



Memo

To: Commission Members
From: Alexander Khu
Re: December 12, 2022 Commission Meeting

Enclosed the agenda for the December 12, 2022 Commission Meeting:

Time: 6:00 PM
Location: First 5 Contra Costa, Large Conference Room
4005 Port Chicago Hwy., Ste. 120, Concord CA 94520
925-771-7340

As permitted by Government Code section 54953 (e), and in accordance with the County Public Health Officer's recommendations for virtual meetings and social distancing, Board members may participate in the meeting remotely. The Board meeting will be accessible in-person, and via virtual webinar to all members of the public. Persons who wish to address the Commission during public comment or with respect to an item on the agenda may call in during the meeting by dialing 669-444-9171 or 669-900-6833 or use the "raise your hand" feature in the Zoom app. 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.

Virtual Webinar Information:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83715613319?pwd=OUtPbGZOUFRjYktXMm9VZHpsQU90Zz09>

Webinar ID: 837 1561 3319

Passcode: 692235

Kind Regards,

Alexander Khu, Executive Assistant, First 5 Contra Costa
First 5 Contra Costa
www.First5coco.org

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Commission Meeting

A G E N D A

Monday, December 12, 2022, 6:00 pm

First 5 Contra Costa, Large Conference Room,

4005 Port Chicago Hwy., Suite 120, Concord CA 94520

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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 Approve the Minutes from the Special November 14, 2022 Commission Meeting.

Action

4.0 Approval of Consent Calendar *A Commissioner or member of the public may ask that any of the following consent items be removed from the consent calendar for consideration under Item 4.*

Action

4.1 Accept the Executive Committee Minutes from the Special Meeting of October 17, 2022.

4.2 Approve the Contracts Docket

4.2.1 APPROVE and AUTHORIZE the Executive Director or her designee to execute a contract amendment with Tandem, Partners in Early Learning to increase the payment limit by \$40,500 (from \$30,000 to \$70,500) to support the work of The Give Me 5 Math Program, a structured "play and learn" series for caregivers and their children, designed to support early math learning for children, and to assist parents in a deeper understanding of the precursor math concepts. FY2022-23 budget line: Early Childhood Education: East County Ready Kids, Leshner Grant (\$213,017). Funded 100% Leshner Ready Kids.

4.2.2 APPROVE and AUTHORIZE the Executive Director or her designee to execute a contract with Gallagher Benefit Services, Inc. for Koff & Associates, a division of Gallagher Benefit Services, Inc. to provide a Compensation and Classification Study based on recommendations implemented from 2021 Organizational Study, in an amount not to exceed \$40,250, for term November 21, 2022 to April 30, 2023. FY 2022-23 budget line: Administrative Expense: Professional Services (\$516,000). Funded 100% Prop 10 funds.

4.3 Accept the FY 22/23 First Quarter Financial Report

4.4 Adopt the First 5 Contra Costa Employee Compensation and Benefits Resolution 2022/01

4.5 Adopt the 2023 Calendar of Commission Standing meetings

Special Commission Meeting Strategic Planning Retreat AGENDA

Wednesday December 7, 2022

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- 4.6 **Accept the First 5 Contra Costa November 2022 Program Reports**
- 4.7 **Accept the Executive Director's December 2022 Report**
- 4.8 **CONSIDER authorizing the Board of Commissioners, and its subcommittees and advisory bodies, to continue to conduct teleconference meetings under Government Code section 54953 (e) and make related findings and take related actions.**
- 5.0 **CONSIDER for discussion any items removed from the Consent Calendar.**
- 6.0 **CONSIDER approving the Slate of Officers of the Commission for 2023:** **Action**
- Chair: John Jones
Vice-Chair: Dr. Rocio Hernandez
Secretary / Treasurer: Matt Regan
Additional Non-Voting Member: Marilyn Cachola Lucey
- 7.0 **RECEIVE Staff Presentation of 2022 Year in Review.** **Discussion**
- 8.0 **Recognize exiting First 5 Contra Costa Commissioners for their contribution and service:**
- **Former District 1, Alternate, Genoveva Garcia Calloway for over 3 years of service.**
 - **Former District 3, Alternate, Rhoda Butler for over a year of service.**
- 9.0 **Recognize Fran Biderman for 20 years of service as First 5 Contra Costa's Special Projects Coordinator.**
- 10.0 **Recognize First 5 Contra Costa staff who have surpassed service milestones and appreciate the entire staff for their continuing dedication and commitment to First 5's Vision and Mission.**
- 11.0 **Communications**
None received
- 12.0 **Commissioner F.Y.I. Updates**
- 13.0 **Adjourn**

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

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the First 5 Contra Costa Children and Families Commission to a majority of members of the First 5 Contra Costa Children and Families Commission less than 96 hours prior to that meeting are available for public inspection at 4005 Port Chicago Highway, Suite 120, 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.



December 12, 2022

Agenda Item 3.0

Approve the Minutes from the Special November 14, 2022 Commission Meeting

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**Special Commission Meeting
M I N U T E S
Monday, November 14, 2022, 5:00 pm**

1.0 Call to Order and Roll Call

Chairwoman Dr. Rocio Hernandez called the special meeting of the Commission to order at 5:09 PM. Due to COVID-19, the meeting was held on a web-based platform.

Commissioners present during the roll call were:

District 1: Dr. Rocio Hernandez
District 2 Alternate: Srividya Iyengar
District 4: Matt Regan
District 4 Alternate: Gareth Ashley
District 5: John Jones
Health Services: Dr. Ori Tzvieli
EHSD: Dr. Marla Stuart

Commissioners not present during roll call were:

District 1 Alternate: Genoveva Garcia Calloway
District 2: Marilyn Cachola Lucey
District 3: Lee Ross
District 3 Alternate: Rhoda Butler
Board of Supervisors: Diane Burgis
Board of Supervisors Alternate: Candace Andersen
Health Services Alternate: Dr. Sefanit Mekuria
Children & Families Services: Kathy Marsh
Children & Families Services Alternate: Roslyn Gentry

2.0 Public Comment

No public comment.

3.0 Approve the minutes from the Special October 17, 2022 Commission Meeting.

John Jones made a motion, seconded by Dr. Tzvieli to approve the minutes from the Special October 17, 2022 Commission Meeting.

Roll call of vote:

District 1: Dr. Rocio Hernandez - Yes
District 2 Alternate: Srividya Iyengar - Yes
District 4: Matt Regan - Yes
District 5: John Jones - Yes
Health Services: Dr. Ori Tzvieli - Yes
EHSD: Dr. Marla Stuart - Yes

Nos: None

Abstain: None

Absent: District 1 Alternate: Genoveva Garcia Calloway; District 2: Marilyn Cachola Lucey; District 3: Lee Ross; District 3 Alternate: Rhoda Butler; Board of Supervisors: Diane Burgis; Board of Supervisors Alternate: Candace Andersen; Health Services Alternate: Dr. Sefanit Mekuria; Children & Families Services: Kathy Marsh; Children & Families Services Alternate: Roslyn Gentry

Motion **APPROVED**.

