Memo

To: Commission Members

From: Alexander Khu

Re: *December 13, 2021 Commission Meeting*

VIRTUAL MEETING pursuant to by Government Code Section 54953(e)(1)(A)
The Public may observe and participate in the Virtual Zoom Webinar Meeting.

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

When: December 13, 2021 at 6:00 PM Pacific Time (US and Canada)
Topic: Commission Meeting of December 13, 2021

Register in advance for this webinar:
https://us02web.zoom.us/webinar/register/WN_rNRSFnLCRDOXp6JhEa6qDA

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

To indicate you wish to speak on an agenda item via Zoom, please "raise your hand" in the Zoom application. If you are joining the meeting via telephone, you may dial *9 using your phone's dial pad.

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.

Please let me know if you have any questions.

Kind Regards,

Alexander Khu, Executive Assistant
First 5 Contra Costa
Due to a facilities issue, First 5 Contra Costa staff are temporarily unable to access our office telephones.
Please direct all communications via email.
Thank you!

FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

Commission Meeting
A G E N D A
Monday, December 13, 2021, 6:00 pm

VIRTUAL MEETING pursuant to by Government Code Section 54953(e)(1)(A)
The Public may observe and participate in the Virtual Zoom Webinar by using this link:

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).

Register in advance for this webinar:
https://us02web.zoom.us/webinar/register/WN_rNRSFnLCRDOXp6JhEa6qDA

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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 from the Special Commission Meeting of October 25, 2021.**

3.2 **Accept the Executive Committee Report from the Special Meeting of October 25, 2021.**

3.3 **Approve the Contracts Docket**

3.3.1 **APPROVE and AUTHORIZE the Executive Director or her designee to execute a contract amendment with Community Strengths, LLC to increase the payment limit by $42,000 (from $50,000 to $92,000) to provide training, technical assistance, and support for the Network of Care Adverse Childhood Experiences (ACEs) grant activities. FY2021-22 budget line: Early Intervention Initiative: ACEs Aware ($399,358). Funded 100% Aurrera Health Group, LLC.**

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3.3.2 **APPROVE and AUTHORIZE the Executive Director's to enter into a cost sharing agreement with County Office of Education (CCCOE), Contra Costa County Employment and Human Services (EHSD), and Contra Costa County Health Services (HSD) (collectively referred to as Contra Costa Children's Leadership Council (CLC)) for a consultant team to coordinate and facilitate CLC meetings and activities in an amount not to exceed $100,000 for term November 15, 2021 to June 30, 2022. FY2021-22 budget line: First 5 Contra Costa ($25,000), Contra Costa County Office of Education ($25,000), Contra Costa County Employment and Human Services ($25,000), Contra Costa County Health Services ($25,000). Funded 25% Prop 10 funds, 75% other CLC Partners.**

3.3.3 **AUTHORIZE and RATIFY the Executive Director's execution of a contract with Moore Iacofano Goltsman, Inc. to coordinate and facilitate Contra Costa Children's Leadership Council (CLC) meetings, activities and convening's in an amount not to exceed $75,000 for term November 15, 2021 to June 30, 2022. FY2021-22 budget line: Professional Services: ($156,000). Funded 100% CLC Partners.**

3.3.4 **APPROVE and AUTHORIZE the Deputy Director, to execute a contract with the Contra Costa County Health Services Division, in an amount not to exceed $86,741 to support the work of the Triple P Parenting program for the period July 1, 2021 to June 30, 2022. FY2021-22 budget line: Early Intervention Initiative: Mental Health Therapeutic Services ($165,500). Funded 100% Contra Costa County Health Services.**

3.3.5 **APPROVE and AUTHORIZE the Deputy Director, to execute a contract amendment with Counseling Options & Parent Education Support Center, Inc. to increase the payment limit by $47,161 (from $136,321 to $183,482) to support the work of the Triple P Parenting program. FY2021-22 budget line: Early Intervention Initiative: Triple P Therapeutic Services ($165,500). Funded 100% Contra Costa County Health Services.**

3.3.6 **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 $23,005.95 (from $48,994.05 to $72,000) to provide support and technical assistance to the First 5 CE team to reach 2022 programmatic goals and enhance countywide impact for early childhood health, safety, and development. FY2021-22 budget line: Stakeholder Engagement & Policy Advocacy: Community Engagement ($210,000). Funded 100% Prop 10 funds.**

3.4 **Approve the Grants Docket**

3.4.1 **RATIFY the execution of an agreement with Children's Council of San Francisco for a $70,094 grant for IMPACT Region 4 Training & Technical**

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Assistance Hub Implementation for term July 1, 2021 to June 30, 2022. FY2021-22 budget line: Early Childhood Education Initiative: Early Learning Quality ($928,725). Funded 100% Children's Council of San Francisco.

3.4.2 **APPROVE and AUTHORIZE the Deputy Director, to execute a Memorandum of Understanding with We Care Services for Children (fiscal sponsor) for a $16,000.77 grant to provide family engagement and outreach to families with children ages 0-5 in the Everyday Moments/Los Momentos Cotidianos program for term July 1, 2021 to June 30, 2022. FY2021-22 budget line: Funded 100% We Care Services for Children**

3.4.3 **APPROVE and AUTHORIZE the Executive Director, or her designee, to execute an agreement with Contra Costa Office of Education for a $251,119 grant to provide California State Preschool Program (CSPP) Quality Rating and Improvement System (QRIS) Block Grant coaching and assessment services to state funded preschool programs for the period July 1, 2021 to June 30, 2022. FY2021-22 budget line: Early Childhood Education Initiative: Early Learning Quality ($928,725). Funded 100% Contra Costa County Office of Education.**

3.4.4 **APPROVE and AUTHORIZE the Executive Director, or her designee, to execute an agreement with Contra Costa Office of Education for a $211,905 grant to provide Quality Counts California (QCC), Quality Rating and Improvement System (QRIS) Block Grant coaching and assessment services to family childcare homes and private centers for the period July 1, 2021 to June 30, 2022. FY2021-22 budget line: Early Childhood Education Initiative: Early Learning Quality ($928,725). Funded 100% Contra Costa County Office of Education.**

3.4.5 **APPROVE and AUTHORIZE the Executive Director, or her designee, to execute an agreement with Contra Costa County Office of Education for a grant, in an amount not to exceed $10,000, to implement the Contra Costa County Professional Development Program (PDP) for term July 1, 2021 to June 30, 2022. FY2021-22 budget line: Early Childhood Education Initiative: Professional Development ($505,000). Funded 100% Contra Costa County Office of Education.**

3.5 **Accept the FY 2021-2022 First Quarter Financial Report**

3.6 **Consider approving the updated First 5 Contra Costa Employee Compensation and Benefits Resolution 2021/2022.**

3.7 **Adopt the 2022 Calendar of Commission Standing Meetings**

3.8 **Accept the First 5 Contra Costa October and November 2021 Program Reports**

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4.0 **CONSIDER for discussion any items removed from the consent calendar.**

5.0 **CONSIDER authorizing the Board of Commissioners, and its subcommittees and advisory bodies, to continue to conduct teleconference meetings under Government Code section 54953 (e) and make related findings and take related actions**

6.0 **RECOGNIZE First 5 Contra Costa staff who have surpassed service milestones and appreciate the entire staff for their continuing dedication and commitment to First 5's Vision and Mission.**

7.0 **CONSIDER approving and authorizing First 5's Executive Director, or her designee, to execute a 5-year lease agreement with SEECON Financial & Construction Co., Inc., with two 3-year renewals, for a 15,470 square foot space located at 4005 Port Chicago Highway, Suite 120, Concord, CA with a base monthly rent of $32,487.00 starting May 1, 2022 and increasing 3% annually.** **Action**

8.0 **CONSIDER Approving the 2022 Slate of Officers of the Commission** **Action**

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

9.0 **RECEIVE Executive Director's Report**

10.0 **RECEIVE Staff Presentation of 2021 End of Year Report** Discussion

11.0 **Communications**

- Governor Newsom's appointment announcement of Melissa Stafford Jones as Director for the Children and Youth Behavioral Health Initiative at the California Health and Human Services Agency
- First 5 Association Announcement of Deborah Reddy Kelch as Interim Executive Director

12.0 **Commissioner F.Y.I. Updates** Discussion

13.0 **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 13, 2021

Agenda Item 3.1

Approve the Commission Minutes from the Special Meeting of October 25, 2021

SPECIAL Commission Meeting

M I N U T E S

Monday, October 25, 2021, 6:00 pm

1.0 Call to Order and Roll Call

Chairwoman Marilyn Cachola Lucey called the meeting to order at 6:00 PM.
Due to COVID-19, the meeting was held on a web-based platform. Meeting protocols were introduced.

Present during roll call were:

District 1 Alternate: Genoveva Garcia Calloway
District 2 Commissioner: Marilyn Cachola Lucey
District 3 Commissioner: Lee Ross
District 3 Alternate: Rhoda Butler
District 4 Commissioner: Matt Regan
District 4 Alternate: Gareth Ashley
District 5 Commissioner: John Jones
Health Services Department Alternate: Daniel Peddycord, RN
Board of Supervisors: Candace Andersen
EHSD Alternate: Aaron Alarcon-Bowen

Also present: County Counsel Keiko Kobayashi

Commissioners absent: District 1 Dr. Rocio Hernandez; Health Services Department Dr. Chris Farnitano, EHSD Kathy Gallagher; Children & Families Services Kathy Marsh

Alternates absent: District 2 Srividya Iyengar; Board of Supervisors Diane Burgis; Children & Families Services Roslyn Gentry

2.0 Public Comment

There were no comments received from the public.

3.0 Approval of Consent Calendar

John Jones made a motion, seconded by Candace Andersen to approve the Consent Calendar.

Roll call of vote:
District 1: Genoveva Garcia Calloway for Dr. Rocio Hernandez - AYE
District 2: Marilyn Cachola Lucey - AYE
District 3: Lee Ross - AYE
District 4: Matt Regan - AYE
District 5: John Jones - AYE
Health Services Department: Daniel Peddycord for Dr. Chris Farnitano - AYE
Board of Supervisors: Candace Andersen - AYE
EHSD Commissioner: Aaron Alarcon-Bowen for Kathy Gallagher - AYE

Noes NONE
Abstain: NONE

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Absent: District 1 Dr. Rocio Hernandez; Health Services Department Dr. Chris Farnitano; EHSD Kathy Gallagher; Children & Families Services Kathy Marsh; District 2 Alternate Srividya Iyengar; Board of Supervisors Alternate Diane Burgis; Children & Families Alternate Roslyn Gentry

The Consent Calendar **APPROVED**.

