



Commission Meeting MINUTES

Monday, April 4, 2016, 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:

Vice-Chair Kathy Gallagher for PJ Shelton, Secretary-Treasurer Gareth Ashley, Maria Fort, Barbara Cappa, John Jones, and Supervisor Federal Glover.

Alternates who were present were: Marilyn Cachola Lucey, Matt Regan, and Katharine Mason.

Also present was Contra Costa County Deputy Counsel Keiko Kobayashi.

Absent: Commissioners PJ Shelton, Supervisor Karen Mitchoff, Dr. William Walker, and Joan Miller.
Alternates Wanda Session and Kathy Marsh.

Kathy Gallagher welcomed District 2 new Alternate Commissioner Marilyn Cachola Lucey to her first Commission meeting as Alternate.

2.0 Public Comment

Sharon Bernhus of Shelter Inc. introduced Laurel Te Velde, who will be the incoming Residential Services Director. Leslie Gleason, Director of Program Operations, reported that because of the supportive services that their agency provide (such as job training, educational services and counseling), families are likely to succeed in their transition toward being self-sufficient again.

3.0 Approval of Consent Calendar

Kathy Gallagher informed correction to item **3.3.1** last sentence and should show:

“\$190,000 of funds are from the Thomas J Long Foundation Help Me Grow grant and \$100,000 of funds are from First 5 Prop 10 funding.”

A motion was made by Supervisor Federal Glover, seconded by Barbara Cappa to approve the consent calendar.

AYES: Kathy Gallagher, Gareth Ashley, Maria Fort, Barbara Cappa, John Jones and Federal Glover.

NOES: None

ABSTAIN: None

Motion was **APPROVED**.

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

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

5.0 Public Hearing on the First 5 California 2014-15 Annual Report



Kathy Gallagher opened the public hearing on the First 5 California 2014-15 Annual Report.

First 5 Contra Costa is required to hold a public hearing on the annual report of First 5 California.

Sean Casey reported on First 5 Contra Costa highlights that included QRIS, Early Intervention Developmental Playgroups and Community Engagement's Park Assessments in low income neighborhoods that resulted in \$1.3 million city funding (page 31 – 32).

The Appendix on page 57 of the report outlines the number of services and expenditures by result area and service type for the last fiscal year totaling over half a billion dollars in investments.

There were no questions from the floor.

Kathy Gallagher closed the public hearing and asked for a motion to accept the First 5 California annual report.

John Jones moved and Matt Regan seconded.

AYES: Kathy Gallagher, Gareth Ashley, Maria Fort, Barbara Cappa, John Jones, and Federal Glover.

NOES: None

ABSTAIN: None

Motion was **APPROVED**.

6.0 Public Hearing on the First 5 Contra Costa Strategic Plan

Kathy Gallagher opened the hearing on the current First 5 Contra Costa Strategic Plan 2010-2016.

The First 5 Contra Costa Strategic Plan 2010-2016 is required to be reviewed in a public hearing each year.

Sean Casey reported that this is the sixth year and final hearing on the plan that began on 2010. Over the past 5 years, over 30,000 children, parents and providers participated in programs. Half of folks reported having called 211. Most traction was on our Early Care and Education and with our home visiting work deeper interaction with folks. Many Contra Costa Health Care agencies now offer Developmental Screening in our county. And the work our community engagement getting themselves together doing their own training, now advocating for parks in their communities.

There were no questions from the floor.

Kathy Gallagher closed the public hearing and asked for a motion to maintain the current First 5 Contra Costa 2010-2016 Strategic Plan to its conclusion on June 30, 2016.

Gareth Ashley made a motion and John Jones seconded.

AYES: Kathy Gallagher, Gareth Ashley, Maria Fort, Barbara Cappa, John Jones, and Federal Glover.

NOES: None

ABSTAIN: None

Motion was **APPROVED**.