4.0 Approval of Consent Calendar

Matt Regan made a motion, seconded by Dr. Stuart to approve the consent calendar.

Roll call of vote:

District 1: Dr. Rocio Hernandez - Yes

District 2 Alternate: Srividya Iyengar - Yes

District 4: Matt Regan - Yes

District 5: John Jones - Yes

Health Services: Dr. Ori Tzvieli - Yes

EHSD: Dr. Marla Stuart - Yes

Nos: None

Abstain: None

Absent: District 1 Alternate: Genoveva Garcia Calloway; District 2: Marilyn Cachola Lucey; District 3: Lee Ross; District 3 Alternate: Rhoda Butler; Board of Supervisors: Diane Burgis; Board of Supervisors Alternate: Candace Andersen; Health Services Alternate: Dr. Sefanit Mekuria; Children & Families Services: Kathy Marsh; Children & Families Services Alternate: Roslyn Gentry

Consent calendar **APPROVED**.

5.0 CONSIDER for discussion any items removed from the Consent Calendar.

None.

6.0 Consider accepting the Fiscal Year 2021-2022 Financial Audit

(a) Public Hearing on the First 5 Contra Costa's Annual Financial Audit for Fiscal Year 2021-2022

(b) Adopt the Annual Financial Audit for Fiscal Year 2021-2022

District 3 Alternate member Rhoda Butler arrived at this time.

The Chair opened the public hearing at 5:15 PM

James W. Ramsey, Partner at Eide Bailly LLP presented the report. Highlights of the report as follows:

- The independent auditors determined that the new requirements for Government Accounting Standards Board (GASB) Statement No. 87, Leases, for the year ended June 30, 2022 were met and presented appropriately.
- He spoke about Eide Bailly's responsibility in relation to the Financial Statement Audit under Generally Accepting Auditing Standards.
- In the Financial Reporting, they identified a "Material Weakness", explained that the cash and investment balances had not been adjusted by management to its fair market value amount for funds held in the County Pool, thus resulting in an audit adjustment of \$245,573 to decrease cash and investment income, thus recommending that management strengthen its procedures to ensure that all financial activities are reflected in the financial statements. He noted that in identifying "Material Weakness", they use a 2.5% to 5% of total assets or total revenue is benchmark, or earmark threshold in determining the finding of material difference.
- Noted in the audit is a response from Management in disagreement with the audit finding.

After the report, he received questions from the Commission that focused on further clarification of the "Material Weakness" finding surrounding the cash and investment balances that were not adjusted to the fair market value amount that was held in the County Pool.



The public did not have any comment.

Ruth Fernandez noted that management and the Commission will be taking corrective action and acknowledge the assessing of the fair market value moving forward. She also shared that the rationale in the process this year was based on the understanding of the Counties' Investment Pool and the fair market value being made on a basis of a one dollar at time of withdrawal.

The hearing was Closed at 5:35 PM

John Jones made a motion seconded by Matt Regan to Adopt the Annual Financial Audit for Fiscal Year 2021-2022.

Roll call of vote:

District 1: Dr. Rocio Hernandez - Yes

District 2 Alternate: Srividya Iyengar – Yes

District 3 Alternate Rhoda Butler - Yes

District 4: Matt Regan - Yes

District 5: John Jones - Yes

Health Services: Dr. Ori Tzvieli - Yes

EHSD: Dr. Marla Stuart - Yes

Nos: None

Abstain: None

Absent: District 1 Alternate: Genoveva Garcia Calloway; District 2: Marilyn Cachola Lucey; District 3: Lee Ross; Board of Supervisors: Diane Burgis; Board of Supervisors Alternate: Candace Andersen; Health Services Alternate: Dr. Sefanit Mekuria; Children & Families Services: Kathy Marsh; Children & Families Services Alternate: Roslyn Gentry

The Commission **APPROVED** to Adopt the Annual Financial Audit for Fiscal Year 2021-2022.

7.0 Annual Report to First 5 California for Fiscal Year 2021-2022

(a) Public Hearing on the First 5 Contra Costa's Annual Report for FY 2021-2022

(b) Adopt the Annual Report to First 5 California for FY 2021-2022

Public Hearing began at 5:37 PM.

The purpose of the Annual Report is to provide a statewide summary of County Commission revenues, expenditures and population served as required by the California Children and Families Act.

First 5 Contra Costa Deputy Director, Camilla Rand introduced the Annual Report sections:

- AR-1 maps funding to individuals served.
- AR-2 shows population demographics (Child's age, Parents/Caregivers, Primary Language, Race/Ethnicity)
- AR-3 is a brief highlight of activities completed, evaluation findings and their policy impact.

First 5 Contra Costa's Database Coordinator Sarah Burke gave the following highlights:

- The report identifies the "who" and "how many". This represents providers, caregivers and the children served. Reported that these numbers are duplicated counts.
- First 5 California (Improved Family Functioning, Improved Child Development, Improved Child Health, and Improved Systems Change) defines result Areas and Service Categories in the report. State guidelines provided definitions on how these areas were identified in relation to the First 5 Contra Costa Initiatives and Strategies(i.e. centers are under First 5 California's "Family Functioning", and home visiting is under "Child Health").
- Reported data on the "Primary Language Spoken by the Population Served". During report, Dr. Stuart noted that slide presentation data did not account for 79% of the children whose primary language is

“unknown”. Sarah reported that data is representative only of approximately 1,600 of the children whose languages we do know.

- Reported that the Population Served by Race / Ethnicity represents almost 3,000 children and 3,700 caregivers.

After the presentation, the Chair invited Commissioners and the Public to comment. There were no further comments received.

The hearing closed at 6:05 pm.

Matt Regan made a motion, seconded by John Jones to Adopt the Annual Report to First 5 California for FY 2021-2022.

Roll call of vote:

District 1: Dr. Rocio Hernandez - Yes

District 2 Alternate: Srividya Iyengar – Yes

District 3 Alternate Rhoda Butler - Yes

District 4: Matt Regan - Yes

District 5: John Jones - Yes

Health Services: Dr. Ori Tzvieli - Yes

EHSD: Dr. Marla Stuart - Yes

Nos: None

Abstain: None

Absent: District 1 Alternate: Genoveva Garcia Calloway; District 2: Marilyn Cachola Lucey; District 3: Lee Ross; Board of Supervisors: Diane Burgis; Board of Supervisors Alternate: Candace Andersen; Health Services Alternate: Dr. Sefanit Mekuria; Children & Families Services: Kathy Marsh; Children & Families Services Alternate: Roslyn Gentry

The Commission **APPROVED** to Adopt the Annual Report to First 5 California for FY 2021-2022.

