

Memo

To: Commission Members
From: Alexander Khu
Date: Monday July 1, 2013
Re: July 1, 2013 Commission Meeting

Enclosed are the materials for the July 1, 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.

Kind Regards,

Alexander Khu, Executive Assistant
First 5 Contra Costa
1485 Enea Court
Suite 1200
Concord, CA 94520
925-771-7342 Direct
925-771-6083 Fax



**Commission Meeting
Agenda**

Monday, July 1, 2013, 6:00 pm
1485 Enea Court, Suite 1200
Large Conference Room
Concord, CA

1.0 Call to Order and Roll Call

2.0 Public Comment

The public may comment on any item of public interest within the jurisdiction of the First 5 Contra Costa Children and Families Commission. In accordance with the Brown Act, if a member of the public addresses an item not on the posted agenda, no response, discussion, or action on the item may occur.

3.0 Approval of Consent Calendar

Action

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

3.1 Approve the minutes from the June 3 and June 24, 2013 meetings.

3.2 Accept the Executive Committee Report from the June 3, 2013 meeting.

3.3 Approve the Contracts Docket

APPROVE and AUTHORIZE the Executive Director to execute a contract with C.O.P.E. Family Support Center to provide Triple P and Supporting Father Involvement classes to parents with children ages 0-5 utilizing certified trainers with skill sets in serving the development needs of young children and their families throughout Contra Costa County in an amount not to exceed \$75,000 for term July 1, 2013 to June 30, 2014.

FY2013-14 budget line: Early Intervention Initiative: Mental Health Therapeutic Services (\$909,638).

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

5.0 Annual presentation of reports from the First 5 Center Community Advisory Councils (CACs)

6.0 Consider the Executive Committee proposal for reducing the frequency of Commission meetings.

Action

7.0 Consider adopting Resolution 2013-1 in recognition of the Choose Civility Initiative

Action

8.0 Executive Director's Report

Discussion

9.0 Communications

None received.

Discussion

10.0 Commissioner F.Y.I. Updates

Discussion



11.0 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 July 1, 2013

Agenda Item 3.1

Approve the minutes from the June 3 and June 24, 2013 meetings.



**Commission Meeting
Minutes**

Monday, June 3, 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 6:00 PM.

Commissioners in attendance: Chair PJ Shelton, Sec / Treasurer Maria Fort, Barbara Cappa, John Jones, and Supervisor Karen Mitchoff, Kathy Lafferty for Gareth Ashley and Katharine Mason for Kathy Gallegher.

Alternates in attendance: Belinda Lucey, Wanda Session, Toni Robertson and John Mills.

Alternate Commissioner Mister Phillips arrived during the discussion of Item 4.0

Commissioner Dr. William Walker arrived during discussion of Item 6.0

2.0 Public Comment

Tim O'Keefe from Shelter Inc. reported that for the first time their agency successfully placed "between 99% - 101%" of the families they were helping back to stable housing. Out of the 106 individuals, 59 of them were children of First 5 age (*between 0 to 5 years of age*).

3.0 Approval of Consent Calendar

Sean Casey reported that there will be recusals by some Commission members on particular contracts on the docket and asked that items 3.3.11, 3.3.12, 3.3.16 and 3.3.29 be removed and considered separately under item 4.0.

Sean Casey also noted that item 3.3.31 had an error and asked that it also be considered separately under item 4.0.

Supervisor Mitchoff made a motion to adopt the remaining items on the consent calendar. Commissioner Jones seconded the motion.

The motion was **APPROVED** unanimously.

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

Items 3.3.11, 3.3.12, 3.3.16 and 3.3.29:
Commissioner John Jones read the following statement:

"I have an interest in the Agenda items 3.3.12, 3.3.16 and 3.3.29 because I am employed by We Care Services for Children, and these items directly impact my agency. I am recusing myself from these items and will be leaving the room."



Commissioner Jones left the room.

Commissioner Wanda Session read the following statement:

"I have an interest in Agenda items 3.3.11 and 3.3.12 because I am employed by the Contra Costa County Health Services Department, and these items directly impact my department. I am recusing myself from these items and will be leaving the room."

