

Memo

To: Commission Members
From: Alexander Khu
Date: Monday December 7, 2015
Re: December 7, 2015 Commission Meeting

Enclosed are the materials for the October 5, 2015 Commission meeting which will take place as follows:

Time: 6:00 PM
Location: 1485 Civic Court Suite 1200, Concord, CA
925-771-7300

This year, we once again make available a bin from the Food Bank for food donations.
Please consider bringing in Non-Perishable cans or packaged Food Items to donate.

NO GLASS CONTAINERS, please.

The Food Bank's most needed items are as follows:

- Natural Peanut Butter, Whole Grain Cereals
- Hearty Low Sodium Soups, Low Sodium Canned Vegetables, Canned Tomato Products
- Beans and lentils (dry or canned), Brown Rice, Whole wheat / Grain Pasta
- Canned Tuna, Canned Chicken
- Canned Fruit in Juice
- Nonperishable Low Sodium Ready to Eat Meals (chili, ravioli, etc.)

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 Civic Court
Suite 1200
Concord, CA 94520
925-771-7342 Direct
925-771-6083 Fax



Commission Meeting Agenda

Monday, December 7, 2015, 6:00 pm
1485 Civic 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 October 5, 2015 meeting.

3.2 Accept the Executive Committee Report from the October 5, 2015 meeting.

3.3 Approve the Contracts Docket

APPROVE and AUTHORIZE the Executive Director to execute a contract amendment with Nicole Young to increase the payment limit by \$6,000 (from \$50,000 to \$56,000) to support planning for staff implementation of Commission's Strategic Plan. FY2015-16 budget line: Administrative Expenses (\$1,277,402): Professional Services (\$119,750).

3.4 Accept the FY 2015-16 First Quarter Financial Report

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

5.0 Recognize First 5 staff who have surpassed service milestones and appreciate the entire staff for their continuing dedication and accomplishment

6.0 Presentation of the 2015 Year in Review

7.0 Annual Report to First 5 California for Fiscal Year 2014-2015.

- a. Public Hearing on First 5 Contra Costa's Annual Report for Fiscal year 2014-2015.
- b. Adopt the Annual Report to First 5 California for Fiscal Year 2014-2015

Action

8.0 Consider approving a proposed increase in salary for the Executive Director from the current salary of \$137,081 to \$145,429.

Action



- 9.0 Consider approving the Slate of Officers of the Commission for 2016:** **Action**
Chair: PJ Shelton
Vice-Chair: Kathy Gallagher
Secretary / Treasurer: Gareth Ashley
Additional Non-Voting Member: Katharine Mason
- 10.0 Consider approving the 2016 Standing Meeting Calendar** **Action**
- 11.0 Consider approving the First 5 Contra Costa 2016 Employee Compensation and Benefits Resolution.** **Action**
- 12.0 Executive Director's Report** **Discussion**
- 13.0 Communications** **Discussion**
- a. Grassroots effort inspires significant improvements at Davis Park in San Pablo, California.
 - b. Political strength on Monument Boulevard, Concord's Latino Community is finding its voice.
- 14.0 Commissioner F.Y.I. Updates** **Discussion**
- 15.0 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 Civic 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 December 7, 2015

Agenda Item 3.1

Approve the minutes from the October 5, 2015 Commission Meeting.



COMMISSION MEETING

Minutes

Monday, October 5, 2015, 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 6:11 PM by Chairwoman PJ Shelton.

Commissioners in attendance were: Kathy Gallagher, Gareth Ashley, Barbara Cappa, John Jones, Supervisor Candace Andersen, Dr. William Walker, and Joan Miller

Alternates present were: Belinda Lucey, and Katharine Mason.

Also present was Deputy County Counsel, Keiko Kobayashi.

Absent: Commissioner Maria Fort; Alternates Matt Regan, Supervisor Karen Mitchoff, and Kathy Marsh.

