

# Memo

**To:** Commission Members  
**From:** Alexander Khu  
**Re:** June 4, 2018 Commission Meeting

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Enclosed are the materials for the June 4, 2018 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  
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## Commission Meeting Agenda

Monday, June 4, 2018, 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 May 7, 2018 special meeting.**

3.2 **Approve the Contracts Docket**

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

5.0 **Presentation of upcoming Help Me Grow promotional campaign.**

6.0 **Update on Executive Director's presentation to the Board of Supervisors' Meeting, "Coffee & Kids" and other recent advocacy activities.**

7.0 **Executive Director's Report**

8.0 **Commissioner F.Y.I. Updates**

9.0 **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 June 4, 2018

Agenda Item 3.1

Approve the minutes from the May 7, 2018 Commission Meeting.



## SPECIAL Commission Meeting MINUTES

Monday, May 7, 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 the meeting to order at 6:03 PM, followed by introductions from everyone in the room.

Commissioners in attendance were: PJ Shelton, Supervisor Diane Burgis, Dr. William Walker, and Kathy Gallagher

Alternate in attendance was: Katharine Mason  
Also present was Deputy Counsel Keiko Kobayashi.

Absent were Commissioners Rocio Hernandez PhD, Secretary-Treasurer Marilyn Lucey, Vice Chair John Jones, Alternates Trisha Mindell, Lee Ross, Matt Regan, Supervisor Candace Andersen, Wanda Session, and Kathy Marsh from the Children & Families Services.

### 2.0 Public Comment

None.

### 3.0 Approval of Consent Calendar

A motion was made by PJ Shelton and seconded by Dr. Walker to approve the consent calendar.

**AYES:** Gareth Ashley, PJ Shelton, Diane Burgis, Dr. Walker and Kathy Gallagher.

**NOES:** None

**ABSTAIN:** None

Motion was **APPROVED**.

### 5.0 Presentation of East County First 5 Center Plan

Sean Casey presented the proposed designs based on input from East County First 5 community members and center staff and First 5 staff. He introduced architect Brent Randall from the firm Loving, Campos & Associates.

Brent Randall presented a set of renderings of the proposed interior space describing each proposed spaces and the activities and rooms based on the users' needs and "wish lists", indicating the need to re-structure the interior to fit the specific requirements of the users.

The façade will have a minor upgrade to reduce cost, but will be updated to help make the center identifiable and at the same time approachable children & family.

A binder containing the architects' schematic floorplan and construction design and specifications was passed among the Commissioners during the slide presentation.

Supervisor Burgis asked if further there were updates on the cost estimates. Brent reported that the first cost estimate for staff included wide margins and contingencies that took into account possible high costs due to the current construction market. The next cost estimate, based on the construction design and specifications will likely be more realistic. But the architects are prepared to scale back design and have the ability to issue an addendum modifying the contract documents if necessary. They will do their best to keep the modifications within bounds of reason.

After the discussion was completed, Gareth Ashley asked the commissioners if they would:

- **5.1 APPROVE** the project design and the bid documents, including the plans and specifications, for the remodel of First 5's commercial building located at 355 East Leland Road, Pittsburg, CA; and
- **5.2 AUTHORIZE** the Executive Director, or designee, to solicit bids to be received on or about June 19, 2018, and issue bid addenda as needed, for clarification of the bid documents, provided the involved changes do not significantly increase the construction cost estimate.
- **5.3 DIRECT** the Clerk of the Board to publish, at least 14 calendar days before the bid opening date, the Notice to Contractors in accordance with Public Contract Code Section 20125, inviting bids for this project; and
- **5.4 DIRECT** the Executive Director, or designee, to send notices by email or fax and by U.S. Mail to four or more local construction trade journals at least 15 calendar days before the bid opening date.

Diane Burgis made a motion, seconded by Kathy Gallagher to carry out all of the action items (5.1, 5.2, 5.3 and 5.4) on the agenda.

**AYES:** Gareth Ashley, PJ Shelton, Diane Burgis, Dr. Walker and Kathy Gallagher.

**NOES:** None

**ABSTAIN:** None

Motion was **APPROVED**.

## **6.0 Presentation of findings from the African American Needs Assessment Project**

First 5 Staff Lisa R. Johnson, Wanda Davis and Ruth Fernandez made the presentation on recent findings from the African American Needs Assessment Project.

The purpose of the engagement was to research the potential factors leading to the under-serving of African American children & families in First 5 programs. In an effort to engage accurate input from the community, First 5 Contra Costa selected TILE (Training Institute for Leadership Enrichment) to lead the project. We learned that the lack of awareness of First 5 Contra Costa services among African Americans was the primary reason the lack of access to the community. Respondents also indicated uncertainty about whether they were "eligible" for First 5 Center services.

