



**Commission Meeting
M I N U T E S**

Monday, December 13, 2021, 6:00 pm

1.0 Call to Order and Roll Call

Commission Chair Marilyn Cachola Lucey called the December Commission meeting to order at 6:02 PM.

Before introducing the meeting protocols, the chair led the meeting with a moment of silence honoring Richard Clayton, late husband of District 3 Supervisor Diane Burgis.

Due to COVID-19, the meeting was held on a web-based platform. The Chair introduced meeting protocols.

Commissions present during roll call were:

District 1: Dr. Rocio Hernandez

District 2: Marilyn Cachola Lucey

District 3: Rhoda Butler for Lee Ross

District 4: Matt Regan

District 5: John Jones

Health Services: Dr. Chris Farnitano

EHSD: Dr. Aaron Alarcon-Bowen for Kathy Gallagher

Board of Supervisors: Candace Andersen

Children & Families Services: Kathy Marsh

Alternate members present during roll call were:

District 2 Alternate member: Srividya Iyengar

District 4: Gareth Ashley

Also present was Deputy County Counsel Keiko Kobayashi.

Commissioners absent were: District 3's Lee Ross, EHSD's Kathy Gallagher

Alternate members absent were: District 1's Genoveva Garcia Calloway, Health Services' Daniel Peddycord RN., Supervisor Diane Burgis, Children & Families Services' Roslyn Gentry

2.0 Public Comment

There were no comments from the public.

3.0 Approval of Consent Calendar

Ruth Fernandez asked to remove the following items pulled from the contracts docket and be moved to item #4 for further discussion - #3.3.2, #3.3.4, #3.3.5, and #3.3.6

Candace Andersen moved, seconded by John Jones, to approve the remaining Consent Calendar.

Roll call of vote:



District 1: Dr. Rocio Hernandez - AYE
District 2: Marilyn Cachola Lucey - AYE
District 3: Rhoda Butler for Lee Ross - AYE
District 4: Matt Regan - AYE
District 5: John Jones - AYE
Health Services: Dr. Chris Farnitano - AYE
EHSD: Dr. Aaron Alarcon-Bowen for Kathy Gallagher - AYE
Board of Supervisors: Candace Andersen - AYE
Children & Families Services: Kathy Marsh – AYE

Noes: NONE
Abstain: NONE

Absent: District 3 Commissioner Lee Ross, EHSD Commissioner Kathy Gallagher, District 1 Alternate member Genoveva Garcia Calloway, Health Services Alternate member Daniel Peddycord RN., BOS Alternate member Supervisor Diane Burgis, Children & Families Services Alternate member Roslyn Gentry.

The remaining Consent Calendar **APPROVED**.

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

The following items were discussed:

Item 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.

Supervisor Candace Andersen gave the following statement: "I have an interest in Agenda Item 3.3.2 because I am a Contra Costa County Supervisor and receive a salary and reimbursement for expenses from the County. However, I am not employed by the County Department that is directly involved in the contracts with First 5 Contra Costa Children and Families Commission. I am not legally prohibited from voting on these items. Please record my disclosure in the Commission's minutes."

Health Services Commissioner Dr. Christopher Farnitano gave the following statement: "I have an interest in Agenda Item 3.3.2 because I am employed by the Contra Costa County Health Services Department, and this item directly impacts my department. I am recusing myself from this item and will be leaving the meeting." Dr. Farnitano left the meeting after disclosure.

EHSD Alternate member Dr. Aaron Alarcon-Bowen gave the following statement: "I have an interest in Agenda Item 3.3.2 because I am employed by the Contra Costa County Employment & Human Services



Department, and this item directly impacts my department. I am recusing myself from this item and will be leaving the meeting.” He left the meeting after disclosure.

