



**SPECIAL Commission Meeting
A G E N D A**

Monday, December 18, 2023, 6:00 pm
First 5 Contra Costa, Conference Center
4005 Port Chicago Hwy., Suite 120, Concord CA 94520

The Commission meeting will be accessible in-person and via virtual webinar to all members of the public. Persons who wish to address the Commission 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 Commission 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 Webinar Information:

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/86085927051>
Webinar ID: 860 8592 7051

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 Approve the Minutes from the October 30, 2023 Commission Meeting.

Action

4.0 Approval of Consent Calendar

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.

4.1 Approve the Grants/Contracts Docket.

4.1.1 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with Cardea Services, in an amount not to exceed \$100,000 to design, support, facilitate, and co-create a comprehensive 2-year plan to provide capacity-building and support to early childcare providers who serve families with disabled children from birth to 5 years old, for the term January 2, 2024 to December 31, 2024. FY2023-24 budget line: Early Intervention Initiative: Support for Children with Disabilities (\$605,000). Funded 100% Contra Costa County Employment & Human Services Department (Measure X).

4.1.2 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with Clarity Social Research Group, Inc., in an amount not to exceed \$58,800 to design & facilitate a stakeholder input & advisory group process related to its Guaranteed Income for Child Care Teachers Project, for term December 19, 2023 to March 31, 2025. FY2023-24 budget line: Early Childhood Education Initiative: Early Learning Quality (\$487,032). Funded 100% U.S. Administration for Children and Families Congressionally Directed Community Projects Grant (also known as U.S. Congressman “Mark DeSaulnier Community Project Grant”).

- 4.1.3 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract amendment with Bay Area Community Resources to increase the payment limit by \$4,500, to a new payment limit of \$1,579,500, to purchase and provide diapers for children at no cost at the Monument First 5 Center. FY 2023-24 budget line: (\$529,500 year-1), (\$525,000 year-2), (\$525,000 year-3) Family Support Initiative: First 5 Centers (\$3,567,529). Funded 100% Prop 10 funds.
- 4.1.4 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract amendment with Bay Area Community Resources to increase the payment limit by \$5,000, to a new payment limit of \$2,114,750, to purchase and provide diapers for children at no cost at the West County First 5 Center. FY 2023-24 budget line: (\$708,250 year-1), (\$703,250 year-2), (\$703,250 year-3) Family Support Initiative: First 5 Centers (\$3,567,529). Funded 100% Prop 10 funds.
- 4.1.5 APPROVE AND AUTHORIZE the Executive Director, or her designee, to execute a contract amendment with Lincoln, to increase the payment limit by \$16,100 to a new payment limit of \$2,125,850, for additional activities related to the Ready Kids East County parent group and to purchase and provide diapers for children at no cost at the East County First 5 Center. FY 2023-24 budget line: (\$719,350 year-1), (\$703,250 year-2), (\$703,250 year-3) Family Support Initiative: First 5 Centers (\$3,567,529). Funded 100% Prop 10 funds.

- 4.2 **Accept the FY 2023-2024 First Quarter Financial Report.**
- 4.3 **Accept the Minutes from the Executive Committee Meeting on Sept. 11, 2023.**
- 4.4 **Accept the Minutes from the Special Executive Committee Meeting on Nov. 29, 2023.**
- 4.5 **Adopt the 2024 Calendar of Commission standing meetings.**
- 4.6 **Accept the Executive Director’s November/December Report.**

5.0 **CONSIDER for discussion any items removed from the Consent Calendar.** **Discussion**

6.0 **CONSIDER authorizing staff to finalize a Facility Use Agreement and Fee-for-Use Schedule that would allow third parties to use conference rooms at the 4005 Port Chicago Highway Conference Center.** **Action**

7.0 **CONSIDER approving the Slate of Officers of the Commission for 2024:** **Action**

- Chair: John Jones
- Vice-Chair: Marla Stuart
- Secretary / Treasurer: Matt Regan
- Additional Non-Voting Member: Vidya Iyengar

8.0 **Recognize Camilla Rand for 3 years of service as First 5 Contra Costa’s Deputy Director.**



- 9.0 Recognize Wanda Davis, Early Intervention Officer for her retirement after 13 years of service with First 5 Contra Costa.
- 10.0 Recognize First 5 staff who have surpassed service milestones and appreciate the entire staff for their continuing dedication and accomplishments. Action
- 11.0 RECEIVE Staff Presentation of 2023 Year in Review: Community Impact Report.
- 12.0 CONSIDER approving the updated First 5 Contra Costa Employee Compensation and Benefits Resolution No. 2023/01 and new Salary Schedule resulting from the organizational Compensation and Classification Study recently completed. Action
- 13.0 CONSIDER approving a 5% increase in salary, for the Executive Director. Action
- 14.0 Communications
- 15.0 Commissioner F.Y.I. Updates
- 16.0 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 4005 Port Chicago Highway, Suite 120, 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.



Commission Meeting
MINUTES
Monday, October 30, 2023
6:00 pm
First 5 Contra Costa, Conference Center
4005 Port Chicago Hwy., Suite 120, Concord CA 94520
309 Diablo Rd., Danville, CA 94526

1.0 Call to Order and Roll Call

Chair John Jones called the meeting to order at 6:05 PM.

Commissioners present during roll call were:

District 5: John Jones, Chair
District 2: Marilyn Cachola Lucey
District 4: Alternate Gareth Ashley
Board of Supervisors: Supervisor Candace Andersen (Remote)
Health Department: Dr. Ori Tzvieli
Children & Families Services: Alternate Roslyn Gentry

Also, in attendance during roll call were:

Keiko Kobayashi, County Counsel
Lee Ross, Exiting Commissioner District 3

Commissioners not present during roll call were:

District 1: Dr. Rocio Hernandez, Vice-Chair
District 2: Alternate Vidya Iyengar
District 4: Matt Regan, Treasurer / Secretary
District 5: Alternate LaTrena Robinson (Remote)
Board of Supervisors: Alternate Supervisor Ken Carlson
Health Department: Alternate Dr. Sefanit Mekuria
EHSD: Dr. Marla Stuart
Children & Families Services: Kathy Marsh

2.0 Public Comment

No comment from the public.

3.0 Approve the Minutes from the September 11, 2023 Commission Meeting.

The Chair asked if there were any questions regarding item 3.0. There were none.

The Chair asked for a motion to approve the minutes from September 11, 2023.

Commissioner Roslyn Gentry made a motion, seconded by Commissioner Marilyn Cachola Lucey to approve the minutes.

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Roll call of vote:

Yes: District 5: John Jones, Chair
District 2: Marilyn Cachola Lucey
District 4: Alternate Gareth Ashley
Board of Supervisors: Supervisor Candace Andersen (Remote)
Health Department: Dr. Ori Tzvieli
Children & Families Services: Alternate Roslyn Gentry

Nos: None

ABSTAIN: None

Absent: District 1: Dr. Rocio Hernandez, Vice-Chair
District 2: Alternate Vidya Iyengar
District 4: Matt Regan, Treasurer / Secretary
Board of Supervisors: Alternate Supervisor Ken Carlson
Health Department: Alternate Dr. Sefanit Mekuria
EHSD: Dr. Marla Stuart
Children & Families Services: Kathy Marsh

The motion was **APPROVED**.

4.0 Approval of Consent Calendar. *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 5.0.*

The Chair called for a motion to approve the Consent Calendar.

Commissioner Gareth Ashley made a motion to approve the Consent Calendar, seconded by Commissioner Marilyn Cachola Lucey.

Roll call of vote:

Yes: District 5: John Jones, Chair
District 2: Marilyn Cachola Lucey
District 4: Alternate Gareth Ashley
Board of Supervisors: Supervisor Candace Andersen (Remote)
Health Department: Dr. Ori Tzvieli
Children & Families Services: Alternate Roslyn Gentry



Nos: None

ABSTAIN: None

Absent: District 1: Dr. Rocio Hernandez, Vice-Chair
District 2: Alternate Vidya Iyengar
District 4: Matt Regan, Treasurer / Secretary
Board of Supervisors: Alternate Supervisor Ken Carlson
Health Department: Alternate Dr. Sefanit Mekuria
EHSD: Dr. Marla Stuart
Children & Families Services: Kathy Marsh

The motion was **APPROVED**.

5.0 CONSIDER for discussion any items removed from the Consent Calendar.

6.0 RECEIVE presentation honoring exiting First 5 Contra Costa Commissioner Lee Ross

- **District 3 Commissioner, Lee Ross- over 7 years of service.**

Commission Chair Jones presented a commemorative clock and gave appreciation and acknowledgments to the work of exiting Commissioner Lee Ross. Also, Executive Director Ruth Fernandez presented remarks highlighting contributions made by Commissioner Ross during his tenure in the First 5 Commission and thanked him for his 7 years of service. Commissioner Ross gave his thanks and farewell words to the Commission.

It was acknowledged that Commissioner LaTrena Robinson joined the meeting remotely claiming 'just cause'.

7.0 CONSIDER accepting the Fiscal Year 2022-2023 Financial Audit.

- (a) Public Hearing on the First 5 Contra Costa's Annual Financial Audit for Fiscal Year 2022-2023
- (b) Adopt the Annual Financial Audit for Fiscal Year 2022-2023

The Chair opened the public hearing at 6:21 PM.

James W. Ramsey, Partner at Eide Bailly LLP presented the report. Highlights of the report as follows:

- He shared that the independent auditors delivered a clean opinion for the current year 2023, emphasizing the adoption of a new accounting standard.
- He noted the new accounting standard relates to subscription-based information and technology arrangements.
- He spoke about Eide Bailly's responsibility in relation to the Financial Statement Audit under Generally Accepting Auditing Standards.

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- He gave explanations for supplementary reports included in the audit report they delivered.
- He noted the audit was clean and there were no findings. Mr. Ramsey described that as required by audit standards the audit was designed to provide reasonable assurance that the financial statements are free of material misstatement whether caused by fraud or error. Audit standards also require assessment of 'significant risks' which included Management Override of Internal Controls and Implementation of Governmental Accounting Standing Board (GASB) Statement No. 96, Subscription - Based Information Technology Arrangements (SBITAs), effective July 1, 2022. He again reiterated that the audit has clean and was clear of any findings and expressed appreciation for the collaboration and responsiveness of First 5 management and staff involved in the audit process.

The Chair asked for comments. The hearing was closed at 6:33 PM.

The Chair called for a motion to adopt the Annual Financial Audit for Fiscal Year 2022-2023 .

Commissioner Ori Tzivieli made a motion to approve, seconded by Commissioner Marilyn Cachola Lucey.

Roll call of vote:

Yes: District 5: John Jones, Chair
District 2: Marilyn Cachola Lucey
District 4: Alternate Gareth Ashley
Board of Supervisors: Supervisor Candace Andersen (Remote)
Health Department: Dr. Ori Tzivieli
Children & Families Services: Alternate Roslyn Gentry

Nos: None

ABSTAIN: None

Absent: District 1: Dr. Rocio Hernandez, Vice-Chair
District 2: Alternate Vidya Iyengar
District 4: Matt Regan, Treasurer / Secretary
Board of Supervisors: Alternate Supervisor Ken Carlson
Health Department: Alternate Dr. Sefanit Mekuria
EHSD: Dr. Marla Stuart
Children & Families Services: Kathy Marsh

The motion was **APPROVED**.



8.0 CONSIDER accepting the Annual Report to First 5 California for Fiscal Year 2022-2023.

(a) Public Hearing on the First 5 Contra Costa’s Annual Report for FY 2022-2023

(b) Adopt the Annual Report to First 5 California for FY 2022-2023

The Chair opened the public hearing at 6:34 PM.

The purpose of the Annual Report is to provide a statewide summary of County Commission revenues, expenditures and population served as required by the California Children and Families Act.

Sandra Naughton, Director of Policy, Strategy and Evaluation gave an overview and PowerPoint presentation introducing the Annual Report sections:

- AR-1 maps funding to individuals served. First 5 total program expenditures for FY 22-23 were \$8.97M
- AR-2 shows population demographics (Child’s age, Parents/Caregivers, Primary Language, Race/Ethnicity). She noted demographic data presented is not comprehensive of all contractors and the data reflects what is currently collected.
- AR-3 is a brief summary highlight of activities completed, evaluation findings and their policy impact.
 - She noted a 71% increase in people served in comparison to last year.

The Chair asked for comments – there were none. The hearing was closed at 6:45 PM.

The Chair called for a motion to adopt the Annual Report to First 5 California for Fiscal Year 2022-2023.

Commissioner Marilyn Cachola Lucey made a motion to approve, seconded by Commissioner Gareth Ashley.

Roll call of vote:

Yes: District 5: John Jones, Chair
District 2: Marilyn Cachola Lucey
District 4: Alternate Gareth Ashley
Board of Supervisors: Supervisor Candace Andersen (Remote)
Health Department: Dr. Ori Tzvieli
Children & Families Services: Alternate Roslyn Gentry

Nos: None

ABSTAIN: None



Absent: District 1: Dr. Rocio Hernandez, Vice-Chair
District 2: Alternate Vidya Iyengar
District 4: Matt Regan, Treasurer / Secretary
Board of Supervisors: Alternate Supervisor Ken Carlson
Health Department: Alternate Dr. Sefanit Mekuria
EHSD: Dr. Marla Stuart
Children & Families Services: Kathy Marsh

The motion was **APPROVED**.

9.0 CONSIDER accepting the 2024 health and dental employer-paid premium contribution rates for active employees; and accept the 2024 premium contribution rates for intermittent employees, COBRA participants, retirees, and survivors at the same levels as the County.

Human Resources Manager Tammy Henry gave a report on the item, noting an overall increase in health and dental benefit rates for employees, a Staff Report was included in the packet with the summary of the impact on benefit rates. She asked for approval of the rate change to move forward with open enrollment for staff.

The Chair called for a motion to adopt the 2024 health and dental employer-paid premium contribution rates for active employees; and accept the 2024 premium contribution rates for intermittent employees, COBRA participants, retirees, and survivors at the same levels as the County.

Commissioner Marilyn Cachola Lucey made a motion to approve, seconded by Commissioner Ori Tzvieli.

Roll call of vote:

Yes: District 5: John Jones, Chair
District 2: Marilyn Cachola Lucey
District 4: Alternate Gareth Ashley
Board of Supervisors: Supervisor Candace Andersen (Remote)
Health Department: Dr. Ori Tzvieli
Children & Families Services: Alternate Roslyn Gentry

Nos: None

ABSTAIN: None

Absent: District 1: Dr. Rocio Hernandez, Vice-Chair
District 2: Alternate Vidya Iyengar
District 4: Matt Regan, Treasurer / Secretary



Board of Supervisors: Alternate Supervisor Ken Carlson
Health Department: Alternate Dr. Sefanit Mekuria
EHSD: Dr. Marla Stuart
Children & Families Services: Kathy Marsh

The motion was **APPROVED**.

10.0 Communications

The following Communications were included in the packet:

- “Hefty cigarette taxes cut smoking big-time. But there’s a downside for children” Article from Los Angeles Times - [LINK](#)
- “Kentucky had an outside-the-box idea to fix child care worker shortages. It's working” Article from NPR - [LINK](#)

Ruth Fernández highlighted the upcoming departure of Camilla Rand, First 5 Contra Costa Deputy Director, at the end of the month and noted she will return to be honored at the December Commission meeting.

Additionally, it was noted that a written Executive Director Report was included in the Commission packet under Consent Calendar.

11.0 Commissioner F.Y.I. Updates

N/A

12.0 Adjourn

The meeting adjourned at 6:50 PM.

Chair Jones reminded everyone of the next meeting scheduled for December 11th, 2023.