2.0 CLOSED SESSION

Public Employee Performance Evaluation

Title: Executive Director

The commissioners went into a ten minute closed session.

3.0 Public Comment

Sharon Bernhus from Shelter Inc. thanked First 5 Contra Costa for its support of the Mountain View House over the past decade at a time when essential service was most needed. She expressed hope that First 5 would support the shelter with links to other funding sources during the transition. She also introduced their new director of Program Operations, Leslie Gleason.

Angela Gattis, Family Support Specialist from CARE Parent Network informed the Commission of the need for more parent support for children with special needs. Estela Nunez also expressed her concern as a parent of a child with special needs, for the need of more available support.

Commissioners thanked both Angela and Estela for their commitment in helping support parents of children with special needs.

4.0 Approval of Consent Calendar

Motion to approve the consent calendar was made by Gareth Ashley and seconded by Kathy Gallagher.

AYES: PJ Shelton, Kathy Gallagher, Gareth Ashley, Barbara Cappa, John Jones, Candace Andersen, Dr. Walker and Joan Miller.

NOES: None

ABSTAIN: None

Motion was **APPROVED**.

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

There were no items from the consent calendar removed for discussion.

6.0 Consider accepting the Fiscal Year 2014-2015 Financial Audit.

Sean Casey explained that due to the exceptional complexity of new government accounting standards, the Commission's auditors were not able to complete the audit by the time the agenda for the meeting was posted, on October 1st. The completed audit materials were received by staff the morning of the meeting, October 5th.

PJ Shelton opened the public hearing on the First 5 Contra Costa Annual Financial Audit 2014-2015.

Roger Alfaro, representing Vavrinek, Trine, Day & Co. reviewed the audit reports with the Commission. He discussed the following:

The Commission received an unmodified opinion, which is the highest form of opinion, on the financial statements, with no findings.

As a result of new Governmental Accounting Standards Board (GASB) standards, the Commission adopted two new statements of financial accounting standards, GASB 68 and GASB 71. These established standards of accounting and financial reporting for defined benefit pensions provided to employees of governmental employers through pension plans that are administered through trusts. Alfaro noted that First 5 Contra Costa was one of the first First 5 Commissions incorporating the new GASBs to complete their audit.

There were no material weaknesses and no issues with internal controls. No instances of non-compliance were found.

At the close of fiscal year 2014-2015, the Commission's assets plus deferred outflows exceeded its liabilities plus deferred inflows by \$29 million, a decrease of 21% from the previous year. Of this amount, \$733,942 was the net investment in capital assets and \$718,030 was restricted for Thomas J. Long Foundation grants. The remaining net position, \$28,506,048 was available to meet the Commission's ongoing obligations. The change in net position was due to recognition of the net pension liability as a result of adopting GASB 68 and the Commission's planned use of resources to keep program funding stable, in line with budget expectations. Alfaro explained that the governmental fund financial reports are not affected by GASB 68.

PJ Shelton asked the Commission and the public if they had questions regarding the reports given. The Commission asked for clarification of the impact the implementation of GASB 68 had on the Commission's prepayment towards its unfunded pension liability in 2013. The auditors explained that the prepayment results in discounted retirement rates for the Commission over 11 years and a lower pension liability, resulting in significant savings.

PJ Shelton closed the public hearing.

Kathy Gallagher made a motion to adopt the Annual Financial Audit for Fiscal year 2014-2015, seconded by Dr. Walker.

AYES: PJ Shelton, Kathy Gallagher, Gareth Ashley, Barbara Cappa, John Jones, Candace Andersen, Dr. Walker and Joan Miller.

NOES: None

ABSTAIN: None

Motion was **APPROVED**.

7.0 Consider accepting the 2016 premium contribution rates for active employee health and dental benefits, and maintaining existing contribution rates for health and dental benefits for retirees.