4.0 Consider for discussion any items removed from the consent calendar.
No item removed from the consent calendar.

5.0 Consider accepting the Fiscal Year 2020-2021 Financial Audit
The Chair opened the public hearing on the First 5 Contra Costa Annual Financial Audit for Fiscal Year 2020-2021 at 6:06 PM

James Ramsey from Eide Bailly CPAs & Business Advisors delivered the report. His entire presentation as outlined in the Audit Report is found on the supplement to the packet and is available on the First 5 Contra Costa Website:
http://www.first5coco.org/wp-content/uploads/2021/10/BINDER-F5CC-2021-Financial-Audit.pdf

The audited financial statements of the First 5 Contra Costa Children and Families Commission (Commission), a component of the County of Contra Costa, California (County), as of and for the year ending June 30, 2021, and issued the report dated October 18, 2021.
His report highlights include:

a) The auditors are independent of the Commission and performed their tasks according to the appropriate auditing standards.
b) They did not encounter significant difficulties in dealing with management relating to the performance of the audit.
c) There were no uncorrected or corrected misstatements identified as a result of their audit procedures.
d) No disagreements arose during the course of audit.
e) They requested certain written representations from management which are included in the management representation letter dated October 18, 2022.
f) Discussed a variety of matters including the application of accounting principles and standards, operating and regulatory conditions affecting the entity and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to their retention as the Commission's auditors.

After the presentation, John Jones asked clarity on the tests performed by the audit. James explained that they confirmed cash balances, obtained actuarial reports for the net pension and net OPED liability, performed procedures over all the liabilities including accounts payables, grants payables as well as related parties. They confirmed revenues and then tested transactions associated with expenditures especially in relation to the Strategic Plan.

There were no further questions from the floor and no questions from the public thereafter.

The Chair closed the public hearing of the First 5 Contra Costa Annual Financial Audit for Fiscal Year 2020-2021 at 6:19 PM.

Candace Andersen made a motion, seconded by Lee Ross to accept the FY 2020-2021 Financial Audit Report.

Roll call of vote:
District 1: Genoveva Garcia Calloway for Dr. Rocio Hernandez - AYE
District 2: Marilyn Cachola Lucey - AYE
District 3: Lee Ross - AYE
District 4: Matt Regan - AYE
District 5: John Jones - AYE
Health Services Department: Daniel Peddycord for Dr. Chris Farnitano - AYE
Board of Supervisors: Candace Andersen - AYE
EHSD Commissioner: Aaron Alarcon-Bowen for Kathy Gallagher - AYE

Noes: NONE
Abstain: NONE
Absent: District 1 Dr. Rocio Hernandez; Health Services Department Dr. Chris Farnitano EHSD Kathy Gallagher; Children & Families Services Kathy Marsh; District 2 Alternate Srividya Iyengar; Board of Supervisors Alternate Diane Burgis; Children & Families Alternate Roslyn Gentry

The Board **APPROVED** the First 5 Contra Costa Financial Audit for FY 2020-2021.

6.0 Annual Report to First 5 California for Fiscal Year 2020-2021

The Commission is required to have a public hearing on its annual report to First 5 California. The entity that uses this data is the First 5 Association which compiles this data from all First 5s and uses it to educate funders and advocate to legislators about statewide impacts of First 5.

The Chair opened the public hearing on the First 5 Contra Costa's Annual Report for FY 2020-2021 at 6:20 PM.

First 5 Contra Costa Database Coordinator Sarah Burke and First 5 Contra Costa Evaluation Analyst Tatiana Hill provided the presentation on the Annual Report to First 5 California FY 2020-2021.

The highlights of the report given is also found on the packet beginning at page 19:
http://www.first5coco.org/wp-content/uploads/2021/10/10.25.2021-Special-Commission-PACKET.pdf

The Annual Report expenditures and counts of children, caregivers, and providers served were organized into Result Areas and Service Categories defined by First 5 California. Result Ares include Improved Family Functioning, Improved Child Development, Improved Child Health, and Improved Systems of Care. First 5 Contra Costa initiatives and programs were aligned with Result Areas and Service Categories, and the alignment is further described in the Annual Report packet.

After the presentation, there were questions from the floor:

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Genoveva Garcia Calloway commented that she appreciated how the report reflects the many programs First 5 Contra Costa offers and touches so much into what the agency is doing to help the community.

Lee Ross asked if there were any groups that they felt was underrepresented by the services we provided?

Tatiana mentioned there were limitations to the demographic data on families due to the pandemic, difficulty to engage underrepresented families and our communities (cited the challenges to engage more African American families). She noted that strategic efforts in our co-programing with First 5 Centers, through distribution efforts, we have reached low income and ethnic minority families, but were not able to collect the demographic data. We distribute supplies but confirmed there are a group of underrepresented families that are not reflected on this demographic data.

Daniel Peddycord asked if there was a shift in the demographic served due to the pandemic and if there was a shift in servce emphasis.

Tatiana mentioned there were many parents who were forced out of the workforce due to lack of child care services, but noted that Latino families appear to be impacted more, as well as families who lack access to internet services and were unable to access virtual services like education that emerged as a result of the pandemic.
There were no further questions from the floor and from the public.

The Chair closed the public hearing of the Annual Report to First 5 California FY 2020-2021 at 6:43 PM.

Daniel Peddycord made a motion, seconded by Matt Regan to adopt the Annual Report to First 5 California FY 2020-2021.

<u>Roll call of vote</u>:
District 1: Genoveva Garcia Calloway for Dr. Rocio Hernandez - AYE
District 2: Marilyn Cachola Lucey - AYE
District 3: Lee Ross - AYE
District 4: Matt Regan - AYE
District 5: John Jones - AYE
Health Services Department: Daniel Peddycord for Dr. Chris Farnitano - AYE
Board of Supervisors: Candace Andersen - AYE
EHSD Commissioner: Aaron Alarcon-Bowen for Kathy Gallagher - AYE

Noes: NONE
Abstain: NONE
Absent: District 1 Dr. Rocio Hernandez; Health Services Department Dr. Chris Farnitano
EHSD Kathy Gallagher; Children & Families Services Kathy Marsh; District 2 Alternate Srividya Iyengar; Board of Supervisors Alternate Diane Burgis; Children & Families Alternate Roslyn Gentry

The Board **APPROVED** to adopt the Annual Report to First 5 California for FY 2020-2021.

7.0 Communications

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Ruth Fernandez encouraged the Commissioners to read the articles and provided a brief reports found on the packet:

- LIIF Report to First 5 Contra Costa: Contra Costa Child Care Relief Fund
- NY Times Article: When Child Care Costs Twice as Much as the Mortgage

Her brief report shed light on the final report by the Low Income Investment Fund (LIIF) for the Contra Costa Child Care Relief Fund, as well as the article regarding the high cost of child care.

EHSD Alternate Aaron Alarcon-Bowen also shared his concerns on the shortage on childcare personnel that they are trying to address at the Contra Costa Community Services Bureau. He added that the Administration for Children and Families sent a letter to all the federal child care grantees encouraging them to utilize the COVID-19 ARPA Funds (American Rescue Plan Act) as a tool to help address workforce shortages.

Matt Regan asked that with major things that occurred in this recent year for child care providers (cites the expansion of Paid Family Leave as well as the expansion of Transitional Kindergarten), is there data on how many child care providers have we lost as a result of the loss in economy.

Ruth stated that close to 1,300 childcare slots were lost since the pandemic . John Jones that we lost about 20% of what Contra Costa had.

8.0 Commissioner F.Y.I. Updates

The Commission welcomed new EHSD Alternate Aaron Alarcon-Bowen to his first Commission Meeting.

9.0 Adjourn

The meeting was adjourned at 6:56 PM.
Next standing meeting is on Monday December 13, 2021.

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December 13, 2021

Agenda Item 3.2

Accept Executive Committee Minutes from the Special Meeting of October 25, 2021

FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

Special Meeting of the Executive Committee
MINUTES

Monday October 25, 2021
5:00 p.m.

1.0 Call to Order

The meeting was called to order at 5:01 PM.
Present were Chairwoman Marilyn Cachola Lucey, Secretary/Treasurer Lee Ross and Additional Non-Voting member Genoveva Garcia Calloway.
Staff present were Executive Director Ruth Fernández, Deputy Director Camilla Rand, Administrative Manager Shawn Garcia and Executive Assistant Alex Khu for the minutes.

Vice-Chair Dr. Rocio Hernandez was not present.

2.0 Public Comment

There were no comment from the public

3.0 Accept the Minutes of the Special Meeting of the August 3, 2021 Executive Committee

Minutes of the Special Meeting of August 3, 2021 Executive Committee reviewed.
There were no corrections, no changes, and the minutes were accepted.

4.0 RECEIVE Overview Presentation of the FY 2020-2021 Financial Audit

James W. Ramsey from Eide Bailly CPAs & Business Advisors provided a synopsis of his presentation at the Special Commission Meeting of October 25, 2021. He informed that their responsibility is to plan and perform audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. He added that the auditors are responsible for communicating significant matters related to the audit that are relevant to our responsibilities in overseeing the financial reporting process. He stated that the most sensitive disclosures affecting the Commission's financial statements relate to the sensitivity of the Commission's net pension liability to the discount rate and the sensitivity of the Commission's net liability to the discount rate and the healthcare cost trend rate. They encountered no significant difficulties in dealing with management relating to the performance of the audit. There were no uncorrected or corrected misstatements identified as a result of their audit. No disagreements with management arose during the course of audit. They did request certain written representations from management which are included in the management representation letter dated October 18, 2021. He referred to the packet binder of the financial statement posted on the First 5 Contra Costa Website: http://www.first5coco.org/wp-content/uploads/2021/10/BINDER-F5CC-2021-Financial-Audit.pdf

After his presentation, Lee asked a series of questions pertaining to pension liability, asked for an explanation of the discount rate at 7% ramifications stated on the report.
Lee also asked if the retirement funding model was taken into consideration with the agency's reduced Prop. 10 (the 1998 California Children & Families Act) funding?

James explained that the 7% shortfall is actually a pension asset if they increase the discount rate of 8%. With the model of the pension funding, the Commission does not put aside any money - all pension goes directly to the CCCERA plan per investment policy. There were further discussion regarding the Section 115 Trust Fund – based on an Internal Revenue Code.

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FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

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

Ruth presented 2 brief updates:

(a) Gave an update of the Organization Assessment. Interviews continue. Data collection internally were concluded. Answering key inquiry questions. Formulating guidance report that will be useful to Commission and Staff. Timeline had to be extended to accommodate more information.

(b) Update of the administrative offices. Currently in communication with landlord and management company. May remain closed for tenant use likely until the end of the calendar year.

(c) Update on exploration of other administrative office possibilities – discussions continue with County Counsel and County Public Works Department.

Camilla gave the Executive Committee a brief information about a series of outreach presentations to three East Contra Costa County Rotary Clubs end of October through early November. More information to share in the next Executive Committee Meeting.

6.0 REVIEW and ADOPT the process for the Executive Director Performance Review

Shawn Garcia gave the report.

Staff gave recommendation to adopt the process for the Executive Director Performance Review. In accordance with the Bylaws, the Executive Committee shall conduct the annual performance review of the Executive Director (ED), review the ED annual work plan and progress reports, and make recommendations to the Commission on matters related to the performance, compensation and annual work plan of the ED. Each year the Executive Committee conducts the performance review however it had not been consistent over the years. This is an opportunity to adopt a process. The Executive Committee has the authority to review and revise as needed. Highlights of the recommendations as follows:

(a) Every three years the Executive Committee may elect to conduct an anonymous 360-degree interview every three years starting in 2020,

(b) The other recommendation is to perform a total compensation and benefits study every three years to ensure the ED's salary and benefits are competitive.

