

Memo

To: Commission Members
From: Alexander Khu
Re: June 13, 2022 Commission Meeting

VIRTUAL MEETING pursuant to Government Code Section 54953(e)(1)(A)

*Persons who wish to address the board during public comment or with respect to an item on the agenda may comment by using the "**raise your hand**" feature in the zoom meeting.*

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

The Public may observe and participate in the Virtual Zoom Webinar by using this link:

When: Jun 13, 2022 06:00 PM Pacific Time (US and Canada)

Topic: June 13, 2022 Commission Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84534609750?pwd=V29aTkNzYmg1elBwbTlvdG9GMnhOdz09>

Passcode: 897683

Or One tap mobile :

US: +16699006833,,84534609750# or +12532158782,,84534609750#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656

Webinar ID: 845 3460 9750

International numbers available: <https://us02web.zoom.us/j/84534609750?pwd=V29aTkNzYmg1elBwbTlvdG9GMnhOdz09>

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.

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!



Commission Meeting

A G E N D A

MONDAY, June 13, 2022

6:00 pm

VIRTUAL MEETING pursuant to Government Code Section 54953(e)(1)(A)

*Persons who wish to address the board during public comment or with respect to an item on the agenda may comment by using the **"raise your hand"** feature in the zoom meeting.*

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

The Public may observe and participate in the Virtual Zoom Webinar by using this link:

When: Jun 13, 2022 06:00 PM Pacific Time (US and Canada)

Topic: June 13, 2022 Commission Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84534609750?pwd=V29aTkNzYmg1eIBwbTlvdG9GMnhOdz09>

Passcode: 897683

Or One tap mobile :

US: +16699006833,,84534609750# or +12532158782,,84534609750#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or
+1 312 626 6799 or +1 646 558 8656

Webinar ID: 845 3460 9750

International numbers available: <https://us02web.zoom.us/j/84534609750?pwd=V29aTkNzYmg1eIBwbTlvdG9GMnhOdz09>

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 April 11, 2022 Commission Meeting

3.2 Approve the Minutes from the May 11, 2022 Special Commission Meeting

3.3 Approve the Contracts Docket

Commission Meeting **AGENDA**

MONDAY June 13, 2022

Page 1 of 6



- 3.3.1 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with Contra Costa County Office of Education to provide rating and management of the Contra Costa Quality Rating and Improvement System (QRIS) in accordance with local implementation requirements and in alignment with regional and state QRIS efforts, in an amount not to exceed \$151,088, for term July 1, 2022 to June 30, 2023. FY2022-23 budget line: Early Childhood Education Initiative: Early Learning Quality (\$539,606). Funded 100% F5 CA Improve and Maximize Programs so All Children Thrive (IMPACT) funds.
- 3.3.2 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with Tandem, Partners in Early Learning to provide a book bag delivery system that train parents in read-aloud strategies, in an amount not to exceed \$178,602, for term July 1, 2022 to June 30, 2023. FY2022-23 budget line: Early Childhood Education Initiative: Early Learning Quality (\$539,606). Funded 100% Prop 10 funds.
- 3.3.3 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with Contra Costa Crisis Center to maintain a web-based database of Contra Costa Human Services (www.211database.org) for children birth through age five and their families and to oversee the Help Me Grow 211 call center, in an amount not to exceed \$211,695, for term July 1, 2022 to June 30, 2023. FY2022-23 budget line: Early Intervention Initiative: Coordinated System of Care, Help Me Grow Services (\$459,097). Funded 100% Prop 10 funds.
- 3.3.4 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with ASPIRANET (Antioch/Delta First 5 Center) to provide classes, workshops, presentations, resource and referral services, child developmental screening, drop-in availability, opportunities for community involvement, and special events, in an amount not to exceed \$685,506, for term July 1, 2022 to June 30, 2023. FY2022-23 budget line: Family Support Initiative: First 5 Centers (\$2,823,839). Funded 100% Prop 10 funds.
- 3.3.5 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with ASPIRANET (East County First 5 Center) to provide classes, workshops, presentations, resource and referral services, child developmental screening, drop-in availability, opportunities for community involvement, and special events, in an amount not to exceed \$651,372, for term July 1, 2022 to June 30, 2023. FY2022-23 budget line: Family Support Initiative: First 5 Centers (\$2,823,839). Funded 100% Prop 10 funds.
- 3.3.6 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with ASPIRANET (Monument First 5 Center) to provide classes, workshops, presentations, resource and referral services, child developmental screening, drop-in availability, opportunities for community involvement, and special events, in an amount not to exceed \$454,065, for term July 1, 2022 to June 30, 2023. FY2022-23 budget line: Family Support Initiative: First 5 Centers (\$2,823,839). Funded 100% Prop 10 funds.

- 3.3.7 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with Bay Area Community Resources (West County First 5 Center) to provide classes, workshops, presentations, resource and referral services, child developmental screening, drop-in availability, opportunities for community involvement, and special events, in an amount not to exceed \$653,772, for term July 1, 2022 to June 30, 2023. FY2022-23 budget line: Family Support Initiative: First 5 Centers (\$2,823,839). Funded 100% Prop 10 funds.
- 3.3.8 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with Contra Costa County through its Employment & Human Services Department Community Services Bureau to provide home visiting services, in an amount not to exceed \$610,000, for term July 1, 2022 to June 30, 2023. FY2022-23 budget line: Family Support Initiative: Home Visiting (\$610,000). Funded 100% Prop 10 funding.
- 3.3.9 AUTHORIZE and RATIFY the Executive Director, or her designee, to execute a contract amendment with We Care Services for Children, to increase the payment limit by \$1,500 (from \$100,425 to \$101,925) to provide a developmental playgroup session for families and providers participating in La Clinica's ACEs program. FY 2021-22 budget line: Early Intervention Initiative: Children Experiencing Stress and Trauma, ACEs Aware: (\$399,358). Funded 100% Aurrera Health Group, LLC.
- 3.3.10 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with Applied Survey Research, Inc. to provide data analysis and evaluation support, in an amount not to exceed \$100,000, for term July 1, 2022 to June 30, 2023. FY 2022-23 budget line: Policy, Strategy and Evaluation: Professional Services (\$361,200). Funded 100% Prop 10 funds.
- 3.3.11 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with Baby Builders, Inc. to provide developmental playgroups, curriculum, materials, staffing, and site coordination support and program over-site, in an amount not to exceed \$103,437, for term July 1, 2022 to June 30, 2023. FY 2022-23 budget line: Early Intervention Initiative: Coordinated System of Care, Help Me Grow Services: (\$459,097). Funded 100% Prop 10 funds.
- 3.3.12 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with Early Quality Systems, Inc. to implement a comprehensive Quality Matters (QM) application and online portal, in an amount not to exceed \$104,000, for term July 1, 2022 to June 30, 2023. FY2022-23 budget line: Early Childhood Education Initiative: Early Learning Quality (\$539,606). Funded 100% F5 CA Improve and Maximize Programs so All Children Thrive (IMPACT) funds.
- 3.3.13 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with We Care Services for Children to provide developmental playgroups, curriculum, materials, staffing, and site coordination support and program over-site, in an amount not to exceed \$103,465, for term July



1, 2022 to June 30, 2023. FY 2022-23 budget line: Early Intervention Initiative: Coordinated System of Care, Help Me Grow Services: (\$459,097). Funded 100% Prop 10 funds.

- 3.3.14 APPROVE clarification of board action on April 11, 2022 (3.3.1) which authorized First 5's Executive Director to execute a contract with AAA Business Supplies and Interiors, to reflect the accurate name of the contractor as AAA Business Supplies Limited Partnership, with no changes to the other terms.
- 3.3.15 APPROVE and AUTHORIZE the Executive Director, or her designee, to exercise an option with the City of Concord to lease 1736 Clayton Road, Concord, CA as a First 5 Monument Community Center from July 1, 2022 to June 30, 2025, at \$1,360 per month with annual rent increases and up to two 1-year renewal options from July 1, 2025 to June 30, 2027 at \$1,510 per month with annual rent increases. FY2022-23 budget line: (\$1,360 year-1), (\$1,410 year-2), (\$1,460 year-3) (\$1,510 year-4) (\$1560 year-5) Family Support Initiative: First 5 Centers (\$2,823,839). Funded 100% Prop 10 funds.
- 3.3.16 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with CocoKids, Inc. to provide Quality Improvement Navigation (QIN) coaching, ongoing technical assistance (TA), guidance and communication to QIS and QRIS sites, and support in local implementation of the QRIS, in an amount not to exceed \$114,330, for term July 1, 2022 to June 30, 2023. FY2022-23 budget line: Early Childhood Education Initiative: Early Learning Quality (\$539,606) Funded 100% F5 CA Improve and Maximize Programs so All Children Thrive (IMPACT) funds.
- 3.3.17 APPROVE and AUTHORIZE the Board Chair, or her designee, to execute a contract with Counseling Options & Parent Education Support Center Inc. to provide Triple P classes to parents with children ages birth to 5 years old utilizing certified trainers with skill sets in serving the development needs of young children and their families throughout Contra Costa County, in an amount not to exceed \$140,412, for term July 1, 2022 to June 30, 2023. FY2022-23 budget line: Early Intervention Initiative: Triple P Positive Parenting (\$193,782). Funded \$86,741 from Prop 10 funds, \$10,300 from Dean & Margaret Leshner Foundation and \$43,371 from Contra Costa Health Services-Behavioral Health Services Division/Mental Health funds.