Sean presented the 2016 premium contribution rates for active employees. Plan premiums are set to increase by a range of 1% to 11.8% depending on the plan. The two dental plans remains unchanged, and the cost of the vision plan has decreased 4%. Open enrollment for staff will begin mid-October 2015.

Commissioners asked how the best possible rates were obtained; staff explained that the County negotiates the plan premiums. The Commission's costs are far more sensitive to staff plan choice than to annual changes in rates. Staff includes a cushion each year in the budget to anticipate potential cost increases.

John Jones made a motion to accept the 2016 premium contribution rates for active employee health and dental benefits and maintaining existing contribution levels for health and dental benefits for retirees. Barbara Cappa seconded the motion.

AYES: PJ Shelton, Kathy Gallagher, Gareth Ashley, Barbara Cappa, John Jones, Candace Andersen, Dr. Walker and Joan Miller.

NOES: None

ABSTAIN: None

Motion was **APPROVED**.

8.0 Approve the First 5 Contra Costa 2016–2020 Strategic Plan & Long-Term Financial Plan.

Sean reported that final draft of the plan includes Commissioners' recommendations from the discussion at the September 14, 2015 Commission meeting, including prioritizing direct services investment that benefit families in greatest need so as to reduce disparity (page 9); adding the Commission's commitment to supporting countywide efforts to boost family economic security and reduce poverty (page 11); and addressing the more detailed updates on the Early Childhood Education Initiatives' Indicators of Countywide Progress (page 12).

John Jones asked that the Commission be given updates whenever shifts and refinements are applied to the services.



Candace Andersen made the motion, seconded by Dr. Walker, to approve the First 5 Contra Costa 2016-2020 Strategic Plan & Long-Term Financial Plan.

AYES: PJ Shelton, Kathy Gallagher, Gareth Ashley, Barbara Cappa, John Jones, Candace Andersen, Dr. Walker and Joan Miller.

NOES: None

ABSTAIN: None

Motion was **APPROVED**.

9.0 Update on process of nomination of Commission officers for 2016

Sean Casey reported that the Executive Committee confirmed that the Nominating Committee this year consists of chair Belinda Lucey with Matt Regan and Wanda Session. A meeting will be set before the upcoming December Commission Meeting and updates will be reported then.

10.0 Executive Director's Report

Many of our staff participated in the annual First 5 Staff Development Summit in Los Angeles. Over 200 staff from First 5s around the state participated, including California First 5, providing many opportunities to meet with colleagues from around the state. Evaluation Manager Lyn Paleo moderated a Q&A session on dashboards and evaluation reports with Evaluation Specialist Denece Dodson. Grants and Contracts Manager Lisa Johnson was a panelist in a session regarding contract management. And Sean Casey moderated the orientation session for over 50 staff members new to First 5. Much of the discussion at the Summit highlighted advocacy work, potential tobacco legislation, early childhood education, and early intervention.

Sean informed that District 1 Alternate, Mister Phillips, has resigned. He noted that we currently have two other vacancies that we are working with the districts to fill.

Sean pointed out the two items from the First 5 Association included in this month's packet. One handout describes the Association's support for the regulation of e-cigarettes. The other describes the decline of tobacco revenue and the importance of backfills to existing tobacco revenue streams in any future tobacco tax increase measures.

11.0 Communications

There were none received.

12.0 Commissioner F.Y.I. Updates

13.0 Adjourn

The meeting was adjourned at 7:30 PM.



Monday December 7, 2015

Agenda Item 3.2

Accept the Executive Committee Report from the October 5, 2015 meeting.



Executive Committee MINUTES

October 15, 2015

4:00 p.m.

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

1.0 Call to Order

Present: Commissioners PJ Shelton, Kathy Gallagher, Alternate Commissioner Katharine Mason; Staff Sean Casey, Cally Martin, Marnie Huddleston, Shawn Garcia

2.0 Public Comment

There was none.

