

Memo

To: Commission Members
From: Alexander Khu
Date: MONDAY September 9, 2019
Re: September 9, 2019 Commission Meeting

Enclosed the agenda for the September 9, 2019 Commission Meeting will take place as follows:

Time: 6:00 PM
Location: First 5 Contra Costa
1485 Civic Court, Suite 1200, Concord, CA
925-771-7342

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, September 9, 2019, 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 Special Meeting Retreat of July 18, 2019.

3.2 APPROVE and AUTHORIZE the Executive Director to execute a 3-year contract with Social Solutions Global, Inc. to provide licensing and hosting for Effort to Outcomes (ETO) software database for Commission programs and services in an amount not to exceed \$56,165 for a term July 1, 2019 to June 30, 2022. FY2019-20 budget line: (\$17,217 year-1), (\$18,680 year-2), (\$20,268 year-3) Strategic Information & Planning: Professional Services (\$347,080).

3.3 First 5 Contra Costa Program Report

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

5.0 Presentation of reports from the First 5 Center Community Advisory Councils (CAC)

6.0 Consider accepting the final financial report for fiscal year 2019-2020.

Action

7.0 Consider appointing the nominating committee for 2020 Officers Election

Action

8.0 Ad Hoc Executive Director Search sub-committee report

9.0 Executive Director Report

10.0 Communications

- None received

11.0 Commissioner F.Y.I. Updates

12.0 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 September 9, 2019

Agenda Item 3.1

Approve the minutes from the July 18, 2019 Special Commission Meeting



Special Meeting
COMMISSION STRATEGIC PLAN RETREAT
MINUTES

Thursday, July 18, 2019, 9:00 am
Pleasant Hill Community Center, Perera Pavilion
320 Civic Drive,
Pleasant Hill, CA 94523

1.0 Call to Order and Roll Call

The meeting called to order at 9:15 AM by chair Gareth Ashley.

Present were Commissioners Marilyn Lucey, Lee Ross for PJ Shelton, John Jones, Supervisor Diane Burgis, Dr. Christopher Farnitano, and Katharine Mason for Kathy Gallagher

Also present was District 1 Alternate Commissioner Genoveva Calloway.

Absent were Commissioners Dr. Rocio Hernandez, PJ Shelton, Kathy Gallagher, Kathy Marsh, alternates Monica Merrill, Matt Regan, Supervisor Candace Andersen, and Roslyn Gentry.

2.0 Approval of Consent Calendar

John Jones made a motion, seconded by Diane Burgis to approve the consent calendar.

AYES: Genoveva Calloway for Rocio Hernandez, Marilyn Lucey, Lee Ross for PJ Shelton, Gareth Ashley, John Jones, Diane Burgis, Christopher Farnitano, and Katharine Mason for Kathy Gallagher.

NOS: None

ABSTAIN: None

ABSENT: Kathy Gallagher, Kathy Marsh, alternates Monica Merrill, Matt Regan, Supervisor Candace Andersen, and Roslyn Gentry.

Motion **APPROVED**.

Commissioners Rocio Hernandez and PJ Shelton arrived at this time.

4.0 2020 – 2023 Commission Strategic Plan

Strategic Planning consultant Nicole Young opened the session with an outline of the planning process and a review of the structure for the day.

Sean Casey then followed with a review of the Commission’s strategic planning processes over time and noted that each plan has set out to refine and concentrate our efforts as we learn more about families’ needs, First 5’s expertise, and new science and understanding of early childhood. This next plan will be similar but formulated in the context of a strong California economy, growing support for early childhood programs in the legislature, and Governor Newsom’s very strong intentions to support young children and their families, as demonstrated in the 2020 budget. Ironically, just as the highest levels of state leadership are embracing early childhood, our biggest challenge will be our declining resources. With this much change and uncertainty in the landscape, staff is recommending a three-year plan, from FY 2020-21 through FY2022-23.

Sean then led the Commission in a review of First 5’s life journey, using a timeline created by staff at their recent retreat and noting major events in First 5’s world since Proposition 10 was passed in 1998. Just as staff had noted when they arrived at First 5, so did Commissioners put their names on the timeline and mentioned what first 5 was doing when they joined the Commission.

Supervisor Diane Burgis left the meeting at 10:30 am.



