

# Memo

**To:** Commission Members  
**From:** Alexander Khu  
**Date:** March 4, 2013  
**Re:** March 4, 2013 Commission Meeting

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Enclosed are the materials for the March 4, 2013 Commission meeting which will take place as follows:

**Time:** 6:00 pm

**Location:** 1485 Enea Court, Suite 1200, Concord, CA  
925-771-7300

A light dinner will be provided.

Please let me know if you have any questions.



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## Agenda

Monday, March 4, 2013, 6:00 pm  
1485 Enea Court, Suite 1200  
Large Conference Room  
Concord, CA

**1.0 Call to Order and Roll Call**

**2.0 Closed Session**

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

*Significant exposure to litigation pursuant to Gov. Code Section 54956.9(d)(2) – One potential case.*

**3.0 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.*

**4.0 Approval of Consent Calendar**

**ACTION**

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

**4.1 Approve the minutes of the Commission February 4, 2013 meeting.**

**4.2 Accept the minutes of the Executive Committee February 4, 2013 meeting.**

**5.0 Consider for discussion any items removed from the consent calendar.**

**6.0 Presentation on Conflict of Interest Laws.**

**7.0 Adopt the 2013 First 5 Staff Salaries and Benefits Resolution**

**ACTION**

**8.0 Public Hearing on the Commission's 2010-2015 Strategic Plan**

**ACTION**

The Strategic Plan may be found at <http://www.firstfivecc.org/index.php?page=strategic-plan>

**9.0 Executive Director's Report**

**10.0 Communications**

None received.

**11.0 Commissioner F.Y.I. Updates**

**12.0 Adjourn**

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

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



available for public inspection at 1485 Enea Court, Suite 1200, Concord, CA 94520 during normal business hours.

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



Monday, March 4, 2013

Agenda Item 4.0

Approval of Consent Calendar



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## First 5 Contra Costa Children and Families Commission

### Meeting Minutes

Monday, February 4, 2013

6:00 p.m.

1485 Enea Court, Suite 1200, Large Conference Room, Concord, CA

#### Item 1.0 - Call to Order and Roll Call

The meeting was called to order at 6:05 p.m.

Commissioners in Attendance: PJ Shelton, Valerie Earley, Wanda Session, Barbara Cappa, John Jones, Supervisor Karen Mitchoff, Mister Phillips for Maria Fort, Kathy Lafferty for District 4 vacant seat.

Alternate in Attendance: Belinda Lucey.

Chair PJ Shelton welcomed the new District 2 representative, Barbara Cappa, to the Commission.

The Chair asked for any changes on the agenda.

Sean Casey asked to pull item 7. Staff will bring this item to the commission in March.

#### Item 2.0 – Public Comment

There was no public comment.

#### Item 3.0 – Approval of Consent Items

Mister Phillips asked that item 3.2 be pulled for discussion.

Supervisor Mitchoff moved to approve the consent calendar without item 3.2. Barbara Cappa seconded. **Approved unanimously.**

Supervisor Mitchoff suggested that the written report of the previous month's Executive Committee be appended to the agenda and that the oral report of the Executive Committee meeting immediately preceding the Commission meeting be eliminated altogether. Staff agreed that the format could be changed in the future.

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

The Commission discussed item 3.2, the Executive Committee Report from the January 7, 2013 meeting. Mister Phillips asked for more information regarding the First 5 Centers “health and safety checks” referenced in the report.

Sean Casey said that First 5 goes over an annual checklist of basic health and safety items at each Center. There were no findings. First 5 does this as a compliance measure with its First 5 Center contractors; there are no regulatory or statutory requirements for it.

Mister Phillips asked for more information about the Preschool Makes a Difference appeals hearing regarding a child care provider.

Sean Casey responded that the licensing violation was addressed by the state Community Care Licensing agency. The PMD appeals committee felt the issue was resolved by the provider and that the provider could remain in the PMD program with a plan to ensure that the issue that led to the licensing violation would not reoccur. If another violation were to occur before the end of the fiscal year, the provider would be removed from PMD.

Mister Phillips asked if this information is made available to the public?