Lee Ross made a motion, seconded by Marilyn Cachola Lucey, to adopt the process for the Executive Director Performance Review.

AYES – Marilyn Cachola Lucey, Lee Ross
NOS – 0
ABSTAIN – 0

Absent: Dr. Rocio Hernandez

Motion passed.

7.0 DISCUSS issues regarding the operation of the Commission.

Ruth provided the following information:

(a) Special Meeting: Nominating Committee is on Thursday November 4, 2021 at 5 pm.

8.0 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 gave the following updates:

(a) REDI (Race Equity Diversity Inclusion) Workshops sponsored by the First 5 Association are ongoing. Communication will be forwarded to the Commission about the fall workshops in November as well as information on Curbside Consultation.

(b) Local Measure X update: Early Childhood remained as one of several core issues recommended for funding by the Measure X Community Advisory Board (CAB). The Board of Supervisors will be voting on Measure X funding athe BOS meeting scheduled on November 16, 2021 Early childhood partners are prepared to provide public comment in support of the Measure X recommendations and to elevate early childhood as a core issue.

9.0 Review agenda items for upcoming Commission meetings

Ruth gave the following information:

She referred to the Administrative Calendar attached in the packet while giving the December 2021 Commission meeting agenda updates:

(a) 2022 Slate of Officers in December Meeting

(b) End of year presentations: staff milestones, Progess Update on impact measures for all First 5 Contra Costa programs and investments.

(c) Approve the 2021 Employees Compensation Benefits Resolution

(d) Community Report briefing on achievements, data on outreach, progress on our Strategic Plan Goals, Community Impact Report.

(e) Update on the Theory of Change, the Organizational Assessment, Early Intervention Assessment.

10.0 Adjourn

The meeting adjourned at 5:45 PM.

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FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

December 13, 2021

Agenda Item 3.5

Accept the FY 2021-2022 First Quarter Financial Report

FIRST 5 CONTRA COSTA

Line #	REVENUE	FY 2021-22 Approved Budget: F5 Contra Costa Funds	FY 2021-22 Approved Budget: Other Funds	FY 2021-22 Approved Budget: Total Revenue Budget	FY21/22 1st Quarter Revenue and Expenditures: F5 Contra Costa Funds	FY21/22 1st Quarter: Other Funds	FY21/22 1st Quarter: Total Revenue and Expense	% of Budget	Note
1	**State Sales Tax**								1
2	Sales Tax Apportionment - Proposition 10, 56, SMIF	9,819,565		**9,819,565**	1,804,902		**1,804,902**	18%	
3	**State Grants**								2
4	CA DHCS - ACEs Aware Round 1 Grant		-	**-**			**-**		
5	CA DHCS - ACEs Aware Round 2 Grant		800,519	**800,519**		533,453	**533,453**	67%	
6	First 5 California IMPACT Grant		712,514	**712,514**			**-**		
7	First 5 California Dual Language Learner Grant (DLL)		467,934	**467,934**		44,979	**44,979**	10%	
8	**Subrecipient Awards**								
9	CA State Preschool Quality Block Grant (CSPP)		258,830	**258,830**			**-**		
10	Quality Counts California (QCC)		229,775	**229,775**			**-**		
11	First 5 Association - HUB Training MOU		107,445	**107,445**			**-**		
12	MHSA-Behavioral Health Agreement (Triple P)		82,000	**82,000**			**-**		
13	**Philanthropic Grants**								
14	East Bay Community Fdn Grant - Community Engmt		50,000	**50,000**			**-**		
15	Lesher Ready Kids		235,000	**235,000**		30,000	**30,000**	13%	
16	Sunlight Giving Grant (Yr 3 of 3)		100,000	**100,000**		100,000	**100,000**	100%	
17	**Other Revenue**								3
18	Interest Income	100,000		**100,000**			**-**		
19	Other Misc Income	-	-	**-**	-	-	**-**		
20	**TOTAL FY 2021-22 REVENUE**	**9,919,565**	**3,044,017**	**12,963,582**	**1,804,902**	**708,432**	**2,513,334**	19%	
21	***Prop 10/56 Fund Balance Drawdown***	**1,509,511**	-	**1,509,511**					4
22	**TOTAL REVENUE**	**11,429,076**	**3,044,017**	**14,473,094**	**1,804,902**	**708,432**	**2,513,334**	17%	
23									
24	**PROGRAM EXPENSES**	**F5 Contra Costa Funds**	**Other Funds**	**Total Expense Budget**	**F5 Contra Costa Funds**	**Other Funds**	**Total Expense Budget**	**% of Budget**	
25	**Program Initiatives**								
26	**Early Childhood Education Initiative**								5
27	Professional Development	425,000	80,000	**505,000**	108,365		**108,365**	21%	
28	Early Learning Quality	24,000	904,725	**928,725**		57,633	**57,633**	6%	
29	East County Ready Kids, Lesher *(trf from Stakeholder Eng)*	-	235,000	**235,000**	39,015		**39,015**	17%	
30	Literacy	117,869	52,131	**170,000**			**-**		
31	**Total**	566,869	1,271,856	**1,838,725**	147,380	57,633	**205,013**	11%	
32	**Family Support**								
33	First 5 Centers	3,005,391	-	**3,005,391**	443,043	1,047	**444,090**	15%	
34	Home Visiting	610,000	-	**610,000**	130,500		**130,500**	21%	
35	Training and Consultation	20,000	-	**20,000**	40		**40**	0%	
36	**Total**	3,635,391	-	**3,635,391**	573,583	1,047	**574,630**	16%	
37	**Early Intervention**								5
38	Triple P Therapeutic Services	83,500	82,000	**165,500**	30,672		**30,672**	19%	
39	**Coordinated System of Care**								
40	Intervention Services *(formerly ECE Consultation)*	563,000	-	**563,000**			**-**		
41	Help Me Grow Services	435,990	-	**435,990**	95,170		**95,170**	22%	
42	**Children Experiencing Stress/Trauma**								
43	Provider Support *(formerly Children at Risk Stress/Trauma)*	29,000	-	**29,000**	561		**561**	2%	
44	ACEs Aware	-	399,358	**399,358**		213,809	**213,809**	54%	
45	Training and Consultation	-	-	**-**			**-**		
46	**Total**	1,111,490	481,358	**1,592,848**	126,403	213,809	**340,213**	21%	
47	**Stakeholder Engagement & Policy Advocacy**								5
48	Community Engagement	160,000	50,000	**210,000**	4,950	12,609	**17,559**	8%	
49	Family Economic Security Partnership	15,000		**15,000**	1,080		**1,080**	7%	
50	Public Information *(trf to Communications)*	-	-						
51	East County Ready Kids, Lesher *(trf to Early Childhood Edu)*	-	-						
52	**Total**	175,000	50,000	**225,000**	6,030	12,609	**18,639**	8%	
53	**Program Salaries/Benefits and Overhead Expenses**								5
54	Program Salaries & Wages *(trf out Communications' fte costs)*	1,369,777	947,981	**2,317,758**	226,479	250,438	**476,917**	21%	
55	Program Benefits *(trf out Communications' fte costs)*	706,102	472,470	**1,178,571**	123,041	127,646	**250,687**	21%	
56	Program Expenses and Overhead *(trf out % share to Comm)*	619,360		**619,360**	49,213		**49,213**	8%	
57	**Total**	2,695,239	1,420,450	**4,115,689**	398,733	378,084	**776,817**	19%	
58	**TOTAL PROGRAM EXPENSES**	**8,183,989**	**3,223,664**	**11,407,652**	**1,252,129**	**663,183**	**1,915,311**	17%	
59									
60	**COMMUNICATIONS**	**F5 Contra Costa Funds**	**Other Funds**	**Total Expense Budget**	**F5 Contra Costa Funds**	**Other Funds**	**Total Expense Budget**		5
61	Communications Salaries & Wages (trf from Stakeholder Eng)	160,130	55,558	**215,688**	37,659	15,358	**53,017**	25%	
62	Communications Employee Benefits (trf from Stakeholder Eng)	96,837	33,084	**129,921**	18,120	7,825	**25,945**	20%	
63	Professional Services	115,500		**115,500**			**-**		
64	Purchased Services and Supplies	146,200	-	**146,200**	3,192		**3,192**	2%	
65	Communications Expenses and Overhead (trf % from Prg Exp/OH)	26,298	-	**26,298**	5,232		**5,232**	20%	
66	**TOTAL COMMUNICATIONS**	**544,965**	**88,642**	**633,607**	**64,204**	**23,183**	**87,386**	14%	
67									
68	**STRATEGIC INFORMATION & PLANNING**	**F5 Contra Costa Funds**	**Other Funds**	**Total Expense Budget**	**F5 Contra Costa Funds**	**Other Funds**	**Total Expense Budget**		
69	SIP Salaries & Wages	262,984	32,711	**295,695**	37,168	8,044	**45,212**	15%	
70	SIP Employee Benefits	121,484	14,581	**136,065**	15,972	3,685	**19,656**	14%	
71	Professional Services	277,800	26,461	**304,261**	7,035		**7,035**	2%	
72	Purchased Services and Supplies	9,000	-	**9,000**	2,938		**2,938**	33%	
73	SIP Expenses and Overhead	44,308	-	**44,308**	4,284		**4,284**	10%	
74	**TOTAL STRATEGIC INFO & PLANNING**	**715,576**	**73,753**	**789,329**	**67,397**	**11,728**	**79,126**	10%	
75									
76	**ADMINISTRATIVE EXPENSES**	**F5 Contra Costa Funds**	**Other Funds**	**Total Expense Budget**	**F5 Contra Costa Funds**	**Other Funds**	**Total Expense Budget**		
77	Administrative Salaries & Wages	723,291	-	**723,291**	190,555		**190,555**	26%	
78	Administrative Employee Benefits	395,012	-	**395,012**	99,453		**99,453**	25%	
79	Professional Services	118,766	37,234	**156,000**	13,952		**13,952**	9%	
80	Purchased Services & Supplies	83,762	85,788	**169,550**	13,074		**13,074**	8%	
81	Operating Overhead (Cnty Cnsl/Risk Mgmt, DoIT/EHSD, etc.)	121,793	66,860	**188,653**	23,807		**23,807**	13%	
82	COVID-19 Supplies	10,000	-	**10,000**	219		**219**	2%	
83	**TOTAL ADMINISTRATIVE EXPENSES**	**1,452,623**	**189,882**	**1,642,506**	**341,060**		**341,060**	21%	
84									
85	**GRAND TOTAL**	**10,897,153**	**3,575,940**	**14,473,094**	**1,724,790**	**698,093**	**2,422,883**	17%	

Note 1	State Sales Tax revenue includes Prop 10, Prop 56, and SMIF Interest accrued while in State interest earning accts prior to distribution to counties
Note 2	Adverse Childhood Experiences (ACEs) Grant Rd 1 sunset 12/31/21
	ACEs Grant Round 2 02/01/21 - 06/30/22 (18 months)
Note 3	Interest earnings are percent of County's pooled investments (fluctuations based on investment returns)
Note 4	Prop 10/56 Fund Balance Drawdown below FY 20-21 budget due to unanticipated salary/benefit savings from vacant positions, reduction in operating costs associated with staff working from home (i.e. copier costs, office supplies, postage, etc.). FY 21-22 FBDD less than prior year due to incr in Prop 10/56 funds (% of live births) and incr State Grant funding.
Note 5	Realigned various Program Initiatives to correspond with Strategic Plan

Percent of Total Expenses FY 2021-22		
Program	78.82%	83.20%
Communications	4.38%	
SIP	5.45%	5.45%
Administration	9.98%	9.98%
Overhead/COVID	1.37%	1.37%
Total		**100.00%**

FIRST 5
CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

December 13, 2021

Agenda Item 3.6

Consider approving the updated First 5 Contra Costa Employee Compensation and Benefits Resolution 2021/2022.

FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

Staff Report
December 13, 2021

ACTION: ✓
DISCUSSION: ______

TITLE: First 5 Employee Compensation and Benefits Resolution No. 2021/02

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

The updates included in this Resolution create consistency in language; clarify benefit eligibility; incorporate revisions to leave laws; and incorporate items the Commission has previously approved in the year such as the Executive Director compensation, and the 2022 health and dental premiums.

Recommendation:
Staff recommends the Commission approve the Employee Compensation and Benefits Resolution No. 2021/02.

FIRST 5
CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

EMPLOYEE COMPENSATION AND BENEFITS RESOLUTION NO. 2021/02

Draft for Approval
December 13, 2021

TABLE OF CONTENTS

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 \$123,805.97 to \$180,081.41. 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. After reaching Step 5 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. Nonpaid interns will not be offered benefits.

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

B. Personal Holiday Leave: Full-time employees are eligible to accrue two (2) hours of personal holiday leave each month. Part-time employees who work 20 hours or more per week accrue a prorated amount of hours based upon the number of hours they work each week. No employee may accrue more than forty (40) hours of PHL. Part-time employees working less than 20 hours per work, intermittent and temporary employees/interns are not eligible to accrue 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, intermittent employees, and temporary employees/interns 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 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:

   1. Short-Term Disability Insurance
      a) Non-exempt, intermittent and temporary employees/interns participate in the California State Disability insurance program through payroll deductions.
      b) Exempt employees do not participate in California State Disability insurance program.

   2. Long-Term Disability Insurance
      a) Exempt employees, who work 20 hours or more per work week, participate in Management Long-Term Disability Benefits through payroll deductions.
      b) Non-exempt, intermittent and temporary employees/interns do not participate in Management Long-Term Disability Benefits

   3. Supplemental Disability Insurance provided by First 5
      a) Non-Exempt employees, who work 20 hours or more per work week, are provided with Supplemental Long-Term disability insurance
      b) Exempt employees, who work 20 hours or more per work week, are provided with short-term disability insurance
      c) Intermittent, temporary employees/interns are not eligible to participate in supplemental disability insurance.

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. Refer to plan documents for more information.

1. Long Term Disability. Full and part-time exempt employees, who work 20 hours or more per week, participate in the Management Long-Term Disability Insurance program with a replacement limit of eighty-five (85%) of total monthly base earnings reduced by any deductible benefits.

2. Short Term Disability. Full and part-time non-exempt, intermittent employees, and paid temporary employees/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 who work 20 hours or more per week. Part-time employees who work less than 20 hours per work, intermittent employees, and temporary employees/interns are not eligible to receive supplemental disability insurance. Refer to plan documents for more information.

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 eight (8) 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). Refer to PFL documents for more information.

K. California Family Rights Act (CFRA): Eligible employees may qualify for up to 12-weeks of unpaid job protected leave to care for their own serious health condition or a family member with a serious health condition, or to bond with a new child. Refer to CFRA documents for more information.

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. Intermittent employees are eligible to participate in the health,dental, and vision plans offered, and will pay the full premiums costs of the plan. Temporary employees/interns are not eligible to participate in the optional health,dental, or vision plans.

2. For full-time and part-time employees who work 20 hours or more per week, and who are not intermittent, temporary employees/interns, the following rules apply.

   a) 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.. Employees are required to pay 20% of the monthly health premium.

   b) For each dental plan, First 5 Contra Costa's monthly premium subsidy is the same rate as County unrepresented employees.

First 5 Contra Costa will pay the following monthly premium subsidies for full-time and part-time employees working 20 hours or more per week

	2022 Employer Monthly Contribution	
HEALTH PLANS	**Plan A**	**Plan B**
Contra Costa Health Plan-Basic Plan		
Employee on Basic Plan	$825.41	$914.98
Employee & 1	$1,650.79	$1,829.95
Employee & 2 or more dependents	$2,476.21	$2,744.93
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		
Employee on Basic Plan	$1,113.92	$794.27
Employee & 1	$2,227.83	$1,588.53
Employee & 2 or more dependents	$3,341.74	$2,382.80

Health Net PPO Plan-Basic Plan		
Employee on Basic Plan	$2,587.24	-
Employee & 1	$5,174.48	-
Employee & 2 or more dependents	$7,761.72	-

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	$25.35
Employee & 1	$97.81	$54.78
Employee & 2 or more dependents	$97.81	$54.78

3. 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): 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 intermittent employees or temporary employees/interns.

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. Temporary employees/interns are not eligible to enroll in the voluntary vision 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

Full-time and part-time employees working 20 hours or more per week may be eligible to participate in the following life insurance programs, based on the following criteria. Part-time employees working less than 20 hours per work, intermittent employees, and temporary employees/interns are not eligible to participate. Refer to plan documents for more information.

A. Life Insurance Benefit Under Health and Dental Plans: For employees who are enrolled in First 5 Contra Costa's program of medical or dental coverage as either the primary or the dependent, term life insurance in the amount of ten thousand dollars ($10,000) will be provided by First 5 Contra Costa.

B. Voluntary Supplemental Life Insurance: In addition to the life insurance benefits provided by this resolution, employees may subscribe voluntarily and at their own expense for supplemental life insurance. Employees may elect from $20,000 up to $500,000 of coverage as provided through and administered by Contra Costa County.

C. Non-exempt Employees: Non-exempt employees are covered by term life insurance, at First 5 Contra Costa's expense, in the amount of forty thousand dollars ($40,000) in addition to the insurance provided under Section 7.A.

D. Exempt Employees: Exempt employees are covered by term life insurance, at First 5 Contra Costa's expense, in the amount of fifty-seven thousand dollars ($57,000) in addition to the insurance provided under Section 7.A.

E. Executive Director: In lieu of the insurance provided under Section D, the Executive Director is covered by term life insurance, at First 5 Contra Costa's expense, in the amount of sixty thousand dollars ($60,000) in addition to the insurance provided under Section 7.A.

10. Retirement

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

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

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

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

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

CCCERA may approve an annual cost-of-living benefit to all retirees. The cost-of-living adjustment, based upon the Consumer Price Index for the San Francisco-Oakland-San Jose Area, is capped at 3.0% for General Tier 1 and PEPRA General Tier 4. The plan also provides a post retirement lump sum death benefit of $5,000 to the member's beneficiary (§31789.5) paid from the Post Retirement Death Benefit Reserve.

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

A. Membership in the Contra Costa County Employees' Retirement Association (CCCERA). Full-time employees and part-time employees who work twenty (20) hours or more per week are members of the Contra Costa County Employees' Retirement Association (CCCERA). Participation is automatic and cannot be waived. Employees become members of CCCERA effective on the first full pay period after employment.

B. Rates: The member and employer contribution rates are split into two sets;

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

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

      PEPRA Members are governed by the California Public Employees' Pension Reform Act of 2013 (PEPRA) (Chapters 296 and 297, 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

Full-time and part-time 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 $1,200 reimbursement every two years for memberships, subscriptions, and professional development.

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 2021/002

Attachment A Salary Schedule
Effective Date 7/1/2021

Title	Minimum		Maximum
Administrative Analyst	71,281.32	-	112,565.51
Administrative Assistant II	54,330.63	-	82,583.28
Administrative Manager	85,537.59	-	138,523.59
Assistant	47,032.64	-	72,032.27
Assistant II to the Deputy Director	54,330.63	-	82,583.28
Communications Manager	85,537.59	-	138,523.59
Communications Specialist	71,281.32	-	112,565.51
Community Engagement Coordinator	71,281.32	-	112,565.51
Community Engagement Program Officer	85,537.59	-	138,523.59
Community Engagement Program Assistant II	54,330.63	-	82,583.28
Community Organizer	54,330.63	-	82,583.28
Database Coordinator	71,281.32	-	112,565.51
Deputy Director	106,921.99	-	162,930.15
Early Childhood Education Program Officer	85,537.59	-	138,523.59
Early Childhood Education Program Assistant II	54,330.63	-	82,583.28
Early Intervention Program Assistant II	54,330.63	-	82,583.28
Early Intervention Program Officer	85,537.59	-	138,523.59
Evaluation Analyst	71,281.32	-	112,565.51
Executive Assistant	54,330.63	-	82,583.28
Family Support Program Assistant II	54,330.63	-	82,583.28
Family Support Program Officer	85,537.59	-	138,523.59
Finance and Operations Director	106,921.99	-	162,930.15
Finance Coordinator	71,281.32	-	112,565.51
Grants and Contracts Manager	85,537.59	-	138,523.59
Grants Program Assistant II	54,330.63	-	82,583.28
Help Me Grow Program Coordinator	71,281.32	-	112,565.51
Quality Improvement Coach	71,281.32	-	112,565.51
Quality Improvement Coaching Coordinator	71,281.32	-	112,565.51
Ready Kids East County Initiative Coordinator-Project	71,281.32	-	112,565.51
Special Projects Coordinator	71,281.32	-	112,565.51
Strategic Information & Planning Manager	85,537.59	-	138,523.59
Strategic Planning and Communications Assistant II	54,330.63	-	82,583.28
Trauma and Resiliency Coordinator-Project	71,281.32	-	112,565.51

FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

December 13, 2021

Agenda Item 3.7

Adopt the 2022 Calendar of Commission Standing Meetings

FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

STANDING MEETINGS 2022

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

December 13, 2021

Agenda Item 3.8

Accept the First 5 Contra Costa
October and November 2021 Program Reports

PROGRAM UPDATES
OCTOBER 2021

Early Childhood Education

*Our **Early Childhood Education** (ECE) Initiative aims to ensure that all children have access to high-quality, affordable child care and early learning.*

Building Capacity and Supporting Sustainability for Advancing Equity in ECE

The Quality Counts Hub 4 Region - Bay Area is hosting a yearlong Building Capacity and Supporting Sustainability for Advancing Equity in ECE Training of Trainers (TOT) Series. BANDTEC will facilitate theses virtual TOT sessions followed by a Community of Practice (COP) where participants go deeper into reflecting and sharing their perspectives. The virtual capacity-building effort focuses on implicit bias and anti-bias and anti-racism practices in early childhood settings from October 2021 to June 2022. First 5 Contra Costa sent eight trainers, including four full-time First 5 Contra Costa staff members and four members of the Contra Costa Community. Early Intervention Program Officer, Wanda Davis, reflected, *"The first session of Equity TOT was a great introduction to the training. We engaged in a lively discussion about the premise of culture reflecting on the different between shallow culture and deep culture."* Participants of the equity training of trainer will provide in-kind training sessions to Contra Costa County in the following program year.