3.5 Approve the Grants Docket

- 3.4.1 APPROVE and AUTHORIZE the Executive Director, or her designee, to apply for and, accept grant funding from U.S. Congressman DeSaulnier's Office, in an amount up to \$750,000, to create a local/county-specific childcare workforce compensation assessment and identify at least two cost-effective ways to develop new childcare professionals and retain and support the current workforce. FY2022-23 budget line: Early Childhood Education: Early Learning Quality (\$539,606). Funded 100% funding partner.
- 3.4.2 RATIFY grant application, ACCEPT grant funding, and APPROVE and AUTHORIZE the Executive Director, or her designee, to enter into an



agreement with Sunlight Giving, in an amount not to exceed \$300,000, for general operating support, for the term July 1, 2022 to June 30, 2025. FY2022-23 budget line: (\$100,000 year-1), (\$100,000 year-2), (\$100,000 year-3) Administrative: Administrative Expenses (\$1,996,868). Funded 100% Sunlight Giving.

- 3.4.3 RATIFY grant application, ACCEPT grant funding, and APPROVE and AUTHORIZE the Executive Director, or her designee, to enter into an agreement with San Francisco Foundation, in an amount not to exceed \$150,000, to advance housing justice and voter engagement for families with young children in low-income communities of color, for the term June 1, 2022 to May 31, 2024. FY2022-23 budget line: (\$75,000 year-1), (\$75,000 year-2) Stakeholder Engagement and Policy Advocacy: Community Engagement (\$160,000). Funded 100% San Francisco Foundation.

3.5 Accept the third quarter financial report FY 2021-22

3.6 Accept the First 5 Contra Costa April 2022 Program Report

3.7 Approve the First 5 Contra Costa Certification of Compliance FY 22/23 Funding.

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

5.0	CONSIDER adopting a resolution authorizing First 5 Contra Costa to conduct teleconference meetings under Government Code section 54953 (e) and making related findings.	ACTION
-----	---	--------

6.0	Consider approving increased salary range, car allowance and professional development reimbursement for the First 5 Executive Director in the revised EMPLOYEE COMPENSATION AND BENEFITS RESOLUTION NO. 2021/02	ACTION
-----	---	--------

7.0	Consider approving a 5% increase in salary, a 5% increase in monthly car allowance, and up to \$1200.00 reimbursement every year for memberships, subscriptions, and professional development for the Executive Director.	ACTION
-----	---	--------

8.0	Consider declaring and adopting Juneteenth as an observed First 5 Contra Costa staff holiday.	ACTION
-----	---	--------

9.0	Receive presentation recognizing Contra Costa County Community Colleges Staff for 17 years of commitment to the Contra Costa Professional Development Program (PDP).	
-----	--	--

10.0	Receive staff presentation of the First 5 Contra Costa Theory of Change	
------	---	--

11.0	Executive Director's Report	
------	-----------------------------	--

12.0	Communications Memo: Board Direction on Conducting of Live Advisory Body Meetings	
------	--	--

13.0	Commissioner F.Y.I. Updates	
------	-----------------------------	--



14.0 Adjourn

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

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the First 5 Contra Costa Children and Families Commission to a majority of members of the First 5 Contra Costa Children and Families Commission less than 96 hours prior to that meeting are available for public inspection at 1485 Civic Court, Suite 1200, Concord, CA 94520 during normal business hours.

In consideration of those who may suffer from chemical sensitivities or who may have allergic reactions to heavy scents, First 5 Contra Costa requests that staff and visitors refrain from wearing perfume, cologne, or the use of strongly scented products in the work place. We thank you for your consideration of others.



June 13, 2022

Agenda Item 3.1

Approve the Minutes from the April 11, 2022 Commission Meeting



Commission Meeting M I N U T E S

Monday, April 11, 2022, 6:00 pm

1.0 Call to Order and Roll Call

Commission Vice-Chair Marilyn Cachola Lucey called the April 11, 2022 Commission Meeting to order at 6:02 PM. Due to COVID-19, the meeting was held on a web-based platform. Meeting protocols were introduced. Supervisor Diane Burgis was welcomed back as returning Commissioner this calendar year. Welcomed new Health Services Commissioner Dr. Ori Tzvieli and new Alternate Member Dr. Sefanit F. Mekuria.

Commissioners present during roll call were:

District 1: Commissioner Dr. Rocio Hernandez
District 1: Alternate member Genoveva Garcia Calloway
District 2: Commissioner Marilyn Cachola Lucey
District 3: Commissioner Lee Ross
District 3: Alternate member Rhoda Butler
District 4: Commissioner Matt Regan
District 4: Alternate member Gareth Ashley
District 5: Commissioner John Jones
Health Services: Commissioner Dr. Ori Tzvieli
Health Services: Alternate member Dr. Sefanit F. Mekuria
EHSD: Alternate Commissioner Dr. Aaron Alarcon-Bowen
Board Of Supervisors: Commissioner Diane Burgis
Children & Families Services: Commissioner Kathy Marsh

Absent:

District 2: Alternate member Srividya Iyengar
Board Of Supervisors: Alternate member Candace Andersen
Children & Families Services: Alternate member Roslyn Gentry

2.0 Public Comment

There were no comments from the public.

3.0 Approval of Consent Calendar

Diane Burgis made a motion, seconded by Lee Ross to approve the consent calendar.

All in favor by roll call:

District 1: Dr. Rocio Hernandez – Yes
District 2: Marilyn Cachola Lucey – Yes
District 3: Lee Ross – Yes
District 4: Matt Regan – Yes
District 5: John Jones – Yes
Board of Supervisors: Diane Burgis – Yes
Health Services: Dr. Ori Tzvieli – Yes
EHSD: Alternate member Dr. Aaron Alarcon-Bowen – Yes
Children & Families Services – Kathy Marsh – Yes

Commission Meeting

M I N U T E S

Monday April 11, 2022

Page 1 of 8

Yes: 9

No: 0

Abstain: 0

Absent: District 2: Alternate member Srividya Iyengar; Board of Supervisors: Alternate member Candace Andersen; Children & Families Services: Alternate member Roslyn Gentry

The motion was **APPROVED**.

5.0 CONSIDER adopting a resolution authorizing First 5 Contra Costa to conduct teleconference meetings under Government Code section 54953 (e) and making related findings.

The vice-chair asked if there were questions from the floor regarding the item.

There were no questions.

John Jones made a motion, seconded by Dr. Rocio Hernandez, to adopt a resolution authorizing First 5 Contra Costa to conduct teleconference meetings under Government Code section 54953(e) and making related findings.

Roll Call of Vote:

District 1: Dr. Rocio Hernandez – Yes

District 2: Marilyn Cachola Lucey – Yes

District 3: Lee Ross – Yes

District 4: Matt Regan – Yes

District 5: John Jones – Yes

Board of Supervisors: Diane Burgis – Yes

Health Services: Dr. Ori Tzvieli – Yes

EHSD: Alternate member Dr. Aaron Alarcon-Bowen – Yes

Children & Families Services – Kathy Marsh – Yes

Yes: 9

No: 0

Abstain: 0

Absent: District 2: Alternate member Srividya Iyengar; Board of Supervisors: Alternate member Candace Andersen; Children & Families Services: Alternate member Roslyn Gentry

The motion **APPROVED**.

6.0 Receive presentation honoring former First 5 Contra Costa Commissioners:

- **Former EHSD Director, Kathy Gallagher for over 9 years of service**
- **Former Health Officer, Dr. Chris Farnitano for over 4 years of service**
- **Former Public Health Director, Daniel Peddycord, R.N. for over 3 years of service**

Executive Director Ruth Fernandez thanked and recognized former Commissioners Kathy Gallagher and Dr. Farnitano for their many years of service as Commissioners, and Daniel Peddycord, RN as Alternate member. As token of appreciation, recognition clocks were sent to each of them.

Dr. Farnitano and Daniel Peddycord were in attendance and each gave remarks.

Commission Meeting

MINUTES

Monday April 11, 2022

Page 2 of 8



Commissioners & staff took turns thanking all recipients.

7.0 Public Hearing on the First 5 California 2020-21 Annual Report

The entire report can be found at:

https://www.cafc.ca.gov/pdf/about/budget_perf/annual_report_pdfs/Annual-Report-20-21.pdf

The Contra Costa County Commission highlights found on page 38.

Marilyn Cachola Lucey opened the public hearing on the First 5 California 2020-21 Annual Report at 6:20 PM.

First 5 California prepares an annual report each year based in part on fiscal, program, and participant information provided by each 56 county commissions. County commissions are required by statute to hold an annual public hearing on First 5 California's annual report.

Deputy Director Camilla Rand presented the following key project highlights:

Highlights include:

- Follow up COVID Survey showed employment and childcare as key issues. First 5 was able to distribute, distribute PPE, books, diapers to families
- In partnership with philanthropic organizations gave Covid relief funds to child care providers
- Community Engagement's Antioch Change is meant to understand housing struggles for families with the goal to establish housing policy changes
- First 5 received a second round of ACEs Funding and focusing on building a network of care in Contra Costa
- The East County Ready Kids initiative focuses on school readiness for families of Black and African American children.

After the presentation, the panel and public were invited to comment.

There were no written comments received in the mail and no voice messages received regarding the item. There were no comments from the members of the public.

Chair closed the public hearing at 6:26 PM.

Lee Ross made a motion, seconded by Dr. Ori Tzivieli to accept the First 5 California Annual Report 2020-21.