Commissioner Session left the room.

Commission Counsel, Keiko Kobayashi, stated that Supervisor Karen Mitchoff, and Alternate Commissioner Katharine Mason have an interest in Agenda items 3.3.11 and 3.3.12 because they are employed by Contra Costa County and receive a salary and reimbursement for expenses from the County. However, they are not employed by the County Department that is directly involved with the contract with First 5 Contra Costa Children and Families Commission therefore they are not legally prohibited from voting on this item.

Counsel asked Supervisor Mitchoff and Ms. Mason if they agreed with the statement and they agreed.

Alternate Commissioner Mr. Phillips joined the meeting at this time.

Motion was made by Kathy Lafferty to approve the approve agenda items 3.3.11, 3.3.12, 3.3.16 and 3.3.29; Barbara Cappa seconded.

Motion was APPROVED unanimously.

John Jones and Wanda Session returned to the room.

Item 3.3.29:

Sean Casey reported that the contractor's correct and legal name is "SALUT" and should be listed as such in this item.

Supervisor Mitchoff moved to approve item 3.3.29 as corrected; Barbara Cappa seconded.

Motion was APPROVED unanimously.

- 5.0 Consider authorizing the Executive Director to make an initial contribution of \$553,255, to be drawn from the Commission's fund balance, to the California Employer Retirement Benefits Trust for the purpose of funding the Commission's Other Post Employment Benefits (OPEB) liability.**

Sean Casey reminded the Commission that they approved joining the California Employers Retirement Benefits Trust (CERBT) at its November 5, 2012 meeting. Staff are basing the initial contribution on the most recent OPEB valuation by the Commission's OPEB actuary. By funding the trust in this manner, the Commission will receive a more favorable valuation of its OPEB liability going forward. In the future, the funds could revert back to F5 if they are not used.

Motion to approve was made by John Jones; seconded by Maria Fort.



The motion was unanimously APPROVED.

6.0 Consider approving the agreement with the Contra Costa County Employees Retirement Association for prepaying the Commission's unfunded retirement liability and authorizing the Executive Director to make a \$2,000,000 pre-payment to CCCERA, to be drawn from the Commission's fund balance.

At its November 5, 2013 meeting the Commission authorized the Executive Director to present to CCCERA the Commission's desire to make a prepayment on its UAAL of \$2,000,000. Prepaying the Commission's UAAL provides the Commission a discount as it receives a credit over 11 years, earning interest at 7.25%. The total savings is likely to exceed the annual operating cost of one First 5 Center.

Since December, staff have been in discussion with CCCERA staff on the final technical elements of the prepayment. Unfortunately during a recent conference call involving the two agencies' staffs and actuarial consultants, our actuary made an off-hand comment that we later learned was interpreted by CCCERA's staff as implying First 5 was considering legal action against CCCERA in the future. As a result, we were surprised to receive the agreement letter that is in the Commission's agenda packet, which includes in the fourth paragraph a waiver of the Commission's right to take any legal action against CCCERA regarding the UAAL.

Upon following up with CCCERA we learned that they heard our actuary's brief comment as a potential threat and felt they should protect themselves. Upon consultation with counsel, staff provided alternative language, which CCCERA did not accept. Staff have assured Marilyn Leedom, the CCCERA CEO, that First 5's actuary serves only to provide technical assistance to First 5 and does not speak for First 5 on policy or action. We have asked CCCERA for a clean agreement without the waiver language, which we find unnecessary and overly broad.

Finance and Operations Director Marnie Huddleston informed the Commission of upcoming rules from the Government Accounting Standards Board (GASB) that will require government agencies to book their pension liabilities on an annual basis. In conversations with our actuary and our auditors it is clear that there is a great deal of uncertainty about the impact of these rules on future calculation of UAAL. Staff are concerned that signing the waiver with such future uncertainty would be imprudent.

Supervisor Mitchoff asked if another serious concern was not being able to get back what we put in.