Children & Families Services Commissioner Kathy Marsh gave the following statement: “I have an interest in Agenda Item 3.3.2 because I am employed by the Contra Costa County Children and Family Services Department, and this item directly impacts my department. I am recusing myself from this item and will be leaving the meeting.” Kathy Marsh left the meeting after disclosure.

John Jones made a motion, seconded by Dr. Rocio Hernandez to approve item #3.3.2.

Roll call of vote:

District 1: Dr. Rocio Hernandez - AYE

District 2: Marilyn Cachola Lucey - AYE

District 3: Rhoda Butler for Lee Ross - AYE

District 4: Matt Regan - AYE

District 5: John Jones - AYE

Board of Supervisors: Candace Andersen - AYE

Noes: NONE

Abstain: NONE

Absent: District 3 Commissioner Lee Ross, EHSD Commissioner Kathy Gallagher, District 1 Alternate member Genoveva Garcia Calloway, Health Services Alternate member Daniel Peddycord RN., BOS Alternate member Supervisor Diane Burgis, Children & Families Services Alternate member Roslyn Gentry.

Item #3.3.2 was **APPROVED**.

Dr. Farnitano, Dr. Aaron Alarcon-Bowen and Kathy Marsh returned to the meeting after the vote.

Item 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.

Supervisor Candace Andersen gave the following statement: “I have an interest in Agenda Item 3.3.4 because I am a Contra Costa County Supervisor and receive a salary and reimbursement for expenses from the County. However, I am not employed by the County Department that is directly involved in the contracts with First 5 Contra Costa Children and Families Commission. I am not legally prohibited from voting on these items. Please record my disclosure in the Commission’s minutes.”

Health Services Commissioner Dr. Chris Farnitano gave the following statement: I have an interest in Agenda Item 3.3.4 because I am employed by the Contra Costa County Health Services Department, and this item directly impacts my department. I am recusing myself from this item and will be leaving the meeting.” Dr. Farnitano left the meeting after disclosure.

Executive Director Ruth Fernandez gave the following statement: “My husband is a psychologist and has a contract with Counseling Options and Parent Education (COPE) to provide clinical consultation to the clinical staff at COPE. I have an interest in Agenda Item 3.3.4 because the money my husband receives as a result of the contract is a source of income for my household. I am therefore recusing myself from this item and will be leaving the meeting. Please record my disclosure in the Commission’s minutes.” Ruth Fernandez left the meeting after disclosure.

Kathy Marsh made a motion, seconded by Dr. Rocio Hernandez to approve item #3.3.4

Roll call of vote:

District 1: Dr. Rocio Hernandez - AYE
District 2: Marilyn Cachola Lucey - AYE
District 3: Rhoda Butler for Lee Ross - AYE
District 4: Matt Regan - AYE
District 5: John Jones - AYE
EHSD: Dr. Aaron Alarcon-Bowen for Kathy Gallagher - AYE
Board of Supervisors: Candace Andersen - AYE
Children & Families Services: Kathy Marsh – AYE

Noes: NONE

Abstain: NONE

Absent: District 3 Commissioner Lee Ross, EHSD Commissioner Kathy Gallagher, District 1 Alternate member Genoveva Garcia Calloway, Health Services Alternate member Daniel Peddycord RN., BOS Alternate member Supervisor Diane Burgis, Children & Families Services Alternate member Roslyn Gentry.

Item **#3.3.4** was **APPROVED**.

Dr. Farnitano and Ruth Fernandez returned to the meeting after vote.

Item 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.

Executive Director Ruth Fernandez gave this statement: “My husband is a psychologist and has a contract with Counseling Options and Parent Education (COPE) to provide clinical consultation to the clinical staff at COPE. I have an interest in Agenda Item 3.3.5 because the money my husband receives as a result of the contract is a source of income for my household. I am therefore recusing myself from this item and will be leaving the meeting. Please record my disclosure in the Commission’s minutes.” Ruth Fernandez left the meeting after disclosure.

Supervisor Candace Andersen made a motion, seconded by John Jones, to approve item 3.3.5.