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Monday, October 30, 2023



		FY2023-24 Adopted Budget		
REVENUE		F5 Contra Costa Funds	Other Funds	Total Revenue
2	State Sales Tax	6,802,699		6,802,699
3	Federal Grants		150,000	150,000
4	State Grants		1,031,221	1,031,221
5	Subrecipient Awards		1,010,323	1,010,323
6	Philanthropic Grants		405,000	405,000
7	Other Revenue		250,000	250,000
8	TOTAL FY 2023-24 REVENUE	6,802,699	2,846,544	9,649,243
9	Prop 10/56 Fund Balance Drawdown		-	4,870,175
10	TOTAL REVENUE	6,802,699	2,846,544	14,519,418
PROGRAM INITIATIVES EXPENSES		F5 Contra Costa Funds	Other Funds	Total Expense Budget
Early Childhood Education Initiative				
15	Workforce Development	390,960	8,800	399,760
16	Quality Early Learning		487,032	487,032
17	Ready Kids East County School Readiness Initiative		189,264	189,264
18	Total	390,960	685,096	1,076,056
Family Support				
20	First 5 Centers	3,567,529		3,567,529
21	Home Visiting System Coordination		214,924	214,924
22	Total	3,567,529	214,924	3,782,453
Early Intervention				
24	Early Childhood Mental Health Services	230,588		230,588
25	Triple P Positive Parenting	92,023	102,632	194,655
26	Support for Children w/Disabilities (Measure X)	200,000	405,000	605,000
Coordinated Systems of Care				
28	Help Me Grow Services	408,947		408,947
29	Contra Costa Network of Care Hub	20,000		20,000
30	Total	951,558	507,632	1,459,190
Policy Advocacy & Communications Strategies				
32	Community Engagement	119,137	75,000	194,137
33	Communications Strategy & Policy Advocacy	343,348	33,960	377,308
34	Total	462,485	108,960	571,445
Program Salaries/Benefits and Overhead Expenses				
36	Program Salaries & Wages	2,076,508	631,400	2,707,908
37	Program Benefits	1,241,244	360,284	1,601,528
38	Program Expenses and Overhead	417,533		417,533
39	Total	3,735,285	991,684	4,726,969
40	TOTAL PROGRAM INITIATIVES EXPENSES	9,107,817	2,508,296	11,616,113
EVALUATION EXPENSES		F5 Contra Costa Funds	Other Funds	Total Expense Budget
43	Evaluation Salaries & Wages	254,055		254,055
44	Evaluation Employee Benefits	141,699		141,699
45	Professional Services	363,400	25,000	388,400
46	Purchased Services and Supplies	42,500	2,000	44,500
47	Evaluation Expenses and Overhead	46,423		46,423
48	TOTAL EVALUATION	848,077	27,000	875,077
ADMINISTRATIVE EXPENSES		F5 Contra Costa Funds	Other Funds	Total Expense Budget
51	Administrative Salaries & Wages	777,420		777,420
52	Administrative Employee Benefits	422,046		422,046
53	Professional Services	462,500		462,500
54	Purchased Services & Supplies	159,600		159,600
55	Operating Overhead (Risk Mgmt, DoIT/EHSD, etc.)	206,662		206,662
56	TOTAL ADMINISTRATIVE EXPENSES	2,028,228	0	2,028,228
57				
58	GRAND TOTAL	11,984,122	2,535,296	14,519,418

FY2023-24 Actuals			
F5 Contra Costa Funds	Other Funds	Total Revenue	% of Budget
1,453,579		1,453,579	21%
	0	-	0%
	84,258	84,258	8%
	128,450	128,450	13%
	175,250	175,250	43%
	11,047	11,047	4%
1,453,579	399,006	1,852,585	19%
1,453,579	399,006	1,852,585	
F5 Contra Costa Funds	Other Funds	Total Expense Budget	% of Budget
		0	0%
	54,319	54,319	11%
36,167	34,530	70,697	37%
36,167	88,849	125,016	12%
753,889		753,889	21%
	214,924	-	0%
753,889	0	753,889	20%
		-	0%
32,403		32,403	17%
		-	0%
49,711		49,711	12%
87		87	0%
82,201	0	82,201	6%
4,324		4,324	2%
16,350		16,350	4%
20,675	0	20,675	4%
383,002	163,625	546,628	20%
217,083	77,875	294,958	18%
95,979	20,619	116,599	28%
696,064	262,120	958,185	20%
1,588,997	350,970	1,939,966	17%
F5 Contra Costa Funds	Other Funds	Total Expense Budget	% of Budget
39,079		39,079	15%
20,042		20,042	14%
27,204		27,204	7%
600		600	1%
7,707		7,707	17%
94,632	0	94,632	11%
F5 Contra Costa Funds	Other Funds	Total Expense Budget	% of Budget
170,187		170,187	22%
94,116		94,116	22%
11,743		11,743	3%
21,791		21,791	14%
34,232		34,232	17%
332,070	0	332,070	16%
2,015,699	350,970	2,366,668	16%

Notes:

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¹ State Sales Tax revenue includes Prop 10, Prop 56, and SMIF Interest accrued while in State interest earning accounts prior to distribution to counties. Allocation assumes 15% decline per Prop 31 impact on projections.

² Rental income from E. County First 5 Center, for 'Welcome Home Baby' space.

³ Coordinated System of Care includes comprehensive intervention services, developmental playgroups, and provider consultation services and supports. It also includes navigation and referral services through HMG and activities to support and enhance the CCC Network of Care.

⁴ Includes Prop 10 match for Measure X funding.

⁵ Low percentage due to late contract execution and delayed launch of MX activities; plans for ongoing use of funds is in process of being finalized.

⁶ Activities in this category align with new organizational Policy, Strategy & Evaluation structure. It includes Community Engagement, FESP and Communication Strategies.

Percent of Total Expenses (Budget)	
FY 2023-24	
Program Initiatives Policy Advocacy & Comm. Strategies	80.0%
Evaluation	6.0%
Admin.	14.0%
Total:	100.0%

Percent of Total Expenses (Actual)	
FY 2023-24	
Program Initiatives Policy Advocacy & Comm. Strategies	82.0%
Evaluation	4.0%
Admin.	14.0%
Total:	100.0%



**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.



**Special Executive Committee Meeting Minutes
Wednesday, November 29, 2023 ~ 12:00-2:00PM
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 12:16 p.m.

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

Absent: Rocio Hernandez

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

**2.0 Closed Session – Public Employee Performance Evaluation (Gov. Code § 54957.6)
Title: Executive Director**

Chair John Jones moved the meeting into a Closed Session at 12:17pm and resumed the meeting at 12:36pm. He noted that the Executive Director Evaluation will not be a 360 Review and will be finalized by the Executive Committee.

3.0 Public Comment

No public comment.

4.0 Approve the Minutes of the Executive Committee Meeting of September 11, 2023

Commissioner Lucey motioned to approve the minutes of the September 11, 2023 Executive Committee meeting. Commissioner Jones seconded.

Roll-call Vote:

John Jones – Yes

Rocio Hernandez – Absent

Marilyn Lucey - Yes

Matt Regan – Yes

Motioned approved.



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

5.1 Receive updates from the Finance and Operations Director, Pankti Clerk:

- We will discuss Q1 updates at the December meeting.
- We closed the year with 25% less revenue than projected. As we are feeling the hit from Prop 31.
- State grants were 10% less than received the prior year; we received a \$20,000 Sunlight Giving award for Conference Center buildout.
- Looking at more aggressively pursuing philanthropic and other grants in the coming years.
- CECET (e-cigarette tax) distribution of \$23K received for Q4.
- Provided budget updates of revenues and expenses. Decline in personnel and program expenses due to staff vacancies, this year expecting a \$4.8M drawdown of reserves based on 35 FTE's, however we are less in number due staff departures for various reasons, as a result we are expecting a savings of approximately \$1.6M in the fiscal year.
- Ruth shared considerations for future organizational roles given our fiscal landscape and staff attrition.
- Necessary system improvements have been assessed (software & hardware) and some upgrades have begun including the move to Office 365.
- Leases and facilities costs are also currently being reassessed.

5.2 Receive updates from the PSE Director, Sandra Naughton:

- Gave an update on the advocacy and stakeholder engagement work group that was reported on during the October 30 Commission meeting.
- Re-convened the advocacy and stakeholder engagement work group to do internal reflection and external landscape analysis of other advocacy efforts intersecting with our focus areas. Reached out to 21 organizations to interview to find out where efforts might overlap.
- She reported highest engagement was from the Community Advisory Council and the Regional Groups.
- Current recommendations are to explore a consolidation of ELLG and ECPIC regional groups and possibly become a clearinghouse of information, moving more behind the scenes with a different model/structure.

5.3 Receive updates from the HR Manager, Tammy Henry:

- Ruth and Tammy reported on the process of the rollout of the Compensation Study the team has been working on for several months. They plan to share the findings from the consultant with the internal team prior to bringing them to the Commission in December.
- Pay scale ranges will be updated and need to be approved by the Commission.



6.0 DISCUSS matters regarding the operation of the Commission.

6.1 & 6.2 Proposed Executive Committee Meeting Calendar/Proposed Commission Meeting Calendar

- Ruth Fernàndez shared a draft of the 2024 Standing Committee meeting calendar and the Committee discussed potentially moving the Executive Committee meetings to a different day than the full Commission meeting. The group decided to meet two Mondays prior to the full Commission meetings, during the day at the lunch hour.

6.3 Update on Commission Membership

- Ruth Fernàndez reported that she is working with District 1 on outreach to fill the Alternate vacancy. Currently, both Commissioner and Alternate Seats for District 3 are vacant.

7.0 REVIEW agenda items for upcoming Commission Committee Meetings.

The group reviewed the Executive Committee Administrative Calendar.

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.

Ruth Fernàndez noted the First 5 Association of California Policy Priorities document included in the meeting packet. Also, she highlighted the upcoming Advocacy Day and Association Annual Meeting to be held in Sacramento February 5-7, 2024.

9.0 Communications

10.0 Adjourn – Meeting adjourned at 2:11 p.m.



STANDING MEETINGS 2024

STANDING MEETINGS 2024												
	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.
Executive Committee <i>Two weeks prior to Commission Meeting</i> 4:30-6:00 PM		2/12*	3/25		5/28*		7/29		9/30			12/2
		Same day as Commission			Day after Memorial Day							
Commission <i>2nd Mondays of the Month</i> 6:00 PM		2/12		4/8		6/10		8/12		10/14		12/16

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INTERNAL UPDATES

Internal updates are non-programmatic and highlight operational activities and internal efforts.

Staff Transitions

After 3+ years of incredible work as Deputy Director at First 5 Contra Costa, Camilla Rand decided to pursue a new role to advance the development of a new pipeline for early childhood educator across the state. During her time at First 5 Contra Costa, Camilla's leadership was critical as the organization faced the pandemic and developed a new Strategic Plan to continue First 5's system-level impact and contributions. We will miss Camilla; we thank her for her contributions and wish her nothing but success in her new endeavor!

Wanda Davis, Early Intervention Program Officer, also recently announced her retirement. After 13 years of service leading First 5 Contra Costa's Early Intervention initiative, Wanda decided to transition to retirement to dedicate more time to her children and grandchildren. Under Wanda's leadership, First 5 Contra Costa established a strong Help Me Grow framework for the county for bi-directional referrals, amplified the importance of developmental screenings and created critical partnerships to implement developmental screenings across social services organizations and healthcare providers. Wanda's role was critical in the expansion and implementation of trauma-informed practices and principles amongst child-serving organizations in Contra Costa County. Wanda's energetic and dynamic personality will be missed by all of us at First 5 Contra Costa! We are filled with gratitude for her service and wish her all the fun and joy as she transitions to retirement! Her last day is December 31, 2023.

Organizational Compensation and Classification Study

In January 2023, services were procured to conduct a total compensation study for all classifications in the organization and a classification study of six positions, completed by a third-party consultant, Koff and Associates. Both studies concluded in December 2023. The salary analysis completed shows that First 5 Contra Costa's base salaries, overall, in comparison to the market median are 3.0% above the market. First 5 Contra Costa's total compensation, overall, in comparison to the market median is 10.3% above the market. First 5 Contra Costa's benefits package puts the organization in a more competitive position compared to the market. Completion of this compensation analysis validates that First 5 Contra Costa pays fair and competitive compensation to employees.

Early Childhood Education

*Our **Early Childhood Education (ECE)** initiative aims to ensure that all children have access to high-quality, affordable child care and early learning.*

Working with our Quality Matters partners, staff have developed a new specialization program for Family Child Care (FCC) providers who serve infants and toddlers. Staff are currently working to recruit 20 FCC providers participating in Quality Matters who are interested in this pilot approach to thematic professional development offerings. In addition to increasing their knowledge of how to support high-quality infant/toddler care, providers who complete the program will earn an additional \$650 stipend and a window decal that demonstrates to families and the public that they have specialized training in infant and toddler care. To complete the specialization program, providers must: a) complete a 19-week online training led by West Ed for which they can receive three units of academic credit through California State University, Fresno at no cost to the provider, and b) complete 7 hours of professional training from a list of

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predetermined trainings. The trainings start in January, and end in May. Depending on the success of this pilot, Quality Matters may introduce additional specialization programs next fiscal year.

Coming Up Next

- ECE providers participating in Quality Matters will be submitting their quality improvement plans for the year by December 15. These plans are generated in partnership with their Quality Matters coach and guide the quality improvement work the provider and coach engage in throughout the remainder of the fiscal year. New this year, each provider will also complete a self-assessment the coaches will use to identify common themes across providers and identify individualized support that may benefit each provider.
- In December, the Ready Kids East County parent group will close out 2023 with an in-person "Joyous Kwanzaa" celebration at the East County First 5 Center in Pittsburg. There will be food, activities, and entertainment as we celebrate the African diaspora.

Early Intervention

*Our **Early Intervention (EI)** initiative aims to ensure that families have access to prevention and early intervention supports and services that foster the optimal development of all children.*

The team issued an RFQ to select a planning consultant for the Measure X-funded project to enhance inclusion in early childhood settings for children with disabilities. This project started later than planned due to contract delays, and a consultant will be selected in December to lead stakeholder engagement efforts and the creation of a multi-year plan. Several aspects of the project are already under development, such as delivering a series of trainings and an online toolkit for early care and education providers. In related work, staff have been working with Help Me Grow partners to train early care and education programs to use an online Ages & Stages Questionnaire (ASQ) tool to better coordinate the data and improve system access.

Coming Up Next

- Staff continue to work in partnership the Contra Costa Health Plan to increase mental health supports for young children through piloting dyadic care, or care that serves both the child and the parent together, in a health site. Staff have met with Lifelong Health Center staff to develop a possible pilot of this approach.
- Staff continue to track the potential opportunities through the CalAim initiative to improve Help Me Grow care coordination and resource navigation between the health system and community supports.

Family Economic Security Partnership

*The **Family Economic Security Partnership (FESP)** is a public, private and nonprofit collaboration dedicated to increasing the income and building the assets of low-income families and individuals living in Contra Costa County.*

The Family Economic Security Partnership held its quarterly meeting on December 7, 2023 and focused on state policies impacting families' economic security. The meeting features two guest speakers:

- Julia Forte Frudden (she/her), Senior Project Manager at the [Child Care Law Center](#), who presented on accomplishments, challenges, and opportunities ahead related to reforming state-level child care subsidy reimbursement rates.
- Jose Vargas of the [United Way Bay Area](#) who presented on the state policy related to economic success and safety net services for families that the United Way is tracking this year.

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The meeting also included some equity-centered children's book suggestions just in time for holiday shopping, and updates on local activities related to ending poverty in our county.

Coming Up Next

- The next quarterly FESP meeting will feature an advocacy training focused on empowering service providers to use their work with clients to advocate for changes on the local, state and federal level.

Strengthening Families

*Our **Strengthening Families (SF)** initiative helps families build healthy relationships, strengthen support systems, and nurture their children's development.*

First 5 Contra Costa recently adopted a Results Based Accountability framework to focus more of its evaluation work on measuring the impact of programs. As a part of this effort, First 5 Contra Costa worked with First 5 Center staff to adjust an anonymous survey given to individuals who participate in classes offered at the centers. The survey, available in English and Spanish, was updated to include questions about whether families learned more about parenting and made social connections with other families – two of the overarching goals of classes. In the first quarter of this fiscal year, 75% to 100% of caregivers and parents across the five First 5 Centers reported making new social connections, and an even a greater proportion, 93% to 100% reported their class strengthened their knowledge of parenting. The survey also asks questions about how satisfied they were with the class, and if they have any suggestions for improvement. This feedback helps center and First 5 Contra Costa staff understand the effectiveness of classes in reaching our agency's mission, and also helps centers make changes to the next set of classes they offer.

Coming Up Next

- First 5 Centers have a variety of activities that celebrate winter and New Year holidays in culturally relevant ways. Check each [centers'](#) monthly calendars to find out what is coming up!

COUNTY UPDATES

Measure X Updates

During the last several months, First 5 Contra Costa has worked in partnership with the Early Childhood Prevention and Intervention Coalition and the Early Learning Leadership Group to advocate for new Measure X funds, generated by a county sales tax, to be invested in early childhood mental health services. On December 12, 2023, the Board of Supervisors allocated \$1.4 million in ongoing funding to address the mental health needs expressed by the community, including the needs of children ages 0 to 5, school-age children, older youth up to age 26, and the needs of LGBTQI+ residents. Details on how and when the funds will be deployed by the county will be discussed at a future Board of Supervisors meeting.