07.0 Consider approving the revised First 5 Contra Costa budget for FY 2015-2016

Marnie Huddleston, First 5 Contra Costa Finance and Operations Director reported that there was not much of a change between the original approved budget and the budget revision.

The budget revision primarily reflects updated grant income and expense, including those not spent last year:

1. Grant income from First 5 California CARES Plus, CDE Race to the Top, and CDE State Preschool Programs Quality Block Grant is updated to include unspent grants from Fiscal Year 2014-15 which rolled over into Fiscal Year 2015-16. Expenses are increased accordingly.
2. We received new Infant/Toddler QRIS funding totaling \$381,509, most of which will be spent in Fiscal Year 2016-17.
3. \$260,000 of the Thomas J Long Foundation Help Me Grow grant funding was moved from the current fiscal year into next year.
4. Salary and benefits were updated to reflect actual salary amounts and timing of the hiring of grant funded staff.
5. We had our biannual OPEB (Other Post-Employee Benefits) valuation and our OPEB annual required contribution increased.
6. The program expenses reflect increased program supplies, travel and conference costs related to the new and rolled over funds.

Federal Glover asked about the status of First 5 Contra Costa retirement contribution rates.

Marnie informed that when the Commission approved the agreement with the Contra Costa County Employment Retirement Association to prepay a portion of the Commission's unfunded retirement liability in June of 2013, the ongoing annual premiums were significantly reduced. In addition, the outstanding CCCERA prepayment balance on First 5's balance sheet was written off as part of the implementation of GASB 68 in FY14/15. She added that we currently have two retirees.

A motion to approve the revised First 5 Contra Costa budget for FY 2015-16 was made by Federal Glover and seconded by Maria Fort.

AYES: Kathy Gallagher, Gareth Ashley, Maria Fort, Barbara Cappa, John Jones, and Federal Glover.

NOES: None

ABSTAIN: None

Motion was **APPROVED**.

08.0 Consider approving the First 5 Contra Costa budget for Fiscal Year 2016-2017

Sean presented the First 5 Contra Costa budget for FY 2016-17. This is the first budget for the new strategic plan and will be blending more and more external funding as Proposition 10 tobacco tax revenues will continue to decline.

We have new revenue from First 5 California's IMPACT initiative (Improve and Maximize Programs so All Children Thrive), and the Infant/Toddler Quality Block Grant. Outside funding sources are supporting salaries and benefits for new staff positions including the QRIS coach coordinator, two QRIS coaches, the Help Me Grow coordinator, program assistant and ECE liaison. This budget reflects those changes.

Sean reiterated that the federal Race to the Top and the First 5 California CARES Plus Initiatives all end

on June 30th.

The budget also calls for using just under \$4 million of the Commission's unrestricted fund balance to make up the difference between revenue and expenditures (identified on line 9 of the proposed FY 16/17 budget).

The Executive Committee recommended a 3% cost of living increase for staff, based on the Bay Area consumer price index for the last 12 months. The increase would go into effect July 1, 2016.

The Commission's retirement rates are lower; however, because of the increase in staffing, costs will be up by \$55,500 from the previous year's budget. Health benefits include a projected increase in health plan premiums and additional staff and staff changes in participation and plan preference.

Sean also mentioned that the evaluation section includes a kindergarten readiness assessment in selected school districts. Marilyn Lucey asked if the samples will include special education classes. Sean said he will ask the consultant and get more information on their selections.

Sean reported that additional program funds are allocated for program and grant development to continue the Commission's acquisition of external funds in the future years.

Federal Glover asked if there was currently a grantwriter on board. Sean informed that we don't but we soon expect to have several grantwriters at hand when the need arises.

Barbara Cappa wanted to know why there was a large variance between this current year and the next fiscal year's CA State Preschool Program Grants. Marnie responded that we had received the FY14/15 grant late in FY14/15 and the state had extended the grant for 6 months (until December 31, 2015). In addition, we received the FY15/16 grant, also needing to be spent in the current year. We are spending almost two years of grant funds this fiscal year, but next year have only the one year of grant income.