Roll call of vote:



District 1: Dr. Rocio Hernandez - AYE
District 2: Marilyn Cachola Lucey - AYE
District 3: Rhoda Butler for Lee Ross - AYE
District 4: Matt Regan - AYE
District 5: John Jones - AYE
Health Services: Dr. Chris Farnitano - AYE
EHSD: Dr. Aaron Alarcon-Bowen for Kathy Gallagher - AYE
Board of Supervisors: Candace Andersen - AYE
Children & Families Services: Kathy Marsh – AYE

Noes: NONE
Abstain: NONE

Absent: District 3 Commissioner Lee Ross, EHSD Commissioner Kathy Gallagher, District 1 Alternate member Genoveva Garcia Calloway, Health Services Alternate member Daniel Peddycord RN., BOS Alternate member Supervisor Diane Burgis, Children & Families Services Alternate member Roslyn Gentry.

Item **#3.3.5** was **APPROVED**.
Ruth Fernandez returned to the meeting after vote.

Item #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.

Commissioner John Jones gave the following statement: “I have an interest in Agenda Item 3.3.6 because I am employed by CocoKids, Inc, and this item directly impacts CocoKids. I am recusing myself from this item and will be leaving the meeting.” John Jones left the meeting after disclosure.

Supervisor Candace Andersen made a motion, seconded by Dr. Farnitano, to approve item #3.3.6

Roll call of vote:

District 1: Dr. Rocio Hernandez - AYE
District 2: Marilyn Cachola Lucey - AYE
District 3: Rhoda Butler for Lee Ross - AYE
District 4: Matt Regan - AYE
District 5: John Jones - AYE
Health Services: Dr. Chris Farnitano - AYE
EHSD: Dr. Aaron Alarcon-Bowen for Kathy Gallagher - AYE
Board of Supervisors: Candace Andersen - AYE
Children & Families Services: Kathy Marsh – AYE

Noes: NONE

Abstain: NONE

Absent: District 3 Commissioner Lee Ross, EHSD Commissioner Kathy Gallagher, District 1 Alternate member Genoveva Garcia Calloway, Health Services Alternate member Daniel Peddycord RN., BOS Alternate member Supervisor Diane Burgis, Children & Families Services Alternate member Roslyn Gentry.

Item #3.3.6 was **APPROVED**.

John Jones returned to the meeting after the vote.

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

The chair read the findings:

1. FIND that the Board of Commissioners has reconsidered the circumstances of the Statewide state of emergency proclaimed by the Governor on March 4, 2020, and the Countywide local emergency proclaimed by the Governor on March 10, 2020.
2. FIND that the following circumstances exist:
 - (a) the Statewide state of emergency and the Countywide local emergency continue to directly impact the ability of the Board of Commissioners, and its subcommittees and advisory bodies, to meet safely in person because of the COVID-19 case rates in Contra Costa County; and
 - (b) the County Health Officer's recommendations for safely holding public meetings, which recommend virtual meetings and other measures to promote social distancing, are still in effect.
3. AUTHORIZE the Board of Commissioners, and its subcommittees, to continue teleconference meetings under Government Code section 54953(e) for the next 30 days.

County Counsel Keiko Kobayashi informed the Commission that because the next standing meeting of the Commission is outside of the 30 days, as outlined, the Commission will need to revisit this item at the next meeting. (assuming that the law has not changed).

After the findings were given, the Chair entertained questions from the floor.
There were no further questions.

Motion made by Candace Andersen, seconded by Dr. Farnitano to authorize 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.

