



**Commission Meeting  
MINUTES**

Monday, April 2, 2018, 6:00 pm  
1485 Civic Court, Suite 1200  
Large Conference Room  
Concord, CA

**1.0 Call to Order and Roll Call**

Chairman Gareth Ashley called to order at 6:05 PM, followed by introductions from everyone in the room.

Commissioners in attendance were: Rocio Hernandez PhD, Secretary-Treasurer Marilyn Lucey, PJ Shelton, Vice-Chair John Jones, Supervisor Diane Burgis, Wanda Session for Dr. William Walker, and Kathy Marsh, director of Children & Families Services.

Alternate in attendance was Lee Ross.  
Also present was Deputy Counsel Keiko Kobayashi.

Absent were Commissioner Dr. William Walker, Alternates Trisha Mindell, Matt Regan, Katharine Mason and Supervisor Candace Andersen.

**2.0 Public Comment**

Odessa Caton, district director of East County First 5 Center gave an update on the new Antioch First 5 Center site. Staff have moved in and are just awaiting the final process of certification from the Contra Costa County Fire Protection District. They anticipate the new center to open by the end of April 2018. She also informed that there is a planned open house community festival planned for Fall 2018. Odessa thanked people who helped in the process and will keep Commission informed on the satellite center's development.

**3.0 Approval of Consent Calendar**

A motion was made by John Jones and seconded by Diane Burgis to approve the consent calendar.

**AYES:** Rocio Hernandez PhD, Secretary-Treasurer Marilyn Lucey, PJ Shelton, Vice-Chair John Jones, Supervisor Diane Burgis, Wanda Session for Dr. Walker, and Kathy Marsh for Children & Families Services.

**NOES:** None

**ABSTAIN:** None

Motion was **APPROVED**.

**5.0 Public Hearing on the First 5 California 2016-17 Annual Report**

Gareth Ashley opened the public hearing on the First 5 California 2016-17 Annual Report.

It is a statutory requirement for First 5 Contra Costa to hold a public hearing on First 5 California Annual Report. Sean Casey reported First 5 Contra Costa highlights are on page 32 of the report. The report can be found on:

[http://www.cfc.ca.gov/pdf/about/budget\\_perf/annual\\_report\\_pdfs/Annual\\_Report\\_16-17.pdf](http://www.cfc.ca.gov/pdf/about/budget_perf/annual_report_pdfs/Annual_Report_16-17.pdf)

There were no questions from the floor.

Gareth Ashley closed the public hearing and asked for a motion to accept the First 5 California 2016-17 Annual Report.

Wanda Session made a motion, Kathy Marsh seconded, to accept the First 5 California 2016-17 Annual Report.

**AYES:** Rocio Hernandez PhD, Marilyn Lucey, PJ Shelton, John Jones, Diane Burgis, Wanda Session for Dr. Walker, and Kathy Marsh.

**NOES:** None

**ABSTAIN:** None

Motion was **APPROVED**.

## **6.0 Public Hearing on the First 5 Contra Costa Strategic Plan 2016-20**

It is a requirement to hold public hearing on the current Strategic Plan annually.

Gareth Ashley opened the public hearing on the First 5 Contra Costa Strategic Plan 2016-20.

The Strategic Plan can be found online on the First 5 Contra Costa website:

[http://www.first5coco.org/wp-content/uploads/2014/10/Strategic\\_Plan\\_Approved\\_10\\_5\\_15.pdf](http://www.first5coco.org/wp-content/uploads/2014/10/Strategic_Plan_Approved_10_5_15.pdf)

Sean Casey reported the following:

We're coming up to the official mid-way point in our 4-year plan, at the end of the current fiscal year. Here are some of our accomplishments so far:

We said this plan would "focus our investments on strategic initiatives that build the systems, partnerships and policies that will have the most enduring impact on children's health, education and well-being." We also knew that we needed to be fiscally prudent in our direct-service investments and we prioritized those program areas that had a likelihood of systems or policy change, grounded in evidence-based practice, aligned with partners and benefitting those in greatest need. To that end --

- We re-funded our First 5 Centers for three years with an eye toward consolidating East County services into two large regional centers with possibilities for satellites and other outreach to communities
- We initiated a process to improve our outreach to and participation by African-American families in First 5 Centers and other First 5 programs, starting with a needs assessment conducted by an outside firm
- We've further blended our home visiting investment with Early Head Start to maximize the number of families being served
- We're furthering the development of the Help Me Grow system, specifically in partnership with the Contra Costa Crisis Center (provider of 211), and pediatric health providers across the county
- We've launched a train the trainer process for to develop trauma-informed capacity across multiple agencies serving children
- We've deepened the ECE Quality Matters initiative to over 160 providers serving infants toddlers and preschoolers in public and private settings.

We also indicated in our plan that there were direct-service programs that we had been funding for

several years that would not fit our ongoing priorities. Over these two fiscal years we have stepped down funding for several small-to-medium contracts, mostly in the parent education area. We gave providers flexibility in using a year's funding over two-years to allow for a soft landing, with time to make adjustments and secure new funding.