Marnie Huddleston replied that that is not the concern. The cost-effectiveness of the pre-payment would not be affected by the waiver. But because of the upcoming changes in reporting public pension liabilities, we do not know yet how it may affect us. There are just too many "unknowns" at this time.

The Commission discussed giving Sean Casey provisional approval to authorize the prepayment should the paragraph in question be amended or removed. This was brought up because the fiscal year ends this month and before the next Commission meeting.

At this time, Commissioner Dr. William Walker, joined the meeting.

Supervisor Mitchoff asked if, because of the many "unknown" elements, the Commission could wait 60 to 90 days before making a final decision. Would the Commission lose the generous interest rate?

Marnie Huddleston responded it wouldn't affect the interest rate dramatically, but moves the savings out further.

Katharine Mason made a motion to approve the agreement with CCCERA for prepaying the Commission's unfunded retirement liability and authorizing the Executive Director to make a \$2,000,000 pre payment to CCCERA, to be drawn from the Commission's fund balance, with the removal of the 4th paragraph in the April 8, 2013 CCCERA agreement letter.

Maria Fort seconded.

Motion was APPROVED unanimously.

7.0 Consider approving the Commission by-laws revisions proposed by the Ad Hoc By-laws Subcommittee.

Maria Fort reported that the by-laws subcommittee consists of Commissioner Barbara Cappa, Supervisor Mitchoff and herself and Counsel Keiko Kobayashi and Executive Director Sean Casey. The purpose of the subcommittee was to revise and update the by-laws that had not been updated since 2009. It was also to refine the functions and actions of the Commission.

Among the proposed changes are:

Elimination of the non-voting "ex-officio" member of the Executive Committee.

Elimination of the Program & Evaluation, Public Affairs, and Policy and Advocacy Committees.

Alternate Mister Phillips suggested retaining the original language regarding supervision in Article II (c).

He also suggested the Executive Committee retains its expenditure approval function in Article VI, Section 2. Sean Casey noted that the Commission's fiscal policies and procurement procedures now require Commission approval of expenditures over \$50,000. Mister Phillips expressed his concern about giving the Executive Director expenditure authority under \$50,000.

Supervisor Mitchoff noted this process was to clean up the bylaws and to make sure they are in synch with other Commission policies. She noted that Board of Supervisors approval is necessary for all County expenditures over \$100,000. She was satisfied that the fiscal policies were sufficient in this regard.

Commissioner Jones noted that the fiscal policy that had been approved by this Commission promotes the policy of transparency.

Supervisor Mitchoff further stated that it is a prudent decision and common sense and has no problem delegating the task to the Executive Director.

Supervisor Mitchoff asked to strike the words "Commissioner or" from the Executive Committee description in Article VI, Section 2, paragraph (1).

Supervisor Mitchoff then moved to approve the revised by laws with the one correction on Page 8; John Jones seconded.

Motion was unanimously APPROVED.

8.0 Consider signing on to the United Way of the Bay Area's Roadmap to Cut Poverty.

COMMISSION MEETING MINUTES

Monday, June 3, 2013

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Sean Casey reported on the Bay Area United Way's Roadmap to cut poverty and indicated that because reducing poverty and improving the financial status of families are key elements of the Commission's work, he hoped the Commission would support joining the UWBA's effort.

Maria Fort made a motion for the Commission to sign the partner pledge for the Bay Area United Way Roadmap to Cut Poverty; Katharine Mason seconded.

The commission unanimously [APPROVED](#).

9.0 Executive Director's Report

Sean Casey reported on the following:

Sugar Bites Campaign. The posters and brochures and Website are now up and running. We launched last week. The large ads can be found in 33 bus shelters throughout Richmond San Pablo area along San Pablo Avenue, and 7 ads are posted along Monument Boulevard in Concord and on BART stations in Concord and Pittsburg / Bay Point. Most significantly, the ads were also posted on the storefronts of 49 convenience stores, mostly in Bay Point, Concord, Pittsburg, San Pablo and Richmond. The current number of convenience store postings exceeded expectations.