First 5 Contra Costa appreciates the Board of Supervisors who also allocated Measure X funding for several other community needs prioritized by the Measure X Community Advisory Board, including resources for an African American Holistic Wellness Hub, food insecurity, and capacity building for agencies in East County. First 5 Contra Costa would like to thank the community members, advocates,

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service providers, and the Contra Costa County Board of Supervisors for uplifting the urgent needs of our families with young children!

Ready Kids East County Initiative

First 5 Contra Costa partners with the Dean & Margaret Lesher Foundation and several other organizations to reform the systems and services available to African American and Black families with children under 5 in East County through an effort called Ready Kids East County (RKEC). The multi-layered effort to enhance school readiness for Black and African American families includes culturally relevant and responsive programming, specifically through a diversity, equity, and inclusion lens. As we approach the end of year 5 in this important initiative, First 5 has remained in conversation with our funding partner to explore future opportunities to build on the momentum of the Ready Kids East County Initiative in the coming years. We are committed to continuing our engagement with Black and African American families in East County and have exciting events coming up!

On Wednesday, December 20, Ready Kids East County is hosting a "Joyous Kwanzaa" celebration at the East County First 5 Center in Pittsburg in partnership with the center staff and their Fatherhood Program. Our First 5 Centers have been hosting culturally relevant events and activities to recognize and celebrate the many holidays during December. Visit our First 5 website to connect with your local First 5 Center, to learn more about upcoming group classes, playgroups, school readiness activities, support groups and one-on-one assistance connecting to community services—all for free for any family interested.

STATE UPDATES

CYBHI Director / Melissa Stafford Jones Assumes New Role

On December 1st, 2023, Melissa Stafford Jones was announced as the new President and CEO of the Public Health Institute. With her transition out of the state's Children and Youth Behavioral Health Initiative (CYBHI), Dr. Sohil Sud will be taking over as the new director. Dr. Sud is a pediatrician from UCSF with training in tobacco control advocacy. First 5 Association leadership plans to reach out to Dr. Sud to make a connection with our First 5 Network.

California State Revenue Outlook

Just a few weeks ago, the Legislative Analyst Office released a [revised revenue outlook](#) for California. The estimates are worse than previously forecasted. A great analysis of this announcement can be found by Jason Sisney [HERE](#). Jason is the budget director in the Assembly Speaker's Office. On the bright side, he notes the state has tens of billions of dollars of reserves that can stave off many cash flow pressures and he is somewhat more optimistic than the LAO about state revenues and the California economy.

Annual Advocacy Day on February 7, 2023

The First 5 Association has announced open registration for Advocacy Day at the Capitol. The Association will set up all legislative meetings with legislative offices. All Commissioners are encouraged to participate, please contact Mikele Nelson at mnelson2@first5coco.org if you would like to attend Advocacy Day.



**Staff Report
December 18, 2023**

ACTION: X
DISCUSSION:

TITLE: First 5 Conference Center Fee for Use Concept

Overview

In June 2022, First 5 Contra Costa (F5CC) relocated to 4005 Port Chicago Hwy, Suite 120, in Concord due to the unfortunate fire event at the prior office location. Since relocating into the new administrative office, the vision has been for F5CC to continue playing the important role of convener of early childhood service providers, educators and stakeholders within Contra Costa County’s early childhood system. The role of convener promotes system coordination and fosters stakeholder engagement, problem solving and identification of innovative approaches and solutions to improve the well-being and optimal development of young children.

Additionally, the Port Chicago facility presents First 5 with the opportunity to leverage the space by establishing a ‘fee-for-use schedule’ that would provide cost recovery for rental costs.

Introduction

The Port Chicago facility has three conference rooms that F5CC can make available to third parties for use for meetings, trainings, workshops, and other activities.

F5CC’s conference center has approximately 1,242 square (sq.) feet (ft.) of fully furnished space available for up to 57 people in the main Conference-Training Center area. And, two smaller conference rooms of approximately 254 sq.ft. (maximum capacity of 16 people) and approximately 165 sq.ft., (maximum capacity of 11 people). The space includes a coffee alcove, as well as other supporting amenities.

First 5 staff is developing a draft Facility Use Agreement and Fee-for-Use Schedule to allow third parties to use the conference rooms at the Port Chicago facility.

F5CC aims to be equitable to all organizations that meet the goals of First 5 and are interested in using the Conference-Training Center for their organizational needs. The intent is to pilot a two-tier fee schedule, to remain affordable for not-for-profit entities and modestly priced for private for-profit entities. Weekend rates would include HVAC and janitorial associated costs.

Recommendation

F5CC staff requests that the Commission authorize staff to finalize a Facility Use Agreement and Fee-for-Use Schedule that would allow third parties to use the conference rooms at the 4005 Port Chicago Highway Conference Center space. If the Commission approves the concept today, staff will return for Commission approval of the fee rates for use of the conference rooms. Availability of First 5’s Conference Center will be socialized across community partners and coalitions, as well as funders – many of which have already inquired about the availability of the space. First 5 staff will report to the Commission on the use of the space periodically at Commission meetings and will track demand and cost recovery to determine long-term feasibility of this model.

In the near future, additional amenities are planned for the Conference Center including the addition of a large monitor and associated audio-visual system. Technology upgrades are made possible by a recent grant award from Sunlight Giving.

Fiscal Impact

Charging a fee for use is projected to generate some level of revenue to offset lease expenses on the First 5 administrative office building located at 4005 Port Chicago Hwy, Suite 120 in Concord, CA.



**Slate of Nominees
for First 5 Contra Costa Commission Officers
Calendar Year 2024**

Chair: **John Jones**

Vice Chair: **Marla Stuart**

Secretary/Treasurer: **Matt Regan**

Additional non-voting Member: **Vidya Iyengar**



**Staff Report
December 18, 2023**

ACTION: _____
DISCUSSION: _____ ✓

TITLE: Staff Appreciation and Service Milestones

Introduction:

The Commission has adopted the practice of annually appreciating First 5 staff and recognizing those who have surpassed service milestones.

Background:

The Commission recognizes staff who have achieved five-year increments of service with First 5.

Three staff members have surpassed their five-year anniversary:

Daryn Nabeta, Early Intervention Program Assistant II
Brian Kelley, Communications Specialist
Nellie Orantes, Quality Improvement Coach

One staff member has surpassed their fifteen-year anniversary:

Randee Blackstock, Facilities and Office Coordinator

Recommendation:

The Commission recognizes staff for their milestone, service, and continued dedication and accomplishments.

Year In Review: Community Impact Report

Fiscal Year 2023



About this report

The First 5 Contra Costa's Community Impact Report looks at the multiple ways we are working to fulfill our mission to foster the development of our community's children, prenatal through five years of age.

This report highlights our work in partnership with others to change systems of services and supports to better meet the needs of young children and their families.



4 About First 5 Contra Costa

5 Participants Served

9 Strengthening Families

21 Early Intervention

29 Early Childcare Education

37 Policy Advocacy



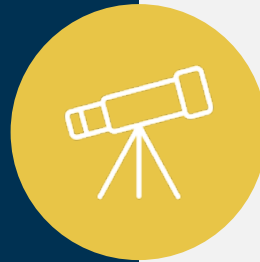
Why Focus on Ages 0-5?

Research shows that a child's brain develops most dramatically during the first five years of life. During this critical period, a window of opportunity exists to help shape how a child's brain matures and to lay the foundation for the years that follow.



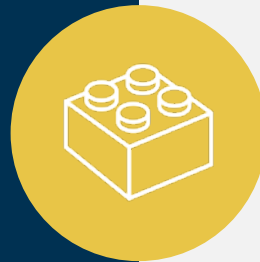
Mission

To foster the development of our community's children, prenatal through 5 years of age.



Vision

Contra Costa's young children are healthy, ready to learn, and supported in safe, nurturing families and communities.



Core Values

Diversity and Inclusion, Equity, Cultural Humility, and Community Partnership



Served more people in FY 2023

First 5 Contra Costa funds several organizations to deliver programs that foster families' resilience, enhance parent-child interactions, and promote school readiness. First 5 Contra Costa also coordinates trainings, policy advocacy efforts and research that support its goal to help all children thrive. The table below shows that our efforts reached more individuals in FY 2023 than the prior year.

	FY 2022	FY 2023
Caregivers/Parents	6,531	7,394
Children Under 6	6,195	7,428
Direct Service Providers	2,318	2,305
Total	15,044	17,127

Note: Unduplicated counts



Supporting more of our youngest children

First 5 Contra Costa's efforts focus on families with children under age 6. Research shows that a child's brain develops most dramatically during the first five years of life year. During this critical period, a window of opportunity exists to help shape how a child's brain matures and to lay the foundation for all of the years that follow. In FY 2023, First 5 Contra Costa's efforts reached **20%** more children under age 6 than in the prior fiscal year.

Ages of children	FY 2022	FY 2023
0 < 3	1,612	2,705
3 to 6 years	1,259	2,569
Ages unknown	3,324	2,154
Total	6,195	7,428

Note: Unduplicated counts

Language and ethnicity of children and parents served

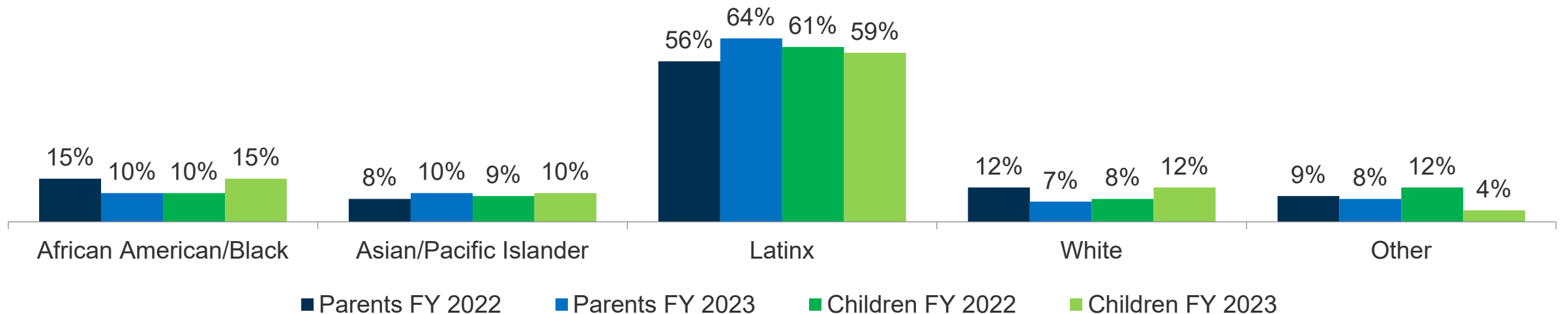
Language

In FY 2023, English and Spanish were the primary languages in households with **49%** of families speaking English and **44%** Spanish. The **7%** of other languages spoken included Arabic, Cantonese, Farsi, Hindi, Mandarin, Portuguese and Tagalog



Ethnicity

Ethnicity of Parents and Children Participants, FY 2022-FY 2023





Themes for FY 2023:



Increase in participants over the past years



Focus on African American & Black family engagement

Strengthening Families

Thriving families lead to thriving children.



Strengthening Families

Thriving families lead to thriving children.

Why we focus on Strengthening Families:

- Research underscores the critical role positive caregiver-child relationships and healthy family dynamics have on children, particularly in their early years.
- Increasing parents' and caregivers' understanding of child development and parenting can lead to better child and family outcomes.
- Connects families to the resources they need and to programs that focus on strengthening families' abilities to foster children's development, health, and school readiness.

Strengthening Families

Thriving families lead to thriving children.

What we do:



Support the holistic needs of children and families through our First 5 Centers.



Enhance parents' knowledge of children's development and positive parenting practices.



Foster parents' ability to advocate for themselves and build a sense of community.

Our First 5 Centers

First 5 Contra Costa funds three nonprofit organizations to operate five family resource centers called First 5 Centers. For free, the centers offer to all families:

- Parent and child classes and activities
- Developmental screenings of children ages 0 to 5
- Individual consultations to connect parents to other community services
- Supplies and give-a-ways such as car seats, diapers, food and other items



Over the past three fiscal years more children and their families have participated in these services:

Types of service	FY 2021 participants	FY 2022 participants	FY 2023 participants
Attended a class or activity*	1,729	2,724	4,255
Developmental screenings of children ages 0 to 5	517	660	751
Consultation with staff for referral to services*	391	412	482
Car seats provided and installed	115	145	149

Note: participants counts are unduplicated within each service listed

*Many participants participated in multiple classes or activities, and several participants received multiple consultations for referrals within the fiscal year, although each participant is only counted once for each type of service.

Connecting families to community resources

First 5 Centers

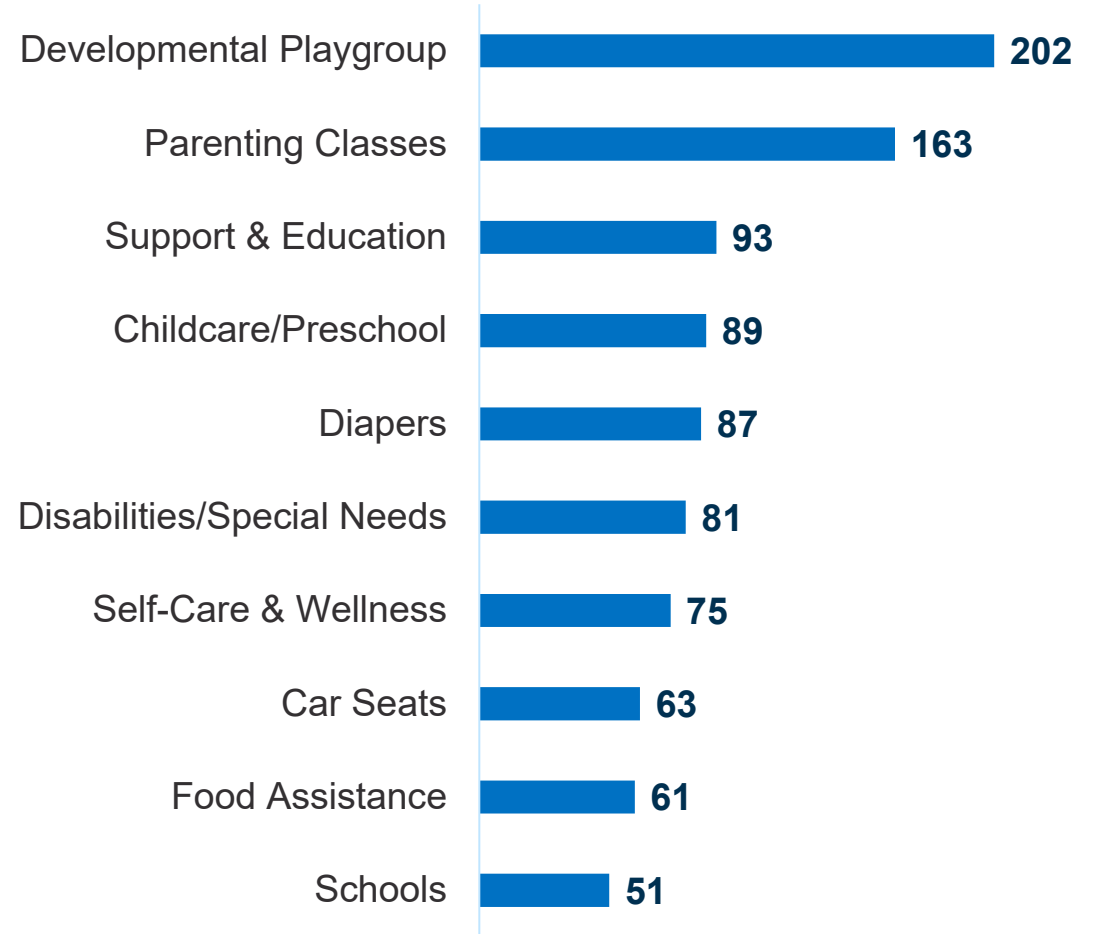
Community Resource Specialists are staff at each First 5 Center trained to meet individually with parents to refer them to services.

These staff provided **766** one-on-one consultations and **71** workshops on community resources and financial education.

The **East County** center provided referrals to the largest number of parents, while the **West County** center provided the highest hours of consultations.

Developmental playgroups were the most frequently referred service followed by **parenting classes**.

