



Meeting Minutes

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

The meeting was called to order at 6:06 PM

Commissioners in attendance: Chair PJ Shelton, Secretary/Treasurer Maria Fort, Barbara Cappa, John Jones, Dr. William Walker, Katharine Mason for Kathy Gallagher, and newly-appointed District 4 Commissioner Gareth Ashley.

Alternate Commissioners in attendance: Mister Phillips, Belinda Lucey, and Toni Robertson.

PJ Shelton welcomed incoming Commissioner of District 4 Gareth Ashley to the meeting.

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.

Assistant County Counsel Mary Anne Mason announced that the Commissioners were going in to closed session to discuss a matter relating to AB 197. The Commissioners, County Counsel and Executive Director then went in to closed session.

3.0 Public Comment

Tim O'Keefe from Shelter Inc reported that his agency provided a place to stay for 26 people (16 children 10 adults) this last month. He specifically noted sheltering a family of 6 with very young children who were rendered homeless and had been living in a car in a parking lot in Brentwood. He thanked First 5 Contra Costa for their support.

Marta Rosales of Antioch First 5 Center reported that their agency had a Dr Seuss celebration and a Valentine's Day Friendship Event for over 100 visitors.

4.0 Approval of Consent Calendar

Mister Phillips asked to pull item 4.2 for discussion.

John Jones moved to approve the remaining consent items and was seconded by Dr. William Walker. The motion was approved, with Maria Fort abstaining.

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

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

Mister Phillips asked if the updates could be given at the Commission meeting rather than the Executive Committee.

John Jones and Belinda Lucey supported keeping the reports at the Executive Committee and having the written record of the meeting for review by Commissioners.

Dr. Walker moved to accept the minutes of the Executive Committee of February 4, 2013 meeting. John Jones seconded and the motion was approved unanimously.

6.0 Presentation on Conflict of Interest Laws.

Marianne Mason reviewed the conflict of interest laws that apply to the Commission, including the Political Reform Act Government Code Section 1090 and case law that addresses the appearance of conflict of interest. In particular, she described the language in Government Code Section 1090 specifically allowing County Children and Families Commission members to recuse themselves from Commission business in which they may have an interest.

Sean Casey reminded Commission members that their Form 700s are due April 1st.

7.0 Adopt the 2013 First 5 Staff Salaries and Benefits Resolution

Sean Casey provided an overview of the Resolution. The commission has, over the last 18 months, addressed a number of benefits issues through the Ad Hoc Subcommittee on Salaries and Benefits. The Commission adopted its first benefits resolution last spring; the 2013 resolution is much the same but adopts items the Commission has adopted in the last year, such as health insurance contribution levels and the removal of the employee pension subvention. We have also added the staff salary structure.

John Jones asked if there was going to be an annual ad hoc committee to review this each year. An ad hoc committee may not be necessary; the Executive Committee could serve that function.

Gareth Ashley asked how salary ranges were determined. Marnie Huddleston responded that we review the salaries from other First 5, the County, and non-profit agencies in the Bay Area. We do a salary survey every other year.

Motion to approve item 7.0 was made by Maria Fort, seconded by Barbara Cappa and approved unanimously, with Gareth Ashley abstaining.

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

Sean Casey provided an overview of the plan. This plan was created by the Commission at a time when other funding for children and families was being cut. The Commission wanted to maintain a steady level of funding for five years, even if it meant spending all of its reserve. The Commission's many strategies were grouped into the four initiatives we have today. Even with the challenge of AB99, we are on track for meeting our five year projections for revenue and spending. We have been successful at pulling in additional income. Staff recommend no revisions to the plan at this time.

Mister Phillips expressed his concern that the goals outlined in the current Strategic Plan were not sufficiently measurable and too broad.

Sean Casey noted that the goals were created to be aspirational, that the Commission wanted to define areas that it could address in the long term and that that First 5's contributions to each goal would vary.

Gareth Ashley asked whether Strategic Plan amendment was still in effect. Sean Casey responded that the amendment served as a contingency plan in the event that AB99 was withheld, and that it may also serve as a guide to the Commission as it decreases its investments in coming years.

Gareth Ashley made a motion to accept the strategic plan with the condition to consider metrics, seconded by Barbara Cappa.

Yes: Ashley, Cappa

No: Jones, Walker, Fort, Shelton, and Mason.

The motion did not carry.

John Jones moved to accept the strategic plan without condition, seconded by Maria Fort.

Yes: Jones, Walker, Fort, Shelton, Mason.

Abstain: Ashley, Cappa.

9.0 Executive Director's Report

Sean Casey announced Debi Silverman's departure from First 5 Contra Costa. She has been with us since January of 2002 and will be sorely missed. The Commission was invited to a party for her on Wednesday, March 13th at the office. Staff are actively recruiting for the position.

Sean also thanked the Commission for their support as staff rescheduled the Home Visiting RFQ last month.

10.0 Communications

None received.

11.0 Commissioner F.Y.I. Updates

Maria Fort announced the 9th annual Young Children's forum on March 23rd from 9 to 2 at the Concord Community Center at 6th and Bonifacio.

She also presented a publication, "Kids and the Law, an A to Z guide to parents," available from the County Bar Association and can be downloaded in PDF at:

<http://www.cccb.org/attorney/pdf/cclawyer/2012-04.pdf>

(This publication is available both in English and Spanish).

Katharine Mason reported that in light of federal sequestration, there will be a significant impact on the Community Services Bureau with an anticipated 5% cut to the Head Start program, which equates to approx \$ 1 million.

12.0 Adjourn

PJ Shelton adjourned the meeting at 8 pm.