Desired Results Developmental Profile (DRDP) Training

The Quality Improvement coaches routinely offer trainings to their cohorts of Quality Matters sites related to various priority areas. For example, Francisca Hernandez, Quality Improvement Coach, provided two, three-hour Desired Results Developmental Profile (DRDP) trainings in October to Community Services Bureau teachers. The trainings focused primarily on how the California Preschool Learning Foundations and Frameworks align with the DRDP measures. Teachers had the opportunity to practice their observation skills by discussing and writing anecdotals of children during breakout sessions. On October 8, Francisca provided the training to over 24 part-day, part-year teachers. On October 13, Francisca provided a similar training to over 56 fulltime, year-long teachers. Participants left the training with actionable steps to implement when using data from the DRDP, a tool that supports intentional planning across learning domains.

Ready Kids East County (RKEC) Initiative: Parent Cafés

Planning and preparation for the 2022 Parent Cafés has begun. The Ready Kids Steering Committee, composed of First 5 staff, in collaboration with members of the Black Women's Early Childhood Collective (BWECC) have started outlining the logistics for the upcoming Cafés. This round of Cafés will offer five parent workshops slated to begin in January 2022 and conclude in March. They will cover topics related to early childhood education and parent advocacy for Black families. Jessica Keener, the RKEC Initiative Coordinator, and La Krisha Dillard, a consultant from the BWECC, will begin outreach and registration efforts for the Parent Cafés in the beginning of November with the hope of registering 75 participants for the five-part series.

Ready Kids East County (RKEC) Initiative: Tandem, Partners in Early Learning

On Thursday, October 7, First 5 Early Childhood Education Program Officer, Melissa Cunningham, First 5 Evaluation Analyst, Tatiana Hill, and First 5 Ready Kids East County Initiative Coordinator, Jessica Keener, met with staff from Tandem, Partners in Early Learning. Tandem is interested in piloting their Give Me Five Math, Play and Learn curriculum in East Contra Costa county in Spring 2022. In preparation for the pilot program, Tandem is hoping to convene a parent panel to provide feedback on the Give Me Five Math, Play and Learn curriculum and have asked for First 5's assistance with recruiting parents/caregivers to participate on the panel. Tandem is currently working on a survey to disseminate amongst East County community members and will be in contact with First 5 regarding next steps.

Family Support

*Our **Family Support** (FS) initiative helps families build healthy relationships, strengthen support systems, and nurture their children's development.*

First 5 Centers will Increase Access to Online Learning with Tablets on Loan

With funds awarded by the California Family Resource Association (CFRA) to address family needs and maintain continuity of services, each Center will soon have tablets on loan for families. Staff learned that many families attend First 5 Center online programming with smart phones—or not at all if they are without a device in the home. The Centers hope to increase participation and improve the online experience of participants with larger screened tablets. Internet access may still be a barrier for some families which the Centers are prepared to overcome with resources available to low-income families.

Family Support Gets REDI

Since January, Family Support Program Officer Lisa Korb has hosted a small discussion group with First 5 Center leadership to bring racial, equity, diversity and inclusion (REDI) to the forefront of the work that happens at the Centers. Initial discussions led to a shared understanding of the importance, relevance, and need to take action. The group started by reading Ibram X. Kendi's book *How to be an Antiracist*. More recently, on October 14 and 15, the group attended the National Black Child Development Institute 50th Anniversary conference virtually—an organization that aims to strengthen the lives of Black children through service and advocacy. The conference had speakers from early education pioneers Evelyn Moore and Barbara Bowman and others—themes ranged from the need to engage men in early education to rebuilding early childhood systems to elevate racial equity and quality. Our Center staff had access to numerous workshops with topics like how to speak to Black communities about the COVID-19 vaccine, dealing with conflict among infant and toddlers, or how to respond to the impact of trauma on infants and their caregivers. The group will continue to meet to learn, grow, and develop strategies to "be the change [they] want to see" in their First 5 world.

Community Engagement Program

*Our **Community Engagement Program** (CE) supports three Regional Groups made up of 200 parents and residents to make Contra Costa County safer, healthier and more equitable for families.*

East County Regional Group (ECRG) Achieves Park Victory in Bay Point

In October, ECRG advocacy led to a new $240,000 allocation for improvements at Lynbrook Park in Bay Point. The Park improvements will include a new Americans with Disabilities Act (ADA) play structure and a hydration station for families. Lynbrook Park was identified as a priority for families with young children in our Bay Point Park Assessment. On October 14, ECRG advocacy with the Ambrose Recreation and Park District (ARPD) resulted in a unanimous decision to allocate funds in accordance with the assessment's recommendations. The new ADA play structure will be Bay Point's first inclusive play structure. We congratulate and thank the ECRG and ARPD for championing park equity and accessibility for all young children and families.

Central County Regional Group (CCRG) Helps Advance Concord Tenant Harassment Protections

On September 29, Concord's Housing and Economic Committee agreed to recommend citywide anti-harassment protections to the full City Council. This progress came after numerous parent testimonies and months of CCRG and tenant advocacy. Such harassment protections would be a great step forward for healthier living conditions, safety, and housing security for young children and families.

CE Program Bids Farewell to 20-year Employee, Alejandra Plascencia

On October 16, the CE Program and ECRG hosted a Farewell Caravan for Alejandra Plascencia to honor her 20-year contribution to First 5 Contra Costa and parent advocacy with the Central and East County Regional Groups. The event was attended by current and former Regional Group members, child-care providers, and community partners to thank Alejandra for her phenomenal service. An original First 5 employee with remarkable talent and reach, Alejandra is woven into the foundation of our agency's work. We will miss Alejandra deeply and wish her all the best in her next chapter.

Family Economic Security Partnership

*The **Family Economic Security Partnership** (FESP) is a public, private and nonprofit collaboration dedicated to increasing the income and building the assets of low-income families and individuals living in Contra Costa County.*

FESP Activities

FESP will be sponsoring a meeting on October 26 on "Advocacy for Equity" with four agencies sharing how they incorporated advocacy into their direct service provision. DC Dorham Kelly, CEO, and Kelly Dunn, Legal Services Director from Rubicon Programs, will talk about their legislative policy work. Kim Casteneda, Vice President of Development and Communications with the Food Bank, will share information about their speaker series and how they engage former recipients in advocacy. Alissa Friedman, President and CEO of Opportunity Junction, will talk about how Opportunity Junction became a polling site for elections. Betty Geishirt Cantrell, Senior Director of SparkPoint Contra Costa, will talk about how they have incorporated advocacy into their programming in part because of the pilot project they engaged in a few years ago with FESP. FESP members will then have the opportunity to meet in small groups to discuss what they have heard, what they might do at their own agency, how they engage constituents, and to identify barriers and opportunities.

In addition to the presentations, there will be a poll where FESP members can vote for the topic that they would like to learn more about at the next FESP meeting in early 2022. There will also be updates on Measure X, the Emergency Rental Assistance Program (ERAP), and from the Budget Justice Coalition—FESP sent out numerous reminders for eligible families to apply for ERAP funds to avoid eviction. FESP also was one of the co-sponsors of a community forum on October 25 at 5 pm on Measure X to garner support for the recommendations made by the hard-working Community Advisory Board over the last several months. The Board of Supervisors will be discussing funding recommendations at their November Board meeting.

Measure X: Healthy and Safe Contra Costa

The Measure X Community Advisory Board (CAB) presented their findings and recommendations to the Board of Supervisors on October 12. On November 2, the Board will make their initial funding recommendations. A community-wide forum was held on Monday October 25 at 5:00 pm to garner support to encourage the BOS to adopt the recommendations made by the CAB via a valuable and profound community engagement process.

Community Advocacy + Partnership Project (CAPP)

CAPP held its fourth cohort session on October 13 on racial equity, led by CAPP consultants LeaderSpring. Cohort members met during and after the meeting in their Learning Pods to discuss what they heard and to begin to identify key policy issues of concern using a racial equity impact analysis for collective action. Planning for future meetings is ongoing—the Building Movement Project will present at the November meeting on system-oriented vs individual-oriented policy advocacy and why it is important for direct service agencies to engage in advocacy. They will also share case studies in which small "5% shifts" change the culture and direction of direct service agencies enabling them to address a broader range of issues.

Early Learning Leadership Group (ELLG)

The ELLG will be meeting again on October 26 to discuss the development of a campaign to address the childcare workforce shortage and need for a well-compensated workforce–a long-time issue that is having dire implications for the early childhood field right now. ELLG will also talk about how they can support some of the early childhood recommendations in the Measure X CAB report.

Partnerships

Budget Justice Coalition (BJC)

The BJC met on October 28 to begin work on the new strategic plan, aimed at advancing "more robust forms of community engagement, transparency and the explicit application of equity-based values and priorities in the budgeting process."

Ensuring Opportunity (EO)

Fran Biderman, Special Projects Coordinator, participated in the October 13 EO Leadership Team meeting which covered a number of updates (Measure X, ERAP) as well as a presentation on the use of the new census data for decision making.

West and Central/East County CARES Coalitions

Fran participates on the West and Central/East County CARES Coalitions where a tremendous amount of information is shared and later distributed to FESP members and others.

CalFresh Working Group

The group will be meeting on November 4 to continue conversations about how best to ensure that eligible families are able to access and receive CalFresh benefits.

Early Intervention

*Our **Early Intervention** (EI) initiative aims to ensure that families have access to prevention and early intervention supports and services that foster the optimal development of all children.*

Help Me Grow

The next Help Me Grow Café is coming November 16 from 9:00AM to 11:00AM. We will have guest speaker, Brianna Moore, LCSW conduct a 1-hour training and presentation specialized on trauma, pandemic stress, depression/grief and self-care tips and techniques for resilience.

PROGRAM UPDATES
OCTOBER 2021

First 5 Trauma and Resiliency Fellows Continued Efforts
Fellow's Angela Fantuzzi and Roxanne Bellotti completed Building Resiliency in Early Childhood, Module 103 Training to ECE providers on Oct. 16 and 23.

Adverse Childhood Experiences (ACEs) Grant Accomplishments
Changing the Lives of Children: Attending to ACEs in Ages 0-5
The First 5 Contra Costa's ACEs Aware-certified training *Changing the Lives of Children: Attending to ACEs in Ages 0-5* on October 15 was a fantastic success. Intended for providers working with pediatric patients ages 0-5, particularly Medi-Cal providers, this training taught participants about the impact of trauma and traumatic stress on children's development and learning, as influenced by culture and other factors. In total, we had 68 participants in attendance, all of whom gained critical strategies and resources for supporting children and families to thrive.