We've re-branded and re-defined our evaluation department, which is now the strategic information and planning department. We've pulled back on intensive program evaluation so that we can capture the big-picture needs of children in the County. We conducted the first countywide kindergarten needs assessment, which we'll be releasing next month.

Our regional groups are becoming a force for change in cities across the county, particularly speaking up for those families whose needs are greatest. More and more families are advocating for local changes in their parks and streets and cities are responding with meaningful investments.

There were no questions from the floor.

Gareth Ashley closed the public hearing and asked for a motion to accept the First 5 Contra Costa Strategic Plan 2016-20.

Diane Burgis made a motion and PJ Shelton seconded to maintain the First 5 Contra Costa 2016-2020 Strategic Plan without revision.

**AYES:** Rocio Hernandez PhD, Marilyn Lucey, PJ Shelton, John Jones, Diane Burgis, Wanda Session for Dr. Walker, and Kathy Marsh.

**NOES:** None

**ABSTAIN:** None

Motion was **APPROVED**.

Commissioner Kathy Gallagher arrived at this time.

## **7.0 Consider approving proposed First 5 Contra Costa Budget FY 2018-2019**

Marnie Huddleston gave the following summary on the proposed First 5 Contra Costa Budget for fiscal year 2018-19.

The FY 2018-19 budget represents the third year of the Commission's 2016-20 Strategic Plan. This year the initiatives will continue to blend Proposition 10 tobacco tax and outside funding. Prop 10 revenues increased due to receiving the backfill as expected after the implementation of Prop 56. Outside funding is projected to decrease 20%. The \$14,588,681 budget is \$388,078 more than its predecessor, and draws down \$3.8 million of unrestricted fund balance.

Projected Proposition 10 tax revenue is 12% more than the previous year's budget, based on projections from the state Department of Finance. Proposition 56, the 2016 ballot initiative that raised the state tobacco tax by \$2.00 per pack, included a backfill provision that shifts funds to the Proposition 10 and other state tobacco tax accounts that are expected to lose revenue due to the higher tax. The backfill will go into full effect in FY2018-19, accounting for the increase in Proposition 10 revenue.

Revenue also includes the fourth year of First 5 California's five-year IMPACT (Improve and Maximize Programs so All Children Thrive) initiative (\$996,893), as well as continued funding from the State



Preschool Quality Block Grant (\$380,764) and the Infant/Toddler Quality Block Grant (\$54,900), all intended to sustain and deepen early learning quality systems throughout the state.

This coming year will also see the third and final \$100,000 payment from the Sunlight Giving Foundation for general support, and the final payment of the four-year Thomas J. Long Foundation grant to expand Help Me Grow (\$300,000).

This budget calls for using up to \$3.78 million of the Commission's unrestricted fund balance to make up the difference between revenue and expenditures; this use of the unrestricted fund balance continues the drawdown anticipated in the Commission's strategic planning.

Program activities will continue along the same lines as the current year, with only minor adjustments in funding. The budget includes an increase in the Family Support Initiative for additional facilities support including transitional expenses relating to the expected completion of the East County First 5 Center in Pittsburg.

External funding sources will continue to support over \$1 million of staff salaries and benefits, including a new intermittent QRIS coach position. A 3% cost of living increase for staff is recommended by the Executive Committee, based on the Bay Area consumer price index increase of 3.1% for the last 12 months.

The Commission's retirement contribution rates decreased 0.37% for Legacy members and 1.28% for PEPRA members from the prior FY. Due to the prepayment made to CCCERA several years ago, First 5 saves \$281,500 retirement costs in FY18/19

Health benefit costs increased due to the County moving from 2-tier to 3-tier plans, which increased costs for both employees with family coverage and F5. Additionally, several staff positions have health insurance coverage that previously had not used this benefit.

Overall administrative costs increased to 10.4% of total budget. The budget includes the potential cost of moving the F5 office and the certain increase in rent for the First 5 office beginning in January, 2019.

Lee Ross asked if there was data on how much revenue was received from taxing of electronic cigarette or similar device ("vaping"). Sean Casey informed that there is no data yet on where the revenue from sales on said products are from.

PJ Shelton made a motion and Rocio Hernandez seconded to approve the proposed First 5 Contra Costa Budget FY 2018-19.

**AYES:** Rocio Hernandez PhD, Marilyn Lucey, PJ Shelton, John Jones, Diane Burgis, Kathy Gallagher, Wanda Session for Dr. Walker, and Kathy Marsh.

**NOES:** None

**ABSTAIN:** None

Motion was **APPROVED**.

## 8.0 Policy and Advocacy Report

Sean Casey reviewed legislation currently supported by the First 5 Association, including:

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**AB1754** Pre-K for All Act of 2018 that would require the state to provide all 4-year old children who meet those eligibility requirements with access to early care and education programs. The bill also emphasizes the role of quality early learning and care for children aged 0-5.

**AB 992**, that would establish the Baby Wellness & Family Support Home Visiting Program that would require the State Department of Social Services to award funds to counties for the purpose of implementing voluntary maternal, infant and early childhood home visiting programs.

