



**Executive Committee
AGENDA**

Monday July 11, 2022
5:00 p.m.

VIRTUAL MEETING pursuant to Government Code Section 54953(e)(1)(A)

Persons who wish to address the board during public comment or with respect to an item on the agenda may comment by using the ***"raise your hand"*** feature in the zoom meeting.

Members of the public also may submit public comments before or during the meeting by emailing comments to Executive Assistant, Alexander Khu at akhu@first5coco.org. If you have difficulty emailing a public comment, please contact Brian Kelley, First 5 Contra Costa Communications Department, at 925-289-9758.

The Public may observe and participate in the Virtual Zoom Webinar by using this link:

Topic: July 11, 2022 Executive Committee Meeting
Time: Jul 11, 2022 05:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/83474316277?pwd=byszUHZiaHlnc0tjaW9pOVRURk1xdz09>

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- 1.0 **Call to Order**
- 2.0 **Public Comment**
- 3.0 **Approve the minutes of the Special Executive Committee meeting of March 28, 2022. Action**
- 4.0 **CONSIDER accepting the report on significant program, financial or contracts matters, and on any personnel matters relating to Commission staff.**
- 5.0 **DISCUSS issues regarding the operation of the Commission.**
- 6.0 **CONSIDER accepting the report on statewide activities pertaining to children 0-5, including the activities of the First 5 Association of California, First 5 California, and other statewide advocacy groups.**
- 7.0 **Items for Consideration**
 - Contra Costa Children's Leadership Council/Children Now Infographic
- 8.0 **Review agenda items for upcoming Commission meetings**

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- Executive Committee Administrative Calendar

9.0 Adjourn

The public may comment on any agenda item or 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.

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 and 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.

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3.0 Accept the Minutes of the Special Executive Committee meeting of
March 28, 2022



Special Executive Committee Meeting

MINUTES

Monday March 28, 2022

12 noon

1.0 Call to Order

The meeting was called to order at 12:01 PM

Officers in attendance were:

- Chair, Dr. Rocio Hernandez
- Vice-Chair, Marilyn Cachola Lucey
- Secretary-Treasurer, Matt Regan
- Additional Non-voting member, Genoveva Garcia Calloway

Staff in attendance were:

- Executive Director, Ruth Fernandez
- Deputy Director, Camilla Rand
- Interim Administrative Manager, Tammy Henry
- Executive Assistant, Alex Khu

2.0 Public Comment

There were no comments from the public.

3.0 Accept the Minutes from the February 7, 2022 Executive Committee

A motion was made by Marilyn Cachola Lucey, seconded by Matt Regan to accept the minutes from the February 7, 2022 Executive Committee Meeting.

Roll call vote:

- Chair, Dr. Rocio Hernandez – Aye
- Vice-Chair, Marilyn Cachola Lucey – Aye
- Secretary-Treasurer, Matt Regan – Aye

Abstentions: None

Nos: None

Absent: None

The Minutes from the February 7, 2022 Executive Committee **APPROVED**.

4.0 Receive Summary of Organizational Assessment conducted by Koff & Associates

Presented by Katie Kaneko, Managing Director, Compensation and Rewards Consulting

Katie Kaneko gave a PDF slide presentation to the Executive Committee. Highlights of the presentation included the following points:

- Scope and methodology of the Organizational Assessment. The study began on July 19, 2021.
- Purpose of the Organizational Assessment is to highlight the effectiveness of First 5 Contra Costa's workflows, allocation of resources, assets and skills that can be capitalized, investigate infrastructure's effectiveness, relevance, and its ability to support ongoing and growing work based on the new strategic direction.

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- Recommendations based on the study that included staffing analysis by department (Administration, Strategic Information & Planning, Communications, and Programs).
- The presentation provided findings and several short and long term recommendations to support the findings. suggests prioritizing recruitment efforts in the Administrative systems, a dedicated HR Administrator with focus on staffing and workforce development, and a Strategic Information & Planning director to expand focus on legislative affairs, intergovernmental affairs & internal communications programs. The study also recommends the consideration of securing independent functioning or renegotiate service provisions with the County (such as Information Technology department) in order to better serve First 5 Contra Costa needs. Allocate the Grants and Contracts staff into the administrative services department.