The consultants recommend that First 5 establish and strengthen relationships with African American communities by tailoring outreach and strategies based on TILE recommendations, and establish more inclusive and culturally-aware outreach and facilities. Staff presented a framework for implementing the recommendations over the next two years that include forming an advisory council, bringing on additional contract expertise, and conducting ongoing training for First 5 staff and contractors. Cultural

humility and trauma-informed practices were highly recommended as frameworks for training and capacity building.

After the presentation, Dr. Walker asked if the project has a specific advisory council in mind and if the project also considered aligning with existing departments in various agencies that have been working towards the same goal of outreach to our underserved African American communities. Staff responded that they would absolutely hope to build on existing work.

PJ Shelton asked if other counties are having same problems. Staff responded that Solano and Alameda are found to have the same problems and had been looking into the same issues. She also suggested perhaps focus on the makeup of the advisory committee, and perhaps give them a more community based name (less corporate) to be appealing.

Gareth asked for more information on cultural humility and how it applies to the project. Wanda Davis explained that cultural humility requires an understanding of what the other person's point of view and cultural belief entails and this project hopes to be able to incorporate that into its impact to the community.

## **7.0 Presentation of findings from the 2018 Countywide Kindergarten Readiness Assessment**

Strategic Information & Planning manager Sarah Crow and Applied Survey Research representative Kim Carpenter reported on findings from the 2018 Countywide Kindergarten Readiness Assessment.

To understand the needs of children throughout Contra Costa attending kindergarten, First 5 contracted with Applied Survey research to conduct a county-wide assessment of kindergarten readiness. A total of 1,154 students from 55 classrooms, in 46 schools and ten school districts participated in this study. Teachers assessed children in their first weeks of kindergarten using a simple, validated tool. Parents were also asked to fill out questionnaires providing information about their child's early childhood experiences at home and in child care and preschool.

Kindergarten readiness is broken into three principal areas: kindergarten academics, self-regulation and social expression. Motor skills are also assessed, but not included in the overall definition of readiness. Overall, 44% of children meet the definite of "fully ready", and 35% "partially ready" while 22% did not demonstrate proficiency in any of the measurements for kindergarten readiness.

The factors association with readiness for all children included child well-being (defined as rested, fed and on tie for school), attendance at transitional kindergarten or preschool, being an English learner, gender, ethnicity and other factors.

Gareth Ashley asked what we can do to help with a child's well-being. Sarah Crow responded that it is about the entire community. The report recommendations encourage school districts to expand their offerings in quality early childhood education and connect them to our Quality Matters program. WE also encourage them to think about how to connect and form partnerships with child care and preschools in their communities. We encourage cities to think about their libraries and parks and play areas in terms of school readiness.

We ask our county leaders to prioritize children. Energize the conversation in our county to promote awareness. Boost spending in our libraries. Expand funds and invest in more early childhood mental health services.

Supervisor Diane Burgis also suggested establishing cooperative pre-schools as a model for parent involvement.

PJ Shelton asked if there were findings on the role of grandparents in a single parent household, and if any data was collected on the age of the mother. Staff responded that the methodology did not include collecting data on these issues, though a future assessment could do that.

Katharine Mason was excited with collaboration inroads with the superintendents who responded and hoped all the rest would participate in the future. She encouraged district visits and meet as much as possible to provide valuable data.

Ruth Fernandez felt that one way we are reaching out to grandparents currently is through the Help Me Grow program which is a broader effort. But also in our work childcare vouchers (many are grandparents) through our Quality Matters program and with the help of agencies such as CoCoKids.

## **8.0 Executive Director's Report**

Sean gave the following Executive Director's report:

Early Intervention Program Officer, Wanda Davis, and HMG Coordinator Liliana Gonzalez, presented at the National Help Me Grow program in early April and presented the new HMG promotional campaign which we have produced in collaboration with Alameda County and which is set to launch this summer.

Staff also attended the First 5 California 2018 Child Health, Education & Care Summit in Glendale. Commissioners Diane Burgis, PJ Shelton, and John Jones joined several of our staff. It was a great opportunity to connect with our colleagues statewide, particularly at the Commissioner session attended by over 40 Commissioners around the State.

Kathy Gallagher and I pulled together our respective state association leaderships for a first-ever meeting of Moira Kenney and Margot Gould from the First 5 Association with Frank Mecca and Cathy Senderling from the Child Welfare Director Association. It's surprising that it took this long, but now there's a relationship to build on for shared policy goals around the state. In particular we're looking at continuous care reform in the child welfare system, and the proposed CalWorks home visiting program in the 2018-19 CA budget.