Roll call of vote:

District 1: Dr. Rocio Hernandez - AYE
District 2: Marilyn Cachola Lucey - AYE
District 3: Rhoda Butler for Lee Ross - AYE
District 4: Matt Regan - AYE
District 5: John Jones - AYE



Health Services: Dr. Chris Farnitano - AYE
EHSD: Dr. Aaron Alarcon-Bowen for Kathy Gallagher - AYE
Board of Supervisors: Candace Andersen - AYE
Children & Families Services: Kathy Marsh – AYE

Noes: NONE
Abstain: NONE

Absent: District 3 Commissioner Lee Ross, EHSD Commissioner Kathy Gallagher, District 1 Alternate member Genoveva Garcia Calloway, Health Services Alternate member Daniel Peddycord RN., BOS Alternate member Supervisor Diane Burgis, Children & Families Services Alternate member Roslyn Gentry.

Motion **APPROVED.**

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.

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

Monica Nevarez, Grants Program Assistant II, surpassed her **20-year** anniversary.

Vanessa Miller, Grants Program Assistant II, surpassed her **15-year** anniversary.

Liliana Gonzalez, Help Me Grow Program Coordinator, surpassed her **5-year** anniversary.

Commissioners were invited to shared their staff appreciation.

Marilyn Cachola Lucey then read a collection of staff vignettes on what positive things each of them learned this year.

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.

Ruth Fernandez announced that First 5 Contra Costa was just informed today that SEECON Financial & Construction Co., Inc., will now be referred to by its updated legal name: SEECON COMMERCIAL LLC.

Ruth Fernandez then gave the following background:

- a) 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.
- b) 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.

- c) 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 Suite 1339. First 5 staff has not been told when the power to the Civic Court building will be restored.
- d) 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.
- e) 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.
- f) Because of the above issues with the Civic Court building, staff recommends vacating the Civic Court building and entering into a lease with SECON Commercial LLC., 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.
- g) County Counsel is currently reviewing the lease. 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.
- h) 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.

BOS Candace Andersen left the meeting at this time.

Kathy Marsh left the meeting at this time.

Ruth introduced Julin Perez of Contra Costa County Public Works who had been instrumental in assisting First 5 Contra Costa's process with the current lease as well as the new building search. Julin noted that the majority of the tenant improvements to the space itself is being paid for by the owner. She felt this location is an ideal fit for First 5 Contra Costa. She informed the Commission that prior to the selection of the location, 6 other locations were considered, however they were not offering flexibility in terms.

Matt Regan commented that relative to the existing lease, hoped that First 5 Contra Costa was not paying rent for the duration of the time when the space was not fit for occupation. He then asked Keiko if there are any redress from the previous landlord financial or otherwise to cover the costs of the move.



County Counsel Keiko Kobayashi replied that this current property landlord has been unresponsive to a lot of First 5 Contra Costa's needs, and they do not address anything unless County Counsel is involved. She thinks that it may require County Counsel to take some kind of legal action to recover any of the redress.

Julin Perez noted that because the fire occurred on October 11, that the landlord needs to pro-rate the previously paid October rent. First 5 was entitled to stop paying rent for November and December and any prorated rent for the partial month of October is due back.

Motion made by John Jones, seconded by Dr. Farnitano.

Roll call of vote:

District 1: Dr. Rocio Hernandez - AYE

District 2: Marilyn Cachola Lucey - AYE

District 3: Rhoda Butler for Lee Ross - AYE

District 4: Matt Regan - AYE

District 5: John Jones - AYE

Health Services: Dr. Chris Farnitano - AYE

EHSD: Dr. Aaron Alarcon-Bowen for Kathy Gallagher - AYE

Noes: NONE

Abstain: NONE

Absent: District 3 Commissioner Lee Ross, EHSD Commissioner Kathy Gallagher, BOS Candace Andersen, Children & Families Services Kathy Marsh, District 1 Alternate member Genoveva Garcia Calloway, Health Services Alternate member Daniel Peddycord RN., BOS Alternate member Supervisor Diane Burgis, Children & Families Services Alternate member Roslyn Gentry.

The motion **APPROVED**.

