



**Executive Committee Meeting
AGENDA**

**Monday, November 29, 2023 ~ 12:00-2:00 PM
4005 Port Chicago Highway, Suite 120, Concord, CA 94520
First 5 Conference Center**

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/81943369201?pwd=ZFBCKENxc3ErOE1vSXhyNWMrSXoyZz09>

Meeting ID: 819 4336 9201

Passcode: 975647

- 1.0 Convene, call to order, and announce adjournment to closed session.**
- 2.0 Closed Session - Public Employee Performance Evaluation (Gov. Code § 54957.6)
Title: Executive Director**
- 3.0 Public Comment**
- 4.0 Approve the Minutes of the Executive Committee Meeting of September 11, 2023** **Action**
- 5.0 CONSIDER accepting the report on significant program, financial or contracts matters, and on any personnel matters relating to Commission staff.** Discussion
 - 5.1** Receive updates from the Finance and Operations Director
 - 5.2** Receive updates from the PSE Director
 - 5.3** Receive updates from the HR Manager
- 6.0 DISCUSS matters regarding the operation of the Commission.** Discussion
 - 6.1** Proposed Executive Committee Meeting Calendar
 - 6.2** Proposed Commission Meeting Calendar
 - 6.3** Update on Commission Membership
- 7.0 REVIEW agenda items for upcoming Commission Meetings.** Discussion
- 8.0 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.** Discussion
- 9.0 Communications**
- 10.0 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, September 11, 2023 ~ 5:00-6:00PM
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 5:26 p.m. He requested a moment of silence to honor the fallen on 9/11.

In attendance: John Jones, Rocio Hernandez, Marilyn Cachola-Lucey

Absent: Matt Regan

Staff present: Executive Director, Ruth Fernández; Deputy Director, Camilla Rand; Policy, Strategy & Evaluation Director, Sandra Naughton; Finance and Operations Director, Pankti Clerk; Human Resources Manager, Tammy Henry; Executive Assistant Mikele Nelson.

2.0 Public Comment

No public comment.

3.0 Approve the Minutes of the Executive Committee Meeting of July 10, 2023

Commissioner Lucey motioned to approve the minutes of July 10, 2023

Commissioner Jones seconded.

Roll-call Vote:

John Jones – Yes

Rocio Hernandez – Abstained

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:

- Audit is still in process and final report will be presented at October Commission meeting.
- CECET (e-cigarette tax) distribution of \$96K already received, Q4 still to be distributed.
- Provided budget updates of revenues and expenses. Prop 10/56 Revenue decreasing, unexpected CECET monies received, decrease in personnel expenses due to staff vacancies, thus will need less of a drawdown of reserves.



- Will provide GASB (Governmental Accounting Standards Board) updates at full Commission meeting.
- Two GASB related policies on consent related to thresholds for inclusion or exclusion from accounting of underlying assets, which are new requirements of GASB. GASB changing to account for greater transparency of an organizations fiscal standing.

4.2 Receive updates from the Deputy Director, Camilla Rand:

- Comprehensive program updates are included in the Commission packet
- All 5 First 5 centers are in operation and staff are still being hired in Antioch and Delta centers.

4.3 Receive updates from the PSE Director, Sandra Naughton:

- Preview the update on the advocacy and stakeholder engagement work group that will be shared during the Commission meeting.
- Recapped staff transitions since the last Commission meeting that impact the Regional Group programming, which is now on hold for the remainder of this fiscal year.
- Re-convened the advocacy and stakeholder engagement work group to examine: internal advocacy efforts that engage parents and service providers and review an external landscape analysis of other advocacy efforts intersecting with our focus areas .
- By winter, aim is to have the work group recommend a path forward for advocacy efforts for next fiscal year .

4.4 Receive updates from the HR Director, Tammy Henry:

- Executive Assistant and Administrative Assistant positions have been filled.
- The new Administrative Assistant will be supporting the administrative team, including Randee Blackstock in her role as Facilities and Office Coordinator.
- Early Childhood Program Officer position still open and we will be re-posting.

5.0 **DISCUSS the nomination process for the 2024 Officers of the Commission**

Ruth Fernandez provided an overview of the nomination process and shared that she had received confirmation from several volunteers who will participate on the committee.

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:

- First 5 Contra Costa CA State Controller Audit Report Acceptance Letter
- First 5 Contra Costa CA State Controller Finding Follow-up Letter
- First 5 Contra Costa Letters to Legislative Offices – SB 326(Eggman) MHA Amendments



8.0 Adjourn – Meeting adjourned at 5:57 p.m.

Contra Costa Children and Families Commission, December 2023

	TERM	Chair of BOS	Health Officer	Social Services Dir	Child Welfare Director	Recipients of services	EC Educators	Child care R&R or coord'g group	Org for P/EI for families at risk	CBOs promoting nurturing/ ECD	Local school districts	Med, ped, obstetric assns	MH/ Subst abuse orgs	Parent advocacy groups
BOS	Candace Andersen	X												
	Ken Carlson	X												
County	Dr. Ori Tzivieli		X											
	Dr. Sefanit Mekuria		X											
	Marla Stuart			X										
	Vacant			X										
	Kathy Marsh				X									
	Roslyn Gentry				X									
D1	Rocio Elisa Hernandez	23					X							
	Vacant													
D2	Marilyn Lucey	24					X							X
	Vidya Iyengar	24												
D3	Vacant													
	Vacant													
D4	Matt Regan	18												
	Gareth Ashley	18					X			X				
D5	John Jones	24						X					X	
	La Treña Robinson	26												

