FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

Memo

To: Commission Members
From: Alexander Khu
Re: December 14, 2020 Commission Meeting

To slow the spread of COVID-19, the Health Officer's Shelter Order of March 16, 2020, prevents public gatherings (Health Officer Order). In lieu of a public gathering, the First 5 Contra Costa Children's & Families' Commission meeting will be accessible via Zoom Meeting to all members of the public as permitted by the Governor's Executive Order 29-20.

Members of the public may participate in the meeting online, or by telephone but MUST register first (see below).

When: December 14, 2020 06:00 PM Pacific Time (US and Canada)
Topic: Special Commission Meeting on December 14, 2020

Register in advance for this webinar:
https://us02web.zoom.us/webinar/register/WN_u1xCLKInQo6GSgCYbh4KBg

After registering, you will receive a confirmation email containing information about joining the webinar.

In lieu of making public comments at the meeting, members of the public also may submit public comments before or during the meeting by emailing comments to Brian Kelley at bkelley@first5coco.org. If you have difficulty emailing a public comment, please contact Brian Kelley, First 5 Contra Costa Communications Department, at 925-289-9758.

Please let me know if you have any questions.

Kind Regards,

Alexander Khu, Executive Assistant
First 5 Contra Costa
1485 Civic Court
Concord, CA 94520

FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

Commission Meeting Agenda

December 14, 2020, 6:00 pm

To slow the spread of COVID-19, the Health Officer's Shelter Order of March 16, 2020, prevents public gatherings (Health Officer Order). In lieu of a public gathering, the First 5 Contra Costa Children's & Families' Commission meeting will be accessible via Zoom Meeting to all members of the public as permitted by the Governor's Executive Order 29-20.

Members of the public may participate in the meeting online, or by telephone but MUST REGISTER in advance in order to do so (see link below).
When: December 14, 2020 06:00 PM Pacific Time (US and Canada)
Topic: Special Meeting of the Commission December 14, 2020
Register in advance for this webinar:
https://us02web.zoom.us/webinar/register/WN_u1xCLKInQo6GSgCYbh4KBg

After registering, you will receive a confirmation email containing information about joining the webinar.

In lieu of making public comments at the meeting, members of the public also may submit public comments before or during the meeting by emailing comments to Brian Kelley at bkelley@first5coco.org. If you have difficulty emailing a public comment, please contact Brian Kelley, First 5 Contra Costa Communications Department, at 925-289-9758.

All comments submitted by email to the above email address before the conclusion of the meeting will be included in the record of the meeting. When feasible, the Commission Chair, or designated staff, also will read the comments into the record at the meeting, subject to a two-minute time limit per comment.
The Commission Chair may reduce or eliminate the amount of time allotted to read comments at the beginning of each item or public comment period depending on the number of comments and the business of the day. Your patience is appreciated.

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 of the Special Commission Meeting on November 17, 2020.**

3.2 **Accept the Executive Committee Report from the Special Meeting on November 17, 2020.**

3.3 **Accept the FY 2020-2021 First Quarter Financial Report**

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CHILDREN AND FAMILIES COMMISSION

3.4 **Adopt the First 5 Contra Costa Employee Compensation and Benefits Resolution 2020/2021.**

3.5 **Adopt the 2021 Calendar of Commission Standing Meetings**

3.6 **Approve the Contracts Docket**

3.6.1 APPROVE and AUTHORIZE the Executive Director or her designee to execute a contract amendment with Counseling Options & Parent Education Support Center, Inc. to increase the payment limit by $84,214 (from $107,030 to $191,244) to match First 5 funds and support the work of the Triple P Parenting program. FY2020-21 budget line: Early Intervention Initiative: Mental Health Therapeutic Services ($224,981). Funded 100% Contra Costa County Health Services.

3.6.2 APPROVE and AUTHORIZE the Executive Director or her designee to execute a contract with Employment & Human Services Department Community Services Bureau to provide home visiting services in an amount not to exceed $324,000 for term January 1, 2021 to June 30, 2021. FY2020-21 budget line: Family Support Initiative: Home Visiting ($628,000). Funded 100% Prop 10 funding.

3.6.3 APPROVE and AUTHORIZE the Executive Director or her designee to execute a contract amendment with CocoKids, Inc. (fiscal sponsor) for Healthy & Active Before 5 (HAB45) to increase the payment limit by $24,957.03 (from $39,783 to $64,740.03) to provide support and technical assistance to the First 5 CE team to reach 2021 programmatic goals and enhance countywide impact for early childhood health, safety, and development. FY2020-21 budget line: Systems Change: Community Engagement ($318,205). Funded 100% Prop 10 funds.

3.6.4 APPROVE and AUTHORIZE the Executive Director or her designee to execute a contract amendment with Eileen Pippins to increase the payment limit up to $23,092 (from $29,531.25 to $52,623.25) to provide facilitation and support to the First 5 Contra Costa Ready Kids East County project. FY2020-21 budget line: Early Intervention Initiative: Mental Health Therapeutic Services ($224,981). Funded 100% Lesher, East County Ready Kids.

3.7 Approve the Grants Docket

3.7.1 APPROVE and AUTHORIZE the First 5 Executive Director, or her designee, to execute a contract with the Contra Costa County Health Services Division, in an amount not to exceed $84,214 to match First 5 funds and support the work of the Triple P Parenting program for the period July 1, 2020 to June 30, 2021. FY2020-21 budget line: Early Intervention Initiative: Mental Health Therapeutic Services ($224,981). Funded 100% Contra Costa County Health Services.