Debi Silverman replied that it is provided to all the parents at that site, but we do not post it on our website.

The commission discussed how the results of such activities should be made public in the future.

Supervisor Mitchoff moved to accept item 3.2; Wanda Session seconded. **Approved unanimously.**

Item 5.0 - Executive Committee Meeting Report

Sean Casey reported on the Executive Committee meeting held prior to the Commission meeting.

Item 6.0 – Consider forming an ad hoc By-Laws Sub-Committee:

Sean Casey noted that it is time to review the Commission’s bylaws. He asked for 2 to 3 volunteers for an ad hoc sub-committee. Commissioner Maria Fort had previously expressed interest. Supervisor Mitchoff and Barbara Cappa volunteered.

Commissioner John Jones made a motion to form an ad hoc By-laws Sub-Committee. Kathy Lafferty seconded. **Approved unanimously.**



Item 8.0 – Presentation on the Race to the Top – Early Learning Challenge Program.

Sean Casey provided an update on the federal Race to the Top – Early Learning Challenge Grant, of which Contra Costa is one of 16 participating counties in California. This initiative will result in the creation of “Quality Rating and Improvement Systems” (QRIS) in each county that will allow providers to improve the quality of child care according to objective standards of quality. At the end of the four-year pilot, we expect to have 100 providers enrolled and rated. The 5 Bay Area counties participating are collaborating on a regional to ensure that the implementation of QRIS is consistent throughout the region.

Item 9.0 Executive Director’s Report:

Debi Silverman is receiving an award from the Contra Costa Chapter of the California Council for Adult Education, which is recognizing her for her work developing preschool experiences for children whose parents are participating in English language learner classes in the Mt. Diablo adult education programs.

Thanks to all the Commission members who participated in site visits this year. We had eight Commissioners participate in eight of the 17 visits so far. Two more are left.

Staff held a bidders’ conference for all interested applicants for the home visiting Request for Qualifications. Representatives from ten organizations attended.

Lastly, staff wished to acknowledge Supervisor Mitchoff’s aide, Lia Bristol, who will soon be on maternity leave. First 5 gave her a bag of several great books including the classic “The Very Hungry Caterpillar.” We wish her good luck.

Item 10.0 Communications:

There were none.

Item 11.0 Commissioner FYI updates:

Mister Phillips reported that he had gone on four site visits. He found it an interesting experience and he felt he learned a lot. He was most impressed by the First 5 Alameda hospital outreach coordinator (HOC). She seemed to be doing good work and is sensitive to the patients. Mister Phillips asked if there might be any way to increase the coverage at the hospital to ensure that more West County women are identified by the HOC.

Item 12.0 Adjourn:

Meeting adjourned at 7:45 pm



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## Executive Committee MINUTES

February 4, 2013

4:00 p.m.

Small Conference Room,  
1485 Enea Court, Suite 1200, Concord, CA 94520

### 1.0 Call to Order

The meeting was called to order at 4:25 PM.

In attendance: Commissioners PJ Shelton, Valerie Earley; staff Sean Casey, Cally Martin, Marnie Huddleston.

Members of the public: Lia Bristol

Alternate Commissioner John Mills arrived at 4:55 PM.

### 2.0 Public Comment

There was none.