40,000 brochures have been printed and distributed to all the WIC Centers and Head Starts, as well as agencies and child care centers in the target areas.

In addition, we experienced a huge social media response. In one week, we've had 20,000 shares on Facebook. Public Affairs Manager Tracy Irwin has been working hard to promote the campaign on Twitter where we have gained support from prominent public health and anti-obesity advocates including the Yale Rudd Center.

We have another contract in the coming year including another Sugar Bites brochure, this time in the shape of a juice box.

Developmental Screening. We have recently complete two rounds of training on the Ages and Stages Questionnaires Series 3 and Social Emotional screening instruments. Over 90 Public Health Nurses in Contra Costa County were trained on this. The Contra Costa Times ran a feature on Sunday (June 2, 2013) on the value of early screening and intervention, and featuring a family screened at one of our First 5 Centers.

The same family is featured in a short video called "Conner's Story" put together by Tracy Irwin and Program Assistant Walter Aab that Sean then showed the Commission. The video has been used in ASQ trainings to help trainees understand the value of screening..

Regional Groups. On May 20th members of our three community regional groups, participated in Immigrant Advocacy Day at the State Capitol in Sacramento. To prepare for the day, they underwent training on the legislative process and practiced meeting with legislators. At the Capitol they met with several local elected officials and described some of their concerns as parents and community members. Sean showed a brief video about their experiences.

"Woman of the Year" Assemblywoman Susan Bonilla is having a small celebration on Friday June 7 for women from the 14th Assembly District named "Women of the Year" by local boards and commissions.



Assemblymember Bonilla is honoring Kate Ertz-Berger, Executive Director of Contra Costa Child Care Council as the 14th District's Woman of the Year. Kate has been one of the pioneers of early childhood development in Contra Costa and California for the last 26 years, and will be retiring at the end of this year.

California First 5. Governor Brown appointed Kaiser Permanente CEO George Halvorson as Chair of the California Children and Families Commission. Locally, Halvorson has been instrumental in leading the effort to develop a messaging campaign with the Bay Area Council support investment in early childhood.

Community Advisory Councils. At the July Commission meeting, there will be presentations from the First 5 Center Community Advisory Councils. We saw previews of their presentations last month at their annual Spring Celebration and they are very good.

10.0 Sub - Committee report (if any)

There was no sub-committee report.

11.0 Communications

Chair PJ Shelton notes the article attached on the Commission Packet this month that was first published by First 5 LA regarding President Obama's New Budget Plans on Preschool Budget Expansion.

12.0 Commissioner F.Y.I. Updates

Toni Robertson announced the passing of one of the first parents she had from one of her first F5 classes she taught. Carla Medina was initially on the Advisory Committee at F5 Concord and later went on to work for the Contra Costa Child Care Council. Toni also noted that her son's image was used for one of the pictures currently on the First 5 Contra Costa Website.

13.0 Adjourn

Meeting adjourned at 7:35 Pm.



Commission Special Meeting

MINUTES

Monday June 24, 2013
1 pm
1485 Enea Court, Suite 1200
Concord, CA
Large Conference Room

1.0 Call to Order and Roll Call

The meeting was called to order at 1:00 PM.

Commissioners in attendance: Chair PJ Shelton, Vice Chair Valerie Earley, Supervisor Karen Mitchoff, Katharine Mason for Kathy Gallagher, Kathy Lafferty for Gareth Ashley, Wanda Session for Dr. William Walker; Belinda Lucey (for Barbara Cappa) and John Jones joined the meeting during discussion of item 3.0.

Staff: Executive Director Sean Casey, Deputy Director Cally Martin, Finance and Operations Director Marnie Huddleston

County Counsel: Keiko Kobayashi

2.0 Public Comment

There were none.

3.0 Consider approving an agreement as set forth in a letter from the Contra Costa County Employees Retirement Association (CCCERA) dated June 18, 2013, to prepay the Commission's unfunded retirement liability and authorize the Executive Director to make a \$2,000,000 pre-payment to CCCERA, to be drawn from the Commission's fund balance.