Sharing Best Practices
On October 20, representatives from our key partners in our ACEs Aware Network of Care Implementation Grant (First 5,La Clínica, and the Contra Costa Crisis Center) gave a featured presentation in a Learning Network call hosted by Aurrera Health Group titled *Leveraging the Stressbusters in Your Network of Care*. Our physician champion, Dr. Barbara Botelho, illustrated how clinicians can integrate discussion on the Surgeon General's seven "stressbusters" in clinical interactions and refer patients to community resources based on identified needs for resiliency support. Blanca Gutierrez-Costilla of the Crisis Center highlighted how 211 has mapped the stressbusters onto existing taxonomies to facilitate easier community referrals based on resiliency needs. We were excited to see that around 30 individuals from fellow grantee teams tuned into the call.

Principles in Practice Series
October 22 marks the launch of a new monthly Contra Costa Trauma-Informed Principles in Practice series occurring the first Friday of each month from 12-1:30pm. The group comes together as the Contra Costa Network of Care to hear inspiring stories and examples of trauma-informed principles in practice and to learn ways to inspire and generate change within an organization, system, and community. This series aims to continue enhancing our county's Network of Care by strengthening our connections around shared goals to implement trauma-informed and trauma-healing practices and systems. Save-the-Dates have been created for the entire series through June 2022.

Keeping Steady on the Path Ahead
As of October 1, a new entity, the UCLA/UCSF ACEs Aware Family Resilience Network (UCAAN), is leading the ACEs Aware initiative on behalf of the state. It was recently announced that UCAAN is also in the process of developing the structure and criteria for a third round of ACEs Aware grants, expecting to have the request for proposal ready for release before the end of the year, with grant awards planned for Spring 2022. We are eagerly staying tuned on this and other potential opportunities to sustain our important work to promote ACE screenings and the implementation of trauma-informed care. We continue to engage fearlessly in the work and are looking forward to what comes next.

PROGRAM UPDATES
NOVEMBER 2021

Community Engagement Program

*Our **Community Engagement Program** (CE) supports three Regional Groups made up of 200 parents and residents to make Contra Costa County safer, healthier and more equitable for families.*

Ambrose Community Park Renovations Near Completion in Bay Point

After years of East County Regional Group (ECRG) advocacy led to the allocation of public funds for a new ADA accessible park restroom in Bay Point, the project is scheduled to be completed in December. Bay Point families with young children have awaited the Ambrose Community Park improvements since 2017 after identifying the need for a functional, public park restroom in the ECRG's Bay Point Park Assessment. The collaborative project was conducted by the City of Pittsburg and Ambrose Recreation and Park District. We look forward to celebrating the park enhancements and another step towards accessible and equitable local parks for young children and families.

East and Central County Regional Groups Advocate for Citywide Tenant Protections

In mid-November, ECRG parent advocates delivered testimony during Antioch City Council's Study Session on tenant protections to voice the housing needs of families with young children. Renting families have reported increased landlord harassment, unaffordable rents, and fears of eviction, placing young children in unstable and stressful home environments. Preliminary results from our Antioch CHANGE housing assessment highlight deep housing insecurity among Antioch families. ECRG parent leaders will continue to voice their needs as the Antioch City Council studies the issue. The ECRG and CE team are planning a community housing policy forum in early 2022 to explore effective housing policies protecting renting families from displacement.

In Concord, the City Council is expected to consider stronger tenant protections in December to prevent harassment of tenants by landlords. The Central County Regional Group (CCRG) leaders will deliver testimony at the upcoming meeting to voice the needs of renting families with young children.

CE Leadership Ceremony in December

The CE team is gearing up for its annual Leadership Recognition Ceremony, in which we proudly celebrate and acknowledge over 200 Regional Group parent leaders for another tremendous year of advocacy on behalf of young children and families. The celebration brings together the 3 Regional Groups to share their work, success, and talents with one another. The event features engaging children's activities, entertainment, Regional Group performances, and an awards ceremony for outstanding leadership. The CE team is looking forward to honoring the Regional Groups at this year's celebration planned for mid-December.

CE Team Welcomes Back Carolina from Maternity Leave

The CE team is pleased to welcome back CE Program Assistant, Carolina López Flores, from her maternity leave. We welcome Carolina with open arms and congratulate her on the newest addition to her beautiful family.

PROGRAM UPDATES
NOVEMBER 2021

FIRST 5 CONTRA COSTA

Family Support

*Our **Family Support** (FS) initiative helps families build healthy relationships, strengthen support systems, and nurture their children's development.*

Staff Wellness Series Brings Joy to Family Support Providers

There is no doubt that COVID-19 has been challenging for all of us, some more than others. The results of First 5 Contra Costa's COVID surveys let us know that hardship was the experience of most families and their children. November 5, 2021 was all about honoring and providing a creative space for direct service staff who have spent the past 18 plus months supporting families through the pandemic. Staff were treated to bagels, coffee and a paint lesson with their Family Support colleagues by a former home visiting client. First 5 Center and Welcome Home Baby staff have a long history of working together and to be apart for this long was most unusual—this could have explained the laughter in the air and the concentrated moments of silence as they created their masterpieces. One participant said *"I feel like I have been going since shelter in place and haven't had a chance to breathe. I didn't realize how much I needed this."*

Family Economic Security Partnership

*The **Family Economic Security Partnership** (FESP) is a public, private and nonprofit collaboration dedicated to increasing the income and building the assets of low-income families and individuals living in Contra Costa County.*

FESP Activities

FESP's October 26 meeting on "Advocacy for Equity" was very well-attended and had four terrific presentations on how agencies incorporated advocacy into their direct service provision—the presentations were inspiring.

SparkPoint Contra Costa shared how the drive to engage more in advocacy stemmed in part from seeing clients struggling time and time again with little relief from the broader system. As a result, they developed a mission statement that reflects an advocacy focus (in addition to direct service), identified skills needed to further engage staff in advocacy, and created an opportunity for their constituents to share issues of most concern to them. Opportunity Junction told of their journey to become a certified polling site in Contra Costa County, providing an opportunity for not just Opportunity Junction constituents, but any local community members to have a local, friendly, and secure place to vote.

Rubicon Programs spoke about how they were moving out from behind the scenes into a more visible and intentional role in advocacy using a multi-pronged approach: legislative advocacy, issue-specific advocacy, and creating a voter guide with input from staff and constituents. The Food Bank shared information about their leadership development program, recruiting and training community members with lived experience (or very passionate) to become food justice advocates—teaching cohort participants advocacy skills, how to speak to policy makers, and how to tell their personal stories.

Following the presentations, FESP members had a chance to meet in small groups to reflect on what they heard and to think about what their own agencies could do. Some responses included: the need to increase staff capacity, changing an agency Board's mindset, the difficulty to engage and mobilize when providing services in a crisis, the importance of creating a welcoming space and agency culture, incorporating constituents into more efforts, mobilizing participants to meet 1:1 with elected officials, encouraging people to vote, making candidates more aware of community issues, creating a speakers bureau to uplift certain issues, leveraging relationships/collaborating more, and always sharing information and exploring ways to engage community.

FESP members then participated in a poll to select topics for 2022. The top topics were policies to promote racial equity, guaranteed basic income, quality jobs and compensation (minimum vs living wages), and budget justice. The meeting ended with a few updates on rental assistance resources, next steps for Measure X and CAPP progress. Information/calls to action have been sent as relevant.

Community Advocacy + Partnership Project (CAPP)

CAPP held its fifth cohort session on November 10 with guest presenters from the Building Movement Project. The cohort learned about "The Social Change Ecosystem Map" and spent time in smaller groups discussing what role they play: weavers, experimenters, builders, caregivers, storytellers, and more. The goals of the presentation were to identify the internal and external challenges that can hinder social change commitments and how to strengthen equity and social justice work. Cohort members also have begun to identify their top issues of concern and will begin to narrow down the selection over the next few months. The December session will focus on power mapping.

Measure X: Healthy and Safe Contra Costa

On November 16, the Board of Supervisors considered recommendations for Measure X allocations. The proposed recommendations included both Community Advisory Board (CAB) recommendations and specific funding requests from the Supervisors (e.g. funding for the Sheriff, capital improvements, etc). Over 100 people provided testimony, asking the Board of Supervisors to honor the full set of recommendations from the CAB and to not use funds from Measure X for other purposes not associated specifically with the ballot measure (hospital, safety net, early childhood, health, fire protection). Unfortunately, funding for early childhood services was not included in the initial County Administrator Office (CAO) recommendations despite being included in the CAB's recommendations—and several Supervisors expressed their surprise and interest in funding early childhood services (see ELLG below for more information). The Supervisors did agree to reduce the amount allocated for reserve funding, thereby freeing up additional funds for allocation. The Finance Committee will be meeting on December 6 to make recommendations for the unallocated $12 million.

Early Learning Leadership Group (ELLG)

The ELLG met on November 9 to strategize how to respond to the Measure X funding recommendations. Talking points were created and a letter was sent to the entire Board of Supervisors reminding them of the early childhood field's engagement in Measure X from the very beginning—and the importance of funding early childhood services. At the November 16 Board of Supervisors meeting, a number of ELLG members, and others spoke to the importance of funding for early childhood and expressing disappointment that there was no funding recommended in this first round. The ELLG will send another letter to the Board thanking them for their acknowledgement of early childhood issues and requesting that they honor the recommendations of the CAB and fund what was recommended: child care slots, retention of the early childhood workforce, and early childhood mental health services.

Partnerships

FESP continues to participate on numerous coalitions/partnerships related to economic security, COVID-19, and racial justice.

Budget Justice Coalition (BJC)

The BJC met on November 18 and reviewed the outcome form the Measure X meeting. The BJC was instrumental in informing the community of what was coming prior to the meeting and informing the community about what happened afterwards. The BJC will be submitting a letter to the BOS asking for greater information about why some funding recommendations were made as well as what the process will be for determining how to spend the unallocated funds.

CalFresh Working Group

The group did not meet in November due to several significant staffing changes at the Food Bank and will reconvene in the beginning of 2022 to review goals and objectives.

Early Intervention

*Our **Early Intervention** (EI) initiative aims to ensure that families have access to prevention and early intervention supports and services that foster the optimal development of all children.*

Advancing A Trauma Informed System Of Care

Supplemental Training Available as Webinar

First 5's ACEs Aware certified training Changing the Lives of Children: Attending to ACEs Ages 0-5 was made available as a webinar. Intended for providers working with pediatric patients age 0-5, particularly Medi-Cal providers, this training taught participants about the impact of trauma and traumatic stress on children's development and learning, as influenced by culture and other factors.

Principles in Practice Series

Join us for the upcoming December session of the series, with the theme "Resilience & Recovery." Visit the Contra Costa Network of Care online hub Events page to access the registration links for each session. In the spaces provided by this series, you can hear inspiring stories and examples of trauma-informed principles in practice and learn ways you can inspire and generate change within your organization, system, and community. This series enhances our county's Network of Care by strengthening our connections around shared goals to implement trauma-informed and trauma-healing practices and systems.