8.0 CONSIDER Approving the 2022 Slate of Officers of the Commission

Gareth Ashley reported that the Nominations Sub-Committee met on Thursday November 4, 2021 at 5 pm. Members were John Jones and Dr. Chris Farnitano. At that meeting they proposed the following slate:

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

Pursuant to the Commission's Bylaws, a memo was sent to the Commissioners on November 19, 2021 to announce the Slate of Officers prior to the December 13, 2021 election. However, at last minute, Commissioner Lee Ross withdrew his name as vice-chair on the slate.

Gareth then asked if any of the Commissioners would like to nominate another. Marilyn Cachola Lucey was nominated to be the 2022 Vice-Chair.



Gareth Ashley formally submitted to the Commission this revised slate:

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

The Chair asked the Commissioners to consider approving this revised 2022 Slate of Officers of the Commission:

John Jones made a motion, seconded by Dr. Farnitano to approve this revised 2022 Slate of Officers of the Commission.

Roll call of vote:

District 1: Dr. Rocio Hernandez - AYE
District 2: Marilyn Cachola Lucey - AYE
District 3: Rhoda Butler for Lee Ross - AYE
District 4: Matt Regan - AYE
District 5: John Jones - AYE
Health Services: Dr. Chris Farnitano - AYE
EHSD: Dr. Aaron Alarcon-Bowen for Kathy Gallagher - AYE

Noes: NONE

Abstain: NONE

Absent: District 3 Commissioner Lee Ross, EHSD Commissioner Kathy Gallagher, BOS Candace Andersen, Children & Families Services Kathy Marsh, District 1 Alternate member Genoveva Garcia Calloway, Health Services Alternate member Daniel Peddycord RN., BOS Alternate member Supervisor Diane Burgis, Children & Families Services Alternate member Roslyn Gentry.

The 2022 Slate of Officers of the Commission was **APPROVED**.

9.0 **RECEIVE Executive Director's Report**

Ruth gave the following report:

- Staffing updates: Welcoming Tammy Henry First 5 Administrative Assistant, And Intern Jules Patrice Means; and a farewell to Evaluation Analyst Tatiana Hill.
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- Ongoing staff recruitment: Finance and Operations Director recruitment will begin soon and is a priority
- First 5 center Richmond satellite center recently closed due to several issues as discussed in the presentation e
- Presentation of the First 5 Centers Request for Qualifications timeline, to post January 2023. The timeline includes focus groups and surveys form the community, partners and staff
- Children's Leadership Council now has a consulting team – MIG is working with the Leadership Team.



There were no questions from the floor.

10.0 RECEIVE Staff Presentation of 2021 End of Year Report

Deputy Director Camilla Rand led the End of Year Report Presentation.

The entire 2021 Year End Report is available on the First 5 Contra Costa Website:

<http://www.first5coco.org/wp-content/uploads/2021/12/2021-End-of-Year-presentation-reduced-size.pdf>

- Early Intervention Officer Wanda Davis gave Early Intervention Presentation.
- Special Projects Coordinator Fran Biderman gave the Special Projects & Coalitions presentation.
- Camilla gave the Family Support presentation on behalf of Program Officer Lisa Korb.
- Early Childhood Education Officer Melissa Cunningham gave the Early Childhood Education presentation.
- Community Engagement Program Officer Rhea Laughlin gave the Community Engagement presentation.

The commissioners thanked the staff for the robust reports.

11.0 Communications

The articles can be found in the Commission Packet.

Ruth Fernandez reported that there were two articles.

The first article is the announcing the Governor Newsom's appointment of Melissa Stafford Jones as the Director for Children & Youth Behavioral Health Initiative at the California health and Human Services agency.

The second article is an announcement from the First 5 Association naming interim Executive Director Deborah Reddy Kelch.

There were no questions from the floor.

12.0 Commissioner F.Y.I. Updates

There were none.

13.0 Adjourn

The meeting adjourned at 8:11 PM

Ruth – Thanked the Commission.