Sean Casey gave a summary of CCCERA's proposed pre-payment agreement letter of June 18, 2013. During the presentation, Belinda Lucey and John Jones joined the meeting.

There were no questions from the Commission.

Supervisor Karen Mitchoff made the motion to approve Item 3.0. Wanda Session seconded the motion.

The motion was unanimously **APPROVED**.

4.0 Adjourn

The meeting adjourned at 1:04 pm.



Monday July 1, 2013

Agenda Item 3.2

Accept the Executive Committee Report from June 3, 2013 meeting.



**Executive Committee
MINUTES**

June 3, 2013

4:00 p.m.

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

1.0 Call to Order

The meeting was called to order at 4:05 pm. In attendance: Chair PJ Shelton, Vice-Chair Maria Fort, Alternate Commissioner John Mills, Executive Director Sean Casey

2.0 Public Comment

None given.

3.0 Staff Updates

Sean Casey reviewed significant accomplishments over the previous two months.

We completed the reapplication for CARES Plus Round 2. This funding from First 5 California is \$300,000 a year for 3 years and requires a 3-1 match with local funds (\$900,000 annually) for which we use our contracts with the community colleges and other professional development activities.

We met with over 50 early childhood education providers to discuss the launch of the Quality Rating and Improvement System (QRIS) in Contra Costa County. The meeting was also attended by our partners in this effort: Contra Costa Office of Education, Head Start, Contra Costa Child Care Council and the three community colleges.

Twenty-seven First 5 Center Community Advisory Council members and their families attended the Annual CAC Spring Celebration, held at the Concord Senior Center. Sean Casey provided opening remarks, and then each CAC presented their recommendations in preparation for the July commission meeting. This event provides CACs the opportunity to practice presenting in front of a large group, gain feedback on the clarity and effectiveness of their presentation, and showcase their work and learn from other CACs.

Standards of Quality for Family Strengthening & Support: All Welcome Home Baby (WHB) and First 5 Center staff attended certification training for the Standards of Quality for Family Strengthening & Support. The certification is good for two years and is issued by the California Network of Family Strengthening networks. Odessa Caton, the AspiraNet staff overseeing three of our family support contracts was one of the two co-trainers for this training, completing her final requirement to become a Standards certified trainer. Contra Costa now has the capacity to offer these trainings in the future.

We have hired a consultant, Alisa Paillard, of SALUT Consulting to coordinate developmental screening technical assistance and implementation support among the agencies that have participated in screening training in the last year.

Over 90 Contra Costa Public Health Nurses have been trained in the ASQ-3 and ASQ-SE developmental screening instruments and are now implementing their protocols; they have screened 100 children as of late May.



4.0 Commission Updates

Sean Casey updated the Committee on the proposed by-laws revisions the Ad Hoc By-Laws Subcommittee is bringing to the Commission later in the evening. In particular the Committee discussed the proposed changes around the status of the non-voting member of the Executive Committee and the elimination of several committees that no longer function. The Committee discussed the potential impact of both issues.

The Committee also discussed the upcoming presentations of the First 5 Center Community Advisory Committees at the July Commission meeting. PJ Shelton will emphasize to the Commission the work and support that these parent volunteers provide to the Centers.

5.0 Statewide Updates

First 5 California is undertaking a strategic planning process this summer. Sean will be participating in an all-day session with the strategic planning team at the First 5 Association meeting in July.

Sean also noted several tobacco tax proposals that are circulating at state and federal levels, including the Obama preschool expansion proposal. The First 5 Association will be monitoring these ongoing.

6.0 Items for Consideration

6.1 Review Commission annual calendar of activities

Sean Casey presented a possible revision to the Commission meeting schedule, as previously requested by the Committee. The schedule captures the essential tasks of the Commission through the fiscal year, including required public hearings, contracts approval, the audit and budget approval. These could be accomplished in as few as seven meetings. The Executive Committee could meet in the intervening months. The Committee supported having fewer meetings and discussed the implications of the proposed schedule. The Commission could agree to try it out for the first year and assess its feasibility. The Committee asked Sean to bring the proposal to the Commission in July.