Top Family Needs Across All Centers, FY 2023



Note: based on referrals given to families who met with Community Resource Specialist

Center programs support thriving children

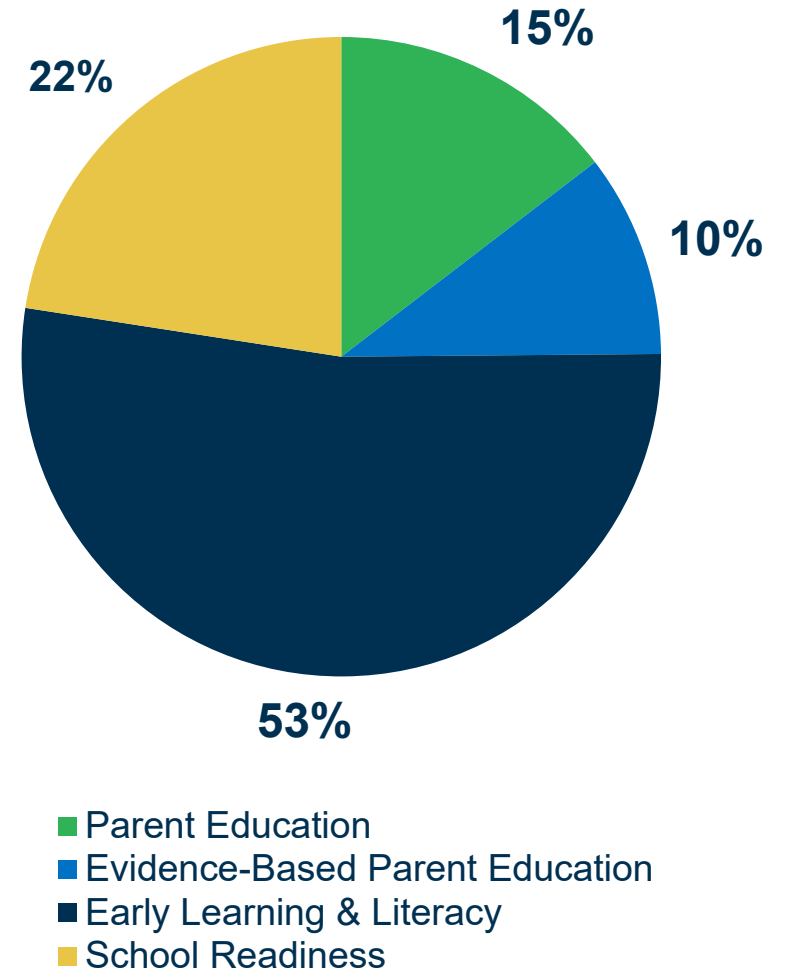
First 5 Centers

Centers offer a variety of classes and events that aim to increase families' understanding of child development, parenting, and school readiness. Each center offers multi-week classes and drop-in one-time activities. In FY 2023, centers offered **4,380** hours of programming. After each class or event, participants are asked to complete an anonymous survey. Below are highlights of the results in FY 2023:

- **91%** felt more socially connected to others
- **91%** gained a new understanding of their child's development
- **93%** learned how to act more positively with their child
- **98%** felt appreciated and respected by teachers
- **98%** were satisfied with the class and support they received from First 5 Center staff

Note: Results are based on between 435 and 555 respondents. Not all respondents answered each question.

Programming Hours across all First 5 Centers, FY 2023



Increase in participation among male caregivers

First 5 Centers

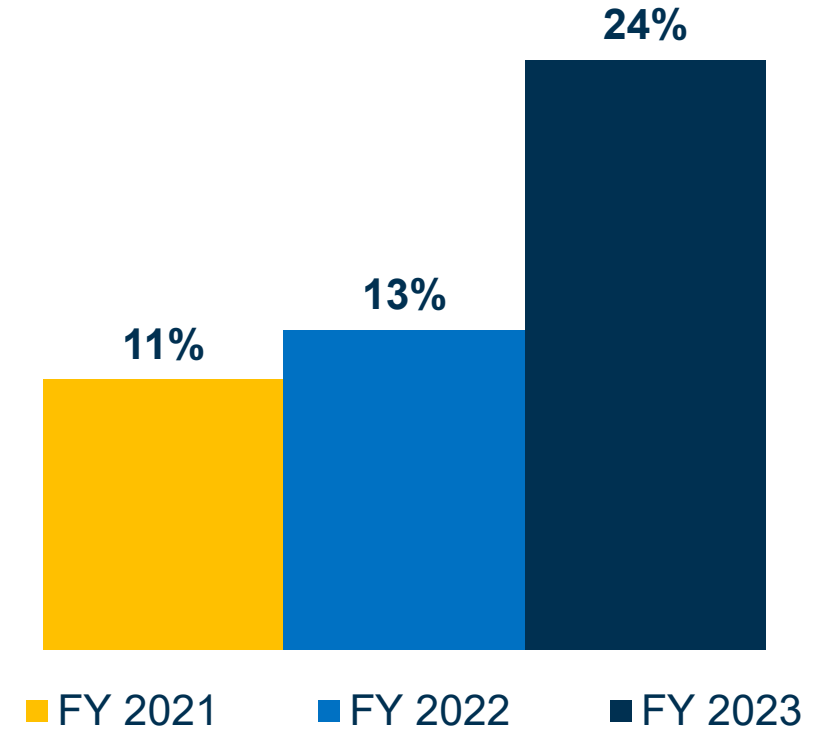
In recent years the First 5 Centers increased efforts to engage male parents/caregivers. Each center has experienced success in outreaching to and supporting more males in participating in activities.

Number of Participating Male Caregivers by Center, FY 2021-FY 2023

	FY 2021	FY 2022	FY 2023
Antioch-Delta*	12	50	185
East County	23	34	91
Monument	43	58	168
West County	35	71	233
Total	113	213	677

*These two sites were supported through one contact and operated at lower levels at the two physical locations than other centers.

Percent of Participating Male Caregivers Across All Centers, FY 2021-FY 2023



Programming tailored to African American & Black families

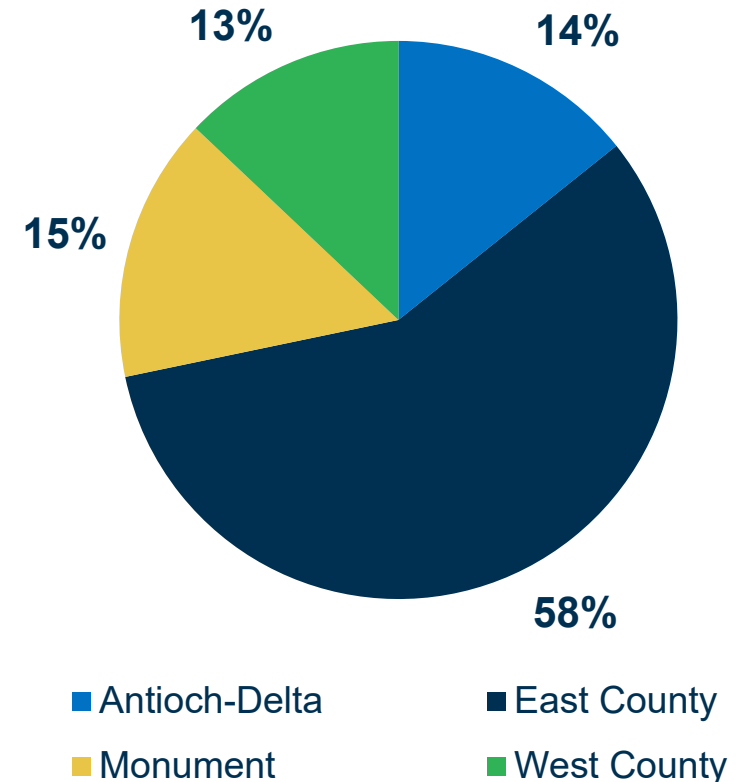
First 5 Centers

Over the last three years, First 5 Centers partnered with other organizations to develop or adapt programming to be culturally relevant to African American and Black families.

- **A.F.R.O. Moms** class, offered at the Antioch and Delta First 5 Centers, was designed for caregivers to bond and feel supported by other participants while exploring relevant topics.
- The East County First 5 Center offered a **Represent Me** class which explored the impact African American heroes have made on society. The class used songs and stories to showcase Black creativity and culture.
- **The Village**, offered at the West County First 5 Center, is a group for parents of African American/Black children to share parenting strategies, experiences, concerns, and inspirations, while also exploring identity and creating community.

“I had such a wonderful time at The Village in-person gathering... all the laughter and smiles were truly medicinal for me. I was able to create memories with my son and make great connections and receive resources from other moms. I left feeling fulfilled.”

Hours of Programming Designed for African American & Black Families, FY 2023

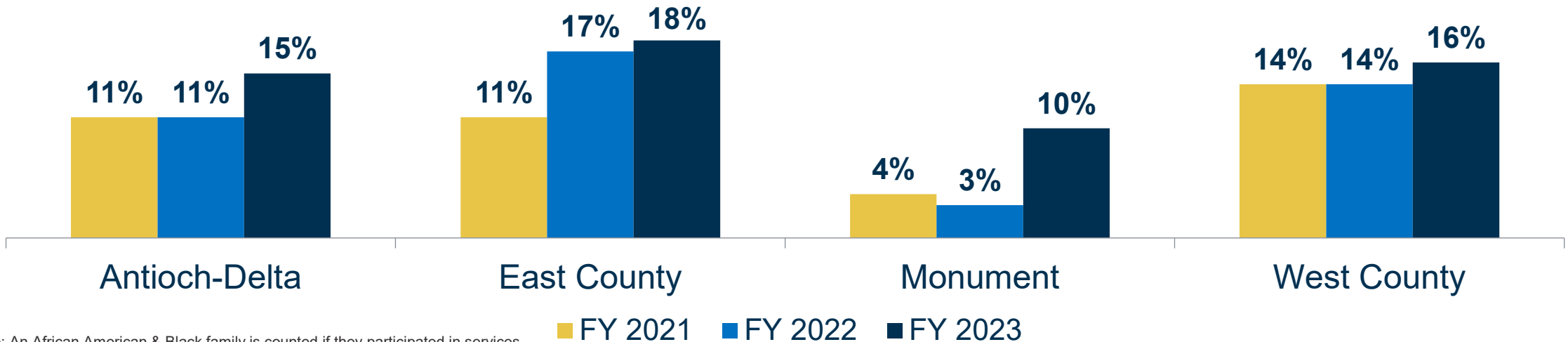


Increase in percentage of African American & Black families by Center

First 5 Centers

As a result of intentionally focusing on the needs of African American and Black families, each First 5 Center has increased the proportion of such families participating.

Percent of Participating African American & Black Families by Center, FY 2021-FY 2023



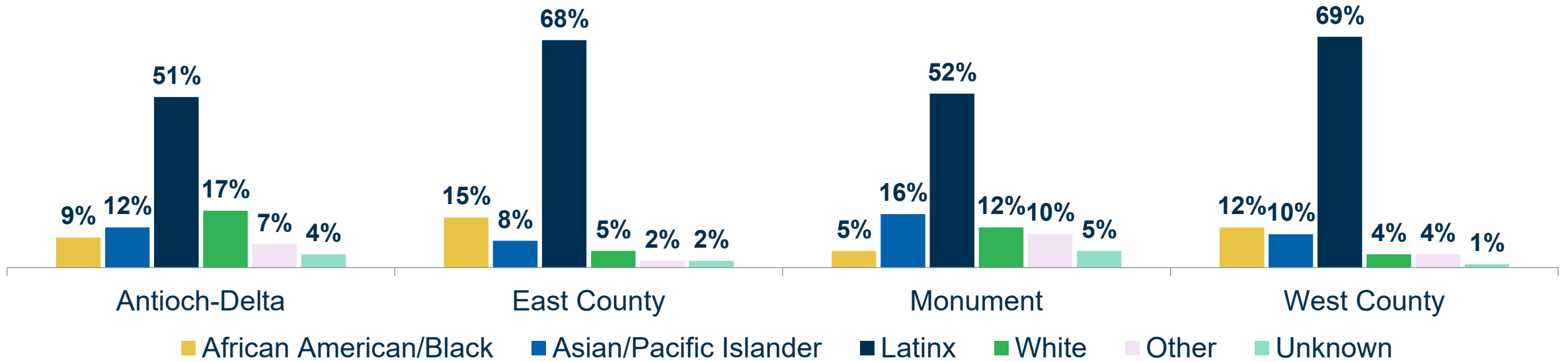
Note: An African American & Black family is counted if they participated in services.

Ethnicity of parents by Center

First 5 Centers

Overall and at each First 5 Center, the majority of adult participants are parents/caregivers of color.

Ethnicity of Parents by Center, FY 2023



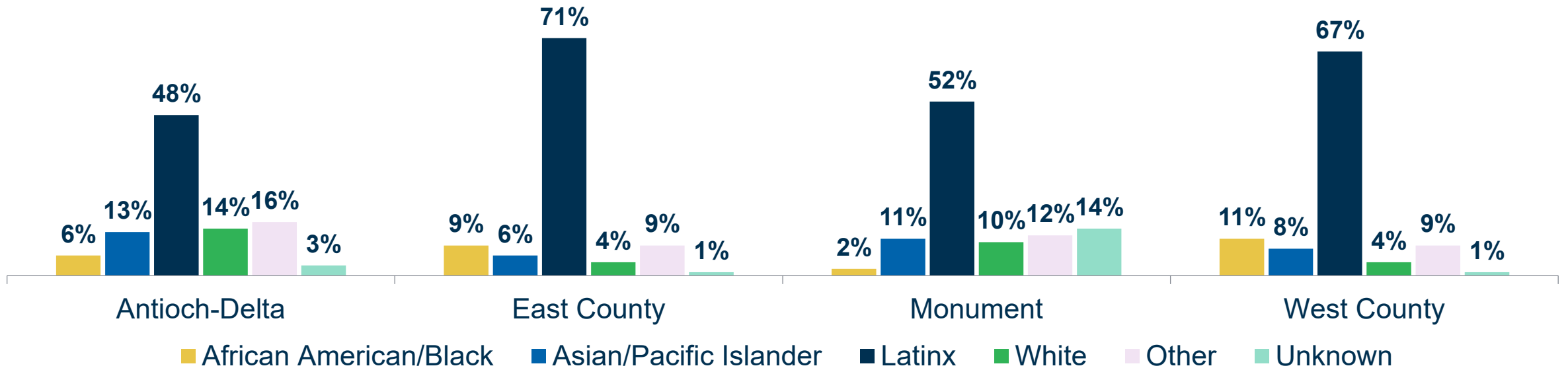
n = 2,857 adults

Ethnicity of children by Center

First 5 Centers

Mirroring the trends with parents, the majority of children under age 6 participating at First 5 Centers are Latinx children, followed by Asian/Pacific Islander and African American/Black children.