### 3.0 Staff Updates

- 1) We Care Services for Children and Baby Builders, Inc. were selected for the Developmental Playgroup Pilot Project RFQ. Playgroups are for children with developmental delays which, while significant, are not serious enough to qualify for state-funded early intervention services. A total of \$40,000 was awarded to pilot the playgroups in four locations: Bay Point Brentwood, Concord, and San Pablo.
- 2) The Home Visiting RFQ for funding up to \$1.2 million was released on January 17; a bidders conference was held on January 30. We had participants representing 10 organizations.
- 3) Site visits will be completed by February 6; we will have visited 18 of our funded programs.
- 4) Approximately 40 early childhood directors and staff from the 21 sites participating in our Quality Rating and Improvement System (QRIS) pilot program received a full day of coaching to build communication and conflict resolution skills.
- 5) Twenty-six ECE stakeholders came together for a half-day update about Contra Costa's QRIS program, the work supported by our federal Race to the Top Early Learning Challenge grant. The group provided feedback about the opportunities and challenges implementing a QRIS system locally, regionally, and statewide.
- 6) Debi Silverman is to be recognized as a Friend of Adult Education by the California Council for Adult Education (CCAEE) Contra Costa Chapter for her "contributions to adult education of significant value to our schools and the population we serve."
- 7) The Bay Point, Delta and Monument F5 Centers have filled their vacant Community Resource Specialist (CRS) positions. The CRS staff play a critical role in connecting families with needed services, such as child care or food stamps and provide developmental screening to children attending our First 5 Centers.
- 8) Staff from all five First 5 Centers participated in a day-long "Engaging Fathers" training. Engaging more fathers to participate in Center activities is a goal for all First 5 Centers this year.
- 9) First 5 staff participated in the development of a collaborative care coordination grant that will be submitted by the Health Services Department to enhance system coordination for children ages 0-5.
- 10) In an effort to continue expanding the successful Triple P parenting program in Contra Costa County, we trained 20 participants in Level 5 Enhanced Triple P. This level is designed to address family challenges such as parental depression, parental stress, and relationship conflict. Level 5 is particularly effective with children at risk for maltreatment.
- 11) Eleven members of our Central County Regional Group, our parent-led volunteer group based in Concord, joined staff from the Health Services Department, local organizations, elected officials, County Connection, and Concord city engineers and planners to identify short, medium, and long term priorities for making Detroit Avenue safer. This meeting was a follow-up to a Walkability Assessment the Regional Group members participated in last August in partnership with Healthy and Active Before 5's Healthy Eating Active Living (HEAL) project based in the Monument Corridor.



#### **4.0 Commission Updates**

Sean Casey informed the Committee that the new EHSD Director, Kathy Gallegher, and the new District 2 Commissioner, Barbara Cappa have been approved by the Board of Supervisors in the past month. The Child Welfare Alternate Commissioner, Patricia Perkins retired in December and that position is now vacant. Lia Bristol informed the Committee that the District 4 Commissioner will soon be appointed.

#### **5.0 State Updates**

Sean Casey reviewed the January First 5 Association meeting with the Committee. First 5 California, at its January meeting, considered the Governor's 2012-13 budget request for \$40 million for the Department of Social Services. It will take action on the request at its April meeting.

#### **6.0 Items for Consideration**

##### **6.1 Discuss strategic plan update presentation for the March Commission meeting.**

Sean Casey reviewed with the Committee the fiscal report that will be presented to the Commission at its March meeting. The Committee agreed that next year – FY 2013-14 – the Commission should start its work on the next strategic plan, which would go into effect at the onset of the 2015-16 fiscal year.

##### **6.2 Appoint Executive Director Sean Casey and Finance & Operations Director Marnie Huddleston as real property negotiators**

For the purpose of the closed session item, the Committee must appoint Sean Casey and Marnie Huddleston as real estate property negotiators for First 5 Contra Costa. This meets the Brown Act requirement for a closed session to discuss potential real estate acquisitions. Valerie Earley made a motion to do so, PJ Shelton seconded and the motion was approved.

#### **7.0 Review agenda items for upcoming Commission meetings**

The Committee reviewed items for the February and March meetings.

#### **8.0 CLOSED SESSION**

##### **8.1 CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

The Committee went into closed session with its real estate property negotiators.

#### **9.0 Adjourn**



Monday, March 4, 2013

Agenda Item 7.0

Adopt the 2013 First 5 Staff Salaries and Benefits Resolution



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**EMPLOYEE COMPENSATION  
AND BENEFITS  
RESOLUTION NO. 2013/001**

**March 4, 2013  
Draft**

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## 1. Compensation

It is the policy of the Commission to provide its employees with a fair and competitive compensation package. Employees starting salaries fall within the following ranges according to classification. The process for setting compensation is described in the Commission's Consolidated Financial Policies.