The entire presentation can be found on the First 5 Contra Costa Website:

http://www.first5coco.org/wp-content/uploads/2022/03/Koff-presentation-rev.Final_.3.24.22.pdf

After the presentation, the following discussions followed:

Marilyn asked the presenters to cite concrete reasons that might warrant First 5 Contra Costa's contracting out its services (such as using "DocuSign" for the Grants and Contracts Department).

Katie Kaneko cited an antiquated accounting system, slow approval procedures such as the double notarization steps, some Information Technology security elements that delay processes. These were some of the reasons cited in the possibility of seeking outside contractors beyond Contra Costa County's service scope.

Koff & Associates' Senior Associate, Arlene Gibbs highlighted two incidents that influenced their recommendations. First, the process of remote work that resulted from statewide health order to "shelter in place". Second, the safety issues that prohibited the physical use of the First 5 Contra Costa Headquarters resulting from a building fire that occurred on October 11, 2021. These incidents merely amplified the necessity to update all these resources in order for the organization to function. It is apparent that this current infrastructure is not up to speed to the needs of First 5 Contra Costa.

Katie then cited examples of other First 5 agencies in the state who successfully contracted out services outside of their County. They hired outside counsel, have providers that provide payroll services etc. These agencies felt the freedom and the ability to operate the way they needed to. Efficiency was their priority and that was reason enough to look at outside provider services.

Matt asked if the study yielded information on staff's satisfaction and if so what were the results.

Katie shared some staff concerns includes system inefficiencies, communications issues causing some to feel disconnected, desire to hear more of what is happening in the organization, desire to hear about what is being discussed at the Commission meeting, and desire for more staff development and performance management

Dr. Hernandez asked if there is a companion report so that the Executive Committee can learn more.

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Katie said there is a companion report submitted to the Core Team. She recommended the officers consider receiving the presentation of the next item and ask the questions at that segment of the agenda, after the Executive Director's Presentation about the Organizational Assessment Study Recommendations.

Ruth said that she had discussions with peers (other First 5s that performed their own organizational assessment studies) and received reports on benefits of sharing these detailed companion reports and she welcomed Executive Committee's request to receive copies

5.0 Receive staff presentation about Organizational Study recommendations.

Ruth Fernandez gave a presentation of the short-term goals that stemmed from the Organizational Assessment Study recommendations. Her presentation outlined the organization's plan to optimize its resources, modernize its systems, integrate workflows and sharpen agency focus. Her priority is recruitment and filling vacant positions in order to optimize efficiency and workflow integration. She spoke of implementing changes in the Administration department to include Finance and Operations, Grants and contracts, Human Resources, Office Facilities Administration, and Information & Technology. She will also implement restructuring of the Strategic Information & Planning department into the Policy, Strategy and Evaluation Department.

The entire Executive Director's PDF presentation is found online at:
http://www.first5coco.org/wp-content/uploads/2022/03/SHORT-TERM-GOALS-FROM-STUDY_ED-PRESENTATION_3.28.22.pdf

Marilyn asked if there are already existing county agencies focused, as an example, on "housing" for instance, that we can associate with and not have to be responsible in initiating a separate focus.

Ruth said that as part of honing the agency focus, there are existing organizations that First 5 Contra Costa can align with. We can support those efforts and we currently have many partnerships. There are teams internally that are working on Community Policy Advocacy and Safety Net issues that are hubs of these Coalitions.

In the discussion, Ruth also informed the Executive Committee she sees the benefits of being independent from the County and cites that the organization should have the ability to decide for itself what to outsource, or what to retain internally.

The Executive Committee thanked Ruth for the detailed report.

6.0 Adjourn

Meeting adjourned at 1:30 pm.