8.0 Communications:

The Chair noted that an article was included in the packet:

- ***EdSource Published Op-Ed: Inflation Reduction Act Left Children and Families Behind***
Co-authored by Dr. Ruth Fernández, Executive Director, First 5 Contra Costa and Dr. Savitha Moorthy, Executive Director at Tandem Partners in Early Learning.

9.0 Commissioner F.Y.I. Updates

Gareth Ashley congratulated staff for its grant application to the City of Concord for American Rescue Plan Act funding. He asked if there has been any analysis by the First 5 Association or First 5 California, on the impact of Prop 31 SB 793 on Prop 10 Funds.

Ruth stated that staff and the Association are working in adding narrative about that and also incorporating into the Briefing Book in time for the Strategic Plan Retreat.

Camilla Rand will include a report on this ARPA grant application in the upcoming November Program Updates.

Dr. Cio Hernandez thanked staff for coordinating the First 5 Contra Costa October 28, 2022 Open House.

10.0 Adjourn

Meeting adjourned at 6:14 pm.



December 12, 2022

Agenda Item 4.1

**Accept the Executive Committee Report from the Special Meeting of
October 17, 2022**

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Special Executive Committee Meeting

MINUTES

Monday October 17, 2022

5:00 pm

1.0 Call to Order

The meeting was called to order at 5:07 pm

Officers present were: Chair Dr. Rocio Hernandez; Vice-Chair Marilyn Cachola Lucey; Secretary/Treasurer, Matt Regan.

Absent was Additional Non-Voting member Genoveva Garcia Calloway.

Staff present were: Executive Director Ruth Fernandez; Deputy Director Camilla Rand; Administrative Manager Tammy Henry, and Executive Assistant Alex Khu

2.0 Public Comment

None.

3.0 Approve the minutes of the September 12, 2022 Executive Committee Meeting

Matt made a motion seconded by Marilyn to approve the minutes of the September 12, 2022 Executive Committee Meeting.

Roll call vote:

Dr. Rocio Hernandez – yes

Marilyn Cachola Lucey – yes

Matt Regan – yes

Minutes **APPROVED**.

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

Tammy Henry reported these staff updates:

- Finance and Operations Director interview approaching conclusion.
- We expect summary of candidates for position of Policy, Strategy and Evaluation Analyst. Interviews will follow soon.
- Posting for Administrative Assistant closed in September. Had over 100 applicants and currently selecting possible candidates for interviews.
- HR received a proposal from a contractor for the Salary Survey Study. The scope of the work is expanding and to include a full compensation and benefits study for First 5 Contra Costa. It will have all classifications that will include the Executive Director. Estimate a 4-month timeline.

Camilla Rand gave these program updates:

- The October 17 Commission meeting's Grant Docket included a grant proposal to the Practitioner's Voice California Initiative in an amount up to \$250,000, to support Early Care and Education Workforce Development. This will be matched with First 5 funds with a budget timeline of up to 2 years. The focus will be a Universal Income Pilot for select teaching staff in Contra Costa County.
- The First 5 Center contracts RFQ will be released in January for qualified entities who are interested in operating our First 5 Centers. In preparation for the RFQ, First 5 Contra Costa plans to hold a listening session with the families at various Contra Costa First 5 Centers in order to learn more about their families' parenting journeys and relationship with the centers. The goal is to find ways to improve First 5 Contra Costa's services. We are also planning Community Sessions with our partners early next year to learn how centers can be more impactful, collaborative and responsive as a key partner in preventative work in Contra Costa County.

Special Meeting of the Executive Committee

M I N U T E S

October 17, 2022

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- A comprehensive Countywide Prevention Plan is being developed by a Steering Committee in response to the Family First Prevention Services Act. First 5 Contra Costa is represented at the Steering Committee.
- First 5 Contra Costa is co-sponsoring along with the Family Justice Center and EHSD (Employment Human Services Department) and participating in the 2022 Violence Prevention Conference in November. Ruth will be giving the welcome remarks, and Camilla Rand will be a panelist

Ruth Fernandez gave the following report:

- Updates on the annual Audit and the First 5 State Report. Expecting to hold a Special Meeting in November 2022 for Auditors to make a presentation and for the Commission to receive a Public Hearing of both items. (A statutory mandate requires Public Hearing of both reports.) The Executive Committee agreed not to have an Executive Committee that day.
- In-person December Strategic Planning Retreat set for December 7, 2022, 1:00 – 5:00 pm.
- The Governor plans to end the State's COVID State Of Emergency in February 2023. First 5 Contra Costa will discuss with Deputy County Counsel possible ways to accommodate "hybrid" remote meetings (AB361) on March 1, 2023.
- The First 5 Open House is October 28, 2022 from 3 to 5 pm. First 5 Contra Costa will have donation bins for the Food Bank of Contra Costa County and another bin for the Toys for Tots toy donations.

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

Ruth highlighted the following First 5 Association, First 5 CA and statewide reports:

- First 5 Association's Executive Director Avo Makdessian will be giving a presentation of State Updates and Highlights. The topic of his presentation will be the sustainability of First 5 at the State level.
- First 5 California is waiting for the Department of Finance release of the Birthrate Projections report as it experienced an unexpected delay in providing updated tobacco tax revenue projections. As a result, First 5 California decided to use the **2019 projections** as baseline in order for us to continue our Strategic Planning and Audits; however, expect adjustments to the Prop 10 revenue once the finalized report is received.
- One of the factors that may have an impact is the flavored tobacco ban on the November ballot. If upheld, there will be a projected revenue decline of 3.2%. (as well as the annual decline of 1.7% in Prop 10 revenues).
- The Association's data projections show an estimated decline rate over the next decade to be between 300 to 400 million in revenues.
- Ruth is participating in an Association-led workgroup to explore an ongoing "budget request" for state funding in order to sustain First 5s. She cited First 5 Solano's success in receiving 2 million and another 5 million towards the building of its local First 5 Center. The workgroup aims to work with other State Associations and State entities, to look at ways in which budget allocations could be leveraged more intentionally towards First 5 work that happens at the county level.
- Updates on the F5 Association's REDI Learning Sessions will be January 2023.
- Invited commissioners to join in upcoming Spring Legislative Visits to champion First 5 Contra Costa's work.

6.0 Review agenda items for upcoming Commission meetings.

The following agenda items will be discussed in upcoming Commission meetings.