### Starting Salary Ranges by Classification \*

Directors	\$82,750 - \$95,000
Managers, Program Officers	\$66,200 - \$84,000
Specialists, Coordinators	\$55,167 - \$67,600
Assistants II, Executive Assistant, Community Liaison	\$42,048 - \$49,920
Assistants	\$36,400 - \$43,680

\*Does not include the Executive Director, whose salary is set by the Commission

## 2. Employment Status - Definitions

Full-Time Employees are scheduled to work 40 hours per work week.

Part-Time Employees are scheduled to work fewer than 40 hours per week.

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).

Intermittent Employees work on an as needed, irregular basis and who are paid by the hour, with the 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. Unpaid temporary employees/interns do not receive benefits.

## 3. Work Week Defined

Work Week Defined: The work week for employees begins at 12:01 a.m. on Saturday and ends at 12:00 midnight on Friday.

**4. Leaves With and Without Pay, and Related Benefits**

Refer to the Benefits and Leaves of Absence Sections within the Employee Handbook to determine eligibility.

- A. Holidays Observed: First 5 Contra Costa observes 10 paid holidays each year. The following 10 holidays are observed for all employees and the office is officially closed on these days:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

Part-time employees will receive holiday pay proportionate to the number of hours they are regularly scheduled to work.

- B. Personal Holiday Leave: Full-time employees are eligible to accrue two (2) hours of personal holiday leave each month. Personal holiday leave for part-time employees working more than one (1) but less than 40 hours per week will be prorated based upon the number of hours they work each week. Intermittent and temporary employees/interns are not eligible to receive personal holiday leave. No employee may accrue more than forty (40) hours of 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:

<b>Length of Service</b>	<b>Monthly Accrual Hours</b>	<b>Maximum Cumulative Hours</b>
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

No employee may accrue more than the designated maximum hours of vacation. Employees may not use accrued vacation time during their first six (6) months of employment. In extraordinary circumstances, the Executive Director, at his/her sole discretion, may approve the use of accrued leave during the first six (6) months of employment.

Upon separation from First 5 Contra Costa, an employee will be paid for any unused accrued vacation at the employee's then current rate of pay.

D. Vacation Buy Back: Exempt employees may elect payment of up to one-third (1/3) of their annual vacation accrual, subject to the following conditions:

1. the choice can be made only once every twelve (12) months with eleven (11) full months between each election;
2. payment is based on an hourly rate determined by dividing the employee's monthly salary by 173.33; and
3. the maximum number of vacation hours that may be paid in any one sale is one-third (1/3) of the annual accrual.

E. Sick Leave: Full-time employees are eligible to accrue eight (8) hours of sick leave per month. Sick leave for part-time and intermittent employees working more than one (1) but less than 40 hours per week will be prorated based upon the number of hours they work. Temporary employees/interns are not eligible to receive sick leave benefits.

There is no cap on sick leave accruals. 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.

Administrative leave cannot be used during the first six (6) months of employment and may not be carried past December 31 each year.

Employees hired or promoted to exempt positions are eligible for administrative leave on the first day of the month following their appointment date and will receive administrative leave on a prorated basis for that first year.

Administrative leave is non-accruable and all balances will be zeroed out each December 31. There is no payout of administrative leave balances upon separation from First 5 Contra Costa.

G. Disability Insurance: First 5 Contra Costa provides short and long-term disability insurance for eligible employees. Eligibility is outlined below:

	<b>Full-Time and Part-Time Employees</b> (who work over 20 hours/week)		<b>Part-Time Employees</b> (work under 20 hours/week) <b>and</b> <b>Intermittent Employees</b>		<b>Temporary Employees /Interns</b>
	Exempt	Non-exempt	<del>Exempt</del>	-- <del>Non-Exempt</del>	--
Eligible for Long Term Disability Insurance*	Included with County benefits	Provided by First 5	<del>Not eligible</del>	Not eligible	Not eligible
Eligible for SDI * (CA Short Term Disability)	Provided by First 5	<b>Through payroll deduction</b> <del>Included with County benefits</del>	<del>Included with County benefits</del>	<b>Through payroll deduction</b> <del>Included with County benefits</del>	Through payroll deduction

\*The criteria for current coverage through Contra Costa County benefits are based upon exempt and non-exempt classification.