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3.7.2 RATIFY the application for a Patelco Credit Union grant and the execution of a grant agreement with Patelco Credit Union for $1200 for the purchase of COVID-19 relief gift cards to distribute to First 5 families. Funds must be used before December 30, 2020. FY2020-21 budget line: Early Intervention: Children at Risk of Stress or Trauma ($28,200). Systems Change: Community Engagement ($318,205). Family Support Initiative: Home Visiting ($628,000) and First 5 Centers ($2,840,871). Funded 100% Patelco Credit Union.

3.8 **Accept the First 5 Contra Costa November 2020 Program Report**

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 2020 End of Year Review Presentation

7.0 Consider approving the Slate of Officers of the Commission for 2021: **Action**

Chair:	Marilyn Cachola Lucey
Vice-Chair:	Dr. Rocio Hernandez
Secretary / Treasurer:	Lee Ross
Additional Non-Voting Member:	Genoveva Garcia Calloway

8.0 Executive Director's Report Discussion

9.0 Commissioner F.Y.I. Updates

10.0 Adjourn

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

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the First 5 Contra Costa Children and Families Commission to a majority of members of the First 5 Contra Costa Children and Families Commission less than 96 hours prior to that meeting are available for public inspection at 1485 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.

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December 14, 2020

Agenda Item 3.1

Approve the minutes of the Special Commission Meeting on November 17, 2020

FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

Special Commission Meeting
MINUTES

November 17, 2020, 6:00 pm

1.0 Call to Order and Roll Call

Chair Marilyn Cachola Lucey called the November Special Commission meeting to order at 6:05 pm. Due to COVID-19, the meeting was held on a web-based platform. The Chair introduced meeting protocols.

Commissioners present on roll call were:
District 2: Marilyn Cachola Lucey
District 3: Lee Ross
District 4: Gareth Ashley
District 5: John Jones
Health Services: Dan Peddycord for Dr. Chris Farnitano
Children & Families Services: Kathy Marsh

Also present was Deputy County Counsel Keiko Kobayashi.

Absent were Commissioners Dr. Rocio Hernandez, Health Services Dr. Chris Farnitano, BOS Diane Burgis, EHSD Kathy Gallagher. Absent were Alternates Genoveva Garcia Calloway, Matt Regan, BOS Candace Andersen, and CFS Roslyn Gentry.

2.0 Public Comment

There were no comments from the public.

3.0 Approval of Consent Calendar

There were no items pulled from the Consent Calendar for further discussion.
A Motion was made by Lee Ross, seconded by Dan Peddycord to approve the consent calendar.

All in favor by roll call:
District 2 – Marilyn Cachola Lucey – Aye
District 3 – Lee Ross – Aye
District 4 – Gareth Ashley – Aye
District 5 – John Jones – Aye
Health Services: Dan Peddycord for Dr. Chris Farnitano – Aye
Children & Families Services – Kathy Marsh – Aye

NOES: None
ABSTAIN: None
Absent: Dr. Rocio Hernandez, Health Services Dr. Chris Farnitano, BOS Diane Burgis, EHSD Kathy Gallagher, Alternates Genoveva Garcia Calloway, Matt Regan, BOS Candace Andersen, and CFS Roslyn Gentry.

Motion was **APPROVED**.

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4.0 Consider for discussion any items removed from the consent calendar.
There were no items pulled from the Consent Calendar for further discussion.

5.0 Consider accepting the Fiscal Year 2019-2020 Financial Audit
The Chair open the public hearing on the First 5 Contra Costa Annual Financial Audit for Fiscal Year 2019-2020 at 6:09 pm.

James Ramsey from Eide Bailly CPAs & Business Advisors gave the following report:
The presentation goes over the letter significant pieces, compliance financial statements.

We audited the financial statements of the First 5 Contra Costa Children and Families Commission, and as of and for the fiscal year ended June 30, 2020, we have issued our report dated November 6, 2020. His report summarized the PDF report attached.

a) Our Responsibility in Relation to the Financial Statement Audit under Generally Accepted Auditing Standards and Government Auditing Standards. We did not have any independent consideration. No accounting policies.
b) We conducted our audit consistent with the planned scope and timing we previously communicated to you.
c) The engagement team have complied with all relevant ethical requirements regarding independence. The most sensitive accounting estimates affecting the financial statements are related to the net pension liability and net other post-employment benefits (OPEB) liability.
d) We encountered no significant difficulties in dealing with management relating to the performance of the audit. No disagreements arose during the course of the audit.
e) Management informed us that there were no consultations with other accountants regarding auditing and accounting matters.
f) The audit gave a clean opinion. In the normal course of our professional association with the Commission, we generally discuss a variety of matters. None of the matters discussed resulted in a condition to our retention as the Commission's auditors.

Section significant deficiencies:
We reported none. We did not even have a control deficiency letter.

All 3 opinions we provide are all clean opinions.

Received public comment:
- Gareth: Congratulations to Ruth and staff for clean opinions.

No further questions after.

The Chairwoman closed the public hearing at 6:25 pm.

Kathy Marsh made a motion, seconded by Lee Ross to adopt the Annual Financial Audit for Fiscal Year 2019-2020.

All in favor by roll call:
District 2 – Marilyn Cachola Lucey – Aye

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District 3 – Lee Ross – Aye
District 4 – Gareth Ashley – Aye
District 5 – John Jones – Aye
Health Services: Dan Peddycord for Dr. Chris Farnitano – Aye
Children & Families Services – Kathy Marsh – Aye

NOES: None
ABSTAIN: None
Absent: Dr. Rocio Hernandez, Health Services Dr. Chris Farnitano, BOS Diane Burgis, EHSD Kathy Gallagher, Alternates Genoveva Garcia Calloway, Matt Regan, BOS Candace Andersen, and CFS Roslyn Gentry.

Motion was **APPROVED**.

