



**COMMISSION MEETING
MINUTES**

Monday, September 8, 2014, 6:00 pm
1485 Civic Court, Suite 1200
Large Conference Room
Concord, CA

1.0 Call to Order and Roll Call

The meeting was called to order at 6:15 PM by Chairwoman PJ Shelton.

Commissioners in attendance were:

Chairwoman PJ Shelton, Secretary/Treasurer Maria Fort, Barbara Cappa, Gareth Ashley, John Jones, Supervisor Candace Andersen, Dr. William Walker, Katharine Mason for Kathy Gallagher, and Joan Miller for the Director of Children and Family Services.

Alternate Commissioners in attendance: Belinda Lucey

Also present was Deputy County Counsel Keiko Kobayashi.

Absent: Alternate Commissioners Wanda Session, Toni Robertson, Mister Phillips, Matt Regan and Supervisor Karen Mitchoff.

2.0 Public Comment

Carol Powers, John Muir Health Child Safety Program Coordinator thanked First 5 for its collaboration, particularly staff Lisa Morrell and Randee Blackstock, together with Welcome Home Baby and the all the First 5 Centers of Contra Costa County. They have been collaborating for the last 2 years on the Car Seat project and have distributed over a hundred seats throughout the county.

Tim O'Keefe, Executive Director, Shelter Inc. provided the Mountainview family shelter's fiscal year end results: 43 families, 37 with a child under 6; 116 individuals altogether, 70 of whom were children; 90% of the families were stably housed. In addition, 33 of the children had a developmental screen, of which 4 were referred for additional services. Six children were referred to mental health services, 11 completed preschool readiness assessments, 18 children participated in Early Learning Opportunity Curriculum and 15 families participated in Triple P workshops.

Tim also announced the Shelter Inc. Fundraiser "Hike for Shelter" to raise money and awareness to end homelessness in Contra Costa County on October 19, 2014. More information can be found on <http://shelterincofcc.org/events/hike/>

Angela Gattis, Care Parent Network, thanked the staff for donating books and toys for the recently concluded Congreso Familiar was attended by 370 children. She also referred the Commission to the CARE Facebook page, where parents are posting portraits of their children with Down Syndrome.

3.0 Approval of Consent Calendar

Supervisor Andersen asked to remove item **3.2.2** from the consent calendar for consideration under item 4.

Supervisor Andersen made a motion to approve the remaining items on the consent calendar.

Gareth Ashley seconded the motion.

AYES: PJ Shelton, Maria Fort, Barbara Cappa, Gareth Ashley, John Jones, Candace Andersen, Dr. William Walker, Joan Miller for CFS, and Katharine Mason for Kathy Gallagher.

NOES: None

ABSTAIN: None

Motion was **APPROVED**.

4.0 Consider for discussion and approval any items removed from the consent calendar

Commissioner John Jones made a statement:

“I have an interest in Agenda item **3.2.2** because I am employed by Contra Costa Child Care Council that may impact the decision being made this evening. I am therefore recusing myself.”

Commissioner Jones left the room.

A motion was made by Candace Andersen to approve item **3.2.2**.

Gareth Ashley seconded the motion.

AYES: PJ Shelton, Maria Fort, Barbara Cappa, Gareth Ashley, Candace Andersen, Dr. William Walker, Joan Miller for CFS, and Katharine Mason for Kathy Gallagher.

NOES: None

ABSTAIN: None

Motion was **APPROVED**.

Commissioner Jones then returned to the room.

5.0 Presentation and discussion of an updated schedule for development of the 2015-2020 strategic plan

Sean Casey presented a staff proposal with the following process and timeline for developing First 5 Contra Costa’s next five-year Strategic Plan:

OCTOBER 2014: Review financial scenarios and approaches covering 2015 to 2020

DECEMBER 2014: Approve five-year financial plan

SPRING 2015: Commission Strategic Planning Retreat #1
The outcome for retreat will be to set objectives based on the five-year financial plan. Staff will review key outcomes of our funded programs,

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interviews and focus groups with key stakeholders, landscape and demographic changes in the last five years, the policy outlook for early childhood, and the lasting role of First 5 to develop objectives.

FALL 2015: Commission Strategic Planning Retreat #2
Commissioners will review a draft of the Strategic Plan.