- Approval of the Standing Meeting for Calendar Year 2023 at the December 12, 2022 meeting.
- Will provide updates on the Compensation Survey soon.

7.0 Adjourn

Meeting adjourned at 5:51 pm

Special Meeting of the Executive Committee

M I N U T E S

October 17, 2022

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December 12, 2022

Agenda Item 4.3

Accept the FY 22/23 First Quarter Financial Report

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REVENUE	
State Sales Tax	Sales Tax Apportionment - Proposition 10/56/SMIF
State Grants	First 5 California IMPACT Grant
	First 5 California Dual Language Learner Grant (DLL)
Subrecipient Awards	CA State Preschool Quality Block Grant (CSPP)
	Quality Counts California (QCC)
	First 5 Association - HUB Training MOU
	MHSA-Behavioral Health Agreement (Triple P)
	MHSA/ We Care Services for Children (Everyday Moments)
	Other Public Funds (COE/CLC, CCC Call to Action)
Philanthropic Grants	East Bay Community Fdn Grant - Community Engagement
	Leshner Ready Kids
	Sunlight Giving
	Y&H Soda Foundation Grant
Other Revenue	Interest Income
	Other Misc. Income
TOTAL FY 2022-23 REVENUE	
Prop 10/56 Fund Balance Drawdown	
TOTAL REVENUE	
PROGRAM EXPENSES	
Program Initiatives	Early Childhood Education Initiative
	Workforce Development
	Early Learning Quality
	East County Ready Kids, Leshner Grant
	Literacy
Total	
Family Support	First 5 Centers
	Home Visiting
	Training and Consultation
Total	
Early Intervention	Triple P Positive Parenting
	Coordinated System of Care
	Intervention Services
	Help Me Grow Services
Total	
Stakeholder Engagement & Policy Advocacy	Community Engagement
	Family Economic Security Partnership
Total	
Program Salaries/Benefits and Overhead Expenses	Program Salaries & Wages
	Program Benefits
	Program Expenses and Overhead
Total	
TOTAL PROGRAM EXPENSES	
COMMUNICATIONS	
	Communications Salaries & Wages
	Communications Employee Benefits
	Professional Services
	Purchased Services and Supplies
	Communications Expenses and Overhead
TOTAL COMMUNICATIONS	
POLICY, STRATEGY AND EVALUATION (PSE)	
	Policy, Strategy & Evaluation Salaries & Wages
	Policy, Strategy & Evaluation Employee Benefits
	Professional Services
	Purchased Services and Supplies
	Policy, Strategy & Evaluation Expenses and Overhead
TOTAL POLICY, STRATEGY AND EVALUATION (PSE)	
ADMINISTRATIVE EXPENSES	
	Administrative Salaries & Wages
	Administrative Employee Benefits
	Professional Services
	Purchased Services & Supplies
	Operating Overhead (Risk Mgmt, DoIT/EHSD, etc.)
TOTAL ADMINISTRATIVE EXPENSES	
GRAND TOTAL	

FY 2022-23 Approved Budget		
F5 Contra Costa Funds	Other Funds	Total Revenue Budget
9,573,934		9,573,934
		-
	904,917	904,917
	-	-
	-	-
	251,119	251,119
	211,905	211,905
	70,094	70,094
	81,741	81,741
	20,000	20,000
		-
	55,000	55,000
	373,017	373,017
		-
	75,000	75,000
		-
		-
9,648,934	2,042,793	11,691,727
2,242,799	-	2,242,799
11,891,733	2,042,793	13,934,526

FY2022-23 1st Quarter Revenue & Expenditures			
F5 Contra Costa Funds	Other Funds	Total Revenue	% of Budget
1,497,296		1,497,296	16%
		-	
	122,626	122,626	14%
		-	
		-	
		-	
		-	
		-	
		-	
	40,491	40,491	
		-	
		-	
		-	
	100,000	100,000	
		-	
		-	
		-	
1,497,296	263,117	1,760,413	15%
	-	-	
1,497,296	263,117	1,760,413	13%

F5 Contra Costa Funds	Other Funds	Total Expense Budget
400,000	38,929	438,929
	539,606	539,606
	213,017	213,017
178,602		178,602
578,602	791,552	1,370,154
2,823,839		2,823,839
610,000		610,000
12,700		12,700
3,446,539		3,446,539
81,741	112,041	193,782
		-
502,088		502,088
459,097		459,097
1,042,926	112,041	1,154,967
160,000	78,119	238,119
15,000		15,000
175,000	78,119	253,119
1,730,283	719,815	2,450,098
756,885	570,457	1,327,342
585,212		585,212
3,072,380	1,290,271	4,362,652
8,315,447	2,271,983	10,587,431

F5 Contra Costa Funds	Other Funds	Total Expense Budget	% of Budget
	2,000	2,000	0%
233	60,119	60,352	11%
	2,773	2,773	1%
40,186	6,750	46,936	26%
40,419	71,642	112,061	8%
584,345		584,345	21%
311		311	0%
		-	
584,656	-	584,656	17%
31,593		31,593	16%
		-	
300		300	0%
70,698		70,698	15%
102,591		102,591	9%
26,065	12,252	38,317	16%
26,065	12,252	38,317	15%
367,161	185,649	552,811	23%
214,447	100,224	314,671	24%
34,258	13,138	47,396	8%
615,866	299,012	914,878	21%
1,369,597	382,906	1,752,503	17%

F5 Contra Costa Funds	Other Funds	Total Expense Budget
255,208		255,208
160,772		160,772
90,000		90,000
98,000		98,000
44,148		44,148
648,129	-	648,129

F5 Contra Costa Funds	Other Funds	Total Expense Budget	% of Budget
31,017		31,017	12%
18,389		18,389	11%
15,488		15,488	17%
1,863		1,863	2%
3,116		3,116	7%
69,873	-	69,873	11%

F5 Contra Costa Funds	Other Funds	Total Expense Budget
174,005		174,005
100,634		100,634
361,200		361,200
33,560		33,560
32,701		32,701
702,099	-	702,099

F5 Contra Costa Funds	Other Funds	Total Expense Budget	% of Budget
8,820		8,820	5%
3,350		3,350	3%
23,146		23,146	6%
1,605		1,605	5%
2,193		2,193	7%
39,114	-	39,114	6%

F5 Contra Costa Funds	Other Funds	Total Expense Budget
696,172		696,172
408,282		408,282
516,000		516,000
173,225		173,225
203,188		203,188
1,996,868	-	1,996,868

F5 Contra Costa Funds	Other Funds	Total Expense Budget	% of Budget
110,429		110,429	16%
64,120		64,120	16%
18,038		18,038	3%
76,185		76,185	44%
19,647		19,647	10%
288,420	-	288,420	14%

11,662,543	2,271,983	13,934,526
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1,767,003	382,906	2,149,909
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Note 1	State Sales Tax revenue includes Prop 10, Prop 56, and SMIF Interest accrued while in State interest earning accounts prior to distribution to counties.
Note 2	Interest earnings are percent of County's pooled investments (fluctuations based on investment returns).
Note 3	Prop 10/56 Fund Balance Drawdown for FY 22/23 increased by \$733,288 from FY 21-22 budget due to reduction in external revenue given unknowns with state grants (ACES III and DLL), etc.
Note 4	Coordinated System of Care includes comprehensive intervention services, developmental playgroups, and provider consultation services and supports. It also includes navigation and referral services through Help Me Grow and activities to support and enhance the CCC Network of Care.