6.0 Annual Report to First 5 California for Fiscal Year 2019-2020.

Chairwoman Marilyn Lucey began the public hearing on the First 5 Contra Costa's Annual Report for FY 2019-2020 at 6:27 pm.

Ruth introduced First 5 Contra Costa's Communications Manager, Natalie Blackmur, Database Coordinator, Sarah Burke and Evaluation Analyst, Tatiana Hill to present the Annual Report to First 5 California. They gave a slide presentation with this report:

a) The team explained the First 5 CA's defined result areas and shared First 5 Contra Costa's total expenditures ($10,150,257) in FY19-20 mapped to those expenditures: Improved Systems of care ($546,344), Improved Child Health ($3,021,507), Improved Child Development ($2,378,131), Improved Family Functioning ($4,204,275). The report also shared total population served (children, caregivers, and providers), as well as population served by the state-defined Result Areas.
b) The report also included Contra Costa Demographic data serving our local children, their primary caregivers and providers, information of Race/Ethnicity of children and primary caregivers served.

After the presentation, there were questions and comments from the panel:
John Jones commented that it would have been helpful to see the race percentages Families, Parents, Primary Caregivers, and Providers.

Dan Peddycord commented that there seems to be low participation coming from the Black and African American families.

Ruth responded that current program and strategy efforts reflect First 5 Contra Costa's response to address this disproportionality in family participation. Intentional and strategic efforts are in progress to prioritize outreach and retention of Black and African American families in our First 5 Centers and other programmatic areas. Programs such as Ready Kids East County specifically reach out to this demographic.

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Gareth asked: When will First 5 CA's report be released with local Commissions accomplishments, so we can see First 5 Contra Costa results and data?

Ruth: First 5 CA will be releasing it early next year.

Marilyn: Participation of Hispanic/ Latino is about 25% in our populations. Can your staff say how you are being successful in outreach and engagement of Hispanic Latino population?

John: In the early years of First 5, there was a direct effort made to reach out to the Latino Community. There has been increase in this demographic due to these efforts.

Marilyn: How do you plan to strategize to get the African American families?

Ruth: One specific strategy we used to engage Latinx families was to promote staff at the First 5 centers that mirror the communities we serve; we can do a better job in this area with the Black and African American community and the staff at our centers. That is part of our current growth. We have multiple initiatives in progress integrating strategic moves to diversify our staff so that they are representative of our populations to include African American representation.

Camilla: We are looking at service delivery from in our F5 Centers and how on how best to support our African American Families.

Marilyn: in terms of our programs in the East County>
Camilla: Yes, and for Ready Kids, including our design team is comprised of African American leaders throughout the community.

Sarah: We just hired a new center director who is African American in Antioch / Delta Area.

Marilyn closed public hearing at 6:55 pm

Lee Ross made a motion, seconded by John Jones to adopt the Annual Report to First 5 California for FY 2019-209
All in favor by roll call:
District 2 – Marilyn Cachola Lucey – Aye
District 3 – Lee Ross – Aye
District 4 – Gareth Ashley – Aye
District 5 – John Jones – Aye
Health Services: Dan Peddycord for Dr. Chris Farnitano – Aye
Children & Families Services – Kathy Marsh – Aye

NOES: None
ABSTAIN: None
Absent: Dr. Rocio Hernandez, Health Services Dr. Chris Farnitano, BOS Diane Burgis, EHSD Kathy Gallagher, Alternates Genoveva Garcia Calloway, Matt Regan, BOS Candace Andersen, and CFS Roslyn Gentry.

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Motion was **APPROVED**.

7.0 Commissioner F.Y.I. Updates

There were no updates.

8.0 Adjourn

Meeting adjourn at 6:57 pm.

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December 14, 2020

Agenda Item 3.2

Accept the Executive Committee Report from the Special Meeting on November 17, 2020

FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

SPECIAL Meeting of the Executive Committee
MINUTES

Tuesday November 17, 2020
5:00 p.m.

1.0 Call to Order

Marilyn Cachola Lucey, chaired and called the meeting to order at 5:04 pm.
Present were:
Chair: Marilyn Lucey
Vice-Chair: John Jones
And additional non-voting member Lee Ross

Staff present were: Executive Director Ruth Fernandez, Deputy Director Camilla Rand and Administrative Manager Shawn Garcia.

2.0 Public Comment

There were none.

3.0 CONSIDER accepting the report on significant program, financial or contracts matters, and on any personnel matters relating to Commission staff.

Ruth gave the following updates:

a) We will be closing our RFP window for the organizational assessment on November 20. To date we have received questions from two entities. We look forward to reviewing proposals.
b) We have held the first round of interviews for the Finance Director and coordinating second round.
c) State Report: informed the committee that a presentation will be made by staff at the Commission meeting – she remarked that given staff vacancies and new staff, it has been a learning process across departments and an onboarding opportunity in understanding internal data collection processes. The team made an amazing job pulling report together.

Camilla gave a Deputy Director's highlight:

a) We hosted the first Ready Kids parent café last night. Topic was Fostering Self-care and Well-being. Smaller than expected group of parents (8) with wonderful speaker Rita Lang – perspective of being a busy parent. November 30th is the next one. Highlighting Black history and how to educate our children around the dreams of our ancestors.
b) This coming Thursday an ACES aware grantee spotlight with Dr. Nadine Burke Harris. Wanda Davis is also on the panel. Sponsored by Aurora and open to anyone.

4.0 CONSIDER accepting the fiscal audit for fiscal year 2019-20.

James Ramsey from Eide Bailly CPAs & Business Advisors gave the following report:
The presentation goes over the letter significant pieces, compliance financial statements.