3.0 Staff Updates

Cally Martin provided the following update of program activities:

This year, 265 teachers are participating in our ECE Professional Development Program. The program is supported by CARES Plus and First 5 local funds as well AB 212 funds from the Local Planning Council.

All 101 sites participating in the Quality Rating and Improvement System pilot have completed their initial ratings.

In August, 32 Community Advisory Council members, both new and returning and representing each of the five First 5 Centers, participated in the annual Fall Training where they learned about conducting community needs assessments, the 5 Protective Factors, data collection methods, and data analysis. The home visiting programs Welcome Home Baby and Hello Baby have successfully rolled out a new assessment tool called the Life Skills Progression. This tool will replace the Family Development Matrix that was discontinued at the end of the last fiscal year. Home Visitors have been trained and all active clients have been assessed using the new tool.

More than 60 early intervention system partners attended the September Help Me Grow (HMG) Stakeholder Summit and gave input on the county's implementation of HMG. Participant feedback forms showed an overwhelming support for its local implementation.

Two new grant-funded positions have been filled. Shaun-Adrian Chofle is the new HMG Coordinator; Sonja Thompson is the new Early Intervention Program Assistant.

As a result of the diligent work of the Community Engagement program, including the three Regional Groups, nearly \$1.6 million dollars in city funds has been directed towards park improvements in low-income areas with large populations of young children. Park improvements are based on the parks assessments carried out by the regional groups and local partners over the last two years. The cities' allocations are: Concord: \$845,000; San Pablo: \$435,000; Antioch: \$250,000; Pittsburg: \$50,000.

We are happy and honored that Monument Impact has chosen to honor the Central County Regional Group and First 5 Contra Costa with its *Community Champion Award* for 2015.

4.0 Commission Updates

Sean reported that Mister Phillips has resigned his seat as District 1 Alternate Commissioner. That leaves us now with three open alternate seats.

*Executive Committee
Minutes
October 5, 2015
Page 1 of 2*



5.0 Statewide Updates

Our state association held the annual First 5 Staff Summit last week in Los Angeles. Over 200 staff from virtually every county participated. Contra Costa staff participated in numerous sessions: Lyn Paleo and Denece Dodson co-led a “meet-up” for evaluators; Lisa Johnson was a panelist in a session for contracts administrators and Sean co-facilitated a session for staff new to First 5. First 5 Directors met several times to build and refine our advocacy and policy stance.

6.0 Items for Consideration

6.1 Affirm the membership of the Nominations Committee and review the process for selecting Commission officers for 2016.

Sean reported that Belinda Lucey has once again agreed to chair the nominations committee, and Wanda Session and Matt Regan have agreed to serve as well. The committee will meet in the next month to approve a slate for approval at the December meeting.

6.2 Review 2015 changes in staff benefits to be reflected in the 2016 benefits resolution.

Shawn Garcia reviewed the changes in the 2016 employee compensation and benefits resolution. There are no changes in policies; language is revised to bring us into compliance with retirement and other benefits regulation. The Executive Committee found the benefits resolution ready for Commission action.

6.3 Review key elements of FY 2014-2015 Agency Financial Audit.

Roger Alfaro, the supervising partner with Vavrinek, Trine, Da – the Commission’s auditors – gave a detail presentation of the financial audit for fiscal year 2014-15. The Commission received an unmodified opinion, which is the highest form of opinion, on the financial statements, with no findings. There were no material weaknesses and no issues with internal controls. No instances of non-compliance were found. Mr. Alfaro reviewed the significance of new accounting standards that required public agencies to report their unfunded pension liabilities in their financial statements. The Commission’s net pension liability at year end is \$1,683,167.

7.0 Review agenda items for upcoming Commission meetings

The December meeting will include the year in review presentation, public hearing on the annual report to First 5 CA; staff appreciation; approval of the 2016 benefits resolution, and election of the 2016 officers.

8.0 Adjourn

The meeting adjourned at approximately 5:30 pm.