Alternate Commissioners



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	
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 	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 	Program Updates ED Written Report
Executive Committee Meeting	Oct 30 th	4:00 – 5:00 PM	CANCELLED due to quorum	



Commission Administrative Calendar

Fiscal Year 2023 - 2024

Month/Meeting	Date	Time	Bylaws required	Staff Calendared
November 2023				
*Special Committee Meeting	Nov 29th	12:00-2:00 PM	<ul style="list-style-type: none"> CLOSED Session: ED Evaluation & ED Compensation Study. 	Comp. & Class Study Update Progress on staff led program assessments 1 st Quarter Financial Updates & Forecast for next two years
December 2023				
Special Commission Mtg.	1 st week of Dec	TBD	<ul style="list-style-type: none"> CLOSED Session: Complete ED Evaluation & Salary Negotiation 	
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 Accept 1st Quarter Financial Report FY23/24 	End of Year Celebration and Staff Milestone Recognition Community Report on Progress toward Goals and Objectives (Year In Review) ED Updates Staff Retirement/Farewell
Executive Committee Meeting	Dec 11th	5:00 – 6:00 PM		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 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 	ED Updates Other staff updates



Commission Administrative Calendar

Fiscal Year 2023 - 2024

			Plan for FY 2023-2026 Updates/Progress <ul style="list-style-type: none"> • Approve Budget for FY 24/25 • Adopt 5-Year Sustainability Plan* • Accept 3rd Quarter Financial Report FY 23/24 	
Executive Committee Meeting	April 10th	5:00 – 6:00 PM		Strategic Plan Updates Overview of FY24/25 Budget
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)

2024 POLICY PRIORITIES

First 5 Association of California (F5AC) advocates for California's youngest children and their families to ensure that they have the supports to thrive in school and life. Grounded in a whole child / whole family framework with an intentional focus on Prenatal-to-3, First 5 is a conduit for change during this critical stage of development - building comprehensive and integrated early childhood systems of care that advance equity, prevention strategies and systems coordination.

F5AC works to advance state and federal policies that support the First 5 network and infrastructure and cultivate opportunity for all of California's young children and families. We do this while centering the fact that low-income communities, communities of color, and historically marginalized Californians face disproportionate impacts due to systemic racism, wealth inequality, and natural disasters.

Sustainability and Scale

- Secure funding toward sustainability to both offset the impact of the Proposition 31 flavored tobacco ban and declining tobacco tax revenue.
- Ensure that local First 5 commissions are recognized and engaged by the state as public entities, intermediaries, fiscal agents and thought partners for programs, policies, and state initiatives that seek to improve child and family outcomes.
- Preserve previous state policy achievements and investments to improve child and family outcomes.
- Leverage other health, family, and child development investments with the goal of establishing a sustainable early childhood system.

Resilient Families

- Ensure California families have timely access to culturally and linguistically appropriate services that are relevant, effective, and build upon state and local systems.
- Increase family economic supports, empowering families to raise their children in stable, thriving homes.

Comprehensive Health and Development

- Seek to advance prevention, care coordination, screenings, and multi-generational supports through Medi-Cal and innovative systems transformation.
- Strengthen early identification and referral systems to provide appropriate intervention services for young children.
- Seek to repair harm done to communities of color and eliminate racial inequities in maternal and infant health outcomes by removing systemic racist practices, barriers to care for people of color, and increasing culturally relevant services for birthing people.
- Increase access to and investment in community-based Infant and Early Childhood Mental Health (IECMH) providers and programs to effectively prevent and respond to trauma, identify concerns early, and promote resilience.

Quality Early Learning

- Stabilize, strengthen, and scale early care and learning opportunities, with a focus on infant and toddler care.
- Promote equitable access and affordability across the mixed early care and learning delivery system by strengthening the workforce, improving quality supports, and promoting nurturing relationships between providers, caregivers, and children.



MONDAY, FEBRUARY 5 - WEDNESDAY, FEBRUARY 7, 2024
Sheraton Grand Sacramento Hotel &
The California Endowment - Sacramento, CA

CONNECT. REFLECT. ACT.

Connect with colleagues and state officials, celebrate policy wins, hear about future Association plans, and share groundbreaking REDI and systems change practices.

[REGISTER NOW](#)

[BOOK A ROOM](#)

EVENT AGENDA

This year, we will follow our Annual Meeting with Advocacy Day 2024, which will be held in person for the first time since 2019.

Speaker names and session topic details are forthcoming.

- Monday, February 5 - CONNECT**

11:00 AM

Registration Opens

1:00 PM

First 5 CA Home Visiting Coordination Grant Regional Meetings

2:30 PM

Regional Meetings

4:00 PM

First 5 Leadership Network Gathering

- **Tuesday, February 6 - REFLECT**

8:00 AM

Registration Opens

Breakfast

9:00 AM

Welcome

9:30 AM

Keynote Speaker: National Perspectives on the Early Childhood Field, Childcare, and Shaping Policy Discussions

10:45 AM

Break

11:00 AM

REDI Solutions Salon

12:00 PM

Lunch

1:00 PM

Peer to Peer Learning

2:15 PM

Break

2:30 PM

Connecting with the First 5 Association

3:10 PM

Peer to Peer Learning

4:00 PM

Break

6:00 PM

Dinner and Reception

- **Wednesday, February 7 - ACT**

8:30 AM

Breakfast

9:00 AM

Welcome and Keynote

9:30 AM

Advocacy Day Instructions

10:00 AM

Advocacy Day Meetings Begin

12:00 PM

Grab and Go Boxed Lunch

4:00 PM

Annual Meeting & Advocacy Day Closing