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We audited the financial statements of the First 5 Contra Costa Children and Families Commission, and as of and for the fiscal year ended June 30, 2020, we have issued our report dated November 6, 2020. His report summarized the PDF report attached.

a) Our Responsibility in Relation to the Financial Statement Audit under Generally Accepted Auditing Standards and Government Auditing Standards. We did not have any independent consideration. No accounting policies.
b) We conducted our audit consistent with the planned scope and timing we previously communicated to you
c) The engagement team have complied with all relevant ethical requirements regarding independence. The most sensitive accounting estimates affecting the financial statements are related to the net pension liability and net other post-employment benefits (OPEB) liability.
d) We encountered no significant difficulties in dealing with management relating to the performance of the audit. No disagreements arose during the course of the audit.
e) Management informed us that there were no consultations with other accountants regarding auditing and accounting matters.
f) The audit gave a clean opinion. In the normal course of our professional association with the Commission, we generally discuss a variety of matters. None of the matters discussed resulted in a condition to our retention as the Commission's auditors.

Section significant deficiencies? Were there any?
We reported none. We did not even have a control deficiency letter.

If you review the CCCERA report discount rate is a good indicator. If contributions were the same for the remainder of the benefit plan, there will be no deficiency in contribution.

All 3 opinions we provide are all clean opinions.

5.0 CONSIDER accepting the report on statewide activities pertaining to children 0-5, including the activities of the First 5 Association of California, First 5 California, and other statewide advocacy groups.

Ruth reported on the following upcoming activities:

a) Email the Commission regarding the annual F5 Summit. Registration is open. This is the first time the summit is extending invitation to all staff. Please let me know if you wish to attend.
b) I continue to participate on the Race, Equity, Diversity, and Inclusion (REDI) First 5 Network state level committee– sometime in the future would like to have a conversation with the Executive Committee about local REDI work. BOS resolution identified racism is a public health issue – elevated racial equity. There is support from the Board. Ruth made public comments to the Board in favor of structural and systemic shifts to the county. The First 5 Association also just released an RFP for a consultant/group to guide and facilitate the Association's REDI work into the future and to support local Commissions in this work. They received 16 applications to the

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RFP. The review committee reduced it to 6. A selected proposal to be announced soon.

John informed that we need to meet about the December meeting and staff acknowledgement virtually.

Ruth additionally reported on Measure X that there are meetings that are held locally defining the structure locally.

Measure X Working Group hosted an input meeting with core organizations to discuss: 1) composition of Measure X Oversight Committee, audience representation based on interest group, issue area, and county area, and 2) areas of priority for the first year.
Ruth attended meeting and spoke on behalf of early childhood issue area and the need to have representation for EC on the Oversight Committee.

Ultimately, Board of Supervisors will determine committee representatives. The Working Group Co-Chairs will submit recommendations for an equitable and transparent process via a memo to the Board of Supervisors (BOS) Measure X Ad Hoc Committee Chairs, to include input from community. More to be defined at December BOS meetings.

John added that he is pushing for that committee and the process.

Next: Early Learning Leadership Group (ELLG) will meet to discuss: What early childhood priorities we want to emphasize, amplify. There will be a lot of voices included in the Oversight Committee, we will be sure to have an early childhood voice.

Lastly, Ruth informed the committee that the state will be hosting a public webinar to provide an overview of the long awaited Early Childhood Master Plan.

Ruth will share the meeting information with committee members if they would like to participate.

6.0 Adjourn
Meeting Adjourned at 5:52 pm

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CHILDREN AND FAMILIES COMMISSION