Ethnicity of Children by Center, FY 2023

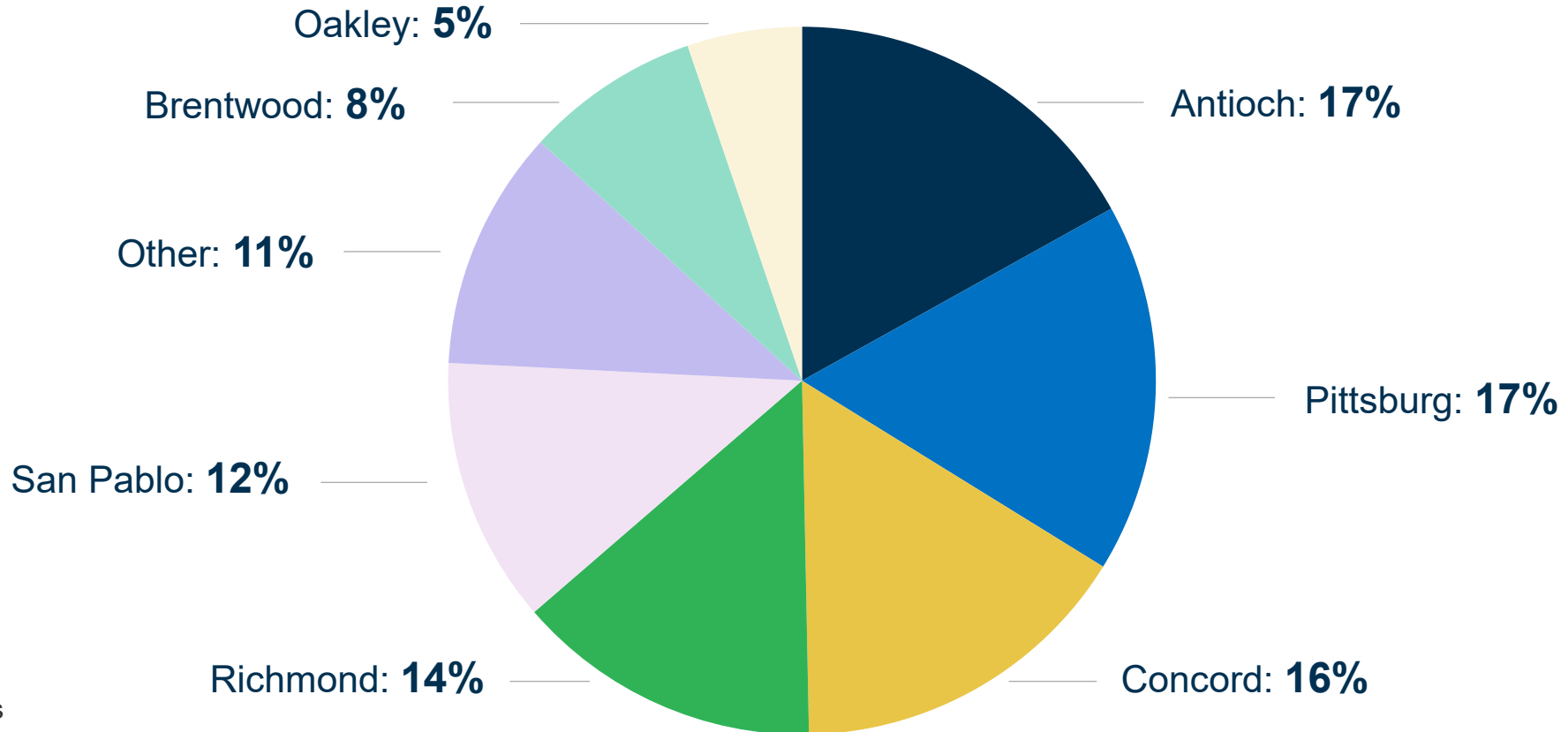


n = 2,113 children

Engaging with families from around the county

First 5 Centers

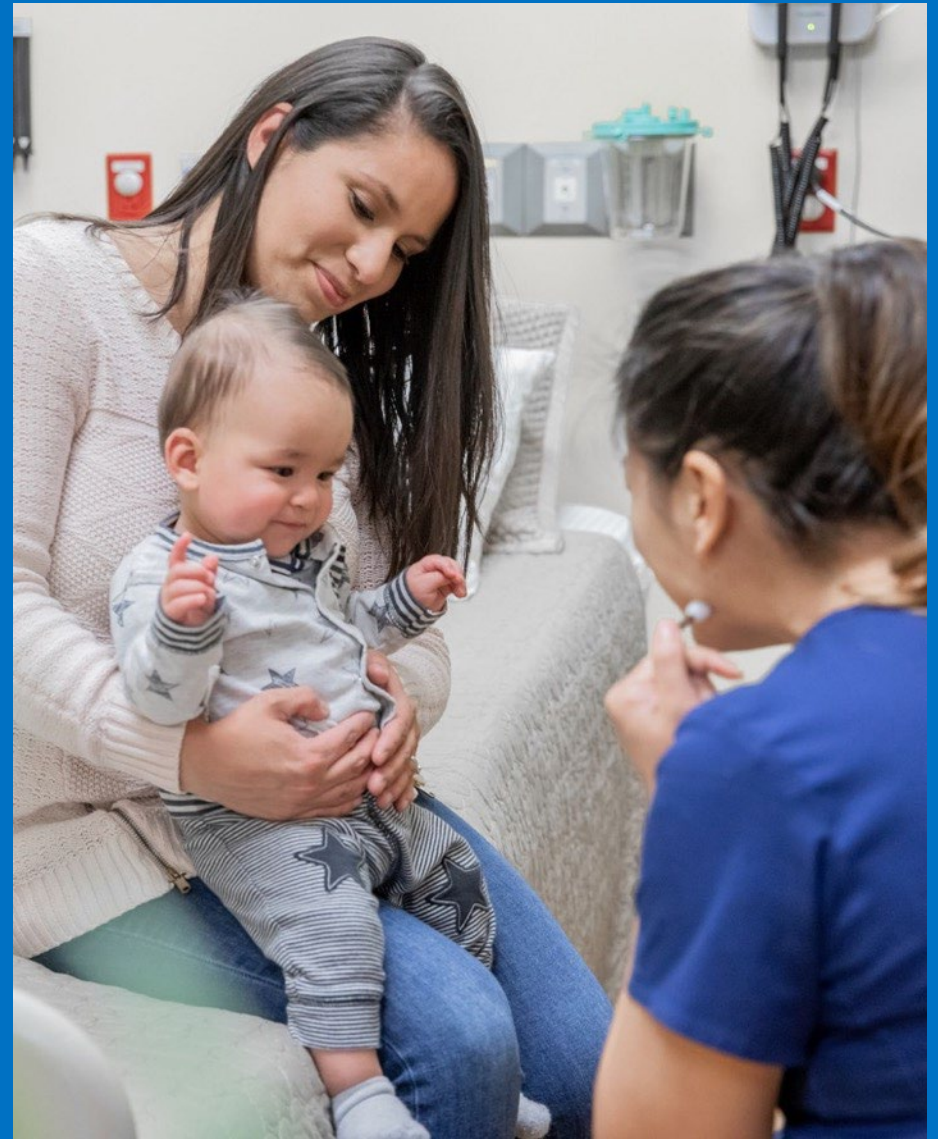
Home City of Families Participating at Centers, FY 2023



n = 2,431 families

Early Intervention

All children deserve to reach their full potential.



Early Intervention

All children deserve to reach their full potential.

Why we focus on Early Intervention:

- Regular, evidence-based screenings that lead to connecting families to needed services can change children's developmental trajectory.
- Early identification leads to timely intervention during the most critical time of a child's development.
- Research shows prevention and early intervention can not only improve lifelong outcomes for children, but also yield long-term economic benefits.
- First 5 Contra Costa builds the capacity of professionals and the systems they work within to adopt proven prevention and early intervention approaches.

Early Intervention

All children deserve to reach their full potential.

What we do:



Promote developmental screenings and connections to services.



Build capacity to prevent, screen, treat, and heal childhood adversity and toxic stress.



Bolster early childhood mental health through system changes and investment in prevention.

Help Me Grow: screening & referrals

Help Me Grow

Help Me Grow Contra Costa is a system that helps families understand their child's progress toward development milestones and connects them to service providers that help foster their child's physical and socio-emotional development.

As the lead of our local Help Me Grow system, First 5 Contra Costa:

- funds the Contra Costa Crisis Center to operate the Help Me Grow 211 Care Coordinators who are specifically trained to help parents with children ages 0 to 5.
- funds two agencies to lead developmental playgroups that help children catch up on their developmental milestones, and provide tools for families to support their child's development.
- trains staff from a variety of agencies and tracks developmental screenings from pediatricians and other family-serving agencies to monitor trends.

Type of service	FY 2022 participants	FY 2023 participants
Help Me Grow 211 Care Coordination – adults	778	883
Developmental playgroups – includes adult and child from each family served	280	226
Developmental screenings – children	1,535	1,720

Developmental Playgroup Exit Survey Results

Help Me Grow

“Entering my daughter into First 5 activity classes has helped her a lot. She is talking a lot more and she is playing with other peers. She is enjoying all the singing activities and I am learning to be a better parent and how to help her with her development.” - Mother of three-year-old



84%

of parents said their child’s developmental skills improved since being in a playgroup

85%

of parents said they feel better able to manage their child’s behavior

100%

of parents thought services were respectful of their personal background (language, ethnicity, culture, gender, religion, etc.)

n = 167 exit survey respondents

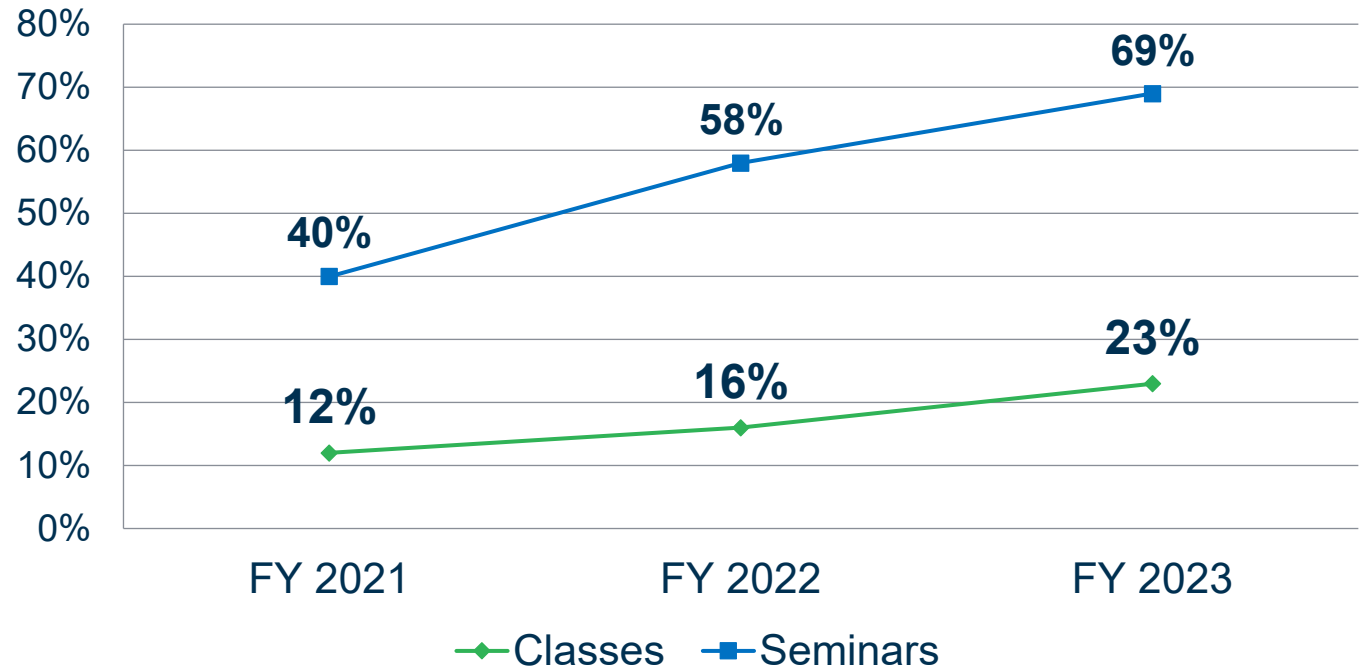
Increasing African American & Black participation in parent education

Positive Parenting Program (Triple P)

First 5 Contra Costa funds Counseling Options and Parenting Education (C.O.P.E.) to deliver free evidence-based parenting multi-week **classes** for all families, and one-time short parent education **seminars** to specifically serve African American and Black families.

Participants	FY 2021	FY 2022	FY 2023
Classes	158	159	172
Seminars	47	110	116

Percent of African American & Black Participation in Classes & Seminars, FY 2021-FY 2023



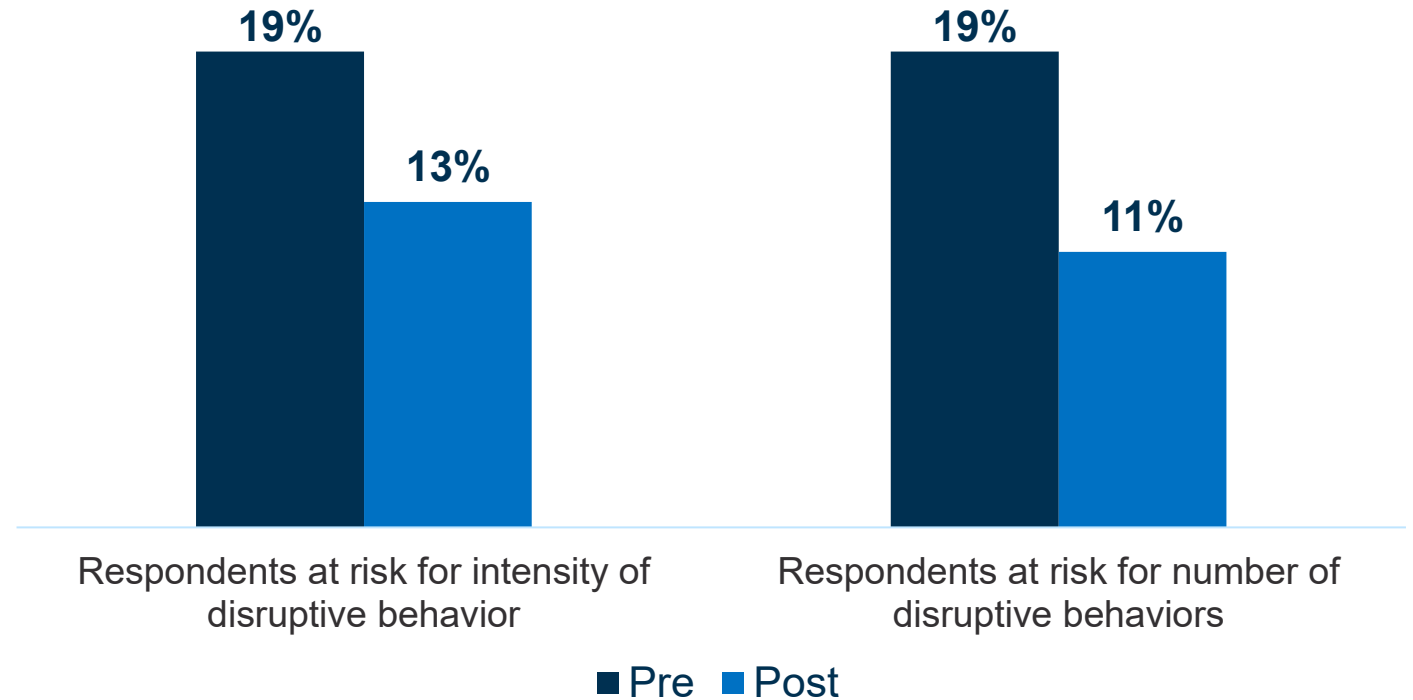
Lowering parents' stress

Positive Parenting Program (Triple P)

The Eyberg Child Behavior Inventory (ECBI) is a 36-item measure designed to assess the frequency and severity of children's disruptive behaviors.

The ECBI focuses on behaviors that take place at home and asks questions such as, "[My child] dawdles in getting dressed?" Caregivers rate the behavior on scale of 1 (never) to 7 (always) and then answer, "Is this a problem for you?"

Eyeberg Child Behavior Inventory Pre-Post Results for Positive Parenting Program Participants, FY 2023



n = 124 respondents

Trauma-informed efforts

First 5 Contra Costa works with public and private healthcare and social service providers to build their capacity to prevent, screen, treat, and heal childhood adversity and toxic stress.

Fostering connections through the Contra Costa Network of Care Hub:

The Network of Care hub allows members to share info on trauma-informed practices, trainings, events, and fosters connections between individuals and agencies.

297

practitioners, on average, were members of the online community in any month during FY 2023

25+

local leaders were engaged during September 2022 Self-Care Week campaign

Disseminating best practices about Adverse Childhood Experiences (ACEs) Screening:

Adverse Childhood Experiences (ACEs) are potentially traumatic events that occur when we are young. Through evidence-based screenings, early detection and intervention can lead to improved health outcomes.



2022 pilot linked Help Me Grow Care Coordinators to La Clínica Health Clinics to increase ACEs screening



Published practice brief and white paper to share the successes and lessons learned from the 2022 pilot



Aliados Health showcased the 2022 pilot in its Promising Practice papers and podcast

Early Childhood Education

High quality early learning programs impact children's future.



Early Childhood Education

High quality early learning programs impact children's future.

Why we focus on Early Childhood Education:

- The years between birth and age 5 are critical for brain development.
- The ways in which parents and others interact with children during this time makes a difference in their future learning, behavior, and health.
- High quality early learning programs impact children's academic and emotional well-being in the short and long-term.

Early Childhood Education

High quality early learning programs impact children's future.

What we do:



Provide professional development opportunities for early educators to enhance quality.



Reform systems and services with an emphasis on school readiness.



Understand and respond to the county's early learning educator workforce crisis.

Changing the early childhood landscape for African American/Black children in East County

Ready Kids East County

First 5 Contra Costa partners with the Dean & Margaret Lesher Foundation and several other organizations on a multi-layered effort to reform the systems and services available to African American and Black families with children under 5 in East County. The efforts focuses on the ultimate goal of enhancing school readiness.