Guidance on ACE Screening and Mandated Reporting

As many providers start screening for ACEs, questions will inevitably arise regarding providers' roles as mandated reporters. This joint letter from CA DHCS, CA CDSS, and the CA Surgeon General outlines various scenarios providers might encounter, and whether filing a report with Child Protective Services is necessary.

Expanded Access to ACE Screening Across California

The recent enactment of Senate Bill (SB) 428, the ACEs Equity Act, will significantly expand coverage for screening for Adverse Childhood Experiences (ACEs). SB 428, introduced by State Senator Melissa Hurtado (D-Sanger), requires all health insurance plan contracts, including Knox-Keene-licensed managed care plan contracts and health insurance policies issued, amended, or renewed on or after January 1, 2022, that provide coverage for pediatric services and preventative care to include coverage for ACE screening. Further information on this new legislation can be found in an October news release from the California Office of the Surgeon General.

Working Across County Lines—Collaborative ACES Grant Partnership
This past year First 5 Contra Costa has worked in partnership with Help Me Grow (HMG) Alameda on their ACEs Aware Implementation grant. The goal of this grant was to provide technical assistance and support to medical sites across both counties that were interested in implementing ACEs screening. The grant concluded September 2021 and the final report was submitted early November. While the grant primarily focused on Alameda sites, a total of 25 different pediatric sites were reached across the two counties along with 75 mental health providers. There were a total of 10 training sessions and a peer-to-peer learning session series. Providers received a toolkit of materials to use for their ongoing implementation efforts which can also be shared with other local providers who decide to conduct ACES screening.

Recognizing the Importance of Parenting

The quality of parenting or caregiving starting prenatally is one the most powerful predictor of a child's future social emotional and physical health. High-quality parenting programs, like Triple P, help parents to develop positive parenting practices that nurture positive childhood experiences and act as buffer to adversities.

First 5, in partnership with Counseling Options Parenting Education (COPE), is spearheading local efforts to have the Board of Supervisions (BOS) once again proclaim January as Positive Parenting month. The BOS have agreed, but the date the proclamation will be read is still pending—local Assemblyman, Tim Grayson, has agreed to author the state resolution for Positive Parenting Month. First 5 will also participate in the virtual State Lobby Day where we will meet with legislators to advocate for increased access to parenting support and family strengthen services like Help Me Grow.

Help Me Grow

Help Me Grow Contra Costa

The November Help Me Grow Café was a two-hour event that included guest speaker Briana Moore, Licensed Clinical Social Worker, presenting "Being Resilient: Dancing with Trauma Impacts." The presentation focused on the impacts of stress and chronic stress on our minds and bodies, with an emphasis on stress during COVID, and provided practical tools and strategies for mitigating the impact of stress. We had 31 attendees and positive feedback during the session—final evaluation data still pending.

The EI team also facilitated this fall's developmental screening training in partnership with the Early Childhood Education (ECE) team. There were a total of 23 ECE providers trained on the use of the Ages and Stages Questionnaires, along with 8 staff members from We Care Services.

Early Intervention Landscape Progression

Viva Social Impact Partners is conducting an assessment of Early Identification and Intervention Services with a sub-focus on EI Mental health supports. The learnings from this assessment will set the foundation for future EI work. The Viva team has completed three provider interviews and is moving on to the provider survey work. The provider survey will gather insights and experiences related to providing EI services in our county and will go out to 125 individuals.

Early Childhood Education

*Our **Early Childhood Education** (ECE) Initiative aims to ensure that all children have access to high-quality, affordable child care and early learning.*

Ready Kids East County (RKEC) Initiative: Rotary Meetings

First 5's RKEC team members Ruth Fernandez, Camilla Rand, Lisa Johnson, and Natalie Blackmur have been giving presentations in October and November to several Rotary Clubs in East Contra Costa including Antioch, Oakley, and Pittsburg. These presentations are a concerted effort to spread the word about First 5, what we do, and the importance of a community's role in school readiness. The message is that our communities are a critical element of the child's eco-system, alongside the family and school, in ensuring children are ready for success in school and in life. The presentations and teams have been embraced by the Rotarians and several members have indicated an interest in getting involved further, either through donations or volunteering at a First 5 Center. The hope is to expand these presentations throughout the county in the months to come.

Teaching Pyramid Through WestEd

First 5 Contra Costa is partnering with WestEd to offer a 10-part Teaching Pyramid Series to Quality Matters participants, with a focus on Preschool classrooms. The Teaching Pyramid provides a framework that promotes social and emotional development, provides support for children's appropriate behavior, prevents challenging behavior, and addresses problematic behavior. This year's cohort kicked off in November with Leadership Team Meetings and Training Modules. We are excited to report that 11 Contra Costa County programs are participating in the cohort, with 40 early educators joining for the first half of Module 1A on November 13. The second half of Module 1A was held on November 20.

Professional Development Program (PDP) Applications

The PDP received more than 70 online applications during the early application window, which closed at the end of October. The PDP application was released mid-September and included a revised program guide with an additional progress and participation tracker tool as well as a checklist. The final deadline for applications is in January 2022. To date, almost 100 applicants have applied and most applicants are returning participants pursuing college coursework and major education milestones. The other applicants are completing annual professional development trainings.

December 13, 2021

Agenda Item 6.0

RECOGNIZE First 5 Contra Costa staff who have surpassed service milestones and appreciate the entire staff for their continuing dedication and commitment to First 5's Vision and Mission.

FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

Staff Report
December 13, 2021

ACTION: ______
DISCUSSION: __X__

TITLE: Staff Appreciation and Service Milestones

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

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

One staff member has surpassed their twenty-year anniversary:
Monica Nevarez, Grants Program Assistant II

One staff member has surpassed their fifteen-year anniversary:
Vanessa Miller, Grants Program Assistant II

One staff member has surpassed their five-year anniversary:
Liliana Gonzalez, Help Me Grow Program Coordinator

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

December 13, 2021

Agenda Item 7.0

CONSIDER approving and authorizing First 5's Executive Director, her designee, to execute a 5-year lease agreement with SEECON Financial & Construction Co., Inc., with two 3-year renewals, for 15,470 square foot space located at 4005 Port Chicago Highway, Suite 120, Concord, CA with a base monthly rent of $32,487.00 starting May 1, 2022 and increasing 3% annually.

FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

Staff Report
December 13, 2021

ACTION: ✓
DISCUSSION: ____

Recommendation: Consider approving and authorizing First 5's Executive Director, or her designee, to execute a 5-year lease agreement with SEECON Financial & Construction Co., Inc., with two 3-year renewals, for a 15,470 square foot space located at 4005 Port Chicago Highway, Suite 120, Concord, CA with a base monthly rent of $32,487.00 starting May 1, 2022 and increasing 3% annually.

Background:

First 5 Contra Costa (First 5) currently rents two suites (Suite 1200 and Suite 1339) at 1485 Civic Court, Concord, CA (Civic Court). Suite 1200 is approximately 9,232 square feet and houses First 5's main administrative office. First 5 originally leased Suite 1200 on November 19, 2007. The lease for Suite 1200 expires on December 31, 2021. Suite 1339 is approximately 195 square feet and was procured as a storage unit. First 5 originally leased Suite 1339 on January 1, 2019. The lease for Suite 1339 expires on December 31, 2021.

During the 13 years that First 5 has occupied Civic Court, the building has changed owners five times. In the last two years, the condition of the building and property has deteriorated. Staff has had to make several requests to the landlord to address issues such as: a lack of parking lot lighting; vagrancy issues; a shooting in the rear parking lot; lack of janitorial services; lack of landscaping; and a lack of interior and exterior building maintenance.

On October 11, 2021, the Civic Court building suffered from a fire on the roof on the opposite side of the building. Since the fire, the power has been turned off to the Building and First 5 staff has been unable to occupy Suite 1200 or Suite1339. First 5 staff has not been told when the power to the Civic Court building will be restored.

First 5 staff secured a temporary office at Community Services Bureau, located across the street from the Civic Court building, in order to continue conducting critical business operations during the last two months. However, with limited access to the Civic Court building, performing daily operations has been very challenging.

The leases for Suites 1200 and 1339 are both due to terminate on December 31, 2021. If First 5 is still occupying both Suites as of January 1, 2022, it will be considered a holdover tenant. According to the lease for Suite 1200, that would result in an increase of 125% of the current rent, or approximately $24,485.58 per month. The lease for Suite 1339 does not have a clause whereby the rent is increased.

Because of the above issues with the Civic Court building, staff recommends vacating the Civic Court building and entering into a lease with SEECON Financial & Construction Co., to lease a 15,470 square foot space located at 4005 Port Chicago Highway, Suite 120, Concord, CA. The base monthly rent will be $32,487.00, at a rate of $2.10 per square foot; a decrease from the Civic Court Suite 1200 rate of $2.19 per square foot. The lease would be effective January 1, 2022 First 5 would begin paying rent on May 1, 2022. The lease term would be five years, with two 3-year renewals.

Fiscal:
The total financial impact for removal, storage, relocation, and installation of furniture/fixtures are projected to be under $300,000.00. Relocation expenditures can be absorbed by the 2021-2022 Commission approved budget. Savings in rent costs during the displacement period (October 11, 2021-Dec. 31, 2021) will help offset costs related to relocation and furniture/fixture installation. Fiscal impact is feasible with the current allocation considering that the new lease agreement, if approved, will provide the first 4 months of free rent.

The total financial impact for a 5-year lease is $2,069,734.74.

If the additional two 3-year renewal options are executed, the total 11-year financial impact is $4,993,042.37.