December 14, 2020

Agenda Item 3.3

Accept the FY 2020-2021 First Quarter Financial Report

FIRST 5 CONTRA COSTA

Line #		FY20/21 Budget			FY20/21 1st Quarter Revenue and Expenditures				
		F5 Contra Costa Funds	Other Funds	Total Budget	F5 Contra Costa Funds	Other Funds	Total Revenue and Expense	% of Budget	Notes:
	REVENUE								
1	**Prop 10 - Tax Apportionment**	7,505,758		**7,505,758**	1,815,990		**1,815,990**	24%	
2	Prop 56 - Tax Apportionment								
3	**State Grants:**								
4	First 5 California IMPACT		812,500	**812,500**		87,500	**87,500**	11%	1
5	CA State Preschool Quality Block Grant (CSPP)		258,830	**258,830**		58,178	**58,178**	22%	2
6	Quality Counts California (QCC)		229,775	**229,775**		57,778	**57,778**	25%	3
7	Dual Language Learners (DLL)		299,407	**299,407**		8,939	**8,939**	3%	4
8	ACEs Aware Grant		299,261	**299,261**		41,312	**41,312**	14%	5
9	Other Public Funds (HUB)		93,430	**93,430**		16,170	**16,170**	17%	6
10	**Philanthropic Grants:**								
11	Lesher Ready Kids		235,000	**235,000**					
12	Grant Income	100,000.00		**100,000**	100,000		**100,000**	100%	
13	Community Engagement Grants		60,000	**60,000**		60,000	**60,000**	100%	7
14	COVID-19 Grants					1,200	**1,200**		
15	Interest Income	50,000		**50,000**					
16	Other Income		50,000	**50,000**					
17	**TOTAL REVENUE**	**7,655,758**	**2,338,203**	**9,993,961**	**1,915,990**	**331,077**	**2,247,067**	**22%**	
18	Fund Balance Drawdown	2,989,302	744,933	**3,734,235**		144,506	**144,506**	**4%**	
19	**TOTAL REVENUES AND FUND BALANCE**	**$ 10,645,060**	**$ 3,083,136**	**$ 13,728,196**	**$ 1,915,990**	**$ 475,584**	**$ 2,391,574**	**17%**	
20									
21	***PROGRAM EXPENSES***								
22	**Initiatives**	**5,709,145**	**1,794,982**	**7,504,127**	**1,011,621**	**158,923**	**1,170,544**	**16%**	
23	**Early Childhood Education Initiative**								
24	Professional Development	475,000	80,000	**555,000**	68,200		**68,200**	**12%**	
25	Early Learning Quality	141,869	1,105,774	**1,247,643**	174	89,405	**89,579**	**7%**	
26	Literacy		129,262	**129,262**	26,521	16,229	**42,750**	**33%**	
27	**Total**	616,869	1,315,036	**1,931,905**	94,895	105,634	**200,529**	**10%**	
28	**Family Support**								
29	First 5 Centers	2,840,871		**2,840,871**	556,429		**556,429**	**20%**	
30	Home Visiting	628,000		**628,000**	141,300		**141,300**	**23%**	
31	COVID-19					9,743	**9,743**		
32	Training and Consultation	20,000		**20,000**	300		**300**	**2%**	
33	**Total**	3,488,871		**3,488,871**	698,029	9,743	**707,772**	**20%**	
34	**Early Intervention**								
35	Therapeutic Services	138,240	86,741	**224,981**	21,198		**21,198**	**9%**	
36	ECE Consultation	518,452		**518,452**	78,106		**78,106**	**15%**	
37	Help Me Grow Services	464,713		**464,713**	110,974		**110,974**	**24%**	
38	Children at Risk of Stress or Trauma	28,200		**28,200**	300		**300**	**1%**	
39	ACEs Aware					854	**854**		
40	Training and Consultation	17,300		**17,300**					
41	**Total**	1,166,905	86,741	**1,253,646**	210,578	854	**211,433**	**17%**	
42	**Systems Change**								
43	Public Information	261,500		**261,500**	1,721		**1,721**	**1%**	
44	Community Engagement	160,000	158,205	**318,205**	6,290	19,545	**25,835**	**8%**	
45	East County Ready Kids	-	235,000	**235,000**		23,147	**23,147**	**10%**	
46	Family Economic Security Partnership	15,000		**15,000**	107		**107**	**1%**	
47	**Total**	436,500	393,205	**829,705**	8,119	42,692	**50,810**	**6%**	
48	**Program Expenses**								
49	Program Salaries & Wages	1,477,320	730,434	**2,207,754**	314,041	204,850	**518,891**	**24%**	
50	Program Employee Benefits	539,218	542,720	**1,081,938**	150,253	101,054	**251,307**	**23%**	
51	Program Expenses and Overhead	645,658		**645,658**	60,490	10,438	**70,928**	**11%**	
52	**Total**	2,662,196	1,273,154	**3,935,350**	524,784	316,342	**841,126**	**21%**	
53	**TOTAL PROGRAM EXPENSES**	**8,371,341**	**3,068,136**	**11,439,477**	**1,536,405**	**475,264**	**2,011,669**	**18%**	
54									
55	***STRATEGIC INFORMATION & PLANNING***								
56	SIP Salaries & Wages	306,941		**306,941**	36,473		**36,473**	**12%**	8
57	SIP Employee Benefits	205,762		**205,762**	13,096		**13,096**	**6%**	8
58	Professional Services	237,080	15,000	**252,080**	21,398		**21,398**	**8%**	
59	Purchased Services and Supplies	28,535		**28,535**	3,125		**3,125**	**11%**	
60	SIP Expenses and Overhead	44,308		**44,308**	5,573		**5,573**	**13%**	
61	**TOTAL STRATEGIC INFO & PLANNING**	**822,626**	**15,000**	**837,626**	**79,664**	**-**	**79,664**	**10%**	
62									
63	***ADMINISTRATIVE EXPENSES***								
64	Administrative Salaries & Wages	672,631		**672,631**	142,057		**142,057**	**21%**	
65	Administrative Employee Benefits	368,304		**368,304**	75,021		**75,021**	**20%**	
66	Professional Services	133,000		**133,000**	25,660		**25,660**	**19%**	
67	Purchased Services and Supplies	116,755		**116,755**	9,791		**9,791**	**8%**	
68	COVID-19				13,677	319	**13,996**		9
69	Admin Expenses and Overhead	160,403		**160,403**	13,765		**13,765**	**9%**	
70	**TOTAL ADMINISTRATIVE EXPENSES**	**1,451,093**		**1,451,093**	**279,971**	**319**	**280,290**	**19%**	
71									
72	**GRAND TOTAL**	**$ 10,645,060**	**$ 3,083,136**	**$ 13,728,196**	**$ 1,896,040**	**$ 475,584**	**$ 2,371,624**	**17%**	

Distribution of expenses by department:

FY20/21 Budget		FY20/21 1st Quarter	
Program	**83%**	**Program**	**85%**
SIP	**6%**	**SIP**	**3%**
Administration	**11%**	**Administration**	**12%**
Total	**100%**	**Total**	**100%**

Notes:				
	Revenue/Contracts Ratified:	Comm Mtg Date	Term	Contract Amount
1	First 5 California - IMPACT	7/13/2020	FY 20/21-22/23	$ 2,185,071
2	CCC Office of Education - CSPP	10/28/2020	FY 20/21	$ 258,830
3	CCC Office of Education - QCC	10/28/2020	FY 20/21	$ 229,775
4	First 5 California - Dual Language Learners	9/14/2020	FY 20/21-21/22	$ 600,624
5	Aurrera Health Group - ACEs Aware	7/13/2020	FY 20/21	$ 299,261
6	Children's Council San Francisco - HUB	9/14/2020	FY 20/21	$ 93,409
7	Y & H Soda Foundation - Comm Engagement	7/13/2020	FY 20/21	$ 60,000
	Expenditures:			
8	Evaluation Analyst vacancy in July-Aug 2020.			
9	COVID-19 laptops, supplies and equipment for office and remote/home work while Shelter-In-Place issued.			