All in favor by roll call:

District 1: Dr. Rocio Hernandez – Yes

District 2: Marilyn Cachola Lucey – Yes

District 3: Lee Ross – Yes

District 4: Matt Regan – Yes

District 5: John Jones – Yes

Board of Supervisors: Diane Burgis – Yes

Health Services: Dr. Ori Tzivieli – Yes

EHSD: Alternate member Dr. Aaron Alarcon-Bowen – Yes

Children & Families Services – Kathy Marsh – Yes

Commission Meeting

MINUTES

Monday April 11, 2022

Page 3 of 8



Yes: 9

Nos: 0

Abstain: 0

Absent: District 2: Alternate member Srividya Iyengar; Board of Supervisors: Alternate member Candace Andersen; Children & Families Services: Alternate member Roslyn Gentry

The motion **APPROVED**.

8.0 Consider approving proposed First 5 Contra Costa Budget FY 2022-23

Ruth Fernandez provided an overview with highlights from the Narrative Staff Report included in the Commission packet in her report:

The FY 2022-23 Proposed Budget reflects the priorities of the Commission's FY 2020/21 –

FY 2022/23 Strategic Plan and maintains alignment with the long term fiscal strategies including:

- leveraging Proposition 10 and Proposition 56 cigarette and tobacco tax revenues as match for private sector partnerships and philanthropic grants; and
- establishing partnerships with County agencies through sub-recipient grants to jointly provide essential services; and
- securing public and philanthropic grants to further enhance First 5 activities focused in support of young children and their families

Fiscal Impact

The FY 2022-23 Proposed Budget maintains focus on continuity of Program Initiatives, assures balanced revenues and expenditures, and reduces the drawdown from the Unassigned Fund Balance -- \$2.2 million drawdown rather than \$2.5 million as projected for year three of the Strategic Plan.

An additional factor that contributed to the lower Fund Balance drawdown allocation for FY22/23 is the increased allocation in External Funds which is \$42,793 over the projected allocation in the Strategic Plan.

After the presentation, the following discussions followed:

Gareth asked about the increase in professional services. He wanted clarity about allocated amount for new positions yet over all salaries were down. He asked if these positions were contracted out.

Ruth stated that the IT (Information Technology) support will be contracted out.

The IT role is critical for success of the organizational transition to upgraded and more automated internal information systems. Modernizing and optimizing IT platforms will help F5CC reduce reliance on use of paper documents and increase efficiency. She stated that the agency is currently vetting quotes from the county and outside vendors.

Lee Ross asked to define the role of the position for Facilities Office Coordinator.

Ruth stated that at the moment, the Administrative Manager position's role took charge of all administrative office operations as well as Human Resources functions. The Organizational Study highlighted the need to expand capacity for HR/Administrative functions for the organization. Separating both of these roles was a recommendation for efficiency in the Organizational Study. The Administrative Manager role will disappear and be replaced by the HR Manager role. The role of the Facilities Office Coordinator is intended to consolidate all facilities management and operations, and it includes managing

Commission Meeting

MINUTES

Monday April 11, 2022

Page 4 of 8



facilities of all the F5 Centers, including lease matters, and maintenance of day to day operations of the Concord office.

A separate Human Resources position will focus specifically on staff's professional growth and development and staffing and workforce development such as retention, recruitment and succession planning.

Matt Regan commented on the significant reduction of the interest income by 25%. He said that due to the economy's volatility, additional loss in interest income is to be anticipated. Ruth agreed that due to the economy's circumstances, that she and the Finance Staff took into consideration the possibility of additional loss to the interest income in the years ahead.

John asked if additional revenue sources are on the horizon.

Ruth reported there are possible additional revenues are in the works and staff are working on sourcing for additional revenue opportunities.

Matt Regan made a motion, seconded by Kathy Marsh to approve the proposed First 5 Contra Costa Budget for FY 2022-23.

Roll call of vote:

District 1: Dr. Rocio Hernandez – Yes

District 2: Marilyn Cachola Lucey – Yes

District 3: Lee Ross – Yes

District 4: Matt Regan – Yes

District 5: John Jones – Yes

Board of Supervisors: Diane Burgis – Yes

Health Services: Dr. Ori Tzvieli – Yes

EHSD: Alternate member Dr. Aaron Alarcon-Bowen – Yes

Children & Families Services – Kathy Marsh – Yes

Yes: 9

No: 0

Abstain: 0

Absent: District 2: Alternate member Srividya Iyengar; Board of Supervisors: Alternate member Candace Andersen; Children & Families Services: Alternate member Roslyn Gentry

The motion **APPROVED**.

9.0 Public Hearing: Update on First 5 Contra Costa's 2020-2023 Strategic Plan Goals and Long-Term Fiscal Plan Update per Strategic Plan.

Marilyn Cachola Lucey opened the Public Hearing: Update on First 5 Contra Costa's 2020-23 Strategic Plan Goals and Long-Term Fiscal Plan Update per Strategic Plan at 6:53 PM

Each year, the Commission holds a public hearing on its Strategic Plan, as required by statute. The beginning of the upcoming fiscal year, 2022-23, marks the third and final year of the plan period.

Commission Meeting

MINUTES

Monday April 11, 2022

Page 5 of 8



Ruth gave the following report with a slide presentation:

An overview of the three-year Strategic Plan.

First 5 today: as a leaner organization with fewer resources, the plan mandates further strategic examination of First 5 Contra Costa's shifting roles and funding approach.

Assessing Progress of the Plan:

- Operationalizing Systems Change: Completed Internal Infrastructure Assessment; developed Theory of Change (Defined Strategies & Outcomes); ongoing focus on systems development; policy advocacy & stakeholder engagement; internal/external Capacity Building (Race Equity Diversity & Inclusivity, Trauma Informed Practices & Principles).
- Impact and Sustainability: Updated fiscal projections through 2024 & decreased Fund Balance Drawdown; pursued diversified revenue streams (i.e. Measure X, MHSA, MediCal/CalWorks & Federal Funding such as ARPA, etc.).
- Strategy Roadmap: New evaluation plan using Results-Based Accountability Framework; define impact measurements; sharpen focus on strategic investments & policy advocacy.

Organizational Study Recommendations:

- Prioritize recruitment of key roles that are currently vacant; continue organizational documentation of policies & standard operating procedures; establish succession plan; continue technology improvements.
- Clarify strategic goals, priorities and action plans.
- Continue improving internal and external communication; continue staff skills development and growth; establish well-defined roles and responsibilities within departments based on reorganized roles.

Short-Term Goals:

- Prioritize recruitment and hiring of vacant positions—bring organizational capacity to a 100% and adopt shifts in organizational structure for optimal efficiency and workflow integration.
- Integrate automated electronic platforms to optimize workflows & revise processes for increased flexibility and efficiency.
- Ongoing work to align department and program action plans to organizational goals and develop new RBA Evaluation Plan
- Increase opportunities for internal work groups to promote employee engagement & ongoing external stakeholder engagement.
- Ongoing effort to learn about and engage in partnership opportunities that help leverage Prop 10 funds, grow the pie of funding for young children in the County.

Impact and Sustainability:

- The Plan called for the allocation of the Fund Balance across the three years of Strategic Plan 2020-23.
- To date, actual drawdown from Fund Balance of \$6.7 million (from 19/20 through 22/23) as opposed to the projected \$12.9 million according to the Strategic Plan approved in 2019.

Camilla Rand gave the following presentation:



Strategy Road Map: the following activities support the key strategies outlined in the Strategic Plan

- Systems Development: RBA Framework to sharpen our focus for strategic investment; on-going examination and assessment of current needs, gaps and emerging models; ACEs grant as a launch to a county-wide Coordinated Systems of Care.
- Policy Advocacy: Internal Policy Committee to advance policy agenda; Early Learning Leadership efforts to Support the early childhood education workforce; First 5 Regional Group lead housing protections in Antioch and Concord.
- Stakeholder Engagement: Ready Kids East County Ecological Approach to School Readiness; Children's Leadership Council – bringing together leaders and the community to advance children's issues; Regional Groups & Children's Advisory Councils continue to voice the most pressing issues residents face.

Ongoing Work and Next Steps:

- First 5 Contra Costa is poised to become an influencer of change in the systems serving children and families by addressing the conditions that maintain inequities in place. We look to leverage our expertise, credibility and knowledge of early childhood to promote collective impact on behalf of children.

The following discussions ensued:

John Jones commented that communications critical in the next few years. First 5 Contra Costa is shifting its function from funder into becoming a convener. The better we can communicate that to the public and to other foundations, the better we can get their support.

Dr. Hernandez commented that the Executive Committee looked at the Organizational Assessment findings and recommendations at the recent Special Meeting of the Executive Committee on March 28, 2022. She appreciated the thorough but synthesized overview of the study presented tonight.

There were no written comments received in the mail, no voice messages received regarding the item. There were no comments from the members of the public.

Public hearing closed at 7:32 pm.

Diane Burgis made a motion, and John Jones seconded, to accept the Update on the First 5 Contra Costa's 2020-23 Strategic Plan Goals and Long-Term Fiscal Plan Update per strategic Plan.

Roll call of vote:

District 1: Dr. Rocio Hernandez – Yes

District 2: Marilyn Cachola Lucey – Yes

District 3: Lee Ross – Yes

District 4: Matt Regan – Yes

District 5: John Jones – Yes

Board of Supervisors: Diane Burgis – Yes

Health Services: Dr. Ori Tzvieli – Yes

EHSD: Alternate member Dr. Aaron Alarcon-Bowen – Yes

Children & Families Services – Kathy Marsh – Yes

Commission Meeting

MINUTES

Monday April 11, 2022

Page 7 of 8

Yes: **9**

No: **0**

Abstain: **0**

Absent: District 2: Alternate member Srividya Iyengar; Board Of Supervisors: Alternate member Candace Andersen; Children & Families Services: Alternate member Roslyn Gentry

Item **APPROVED**.

