

# Memo

**To:** Commission Members  
**From:** Alexander Khu  
**Date:** Monday July 11, 2016  
**Re:** July 11, 2016 Commission Meeting

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Enclosed are the materials for the July 11, 2016 Commission meeting which will take place as follows:

**Time:** 6:00 PM  
**Location:** 1485 Civic 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 Civic Court  
Suite 1200  
Concord, CA 94520  
925-771-7342 Direct  
925-771-6083 Fax



## Commission Meeting Agenda

Monday, July 11, 2016, 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

*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.*

**Action**

#### 3.1 Approve the minutes from the June 6, 2016 meeting.

#### 3.2 Accept the Executive Committee Report from the June 6, 2016 meeting.

#### 3.3 Approve the Contracts Docket

3.3.1 APPROVE and AUTHORIZE the Executive Director to execute a contract with Contra Costa ARC, Inc. - CARE Parent Network to provide parents of children with special needs peer-focused support, mentorship, parent education, one-to-one and group support, training and linkages to early intervention resources in an amount not to exceed \$264,820 for term July 1, 2016 to June 30, 2017. FY2016-17 budget line: Early Intervention Initiative: Children's Developmental Needs (\$1,231,605).

3.3.2 APPROVE and AUTHORIZE the Executive Director to execute a contract with Counseling Options & Parent Education Support Center Inc. to provide Triple P 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 \$67,750 for term July 1, 2016 to June 30, 2017. FY2016-17 budget line: Early Intervention Initiative: Mental Health Therapeutic Services (\$304,500).

3.3.3 APPROVE and AUTHORIZE the Executive Director to execute a contract with Greater Richmond Interfaith Program to provide homeless families with young children birth through age 5 in the emergency and transitional housing program routine child developmental screening, mental health support, resource referral and case management, preschool assessment, parenting education and support in an amount not to exceed \$143,208 for term July 1, 2016 to June 30, 2017 FY2016-17 budget line: Early Intervention Initiative: Children at Risk of Stress or Trauma (\$397,294).



- 3.3.4 APPROVE and AUTHORIZE the Executive Director to execute a contract with Brighter Beginnings (Antioch First 5 Center) to provide classes, workshops, presentations, resource and referral services, child developmental screening, drop-in availability, opportunities for community involvement, and special events in an amount not to exceed \$376,012 for term July 1, 2016 to June 30, 2017. FY2016-17 budget line: Family Support Initiative: First 5 Centers (\$2,328,718).
  
- 3.3.5 APPROVE and AUTHORIZE the Executive Director to execute a contract with Baby Builders, Inc. to provide developmental playgroups, curriculum, materials and staffing in an amount not to exceed \$90,000 for term July 1, 2016 to June 30, 2017. FY 2016-17 budget line: Early Intervention Initiative: Children’s Developmental Needs: (\$1,231,605). \$70,000 of funds is from Thomas J Long Foundation Help Me Grow grant and \$20,000 of funds is First 5 Prop 10 funding.
  
- 3.3.6 APPROVE and AUTHORIZE the Executive Director to execute a contract with We Care Services for Children to provide developmental playgroups, curriculum, materials and staffing in an amount not to exceed \$90,000 for term July 1, 2016 to June 30, 2017. FY 2016-17 budget line: Early Intervention Initiative: Children’s Developmental Needs: (\$1,231,605). \$70,000 of funds is from Thomas J Long Foundation Help Me Grow grant and \$20,000 of funds is First 5 Prop 10 funding.

- 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**
  
- 6.0 Discuss potential structure and agenda for Commission Retreat in October.** Discussion
  
- 7.0 Executive Director’s Report** Discussion
  
- 8.0 Communications** Discussion  
Include as a bulleted list or state “None received.”
  
- 9.0 Commissioner F.Y.I. Updates** Discussion
  
- 10.0 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 July 11, 2016

Agenda Item 3.1

Approve the minutes from the June 6, 2016 Commission Meeting.



## Commission Meeting MINUTES

Monday, June 6, 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 6:17 PM

Commissioners in attendance were:

Chairwoman PJ Shelton, Vice-Chair Kathy Gallagher, Maria Fort, Barbara Cappa, Health Services Wanda Session for Director Dr. William Walker, and Children & Families Services Director Joan Miller.

Alternate in attendance was Marilyn Cachola Lucey.

Also present was Contra Costa County Deputy Counsel Keiko Kobayashi.