Program staff – Deputy Director Ruth Fernandez, Quality Improvement Coach Nelly Orantes, Program Officers Lisa Korb and Wanda Davis, and Community Liaison Cecilia Perez-Mejia – then presented vignettes about parents, providers and community members who participated in First 5 programs. Commissioners appreciated this look into how First 5’s activities have changed systems, even lives.

Sean then presented a systems change framework he has been working on with staff based on First 5’s experiences over the years and encompassing not only technical systems-building, but also engagement of stakeholders of all kinds and advocacy for sustained change.

At 12:05 pm, Gareth Ashley opened the session for public comments. There were no comments from the public.

After lunch, Sean made a presentation on the fiscal landscape facing First 5. Proposition 10 revenues are expected to continue to decline as they have since inception. We are also facing the end of the Thomas J. Long Foundation grant that has supported Help Me Grow for five years, as well as the transition of First 5 California’s IMPACT funding for Quality Matters to “IMPACT 2020”, the details of which are not yet fully known. In addition, the Commission has nearly exhausted its reserve funds. Staff will prepare funding recommendations for the Commission in the fall when the Commission’s June 30, 2019 fund balance has been determined, and other funding questions may be answered.

Nicole then led the Commission through small-group discussion on what they have heard and learned in the day’s session, and what more they want to know about First 5’s work and the broader landscape. She then asked Commissioners for their main “take-aways” from the day. They reported having an understanding of where First 5 is now, needing to stick with what we do in the current plan, and strong support for the staff and what they’ve accomplished. They also acknowledged that the Commission itself could do more to support First 5’s efforts.

Dr. Chris Farnitano left the meeting at 1:30 pm

At 2:05 pm, Gareth Ashley re-opened the session for public comments. There were no comments from the public.

5.0 Adjourn

Gareth Ashley adjourned the meeting at 2:06 PM.



Monday September 9, 2019

Agenda Item 3.3

First 5 Contra Costa Program Report

1. Community Engagement

Richmond Parks Assessment

In early August, the City of Richmond submitted a joint application for Prop 68 funds to make recommended improvements to Boorman Park. Recommendations included in the application resulted from the extensive community participatory research process lead by the West County Regional Group members. WCRG members are crossing fingers that the application is accepted! The final Richmond Parks Assessment Report 2019 is now available on the First 5 Contra Costa website! An official release about the report is forthcoming in the month of September.

Concord Housing Security

The CCRG continues to advocate for housing security in Concord. The City Council is expected to vote on a set of tenant protections this month that are weaker than what community members have advocated for. On September 10, the Raise the Roof Coalition will hold a press conference to inform the public about the latest developments in the housing crisis and draw attention to Council's ineffective action. Meanwhile, all eyes are on AB1482, a statewide anti-rent-gouging bill that offers "just cause" protections to renting families. If it passes, AB1482 will offer Concord families some protections denied by the Concord City Council.

Ellis Lake PASOS a huge success!

The Ellis Lake PASOS - a free, park-based walking and dance program led by the CCRG - is off to a great start! Launched just over a month ago, the program has already reached 81 individuals ranging from 2-months to 61 years of age. An astounding 76% of participants surveyed already report feeling safer in the park and 57% report being more physically active than before joining the program. The program will run through June 2020.

2. Early Intervention

Help Me Grow Community Café Highlights First 5 Center's Fatherhood Support Group

On August 27, Help Me Grow's quarterly Café featured a presentation on Fatherhood Support and Engagement provided by First 5 Center staff. This SRO event took place at the new East County First 5 Center in Pittsburg. Help Me Grow Cafés offer service providers the opportunity to network, nourish, and learn about new information and resources. Each quarter, dozens of service providers gather to share information and learn about topics such as father engagement, early childhood trauma, and self-care, while making connections with other local resources.



3. Early Childhood Education

Contra Costa Professional Development Program (PDP)

The PDP concluded the 2018-19 program year with a total disbursement of \$115,900 in financial incentives distributed to 130 eligible PDP participants. Staff from participating Quality Matters programs have priority for application of PDP incentives. An ongoing trend of declining participation continued in 2018-19 with a significant decrease in the number of PDP participants compared to previous

years. Given this reduction in the number of eligible participants, additional stipends ranging \$240-\$480 were approved for disbursement to 50 PDP participants.

