary. On an annualized basis, your base compensation will be \$160,825.00. This salary will be reviewed at the end of 12 months, no later than January 31, 2021. Based on your performance you may receive a pay adjustment at that time. Salary increases range from 0% to 5%.

Additionally, you are eligible to receive a Cost of Living Adjustment (COLA) when approved by the Commission. If awarded, the COLA is generally applied at the beginning of a fiscal year (July 1).

Performance Expectations. The First 5 Contra Costa Executive Committee will work with you to establish specific performance expectations concerning your performance as Executive Director. These performance expectations will be reviewed in Executive Committee meetings on a quarterly basis, and used to evaluate your performance at the end of 12 months, no later than January 31, 2021.

Benefits and Leaves. Attached is an overview of benefits and leaves offered by First 5 Contra Costa for your position. More information can be found in the Employee Compensation and Benefits Resolution 2019/001.

In accordance with our policy, your employment is at will, which means that either First 5 or you may terminate your employment at any time, for any reason, with or without cause or notice. By signing below, you represent that you are free to accept the terms of this offer and that your acceptance and performance shall not constitute a breach of any other obligations to any other party.

We look forward to working with you in your role as Executive Director.

Signatures:

Marilyn Lucey, Chair
First 5 Contra Costa Children
and Families Commission

Date

Ruth Fernández

Date

Benefits and Leaves Overview

Standard Benefits. You will continue to receive the standard benefits that are offered to all First 5 Contra Costa employees as set forth in the Employee Compensation and Benefits Resolution 2019/001.

1. Medical: 8 health plans through four carriers for employees and qualifying dependents. First 5 Contra Costa pays 80% of premiums.
2. Dental: 2 dental plans for employees and qualifying dependents. First 5 pays the same rate as the County unrepresented employees.
3. Vision: A voluntary vision plan for employees and qualifying dependents. 100% employee paid.
4. Employee Assistance Programs: 2 EAP programs
5. Flexible Spending Accounts: Dependent Care Assistance Program and Health Care Spending Account.
6. Paid Leave
 - a) Vacation: 10 hours accrued per month.
 - b) Personal Holiday: 2 hours accrued per month.
 - c) Sick Leave: 8 hours accrued per month.
7. Holidays: 10 observed holidays each calendar year.
8. Retirement: Contra Costa County Employee's Retirement Association (CCCERA). A defined benefit retirement plan that provides a fixed, pre-established benefit for employees at retirement. Participation is automatic and cannot be waived.
9. Deferred Compensation Plan (457): A voluntary plan; after qualifying base amount reached, First 5 matches \$85 monthly.
10. Short- and Long-Term Disability
 - a) STD: 100% employer paid. Up to \$1,500 per week.
 - b) LTD: 85% of total monthly earnings.

Management Benefits. You will continue to receive the standard benefits that are offered to all First 5 Contra Costa management employees as set forth in the Employee Compensation and Benefits Resolution 2019/001.

1. Administrative Leave: 60 hours awarded each January 1
2. Vacation Buy Back: May elect payment of up to one-third (1/3) of their annual vacation accrual once every 12 months.

Executive Director Benefits. You will also receive the following Executive Director benefits:

1. Automobile Allowance: \$300 per month
2. Life Insurance: \$60,000
3. Cell Phone Reimbursement: \$75 per month
4. Professional Development: Up to \$825 in each 2-year period for memberships, subscriptions, etc.
5. Career Development Training Reimbursement: Educational assistance reimbursement to up to \$500 per year for eligible employees.