### 2.0 CLOSED SESSION

#### Public Employee Performance Evaluation

Title: Executive Director

At 6:24 PM, the commissioners and county counsel went into closed session. Upon their return, Chairwoman Shelton called the meeting again at 6:54 PM.

### 3.0 Public Comment

Deputy Director Cally Martin read an email message sent by Angela Gattis, Family Support Specialist from Care Parent Network thanking First 5 Contra Costa for the donation of toys and books to the recently concluded Congreso Familiar. She also sent thanks to Early Intervention Program Officer Wanda Davis and COPE Executive Director Cathy Botello for providing the training with Dr. Matthew Sanders of Triple P.

Shelter Inc. Director of Program Operations, Leslie Gleason shared how valuable community and peer support is amongst the parent residents, especially to expectant mothers at the Shelter.

Odessa Caton Director of Early Childhood Services for Aspiranet informed that their agency is currently interviewing candidates to fill the Center Director position at Delta First 5. She also informed that Aspiranet is looking forward to provide home visiting services for expectant and new mothers and fathers in the Central, East and West County).

### 4.0 Approval of Consent Calendar

Motion to approve the consent calendar was made by Joan Miller and seconded by Kathy Gallagher.

**AYES:** PJ Shelton, Kathy Gallagher, Maria Fort, Barbara Cappa, Wanda Session for Dr. William 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 removed from the consent calendar for discussion.

**6.0 Consider approving an increase in compensation for the Executive Director.**

Prior to the report out, Chairwoman Shelton reconvened with the commissioners and county counsel in closed session at 7:05 PM. The Commission returned to the room and resumed its meeting at 7:19 PM.

Chairwoman PJ Shelton reported out that she had been appointed to negotiate the Executive Director's compensation and recommended the following increase in compensation for the Executive Director:

- 1) A salary increase of 3%
- 2) A Cost Of Living Allowance (COLA) increase of 3%
- 3) All of the other benefits aligned with the contract will remain the same

A motion was made by Maria Fort, and seconded by Kathy Gallagher to approve an increase in compensation for the Executive Director.

**AYES:** PJ Shelton, Kathy Gallagher, Maria Fort, Barbara Cappa, Wanda Session for Dr. William Walker, and Joan Miller.

**NOES:** None

**ABSTAIN:** None

Motion was **APPROVED**.

**7.0 APPROVE and AUTHORIZE the Executive Director to execute a 3-year contract with ASPIRAnet (Central, East and West County) to provide home visiting services for expectant and new mothers and fathers in an amount not to exceed \$3,600,000 for term July 1, 2016 to June 30, 2019. FY2016-17 budget line: Family Support Initiative: Home Visiting (\$1,255,015).**

Sean Casey informed the Commission that this contract comes to them as the result of a Request for Applications (RFA) process for home visiting services for expectant and new mothers. The last such RFA process was conducted three years ago and awarded two three-year contracts; one in West County and the other in Central and East. This year's RFA process has resulted in one contract for the entire county which staff is requesting the Commission approve for a three-year term.

Wanda Session asked why a three year contract was necessary. Sean responded that we have moved our largest program contracts, those for First 5 Centers and home visiting, to multi-year contract cycles to reduce program interruption and reduce the burdens on First 5 and contractor staff alike.

Motion was made by Barbara Cappa and seconded by Joan Miller.

**AYES:** PJ Shelton, Kathy Gallagher, Maria Fort, Barbara Cappa, Wanda Session for Dr. William Walker, and Joan Miller.

**NOES:** None

**ABSTAIN:** None

Motion was **APPROVED**.

## 8.0 Update from Tandem Partners in Early Learning (formerly Raising A Reader SF, Alameda and Contra Costa Counties).

Tandem Partners in Early Learning Executive Director, Molly Wertz made a presentation. Formerly Raising A Reader SF, Alameda and Contra Costa Counties, Tandem now partners with families, educators and communities to help young children advance their early language and literacy skills. As Raising A Reader, they took over the administration of the RAR programs in First 5 Contra Costa's Preschool Makes a Difference classrooms. As Tandem, they continue that while expanding to other early education and community-based sites serving children 0-5.

Tandem supports families whose children are not engaged in formal education, but also trains educators and parents on helping children and parents engage together in literacy activities. The "StoryCycles" program is a weekly circulation of age appropriate books. In Contra Costa County this year, it has reached 132 sites, 176 classrooms and 3,046 children, 18% of whom are aged 0-2, 74% aged 3-4, and 7% over five. Operating as Tandem, Ms. Wertz noted that they are able to reduce the costs of books, consider more options and locations for workshops and participate in more community events. She considers their goal to be developing an "eco-system" for literacy.