Quality Matters Initiative Transitions to New Database

Under the leadership of Edirle Menezes, ECE Program Officer, the QM program successfully transitioned to iPinwheel, a new, web-based QRIS management and student information system for early childhood education. A collaborative process between staff at First 5 Contra Costa, the County Office of Education, the regional QRIS Hub, and iPinwheel successfully shepherded data migration from the former WELS database to iPinwheel. Of course, transition efforts did not come without some challenges, especially related to assessment data migration. The QM team persevered, however, and all current assessments have migrated to the new database. Moving forward staff will focus on ensuring that all data fields required for the state's Common Data File (CDF) report are included in iPinwheel.

As we approach the end of the first quarter of the 19-20 program year, QM staff report recruitment of nine new QRIS sites and one QIS site to the Quality Matters movement in Contra Costa County. An updated list of participating sites and 2018-19 ratings will be available in September on the Quality Matters website: <http://www.qualitychildcarematters.org/rated-programs/>

4. Family Support

First 5 Center Community Advisory Councils' (CAC) Fall Leadership Training

On August 24, members of the First 5 Center CACs attended their annual leadership training at the Pleasant Hill Community Center and marked the beginning of the community assessment process conducted by each CAC. The training provides CAC members a hands-on opportunity to develop programming and activity recommendations based on data gathered through activities with families throughout the year. Recommendations from the community assessment process will be presented by a team of CAC representatives at the September 9th Children and Families Commission meeting.

5. Family Economic Security Partnership (FESP)

2020 Census Contra Costa

Special Projects Coordinator Fran Biderman – who sits on the County's Complete Count Committee – participated in that committee's Outreach Sub-Committee meeting where plans are underway to provide information and funding for census outreach. The First 5 Association hosted a statewide webinar for First 5's participating in local hard-to-count outreach activities. In addition, First 5 staff are meeting internally to identify strategies for census coordination and outreach across all First 5 activities. For example, the Community Engagement Regional Groups plan to solicit county grant funding to support targeted resident outreach and participation in census related activities in Bay Point, Richmond, and Concord.

In the next month, First 5 plans to disseminate an online survey aimed to assess needs and concerns from community stakeholders about census promotion. The goal is to distribute the survey to First 5 Contra Costa grantees and other partners.

FESP Meetings

FESP held its Coordinating Council meeting on July 24 on tax reform with Kayla Kitson with the California Budget and Policy Center and Melissa Breach with YIMBY California. Kayla provided a great overview of

PROGRAM UPDATES

AUGUST 2019



the current tax system and opportunities for increasing revenue and Melissa gave a terrific update on the initiative to revise Prop 13 on commercial property. (Update: The Schools and Communities Initiative will be re-filing the initiative for the November 2020 ballot in order to address some of the concerns that have been raised) FESP member updates included information on the effort to establish more Volunteer Income Assistance (VITA) sites for next year's Earned Income Tax Credit campaign. The next FESP meeting will be in October on "Working towards Equity in Local, State, and Federal Budgets."



Monday September 9, 2019

Agenda Item 5.0

Presentation of reports from the First 5 Center Community Advisory Councils
(CAC)

Community Advisory Council Recommendations



ANTIOCH FIRST 5 CENTER

- Offer educational opportunities in a variety of languages about recognizing mental health in children
- Offer parents information on how to manage and recognize their child's stress
- Educate parents on how to build strategies that consistently recognize and accept their stress before engaging with their child

DELTA FIRST 5 CENTER

- Help parents to understand the importance of early intervention in regards to developmental and behavioral concerns
- Help parents to understand the importance of adult interactions away from their kids and how it can benefit their children
- Remove the stigma around asking for help on behalf of their child's physical, developmental and behavioral health
- Help parents to develop a healthy level of trust to enhance social connections for their children

WEST COUNTY FIRST 5 CENTER

- Increase parent's ability to effectively communicate with their parenting partner about their child's needs
- Increase parent's knowledge of how trauma affects brain development and how to help their child build resiliency if they experience trauma
- Increase parent's knowledge of strategies for self-regulation during challenging moments for themselves and for their children

MONUMENT FIRST 5 CENTER

- Help parents to learn and practice new and different time-management techniques
- Develop ideas for non-traditional or child inclusive self-care
- Teach children and parents to process unfavorable situations and the feelings that come with them—for example: hearing "no", or interactions with siblings, etc.