Our East County Regional Group met with Sup Glover to review the findings from the regional group's assessment of Bay Point parks. He is very enthusiastic about their work and supported their approach to the Ambrose Park District.

I was a panelist at two events, first for the Bay Area Council's rollout of its report on barriers to gender equity in the workforce, which called out the need for child care, family leave and family-friendly employer policies. A few days later I presented some of our work to the East Bay Economic Development Alliance, along with my First 5 Alameda colleagues. In attendance were the mayors of Antioch and Hercules, staff to Supervisor Candace Andersen, and the Director of the Contra Costa Small Business Development Agency.



Last week, Ruth Fernandez, Sarah Crow and I attended the First 5 Association meeting in Sacramento and joined the next day by Commissioner Cio Hernandez, for the annual First 5 Advocacy Day. We started under an enormous tent on the South Lawn of the Capitol, welcomed by State Sen Mike McGuire. We visited Assembly member Tim Grayson, who is hugely appreciative and interested in our work, as well as the staffs of Tony Thurmond, Nancy Skinner, Catherine Baker, Jim Frazier, and Steve Glazer. All but four members of the entire California Legislature were visited by a First 5 representative that day.

At lunch time there was a family fun event back on the lawn, with activities for children, a magic show by Sen. Jerry Hill, and appearances by Rosita the Sesame Street muppet, and Potter the Otter. The Association awarded champions recognitions to Assemblymembers Kevin McCarty and Cecilia Aguiar-Curry. Speaker Rendon gave the keynote address, drawing on his experience as a child development center director, particularly when a child randomly walked across the stage. It was very encouraging to feel the excitement around our efforts that day and to hear such support for First 5 from the legislature.

In advance of tomorrow's Board of Supervisors meeting, in which the Board will take up the issue of taxation on Cannabis-related activities in unincorporated areas of the county, we sent a letter to the Board encouraging them to establish a "child development fund" that could be funded by a portion of cannabis revenues. I have talked about this with Supervisors Burgis and Glover, and we thought we should seize the opportunity to bring up the idea in a public setting.

We had a very nice staff farewell lunch for Tracy Irwin, whose last day was the 27<sup>th</sup>. We've had first interviews with several promising candidates and hope to make the final selection by the end of the month. We are also still interviewing candidates for the open research analyst and QRIS coach positions.

Lastly special projects coordinator Fran Biderman, with our FESP partners, producing a voting guidelines document for community members on learning the voting process. It is in English and Spanish. It can be found on our website:

<http://www.first5coco.org/wp-content/uploads/2018/05/Voting-tips-pamphlet-Eng-5-2-2018-final.pdf>

and

<http://www.first5coco.org/wp-content/uploads/2018/05/Voting-tips-pamphlet-span-2018-final.pdf>

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

Commissioner PJ Shelton announced that the 50<sup>th</sup> anniversary of the East Bay Center for the Performing Arts will be having a kick-off celebration on Saturday May 12, 2018 at 339 11<sup>th</sup> Street in Richmond.

<http://eastbaycenter.org>

#### **11.0 Adjourn**

The next standing meeting is on June 4, 2018.

The meeting was adjourned at 7:35 PM.





Monday June 4, 2018

Agenda Item 3.2

Approve the Contracts Docket



ITEM 3.2  
CONTRACTS APPROVAL DOCKET

June 4, 2018

The following contracts are more than \$50,000 require Commission approval:

