



DRAFT Commission Meeting Minutes

Monday, October 6, 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 6:09 PM.

Commissioners in attendance were:

Chairwoman PJ Shelton, Secretary/Treasurer Maria Fort, Barbara Cappa, Gareth Ashley, John Jones, Supervisor Candace Andersen, Dr. William Walker, and Katharine Mason for Kathy Gallagher.

Alternates present were:

Matt Regan and Belinda Lucey.

Also present was County Counsel Keiko Kobayashi.

Absent: Supervisor Karen Mitchoff, Alternates Commissioners Joan Miller for CFS (Children and Families Services), Toni Robertson, and Mister Phillips.

2.0 Public Comment

Tim O'Keefe, Executive Director of Shelter Inc., reported that in the last 10 years since First 5 began funding the Mountainview Emergency Family Shelter, they had served 1,157 people including 659 children with a housing placement rate of 93%.

3.0 Approval of Consent Calendar

A motion was made by Supervisor Candace Andersen to approve the consent calendar.
Maria Fort seconded the motion.

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

NOES: None

ABSTAIN: None

5.0 Consider accepting the Fiscal Year 2013-2014 Financial Audit

Chair PJ Shelton introduced Chad D. Rinde from Vavrinek, Trine, Day & Co., the Commission's independent auditors, who then summarized the audit report.

He pointed out that this year was particularly different for First 5 Contra Costa due to the addition of the Single Audit Report completed specifically for the federal Race to the Top grant awarded to First 5 Contra Costa. He reported that in both audits, standard and single, his team did not encounter any difficulty while conducting their work, and that there were no findings or concerns at the end of their work; overall "a clean" audit.

There were no questions from the Commissioners.

A motion was made by John Jones to accept the 2013-14 Financial Audit. Barbara Cappa seconded the motion.

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

NOES: None

ABSTAIN: None

6.0 Presentation on Commission's current and future fiscal status

Sean Casey presented to the Commission an update an update of the Commission's fiscal status, particularly the three principal areas of revenue: Proposition 10 tax funds, the Commission's fund balance, and other sources.

Proposition 10 funds continue to decline at approximately 3% each year due to the continuing decline in tobacco consumption. During the current strategic plan period, Prop 10 revenue has dipped from almost \$9 million at the outset, to approximately \$8 million by the end. In the next strategic planning period (2016-20) revenue is projected to drop another million, to \$7.1 million by 2020.

The Commission's fund balance consists of approximately \$1.5 million that are already dedicated to specific purposes, \$6.6 million assigned to fill the revenue-expenditure gap in the FY 2014-15 budget, \$7.5 million in the Commission's contingency fund, and \$18.2 million that is available for the Commission's discretion.

Over the last ten years, the Commission has received \$2-4 million each year in outside funds, primarily from First 5 California and the Thomas J. Long Foundation.

Overall, Sean projects that the Commission will have nearly \$68 million available over the next five years, including Prop. 10 revenue of nearly \$38 million, discretionary fund balance of approximately \$20 million, and projected other funding of \$10 million.

Gareth Ashley asked if there are any actions planned to spend any of the discretionary funds? Sean replied that ultimately it is the Commission's intention to spend down the discretionary portion of the fund balance, principally by filling the revenue-expenditure gap each year. Obtaining permanent sites for First 5 Centers has also been discussed by the Commission in previous years.

7.0 Consider approving an initial First 5 revenue allocation plan for the period FY 2015-16 to 2019-20.

Sean Casey put forward a recommendation that the Commission set a budget target of \$13 million for the 2015-16 fiscal year, leaving approximately \$55 million for the remainder of the 2016-20 strategic plan period. Doing so allows the Commission time to complete its strategic planning over the calendar year 2015.

Gareth Ashley made a motion to approve an initial First 5 revenue allocation plan of \$13 million for FY 2015-16. He clarified that he felt it was not necessary at this time to set an allocation for the 2016-20 period.

Barbara Cappa seconded the motion.

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

NOES: None

ABSTAIN: None

8.0 Executive Director's Report

Sean Casey gave the Executive Director's Report:

Federal Preschool Expansion Grant

In just the last week, we have learned that the Bay Area QRIS region – BAQRIS – was selected as a sub-grantee on California's application for a \$140 million federal preschool expansion grant. If awarded, the six-county region would be one of 12 sub-grantees to receive funds to create new high-quality preschool slots, enhance existing slots, and increase access to high-quality preschool for children with IEPs. This would be a four-year grant, to start January 1, 2015. Only 4-year-old children, below 200% of poverty, would be eligible for these funds. We are working with our local partners – the Contra Costa Child Care Council, the Community Services Bureau, and the Local Planning Council – to determine our county's capacity to quickly increase and enhance slots to take full advantage of the funding. Contra Costa is the lead agency representing the region, which also includes Alameda, San Francisco, San Mateo, Santa Clara and Santa Cruz counties.

First 5 Summit

Ten of our staff were in South Lake Tahoe last week, for a two-day summit of county First 5s. It has been several years since we last convened, and there was a lot to talk about. Evaluation Manager Lyn Paleo presented on our data dashboard and its development. Staff participated in a number of program and administrative workshops. Executive Directors worked with our Association's Executive Committee on re-orienting the Association's activities toward moving forward a policy agenda for

the state. These gatherings are important opportunities to learn about innovative successful ideas in other counties. The Association is already looking into securing a location for the next Summit.

National Family Strengthening Conference

Our Family Support Program Officer Lisa Morrell made a presentation of our Family Support Program at this year's National Family Strengthening Conference in Chicago.

She participated on a panel discussing the subject "Integrating Strengthening Families protective factors into Family Resource & Support Programs."

FESP Convening – Ensuring Opportunity

Next Thursday, October 16, the Family Economic Security Partnership – FESP – is convening with its partners the kick-off of the Ensuring Opportunity Campaign to reduce poverty in Contra Costa. Over 100 participants have registered to learn more about what has been happening since the first convening in May, and get involved in some of the key areas.

First 5 California Executive Director Site Visit

On Monday, November 3, 2014, First 5 California's Executive Director, Camille Maben, will be visiting First 5 Contra Costa to meet with Commissioners, contractors, program officers and staff. Sean informs the Commission that they will soon be receiving an invitation to the morning coffee session.

9.0 Communications

None received.

10.0 Commissioner F.Y.I. Updates

There were no commissioner updates.

11.0 Adjourn

Chair PJ Shelton reminded the Commission that there will be no meeting in November.

John Jones made a motion to move the December 1, 2014 Commission Meeting to December 8, 2014 due to the Thanksgiving Holiday the week prior.

Barbara Cappa seconded.

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

NOES: None

ABSTAIN: None

The meeting was adjourned at 7:30 PM.