



Executive Committee Meeting
AGENDA
Monday, September 11, 2023 ~ 5:00-6:00 PM
4005 Port Chicago Highway, Suite 120, Concord, CA 94520

The Executive Committee meeting will be accessible in-person, and via virtual webinar to all members of the public. Persons who wish to address the Committee members during public comment or with respect to an item on the agenda may call in during the meeting by dialing 669-444-9171 or 669-900-6833 or use the “raise your hand” feature in the Zoom app. The Committee Chair may reduce or eliminate the amount of time allotted to read comments at the beginning of each item or public comment period depending on the number of comments and the business of the day. Your patience is appreciated

Virtual Meeting Information:

<https://us02web.zoom.us/j/84316038459?pwd=b1hqcvUzL3RnSWZaa2F1dzFBUHdwdz09>

Meeting ID: 843 1603 8459
Passcode: 463650

- 1.0 Convene and call to order**
- 2.0 Public Comment**
- 3.0 Approve the Minutes of the Executive Committee Meeting of July 10, 2023** **Action**
- 4.0 CONSIDER accepting the report on significant program, financial or contracts matters, and on any personnel matters relating to Commission staff.** **Discussion**
 - 4.1** Receive updates from the Finance and Operations Director
 - 4.2** Receive updates from the Deputy Director
 - 4.3** Receive updates from the PSE Director
 - 4.4** Receive updates from the HR Manager
- 5.0 DISCUSS the nomination process for the 2024 Officers of the Commission.** **Discussion**
- 6.0 REVIEW agenda items for upcoming Commission Committee Meetings** **Discussion**
- 7.0 Communications**
- 8.0 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.



**Executive Committee Meeting
Minutes**

**Monday, July 10, 2023 ~ 5:00-6:00 PM
4005 Port Chicago Highway, Suite 120, Concord, CA 94520**

1.0 Convene and call to order

Chair John Jones called the meeting to order at 5:22 p.m.

In attendance: John Jones, Matt Regan, Marilyn Cachola-Lucey

Staff present: Executive Director, Ruth Fernandez; Deputy Director, Camilla Rand; Policy and Strategy Director Sandra Naughton; Finance and Operations Director, Pankti Clerk; Human Resources Manager Tammy Henry.

2.0 Public Comment

No Public Comment

3.0 Approve the Minutes of the Executive Committee Meeting of April 17, 2023

Commissioner Regan motioned to approve the minutes of April 17, 2023

Commissioner Lucey seconded.

Roll-call Vote:

John Jones – Yes

Matt Regan – Yes

Marilyn Lucey - Yes

Motioned approved.

4.0 CONSIDER accepting the report on significant program, financial or contracts matters, and on any personnel matters relating to Commission staff.

4.1 Receive updates from the Finance and Operations Director Pankti Clerk:

- Near completion of first round of auditor requests for this year's audit. Second round to follow this fall.
- New rules apply to FY22-23 to comply with according to GASB 96 and GASB 87. Draft policies related to both GASB 96 & 87s will be brought to the September Commission meeting.
- Staff are also working on draft Use Agreement and protocols for the First 5 Conference-Training Center. Proposal includes fee for use concept with aim to recover some cost of space.
- Ongoing evaluation of IT support options for increased operational efficiencies and cost savings. Updates to come in the fall.

4.2 Receive updates from the Deputy Director Camilla Rand:

- The First 5 center operator transitions are official. Work is underway to prepare and clean Center facilities, including staff recruitment. The goal is to open centers the third



week of July; First 5 Center in Antioch will remain closed until August to ensure the needed staff are hired.

- First 5 received word that we are one of 63 grantees in the State awarded the Children and Youth Behavioral Health Initiative grant. The \$400,000 grant, in partnership with C.O.P.E. will provide Triple P programming to 520 additional families in the county with a focus on marginalized communities.

4.3 Receive updates from the PSE Director Sandra Naughton:

- Over last 6 months, we adopted new performance measures for our contractors to align with our Results Based Accountability framework. The next step is developing metrics for First 5 staff's work.
- We plan to launch the refresh of our website in early August. The new content will include new photos, revised narrative content focused on decision-makers and a specific section of the site for families. Currently, gathering family input on the section geared to families and invite Commissioners to support that process.
- Future work for PSE includes compiling the annual state report for FY 2023, and implementing the goals related to policy advocacy in the Strategic Plan, including updating our policy platform.

Receive updates from the HR Manager: Tammy Henry shared the following:

- 4.4**
- Interviewing process in progress for the Early Childhood Program Officer, the Administrative Assistant II, and the Executive Assistant positions.
 - Randee Blackstock, current Program Assistant for Strengthening Families has accepted the new position of Facilities and Office Coordinator.

5.0 DISCUSS FY23/24 Commission Operations

- 5.1** Membership Updates: Executive Director reported that two applications were received for filled Commission seats, applications were acknowledged and will be kept on file if a vacancy occurs. Alternate for District 1 that was just recently appointed is relocating and so the seat is vacant again. A new recommendation from District 1 is in the works. Also, District V has a new Alternate who was just appointed by the Board of Supervisors – La Trena Robinson, Alternate District V.
- 5.2** Commissioner Engagement – Ruth discussed upcoming opportunities for Commission Officers and other interested Commissioners to participate in First 5 Association advocacy efforts and visits to the offices of Legislative representatives. More information will be shared in the fall and advocacy plans are finalized.
- 5.3** Update on ED Salary Negotiation – Chair Jones stated that there is a pause on negotiations until the salary study is completed.