Barbara Cappa made a motion, seconded by Federal Glover, to approve the First 5 Contra Costa budget for FY 2016-17.

AYES: Kathy Gallagher, Gareth Ashley, Maria Fort, Barbara Cappa, John Jones, and Federal Glover.

NOES: None

ABSTAIN: None

Motion was **APPROVED**.

09.0 Consider approving revised First 5 Contra Costa Consolidated Financial Policies

Marnie Huddleston presented the revised First 5 Contra Costa Consolidated Financial Policies. In the interest of consistency all changes are in wording and in format only, with no substantial change in policy.

John Jones asked about how the reserve fund established by the Commission is distinguished and identified. Marnie replied that in the revised documents, both funds are part of the unrestricted fund balance and bear no distinction for accounting purposes. This is as GASB requires, and is shown as such in our audit. The Commission previously set aside the rainy day fund within the unrestricted fund

balance and it cannot be drawn upon without the Commission's approval.

Barbara Cappa informed that date of February 7, 2011 was missed on the footnote on page 14 of the document.

John Jones made a motion, seconded by Maria Fort, to approve the revised First 5 Contra Costa Consolidated Financial Policies.

AYES: Kathy Gallagher, Gareth Ashley, Maria Fort, Barbara Cappa, John Jones, and Federal Glover.

NOES: None

ABSTAIN: None

Motion was **APPROVED**.

10.0 Executive Director's Report

Sean presented the following reports:

Quality Child Care Matters Campaign

Our newest social marketing campaign is called "Quality Child Care Matters". This is as a result of a collaborative effort of the early learning partners, including the Contra Costa Child Care Council, the Local Planning Council, the Community Services Bureau and the community colleges, to shine light on quality as the essential ingredient in early learning. We aim to educate parents about the importance of selecting quality child care for their young and introduce them to Contra Costa's new child care quality rating system. The new campaign features ads in English and Spanish on buses, transit shelter, supermarket carts and online, and promotes the www.qualitychildcarematters.org website which includes tips for locating and paying for quality child care as well as published ratings for participating programs.

Regional early learning quality recommendations

Regionally, with our Bay Area QRIS partners, we have also been working on promoting the lessons of our Race to the Top experience, principally through a set of recommendations for quality early learning statewide (booklet). Using these, we have met with most of the major advocates for early learning and they are eager to embrace these as a foundation for additional advocacy

Advocacy Day

April 5, 2016 is our annual First 5 Advocacy Day at the Capitol. Sean will be there representing Contra Costa in planned meetings with Sen Steve Glazer and Assemblymember Tony Thurmond, and with the staffs of Susan Bonilla and Catherine Baker. He'll also be in a First 5 leadership meeting with the Governor's staff, while others meet with legislative leadership. The team at the First 5 Association has prepared the materials (included in this item's packet) as well as breakfast, lunch and happy hour events, with speakers. They have also ensured that every office of every legislator will be visited, and most members themselves will be met.

Also in the packet is the first-ever official First 5 bill tracker, a list of legislation that the Association is tracking and supporting through legislative session. This is another new capacity we have built out in our Association.

All of this reflects a sea change in our state Association, starting two years ago when we realized the

legislature was actually interested in our ideas about children's policy and we had nothing to offer. We have since then steadily built our Association's capacity to bring the learning of local First 5's to policymakers, bringing on staff, and building on the policy development efforts of First 5 LA and other large counties. The key element here is that First 5 is now positioning itself as the only truly statewide entity – literally represented in every county – that speaks to early childhood from a policy perspective.