Monday December 7, 2015

Agenda Item 3.4

Accept the FY 2015-16 First Quarter Financial Report

FY 15/16 Financial Report - 1st Quarter



Line #	REVENUE	FY15/16 Budget			FY15/16 Actual Revenue and Expenditures				Notes
		F5 Contra Costa Funds	Other Funds	Total Budget	F5 Contra Costa Funds	Other Funds	Total Revenue and Expense	% of Budget	
1	Prop 10 - Tax Apportionment	8,001,894		8,001,894	2,300,014		2,300,014	29%	1
2	CAF5 - CARES Plus	-	300,000	300,000		1,655	1,655	1%	
3	California State Preschool Program	-	482,760	482,760.00		58,606	58,606	12%	
4	Race to the Top	-	619,167	619,167		116,717	116,717	19%	
5	Thomas J. Long Foundation Help Me Grow	-	1,158,953	1,158,953.00		60,314	60,314	5%	
6	Interest Income	120,000		120,000	24,128		24,128	20%	
7	MHSA Grant/Other misc. income	-	102,050	102,050		16,043	16,043	16%	
8	TOTAL REVENUE	8,121,894	2,662,930	10,784,824	2,324,142	253,335	2,577,477	24%	
	Fund Balance	3,854,231		3,854,231	145,153	65,595	210,748	5%	2
	TOTAL REVENUES AND FUND BALANCE	11,976,125	2,662,930	14,639,055	2,469,295	318,930	2,788,225	19%	

Line #	PROGRAM	F5 Contra Costa Funds	Other Funds	Total Budget	F5 Contra Costa Funds	Other Funds	Total Revenue and Expense	% of Budget	Notes
	Initiatives	7,727,311	1,967,086	9,694,397	1,456,838	229,256	1,686,094	17%	
9	Early Care and Education Initiative								
10	Professional Development	919,800	285,000	1,204,800	199,125	1,655	200,780	17%	1
11	Early Learning Quality	64,000	615,638	679,638	14,441	178,306	192,747	28%	2
12	Literacy	262,080		262,080	58,968		58,968	23%	
13	Total	1,245,880	900,638	2,146,518	272,534	179,961	452,495	21%	
14	Family Support								
15	First 5 Centers	2,337,168	6,050	2,343,218	515,781		515,781	22%	
16	Home Visiting	1,402,543		1,402,543	148,169		148,169	11%	
17	Training and support	25,200		25,200	1,644		1,644	7%	
18	Total	3,764,911	6,050	3,770,961	665,594		665,594	18%	
19	Early Intervention								
20	Therapeutic Services	113,755	75,000	188,755	16,042	16,043	32,085	17%	3
21	ECE Consultation	993,177		993,177	223,465		223,465	23%	
22	Children's Developmental Needs	479,468	684,648	1,164,116	69,871	33,252	103,123	9%	
23	Children Experiencing Stress/Trauma	515,706		515,706	112,659		112,659	22%	
24	Training and Consultation	25,000		25,000	-		-		
	Total	2,127,106	759,648	2,886,754	422,037	49,295	471,332	16%	
25	Community Information and Education								
26	Public Information	439,414	300,000	739,414	69,325		69,325	9%	
27	Community Engagement	140,000	750	140,750	27,348		27,348	19%	
28	Family Economic Stability	10,000		10,000	-		-		
	Total	589,414	300,750	890,164	96,673		96,673	11%	
29	Program Expenses								
30	Program Salaries & Wages	1,232,467	382,336	1,614,803	356,275		356,275	22%	4
31	Program Employee Benefits	667,975	135,177	803,152	164,206		164,206	20%	
32	Office Overhead and Other Expenses	252,616		252,616	41,335		41,335	16%	
	Total	2,153,058	517,513	2,670,571	561,816		561,816	21%	
33	TOTAL PROGRAM	9,880,369	2,484,599	12,364,968	2,018,654	229,256	2,247,910	18%	