First 5 Contra Costa Strategic Plan FY 2020/21 - 2022/23	
Fund Balance as of	**7/1/2020**
Nonspendable	**349,878**
Prepaid Expenses and Deposits	135,878
Loans Receivable - Brighter Beginnings	214,000
Restricted	**361,763**
D&M Lesher Foundation - Ready Kids	361,763
Assigned	**4,311,395**
Elimination of FY20/21 Budget Deficit	3,734,235
Leases	577,160
Unassigned Funds	**13,197,072**
Unassigned	13,197,072
Total Fund Balance	**18,220,108**

FIRST 5
CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

December 14, 2020

Agenda Item 3.4

Adopt the First 5 Contra Costa Employee Compensation & Benefits Resolution 2020-2021.

FIRST 5
CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

EMPLOYEE COMPENSATION AND BENEFITS RESOLUTION NO. 2020/001

Draft for Approval
December 14, 2020

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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 $120,199.97 to $ 174,836.32. 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: Salary ranges are listed in Attachment A, First 5 Contra Costa Salary Schedule.

   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:

	2021 Employer Monthly Contribution	
HEALTH PLANS	**Plan A**	**Plan B**
Contra Costa Health Plan-Basic Plan		
Employee on Basic Plan	$783.45	$868.46
Employee & 1	$1,566.87	$1,736.93
Employee & 2 or more dependents	$2,350.34	$2,605.40
Kaiser Permanente-Basic Plan		
Employee on Basic Plan	$727.24	$578.00
Employee & 1	$1,454.47	$1,156.00
Employee & 2 or more dependents	$2,181.70	$1,734.00
Kaiser Permanente-High Deductible Plan		
Employee on Basic Plan	$463.97	-
Employee & 1	$927.94	-
Employee & 2 or more dependents	$1,391.91	-
Health Net SmartCare HMO Plan-Basic Plan		
Employee on Basic Plan	$1,044.52	$744.79
Employee & 1	$2,089.04	$1,489.57
Employee & 2 or more dependents	$3,133.56	$2,234.36
Health Net PPO Plan-Basic Plan		
Employee on Basic Plan	$2,373.62	-
Employee & 1	$4,747.24	-
Employee & 2 or more dependents	$7,120.85	-

DENTAL PLANS	**Delta Dental Premier PPO**	**Delta Care (HMO)**
For CCHP Plans		
Employee	$41.17	$25.35
Employee & 1	$93.00	$54.78
Employee & 2 or more dependents	$93.00	$54.78
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	$27.35
Employee & 1	$97.81	$59.78
Employee & 2 or more dependents	$97.81	$59.78

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. <u>Membership in the Contra Costa County Employees' Retirement Association (CCCERA).</u> 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. <u>Rates</u>: The member and employer contribution rates are split into two sets;

   1. Employees with membership dates <u>before January 1, 2013</u> are Legacy Members enrolled in <u>Tier 1 Enhanced.</u>

   2. Employees with membership dates <u>on or after January 1, 2013</u> are PEPRA Members enrolled in <u>Tier 4.</u>

      <u>PEPRA Members</u> are governed by the California Public Employees' Pension Reform Act of 2013 (PEPRA) (Chapters 296 and 297, Statues 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 2020-001

Attachment A Salary Schedule
Effective Date 7/1/2020

	Annual Salary Range		
Title	Minimum		Maximum
Administrative Assistant II	52,748.18	-	80,177.94
Administrative Manager	83,046.20	-	34,488.93
Communications Manager	83,046.20	-	134,488.93
Communications Specialist	69,205.17	-	109,286.90
Community Engagement Coordinator	69,205.17	-	109,286.90
Community Engagement Program Assistant II	52,748.18	-	80,177.94
Community Engagement Program Officer	83,046.20	-	34,488.93
Community Liaison	52,748.18	-	80,177.94
Database Coordinator	69,205.17	-	109,286.90
Deputy Director	103,807.75	-	158,184.61
Early Childhood Education Program Assistant II	52,748.18	-	80,177.94
Early Childhood Education Program Officer	83,046.20	-	134,488.93
Early Intervention Program Assistant II	52,748.18	-	80,177.94
Early Intervention Program Officer	83,046.20	-	134,488.93
Executive Assistant	52,748.18	-	80,177.94
Family Support Program Assistant II	52,748.18	-	80,177.94
Family Support Program Officer	83,046.20	-	134,488.93
Finance and Operations Director	103,807.75	-	158,184.61
Finance Coordinator	69,205.17	-	109,286.90
Grants and Contracts Assistant II	52,748.18	-	80,177.94
Grants and Contracts Manager	83,046.20	-	134,488.93
Help Me Grow Program Coordinator	69,205.17	-	109,286.90
Quality Improvement Coach	69,205.17	-	109,286.90
Quality Improvement Coaching Coordinator	69,205.17	-	109,286.90
Research Analyst	69,205.17	-	109,286.90
Special Projects Coordinator	69,205.17	-	109,286.90
Strategic Information and Planning Manager	83,046.20	-	134,488.93
Strategic Planning & Communications Assistant II	52,748.18	-	80,177.94
Trauma and Resiliency Coordinator	69,205.17	-	109,286.90

December 14, 2020

Agenda Item 3.5

Adopt the 2021 Calendar of Commission Standing Meetings

FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

Proposed: STANDING MEETINGS 2021

	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.
Executive Committee **5:00 PM** **Webinar Protocl**		**2/8**		**4/12**		**6/14**	**7/12**		**9/13**	**10/11**		**12/13**
Commission **6:00 PM** **Webinar Protocol**		**2/8**		**4/12**		**6/14**	**7/12**		**9/13**	**10/11**		**12/13**

December 14, 2020

Agenda Item 3.8

Accept the First 5 Contra Costa November 2020 Program Report

PROGRAM UPDATES
OCTOBER 2020

FESP

FESP-Related Activities
Plans are underway to hold a FESP meeting in early January focusing on "*Moving Forward: Economic, racial and social justice efforts on the horizon*." Presentations will be made on: 1) the impending end of the state's eviction moratorium on January 31, 2021 and action needed to support an extension, 2) the community engagement process for the establishment of the county's Office of Racial Equity and Social Justice, and, 3) the establishment of the Measure X Oversight Committee and roles and responsibilities.