New Funding

IMPACT

Next year we will begin spending on our grant from First 5 California's IMPACT initiative – Improve and Manage Programs so All Children Thrive – which will total over \$3.5 million over the next four years, to carry on and expand the quality improvement work we started with Preschool Makes a Difference, Race to the Top, and the professional development stipends previously funded through CARES. IMPACT funds will support our coaching coordinator and coach, QRIS site rating, monitoring and assessment; training in assessment and screening methods; professional development stipends for providers taking ECE coursework; and family engagement and literacy development.

Infant Toddler QRIS Block Grant

Last summer the legislature created a two-year funding item to support quality improvement efforts in Infant/Toddler care as well. Like the Preschool version of this created two years ago, the funds for this will go to our local COE and we will split the labor with them. These funds will support an additional early learning coach team, which will soon be a team of three.

Sup. Federal Glover asked if the governor were to sign some of the tobacco bills, where would the new funds go? Sean replied that most of the additional fund will go to health care services. Sean also noted that we have a lobbyist working on these issues through the First 5 Association.

Upcoming Events

Sean Casey announced that FESP (Family Economic Security Partnership), Ensuring Opportunity, and the Multi-Faith Action is inviting non-profit agencies, decision and policy makers to a training called Engaging in Advocacy to Effect Social Change. The presentation by The Alliance For Justice on Thursday May 5, 2016 at Brandman University in Walnut Creek.

<http://events.r20.constantcontact.com/register/event?oeidk=a07ecgpv00n5d6a73c5&llr=gdhwoacab>

11.0 Communications

Sean reported on Communications a news article about the new Concord Play Structure that resulted from the regional group's efforts on park assessment in the area.

Sup. Federal Glover wanted to know if the regional group planned to help unincorporated areas in the County such as Bay Point and Rodeo. Sean replied that the regional group did complete the assessment of every park for suitability for safety amenities. Working with the city councils answering their questions and meeting with the neighborhood, all received tremendous reception. They were able to initiate some conversation for instance with staff from Bay Point, but they simply did not have enough time. Sup. Glover encouraged that the regional group visit communities where there is not a city council or a funding source.

12.0 Commissioner F.Y.I. Updates

Kathy Gallagher informed the Commission that the Executive Director's Annual Performance Review is coming in June. Shawn Garcia will be forwarding an email to the Commissioners and Alternates via link with Survey Monkey with six pertinent questions.

Lisa R. Johnson, Grants and Contracts Program Officer invited the Commissioners to participate in being reviewers for the Help Me Grow Navigation RFP (Request For Proposal) and Family Support Initiative Home Visiting RFQ (Request For Qualification).

Katharine Mason, Division Manager of the Contra Costa County Community Service Bureau, informed the Commission that the Head Start Policy Council has an open First 5 seat (vacated recently by retired Alternate Commissioner Belinda Lucey). She invited any of the Commission who may be interested to contact her.

John Jones, Executive Director of the Contra Costa Child Care Council announced the Early Learning Conference at Diablo Valley College on April 23, 2016.

Website: <https://www.cocokids.org/learning-institute/training-conferences/>

Kathy Gallagher, Director of Employment & Human Services Department informed that CalFresh is the new name for the Food Stamp Program in California and is also known as the federal Supplemental Nutrition Assistance Program (SNAP). To help assist families and household and to find out if they are eligible, EHSD is here to help. Please contact her office for information: (925)313-1579

Federal Glover announced the Y.ASSEMBLE Youth Conference and Empowerment Summit at Pittsburgh Creative Arts Building on Saturday May 21, 2016 from 9 am to 4 pm. <http://yassemble.co/>

Contact Holland White at the Supervisor's Office: Holland.White@bos.cccounty.us

<http://www.co.contra-costa.ca.us/2839/Youth-Summit-2016>

Cathy Botello, Executive Director of COPE (Counseling Options and Parent Education) Family Support Center announced that the creator of "Triple P (Positive Parenting Program)", Matt Sanders visit on May 31st to First 5 Contra Costa. A master class on June 1st also at First 5 Contra Costa.

13.0 Adjourn

The meeting was adjourned at 7:28 PM.