6.0 REVIEW agenda items for upcoming Commission Committee Meetings

The group reviewed the Executive Committee Administrative Calendar.

7.0 Communications: The following communications were in the packet

- ECPIC Letter: Concerns about the Current Proposal to Adjust the Mental Health Services Act
- Article: What You Need to Know on the California Budget Deal

8.0 Adjourn - Meeting adjourned at 5:55 p.m.





STANDING MEETINGS 2023

	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.
Executive Committee 5:00 PM		2/13		4/17		6/12	7/10		9/11	10/30		12/11
Commission 6:00 PM		2/13		4/17		6/12	7/10		9/11	10/30		12/11



Commission Administrative Calendar

Fiscal Year 2023 - 2024

Month/Meeting	Date	Time	Bylaws required	Staff Calendared
July 2023				
Full Commission Meeting	July 10th	6:00 – 8:00 PM	None	Program Presentation: Family Child Care Partner Program State Budget Overview
Executive Committee Meeting	July 10th	5:00 – 6:00 PM	None	Staffing Recruitment Update Compensation Study Update Strategic Plan Implementation
August 2023 [tentative]				
Special Executive Committee		TBD	None	Compensation Study Update
September 2023				
Full Commission Meeting	Sept 11th	6:00 – 8:00 PM	<ul style="list-style-type: none"> • Select Ad Hoc Nominating Committee • Accept 4th Quarter Financials & End of Year Financial Report FY22/23 	<ul style="list-style-type: none"> • CAPP Project Presentation • PSE Presentation on Community Engagement & Advocacy Workgroup • ED Report
Executive Committee Meeting	Sept 11th	TBD	<ul style="list-style-type: none"> • Review Process for Nomination of 2024 Commission Officers 	Compensation Study Update
October 2023				
Full Commission Meeting	Oct 30th	6:00 – 8:00 PM	<ul style="list-style-type: none"> • Approve 2024 Premium Contribution Rates for Health & Dental Benefits • Public Hearing: 2022/23 Annual Audit Report • Public Hearing: F5CC Annual State Report by 10/31 • Accept 4th Quarter Financials & End of Year Financial Report FY22/23 • Accept 1st Quarter Financial Report FY23/24 	Program Updates
Executive Committee Meeting	Oct 30 th	4:00 – 5:00 PM	<ul style="list-style-type: none"> • Overview Presentation of Annual Audit for FY 22/23 • Complete ED Salary Negotiation 	



Commission Administrative Calendar

Fiscal Year 2023 - 2024

Month/Meeting	Date	Time	Bylaws required	Staff Calendared
November 2023				
No Commission Meeting	Nov	6:00 – 8:00 PM		
December 2023				
Full Commission Meeting	Dec 11th	6:00 -8:00 PM	<ul style="list-style-type: none"> • Approve 2024 Slate of Officers - action • Approve 2024 Meeting Calendar - action • Accept Year In Review Presentation • Approve 23/24 F5CC Employee Compensation & Benefits Resolution 	<ul style="list-style-type: none"> • End of Year Celebration and Staff Milestone Recognition • Community Report on Progress toward Goals and Objectives
Executive Committee Meeting	Dec 11th	Dec 11th	•Executive Director Performance Review process begins	TBD
February 2024				
Full Commission Meeting	Feb 13th	6:00 – 8:00 PM	<ul style="list-style-type: none"> • Presentation of Conflict of Interest Code/Form 700 Reminder • Appoint Chair to sever as Labor Negotiator for ED Annual Review • Accept 2nd Quarter Financial Report FY23/24 	ED Updates
Executive Committee Meeting				
April 2024				
Full Commission Meeting	April 10th	6:00 – 8:00 PM	<ul style="list-style-type: none"> • Public Hearing: F5 CA Annual Report • Public Hearing: F5 Contra Costa Strategic Plan and Long-Term Financial Plan for FY 2023-2026 Updates/Progress • Approve Budget for FY 24/25 • Adopt 5-Year Sustainability Plan* • Accept 3rd Quarter Financial Report FY 23/24 	ED Updates Other staff updates
Executive Committee Meeting	April 10th	5:00 – 6:00 PM		Strategic Plan Updates Overview of FY24/25 Budget



Commission Administrative Calendar

Fiscal Year 2023 - 2024

Month/Meeting	Date	Time	Bylaws required	Staff Calendared
May 2024				
No Commission Meeting			Audit Engagement Letter sent to Commissioners.	Start external audit process of prior year
June 2024				
Full Commission Meeting	June 12th	6:00 – 8:00 PM	<ul style="list-style-type: none"> • Approve FY 24/25 contracts • Approve Certificate of Compliance Report to F5 CA 	ED Updates
Executive Committee Meeting	June 12th	5:00 – 6:00 PM	Discuss updates on F5CC 2023-2026 Strategic Plan & Long-Term Financial Plan	TBD

Overview of First 5 Contra Costa Key Compliance Activities

- Public Hearing on Annual Audit (typically conducted October of each year)
- Public Hearing on Annual State Report (typically conducted October of each year)
- Review of Progress toward Goals and Objectives – Local Community Dashboard Report (typically conducted December of each year – also known as Year-In Report)
- Approval of Budget (typically conducted April of each year)
- Public Hearing, Update, Review, and/or Adoption of First 5 Contra Costa Strategic Plan (typically done April of each year)
- Public Hearing on First 5 California Annual Report (typically done April of each year)