FESP also continues to share information with members about a variety of current events including a new COVID-19 rental assistance program, community engagement meeting on December 16 about the process for the Office of Racial Equity and Social Justice, plans for the Oversight Committee for Measure X, and the upcoming eviction moratorium expiration.

Census 2020
The Census officially ended on October 15, 2020 and on November 10, 2020, the Board of Supervisors received a presentation from census staff on the Campaign's activities and recommendations for the 2030 census. Census Steering Committee members (of which Fran Biderman, Special Projects Coordinator, is a member) were acknowledged and given certificates of appreciation.

On November 16, 2020, the Census Steering Committee held its last meeting and Supervisor Burgis individually thanked all Steering Committee members for their contributions. Contra Costa achieved a 77.4% completion rate, third highest county in the state, exceeding the 2010 census count of 72.1%—a significant achievement given the vast pivot everyone had to make due to COVID-19.

Measure X: Healthy and Safe Contra Costa
Measure X passed with 58.2% of the vote. The Measure X Working Group met twice to discuss membership criteria, and roles and responsibilities of the to-be-established Oversight Committee. Based on feedback from the Working Group, a set of recommendations will be presented to the Board of Supervisors (tentatively scheduled for December 8):

- membership will consist of broad representation with designated positions for those issues identified in the Needs Assessment (early childhood being one);
- an application process will be established for those interested in applying for a position on the Oversight Committee;
- term limits will be staggered; and
- overall responsibilities will include overseeing a regular needs assessment, making general funding recommendations, and reviewing annual spending reports.

First 5 and FESP played an active role in the success of Measure X's passage. The Early Learning Leadership Group, staffed by Fran, will be meeting in early December to identify specific early childhood priorities for Measure X funding and Oversight Committee representation.

Partnerships
Budget Justice Coalition (BJC)
The BJC Steering Committee and Coalition met in November to discuss next steps. Scott Graves from the California Budget and Policy Center informed the group about things to look for with the new state

budget coming out in early January—a possible relief package from the federal government (a “skinny package”) and an unexpected $26 billion windfall in California. Both may ease the burden on the state, but Scott cautioned that the $26 billion is “one-time money” and therefore should not be used for programs that require ongoing support. Counties will be going to the state for funding in order for them to implement programs the state requires—which may mean that the BJC shifts some of its efforts to the state vs county level. Another focus of the BJC will be to support an extension of the eviction moratorium as well as to develop a working relationship with the new county administrator.

FESP Partnerships

FESP continues to participate on numerous coalitions/partnerships responding to the current COVID-19 and racial justice crises as well as continuing existing work. FESP participated on the Ensuring Opportunity Leadership Team meeting October 14, which reviewed a number of important happenings around the county (census, Measure X, eviction moratorium, etc.) and shared what First 5 and FESP have been working on. Fran also participated on the Cal Fresh Working Group on October 14, which seeks to increase CalFresh participation rates for eligible residents; and in a webinar by BARHII (Bay Area Regional Health Inequities Initiative) on the upcoming state budget, racial disparities, anti-poverty measures, and collaborative efforts.

Family Support

First 5 Centers Serve up Turkeys and More

The First 5 Centers in Central and East County partnered with the Contra Costa Food Bank and another local donor to prepare families for the Thanksgiving holiday with food and turkeys. The Centers also distributed COVID-19 supplies (PPE, thermometers, cleaning supplies, hand sanitizer), diapers/wipes, and art activities and books for the children. The events were captured live on the Centers’ Facebook and Instagram accounts. Nearly 300 families participated in one of the four distribution events.

New Partnership with Help a Mother Out

Lisa Korb, Family Support Program Officer, reached out to the Alameda Diaper Bank to broker a new partnership with First 5 Contra Costa. Our first delivery of 4 pallets (250 cases of diapers) will arrive on December 9 and the diapers will be distributed to families participating in First 5 funded programs in our Family Support, Early Intervention, and Community Engagement initiatives.

First 5 Contra Costa Representation on the Health and Human Services, Office of Child Abuse Prevention Citizen Review Panel

Lisa Korb will serve on the 2020-21 Citizen Review Panel (CRP) focusing on statewide prevention efforts of the state’s child welfare agencies. The Prevention Panel is comprised of a diverse group of professionals from all parts of California with expertise in family support and family strengthening public and private organizations. The CRP is charged with developing recommendations to improve child abuse prevention efforts throughout the state.

PROGRAM UPDATES

OCTOBER 2020

FIRST 5 CONTRA COSTA

Community Engagement

Regional Groups Contribute to Equitable Representation in 2020 Census and Elections

With the elections over, the Community Engagement (CE) team is gathering the data from Regional Groups voter and census outreach in 2020. Preliminary results show that the Regional Groups made over 10,000 phone calls for voter outreach alone. In the underrepresented districts where Regional Groups engaged in peer-to-peer voter outreach, voter turnout increased by 15% in Bay Point, 36% in District 5 in Richmond and by 45% in District 2 in Concord, compared to 2016. These numbers are particularly impressive when compared to a 23% increase in voter turnout countywide.