Line #	EVALUATION	F5 Contra Costa Funds	Other Funds	Total Budget	F5 Contra Costa Funds	Other Funds	Total Revenue and Expense	% of Budget
34	Evaluation Salaries & Wages	311,926	33,085	345,011	87,482		87,482	25%
35	Evaluation Employee Benefits	159,441	18,196	177,637	42,004		42,004	24%
36	Professional Services	365,286	45,000	410,286	32,966		32,966	8%
37	Office Overhead and Other Expenses	63,751		63,751	12,649		12,649	20%
38	TOTAL EVALUATION	900,404	96,281	996,685	175,101		175,101	18%

Line #	ADMINISTRATION	F5 Contra Costa Funds	Other Funds	Total Budget	F5 Contra Costa Funds	Other Funds	Total Revenue and Expense	% of Budget
39	Administrative Salaries & Wages	549,748	52,935	602,683	142,925		142,925	24%
40	Administrative Employee Benefits	272,444	29,115	301,559	70,767		70,767	23%
41	Professional Services	119,750		119,750	11,587		11,587	10%
42	Purchased Services, Equip lease, supplies	174,927		174,927	36,182		36,182	21%
43	Office Overhead	78,483		78,483	14,079		14,079	18%
	TOTAL ADMINISTRATION	1,195,352	82,050	1,277,402	275,540		275,540	22%
44	TOTAL EXPENDITURES	11,976,125	2,662,930	14,639,055	2,469,295	229,256	2,698,551	18%

Distribution of expenses by department:	Program	83.3%
	Evaluation	6.5%
	Administrative	10.2%
	Total	100.0%

Fund Balance as of 6/30/2015:	
Nonspendable	415,238
Prepays and Deposits	94,238
Loans Receivable - Perinatal Council	321,000
Restricted	718,030
Long Foundation - Help Me Grow	625,470
Long Foundation - PMD	92,560
Committed	841,227
Capital Assets	841,227
Assigned	4,589,823
Elimination of FY15/16 Budget Deficit	3,854,231
Leases	735,592
Unassigned Funds	24,242,125
Contingency Fund	7,500,000
Unassigned	16,742,125
Total Fund Balance	30,806,443

NOTES:

- CARES Plus stipends are paid at the of school year, current expenses are for supplies
- Final Long Foundation PMD scholarships paid, equaling \$65,595
- Triple P program funded by County and F5
- \$89,674 in program salaries and benefits paid with grant funds



Monday December 7, 2015

Agenda Item 5.0

Recognize First 5 staff who have surpassed milestones and appreciate the entire staff for their continuing dedication and accomplishment.



**Staff Report
December 7, 2015**

ACTION: _____
DISCUSSION: X

TITLE: Staff Appreciation and Service Milestones

Introduction:

The Commission has adopted the practice of annually appreciating First 5 staff and recognizing those who have surpassed service milestones this year.

Background:

The Commission recognizes staff who have achieved five-year increments of service with First 5.

This year, four staff members have surpassed their fifteen year anniversaries:

- Sean Casey, Executive Director
- Shawn Garcia, Administrative Manager
- Tracy Irwin, Public Affairs Manager
- Lisa R. Johnson, Grants and Contracts Manager

Two staff members have surpassed ten year anniversaries:

- Denece Dodson, Evaluation Specialist
- Lisa Morrell, Family Support Program Officer

And three staff members have surpassed their five year anniversaries:

- Sarah Burke, Database Coordinator
- Wanda Davis, Early Intervention Program Officer
- Elida Treanor, Early Childhood Education Program Assistant II

Recommendation:

That the Commission recognize staff who have surpassed service milestones and appreciate the entire staff for their continuing dedication and accomplishment.



Monday December 7, 2015

Agenda Item 7.0

Annual Report to First 5 California for Fiscal Year 2014-2015.