10.0 Receive Executive Director's Report

Ruth gave the following reports:

- **Staff Hiring:** Executive Recruitment with William Avery & Associates for two positions: Finance and Operations Director; & Policy, Strategy and Evaluation Director
- **Administrative Office Relocation Update:** scheduled to take possession of building on April 14, 2022. Return to Office with hybrid schedule by Mid-May 2022 – pending on no delays.
- **County Updates:** Submitted Federal Community Funding Request FY 23 for the *Growing and Retaining a Vibrant Homegrown Early Childhood Workforce Project (\$750K)*.
- Partnership with First 5 Alameda for First 5 CA's *Afghan Refugee Grant Application (\$750K)*

Gareth asked when “in-person” Commission meetings can resume?

Ruth reported that options are explored and may be considered at the next Commission meeting in June, contingent to administrative office situation at that time as well as what the County and Health Services public meeting recommendation is by then. More information to come.

11.0 Communications

None Received

12.0 Commissioner F.Y.I. Updates

There were no commissioners update.

13.0 Adjourn

Meeting adjourned at 7:43 pm.

Next standing meeting is on Monday June 13, 2022.



June 13, 2022

Agenda Item 3.2

Approve the Minutes from the May 11, 2022 Special Commission Meeting



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

WEDNESDAY, May 11, 2022

5:00 pm

1.0 Convene and Call to Order

Commission Chair Dr. Rocio Hernandez called the May 11, 2022 Special Commission Meeting to order at 5:10 PM. Due to COVID-19, the meeting was held on a web-based platform. Meeting protocols were introduced.

Commissioners present during roll call were:

District 1: Commissioner Dr. Rocio Hernandez
District 2: Commissioner Marilyn Cachola Lucey
District 3: Commissioner Lee Ross
District 4: Alternate member Gareth Ashley
District 5: Commissioner John Jones
Health Services: Commissioner Dr. Ori Tzvieli
EHSD: Alternate Commissioner Dr. Aaron Alarcon-Bowen
Board Of Supervisors: Commissioner Diane Burgis
Children & Families Services: Alternate member Roslyn Gentry

Absent:

District 1: Alternate member Genoveva Garcia Calloway
District 2: Alternate member Srividya Iyengar
District 3: Alternate member Rhoda Butler
District 4: Commissioner Matt Regan
Board Of Supervisors: Alternate member Candace Andersen
Health Services: Alternate member Dr. Sefanit F. Mekuria
Children & Families Services: Commissioner Kathy Marsh

2.0 CONSIDER adopting a resolution authorizing First 5 Contra Costa to conduct teleconference meetings under Government Code section 54953 (e) and making related findings.

The chair asked if there were questions from the floor regarding the item.
There were no questions.

John Jones made a motion, seconded by Gareth Ashley, to adopt a resolution authorizing First 5 Contra Costa to conduct teleconference meetings under Government Code section 54953(e) and making related findings.

Roll Call of Vote:

District 1: Dr. Rocio Hernandez – Yes
District 2: Marilyn Cachola Lucey – Yes
District 3: Lee Ross – Yes
District 4: Gareth Ashley for Matt Regan – Yes
District 5: John Jones – Yes



Board of Supervisors: Diane Burgis – Yes
Health Services: Dr. Ori Tzvieli – Yes
EHSD: Alternate member Dr. Aaron Alarcon-Bowen – Yes
Children & Families Services – Kathy Marsh – Yes

Yes: 9

No: 0

Abstain: 0

Absent: District 1: Alternate member Genoveva Garcia Calloway; District 2: Alternate member Srividya Iyengar; District 3: Alternate member Rhoda Butler; District 4: Commissioner Matt Regan; Board of Supervisors: Alternate member Candace Andersen; Health Services: Alternate member Dr. Sefanit F. Mekuria; Children & Families Services: Commissioner Kathy Marsh

The motion **APPROVED**.

3.0 Closed Session

At 5:17 pm, the Chair led the voting members of the Commission into closed session.

District 3 Alternate Member Rhoda Butler arrived at this time.

All voting members returned from closed session at 5:47 pm

4.0 Public Comment

There were no comments from the public.

5.0 Adjourn

The meeting was adjourned at 5:51 pm.

The next standing meeting is on Monday June 13, 2022



June 13, 2022

Agenda Item 3.5

Accept the third quarter financial report FY 2021-22



Line #	REVENUE	FY 2021-22 Approved Budget			FY21/22 3rd Quarter Revenue and Expenditures				Note
		F5 Contra Costa Funds	Other Funds	Total Revenue Budget	F5 Contra Costa Funds	Other Funds	Total Revenue and Expense	% of Budget	
1	State Sales Tax								
2	Sales Tax Apportionment - Proposition 10, 56, SMIF	9,819,565		9,819,565	6,563,397		6,563,397	67%	1
3	State Grants								
4	CA DHCS - ACEs Aware Round 1 Grant		-	-		43,444	43,444		
5	CA DHCS - ACEs Aware Round 2 Grant		800,519	800,519		1,519,281	1,519,281	190%	2
6	First 5 California IMPACT Grant		712,514	712,514		531,214	531,214	75%	
7	First 5 California Dual Language Learner Grant (DLL)		467,934	467,934		203,194	203,194	43%	
8	Subrecipient Awards								
9	CA State Preschool Quality Block Grant (CSPP)		258,830	258,830		179,647	179,647	69%	
10	Quality Counts California (QCC)		229,775	229,775		136,025	136,025	59%	
11	First 5 Association - HUB Training MOU		107,445	107,445		1,557	1,557	1%	
12	MHSA-Behavioral Health Agreement (Triple P)		82,000	82,000		40,208	40,208	49%	
13	Workforce Pathways/Prof Devel Program (CCC Office Educ)					5,399	5,399		
14	Philanthropic Grants								
15	Community Engagement Foundation Grants		50,000	50,000		60,000	60,000	120%	3
16	Lesher Ready Kids		235,000	235,000		30,000	30,000	13%	4
17	Sunlight Giving Grant (Yr 3 of 3)		100,000	100,000	125,000		125,000	125%	
18	Other Revenue								
19	Interest Income	100,000		100,000	29,030		29,030	29%	5
20	Other Misc Income	-	-	-		30,134	30,134		6
21	TOTAL FY 2021-22 REVENUE	9,919,565	3,044,017	12,963,582	6,717,428	2,780,105	9,497,533	73%	
22	Prop 10/56 Fund Balance Drawdown	1,509,511	-	1,509,511					7
23	TOTAL REVENUE	11,429,076	3,044,017	14,473,094	6,717,428	2,780,105	9,497,533	66%	
24									
25	PROGRAM EXPENSES	F5 Contra Costa Funds	Other Funds	Total Expense Budget	F5 Contra Costa Funds	Other Funds	Total Expense Budget	% of Budget	
26	Program Initiatives								
27	Early Childhood Education Initiative								
28	Professional Development	425,000	80,000	505,000	325,095		325,095	64%	
29	Early Learning Quality	24,000	904,725	928,725	117,045	315,379	432,424	47%	
30	East County Ready Kids, Lesher (trf from Stakeholder Eng)	-	235,000	235,000		37,347	37,347	16%	4
31	Literacy	117,869	52,131	170,000			-		
32	Total	566,869	1,271,856	1,838,725	442,140	352,725	794,865	43%	
33	Family Support								
34	First 5 Centers	3,005,391	-	3,005,391	1,758,077	5,925	1,764,002	59%	
35	Home Visiting	610,000	-	610,000	101,201		101,201	17%	
36	Training and Consultation	20,000	-	20,000	473		473	2%	
37	Total	3,635,391	-	3,635,391	1,859,750	5,925	1,865,675	51%	
38	Early Intervention								
39	Triple P Therapeutic Services	83,500	82,000	165,500	73,031	40,208	113,239	68%	
40	Coordinated System of Care								
41	Intervention Services (formerly ECE Consultation)	563,000	-	563,000	39,530		39,530	7%	
42	Help Me Grow Services	435,990	-	435,990	304,534		304,534	70%	
43	Children Experiencing Stress/Trauma								
44	Provider Support (formerly Children at Risk Stress/Trauma)	29,000	-	29,000	561		561	2%	
45	ACEs Aware	-	399,358	399,358		511,594	511,594	128%	2
46	Training and Consultation	-	-	-	2,145		2,145		
47	Total	1,111,490	481,358	1,592,848	419,800	551,802	971,602	61%	
48	Stakeholder Engagement & Policy Advocacy								
49	Community Engagement	160,000	50,000	210,000	20,313	50,462	70,775	34%	
50	Family Economic Security Partnership	15,000		15,000	1,080		1,080	7%	
51	Public Information (trf to Communications)	-	-	-					
52	East County Ready Kids, Lesher (trf to Early Childhood Edu)	-	-	-					
53	Total	175,000	50,000	225,000	21,393	50,462	71,855	32%	
54	Program Salaries/Benefits and Overhead Expenses								
55	Program Salaries & Wages (trf out Communications' fte costs)	1,369,777	947,981	2,317,758	728,714	768,155	1,496,869	65%	
56	Program Benefits (trf out Communications' fte costs)	706,102	472,470	1,178,571	402,575	402,749	805,323	68%	
57	Program Expenses and Overhead (trf out % share to Comm)	619,360		619,360	97,569	110,319	207,888	34%	8
58	Total	2,695,239	1,420,450	4,115,689	1,228,857	1,281,223	2,510,081	61%	
59	TOTAL PROGRAM EXPENSES	8,183,989	3,223,664	11,407,652	3,971,941	2,242,137	6,214,079	54%	
60									
61	COMMUNICATIONS	F5 Contra Costa Funds	Other Funds	Total Expense Budget	F5 Contra Costa Funds	Other Funds	Total Expense Budget		
62	Communications Salaries & Wages (trf from Stakeholder Eng)	160,130	55,558	215,688	114,890	46,917	161,806	75%	
63	Communications Employee Benefits (trf from Stakeholder Eng)	96,837	33,084	129,921	54,799	23,595	78,394	60%	
64	Professional Services	115,500	-	115,500	5,795		5,795	5%	
65	Purchased Services and Supplies	146,200	-	146,200	4,275		4,275	3%	
66	Communications Expenses and Overhead (trf % from Prg Exp/OH)	26,298	-	26,298	10,705	405	11,110	42%	
67	TOTAL COMMUNICATIONS	544,965	88,642	633,607	190,462	70,917	261,379	41%	
68									
69	STRATEGIC INFORMATION & PLANNING	F5 Contra Costa Funds	Other Funds	Total Expense Budget	F5 Contra Costa Funds	Other Funds	Total Expense Budget		
70	SIP Salaries & Wages	262,984	32,711	295,695	97,736	18,205	115,941	39%	
71	SIP Employee Benefits	121,484	14,581	136,065	40,134	7,717	47,851	35%	
72	Professional Services	277,800	26,461	304,261	63,937		63,937	21%	
73	Purchased Services and Supplies	9,000	-	9,000	9,652		9,652	107%	9
74	SIP Expenses and Overhead	44,308	-	44,308	9,056	158	9,213	21%	
75	TOTAL STRATEGIC INFO & PLANNING	715,576	73,753	789,329	220,514	26,080	246,594	31%	
76									
77	ADMINISTRATIVE EXPENSES	F5 Contra Costa Funds	Other Funds	Total Expense Budget	F5 Contra Costa Funds	Other Funds	Total Expense Budget		
78	Administrative Salaries & Wages	723,291	-	723,291	468,437		468,437	65%	
79	Administrative Employee Benefits	395,012	-	395,012	242,545		242,545	61%	
80	Professional Services	118,766	37,234	156,000	264,958		264,958	170%	10
81	Purchased Services & Supplies	83,762	85,788	169,550	88,132		88,132	52%	
82	Operating Overhead (Cnty Cnsl/Risk Mgmt, DoIT/EHSD, etc.)	121,793	66,860	188,653	63,713		63,713	34%	
83	COVID-19 Supplies	10,000	-	10,000	69	1,075	1,144	11%	
84	TOTAL ADMINISTRATIVE EXPENSES	1,452,623	189,882	1,642,506	1,127,855	1,075	1,128,930	69%	
85									
86	GRAND TOTAL	10,897,153	3,575,940	14,473,094	5,510,773	2,340,209	7,850,982	54%	