H. Disability Insurance for Partial Wage Replacement: First 5 Contra Costa will provide the same disability coverage for employees as provided through and administered by Contra Costa County:

1. Exempt employees participate in the Long-Term Disability Insurance program with a replacement limit of eighty-five (85%) of total monthly base earnings reduced by any deductible benefits.
2. Non-exempt, Intermittent and paid Temporary/Intern employees participate in California's Short-term Disability program as mandated by the California Unemployment Insurance Code and administered by the Employment Development Department.

I. Supplemental Disability Insurance: First 5 Contra Costa provides additional short and long-term disability insurance at no cost to employees for full-time and part-time employees working more than 20 hours per week. Intermittent and temporary employees/interns are not eligible to receive supplemental disability insurance.

J. Paid Family Leave: Non-exempt employees who participate in California's Short-term Disability program through payroll deductions may be eligible for up to six (6) weeks of the state's Paid Family Leave program, which provides partial wage replacement for absences related to care of a family member, or bonding with a new child. This program is coordinated through the State Employment Development Department (EDD).

**5. Health, Dental, and Related Benefits for Active Employees**

A. Health Plan Coverages: First 5 Contra Costa will provide the same medical and dental coverage for employees and for their eligible family members, as provided through Contra Costa County and the following providers:

1. Contra Costa Health Plans (CCHP)
2. Kaiser Permanente Health Plan
3. Health Net
4. Delta Dental
5. DeltaCare (PMI)

B. Monthly Premium Subsidy:

1. For each health ~~and/or dental~~ plan, First 5 Contra Costa’s monthly premium subsidy **is** a set ~~dollar amount and is not a~~ percentage of the premium charged by the plan. ~~The Commission elected to cap its’ contribution rates in 2011.~~

**First 5 Contra Costa will pay 80% of the monthly health plan premium for permanent full-time and part-time employees working at least 20 hours per week for the term of this resolution. Employees are required to pay 20% of the monthly premium.**

2. **For each dental plan, First 5 Contra Costa’s monthly premium subsidy is a set dollar amount of the premium charged by the plan.**

Intermittent employees are eligible to participate in the optional health and dental plans offered, wholly at the intermittent employees’ expense. Temporary employees/interns are not eligible to participate in the optional health and dental plans.

First 5 Contra Costa will pay the following monthly premium subsidies for permanent full-time and part-time employees working at least 20 hours per week for the term of this resolution:

<u>HEALTH PLANS</u>	<u>First 5 Monthly Share</u>	
	<u>PLAN A</u>	<u>PLAN B</u>
<b>Contra Costa Health Plan</b>		
Employee	<b>\$482.97</b>	<b>\$535.38</b>
Employee & 1 or more	<b>\$1,150.70</b>	<b>\$1,272.71</b>
<b>Kaiser Permanente-Basic Plan</b>		
Employee	<b>\$591.46</b>	<b>\$520.31</b>
Employee & 1 or more	<b>\$1,378.10</b>	<b>\$1,211.55</b>
<b>Health Net HMO Plan-Basic Plan</b>		
Employee	<b>\$762.43</b>	<b>\$643.10</b>
Employee & 1 or more	<b>\$1,870.30</b>	<b>\$1,577.58</b>

**Health Net CA & Nat'l PPO Plan-Basic Plan**

Employee	<b>\$975.48</b>	<b>\$885.93</b>
Employee & 1 or more	<b>\$2,237.34</b>	<b>\$2,104.58</b>

**DENTAL**

**For CCHP Plans A & B**

	<b><u>DELTA DENTAL</u></b>	<b><u>DELTA CARE (PMI)</u></b>
Employee	\$41.17	\$25.41
Employee & 1 or more	\$93.00	\$54.91

**For Health Net Plans A&B**

Employee	\$34.02	\$21.31
Employee & 1 or more	\$76.77	\$46.05

**For Kaiser Permanente Plans A & B**

Employee	\$34.02	\$21.31
Employee & 1 or more	\$76.77	\$46.05

**Without a Health Plan**

Employee	\$43.35	\$27.31
Employee & 1 or more	\$97.81	\$59.03

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** ~~the County'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's 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.