Tailored programming:

Culturally relevant and responsive programming for Black and African American families.

23

total children participated in 2 math literacy workshops, approx. 50% African American

100

children estimated to have been served by 8 little libraries in barbershops

Building capacity:

Working with service providers to incorporate anti-bias, anti-racist principles into activities with young children.

102

providers participated in trainings

5

sessions on Anti-Bias Anti-Racist (ABAR) strategies & equitable math/science activities

Stakeholder engagement:

Building connections and have conversations about the local education systems and community supports

40

parents and family members participated at 3 in-person weekend activities; approx. 15 of those parents also engage in monthly virtual parent groups

200

people estimated at resource fair in April 2023 at East County First 5 Center



Professional training for early educators

- **240** unduplicated early childhood education providers attended 23 trainings coordinated by First 5 (compared to 199 providers in FY 2022)
- **120** participants completed the Professional Development Program (compared to 121 in FY 2022)
 - **494.5** total College units earned
 - **4** Associate's, **1** Bachelor's and **1** Master's Degrees earned
 - **47** completed a collective total of **1,500** hours of training
- **56** Family Child Care providers participated in the new mentoring program

Coaching for ECE Programs in Quality Matters

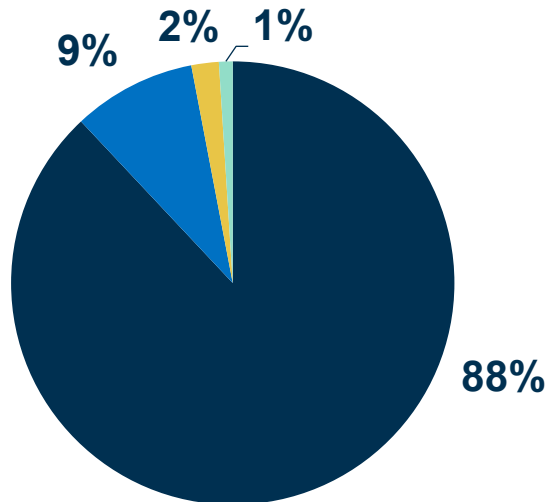
Quality Matters

Quality Matters is a program that offers a variety of quality improvement supports to ECE programs who apply to participate. Programs earn stipends for working toward their goals. First 5 coaches worked with **167** ECE programs in FY 2023.

End of Year Survey Results, FY 2023

How valuable is your connection to your coach?

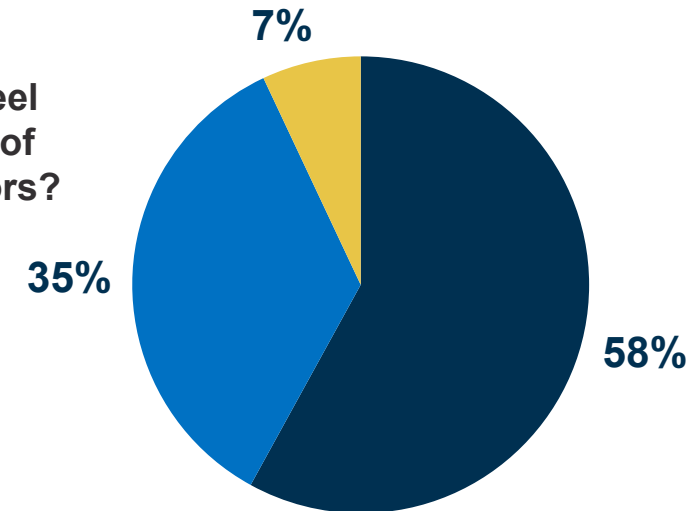
n = 108



■ Valuable ■ Somewhat Valuable ■ Not Valuable ■ NA

To what extent do you feel connected to a network of early childhood educators?

n = 108



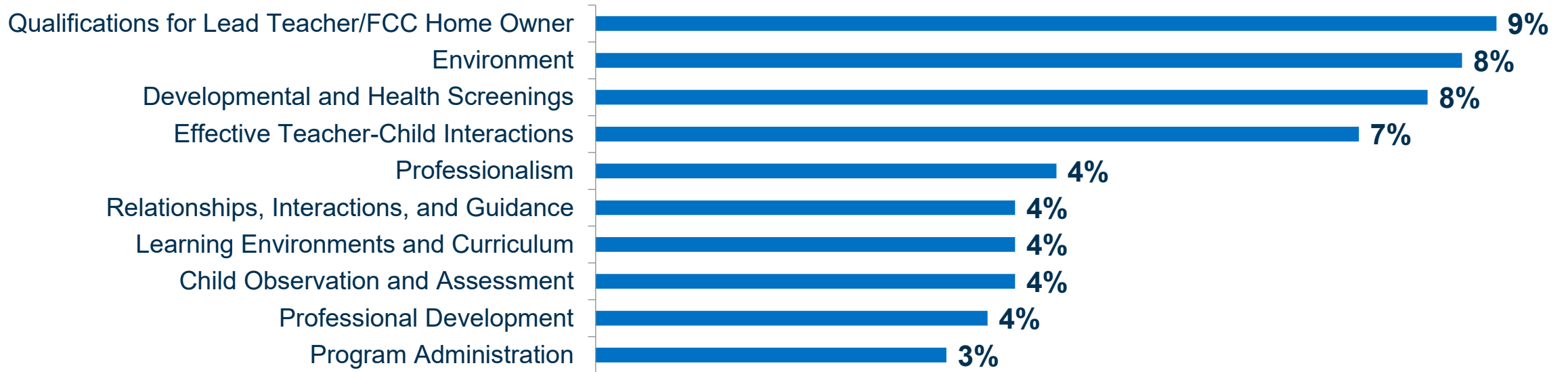
■ Connected ■ Somewhat Connected ■ Not Connected

Top Areas of Focus for Quality Matters Participants

Quality Matters

Each ECE program participating in Quality Matters identified several quality improvement goals for their program each year. First 5 Coaches support each program in making progress on those goals through a variety of supports: training, on-site coaching and technical assistance, and sharing resources. The chart below shows the top 10 areas off focus for ECE' programs goals for FY 2023.

Top 10 Focus Areas



Note: Out of 52 focus areas. One or more focus areas are used to summarize the ECE programs' quality improvement goals for the year.

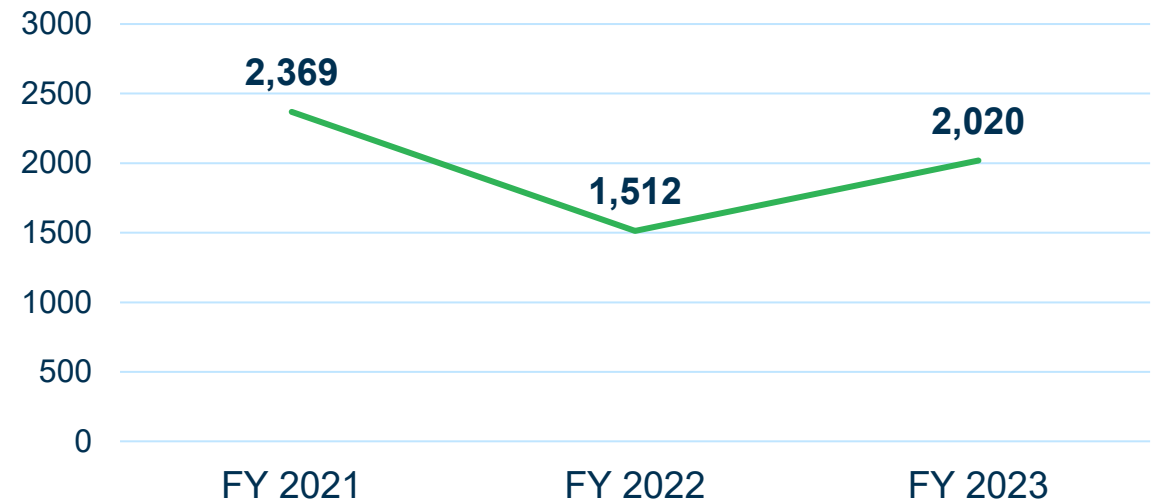
Fostering children’s literacy

Tandem, Partners in Early Education

First 5 Contra Costa funds Tandem, Partners in Early Education to deliver a literacy program called StoryCycles in early childhood programs across the county. In addition to children receiving books to take home, ECE providers are trained in techniques to foster children’s literacy and love for books.

- **2,020** children served in FY 2023, which is an increase of 500 from the prior year
- **87** ECE classrooms infused with a literacy program in the classroom and with books sent home
 - **70%** of participating classrooms were rated as having high fidelity to the program model
- Delivered **30** workshops to early childhood education providers on literacy
 - Piloted new workshop called “Talking About Race in Early Childhood,” with **20** providers

Number of Children Served by Tandem StoryCycles Program



Policy Advocacy

Systems change to achieve lasting social change.



Policy Advocacy

Systems change to achieve lasting social change

What we do:



For 20 years, we have supported three Regional Groups to develop leaders that aim to advocate for and influence public systems.



Convene coalitions to advance local, state and federal policies that support the wellbeing of young children and their families.

Regional Group program fostered parent advocates

Regional Groups

For 20 years, we have supported three Regional Groups to develop leaders that aim to advocate for and influence public systems impacting young children and their communities. The groups focused on housing, parks, equitable representation, and racial and immigrant justice.

3,947

hours volunteered by
175 regional group members



109

members participated in a
community action project



47

members attended
9 legislative visits



4

members participated
in **4** media interviews



Regional Group accomplishments in FY 2023

Regional Groups

In FY 2023, the Regional Groups built power among those underrepresented in public decision-making to advocate for healthy, safe, and equitable communities for families. Below are highlights of their accomplishments during the fiscal year.



East County:

- New Antioch rent stabilization policies passed and went into effect in November 2022 which included some RG recommendations: capping rent increases at 60% of CPI or 3%, and roll back base rents to August 2022
- In October 2022, hosted first North Antioch city council candidates' forum focused on family-related issues
- In November 2022, received ChangeMaker award from the East Bay Leadership Council

West County:

- Hosted a meeting for Richmond families to provide input on new Boorman Park renovation plans, an **\$8M** project expected to be completed in 2024

Central County:

- Advocated for tenant protections and strong Housing Element plans in Concord

Policy & Advocacy Systems Change Efforts

Children's Leadership Council

The Children's Leadership Council aims to intentionally develop and strengthen the ecosystem that recognizes and supports child, youth, family, and community resilience and wellbeing.

- Re-launched effort with virtual release event for new data report on opportunity gap in our county; **147** registered and several press outlets covered the April 2023 release
- More than **115** individuals attended a June 2023 in-person convening aimed to engage participants in nine county-wide collaborative projects; **3** county Supervisors and **3** county agency leaders spoke
 - **97%** of participants learned something new and are likely to attend a future CLC event
 - **92%** of participants said they were likely to engage in one of the **9** projects

Family Economic Security Partnership (FESP)

The Family Economic Security Partnership (FESP) is a public, private and nonprofit collaboration dedicated to increasing the income and building the assets of low-income families in Contra Costa County.

- **81** individuals participated in a workshop about state budget impacts on families
- Completed a two-year training cohort for residents & service providers to strength their advocacy skills; the program was co-sponsored by First 5 Contra Costa & Ensuring Opportunity

Policy & Advocacy Systems Change Efforts

Early Learning Leadership Group (ELLG)

The Early Learning Leadership Group is a county-wide group that aims to increase collaboration, share data, identify gaps, improve service delivery, and advocate for policies at the local, state, and federal levels so that the early care and education system meets the needs of all children and their families.

- Advocated for county Measure X sales tax revenue to be dedicated to early childhood services, and **\$6M** annually was allocated for early childhood education stipends, slots and capacity building
- Funded a county-wide survey of early child educators about their compensation and well-being across physical, emotional, economic, and professional dimensions

Early Childhood Prevention & Intervention Coalition (ECPIC)

The Early Childhood Prevention and Intervention Coalition, also known as ECPIC, is a county-wide and multi-disciplinary collaborative that aims to advocate for the prioritization of the social emotional needs of young children (prenatal-6 years old) in state and county systems.

- Continued second year of a collaborative county Mental Health Services Act-funded project to link parents to parent supports & education called *Every Day Moments*
- Advocated at the state level to ensure efforts to modernize the Mental Health Services Act strengthen the focus on prevention and intervention services specifically for children prenatal to age 5

Thank you



first5coco.org



**Staff Report
December 18, 2023**

ACTION: _____ ✓
DISCUSSION: _____

TITLE: First 5 Employee Compensation and Benefits Resolution No. 2023/01

Introduction:

The Commission utilizes the County’s payroll and benefits program for its employees. Since 2012, the Commission has maintained its employee compensation and benefits resolution to clarify where Commission compensation and benefits policies diverge from those of the County.

The updates in this resolution create consistent language; clarify benefit eligibility; incorporate revisions to leave laws; and incorporates items the Commission has *previously approved* throughout the year such as, 3% COLA increase July 1, 2023, and 2024 health and dental premiums.

The Consolidated Financial Policies of the Commission state the Commission will set the salary and any severance payment for the Executive Director. The Commission will set salary ranges for staff positions. The Executive Director will set the salaries within the approved ranges and any severance payment for Commission employees. The Commission or the Executive Director may periodically carry out reviews, surveys, and analysis to evaluate the Commission’s salary and benefit structure and may make recommendations relative to compensation for the Commission’s consideration.

In January 2023, services were procured to conduct a total Compensation study for all classifications in the organization and a Classification study of six positions, completed by a third-party consultant, Koff and Associates. Both studies concluded in December 2023. The salary analysis completed shows that First 5 Contra Costa’s base salaries, overall, in comparison to the market median are 3.0% above the market. First 5 Contra Costa’s total compensation, overall, in comparison to the market median is 10.3% above the market. First 5 Contra Costa’s benefits package puts the organization in a more competitive position compared to the market.

The study recommends revising the salary structure to reflect the salary at each step in the five-step structure. The salary ranges reflect a competitive range based on market data using comparative agencies such as Contra Costa County and other First 5 county commissions. This five-step structure provides clarity, equity and consistency for pay rates at each step within the range. Classifications levels have



been created where possible to promote succession within positions, growth, and retention.

This recommendation has been presented to the Executive Committee for review prior to consideration by the entire Commission.

Recommendation:

Staff recommends the Commission approve the Employee Compensation and Benefits Resolution No. 2023/01, which includes a new salary schedule based on compensation study findings.



**EMPLOYEE COMPENSATION
AND
BENEFITS RESOLUTION
NO. 20232/01**

**Draft for Approval
December 182, 20232**

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1. Compensation

It is the policy of the Commission to provide its employees with a fair and competitive compensation package. The policy for setting compensation is described in the Commission's Consolidated Financial Policies.

- A. Executive Director: The approved salary range for the Executive Director is \$123,805.97 to \$ ~~191,870.54~~ 199,379.16. The Executive Director's salary is set by the Commission.

The Commission, at its discretion, may provide the Executive Director with an annual merit increase in an amount to be determined by the Commission.

- B. Employees: Salary ranges are listed in Attachment A, First 5 Contra Costa Salary Schedule.

First 5 Contra Costa has a performance increase structure. Employees are eligible, but not guaranteed to receive up to five (5) annual salary (step) increases, based upon performance. After reaching Step 5 employees are no longer eligible for annual salary (step) increases. Salary increases range from 0% for lowest performance to 5% for highest performance.

- C. Cost of Living Adjustment (COLA): COLAs are determined and approved by the Commission. If awarded, the COLA is generally applied at the beginning of a fiscal year (July 1). All employees, including the Executive Director, are eligible to receive a COLA provided they have been employed the previous six months.

2. Employment Status – Definitions

Full-Time Employees are scheduled to work 40 hours per work week.

Part-Time Employees are scheduled to work 20 hours or more per work week.

Intermittent Employees work on an as needed, irregular basis. Intermittent employees are paid by the hour, and offered limited benefits specified in this Resolution.

Temporary Employees/Interns work for a limited period of time. Paid temporary employees/interns will be paid on an hourly basis, and offered limited benefits specified in this Resolution. Nonpaid interns will not be offered benefits.

Non-exempt Employees are eligible to be paid for overtime work in accordance with the Federal Fair Labor Standards Act (FLSA).

Exempt Employees are exempt from earning overtime compensation under the provisions of the Federal Fair Labor Standards Act (FLSA).