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); variance is a result of 2020/21 invoicing later and rolling over into 2021-22.
Note 3	CE grants include EBCF and SFF grants received this FY.
Note 4	Lesher Grant follows calendar year (Jan-Dec) vs. FY cycle.
Note 5	Interest earnings are percent of County's pooled investments (fluctuations based on investment returns).
Note 6	Includes revenue from sub-contracts for Everyday Moments Program & CAPP.
Note 7	Prop 10/56 Fund Balance Drawdown for FY21-22 is less than prior year due to slight increase in Prop 10/56 funds (%of births) and increased external grant funding.
Note 8	Overall Program expenditures are low due to expected Q4 invoicing.
Note 9	Variance due to necessary upgrades for evaluation tools/services.
Note 10	Additional professional services due to Admin. Facility relocation.

Percent of Total Expenses (Budget)		
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%

Percent of Total Expenses (Actual)		
FY 2021-22		
Program	79.15%	82.48%
Communications	3.33%	
SIP	3.14%	3.14%
Administration	13.55%	13.55%
Overhead/COVID	0.83%	0.83%
Total		100.00%



June 13, 2022

Agenda Item 3.6

Accept the First 5 Contra Costa April 2022 Program Report

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.*

Quality Matters Teaching Pyramid Cohort

First 5 Contra Costa continues to partner 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. There are 67 educators from 29 classrooms participating in this year's cohort. During April, participants completed Session 7 and Session 8 of the training, with a focus on determining the meaning of challenging behavior. Additionally, 27 classrooms are receiving coaching. The Teaching Pyramid Coaches are observing participants continuing to implement strategies learned during the module trainings. Kim Stadtlander, Quality Improvement Coaching Coordinator and Certified Teaching Pyramid Coach, observed "two sites last week who are using feeling faces to teach emotional literacy." The final Teaching Pyramid module will wrap up on May 21, 2022.

First 5 Marin's Transitional Kindergarten Forum

Early Childhood Education Program Officer, Melissa Cunningham, attended First 5 Marin's Transitional Kindergarten (TK) Forum on Friday, April 1, 2022. The event brought together voices from across the State, including Tony Thurmond, California Superintendent of Public Instruction, and Bruce Fuller, Ph.D. from UC Berkeley Graduate School of Education. Additionally, many local County leaders took a role as speakers, panelists, and participants. The forum allowed for much attendee participation through question and answers and regional break out discussions. Attendees in Marin County are grappling with similar questions to those posed in Contra Costa County, including demystifying the early care options for families, offering a mixed delivery system that supports private child care, and recruiting the workforce.



Dual Language Learner: Foundational Professional Development Series

First 5 Contra Costa continues a focus on supporting Dual Language Learner (DLL) children through a primarily asynchronous foundational professional development series. This series, curated by Ruth Pinkus-Resnik, Teaching Faculty at California State University, Channel Islands and Consultant at San Mateo County Office of Education, offers an introduction to the foundations of working with DLL children and the Personalized Oral Language Learning (POLL) strategies. Quality Matters participants are invited to complete approximately 10 hours of materials across all three parts and convene for two virtual Professional Learning Communities (PLCs) to synthesize the content. The series is offered in both English and Spanish, including the PLCs, and provides an accessible way for an increased number of Providers to engage with the important DLL content.

Ready Kids East County (RKEC) Initiative

RKEC Parent Group

Things are moving quickly and the work is expanding with the RKEC Initiative. At the final Parent Café on March 8, the majority of parents and caregivers expressed the desire to continue meeting on a monthly basis because they wanted to maintain the communal space that they were able to create during the Parent Café series. As a continuation of the cafés, the first RKEC Parent Group meeting was held on Tuesday, April 12 and was a great brainstorming and collaborative convening. Parents and family

PROGRAM UPDATES

April 2022



members discussed having quarterly in-person meetups, bringing in presenters and guest speakers, and incorporating children or having at least one child friendly activity incorporated into each meeting. The RKEC team is excited about this opportunity to continue working with parents and caregivers as thought partners in this work.

City of Pittsburg My Brother's Keeper Initiative

The RKEC team continues to collaborate with the City of Pittsburg. On Monday, April 4, Lisa Johnson, Grants and Contracts Manager, attended the City of Pittsburg's Council Meeting to share a public comment in support of the My Brother's Keeper (MBK) Initiative. Additionally, Jessica Keener, RKEC Coordinator, attended the MBK Initiative Planning Meeting at Los Medanos College on Wednesday, April 20 hosted by the City of Pittsburg and Innovation Bridge. Innovation Bridge gave a presentation to various Pittsburg community members and leaders that outlined the goals, key milestones, and timeline for the implementation of the initiative. The first "Key Milestone for Success" of the MBK initiative is "Entering School Ready to Learn" which aligns with the mission of First 5 and creates a great opportunity for partnership. Jessica will continue engaging in the planning meetings led by the City of Pittsburg and Innovation Bridge in preparation for the MBK Local Action Summit on Wednesday, May, 11. The Local Action Summit will establish a coalition of partners and determine specific goals and priorities for MBK Pittsburg. These are integral steps to ensuring that MBK Pittsburg truly represents the community it was intended to serve.

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: West County Regional Group (WCRG), Central County Regional Group (CCRG), and East County Regional Group (ECRG).*

East County Regional Group Celebrates Another Park Inauguration

After years of community advocacy for improved restrooms at Ambrose Community Park, the ECRG celebrated with Bay Point families, the Ambrose Recreation and Park District, City of Pittsburg, and Supervisor Glover to inaugurate the new park amenities on April 23. This long-awaited park improvement will help young children and families enjoy more park time and enjoy the benefits of their local park. This tremendous step forward was made possible by the dedicated and tireless advocacy of the ECRG.



Regional Groups Advocate at Statewide Immigrant Day of Action

On April 26, 30 Regional Group members from West, Central and East County, along with hundreds of advocates across California, met with state legislators to advance the safety net for families. Regional Group members spoke about the needs of Contra Costa's young children and families regarding increased access to CalFresh, unemployment benefits, and health care, regardless of immigration status. Funding for these expanded services is proposed in the 2022 budget bill. Regional Group members' testimonies spoke eloquently about the pressing needs facing immigrant and low-income families and the benefits of increased access to safety net programs.