7.0 Review agenda items for upcoming Commission meetings

Sean reviewed upcoming items for the July meeting, including the CAC presentations, and the meeting schedule. PJ Shelton asked that the Commission also consider adopting the County Superintendent of Education’s “civility” principles.

8.0 Adjourn



Monday July 1, 2013

Agenda Item 6.0

Consider the Executive Committee proposal for reducing the frequency of Commission meetings.

**Proposed Minimum Meeting Schedule
Based on Essential Duties**

**Commission
(7 MEETINGS)**

JANUARY
TBD

FEBRUARY
Conflict of Interest Policies/Form 700
Mid-year budget revision
Financial Report

MARCH
TBD

APRIL
Public hearing: Strategic & Long Range Financial Plans
Public hearing: CA F5 Annual report
Approve upcoming FY budget
2nd Quarter Financial Report

MAY
TBD

JUNE
End of FY fund balance and approvals
Approve 2013-14 contracts over \$50K
3rd Quarter Financial Report

JULY
Program focus
First 5 Center presentations

AUGUST
TBD

SEPTEMBER
Set health insurance benefits for upcoming year
Final previous FY expenditure report and budget revision
ED performance review

OCTOBER
Public hearing: Audit presentation

NOVEMBER
TBD

DECEMBER
Year in Review
Public Hearing: Annual report to F5 California
Staff Appreciation
Elect Officers for upcoming year
Approve staff benefits resolution
1st Quarter Financial Report

**Executive Committee
(5 MEETINGS)**

JANUARY
Officers orientation
Review schedule for the year

FEBRUARY
TBD

MARCH
Review of upcoming FY budget

APRIL
TBD

MAY
End of year items

JUNE
TBD

JULY
TBD

AUGUST
Review health insurance and other benefits
ED performance review

SEPTEMBER
TBD

OCTOBER
Appoint nominations committee
Review staff benefits resolution

NOVEMBER
TBD

DECEMBER
TBD



Monday July 1, 2013

Agenda Item 7.0

Consider adopting Resolution 2013-1 in recognition of the Choose Civility Initiative.

Resolution No. 2013-1 In Recognition of

Choose Civility Initiative

WHEREAS, civility is a core value of a well functioning community and one of its defining components; and

WHEREAS, the civility level in a community underscores its general health and wellness and quality of life depends in great part on how community members treat each other; and

WHEREAS, concern for the common good and well-being of all citizens is one of the highest virtues of American democracy; and

WHEREAS, two-thirds of the public believe that American society is uncivil; and seventy-two percent of Americans think the problem has gotten worse in recent years; and

WHEREAS, the American people strongly believe that every citizen is responsible for improving such behavior; and,

WHEREAS, in collaboration with organizations throughout the community the Contra Costa County Office of Education is implementing the "Choose Civility" campaign to promote civil behavior:

NOW, THEREFORE, BE IT RESOLVED, that the Contra Costa Children and Families Commission recognizes and supports the "Choose Civility" initiative and encourages others to participate in this campaign through activities that demonstrate to the public the importance of civility.

Adopted this 1st day of July, 2013

This is a sample resolution. Should you elect to adopt a "Choose Civility" resolution we would greatly appreciate receiving a copy. You may mail your resolution to our office at the Contra Costa County Office of Education, 77 Santa Barbara Rd., Pleasant Hill, CA 94523, Superintendent's Office, or email to: kkilmer@cccocoe.k12.ca.us. We hope you will share in our efforts to bring civility back into our community. Thank you!

choose civility

at home • at school • at work



An Initiative Championed by the Contra Costa County
Superintendent of Schools, Dr. Joseph A. Ovick

Top 10 Principles of Civility

Pay Attention

Acknowledge Others

Listen

Speak Kindly

Accept and Give Praise

Respect Others' Opinions

Be Inclusive

Respect Other People's Time

Don't Shift Responsibility
and Blame

Apologize Earnestly



Visit our website: www.cocoschools.org/civility