EAST COUNTY FIRST 5 CENTER

- Having First 5 Centers create a safe space for all cultures to feel empowered and connected by uniting families and children to feel accepted cross-culturally
- Explore where parents feel they need additional support to protect their family and children
- Provide families with the opportunities for social connections to develop knowledge and resources for support without having to ask
- Provide parents and children the support to communicate effectively in times of need



Monday September 9, 2019

Agenda Item 6.0

Consider accepting the final financial report for fiscal year 2019-2020.



Line #		FY18/19 Budget			FY18/19 Fourth Quarter Revenue and Expenditures			
		F5 Contra Costa Funds	Other Funds	Total Budget	F5 Contra Costa Funds	Other Funds	Total Revenue and Expense	% of Budget
REVENUE								
1	Prop 10/56 - Tax Apportionment	8,033,520		8,033,520	7,634,855		7,634,855	95%
2	First 5 California IMPACT		996,893	996,893		894,084	894,084	90%
3	COE/Preschool QRIS Block Grant		380,764	380,764		427,756	427,756	112%
4	COE/Infant Toddler/Quality Counts Grant		54,900	54,900		202,487	202,487	369%
5	Thomas J. Long Foundation Help Me Grow		300,000	300,000		300,000	300,000	100%
6	Leshler Foundation		-	-		220,000	220,000	-
7	Sunlight Giving		100,000	100,000		100,000	100,000	100%
8	MHSA Grant/Triple P		81,954	81,954		81,954	81,954	100%
9	Interest Income	175,000		175,000	474,982		474,982	271%
10	Misc/Community Engagement Grants	-	100,000	100,000	20,488	242,508	262,996	263%
	TOTAL REVENUE	8,208,520	2,014,511	10,223,031	8,130,325	2,468,789	10,599,114	104%
11	Fund Balance	3,797,924	567,726	4,365,650	4,324,281	16,367	4,340,648	99%
	TOTAL REVENUES AND FUND BALANCE	12,006,444	2,582,237	14,588,681	12,454,606	2,485,156	14,939,762	102%

PROGRAM		F5 Contra Costa Funds	Other Funds	Total Budget	F5 Contra Costa Funds	Other Funds	Total Revenue and Expense	% of Budget
Initiatives		6,942,138	1,402,789	8,344,927	5,860,336	1,480,606	7,340,942	88%
12	Early Care and Education Initiative							
13	Professional Development	902,556	130,000	1,032,556	833,023	75,255	908,278	88%
14	Early Learning Quality	73,000	728,760	801,760	4,344	729,265	733,609	91%
15	Literacy	244,942	25,000	269,942	244,942	25,000	269,942	100%
16	Total	1,220,498	883,760	2,104,258	1,082,309	829,520	1,911,829	91%
17	Family Support							
18	First 5 Centers	2,666,812		2,666,812	2,309,378		2,309,378	87%
19	Home Visiting	1,200,000		1,200,000	987,307		987,307	82%
20	Training and support	40,200		40,200	29,039		29,039	72%
21	Total	3,907,012		3,907,012	3,325,724		3,325,724	85%
22	Early Intervention							
23	Therapeutic Services	233,155	81,954	315,109	203,410	81,954	285,364	91%
24	ECE Consultation	1,022,972		1,022,972	1,005,276		1,005,276	98%
25	Help Me Grow	79,350	405,825	485,175	8,500	434,332	442,832	91%
26	Children at Risk of Stress or Trauma	28,200		28,200	27,662		27,662	98%
27	Training and Consultation	24,451		24,451	14,003		14,003	57%
28	Total	1,388,128	487,779	1,875,907	1,258,851	516,286	1,775,137	95%
29	Community Information and Education							
30	Public Information	261,500		261,500	39,239		39,239	15%
31	Community Engagement	160,000	31,250	191,250	149,735	105,000	254,735	133%
32	Ready Kids	-	-	-		29,800	29,800	-
33	Family Economic Stability	5,000		5,000	4,478		4,478	90%
34	Total	426,500	31,250	457,750	193,452	134,800	328,252	72%
35	Program Expenses							
36	Program Salaries & Wages	1,273,064	721,943	1,995,007	1,170,786	696,508	1,867,294	94%
37	Program Employee Benefits	725,694	355,431	1,081,125	614,976	308,042	923,018	85%
38	Office Overhead and Other Expenses	599,051		599,051	333,055		333,055	56%
39	Total	2,597,809	1,077,374	3,675,183	2,118,817	1,004,550	3,123,367	85%
40	TOTAL PROGRAM	9,539,947	2,480,163	12,020,110	7,979,153	2,485,156	10,464,309	87%