Percent of Total Expenses (Budget)		
FY 2022-23		
Program	76.0%	80.6%
Communications	4.7%	
PSE	5.0%	5.0%
Administration	14.3%	14.3%
Total		100.00%

Percent of Total Expenses (Actual)		
FY 2022-23		
Program	81.5%	84.8%
Communications	3.3%	
PSE	1.8%	1.8%
Administration	13.4%	13.4%
Total		100.00%

Notes:

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December 12, 2022

Agenda Item 4.4

**Adopt the First 5 Contra Costa Employee Compensation and Benefits
Resolution 2022/01**

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**Staff Report
December 12, 2022**

ACTION: _____ ✓
DISCUSSION: _____

TITLE: First 5 Employee Compensation and Benefits Resolution No. 2022/01

Introduction:

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

The updates in this resolution create consistent language; clarify benefit eligibility; incorporate revisions to leave laws; and incorporates items the Commission has *previously approved* throughout the year such as, COLA increase July 1, 2022 and 2023 health and dental premiums.

Recommendation:

Staff recommends the Commission approve the Employee Compensation and Benefits Resolution No. 2022/01.

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EMPLOYEE COMPENSATION AND BENEFITS RESOLUTION NO. 2022/01

**Draft for Approval
December 12, 2022**

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1. Compensation

It is the policy of the Commission to provide its employees with a fair and competitive compensation package. The policy for setting compensation is described in the Commission's Consolidated Financial Policies.

- A. Executive Director: The approved salary range for the Executive Director is \$123,805.97 to \$ \$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 11 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
Juneteenth Day	Christmas Day
Independence 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>HEALTH PLANS</u>	<u>2022 Employer Monthly Contribution</u>	
	<u>Plan A</u>	<u>Plan B</u>
Contra Costa Health Plan-Basic Plan		
Employee on Basic Plan	\$882.07	\$977.78
Employee & 1	\$1,764.09	\$1,955.55
Employee & 2 or more dependents	\$2,646.17	\$2,933.33
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	\$1,204.88	\$859.13
Employee & 1	\$2,409.76	\$1,718.26
Employee & 2 or more dependents	\$3,614.65	\$2,577.39
Health Net PPO Plan-Basic Plan		
Employee on Basic Plan	\$2,773.52	-

Employee & 1	\$5,547.04	-
Employee & 2 or more dependents	\$8320.56	-

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 year 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 \$ 315 monthly car allowance.

First 5 Contra Costa
Employee Compensation and Benefits Resolution 2022/01

Attachment A Salary Schedule
Effective Date 7/1/2022

Title	Minimum		Maximum
Administrative Analyst	73,419.76	-	112,565.51
Administrative Assistant II	54,330.63	-	82,583.28
Assistant	48,443.62	-	74,193.24
Assistant II to the Deputy Director	55,960.55	-	85,060.78
Communications Manager	88,103.72	-	142,679.30
Communications Specialist	73,419.76	-	115,942.48
Community Engagement Coordinator	73,419.76	-	115,942.48
Community Engagement Program Officer	88,103.72	-	142,679.30
Community Engagement Program Assistant II	55,960.55	-	85,060.78
Community Organizer	55,960.55	-	85,060.78
Database Coordinator	73,419.76	-	115,942.48
Deputy Director	110,129.65	-	167,818.05
Early Childhood Education Program Officer	88,103.72	-	142,679.30
Early Childhood Education Program Assistant II	55,960.55	-	85,060.78
Early Intervention Program Assistant II	55,960.55	-	85,060.78
Early Intervention Program Officer	88,103.72	-	142,679.30
Evaluation Analyst	73,419.76	-	115,942.48
Executive Assistant	55,960.55	-	85,060.78
Family Support Program Assistant II	55,960.55	-	85,060.78
Family Support Program Officer	88,103.72	-	142,679.30
Finance and Operations Director	110,129.65	-	167,818.05
Finance Coordinator	73,419.76	-	115,942.48
Grants and Contracts Manager	88,103.72	-	142,679.30
Grants Program Assistant II	55,960.55	-	85,060.78
Help Me Grow Program Coordinator	73,419.76	-	115,942.48
Human Resources Manager	88,103.72		142,679.30
Office and Facilities Coordinator	73,419.76		115,942.48
Policy, Strategy and Evaluation Director	110,129.65		167,818.05
Quality Improvement Coach	73,419.76	-	115,942.48
Quality Improvement Coaching Coordinator	73,419.76	-	115,942.48
Ready Kids East County Initiative Coordinator	73,419.76	-	115,942.48
Special Projects Coordinator	73,419.76	-	115,942.48
Strategic Planning and Communications Assistant II	55,960.55	-	85,060.78
Trauma and Resiliency Coordinator-Project	73,419.76	-	115,942.48



December 12, 2022

Agenda Item 4.5

Adopt the 2023 Calendar of Commission Standing Meetings

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STANDING MEETINGS 2023

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December 12, 2022

Agenda Item 4.6

Accept the First 5 Contra Costa November 2022 Program Reports

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PROGRAM UPDATES

November 2022



First 5 Contra Costa Receives Community Impact Award

On November 17 at the 12th Annual East Bay Philanthropy Awards, First 5 Contra Costa received the Community Impact Award from the East Bay Leadership Council in recognition of our “innovative and effective work in addressing the needs of our most vulnerable families with young children.” Ruth Fernández, First 5 Contra Costa Executive Director, accepted the award and celebrated the contributions and work done by the community partners in attendance, across the county, and all of First 5 staff. This award is truly an honor and a celebration of our collective work.



Family Support

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

White Pony Express Backpack Project is Back

Prior to the pandemic, White Pony Express (WPE) was a familiar name at the First 5 Centers. Their backpack program has always been wildly popular. The Monument First 5 Center invited 4 small groups of families to partake in WPE's early childhood workshops that center around a backpack filled with educational toys and books for the family to take home. WPE volunteers methodically go through the contents of the backpacks with each parent and child. Each child explores each carefully selected item while the parent learns the developmental significance of the toy and the importance of play. The Volunteers are dedicated and passionate about making a difference in the lives of families by carrying out the White Pony Express mission, to eliminate hunger and poverty by delivering the abundance all around us to those in need. First 5 is proud to have contributed to the backpacks by donating hundreds of books to White Pony Express that were received through the California First 5 book grant program.