6.0 Consider adoption of the First 5 Contra Costa Breastfeeding Policy

Cally Martin reported that the Healthy and Active Before 5 coalition – of which First 5 Contra Costa is a member -- encourages its member agencies to adopt model policies that support healthy living for children.

First 5 Contra Costa has always striven to provide a family-friendly workplace that meets the needs of working parents. Staff created a dedicated nursing room two years ago, in anticipation of several staff newborns. The nursing room is also available to office visitors who need to pump while in the office for business.

The breast feeding policy establishes existing staff practices and has been reviewed by staff who have nursed at First 5 over the last several years.

Maria Fort made a motion to Consider adoption of the First 5 Contra Costa Breastfeeding Policy.
Katharine Mason seconded the motion.

AYES: PJ Shelton, Maria Fort, Barbara Cappa, Gareth Ashley, John Jones, Candace Andersen, Dr. William Walker, Joan Miller for CFS, and Katharine Mason for Kathy Gallagher.

NOES: None

ABSTAIN: None

The motion was **APPROVED**.

7.0 Consider accepting the 2014 premium contribution rates for active employee health and dental benefits, and maintaining existing contribution rates for health and dental benefits for retirees, survivors and COBRA participants

Sean Casey reported that from its inception, the Commission had chosen to participate in the County's health benefits plan for First 5 employees. Each year the County negotiates the premiums with the health insurance providers and provides a rate sheet to First 5 listing the employer and employee contributions based on the negotiated rates. Since 2012, the Commission has adopted an 80%/20% employer/employee contribution split for active employees who work 20 hours or more per week. First 5 does not contribute to health or dental premiums for COBRA participants, permanent-intermittent employees who work less than 20 hours per week. Contributions for retirees and survivor's health, dental and vision costs are paid out of the First 5 CERBT trust; contributions remain at the 2011 levels capped by the Board of Supervisors.

Eight plans are available through four different carriers. Each carrier offers a Plan A and a higher-cost Plan B. Within each plan, rates are set for individual employee plans or family plans consisting of one

or more family members in addition to the employee. The Board of Supervisors approved the 2015 premiums at its August 5, 2013 meeting. The premiums for the majority of the plans will increase in 2015, by range of 5.58% to 11.32%; premiums for two plans are decreasing by 1.46% and 5.69%.

Costs for the two dental plans and vision plan remain unchanged through December, 2015.

Dr. Walker made a motion to Consider accepting the item 7.0.
Barbara Cappa seconded the motion.

AYES: PJ Shelton, Maria Fort, Barbara Cappa, Gareth Ashley, John Jones, Candace Andersen, Dr. William Walker, Joan Miller for CFS, and Katharine Mason for Kathy Gallagher.

NOES: None

ABSTAIN: None

Motion was **APPROVED**.

8.0 Consider accepting the final financial report for fiscal year 2013-2014

Director of Finance and Operations Marnie Huddleston reported on the end-of-year fiscal report for 2013-14. Overall the Commission spent over \$2 million dollars less than budgeted. Of particular note were the savings of approximately \$130,000 in benefits cost due to the Commission retirement prepayment and OPEB pre-funding. Unspent Race to the Top and Long Foundation funds will roll over to the next fiscal year.

Supervisor Andersen made a motion to accept the final financial report for fiscal year 2013-2014.

John Jones seconded the motion.

AYES: PJ Shelton, Maria Fort, Barbara Cappa, Gareth Ashley, John Jones, Candace Andersen, Dr. William Walker, Joan Miller for CFS, and Katharine Mason for Kathy Gallagher.

NOES: None

ABSTAIN: None

Motion was **APPROVED**.

9.0 Consider approving the nomination of Dr. William Walker as Commission Vice-Chair for the remainder of calendar year 2014

Vice-Chair Valerie Earley left her position as Director of Children and Family Services in May of this year. In order to fill out the Executive Committee and increase the likelihood of a quorum, Dr. William Walker has agreed to step in as Vice-Chair through the end of 2014.

Maria Fort made a motion to approve the nomination of Dr. Walker as Commission vice-Chair for the remainder of calendar year 2014.

Barbara Cappa seconded.

AYES: PJ Shelton, Maria Fort, Barbara Cappa, Gareth Ashley, John Jones, Candace Andersen, Dr. William Walker, Joan Miller for CFS, and Katharine Mason for Kathy Gallagher.