- 3.2.1 APPROVE and AUTHORIZE the Executive Director to execute a contract with Contra Costa College to provide child care providers with tutoring, academic advising, cohort classes, support, training, and incentives as they advance their education and professional training in an amount not to exceed \$300,852 for term July 1, 2018 to June 30, 2019. FY2018-19 budget line: Early Childhood Education Initiative: Professional Development (\$1,032,556).
- 3.2.2 APPROVE and AUTHORIZE the Executive Director to execute a contract with Diablo Valley College to provide child care providers with tutoring, academic advising, cohort classes, support, training, and incentives as they advance their education and professional training in an amount not to exceed \$300,852 for term July 1, 2018 to June 30, 2019. FY2018-19 budget line: Early Childhood Education Initiative: Professional Development (\$1,032,556).
- 3.2.3 APPROVE and AUTHORIZE the Executive Director to execute a contract with Los Medanos College to provide child care providers with tutoring, academic advising, cohort classes, support, training, and incentives as they advance their education and professional training in an amount not to exceed \$300,852 for term July 1, 2018 to June 30, 2019. FY2018-19 budget line: Early Childhood Education Initiative: Professional Development (\$1,032,556).
- 3.2.4 APPROVE and AUTHORIZE the Executive Director to execute a contract with Contra Costa County Office of Education to provide rating and management of the Contra Costa Quality Rating and Improvement System (QRIS) in accordance with local implementation requirements and in alignment with regional and state QRIS efforts in an amount not to exceed \$344,000 for a term July 1, 2018 to June 30, 2019. FY2018-19 budget line: Early Childhood Education Initiative: Early Learning Quality (\$801,760). 100% F5 CA Improve and Maximize Programs so All Children Thrive (IMPACT) funds.
- 3.2.5 APPROVE and AUTHORIZE the Executive Director to execute a contract with Mt. Diablo Adult Education to provide family literacy preschool services to children whose parents attend adult education classes at the same site in an amount not to exceed \$109,262 for term July 1, 2018 to June 30, 2019. FY2018-19 budget line: Early Childhood Education Initiative: Literacy (\$269,942).
- 3.2.6 APPROVE and AUTHORIZE the Executive Director to execute a contract with Tandem, Partners in Early Learning to provide a book bag delivery system to train parents in read-aloud strategies to ensure healthy brain development, parent-child bonding and the early literacy skills critical for school success in an amount not to exceed \$160,680 for term July 1, 2018 to June 30, 2019. FY2018-19 budget line: Early Childhood Education Initiative: Literacy (\$269,942). \$25,000 of funds is from F5 CA IMPACT and \$135,680 of funds is First 5 Prop 10 funding.

- 3.2.7 APPROVE and AUTHORIZE the Executive Director to execute a contract with Contra Costa Crisis Center to maintain a web-based database of Contra Costa human services ([www.211database.org](http://www.211database.org)) for children birth through age five and their families and to oversee the Help Me Grow 211 call center, a 24-hour phone referral service in which trained information and referral specialists refer callers to needed services in an amount not to exceed \$201,500 for term July 1, 2018 to June 30, 2019. FY2018-19 budget line: Early Intervention Initiative: Help Me Grow (\$485,175). \$141,500 of funds is from Thomas J Long Foundation Help Me Grow grant and \$60,000 of funds is First 5 Prop 10 funding.
- 3.2.8 APPROVE and AUTHORIZE the Executive Director to execute a contract with We Care Services for Children to provide mental health consultation services to licensed child care providers in order to increase their capacity to support children struggling with emotional or behavioral problems in an amount not to exceed \$672,590 for term July 1, 2018 to June 30, 2019. FY2018-19 budget line: Early Intervention Initiative: ECE Consultation (\$1,022,972).
- 3.2.9 APPROVE and AUTHORIZE the Executive Director to execute a contract with Applied Survey Research to provide data analysis and evaluation support in an amount not to exceed \$165,000 for term July 1, 2018 to June 30, 2019. FY 2018-19 budget line: Strategic Information & Planning: Professional Services (\$416,140).
- 3.2.10 APPROVE and AUTHORIZE the Executive Director to execute a contract with Baby Builders, Inc. to provide developmental playgroups, curriculum, materials, staffing, and site coordination support and program over-site in an amount not to exceed \$97,500 for term July 1, 2018 to June 30, 2019. FY 2018-19 budget line: Early Intervention Initiative: Help Me Grow: (\$485,175). 100% of funds from Thomas J Long Foundation Help Me Grow grant.
- 3.2.11 APPROVE and AUTHORIZE the Executive Director to execute a contract with We Care Services for Children to provide developmental playgroups, curriculum, materials, staffing, and site coordination support and program over-site in an amount not to exceed \$100,425 for term July 1, 2018 to June 30, 2019. FY 2018-19 budget line: Early Intervention Initiative: Help Me Grow: (\$485,175). 100% of funds from Thomas J Long Foundation Help Me Grow grant.
- 3.2.12 APPROVE and AUTHORIZE the Executive Director to execute a contract with CoCoKids Inc. to provide coaching and support for approved Quality Rating and Improvement System (QRIS) sites and support to participate in local implementation of the QRIS in an amount not to exceed \$165,830 for term July 1, 2018 to June 30, 2019. FY2018-19 budget line: Early Childhood Education Initiative: Early Learning Quality (\$801,760). 100% F5 CA Improve and Maximize Programs so All Children Thrive (IMPACT) funds.
- 3.2.13 APPROVE and AUTHORIZE the Executive Director to execute a contract with CoCoKids Inc. (Inclusion) to provide services designed to make licensed child care more accessible for children with special needs by increasing provider capacity through training and one-on-one support in an amount not to exceed \$350,382 for term July 1, 2018 to June 30, 2019. FY2018-19 budget line: Early Intervention Initiative: ECE Consultation (\$1,022,972).