Community Organizations Provide Turkeys for First 5 Tots

First 5 Center families throughout the County were included in community efforts to ensure that families had food on their holiday tables. Monument First 5 Center's generous donor, City of Concord's Mayor Dominic Aliano, delivered 75 food boxes that included a turkey with all the fixings for 10-12 people. The Mom's Club of Antioch donated turkeys and sides distributed to families who attend the Antioch First 5 Center. Similarly, the East County First 5 Center received food boxes from the Bay Point Community All-N-One. The West County First 5 Center partnered with The Black Neighborhood, an organization created from the hearts, minds, and experiences of six black men native to Richmond and Oakland, who distributed 500 turkey meals this year with their 7th annual Turkey Drive.



Delta First 5 Center Families Join the 30 X 30 Campaign

World System Builder, a diverse community of caring professionals and everyday educated neighbors, are helping people build a solid financial foundation by providing financial literacy workshops. “We're Main St. on a Mission—a social enterprise with a proven system that bridges financial education and financial independence.” The 30 X 30 campaign aims to bring financial education to 30 million families by 2030. In November, 12 families at the Delta First 5 Center started one of the two workshops that will be offered. The hope is to have the workshops available at the other First 5 Centers in the new year.

PROGRAM UPDATES

November 2022



Tis the Season for Giving

East County First 5 Center families hosted their first clothing and toy swap in November. Families donated their gently used children's clothing and toys and went "shopping" for replacements. "Families get so much out of sharing with one another, especially in these hard financial times. We hope to make this a regular activity at the Center. If a family does not need to spend money on clothing for their kids, that's money they can spend on other things their family needs." Marika Hinds, Center Director.



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 Receives 'ChangeMaker of the East Bay' Award

On November 17, the East County Regional Group received this year's ChangeMaker award at the East Bay Leadership Council's 12th Annual Philanthropy Awards Ceremony. The ECRG and CE team are humbled by this recognition and honored to be selected along with the other recipients. Parent advocacy and organizing in East Contra Costa has made great strides towards housing stability for young children in the past few years. We are so proud and impressed with the unwavering commitment and skilled leadership of the ECRG members ([connect with the ECRG on Facebook](#)).



Regional Groups Reach Thousands of Families to Get Out the Vote

Regional Groups in West, Central, and East County worked hard to distribute voting information to potential voting families with young children in Richmond, Concord, and Antioch in this past election cycle. Since late August, Regional Group members canvassed and 'phone-banked' to engage families with young children, new voters, voters of color and low-income families in the upcoming elections. In total, Regional Group members reached over 19,000 households with voting information and opportunities to register to vote.

CE Leadership Ceremony in December

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

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.*

HMG Café: Social Transitions and Adjustments

This month's guest speaker was Kerry Armstrong, LCSW, Program Director at the Lynn Center. As we continue to shift towards a "post-pandemic" world, both parents, caregivers and children are experiencing various social transitions and adjustments to their routines. Kerry discussed challenging behaviors that may emerge in young children, strategies for how to support children and shared information about local resources. There were a total of 25 participants and highly positive feedback from attendees for the presenter and usefulness of the information.

Developmental Screening

Liliana Gonzalez, First 5 Help Me Grow Program Coordinator, partnered with Kimberly Ngyuen from CocoKids to provide an ASQ-3 screener training for childcare providers. There were 60 participants at this virtual training and there will be a second training in the Spring for the ASQ-SE 2 screening focusing solely on social-emotional development.

Mission Possible: Violence Prevention Conference Success

First 5 proudly co-sponsored the Violence Prevention Conference on November 9 in collaboration with the Family Violence Prevention Task Force. Hosted in-person at the Pleasant Hill Community Center, the conference focused on understanding violence prevention from a public health lens. Together, we also reviewed the goals outlined in the [Alliance to End Abuse's](#) Call to Action—a [blueprint](#) which outlines steps we can take as a County to prevent violence across our communities. Speakers included community experts in anti-violence, racial equity, and interpersonal violence work. Our very own Executive Director Ruth Fernández gave opening remarks, and our Deputy Director Camilla Rand spoke on an afternoon "Prevention in Action" panel. Stay tuned for follow-up to the Conference as the Task Force integrates all the feedback received from the community.



Engage with our Change Agent Cohort

This year, the Early Intervention team made dedicated efforts toward enhancing our trauma-informed Network of Care in Contra Costa County. One method towards this goal was providing capacity-building opportunities for providers to learn about, discuss, and implement trauma-informed principles and practices in their work. We convened a group of about 19 participants from 9 agencies called the Change Agent Cohort and supported the group to develop small ideas for action, test them out in their organization/work, and share learnings about the experience with their peers on the [Contra Costa Network of Care \(CCNOC\) online hub](#).

Cohort members received coaching and technical assistance from experts in organizational and systems-change strategies, participated in monthly workshop sessions, and experimented with "co-coaching" each other as peers in their trauma-informed explorations. This month, the Change Agents shared their trauma-informed prototypes, and a subset also shared videos telling their personal "why" behind their commitment to trauma-informed work. We encourage all of you to engage with their posts and videos on the CCNOC online hub—like, comment, and share your own stories, too.

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.*

Professional Development Program Accepted Applications

The Professional Development Program (PDP) is pleased to announce 190 accepted applications by the November 30, 2022 deadline. Participants are pursuing either the college coursework pathway or the professional development hours pathway and work in a variety of early learning settings. Accepted applicants are now in the process of completing or updating their PDP Plans to strategically guide their professional and educational goals for the year. Participants who reach their goals and program guidelines by the end of the year will be eligible for a stipend.

City of Concord American Rescue Plan Act (ARPA) Nonprofit Grant Application

First 5 Contra Costa applied for \$2,000,000.00 in American Rescue Plan Act (ARPA) funding through the City of Concord for nonprofit organizations. The proposal includes one-time Covid Relief Stipends to early childhood education (ECE) teachers, who work in the early care and education field in the City of Concord, as a means of retaining and supporting the current workforce so that families have reliable child care options. The plan will be informed by data from local assessments, be a collaborative effort with local community partners, address pay inequities with the K-12 system by providing monetary stipends of \$5,000.00 to a Concord ECE teachers, support the stability of the child care community, and include a robust evaluation to measure effectiveness and provider feedback. Camilla Rand, Deputy Director, and Melissa Cunningham, ECE Program Officer, interviewed with the City of Concord's Mayor, Dominic Aliano and Vice Mayor, Laura Hoffmeister, on November 4, 2022 to advocate for the ARPA funding opportunity for the early care and education community.