After the presentation, PJ Shelton asked if the organization had considered the integrate technology?

Molly Wertz informed that although they do use video recordings of parents interacting with their children, as well as social media to promote the program, it ultimately still is based on physical books and relationships.

Maria Fort asked when the agency name change occurred and what was the genesis of the change?

Molly replied the change occurred in August, 2015. The National Raising A Reader was concerned that the program in its purest form is a bit different from what the local organization was doing. National RAR planned to pursue their mission locally to extend the program to third grade. The Bay Area group wanted to reach children in their earliest years.

Marilyn Lucey asked if the programs serves and looks out for children who may require a special education or development program. She was hoping to look at ways that they can partner with communities to train parents and educators to provide developmental screening.

Molly informed that Tandem staff were not trained in developmental screening. However, it is something that could become an important next step for them. First 5 Deputy Director Cally Martin suggested to link the local early screening and intervention program called "Help Me Grow" and join efforts with Tandem to provide further resources to parents, families, and educators.

## 9.0 Executive Director's Report

### First 5 Association summary of potential fluctuations in Prop 10 revenue

The spreadsheet in the packet describes potential gains and losses in Prop 10 revenue due to two recently signed laws and one November ballot initiative. The first new law raises the annual fee that tobacco vendors pay the Board of Equalization. (Until recently, they only paid once, when they applied for the permit to sell tobacco.) The increase is expected to offset by an estimated \$4.6 million the services charges that the BOE has up to now taken off the top of the monthly tax revenues, which could result in an estimated annual increase to Contra Costa of close to \$100,000. The other new law raised the legal age of smoking to 21, which would reduce Prop 10 revenues by as much as \$24.25 million, and Contra Costa's revenue by close to \$480,000. The November initiative would raise the tobacco tax by an

additional \$2 per pack, and would include e-cigarettes and other taxable tobacco products. The LAO estimates Prop 10 could see an increase of \$30 million a year, which could translate to nearly \$200,000 for Contra Costa, but no one yet knows the true extent of e-cigarette consumption in California. Bottom line: Depending on how these measures pan out, we could see a revenue change in the next few years somewhere between a decrease of \$392,000 and an increase of \$200,000.

### **Remembering Lionel Johnson**

We are deeply saddened by the recent loss of Lionel Johnson, one of our long-time West County community stalwarts. As long as we have engaged community in West County, Lionel has shown up. He was a charter member of both our regional Group and the West County First 5 Center CAC, but we are pretty sure he was in the room for even earlier West County activities as those two entities were being formed. He was also very active in his church and community, supporting National Night Out, Building Blocks for Kids, the JFK Park, the Iron Triangle Easter Egg Hunt and most recently joining the Crime Prevention Executive Board. He was a quiet and humble man, who led with love not ego, and will be missed.

### **Office Notes**

The auditors completed their annual interim fieldwork last week in two and a half days, a new First 5 record. Many thanks to our administrative and contracts staff -- Marnie Huddleston, Marianne Dumas, Shawn Garcia, Lisa R. Johnson, Monica Nevarez and Vanessa Miller – who had all the files waiting for them when they arrived.

We welcome a new addition to our staff, the new Quality Improvement Coaching Specialist Linda Stafford-Frazier. She comes to us from the West Contra Costa Unified School District where she was an early learning coach and trainer. She rounds out our very talented coaching team, with Kim Stadtlander and Francisca Hernandez.

Ending on a happy note, our Family Support Program Officer, Lisa Morrell, is now Lisa Korb. She and her new husband Jay were married last month and she hasn't stopped smiling since.

### **10.0 Communications**

No report was given.

### **11.0 Commissioner F.Y.I. Updates**

Due to the Independence Day Holiday that falls on the first Monday of the month, PJ Shelton reminded that the next Commission Meeting falls on the second Monday, July 11<sup>th</sup>.

### **12.0 Adjourn**

PJ Shelton adjourned the meeting at 8:04 PM.





Monday July 11, 2016

Agenda Item 3.2

Accept the Executive Committee Report from the June 6, 2016 meeting.



**Executive Committee  
MINUTES**

Monday June 6, 2016  
4:00 p.m.  
Small Conference Room,  
1485 Civic Court, Suite 1200, Concord, CA

**1.0 Call to Order**

**2.0 Public Comment**

**3.0 Staff Updates**

Cally Martin updated the Executive Committee on the following program items:

We have a new addition to the QRIS team: Linda Frazier-Stafford joined our QRIS coaching team last month. She comes to us from the West Contra Costa USD where she has worked many years as an early education trainer and coach. This position is funded through the Infant/Toddler QRIS Block Grant and First 5 California IMPACT.