STRATEGIC INFORMATION & PLANNING		F5 Contra Costa Funds	Other Funds	Total Budget	F5 Contra Costa Funds	Other Funds	Total Revenue and Expense	% of Budget
42	Evaluation Salaries & Wages	351,387	12,167	363,554	225,628		225,628	62%
43	Evaluation Employee Benefits	188,565	6,965	195,530	101,866		101,866	52%
44	Professional Services	376,140	40,000	416,140	265,620		265,620	64%
45	Purchased Services and Supplies	27,515		27,515	34,751		34,751	126%
46	Office Overhead and Other Expenses	42,867		42,867	35,240		35,240	82%
47	TOTAL EVALUATION	986,474	59,132	1,045,606	663,105		663,105	63%

ADMINISTRATION		F5 Contra Costa Funds	Other Funds	Total Budget	F5 Contra Costa Funds	Other Funds	Total Revenue and Expense	% of Budget
48	Administrative Salaries & Wages	619,090	25,765	644,855	654,746		654,746	102%
49	Administrative Employee Benefits	343,709	17,177	360,886	344,162		344,162	95%
50	Professional Services	141,000		141,000	121,288		121,288	86%
51	Purchased Services, Equip Lease, Supplies	193,976		193,976	117,336		117,336	60%
52	Office Overhead	182,248		182,248	93,932		93,932	52%
53	TOTAL ADMINISTRATION	1,480,023	42,942	1,522,965	1,331,464		1,331,464	87%
54	TOTAL FIRST 5 EXPENDITURES	12,006,444	2,582,237	14,588,681	9,973,722	2,485,156	12,458,878	85%
55	Capital Expenditure: 355 E Leland First 5 Center	2,500,000		2,500,000	2,480,884		2,480,884	99%
56	TOTAL EXPENDITURES	14,506,444	2,582,237	17,088,681	12,454,606	2,485,156	14,939,762	87%

Distribution of expenses by department:	Program	84%
	SIP	5%
	Administration	11%
	Total	100%

Fund Balance as of 6/30/2019:	
Nonspendable	342,139
Prepays and Deposits	128,139
Loans Receivable - Brighter Beginnings	214,000
Restricted	554,742
Long Foundation - Help Me Grow	554,742
Committed	841,227
Capital Assets	841,227
Assigned	4,549,299
Elimination of FY19/20 Budget Deficit	3,881,936
Leases	667,363
Unassigned Funds	12,334,207
Contingency Fund	7,500,000
Unassigned	4,834,207
Total Fund Balance	18,621,614

NOTES:

- Includes Prop 56 (backfill cigarette tax) of \$751,042
- Unspent FY17/18 Infant Toddler and CA State Preschool grant funds rolled over to FY18/19.
- Final Long Fdn Help Me Grow funds received; \$554,742 remaining for FY19/20
- First payment of five year Leshler grant received
- Collective Impact needs assessment expense for Leshler Ready Kids project
- Vacant position unfilled in evaluation department
- Increase in receptionist/admin support hours



Monday September 9, 2019

Agenda Item 8.0

Consider appointing the nominating committee for 2020 Officers Election



2020 NOMINATING COMMITTEE PROCESS AND TIMELINE

SEPTEMBER 9, 2019	The Executive Committee Appoints Nominating Committee Chair and Members
LATE SEPTEMBER TO EARLY OCTOBER	Nominating Committee sends an email to the entire Commission to elicit interest to participate in Executive Committee
OCTOBER – EARLY NOVEMBER 2019	Nominating Committee meets to discuss and approve the nomination of Chair, Vice Chair, and Secretary/Treasurer for 2020
NO LATER THAN NOVEMBER 18, 2019	In accordance with the Bylaws the Nominating Committee sends out the Slate of Officers for election for 2020 to the Commission 2 weeks prior to the voting meeting on December 9, 2019.
DECEMBER 9, 2019	Commission votes and approves the Slate of Officers for Election for 2020.