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

Tandem, Partners in Early Learning recently concluded their East Contra Costa County Give Me 5 Math Playgroup fall session. The fall session started on October 8 and ended November 5. The 5 Saturday sessions were hosted at one of the Antioch Libraries as part of a partnership with the Contra Costa County Library system. A total of 25 children registered for the fall session and 18 children attended all 5 sessions with their parents or caregivers. Based on the feedback collected by Tandem, many families enjoyed the playgroup and would have liked to attend even more sessions. There is a lot of anticipation and excitement for the spring session of the East County Give Me 5 Math Playgroup and preparations are already underway.



Quality Matters Site Visits

This year, Quality Matters is operating in a hybrid capacity. Quality Improvement Coaches resumed in-person site visits while also continuing virtual support such as Zoom visits, phone calls, and emails. About 50% of Quality Improvement Sites have had an in-person site visit this fall. Many providers have expressed excitement for the return of the Coaches in person. Currently, Coaches are focused on creating Quality Improvement Plans, which consist of 2-3 quality improvement goals, with all of their Sites. Coaches then offer targeted support aligned with the goals. For example, Quality Improvement Coach, Francisca Hernandez offered CLASS training to El Nuevo Mundo aligned with the site's goal of stronger teacher-child interactions.

PROGRAM UPDATES

November 2022



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

Information about election resources, the Office of Racial Equity and Social Justice, and other resources were shared with FESP members. FESP continues to collaborate with Ensuring Opportunity on the CAPP Project.



Community Advocacy + Partnership Project (CAPP)

On November 9, CAPP held its 8th meeting of year two, "Learning in Action." The focus of this meeting was two-fold: to learn about a resident driven campaign, and for the economic and education equity teams to present their policy goals and work plans.

First 5's very own Program Officer Rhea Laughlin, Community Engagement and Advocacy Program, and Deborah Polk, East County Regional Group Leader, provided a fantastic overview of the resident-led housing campaign in Antioch. CAPP cohort members heard about what it takes to run a successful campaign: time, trust, and authenticity. They were encouraged to think about the type of change they want to see as a result of their policy goal, to identify outcomes, and to always consider how to center equity in the policy. Rhea and Deborah raised many questions for the equity teams to consider. Following Rhea and Deborah's presentation, each team presented to the full cohort their policy goals and progress on their work plans.

The core CAPP team meets weekly to discuss the projects and process, plan for each monthly cohort and Steering Committee meetings, and to discuss issue team meetings. The Steering Committee provides input into the monthly cohort agenda and any other issues as identified by the core team. The core team is beginning to discuss an in-person grand celebration at the end of the program in March 2023.

The CAPP team is also beginning to think about obtaining some additional funding to provide ongoing support to either/both of the issue teams should they wish to continue work on their projects after March 2023.

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December 12, 2022

Agenda Item 4.7

Accept the Executive Director's December 2022 Report

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EXECUTIVE DIRECTOR REPORT

December 12, 2022 ~ Commission Meeting

This report provides an update on non-programmatic work and key activities since the October 2022 Commission Meeting. It includes relevant highlights that complement the Program Updates included in the Commission packet.

INTERNAL UPDATES

First 5 Administrative Building – Holiday Schedule

First 5 Administrative Offices located at 4005 Port Chicago Highway, Suite 120, Concord, CA will be closed for the Holidays the week beginning December 26 through January 2, 2023. Office operations resume Tuesday, January 3, 2023.

Personnel Report

This report provides First 5 Contra Costa staffing updates that includes new hires, promotions, resignations/retirements, vacancies, and advertised positions.

New Hires:

- Pankti Clerk was hired as the new Finance and Operations Director, November 2022. Start date is December 30, 2022. We are excited to welcome Pankti to the First 5 Contra Costa team! (Press Release will be released on 12/19/22)

Advertised Positions:

- Policy, Strategy and Evaluation Director – first round interviews conducted mid-November. Currently, scheduled to conduct second interviews with final candidates.

COUNTY UPDATES

- **Ready Kids East County (RKEC) Roundtable Event:** Thursday, December 2, First 5 Contra Costa hosted a RKEC Collaborators' Roundtable at First 5's new conference center. Over 20 RKEC partners attended the event, including representatives from Tandem Partners in Early Learning, the Black Women's Early Childhood Collective, the Contra Costa County Public Library, COPE, and Innovation Bridge. The purpose of the convening was for partners to learn about successful engagement, programming and implementation tools and strategies for Black and African American families in East County; gain knowledge of other organizations, programs and events connected to the RKEC initiative; and to help F5 plan for future collaboration and community engagement opportunities. This was the first of regular collaboration meetings planned in 2023 to advance collective school readiness for Black and African American young children in East County.

STATE UPDATES

- **Revenue Projections California Children and Families First Trust Fund (Proposition 10):** Proposition 10-tobacco sales tax is the main source of revenue for First 5 Commissions across the state. Tobacco sales have continued a downward trajectory over the last two decades, with revenue reduced by almost half since First 5 Commissions were created and funded by the voter-approved tobacco sales tax in 1998.

During the COVID-19, pandemic cigarette sales took a plunge in late 2021 and early 2022 - in May 2022; cigarette revenue seemed to begin stabilizing. However, this has not been the case. Since May, distributions and tax revenues are down by over 10 percent year over year based on state-level projections. In fact, with the recent passing of Proposition 31, the decline of Prop 10 revenue will accelerate significantly over the course of the next 18 months and in the long-term.

California voters passed Proposition 31 at the recent November 2022 election. Proposition 31 upheld SB 793 – a legislative measure signed by Governor Newsom on August 2020, which bans the sale of flavored tobacco products and tobacco product flavor enhancers. Prop. 31 will take effect on 1/1/23 with the removal of products from the market; this will trigger mid-year revenue impacts for Prop. 10 for the current FY22-23. The forecast is that we will not see full-year effects of the flavors ban until FY23-24. Overall, the cumulative impact of declining cigarette distributions and Proposition 31 over the next 18 months will amount to an approximate 19.6 – 24.6 percent decline in Prop. 10 revenue.

Efforts are currently in the works by leadership at the First 5 California Association, First 5 California and representatives from First 5 Commissions across the state to develop a concrete sustainability plan for First 5s.

Ruth Fernandez, Executive Director participates in the First 5 Network Sustainability work group and will report periodically to the commission on this critical matter.