Anti-harassment Protections one Step Closer in Concord

CCRG and allies continue to advocate for renter protections from landlord harassment in Concord. The Concord City Council is scheduled to review an anti-harassment policy in June and the CCRG is looking forward to the City Council taking steps to stop harassment of renting families and keep Concord children and families in their homes.

East, Central and West County Regional Groups Engage in Housing Element Planning

In April, the Regional Groups and CE team worked to improve community participation in the Antioch, Concord, and Richmond Housing Element planning processes. In early May, the ECRG will host a community meeting for families with young children to share their housing needs and inform the city's plan. Similarly, the WCRG will host a Zoom meeting for Richmond families to participate in the city's Housing Element in mid-May. The CCRG continues to follow Concord's Housing Element planning and will participate in the May Housing & Economic Development (HED) meeting to advocate for more affordable housing and tenant protections for families with young children. Parent participation in these processes will shape affordable housing options across the county for the next 8 years and the Regional Groups' advocacy is instrumental to creating housing equity and stability for families with young children.

Family Support

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

Local Celebrity reads to Children

On April 23, the Antioch/Delta First 5 Center hosted a special read-aloud event with 10-year old local author and accomplished actress Mackenzie Lee-Foster. With an impressive list of credits that include: Netflix's *Emily's Wonder Lap*, TV shows *Warped* and *This is Us*, and two children's books *Kickin' It with Kenzie* and *What's Meant For ME Will Be!*, Mackenzie is more accomplished than many twice her age. Center Director DeeAnna Granata was struck by Mackenzie's accomplishments when she was featured on the news and thought the families needed to meet this young inspiration. The Center families were greeted with Mackenzie's amazing spirit and generosity; and after reading both of her books to the group she led them through an arts and crafts project. As a parting gift each of the children received a goody bag with a pencil box, pencils, crayons, a notebook, a sketch book, playdough, book marks, and a small toy. The Center purchased books for each child, who had the opportunity to have it signed by Mackenzie and take a picture with her.



First 5 Centers to Provide One-time Financial Assistance to Families

April marked the launch of the final project included in the California Family Resource Association (CFRA) COVID Relief Grant. In partnership with the Child Abuse Prevention Council (CAPC) and the First 5 Centers, over 300 families will receive a \$100 grocery gift card at their local First 5 Center.

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.*

Family Economic Security Partnership (FESP) Activities

FESP members received updates and invitations to participate in several county-wide initiatives including the county budget hearing, EITC/tax assistance, Measure X and the Budget Justice Coalition.

Community Advocacy + Partnership Project (CAPP)

On April 13, CAPP held its first meeting of year two, "Learning in Action." An overview of CAPP's year two plans and goals was presented to ground the cohort moving forward. Cohort members met in one of two

PROGRAM UPDATES

April 2022



issue areas, education or economic justice, and began to discuss the selection of particular policy project (s) to focus on in year two. Cohort members are required to participate in one of the two issue area groups that will meet in-between the monthly cohort meetings, and co-chairs from the cohort have been identified to help facilitate these issue groups.

The CAPP core team (FESP and Ensuring Opportunity) has been planning the cohort and issue group meetings during this next three-month discovery phase as well as holding meetings with the CAPP Steering committee. Lots of details and logistics to coordinate, including interpretation for Spanish speakers at all meetings and translation of all materials. Roxana Dumas, CAPP program coordinator with Ensuring Opportunity, is providing support and helping to manage all aspects of the CAPP program.

At the end of the three-month discovery phase, the cohort will decide if they want to focus on one or two of the policy projects identified by the education or economic equity issue groups.

Early Learning Leadership Group (ELLG)

ELLG members are beginning to explore how to address the need for increased compensation for child care providers as well as how to retain the current workforce. In addition, EHSD/Community Services Bureau, CoCoKids and First 5 have begun to meet to provide input into how Measure X funds will be allocated for slots and retention. ELLG will meet in May to discuss these issues and has invited the Center for the Study of Child Care Employment to share their information and research on successful compensation strategies.



Partnerships

CARES West and Central/East meetings

The CARES coalition in central county met and shared updates on ERAP (Emergency Rental Assistance Program), COVID-19/vaccination status in the county, and many other resources. With the COVID eviction moratorium ending, there are many Contra Costa residents facing eviction and in need of many additional support and resources.

Budget Justice Coalition (BJC)

BJC members and others showed up in force to the county's budget meeting on April 12 to request that as-yet-unallocated ARPA funds be utilized now to address dire needs in the county as opposed to an earlier recommendation by the CAO to defer allocation of those funds to early January 2023. The BOS seemed willing to consider some earlier allocation of those dollars and will be sharing those recommendations at the budget adoption meeting on May 12.

The BJC has also announced that a new director has been hired as Dan Geiger will be leaving the position shortly and the BJC officially welcomed Sara Gurdian as the new director at the April 28 meeting.

Guaranteed Income Pilot

Community Financial Resources received a grant to officially launch a year-long planning process to explore the possibility of a Guaranteed Income (GI) pilot project in Contra Costa County. Representatives include Ensuring Opportunity, East Bay Leadership Council, Richmond Rapid Response Fund, Health Services, and First 5/FESP. The pilot will include creating a theory of change, identifying a target population and host agency, creating narrative change, and planning for community input and engagement.

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.*

Contra Costa Network of Care Activities

Change Agent Cohort: A cohort of around 20 individuals was selected to participate in monthly development and technical assistance sessions from February through June 2022—with our partners at Community Strengths—to design and workshop ideas for small, accessible actions or changes they can take in their daily work and organizations. To-date, the Change Agents have participated in two workshops and with the support of the Community Strengths team, they are identifying behaviors that reflect trauma-informed principles in practice, identifying barriers and enablers of those behaviors, developing storyboards of ideas to prototype, and getting feedback on how to successfully implement their prototypes. This work is made possible through First 5 Contra Costa's ACEs Aware Network of Care Implementation grant from the Office of the California Surgeon General and the California Department of Health. You can find ideas that people are working on for their prototypes in this slide deck: [slide 14](#).

Network Training Opportunities

Trauma-Informed Systems 101 Training: On April 15, we hosted a successful 3-hour virtual Trauma-Informed Systems (TIS) 101 Training in collaboration with our partners at Trauma Transformed for 60 participants. This training was offered in response to the growing demand for communities and organizations, in Contra Costa County and beyond, to better understand, respond to, and heal the impact of trauma on our teams and communities. It is geared toward staff working in impacted systems of care, with the goal of moving those systems from being trauma-inducing to becoming healing organizations via the embrace, embodiment, and embedding of six key trauma-informed systems principles.

Trauma 101 Training: On April 22, we hosted a 2-hour, virtual Trauma 101 Training in collaboration with our partners at Community Strengths, the Alliance to End Abuse, and Employment & Human Services (EHSD) with 40 attendees. The Trauma 101 is a basic training designed to review the impact of people's lived experiences on health, brain development, and emotional well-being. This training is geared toward community service providers and we explored strategies to build resilience individually and collectively.

Principles in Practice Series: Join us for the May session of the series, with the theme "Fostering Change." Visit the [Contra Costa Network of Care online hub Events page](#) to access the Zoom registration links. 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.



Stay Tuned-In to your Network of Care: The [Contra Costa Network of Care](#) online hub was made BY you, FOR you! You belong in this thriving, community-driven space that continues to grow. We are excited to see you there—if you haven't already, we encourage you to become a member today. Start posting, join the networking, and stay informed on upcoming events, trainings, and opportunities to get involved in trauma-informed, resilience-enhancing work across Contra Costa County!

PROGRAM UPDATES

April 2022



HELP ME GROW (HMG)

Help Me Grow Café: Registration is open for our next [HMG Café taking place on May 19](#) from 10:00 am to 12:00 pm. Our guest speaker, Dr. Khalid White, will present ways to further engage, include and enhance the experiences of Black fathers and father figures in First 5 Contra Costa's programming. A father of two, Khalid is a fatherhood program provider and member of the Alameda County Fathers Corps. He is also the author/producer of the book and documentary, *Black Fatherhood: Trials & Tribulations*.

Early Intervention (EI) Systems Work: As we wrap-up the second ACEs Aware grant, we are diligently planning for the transition out of the grant and integrating lessons learned from this grant into our larger EI and HMG efforts. This will include: the supporting three additional health provider organizations to move towards screen for ACEs and utilizing the automated HMG referral process. Providers will have access to tools and resources to better allow them to discuss ACEs and the impact of toxic stress on families and their young children.

The Help Me Grow Advisory Board: On April 20, we added two staff members to the advisory board from the Contra Costa Special Education Local Plan Area (CCC SELPA). Discussion centered around support for the increasing social emotional needs of children, emotional self-care for parents and connecting them to resources, and development of similar HMG structure for children over 5. There was a lot of interest in our ACEs (Adverse Childhood Experiences) grant work and tremendous appreciation for the building of infrastructure, capacity building done within HMG for care coordination and referral navigation—as that continues to be critical to the medical community feeling supported in screening.

Ready Kids Referrals: It was inspiring to hear from African American Families during the Ready Kids' focus group that they had heard about Ready Kids when seeking resources through Help Me Grow and also when attending Triple P classes.