3. Work Week Defined

Work Week Defined: The work week begins at 12:01 a.m. on Saturday and ends at 12:00 midnight on Friday.

4. Leaves With and Without Pay, and Related Benefits

Refer to the Benefits and Leaves of Absence Sections within the Employee Handbook to determine eligibility.

- A. Holidays Observed: First 5 Contra Costa observes 11 holidays each year. The following holidays are observed for all employees and the office is officially closed on these days:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth Day	Christmas Day
Independence Day	

Full-time employees are entitled to observe a holiday (8 hours off work), without a reduction in pay, when a holiday is observed by First 5. Part-time employees who work 20 hours or more per work week are entitled to observe a holiday (time off work) in proportion to their regular weekly schedule, without a reduction in pay, when a holiday is observed by First 5. Part-time employees working less than 20 hours per work, intermittent employees, and temporary employees/interns are not eligible to observe holidays.

- B. Personal Holiday Leave: Full-time employees are eligible to accrue two (2) hours of personal holiday leave each month. Part-time employees who work 20 hours or more per week accrue a prorated amount of hours based upon the number of hours they work each week. No employee may accrue more than forty (40) hours of PHL. Part-time employees working less than 20 hours per work, intermittent and temporary employees/interns are not eligible to accrue personal holiday leave.

Upon separation from First 5 Contra Costa, an employee will be paid for any unused accrued personal holiday leave at the employee's then current rate of pay.

- C. Vacation: Full-time employees are eligible to accrue paid vacation each month according to years of service. Vacation for part-time and intermittent employees working more than one (1) but less than 40 hours per week will be prorated based upon the number of hours they work. Temporary employees/interns are not eligible to receive vacation benefits.

Vacation accrual rates and accrual maximums based upon years of service for full-time employees are reflected in the following table. No employee may accrue more than the designated maximum hours of vacation.

Length of Service	Monthly Accrual Hours	Maximum Cumulative Hours
Under 11 years	10	240
11 years	10 2/3	256
12 years	11 1/3	272
13 years	12	288
14 years	12 2/3	304
15 through 19 years	13 1/3	320
20 through 24 years	16 2/3	400
25 through 29 years	20	480
30 + years	23 1/3	560

Upon separation from First 5 Contra Costa, an employee will be paid for any unused accrued vacation at the employee's then current rate of pay.

- D. Vacation Buy Back: Exempt employees may elect payment of up to one-third (1/3) of their annual vacation accrual, subject to the following conditions:
1. the choice can be made only once every twelve (12) months with eleven (11) full months between each election;
 2. payment is based on an hourly rate determined by dividing the employee's monthly salary by 173.33; and
 3. the maximum number of vacation hours that may be paid in any one sale is one-third (1/3) of the annual accrual.
- E. Sick Leave: Full-time employees are eligible to accrue eight (8) hours of sick leave per month. Sick leave for part-time, intermittent employees, and temporary employees/interns working more than one (1) but less than 40 hours per week will be prorated based upon the number of hours they work. There is no cap on sick leave accruals.

On July 1 each fiscal year, temporary employees/interns will be credited with twenty-four (24) hours of sick leave. Temporary employees/interns hired during the fiscal year will receive 24 hours of sick leave regardless of when hired. Sick leave may be used 90 days from date of hire. Sick leave is non-accruable and all balances will be zeroed out each June 30.

There will be no payout of accrued sick leave upon separation from First 5 Contra Costa.

F. Administrative Leave: On January 1 each year, full-time exempt employees in an active paid status will be credited with sixty (60) hours of paid administrative leave. Part-time exempt employees receive an amount proportionate to their established work schedule. Non-exempt, intermittent and temporary employees/interns are not eligible to receive administrative leave.

Employees hired or promoted to exempt positions are eligible for administrative leave on the first day of the month following their appointment date and will receive administrative leave on a prorated basis that first year.

Administrative leave is non-accruable and all balances will be zeroed out each December 31. There is no payout of administrative leave balances upon separation from First 5 Contra Costa.

G. Disability Insurance: First 5 Contra Costa provides short and long-term disability insurance for eligible employees. Eligibility is outlined below:

1. Short-Term Disability Insurance

- a) Non-exempt, intermittent and temporary employees/interns participate in the California State Disability insurance program through payroll deductions.
- b) Exempt employees do not participate in California State Disability insurance program.

2. Long-Term Disability Insurance

- a) Exempt employees, who work 20 hours or more per work week, participate in Management Long-Term Disability Benefits through payroll deductions.
- b) Non-exempt, intermittent and temporary employees/interns do not participate in Management Long-Term Disability Benefits

3. Supplemental Disability Insurance provided by First 5

- a) Non-Exempt employees, who work 20 hours or more per work week, are provided with Supplemental Long-Term disability insurance
- b) Exempt employees, who work 20 hours or more per work week, are provided with short-term disability insurance
- c) Intermittent, temporary employees/interns are not eligible to participate in supplemental disability insurance.

H. Disability Insurance for Partial Wage Replacement: First 5 Contra Costa will provide the same disability coverage for employees as provided through and administered by Contra Costa County. Refer to plan documents for more information.

- 1. Long Term Disability. Full and part-time exempt employees, who work 20 hours or more per week, participate in the Management Long-Term Disability

Insurance program with a replacement limit of eighty-five (85%) of total monthly base earnings reduced by any deductible benefits.

2. Short Term Disability. Full and part-time non-exempt, intermittent employees, and paid temporary employees/intern employees participate in California's State Disability Insurance program through payroll deductions as mandated by the California Unemployment Insurance Code and administered by the Employment Development Department.
- I. Supplemental Disability Insurance: First 5 Contra Costa provides additional short and long-term disability insurance, at no cost to employees, for full-time and part-time employees who work 20 hours or more per week. Part-time employees who work less than 20 hours per work, intermittent employees, and temporary employees/interns are not eligible to receive supplemental disability insurance. Refer to plan documents for more information.
- J. Paid Family Leave: Non-exempt employees who participate in California's State Disability Insurance program through payroll deductions may be eligible for up to eight (8) weeks of the state's Paid Family Leave program, which provides partial wage replacement for absences related to care of a family member, or bonding with a new child. This program is coordinated through the State Employment Development Department (EDD). Refer to PFL documents for more information.
- K. California Family Rights Act (CFRA): Eligible employees may qualify for up to 12-weeks of unpaid job protected leave to care for their own serious health condition or a family member with a serious health condition, or to bond with a new child. Refer to CFRA documents for more information.

5. Health, Dental, and Related Benefits for Active Employees

For a full description of plans, rates and benefits listed below, refer to the County Employee Benefits information online at www.co.contra-costa.ca.us.

- A. Health Plan Coverages: First 5 Contra Costa will provide the same medical and dental plans for employees and for their eligible family members, as provided through Contra Costa County and the following providers:
 1. Contra Costa Health Plan
 2. Kaiser Permanente
 3. Health Net
 4. Delta Dental Premier
 5. Delta Care (PMI)

B. Monthly Premium Subsidy:

1. Intermittent employees are eligible to participate in the health, dental, and vision plans offered, and will pay the full premiums costs of the plan. Temporary employees/interns are not eligible to participate in the optional health, dental, or vision plans.
2. For full-time and part-time employees who work 20 hours or more per week, and who are not intermittent, temporary employees/interns, the following rules apply.
 - a) For each health plan, First 5 Contra Costa's monthly premium subsidy is a set percentage of the premium charged by the plan. First 5 Contra Costa will pay 80% of the monthly health plan premium. Employees are required to pay 20% of the monthly health premium.
 - b) For each dental plan, First 5 Contra Costa's monthly premium subsidy is the same rate as County unrepresented employees.

First 5 Contra Costa will pay the following monthly premium subsidies for full-time and part-time employees working 20 hours or more per week

HEALTH PLANS	<u>2022 Employer Monthly Contribution</u>	
	Plan A	Plan B
Contra Costa Health Plan-Basic Plan		
Employee on Basic Plan	<u>\$882.07948.36</u>	<u>\$977.781051.27</u>
Employee & 1	<u>\$1,764.09896.68</u>	<u>\$1,955.552102.52</u>
Employee & 2 or more dependents	<u>\$2,646.17845.06</u>	<u>\$2,933.333153.80</u>
Kaiser Permanente-Basic Plan		
Employee on Basic Plan	<u>\$727.24756.29</u>	<u>\$578.00601.11</u>
Employee & 1	<u>\$1,454.471512.58</u>	<u>\$1,156.001202.21</u>
Employee & 2 or more dependents	<u>\$2,181.702268.87</u>	<u>\$1,734.001803.32</u>
Kaiser Permanente-High Deductible Plan		
Employee on Basic Plan	<u>\$463.97482.52</u>	-
Employee & 1	<u>\$927.94965.03</u>	-
Employee & 2 or more dependents	<u>\$1,391.941447.54</u>	-
Health Net SmartCare HMO Plan		
Employee on Basic Plan	<u>\$1,204.881416.34</u>	<u>\$859.13947.62</u>
Employee & 1	<u>\$2,409.762832.68</u>	<u>\$1,718.261895.24</u>
Employee & 2 or more dependents	<u>\$3,614.654249.01</u>	<u>\$2,577.392842.85</u>
Health Net PPO Plan-Basic Plan		
Employee on Basic Plan	<u>\$2,773.522912.20</u>	-

Employee & 1	\$5,547.04 <u>5824.40</u>	-
Employee & 2 or more dependents	\$8320.56 <u>8736.60</u>	-

DENTAL PLANS

	<u>Delta Dental Premier PPO</u>	<u>Delta Care (HMO)</u>
For CCHP Plans		
Employee	\$41.17	\$25.35 <u>24.17</u>
Employee & 1	\$93.00	\$54.78 <u>52.23</u>
Employee & 2 or more dependents	\$93.00	\$54.78 <u>52.23</u>
For Health Net Plans		
Employee	\$34.02	\$21.31
Employee & 1	\$76.77	\$46.05
Employee & 2 or more dependents	\$76.77	\$46.05
For Kaiser Permanente Plans		
Employee	\$34.02	\$21.31
Employee & 1	\$76.77	\$46.05
Employee & 2 or more dependents	\$76.77	\$46.05
Without a Health Plan		
Employee	\$43.35	\$25.35 <u>24.17</u>
Employee & 1	\$97.81	\$54.78 <u>52.23</u>
Employee & 2 or more dependents	\$97.81	\$54.78 <u>52.23</u>

3. In the event that First 5 Contra Costa's premium subsidy amounts are greater than one hundred percent (100%) of the applicable premium of any health or dental plan, for any plan year, First 5's contribution will not exceed one hundred percent (100%) of the applicable plan premium.

C. Health Plan Coverages and Provisions: The following provisions are applicable to First 5 Contra Costa Employee's Health and Dental Plan participation:

1. Employee Contribution Deficiencies: First 5 Contra Costa contributions to the Health Plan and/or Dental Plan premiums are payable for any month in which the employee is paid. If an employee's compensation in any month is not sufficient to pay the employee share of the premium, the employee must make up the difference by remitting the unpaid amount to the County Auditor Controller. The responsibility for this payment rests solely with the employee.
2. Leave of Absence: First 5 Contra Costa will continue to pay its shares of health and/or dental plan premiums for enrolled employees who are on an approved paid or unpaid leave of absence provided the employee's share of the premiums is paid by the employee.

3. Health Savings Account (HSA): Full-time and part-time employees working at least 20 hours per week and who are enrolled in the Kaiser High Deductible Health Plan may elect to enroll in a Health Savings Account (HSA). Employees may contribute up to the maximum annual contribution rate for HSAs as set forth in the Internal Revenue Code. Funds contributed to the HSA are invested as directed by the employee. First 5 does not provide any recommendations or advice on investment or use of HSA funds. Employees are responsible for paying any HSA account management fees charged by the HSA administrator. First 5 does not manage or administer the HSA. The HSA is not available to intermittent employees or temporary employees/interns.

D. Family Member Eligibility Criteria: The following persons may be enrolled as the eligible Family Members of a medical and/or dental plan Subscriber:

1. Health Insurance

a) Eligible Dependents:

- Employee's legal spouse
 - Employee's qualified domestic partner (State registered domestic partnership or Contra Costa County non-registered domestic partnership)
 - Employee's child to age 26
 - Employee's disabled child who is over age 26, unmarried, and incapable of sustaining employment due to a physical or mental disability that existed prior to the child attainment of age 19.
- b) "Employee's child" includes natural child, step-child, adopted child, child of a qualified domestic partner, and a child specified in a Qualified Medical Child Support Order (QMCSO) or similar court order.

2. Dental Insurance

a) Eligible Dependents:

- Employee's legal spouse
- Employee's qualified domestic partner (State registered domestic partnership or Contra Costa County non-registered domestic partnership)
- Employee's unmarried child who is:
 - i. Under age 19; or
 - ii. Age 19 or above, but under age 24; and
 - (a) Resides with the employee for more than 50% of the year, excluding time living at school; and
 - (b) Receives at least 50% of their support from employee; and
 - (c) Is enrolled and attends school on a full-time basis, as defined by the school, unmarried and living with you (except when away at school)
 - iii. Employee's disabled child who is over age 19, unmarried, incapable of sustaining employment due to a physical or mental

handicap that existed prior to the child's attainment of age 19 and is your dependent as defined by the Internal Revenue Service.

b) "Employee's child" includes natural child, step-child, adopted child, child of a qualified domestic partner, and a child specified in a Qualified Medical Child Support Order (QMCSO) or similar court order.

E. Voluntary Vision Plan: Full-time, part-time, and intermittent employees are eligible to enroll in a voluntary vision plan. Employees will pay the full premium costs of the plan. Temporary employees/interns are not eligible to enroll in the voluntary vision plan.

F. CalPERS Long-Term Care: Eligible employees may voluntarily elect to purchase long-term care at their expense through the CalPERS Long-Term Care Program.

G. Premium Conversion Plan: Employees may elect to participate in the Premium Conversion Plan designed to qualify for tax savings under Section 125 of the Internal Revenue Code, but tax savings are not guaranteed. The program allows employees to use pre-tax dollars to pay health and dental premiums.

6. Health, Dental and Related Benefits for Separated or Retired Employees

For a full description of plans, rates and benefits listed below, refer to the County Employee Benefits information online at www.co.contra-costa.ca.us.

A. Coverage Upon Separation: An employee who separates from First 5 Contra Costa is covered by his/her health and/or dental plan through the last day of the month in which s/he separates. Employees who separate from First 5 Contra Costa employment may continue group health and/or dental plan coverage to the extent provided by the COBRA laws and regulations, at the same rates as Contra Costa County Cobra plans.

B. Coverage Upon Retirement: An employee who retires from First 5 Contra Costa may be eligible to continue his/her health and/or dental plan at the retiree rates as approved by the Commission. Refer to Section 10D for additional information.

7. Workers' Compensation

First 5 Contra Costa provides workers' compensation insurance to employees injured within the course and scope of their employment with medical and other benefits as prescribed in the California Labor Code.

8. Flexible Spending Accounts

Employees working 20 hours or more per week are eligible to participate in the following flexible spending accounts. Part-time employees working less than 20 hours per work, intermittent employees, and temporary employees/interns are not eligible to participate.

- A. Health Care Spending Account: After six (6) months of continuous employment, employees working 20 hours or more per week may elect to participate in a Health Care Spending Account (HCSA) Program designated to qualify for tax savings under Section 125 of the Internal Revenue Code. Such savings are not guaranteed. This program allows employees to set aside a predetermined amount of before-tax dollars from their pay each calendar year for health care expenses that are not reimbursed by any other health benefit plans. HCSA dollars may be expended on any eligible medical expenses allowed by Internal Revenue Code Section 125. Any unused balance is forfeited and cannot be recovered by the employee.
- B. Dependent Care Assistance Program: The Dependent Care Assistance Program (DCAP) is designed for employees to qualify for tax savings under Section 129 of the Internal Revenue Code. Such savings are not guaranteed. Any unused balance is forfeited and cannot be recovered by the employee.

9. Life Insurance

Full-time and part-time employees working 20 hours or more per week may be eligible to participate in the following life insurance programs, based on the following criteria. Part-time employees working less than 20 hours per work, intermittent employees, and temporary employees/interns are not eligible to participate. Refer to plan documents for more information.