- **Children and Youth Behavioral Health Initiative Grants (CYBH):** California Department of Health Care Services has released the first of six competitive grants totaling \$429 million. The first grant, due at the end of January, focuses on parent and caregiver support programs and practices - \$30 million is allotted for this round and the focus is on evidence-based practices including programs such as Triple P Parenting, Incredible Years, and other early intervention programs for special populations. *First 5 Commissions are specifically named as eligible partners for these grants.*
First 5 Contra Costa is in the process of assessing and discussing internally and with our existing community partners to develop a plan. The 5 subsequent grants will focus on Trauma-informed programs and practices (January 2023); early childhood wraparound services (February 2023); Youth-driven programs (March 2023); early intervention programs and practices (March/April 2023); and, Community-defined programs and practices (approximate timeline for release: April 2023).



December 12, 2022

Agenda Item 4.8

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

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RESOLUTION NO. 2022-09

**A RESOLUTION OF 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, Government Code (GC) §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 GC §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, GC §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 (AB) 361, which provides that under GC §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 GC §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 September 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 COVID-19 variants in the Bay Area, case rates and COVID-19 hospitalizations remain high 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 AB 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 AB 361, First 5 will use teleconferencing for its meetings in accordance with the provisions of GC §54953(e).
3. The First 5 Executive Director 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 GC §54953(e) and all other applicable provisions of the Brown Act.

PASSED AND ADOPTED on December 12, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DR. ROCIO HERNANDEZ, CHAIR

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

Dated: December 12, 2022



December 12, 2022

Agenda Item 6.0

Consider Approving the 2023 Slate of Officers of the Commission

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**Staff Report
December 12, 2022**

ACTION:
DISCUSSION:



TITLE: Consider approving the 2023 Slate of Officers of the Commission.

The Nominations Committee met on *October 26, 2022* and prepared a slate of officers for the election on *December 12, 2022*.

Commissioners were invited to serve as an officer (Chair, Vice-Chair or Secretary/Treasurer) and thereby on the Executive Committee – or propose another Commissioner for the Nominating Committee’s consideration. Note that according to our Bylaws, only Commissioners may serve as officers of the Commission.

In addition, there is a non-voting seat on the Executive Committee that may be filled by either a Commissioner or Alternate Commissioner. This seat will also be on the slate prepared by the Nominating Committee.

In accordance with the Bylaws, the Nominating Committee emailed out this Slate of Officers for election for 2023 to the entire Commission on November 17, 2022:

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

Recommendation:

Approve the 2023 Slate of Officers of the Commission.

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December 12, 2022

Agenda Item 7.0

RECEIVE Staff Presentation of 2022 Year in Review.

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**Staff Report
December 12, 2022**

ACTION: _____
DISCUSSION: X

TITLE: First 5 Contra Costa County Impact Report

Introduction:

Each year, staff bring forth to the Commission a year-end report that highlights the innovative work that has occurred throughout the core program initiatives. This report is an opportunity for the Commission to receive a snapshot of the impact the programs have made within the communities we serve throughout Contra Costa County.

Background:

County First 5 Commissions are required to provide a year-end annual report to their Commissioners. This year, to accompany the State report presented to and approved by the Commission in November, staff have included the Contra Costa Impact Report in the packet. This report illustrates our work in numbers, focusing on the areas of Parents, Caregivers and Providers Served; Improved Child Development; Improved Child Health; Improved Systems of Care; and Improved Family Functioning. Also noted are key highlights related to the strategies of Capacity Building and Policy Advocacy.

Recommendation:

Staff recommends the Commission accept the 2022 First 5 Contra Costa County Impact Report as a discussion item.



First 5 shows up to strengthen, integrate, and sustain the early childhood system.

The team at First 5, our partners, and our communities have shown up in powerful ways to ensure that every child in Contra Costa can reach their potential. We're in this together, moving forward through collaboration and partnership to realize a shared vision for Contra Costa's young children.

Parents, Caregivers, and Providers Served


16,671

Total Population Served


7,545

 Children (birth to 6th birthday)

6,738

Primary Caregivers


2,398

Providers

Improved Child Development

- 119** early learning providers continued their growth through the Professional Development Program (PDP).
- 83** completed over 900 units of college coursework, including 22 who met the requirements for a higher degree.
- 64** providers participated in the Dual Language Learner (DLL) program that included a university-level course, learning communities, and asynchronous learning.

Improved Child Health

- 2,251** developmental screenings administered to **1,535 children** by First 5 Center, Home Visiting staff, and pediatric sites. Children with mild-to-moderate delays were referred to Help Me Grow developmental playgroups.
- 141** adults and **142 children** attended developmental playgroups. **92%** of survey respondents reported they had more confidence in their ability to raise their child and **86%** said their child's developmental skills improved.
- 1,560** referrals provided by the Help Me Grow staff at the Contra Costa Crisis Center to address developmental concerns, parenting issues, and basic needs. There was a **25%** growth in HMG clients and **9%** increase in requests for social emotional behavioral services.

Improved Systems of Care

- 3** pediatric care sites became ACEs Aware Certified as a result of a grant to address and strengthen a trauma-informed system of care.
- 210** members joined the Contra Costa Network of Care, an online hub for a community of trauma-informed practitioners dedicated to preventing and healing childhood adversity.

Improved Family Functioning

- 193** parents attended Triple P classes, **99%** felt more confident to handle problems with their children, **98%** felt the program addressed their specific goals and challenges, and **85%** reported improvement in their child's behavior.
- 75** % of families that access programs and services (including emergency crisis intervention, health education, housing assistance, and parenting education) indicated that they turned to First 5 Center staff in times of crisis, specifically for housing, food, financial/employment assistance.

Building Capacity: Ready Kids East County Initiative


29

parents and caregivers participated in an event or café that leverages partner resources to rally around Black and African American families to build school readiness and knowledge of community services.


78

% of survey respondents who provided a positive response with themes of self-reflection in parenting, culturally relevant content, and navigating the school system.

Policy Advocacy

- 1,000+** Antioch families surveyed in a community-led effort to understand Antioch's housing needs and to provide recommendations for increased housing equity.
- 14** months of community engagement and advocacy led to groundbreaking rent control policy in Antioch and anti-harassment policy in Concord keeping children in their homes.
- 6** Million in ongoing funding for teacher stipends, childcare slots, and disability services through Measure X, a sales tax initiative in Contra Costa.

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December 12, 2022

Agenda Item 10.0

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

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**Staff Report
December 12, 2022**

ACTION: _____
DISCUSSION: _____ ✓

TITLE: Staff Appreciation and Service Milestones

Introduction:

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

Background:

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

Two staff members have surpassed their five-year anniversary:

Ruth Fernandez, Executive Director
Cecilia Perez-Mejia, Community Organizer, Community Engagement Program

Recommendation:

The Commission recognize staff for their milestone, service and continued dedication and accomplishments.