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 (**State registered domestic partnership or Contra Costa County non-registered domestic partnership**), 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:
  - (1) under age 19; or
  - (2) Age 19 or above, but under age 24; and who
    - i. Resides with the employee for more than 50% of the year, excluding time living at school; and
    - ii. Receives at least 50% of support from employee; and
    - iii. Is enrolled and attends school on a full-time basis, as defined by the school.
- Employee's disabled child who is over age 19, unmarried, and incapable of sustaining employment due to a physical or mental disability that existed prior to the child's attainment of age 19.

b) "Employee's child" includes natural child, step-child, adopted child, child of a qualified domestic partner (**State registered domestic partnership or Contra Costa County non-registered domestic partnership**), and a child specified in a Qualified Medical Child Support Order (QMCSO) or similar court order.



- E. Video Display Terminal (VDT) Users Eye Examination: Employees are eligible to receive an annual eye examination at First 5's expense provided that the employee regularly uses a video display terminal at least an average of two (2) hours per day as certified by their department.

Employees certified for examination under this program must make their request through the County Benefits Service Department. Should prescription VDT eyeglasses be prescribed for the employee following the examination, First 5 Contra Costa agrees to provide, at no cost, basic VDT eye wear consisting of a ten dollar (\$10) frame and single, bifocal or trifocal lenses.

Employees may, through individual arrangement between the employee and the employees' doctor and solely at the employee's expense, include blended lenses and other care, services or materials not covered by the Plan.

- F. PERS Long-Term Care: Eligible employees may voluntarily elect to purchase long-term care at their personal expense through the PERS 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**

- 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.
- 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 10E 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

- A. Health Care Spending Account: After six (6) months of regular employment, full-time and part-time employees who work over 20 hours/week may elect to participate in a Health Care Spending Account (HCSA) Program designated to qualify for tax savings under Section 125 of the Internal Revenue Code. Such savings are not guaranteed. This program allows employees to set aside a predetermined amount of before-tax dollars from their pay each calendar year for health care expenses that are not reimbursed by any other health benefit plans. HCSA dollars may be expended on any eligible medical expenses allowed by Internal Revenue Code Section 125. Any unused balance is forfeited and cannot be recovered by the employee.
- B. Dependent Care Assistance Program: The Dependent Care Assistance Program (DCAP) is designed for employees to qualify for tax savings under Section 129 of the Internal Revenue Code. Such savings are not guaranteed. Any unused balance is forfeited and cannot be recovered by the employee.

## 9. Life Insurance

- A. Life Insurance Benefit Under Health and Dental Plans: For employees who are enrolled in First 5 Contra Costa's program of medical or dental coverage as either the primary or the dependent, term life insurance in the amount of ten thousand dollars (\$10,000) will be provided by First 5 Contra Costa.
- B. Voluntary Supplemental Life Insurance: In addition to the life insurance benefits provided by this resolution, employees may subscribe voluntarily and at their own expense for supplemental life insurance. Employees may elect from \$20,000 up to \$500,000 of coverage as provided through and administered by Contra Costa County.
- C. Non-exempt Employees: Non-exempt employees are covered by term life insurance, at First 5 Contra Costa's expense, in the amount of forty thousand dollars (\$40,000) in addition to the insurance provided under Section 7.A
- D. Exempt Employees: Exempt employees are covered by term life insurance, at First 5 Contra Costa's expense, in the amount of fifty seven thousand dollars (\$57,000) in addition to the insurance provided under Section 7.A
- E. Executive Director: In lieu of the insurance provided under Section D, the Executive Director is covered by term life insurance, at First 5 Contra Costa's expense, in the amount of sixty thousand dollars (\$60,000) in addition to the insurance provided under Section 7.A.