NOES: None

ABSTAIN: None
Motion was **APPROVED**.

10.0 Update on process of nomination of Commission officers for 2015.

The Executive Committee appointed Belinda Lucey as chair and Matt Regan and Wanda Session as members of the Nominations Committee. Belinda Lucey report on the process and timeline for nomination of the slate for 2015 officers. The Nomination Committee will meet toward the end of October in time to vote on the new Slate of officers by the December Commission Meeting.

11.0 Executive Director's Report

a) John Mills, the District Alternate since December, 2008, resigned from his seat over the summer. He recently took a position as Deputy County Executive in Santa Clara County and realized it left little time or flexibility to meet his First 5 obligation. We thank him for his many years of service, including three years on the Executive Committee, and wish him well.

b) Public Affairs Manager Tracy Irwin and Program Assistant Walter Aab recently completed this video of parents talking about the Positive Parenting Practices (Triple P) program.

<http://www.youtube.com/watch?v=WHonebak2NQ&list=UUTVsrVOZAJ7PkKkqWM7svYg>

Triple P is a highly effective program that provides constructive, easily learnable approaches for increasing parent competence and confidence. Just in the last year, in all of the First 5 Centers, 143 parents participated. Another 94 participated in other agencies including Shelter Inc., Early Childhood Mental Health Program, Care Parent Network, and the Greater Richmond Interfaith Program (GRIP).

Supervisor Andersen asked how can Pre-Schools and Libraries get involved in the Triple P Parenting Program? Wanda Davis, Early Intervention Program Officer replied that agencies could contact her (wdavis@firstfivecc.org) to get them started in Triple P.

c) Ensuring Opportunity Campaign: Many Commissioners attended the Ensuring Opportunity forum in May and were among the 200 who took in a lot of valuable information regarding poverty in Contra Costa. The Family Economic Security Partnership is one of several collaborative working on the campaign. The Ensuring Opportunity movement is gathering steam, with several leadership meetings over the summer to work on next steps, including securing funding for a campaign director. There is a newsletter on the table if you're interested in more information. The next campaign meeting will be Thursday October 16, 9:00 – noon, at the Pleasant Hill Community Center, Perera Pavillion (320 Civic Drive) All are welcome.

http://events.r20.constantcontact.com/register/event;jsessionid=9113C8022E2CA4B274AE40B4FB3B41D1.worker_registrant?llr=gdhwoacab&oeidk=a07e9sh8yvbaa33c71c

d) CAC (Community Advisory Council) Members visited their local elected officials over the spring and fall. The Delta CAC visited Assemblyman Jim Frazier, the Bay Point and Antioch CACs visited Supervisor Federal Glover, and the West County CAC visited Supervisor John Gioia. Sup. Gioia's chief of staff Terrance Cheung will be attending the September CAC meeting when the CAC will be discussing their focus for the coming year.

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e) We welcome Francisca Hernandez to our staff. She is the second of two site quality coaches we have brought on to support the 100 early learning sites working on quality improvement plans as part of the QRIS program.

f) Many of our staff will be travelling to South Lake Tahoe at the end of the month for the First 5 Staff Summit, held on a quasi-annual basis by our state Association for county First 5 staff. It's a great opportunity for staff to learn what their colleagues are up to. There will be plenaries with Dr. Emily Putnam-Hornstein from USC on child abuse prevention, and Ralph Smith from the Annie E Casey Foundation on early literacy, as well numerous workshops and tracks for evaluation, program and fiscal, and small counties.

g) Sean expressed his thanks for the staff, and in particular Deputy Director Cally Martin who stepped in during his 6-week leave of absence over the summer.

12.0 Communications

None received.

13.0 Commissioner F.Y.I. Updates

Gareth Ashley announced that he was appointed as chair of the 2010 Measure C Citizens' Bond Oversight Committee over at the Mt. Diablo School District, and his duties there will not affect his Children & Families Commission responsibilities.

PJ Shelton reminded that there will be a Commission Meeting next month, on Monday October 6, 2014 at 6 PM at the First 5 Contra Costa Large Conference Room. The next meeting that follows that will be on Monday December 1, 2014 (last meeting of the calendar year).

14.0 Adjourn

Meeting was adjourned at 7:35 PM.