One that was not on the packet but will soon be included on the list is **SB 982** introduced by Senator Mitchell. This senate bill endeavor to end childhood deep poverty in the CalWORKs program by setting a floor for grants at 50% of the federal poverty line. The current maximum grant for a family of three is \$714 or 41 percent of the FPL. However, most families receive less than the maximum grant (averaging \$556 per month).

**AB 2303** introduced by ASM Thurmond taxing private prisons hopes to help create funds for prevention programs that decrease likelihood that an individual will come into contact with the criminal justice system.

Marilyn Lucey asked if any of the bills updated are being applied to divert people from ending up in prison in Contra Costa County.

Supervisor Diane Burgis informs that although no updated data yet, Contra Costa County currently has the lowest detainee level among the San Francisco Bay Area counties. She mentioned that the county is strengthening the diversion program. She encouraged Commissioners to call her district office for further data.

PJ Shelton mentioned that she can get that information from the Contra Costa College afterschool probation program outlining data from adult male & female (aged 18 and over).

Rocio Hernandez mentioned **AB 109's** implementation to advocate on behalf of children with severe emotional disturbance & their families.

Supervisor Burgis encouraged participating in legislative visits as a way to support and educate.

Sean Casey invited Commissioners to join him this year with Deputy Director Ruth Fernandez and Strategic Information officer Sarah Crow on legislative day on May 2<sup>nd</sup> at the State Capitol.

## **9.0 Executive Director's Report**

Sean Casey reported:

Tracy Irwin, our long-time Public Affairs Manager, is leaving First 5 Contra Costa at the end of April. After 17 and-a-half years she is ready to move on to the next thing. She has been a stalwart here since she was hired, among the original staff in 2000. If you know anything about First 5 Contra Costa, it's probably because of Tracy, who has done more than any of us to make sure First 5 Contra Costa is known, recognizable and respected. Her high value on content and artistic quality has resulted in what I consider to be the best local publications in the First 5 world. With every project she has taken on she has striven for the highest level of impact, whether it's the monthly newsletter, or one of our high-profile public



information campaigns. As a strategist, she has always been my sounding board, and has, on seemingly a daily basis, made me a better Director. We will miss her.

We have opened the position for her replacement, which we are calling a Communications Manager. We also have open positions for a research analyst and an additional QRIS coach. You may find all of these on our website.

On the East County First 5 Center project, we are working on renovating the building we bought last fall in Pittsburg to be our largest First 5 Center to date. Since the beginning of the years we have worked closely with our architect on a functional and attractive design that fits what families like about our Centers: places to go to learn about children, meet other parents, and become better parents.

Last week we received the result of the first cost estimation based on the schematic design from our architect. We had been warned going in that this was a difficult time for construction in the Bay Area, not helped by disasters in California and beyond in the last year. We knew our construction costs would be high and hoped they would not be too far over \$1 million. With the estimate last week our concern now is to keep it at \$2 million. The cost estimator made some conservative judgments based on the market and on the relatively small size of the project. We've talked with the architect and with our project manager, who were also surprised and the estimate. The architect did a pass through the design, taking out many features keeping the look fairly plain and institutional and still did not come out below \$1.5 million. Our project planner is talking to a few contractors and estimators to see if their sense of the market aligns with our estimate.

I had hoped to pitch to several foundations the possibility of capital support for this project, hoping to cover 50% of the renovation cost. Those I have talked to have not said "no" but there is work to do to get to "yes."

In short, this will cost us more than we expected. We still believe this is a worthwhile project for us to do, as we believe the East County families need that place. We think they deserve a place that's more appealing than a typical social service provider's. And I want to stress the legacy aspect of this investment in a property the Commission will own for years into the future.

Next month, we will need to hold a special meeting, May 7<sup>th</sup>, to accept the construction documents and authorize staff to launch the bid process. Perhaps we will have more news on the cost figures then, learning as we work with them in the weeks ahead. But I wanted to give you advance notice and a chance to weigh in with any concerns you may have about what you're hearing and about how we go about doing this.

Wanda Session asked if we had any input yet from the local families and communities, providers and they would like to include?

Sean informed that families and community members and providers indeed had been consulted in the design process, and the renovation hoped to provide infants and toddlers and parents the indoor space for play and socializing.

Gareth mentioned that there were many important components that went into the structural design of the interior that would allow natural lighting and indoor activities for the community.

PJ Shelton offered information on possibly including work with the college youth employment and see if that would work out.

**10.0 Communications**

A flyer in the packet that highlighted the Community Engagement programs accomplishments and achievements in calendar year 2017. The flyer was created by Tracy Irwin.

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

Rocio Hernandez shared that she is currently exploring options for lower cost Early Childhood Education units for both Bachelor of Arts & Masters' Programs with University Of the People.

She also informed Commission that she is currently collecting data for Viva Contra Costa Latino Health Policy Data & Action Guide.

**12.0 Adjourn**

The meeting was adjourned at 7:05 PM