## 10. Retirement

- 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 will receive retirement benefits provided under the Contra Costa County Employees' Retirement Association (CCCERA). The program includes mandatory deductions, as determined by CCCERA. The program is a defined contribution plan.
- B. Employees are enrolled in Tier 1 Enhanced. ~~For employees hired on or after January 1, 2011 certain terminal pay elements are no longer included in the determination of compensation for retirement purposes. Contribution rates for both employers and employees are determined by the CCCERA Board of Directors.~~ The member and employer contribution rates are ~~now~~ split into ~~two~~ **three** sets;
1. ~~one for members~~ **Members** with membership dates before January 1, 2011;
  2. ~~and one for members~~ **Members** with membership dates on or after January 1, 2011. **For employees hired on or after January 1, 2011 certain terminal pay elements are no longer included in the determination of compensation for retirement purposes.**
  3. **Employees who become members on or after January 1, 2013 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 both employers and employees are determined by the CCCERA Board of Directors.**
- C. Subvention. Mandatory retirement contributions are split into employer and employee contributions. The employee portion is split into the basic rate and the COLA rate used for **their** COLAs ~~given to retirees when retired.~~ ~~First 5 Contra Costa subvents (pays) a portion of the employee's basic contribution; the employee must pay 100% of their COLA contributions. Employee contributions vary depending upon age of entry into the retirement system.~~
- Effective on January 1, 2013, employees are responsible for the payment of 100% of the employees' basic and COLA contributions. First 5 will pay only the employer contribution.**
- D. 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.

E. Health and Dental Benefit Participation Upon Retirement

1. Employees Hired Prior to January 1, 2007: Upon retirement and for the term of this resolution, eligible employees hired prior to January 1, 2007 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 ~~set forth in Section 4.B~~ for eligible retirees and their eligible family members **as approved by the Commission 11/2011**.
2. Employees Hired After December 31, 2006: All employees hired after December 31, 2006 are eligible for retiree health/dental coverage ~~pursuant to Section 8~~, 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 for the duration of this Resolution. ~~Subject to the provisions of Section 8 and upon~~ **Upon** retirement, ~~and for the term of this resolution~~, employees (and their eligible family members) are eligible to receive a monthly premium subsidy for health and dental plans ~~or are eligible to retain continuous coverage of such plans~~ **as approved by the Commission 11/2011**.
3. Employees Hired on or after January 1, 2009: Eligible employees who retire under the Contra Costa County Employees' Retirement Association (CCCERA) 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.

- F. 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 totally 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 service.
  4. Deferred retirees who elect continued health benefits hereunder and their eligible family members may maintain continuous membership in their ~~First 5 Contra Costa~~ 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 (a) 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 Section 8 above~~, as similarly situated retirees who did not defer retirement, provided reinstatement to a ~~First 5~~ 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 subvention unless the member draws a monthly retirement allowance within twenty-four (24) months after separation from ~~County service~~ **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.
- G. For purposes of Section 10 only, “eligible family members” does not include Survivors of employees or retirees.

**11. Deferred Compensation**

- 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 set forth in Subsections A and B 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.

## **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, 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, Dues: First 5 Contra Costa's Executive Director is eligible for up to \$825 reimbursement, in each 2 year period, for memberships, subscriptions, etc.

## **13. Mileage Reimbursement**

- A. Mileage Reimbursement: First 5 Contra Costa will pay a mileage allowance for the use of personal vehicles on First 5 Contra Costa business at the rate allowed by the Internal Revenue Service (IRS) as a tax deductible expense, adjusted to reflect changes in this rate on the date it becomes effective or the first of the month following announcement of the changed rate by the IRS, whichever is later.

## **14. Executive Director Automobile Allowance**

- A. First 5 Contra Costa's Executive Director receives a \$300 monthly car allowance.



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Monday, March 4, 2013

Agenda Item 8.0

Public Hearing on the Commission's 2010-2015 Strategic Plan



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**Staff Report  
March 4, 2013**

**ACTION:**   X    
**DISCUSSION:**           

**TITLE: Annual Public Hearing on the Commission’s Strategic Plan**

**Introduction:**

The Commission is required by statute to hold an annual public hearing on its strategic plan.

**Background:**

The Commission adopted its 2010-2015 Strategic Plan in October 2009. With the exception of contingency planning in the wake of AB 99 (which was invalidated in the courts), the Commission has remained on course since then to maintain its programs at a consistent level through the five-year period. Staff has no recommendations for revision of the plan at this time.

**Recommendation:**

Staff recommend that the Commission maintain its programs and continue its funding as laid out in the 2010-2015 Strategic Plan.