From the Field

Our EI Program Officer, Wanda Davis was part of a panel presentation titled *"Moving Forward on the Path to Cultural Competency by Delivering Services with Cultural Humility, Compassion, and Courage."* This training was offered by the Department of Developmental Services Early Start program to professionals in the field to have open dialogue in discussing how to speak with peers and the families we serve regarding issues of racism in serving families



June 13, 2022

Agenda Item 3.7

**Approve the First 5 California Certification of Compliance Fiscal Year 22/23
Funding**

Certification of Compliance

Fiscal Year 2022–2023 Funding

I attest that I am duly authorized to certify to First 5 California that the county cited on page 2 has satisfied all requirements of Health and Safety Code Section 130140 to remain eligible to receive tax revenue as of July 1, 2022. [The Certification of Compliance is due by July 1, 2022.](#)

Each of the following checked boxes confirms the stated requirement has been satisfied. Additionally, the required county commission action information is included/attached for reference.

The county commission has reviewed its current county strategic plan, or adopted either a new or revised county strategic plan. [Please check only one of the two boxes below.](#)

The county commission has reviewed its county strategic plan, pursuant to the requirements of Health and Safety Code Section 130140 (a)(1)(C)(iii).

The county commission has adopted either a new or revised county strategic plan, conducted the required public hearing, and submitted the adopted plan and any revisions to the state commission, pursuant to Health and Safety Code Section 130140 (a)(1)(D), (E) and (F).

Reference Commission Minutes dated:

Agenda Item Number

The county commission has conducted the required public hearing on its FY 2020–21 annual audit, pursuant to Health and Safety Code Section 130140(d)(2).

Reference Commission Minutes dated:

Agenda Item Number

The county commission has conducted the required public hearing on its FY 2020–21 annual report (e.g., data submitted through First 5 California's Annual Report Web-based Reporting System), pursuant to Health and Safety Code Section 130140(d)(2).

Reference Commission Minutes dated:

Agenda Item Number

The county commission has conducted the required public hearing on the State Commission's FY 2020–21 annual report, pursuant to Health and Safety Code Section 130140(d)(3).

Reference Commission Minutes dated:

Agenda Item Number

Date:

Executive Director (Signature)

Executive Director (Type/Print Name):

County Commission Name:

For questions, contact Monica Roy at (916) 263-1079 or mroy@ccfc.ca.gov.

[Please return the completed Certification of Compliance by July 1, 2022, using one of the methods below:](#)

E-mail: statutorydocuments@first5.ca.gov

Mail: First 5 California
Administrative Services Office
2389 Gateway Oaks Drive, Suite 260
Sacramento, CA 95833



June 13, 2022

Agenda Item 5.0

CONSIDER adopting a resolution authorizing First 5 Contra Costa to conduct teleconference meetings under Government Code section 54953(e) and making related findings.

RESOLUTION NO. 2022-04

A RESOLUTION OF THE FIRST 5 CONTRA COSTA CHILDREN AND FAMILIES COMMISSION AUTHORIZING TELECONFERENCE MEETINGS UNDER GOVERNMENT CODE SECTION 54953(e) (ASSEMBLY BILL 361)

Recitals

- A. On March 4, 2020, Governor Gavin Newsom proclaimed the existence of a state of emergency in California under the California Emergency Services Act, Gov. Code § 8550 et seq.
- B. On March 10, 2020, the Contra Costa County Board of Supervisors found that due to the introduction of COVID-19 in the County, conditions of disaster or extreme peril to the safety of persons and property had arisen, commencing on March 3, 2020. Based on these conditions, pursuant to Government Code section 8630, the Board of Supervisors adopted Resolution No. 2020/92, proclaiming the existence of a local emergency throughout Contra Costa County.
- C. On March 17, 2020, Governor Newsom issued Executive Order N-29-20, which suspended the teleconferencing rules set forth in the California Open Meeting law, Government Code section 54950 et seq. (the Brown Act), provided certain requirements were met and followed.
- D. On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which clarified the suspension of the teleconferencing rules set forth in the Brown Act and further provided that those provisions would remain suspended through September 30, 2021.
- E. On September 16, 2021, Governor Newsom signed Assembly Bill 361, which provides that under Government Code section 54953(e), a legislative body subject to the Brown Act may continue to meet using teleconferencing without complying with the non-emergency teleconferencing rules in Government Code section 54953(b)(3) if a proclaimed state of emergency exists and state or local officials have imposed or recommended measures to promote social distancing.
- F. On March 1, 2022, the Contra Costa County Health Officer issued recommendations for safely holding public meetings that include recommended measures to promote social distancing.
- G. Among the Health Officer's recommendations: (1) on-line meetings (teleconferencing meetings) are strongly recommended as those meetings present the lowest risk of transmission of SARS-CoV-2, the virus that causes COVID-19; (2) if a local agency determines to hold in-person meetings, offering the public the opportunity to attend via a call-in option or an internet-based service option is recommended when possible to give those at higher risk of an/or higher concern about COVID-19 an alternative to participating in person; (3) a written safety protocol should be developed and followed, and it is recommended that the protocol require social distancing – i.e., six feet of separation between attendees – and face masking of all attendees; (4) seating arrangements should allow for staff and members of the public to easily maintain at least six-foot distance from one another at all practicable times.
- H. Because of the prevalence of the Omicron variant of COVID-19 in the Bay Area, test positivity rates and COVID-19 hospitalizations are near historic highs in the County.
- I. In the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the First 5 Contra Costa Children and Families Commission (First 5) intends to invoke the provisions of Assembly Bill 361 related to teleconferencing.

NOW, THEREFORE, the First 5 Contra Costa Children and Families Commission resolves as follows:

1. First 5 finds that: the state of emergency proclaimed by Governor Newsom on March 4, 2020, is currently in effect; and the Contra Costa County Health Officer has strongly recommended that public meetings be held by teleconferencing as those meetings present the lowest risk of transmission of SARS-CoV-2, the virus that causes COVID-19.
2. As authorized by Assembly Bill 361, First 5 will use teleconferencing for its meetings in accordance with the provisions of Government Code section 54953(e).
3. The Executive Officer is authorized and directed to take all actions necessary to implement the intent and purpose of this resolution, including conducting open and public meetings in accordance with Government Code section 54953(e) and all other applicable provisions of the Brown Act.

PASSED AND ADOPTED on June 13, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CHAIR, FIRST 5 CONTRA COSTA CHILDREN AND FAMILIES COMMISSION

I hereby certify that this is a correct copy of a resolution passed and adopted by this Commission on the date stated above.

Dated: June 13, 2022

Ruth Fernandez, Executive Director



June 13, 2022

Agenda Item 6.0

**Consider approving increased salary range, car allowance and professional development reimbursement for the First 5 Executive Director in the revised
EMPLOYEE COMPENSATION AND BENEFITS RESOLUTION NO. 2021/02**



EMPLOYEE COMPENSATION AND BENEFITS RESOLUTION NO. 2021/02

**Adopted
December 13, 2021
Revised
June 7, 2022**

TABLE OF CONTENTS

1. Compensation.....	1
A. Executive Director.....	1
B. Employees.....	1
C. Cost of Living Adjustment (COLA)	1
2. Employment Status – Definitions	1
3. Work Week Defined	2
4. Leaves With and Without Pay, and Related Benefits	2
A. Holidays Observed	2
B. Personal Holiday Leave	2
C. Vacation	2
D. Vacation Buy Back.....	3
E. Sick Leave.....	3
F. Administrative Leave	4
G. Disability Insurance.....	4
H. Disability Insurance for Partial Wage Replacement.....	4
I. Supplemental Disability Insurance	5
J. Paid Family Leave	5
K. California Family Rights Act.....	5
5. Health, Dental, and Related Benefits for Active Employees	5
A. Health Plan Coverages.....	5
B. Monthly Premium Subsidy	6
C. Health Plan Coverages and Provisions.....	7
D. Family Member Eligibility Criteria.....	8
E. Voluntary Vision Plan.....	9
F. CalPERS Long-Term Care	9
G. Premium Conversion Plan	9
6. Health, Dental and Related Benefits for Separated or Retired Employees	9
A. Coverage Upon Separation	9
B. Coverage Upon Retirement	9
7. Workers' Compensation.....	9
8. Flexible Spending Accounts	10
A. Health Care Spending Account.....	10
B. Dependent Care Assistance Program.....	10
9. Life Insurance	10
A. Life Insurance Benefit Under Health and Dental Plans	10
B. Voluntary Supplemental Life Insurance.....	10
C. Non-exempt Employees.....	10
D. Exempt Employees.....	11
E. Executive Director.....	11
10. Retirement.....	11
A. Membership.....	12
B. Rates.....	12
C. Pre-Tax Payment of Retirement Contributions.....	12
D. Health and Dental Benefit Participation Upon Retirement.....	12
E. Employees Who File For Deferred Retirement.....	13

11. Deferred Compensation	14
A. Deferred Compensation Incentive.....	15
B. Maximum Annual Contribution	15
C. Deferred Compensation Plan (IRC 457) Loan Provision	15
12. Professional Development and Training.....	15
A. Career Development Training Reimbursement	15
B. Management Development Policy	16
C. Memberships, Subscriptions, and Dues.....	16
D. Executive Director Memberships, Subscriptions, and Dues	16
13. Mileage Reimbursement.....	16
14. Executive Director Automobile Allowance	16
Attachment A Salary Schedule	17

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~~ \$191,870.54. 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

	<u>2022 Employer Monthly Contribution</u>	
<u>HEALTH PLANS</u>	<u>Plan A</u>	<u>Plan B</u>
Contra Costa Health Plan-Basic Plan		
Employee on Basic Plan	\$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

	<u>Delta Dental Premier PPO</u>	<u>Delta Care (HMO)</u>
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, Statutes of 2012). To the extent that this resolution conflicts with any provision of PEPRA, PEPRA governs.