The members of each of the First 5 Center Community Advisory Councils convened on April 30<sup>th</sup> to present the results of their community needs assessments and 2016-17 recommendations. CACs will be presenting to the Commission in July.

Wanda Davis, our Early Intervention Program Officer, attended the Help Me Grow National Summit in May and was part of a panel presentation on lessons learned in running coalitions to improve care coordination systems for children with special health care needs and how they can complement local Help Me Grow systems.

Triple P (Positive Parenting Program) founder, Professor Matt Sanders Ph.D., of the University of Queensland, was hosted by First 5 and COPE (our Triple P contractor) to speak at a leadership meeting of 30 key stakeholders representing Probation, Behavioral Health, the Courts, District Attorney, Family, Maternal and Child Health, local school districts, pediatricians, Supervisor Mitchoff's office and two community foundations. The meeting focused on how to bring Triple P to scale countywide. The attendees were excited about the success rate of Triple P in reducing problematic behavior in children and assisting parents in improving their relationship with their children and increasing their confidence to meet the emotional needs of their children. There will be a follow up convening to move this agenda forward.

Dr. Sanders also conducted two master classes for 40 Contra Costa Triple P practitioners the following day. Practitioners were very eager to learn from Dr. Sanders and welcomed the opportunity to interact and refine their practice.

We completed the five-day California Social Emotional Foundations for Early Learning (CSEFEL) training for 20 mental health consultants, inclusion specialists, and coaches who support teachers in meeting the social emotional needs of children in child care and preschool settings.

We have been extremely active with communities revitalizing their local parks. With 200 local residents, we celebrated a playground ribbon-cutting at DeAnza Park in Pittsburg on April 23 with East County Regional Group members, the City of Pittsburg, elected officials, and Healthy & Active Before 5 staff.

Then on May 14, the Central County Regional Group hosted a playground design day at Ellis Lake Park

*Executive Committee  
MINUTES  
June 6, 2016  
Page 1 of 2*



CHILDREN AND FAMILIES COMMISSION

in Concord with our partners at Monument Impact, and the City of Concord. The event provided the opportunity to involve kids and parents in the design plan for the new playground that CCRG advocacy helped obtain. Over 300 local residents attended the event. Children voted on their preferred designs, asked questions of city staff, and expressed their opinions about swings, spinner toys and seesaws!

Finally, on June 4 the West County Regional Group and the City of San Pablo hosted a Davis Park clean-up and family day in San Pablo. The event was in response to our San Pablo Parks Assessment findings that bulk waste and garbage present barriers to park use by families with young children. The event mobilized neighborhood residents, city staff, and elected officials to clean the park and take ownership over the park's health. Lifelong Medical, Tandem, Brighter Beginnings, the First 5 Center, the San Pablo Police department, and Kids by the Bay all provided activities for children and families.

The Family Economic Security Partnership hosted a training by the Alliance for Justice for non-profit and public agencies on advocacy and lobbying, as well as ways to integrate advocacy into direct service work. Over 50 agency representatives attend the event, which was co-sponsored by the Ensuring Opportunity Campaign to End Poverty in Contra Costa and the Multi-Faith ACTION Coalition.

We have launched a countywide Kindergarten Readiness Assessment; four of the six districts we have targeted have already agreed to participate. The data collection will take place in the fall. The participating districts are Brentwood, Pittsburg, Mt. Diablo, and Antioch. Pending districts are Oakley and WCCUSD.

**4.0 Commission Updates**

There were no updates given.

**5.0 Statewide Updates**

There were no updates given.

**6.0 Items for Consideration**

**6.1 Review of FY 2015-16 Sole Source Procurements**

The First 5 Consolidated Financial Policies requires that the Executive Committee be informed of sole source procurement exceeding \$10,000 for goods and services or \$25,000 for professional services. Staff reviewed with the Committee procurements that fell within this definition during the 2015-16 fiscal year, including five procurements of goods and services and thirteen contracts for professional services.

**7.0 Review agenda items for upcoming Commission meetings**

Staff reviewed the likely agenda items for the July and September Commission meetings. PJ Shelton noted that she will be unavailable for the July meeting; Kathy Gallagher will chair for that meeting.

**8.0 Closed Session: Public Employee Performance Review**

The Committee went into closed session.

**9.0 Adjourn**

The meeting adjourned at approximately 5:30 pm.