Rental Assistance and Legal Defense for Concord Tenants

After the Central County Regional Group (CCRG) advocacy in partnership with the Raise the Roof Coalition, Concord City Council approved an allocation of CDBG funds for rental assistance ($540,572) and legal defense support ($245,000). These funded services are critical to preventing a catastrophic wave of evictions in January 2021 with the expected expiration of AB3088. Rental assistance funds will be distributed by Shelter Inc. and Monument Impact while legal defense services will be provided by Centro Legal de la Raza. All Concord residents, regardless of immigration status, will be eligible for these needed services. Great work by the CCRG parent advocates, Raise the Roof Coalition and Concord City Council

Early Childhood Education

Quality Improvement Plans

The coaches have been busy working with providers to establish quality improvement plans aligned to the Quality Counts California Matrix. The coaches met with sites to discuss SMART goals and ensure relevancy given the impacts of the pandemic. All sites will have quality improvement plans established by December 14, 2020.

Master Plan for Early Learning and Care

CALIFORNIA ALL KIDS — Master Plan for Early Learning and Care

On December 1, the state of California released the Master Plan for Early Learning and Care, a research-based roadmap for building a comprehensive, equitable early learning and care system over the next decade. The four goals are as follows:

1) Unify and strengthen programs and services to support children's learning and development;
2) Support children's learning and development by enhancing educator competencies, incentivizing and funding career pathways, and implementing supportive program standards;
3) Unify funding to advance equity and opportunity; and
4) Streamline early childhood governance and administration to improve equity.

Trainings

November continued the highly rated Teaching Pyramid training series. All participants responded with "strongly agree" marks following the First 5 Contra Costa coach-led training. Additionally, First 5 Contra Costa hosted Carlos Lopez to conduct a training on how environment rating scale (ERS) tools can support sites during the pandemic.

Dual Language Learner Grant

The contract for the Dual Language Leaner (DLL) grant from First 5 California is delayed and expected in mid-December. It will be for the applied amount of $600,624 and will extend through June 30, 2022. With this grant, First 5 Contra Costa will collaborate with Alameda, San Francisco, San Mateo, and Santa Clara counties to offer two training modules and follow-up coaching for English and Spanish cohorts. Coaches will engage in a training-of-trainers professional development series around the POLL strategies to support participants and lead communities of practice. In partnership with Tandem, the DLL initiative will provide books, resources, and workshops to families.

Early Intervention

In The Spotlight

On November 19, Wanda Davis, the Early Intervention Program Officer, presented on our ACEs grant work as part of a panel of ACEs grantees spotlighted for their great work. Dr. Nadine Burke Harris provided opening remarks and asked questions of each panelist. This was the first spotlight and First 5 Contra Costa was one of 4 grantees chosen to participate. Dr. Burke Harris gave a specific shout out to Contra Costa recognizing Wanda for her prior work in this area.

Trauma Informed Leadership Teams (TILTs)

The second round of Trauma Informed Leadership Teams (TILTs) sessions were held and they continued to focus on utilizing the 4 quadrants of change framework to move us forward in creating our system of care. The evaluations continue to show positive results.

Positive Parenting Month

January is positive parenting month. First 5 along with COPE, The First 5 Association, CAPC, Office of Education, County Behavioral Health, and other Triple P Providers are moving forward a parenting proclamation co-authored by Tim Grayson and Mark Stone through the state assembly. Wanda will also participate in a round of virtual legislative visits with our local assembly person to speak about the importance of parenting supports and bringing awareness to the proclamation. At the County Board of Supervisors meeting on December 8, a local proclamation will be introduced along with an ask for more money directed at parenting education—this is the second year a local proclamation is on the calendar for approval (Jan. 2020 photo shown).

Help Me Grow

Liliana Gonzalez, Help Me Grow (HMG) Coordinator, co-facilitated a Developmental Case Study and Resource Navigation presentation for Lifelong Medical Family Medicine residents with Dr. McBride. She will also be part of a panel presentation with HMG National for newer HMG affiliates on HMG local implementation and structure. As a part of HMG efforts, training on development screening continues for ECE providers. Liliana has led the efforts to successfully offer two Ready Kids parenting cafes for African American parents modeled after the HMG provider cafe. Up To 5 HMG health sites will be part of Alameda's ACES aware peer to peer session

FIRST 5
CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

December 14, 2020

Agenda Item 5.0

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

FIRST 5
CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

Staff Report
December 14, 2020

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.

Two staff members have surpassed their twenty-year anniversaries:
Lisa R. Johnson, Grants and Contracts Manager
Shawn Garcia, Administrative Manager

One staff member has surpassed their fifteen-year anniversary:
Lisa Korb, Family Support Program Officer

Three staff member have surpassed their ten-year anniversaries:
Elida Treanor, Early Childhood Education Program Assistant II
Sarah Burke, Database Coordinator
Wanda Davis, Early Intervention Program Officer

One staff member has surpassed their five-year anniversary:
Kim Stadtlander, Quality Improvement Coaching Coordinator

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

FIRST 5
CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

December 14, 2020

Agenda Item 7.0

Consider approving the Slate of Officers of the Commission for 2021

FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

Staff Report
December 14, 2020

ACTION: __X__
DISCUSSION: ______

TITLE: Consider approving the Slate of Officers of the Commission for 2021.

The Nominations Committee met on November 12, 2020 and prepared a slate of officers for the election on December 14, 2020.

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 emailed out this Slate of Officers for election for 2021 to the entire Commission on November 20, 2020:

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

Recommendation:
Approve the Slate of Officers for Calendar Year 2021.

FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

Slate of Officers for Election 2021

Chair:	**Marilyn Cachola Lucey**
Vice Chair:	**Dr. Rocio Hernandez**
Secretary/Treasurer:	**Lee Ross**
Additional non-voting Member:	**Genoveva Garcia Calloway**

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