FEATURED SUITE

AVAILABLE FOR LEASE

NORTH POINT TECHNOLOGY CENTRE

4005 PORT CHICAGO HIGHWAY, SUITE 120, CONCORD, CA

±14,174
SQUARE FEET

- *SUB $2.00 FULL SERVICE RENT!!*
- Ground floor with direct lobby access - no elevator needed
- Existing furniture available
- Exterior signage opportunity
- Adjacent to Highway and walking distance to BART!
- 4/1,000 SF *FREE* on-site parking

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NORTH POINTE TECHNOLOGY CENTRE, CONCORD, CA

Colliers INTERNATIONAL

Suite 120

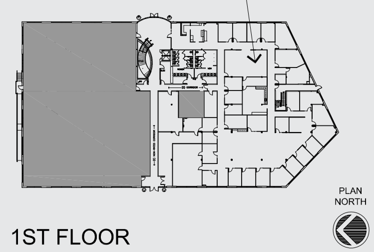
4005 PORT CHICAGO HWY

±14,174

SQUARE FEET

KEY MAP:

SUITE 120



1ST FLOOR

FOR LEASE > ±14,174 SQUARE FEET

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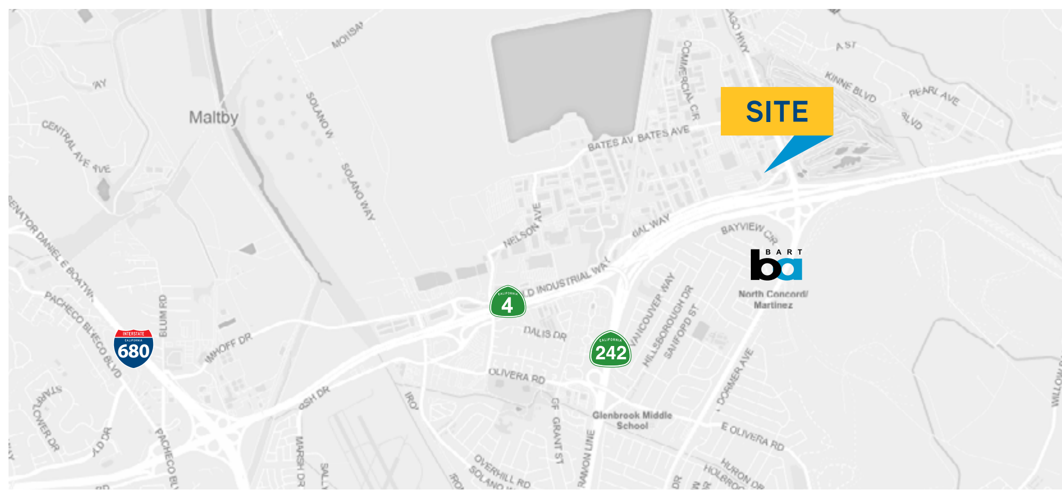
NORTH POINTE TECHNOLOGY CENTRE, CONCORD, CA



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FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

December 13, 2021

Agenda Item 8.0

CONSIDER Approving the 2022 Slate of Officers of the Commission

FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION

Staff Report
December 13, 2021

ACTION: ✓
DISCUSSION: ______

TITLE: Consider approving the 2022 Slate of Officers of the Commission.

The Nominations Committee met on *November 4, 2021* and prepared a slate of officers for the election on *December 13, 2021*.

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 2022 to the entire Commission on November 19, 2021:

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

Recommendation:
Approve the 2022 Slate of Officers of the Commission.

December 13, 2021

Agenda Item 11.0

- **Governor Newsom's appointment announcement of Melissa Stafford Jones as Director for the Children and Youth Behavioral Health Initiative at the California Health and Human Services Agency**
- **First 5 Association Announcement of Deborah Reddy Kelch as Interim Executive Director**

Governor Newsom Announces Appointments 10.26.21

Published: Oct 26, 2021

SACRAMENTO – Governor Gavin Newsom today announced the following appointments:

Melissa Stafford Jones, 51, of Walnut Creek, has been appointed Director for the Children and Youth Behavioral Health Initiative at the California Health and Human Services Agency. Stafford Jones has been Executive Director of First 5 Association of California since 2020. She was Executive Director of the Dean & Margaret Lesher Foundation from 2017 to 2020 and Regional Director for the United States Department of Health and Human Services, Region IX from 2014 to 2017. Stafford Jones was President and Chief Executive Officer of the California Association of Public Hospitals and Health Systems from 2005 to 2013, where she was Vice President and Director of Policy from 2000 to 2005. She was Regional Vice President of the Hospital Council of Northern and Central California from 1998 to 2000 and a Senior Research Analyst for the Legislative Counsel Bureau of the Nevada State Legislature from 1997 to 1998. She is a member of the Saint Mary's College School of Science Dean's Advisory Board and the City of Walnut Creek Diversity, Equity Inclusion Task Force. Stafford Jones earned a Master of Public Health degree from the University of California, Berkeley. This position does not require Senate confirmation and the compensation is $192,000. Stafford Jones is a Democrat.

Corrin Buchanan, 38, of El Cerrito, has been appointed Deputy Secretary for Policy and Strategic Planning at the California Health and Human Services Agency. Buchanan has been Assistant Director of Housing and Homelessness for the California Department of Social Services since 2020. She was Deputy Director of the Office of Diversion and Reentry with the Los Angeles County Department of Health Services from 2017 to 2020, where she was Housing Director from 2016 to 2017 and Program Manager with the Housing for Health Division from 2013 to 2016. Buchanan was Health Program Planner and Project Manager for the San Francisco Department of Public Health from 2012 to 2013. Buchanan earned a Master of Public Policy degree from the University of California, Berkeley. This position does not require Senate confirmation and the compensation is $190,008. Buchanan is a Democrat.

Brendan McCarthy, 46, of Davis, has been appointed Deputy Secretary for Program and Fiscal Affairs at the California Health and Human Services Agency. McCarthy has been Assistant Secretary for the California Health and Human Services Agency since 2019. He was Chief Consultant for the California State Assembly Committee on Business and Professions from 2018 to 2019, Principal Consultant for the California State Senate Committee on Appropriations from 2009 to 2018 and Senior Fiscal and Policy Analyst at the Legislative Analyst's Office from 2004 to 2009. McCarthy earned a Master of Public Policy degree from the University of California, Berkeley. This position requires Senate confirmation and the compensation is $190,008. McCarthy is a Democrat.

John Ohanian, 52, of Sacramento, has been appointed Director of the Center for Data Insights and Innovation and Chief Data Officer at the California Health and Human Services Agency, where he has served as Interim Director of the Center for Data Insights and Innovation and Chief Data Officer since 2020. Ohanian was President and Chief Executive Officer of 211 San Diego from 2007 to 2020 and President and Chief Executive Officer of Community Information Exchange from 2012 to 2020. He was Principal Consultant for Strategic Organizational Solutions from 1996 to 2007, Associate Director and Chief Financial Officer for the Jewish Community Foundation San Diego from 1994 to 1996 and Auditor and Consultant for KPMG from 1991 to 1994. This position does not require Senate confirmation and the compensation is $170,004. Ohanian is a Democrat.

Ryan Buckley, 44, of West Sacramento, has been appointed Chief Counsel at the California Department of Health Care Access and Information. Buckley has been an Attorney IV for the Office of Statewide Health Planning and Development since 2018 and Acting Chief Counsel since 2019. He was an Attorney III at the Office of Statewide Health Planning and Development from 2016 to 2018, where he served as an Attorney from 2014 to 2016. He was Principal for the Law Offices of Ryan A. Buckley from 2011 to 2014, an Associate at Hardy Erich Brown & Wilson LLP from 2008 to 2011 and Outside Counsel for the Children's Village Healthcare Centers from 2007 to 2008. Buckley was Associate Counsel for Petrovich Development Company from 2004 to 2007, Certified Law Student for the Business and Community Development Clinic from 2002 to 2003 and Small Claims Mediator for the Human Rights and Fair Housing Commission of Sacramento from 2002 to 2003. Buckley earned a Juris Doctor degree from the University of the Pacific, McGeorge School of Law. This position does not require Senate confirmation and the compensation is $175,248. Buckley is registered without party preference.

Christina Edens, 45, of Sacramento, has been appointed Chief Deputy Director of Program Services for the California Department of State Hospitals. Edens has been Deputy Director for the Forensic Services Division for the California Department of State Hospitals since 2019, where she was Assistant Deputy Director from 2016 to 2019. She was Acting Chief Financial Officer and Chief of Fiscal Planning at the California Department of State Hospitals from 2012 to 2016, where she served as the Budget Officer from 2011 to 2012. She held multiple positions at the California Department of Mental Health from 1998 to 2011, including Special Projects/Staff Information Systems Analyst, Hospital Operations Program Manager, Hospital Fiscal Program Analyst, Associate Budget Analyst, Contract Analyst, Cooperative Employment Program Analyst and Office Technician. This position requires Senate confirmation and the compensation is $172,068. Edens is a Democrat.

Brent Houser, 31, of West Sacramento, has been appointed Chief Deputy Director of Operations for the California Department of State Hospitals. Houser has been Deputy Director for the California Department of State Hospitals since 2021. He was Principal Program Budget Analyst for the California Department of Finance from 2019 to 2021 and held multiple positions at the California Department of State Hospitals from 2016 to 2019, including Assistant Budget Officer, Staff Services Manager II and Staff Services Manager I. Houser was a Staff Services Manager I at the Office of Statewide Health Planning and Development from 2015 to 2016, where he was Health Program Specialist I from 2014 to 2015. He was an Associate Governmental Program Analyst for the Health Professions Education Foundation from 2014 to 2015, where he was a Staff Services Analyst from 2012 to 2013. Houser earned a Master of Arts degree in Public Policy and Administration from California State University, Sacramento. This position does not require Senate confirmation and the compensation is $172,068. Houser is registered without party preference.

Ryan Gillette, 35, of San Francisco, has been appointed Deputy Director and Chief Data Officer at the California Department of Social Services. Gillette has been Director of Public Sector Practice for Social Finance Inc. since 2019. He was Program Director of the Harvard Kennedy School of Government Performance Lab from 2014 to 2019, where he was Social Impact Bond Government Innovation Fellow from 2012 to 2014. He was a Research Assistant for the National Bureau of Economic Research from 2008 to 2011 and Research Assistant at Harvard University from 2008 to 2009. Gillette earned a Master of Public Policy degree from the Harvard Kennedy School of Government. This position does not require Senate confirmation and the compensation is $163,344. Gillette is a Democrat.

Jason Wimbley, 51, of Elk Grove, has been reappointed Chief Deputy Director of the California Department of Community Services and Development, where he has served in that position since 2013. Wimbley served in multiple positions at the California Department of Community Services and Development from 1993 to 2013, including Chief of Energy and Environmental Programs, Program Manager, Program Analyst and Office Assistant. This position does not require Senate confirmation and the compensation is $151,176. Wimbley is a Democrat.

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FIRST 5 ASSOCIATION OF CALIFORNIA

December 3, 2021

First 5 Association of California, the statewide organization supporting the 58 First 5 county commissions, is pleased to announce the appointment of Deborah Reidy Kelch as Interim Executive Director effective December 1, 2021.

Melissa Stafford Jones previously served as executive director and was appointed by California Governor Newsom to serve as Director for the Children and Youth Behavioral Health Initiative at the California Health and Human Services Agency.

The First 5 Association recently completed a multi-year strategic plan to guide its statewide leadership in advancing First 5's mission of building early childhood systems and supports for California's youngest children ages 0-5.

Working with association members, staff, consultants, and external partners, Deborah will advance the organization's strategic goals and objectives and ensure a smooth transition to a new executive director.

Deborah previously served for 40 years as a California health policy researcher, most recently as Executive Director of Insure the Uninsured Project (ITUP). Deborah served as policy and fiscal staff to the California Legislature, including as Chief Consultant to the Assembly Health Committee, and established Kelch Associates, an independent health policy consulting firm. She received her master's degree in public policy and administration from CSU Sacramento and her bachelor's degree in political science from UCLA.

Welcome Deborah!

About First 5 Association

First 5 Association of California is the voice of the 58 First 5 county commissions, which were created by voters in 1998 to ensure our young children are healthy, safe, and ready to learn. Together, First 5 touches the lives of more than one million kids, families, and caregivers each year, and strengthens our state by giving kids the best start in life. Learn more at www.first5association.org.