Contribution rates for employers and employees are determined by the CCCERA Board of Directors. For more information about contribution rates contact CCCERA at 925-521-3960 or online at www.cccera.org.

C. Pre-Tax Payment of Retirement Contributions: First 5 Contra Costa follows Section 414(h) (2) of the Internal Revenue Code which allows the County Auditor-Controller to reduce the gross monthly pay of employees by an amount equal to the employee's total contribution to the County Retirement System before Federal and State income taxes are withheld, and forward that amount to the Retirement system. This program of deferred retirement contribution will be universal and non-voluntary as required by statute.

D. Health and Dental Benefit Participation Upon Retirement

For a full description of plans, rates and benefits listed below, refer to the County Employee Benefits information online at www.co.contra-costa.ca.us.

1. Upon retirement, eligible employees and their eligible family members may remain in their First 5 Contra Costa health/dental plan, but without First 5 Contra Costa-paid life insurance coverage, if immediately before their proposed retirement the employees and dependents are either active subscribers to one of the contracted health/dental plans or if while on authorized leave of absence without pay, they have retained continuous coverage during the leave period. First 5 Contra Costa will pay the health/dental plan monthly premium subsidies for eligible retirees and their

eligible family members at the same rates as Contra Costa County retirement plans.

2. Employees Hired After December 31, 2006: All employees hired after December 31, 2006 are eligible for retiree health/dental coverage pursuant to subsections D.1 above and E. below, upon completion of fifteen (15) years of service as an employee of First 5 Contra Costa. For purposes of retiree health eligibility, one year of service is defined as one thousand (1,000) hours worked within one anniversary year. The existing method of crediting service while an employee is on an approved leave of absence will continue. Upon retirement, employees (and their eligible family members) are eligible to receive a monthly premium subsidy for health and dental plans at the same rates as Contra Costa County retiree plans.
 3. Employees Hired on or after January 1, 2009: Eligible employees who retire under the Contra Costa County Employees' Retirement Association (CCCERA), and their eligible family members, may retain continuous coverage of a health and/or dental plan, however no monthly premium subsidy will be paid by First 5 Contra Costa for any health or dental plan after they retire. They will receive continuous coverage of a health and/or dental plan, provided that (i) he or she begins to receive a monthly retirement allowance from CCCERA within 120 days of separation from First 5 Contra Costa employment and, (ii) he or she pays the full premium cost under the health and/or dental plan without any First 5 Contra Costa premium subsidy.
 4. Any person who becomes age 65 on or after January 1, 2009 and who is eligible for Medicare must immediately enroll in Medicare Parts A and B.
- E. Employees Who File For Deferred Retirement: Employees, who resign and file for a deferred retirement and their eligible family members, may continue in their First 5 Contra Costa group health and/or dental plan under the following conditions and limitations.
1. Health and dental coverage during the deferred retirement period is entirely at the expense of the employee, without any First 5 Contra Costa contributions.
 2. Life insurance coverage is not included.
 3. To continue health and dental coverage, the employee must:
 - a) be qualified for a deferred retirement under the 1937 Retirement Act provisions;
 - b) be an active member of a First 5 Contra Costa group health and/or dental plan at the time of filing their deferred retirement application and elect to continue plan benefits;

- c) be eligible for a monthly allowance from the Retirement System and direct receipt of a monthly allowance within twenty-four (24) months of application for deferred retirement; and
 - d) file an election to defer retirement and to continue health benefits hereunder with the Benefits Division within thirty (30) days before separation from First 5 Contra Costa.
 - 4. Deferred retirees who elect continued health benefits hereunder and their eligible family members may maintain continuous membership in their health and/or dental plan group during the period of deferred retirement by paying the full premium for health and dental coverage on or before the 10th of each month, to the Contra Costa County Auditor-Controller. When the deferred retirees begin to receive retirement benefits, they will qualify for the same health and/or dental coverage pursuant to subsection D.1 above, as similarly situated retirees who did not defer retirement.
 - 5. Deferred retirees may elect retiree health benefits hereunder without electing to maintain participation in their First 5 Contra Costa health and/or dental plan during their deferred retirement period. When they begin to receive retirement benefits, they will qualify for the same health and/or dental coverage pursuant to subsection D.1 above, as similarly situated retirees who did not defer retirement, provided reinstatement to a Contra Costa group health and/or dental plan will only occur following a three (3) full calendar month waiting period after the month in which their retirement allowance commences.
 - 6. Employees who elect deferred retirement will not be eligible in any event for First 5 Contra Costa health and/or dental plan subsidy unless the member draws a monthly retirement allowance within twenty-four (24) months after separation from First 5 Contra Costa.
 - 7. Deferred retirees and their eligible family members are required to meet the same eligibility provisions for retiree health/dental coverage as similarly situated retirees who did not defer retirement.
- F. For purposes of Section 10 only, "eligible family members" does not include Survivors of employees or retirees.

11. Deferred Compensation

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~~ 315 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



June 13, 2022

Agenda Item 8.0

Consider declaring and adopting Juneteenth as an observed First 5 Contra Costa staff holiday.



**Staff Report
June 13, 2022**

ACTION: _____ ✓
DISCUSSION: _____

TITLE: Declare Juneteenth as a First 5 Contra Costa Observed Staff Holiday

Introduction:

In honor of Juneteenth, staff propose First 5 Contra Costa declare Juneteenth an observed staff paid holiday. This action would embody the Commission's stated commitment to our Strategic Plan's organizational values of Cultural Humility, Equity, Inclusion, and Community Partnership; and embody our pledge to anti-racism.

Acknowledging Juneteenth as a holiday provides an opportunity for us to recognize systemic racism, discrimination, amplify the unique experience of African American/Black families and enhance our REDI (Race Equity Diversity and Inclusion) work by sparking necessary conversations for change.

The last few years have been a heightened period of trauma for African American families. Now more than ever, it is vital for our actions to acknowledge and repel the legacy of racism and elevate our First 5 values to honor the lives and sacrifices Black people have made to achieve freedom in this country. As an established and trusted public leader in the County, First 5's actions have the power to catalyze change for our community partners and other First 5 agencies.

Background:

Juneteenth commemorates June 19, 1865, when enslaved Black people in the State of Texas finally learned of their emancipation.

On June 16, 2021, President Joe Biden signed the Juneteenth National Independence Day Act into law, and Congress passed legislation declaring Juneteenth a federal holiday. Our neighbors in Alameda, San Francisco, San Mateo, and Santa Clara counties are among the first Bay Area counties in California to recognize Juneteenth as an official holiday. The Cities of Orinda, Napa, and so many others are also adopting this public holiday.

On November 10, 2020, the Contra Costa County Board of Supervisors adopted Resolution No. 2020/306 declaring Racism as a Public Health Crisis. We are hopeful that recognition of Juneteenth as a county holiday will follow soon. Further, several First 5 Commissions in the Bay Area have also declared Juneteenth an observed staff paid holiday for their organizations.

Recommendation:

Staff propose the Commission to officially adopt the Juneteenth holiday beginning June 20th, 2022; and institutionalize it as a First 5 Contra Costa's annually federal holiday observed by the agency.



June 13, 2022

Agenda Item 12.0

Communications:

Memo: Board Direction on Conducting of Live Advisory Body Meetings

Office of the County Counsel

1025 Escobar Street, 3rd Floor
Martinez, CA 94553

Contra Costa County

Telephone: 925.655.2200
Facsimile: 925.655.2263

Date: June 1, 2022

To: Department Heads
Fire Chiefs

From: Mary Ann McNett Mason, County Counsel

Subj: Board Direction on Conduct of Live Advisory Body Meetings

On May 24, the Board of Supervisors again made findings supporting the need for the continuance of virtual meetings to prevent the spread of the COVID-19 virus and authorized its advisory bodies to meet virtually for the next thirty days, at their option. An advisory body may assess its circumstances and the needs of the community it serves and determine whether to meet virtually or live, subject to certain parameters.

The Board has directed that to limit the spread of COVID-19, the following rules apply to “live” meetings of advisory bodies:

- A body that meets live must conduct the meeting in a hybrid format that provides the body’s members and staff the option to participate remotely in any meeting;
- The meeting format must permit members of the public to access the meeting both remotely and in-person.
- The meeting format must permit members of the public to comment in person and either via a virtual platform like Zoom or by calling in on a line that can be heard by all attending or observing the meeting.
- All votes must be by roll call.
- If the body loses the ability to broadcast its meeting remotely, or if the public loses the ability to comment remotely for a reason in the body’s control, the meeting must be stopped until access can be restored.
- A body that cannot meet the above requirements may not hold live meetings.

The following language must be included on the body’s meeting agenda to permit the remote participation of members, staff, and the public:

“As permitted by Government Code section 54953 (e), and in accordance with the Public Health Officer’s recommendations for virtual meetings and social distancing, *(insert- Board, Commission, Committee)* members may participate in the meeting remotely. The meeting will be accessible in-person and via *(specify- method of remote participation and how to access)* to all members of the public. Persons who wish to provide public comment may *(specify method for remote comment and how to access.)*”

These rules will remain in place for advisory bodies until further notice. Please share this memorandum with those members of your staff supporting advisory bodies. Staff to the Planning Commission, Merit Board, and Assessment Appeals Board should also encourage those bodies to conduct their meetings consistent with these rules.

Should your staff have questions about the technology and process needed to conduct a hybrid meeting that permits both remote and live participation, please contact the Clerk of the Board at Jami.Morritt@cob.cccounty.us or at 925-655-2005.

MAM:am

cc: Members, Board of Supervisors
Chiefs of Staff