- A. Life Insurance Benefit Under Health and Dental Plans: For employees who are enrolled in First 5 Contra Costa's program of medical or dental coverage as either the primary or the dependent, term life insurance in the amount of ten thousand dollars (\$10,000) will be provided by First 5 Contra Costa.
- B. Voluntary Supplemental Life Insurance: In addition to the life insurance benefits provided by this resolution, employees may subscribe voluntarily and at their own expense for supplemental life insurance. Employees may elect from \$20,000 up to \$500,000 of coverage as provided through and administered by Contra Costa County.
- C. Non-exempt Employees: Non-exempt employees are covered by term life insurance, at First 5 Contra Costa's expense, in the amount of forty thousand dollars (\$40,000) in addition to the insurance provided under Section 7.A.

- D. Exempt Employees: Exempt employees are covered by term life insurance, at First 5 Contra Costa's expense, in the amount of fifty-seven thousand dollars (\$57,000) in addition to the insurance provided under Section 7.A.
- E. Executive Director: In lieu of the insurance provided under Section D, the Executive Director is covered by term life insurance, at First 5 Contra Costa's expense, in the amount of sixty thousand dollars (\$60,000) in addition to the insurance provided under Section 7.A.

10. Retirement

The Contra Costa County Employees' Retirement Association (CCCERA) was established by the County of Contra Costa in 1945. CCCERA is governed by the County Employees' Retirement Law of 1937 (California Government Code Section 31450 et. seq), the California Public Employees' Pension Reform Act of 2013 (PEPRA), and the regulations, procedures, and policies adopted by CCCERA's Board of Retirement.

CCCERA is a cost-sharing multiple employer public employee retirement association whose main function is to provide service retirement, disability, death and survivor benefits to members employed by First 5 Contra Costa.

Eligible First 5 Contra Costa employees are General Members. General members hired prior to January 1, 2013, are eligible to retire once they attain the age of 70 regardless of service or at age 50 and have acquired 10 or more years of retirement service credit. A member with 30 years of service is eligible to retire regardless of age. General members who are first hired on or after January 1, 2013, are eligible to retire once they have attained the age of 70 regardless of service or at age 52, and have acquired five years of retirement service credit.

Part-time employees working less than 20 hours per work, intermittent employees, and temporary employees/interns are not eligible to participate.

The retirement benefit is based upon age at retirement, final average compensation, years of retirement service credit and retirement plan and tier.

CCCERA may approve an annual cost-of-living benefit to all retirees. The cost-of-living adjustment, based upon the Consumer Price Index for the San Francisco-Oakland-San Jose Area, is capped at 3.0% for General Tier 1 and PEPRA General Tier 4. The plan also provides a post retirement lump sum death benefit of \$5,000 to the member's beneficiary (§31789.5) paid from the Post Retirement Death Benefit Reserve.

The program is a defined benefit retirement plan and includes mandatory deductions, as determined by CCCERA.

A. Membership in the Contra Costa County Employees' Retirement Association (CCCERA). Full-time employees and part-time employees who work twenty (20) hours or more per week are members of the Contra Costa County Employees' Retirement Association (CCCERA). Participation is automatic and cannot be waived. Employees become members of CCCERA effective on the first full pay period after employment.

B. Rates: The member and employer contribution rates are split into two sets;

1. Employees with membership dates before January 1, 2013 are Legacy Members enrolled in Tier 1 Enhanced.
2. Employees with membership dates on or after January 1, 2013 are PEPRA Members enrolled in Tier 4.

PEPRA Members are governed by the California Public Employees' Pension Reform Act of 2013 (PEPRA) (Chapters 296 and 297, Statutes of 2012). To the extent that this resolution conflicts with any provision of PEPRA, PEPRA governs.

Contribution rates for employers and employees are determined by the CCCERA Board of Directors. For more information about contribution rates contact CCCERA at 925-521-3960 or online at www.cccera.org.

C. Pre-Tax Payment of Retirement Contributions: First 5 Contra Costa follows Section 414(h) (2) of the Internal Revenue Code which allows the County Auditor-Controller to reduce the gross monthly pay of employees by an amount equal to the employee's total contribution to the County Retirement System before Federal and State income taxes are withheld, and forward that amount to the Retirement system. This program of deferred retirement contribution will be universal and non-voluntary as required by statute.

D. Health and Dental Benefit Participation Upon Retirement

For a full description of plans, rates and benefits listed below, refer to the County Employee Benefits information online at www.co.contra-costa.ca.us.

1. Upon retirement, eligible employees and their eligible family members may remain in their First 5 Contra Costa health/dental plan, but without First 5 Contra Costa-paid life insurance coverage, if immediately before their proposed retirement the employees and dependents are either active subscribers to one of the contracted health/dental plans or if while on authorized leave of absence without pay, they have retained continuous coverage during the leave period. First 5 Contra Costa will pay the health/dental plan monthly premium subsidies for eligible retirees and their

eligible family members at the same rates as Contra Costa County retirement plans.

2. Employees Hired After December 31, 2006: All employees hired after December 31, 2006 are eligible for retiree health/dental coverage pursuant to subsections D.1 above and E. below, upon completion of fifteen (15) years of service as an employee of First 5 Contra Costa. For purposes of retiree health eligibility, one year of service is defined as one thousand (1,000) hours worked within one anniversary year. The existing method of crediting service while an employee is on an approved leave of absence will continue. Upon retirement, employees (and their eligible family members) are eligible to receive a monthly premium subsidy for health and dental plans at the same rates as Contra Costa County retiree plans.
 3. Employees Hired on or after January 1, 2009: Eligible employees who retire under the Contra Costa County Employees' Retirement Association (CCCERA), and their eligible family members, may retain continuous coverage of a health and/or dental plan, however no monthly premium subsidy will be paid by First 5 Contra Costa for any health or dental plan after they retire. They will receive continuous coverage of a health and/or dental plan, provided that (i) he or she begins to receive a monthly retirement allowance from CCCERA within 120 days of separation from First 5 Contra Costa employment and, (ii) he or she pays the full premium cost under the health and/or dental plan without any First 5 Contra Costa premium subsidy.
 4. Any person who becomes age 65 on or after January 1, 2009 and who is eligible for Medicare must immediately enroll in Medicare Parts A and B.
- E. Employees Who File For Deferred Retirement: Employees, who resign and file for a deferred retirement and their eligible family members, may continue in their First 5 Contra Costa group health and/or dental plan under the following conditions and limitations.
1. Health and dental coverage during the deferred retirement period is entirely at the expense of the employee, without any First 5 Contra Costa contributions.
 2. Life insurance coverage is not included.
 3. To continue health and dental coverage, the employee must:
 - a) be qualified for a deferred retirement under the 1937 Retirement Act provisions;
 - b) be an active member of a First 5 Contra Costa group health and/or dental plan at the time of filing their deferred retirement application and elect to continue plan benefits;

- c) be eligible for a monthly allowance from the Retirement System and direct receipt of a monthly allowance within twenty-four (24) months of application for deferred retirement; and
 - d) file an election to defer retirement and to continue health benefits hereunder with the Benefits Division within thirty (30) days before separation from First 5 Contra Costa.
4. Deferred retirees who elect continued health benefits hereunder and their eligible family members may maintain continuous membership in their health and/or dental plan group during the period of deferred retirement by paying the full premium for health and dental coverage on or before the 10th of each month, to the Contra Costa County Auditor-Controller. When the deferred retirees begin to receive retirement benefits, they will qualify for the same health and/or dental coverage pursuant to subsection D.1 above, as similarly situated retirees who did not defer retirement.
 5. Deferred retirees may elect retiree health benefits hereunder without electing to maintain participation in their First 5 Contra Costa health and/or dental plan during their deferred retirement period. When they begin to receive retirement benefits, they will qualify for the same health and/or dental coverage pursuant to subsection D.1 above, as similarly situated retirees who did not defer retirement, provided reinstatement to a Contra Costa group health and/or dental plan will only occur following a three (3) full calendar month waiting period after the month in which their retirement allowance commences.
 6. Employees who elect deferred retirement will not be eligible in any event for First 5 Contra Costa health and/or dental plan subsidy unless the member draws a monthly retirement allowance within twenty-four (24) months after separation from First 5 Contra Costa.
 7. Deferred retirees and their eligible family members are required to meet the same eligibility provisions for retiree health/dental coverage as similarly situated retirees who did not defer retirement.
- F. For purposes of Section 10 only, "eligible family members" does not include Survivors of employees or retirees.

11. Deferred Compensation

Full-time and part-time employees working 20 hours or more per week are eligible to participate in the Deferred Compensation plan. Part-time employees working less than 20 hours per work, intermittent employees, and temporary employees/interns are not eligible to participate.

Refer to the County Employee Benefits information online at www.co.contra-costa.ca.us.

- A. Deferred Compensation Incentive: First 5 Contra Costa will contribute eighty-five dollars (\$85) per month to each eligible employee who participates in the Deferred Compensation Plan. To be eligible for this Deferred Compensation Incentive, the employee must contribute to the deferred compensation plan as indicated below.

Employees with Current Monthly Salary of:	Qualifying Base Contribution Amount	Monthly Contribution Required to Maintain Incentive Program Eligibility
\$2,500 and below	\$250	\$50
\$2,501 – 3,334	\$500	\$50
\$3,335 – 4,167	\$750	\$50
\$4,168 – 5,000	\$1,000	\$50
\$5,001 – 5,834	\$1,500	\$100
\$5,835 – 6,667	\$2,000	\$100
\$6,668 and above	\$2,500	\$100

Employees who discontinue contributions or who contribute less than the required amount per month for a period of one (1) month or more will no longer be eligible for the eighty-five dollar (\$85) Deferred Compensation Incentive. To reestablish eligibility, employees must again make a Base Contribution Amount as set forth above based on current monthly salary. Employees with a break in deferred compensation contributions either because of an approved medical leave or an approved financial hardship withdrawal will not be required to reestablish eligibility. Further, employees who lose eligibility due to displacement by layoff, but maintain contributions at the required level and are later employed in an eligible position, will not be required to reestablish eligibility.

- B. Maximum Annual Contribution: All of the employee and First 5 Contra Costa contributions will be added together to ensure that the annual maximum contribution to the employee’s deferred compensation account does not exceed the annual maximum contribution rate set forth in the United States Internal Revenue Code.
- C. Deferred Compensation Plan (IRC 457) Loan Provision: Employees who participate in the Deferred Compensation program are eligible to borrow funds from their Deferred Compensation account.

12. Professional Development and Training

- A. Career Development Training Reimbursement: First 5 Contra Costa provides educational assistance reimbursement to up to \$500 per year for eligible employees, with Executive Director approval.

- B. Management Development Policy: First 5 Contra Costa may elect to pay the cost of employees' attendance at professional conferences or trainings as they relate to an employee's job function, with Executive Director approval.
- C. Memberships, Subscriptions, and Dues: First 5 Contra Costa may elect to pay the cost of memberships, subscriptions, etc. as they relate to an employee's job function, with Executive Director approval.
- D. Executive Director Memberships, Subscriptions, and Dues: First 5 Contra Costa's Executive Director is eligible for up to \$1,200 reimbursement every year for memberships, subscriptions, and professional development.

13. Mileage Reimbursement

- A. Mileage Reimbursement: First 5 Contra Costa will pay a mileage allowance for the use of personal vehicles on First 5 Contra Costa business at the rate allowed by the Internal Revenue Service (IRS) as a tax deductible expense, adjusted to reflect changes in this rate on the date it becomes effective or the first of the month following announcement of the changed rate by the IRS, whichever is later.

14. Executive Director Automobile Allowance

First 5 Contra Costa's Executive Director receives a \$ 315 monthly car allowance.

First 5 Contra Costa
Employee Compensation and Benefits Resolution 2023~~2~~01

Attachment A Salary Schedule
Effective Date ~~7/1/2022~~1/1/2024

Title	Minimum		Maximum
Administrative Analyst	73,419.76	-	112,565.54
Administrative Assistant II	54,330.63	-	82,583.28
Assistant	48,443.62	-	74,193.24
Assistant II to the Deputy Director	55,960.55	-	85,060.78
Communications Manager	88,403.72	-	142,679.30
Communications Specialist	73,419.76	-	115,942.48
Community Engagement Coordinator	73,419.76	-	115,942.48
Community Engagement Program Officer	88,403.72	-	142,679.30
Community Engagement Program Assistant II	55,960.55	-	85,060.78
Community Organizer	55,960.55	-	85,060.78
Database Coordinator	73,419.76	-	115,942.48
Deputy Director	110,129.65	-	167,818.05
Early Childhood Education Program Officer	88,403.72	-	142,679.30
Early Childhood Education Program Assistant II	55,960.55	-	85,060.78
Early Intervention Program Assistant II	55,960.55	-	85,060.78
Early Intervention Program Officer	88,403.72	-	142,679.30
Evaluation Analyst	73,419.76	-	115,942.48
Executive Assistant	55,960.55	-	85,060.78
Family Support Program Assistant II	55,960.55	-	85,060.78
Family Support Program Officer	88,403.72	-	142,679.30
Finance and Operations Director	110,129.65	-	167,818.05
Finance Coordinator	73,419.76	-	115,942.48
Grants and Contracts Manager	88,403.72	-	142,679.30
Grants Program Assistant II	55,960.55	-	85,060.78
Help Me Grow Program Coordinator	73,419.76	-	115,942.48
Human Resources Manager	88,403.72	-	142,679.30
Office and Facilities Coordinator	73,419.76	-	115,942.48
Policy, Strategy and Evaluation Director	110,129.65	-	167,818.05
Quality Improvement Coach	73,419.76	-	115,942.48
Quality Improvement Coaching Coordinator	73,419.76	-	115,942.48
Ready Kids East County Initiative Coordinator	73,419.76	-	115,942.48
Special Projects Coordinator	73,419.76	-	115,942.48
Strategic Planning and Communications Assistant II	55,960.55	-	85,060.78
Trauma and Resiliency Coordinator Project	73,419.76	-	115,942.48

Commented [TH1]: Delete salary entire schedule, new table shown below

Title	Salary Schedule				
	Step 1	Step 2	Step 3	Step 4	Step 5
Accountant	90,613	95,143	99,900	104,896	110,140
Administrative Analyst I	84,143	88,350	92,768	97,406	102,276

Commented [TH2]: Insert new salary schedule, five-step structure shown.

Administrative Analyst II	<u>90,613</u>	<u>95,143</u>	<u>99,900</u>	<u>104,896</u>	<u>110,140</u>
Administrative Assistant I	<u>65,732</u>	<u>69,019</u>	<u>72,470</u>	<u>76,093</u>	<u>79,898</u>
Administrative Assistant II	<u>69,060</u>	<u>72,513</u>	<u>76,139</u>	<u>79,946</u>	<u>83,943</u>
Communications Specialist I	<u>80,088</u>	<u>84,093</u>	<u>88,297</u>	<u>92,712</u>	<u>97,348</u>
Communications Specialist II	<u>86,246</u>	<u>90,559</u>	<u>95,087</u>	<u>99,841</u>	<u>104,833</u>
Communications Manager	<u>110,403</u>	<u>115,923</u>	<u>121,719</u>	<u>127,805</u>	<u>134,195</u>
Community Engagement Coordinator	<u>95,200</u>	<u>99,960</u>	<u>104,958</u>	<u>110,206</u>	<u>115,716</u>
Community Organizer	<u>70,786</u>	<u>74,326</u>	<u>78,042</u>	<u>81,944</u>	<u>86,041</u>
Community Engagement Program Assistant II	<u>70,786</u>	<u>74,326</u>	<u>78,042</u>	<u>81,944</u>	<u>86,041</u>
Data and Policy Analyst I	<u>100,019</u>	<u>105,020</u>	<u>110,271</u>	<u>115,785</u>	<u>121,574</u>
Data and Policy Analyst II	<u>107,710</u>	<u>113,096</u>	<u>118,750</u>	<u>124,688</u>	<u>130,922</u>
Deputy Director	<u>144,858</u>	<u>152,101</u>	<u>159,706</u>	<u>167,691</u>	<u>176,076</u>
Early Childhood Program Officer	<u>121,864</u>	<u>127,957</u>	<u>134,355</u>	<u>141,073</u>	<u>148,126</u>
Early Childhood Education Program Assistant II	<u>70,786</u>	<u>74,326</u>	<u>78,042</u>	<u>81,944</u>	<u>86,041</u>
Early Intervention Program Assistant II	<u>70,786</u>	<u>74,326</u>	<u>78,042</u>	<u>81,944</u>	<u>86,041</u>
Executive Assistant	<u>76,229</u>	<u>80,041</u>	<u>84,043</u>	<u>88,245</u>	<u>92,657</u>
Family Support Program Assistant II	<u>70,786</u>	<u>74,326</u>	<u>78,042</u>	<u>81,944</u>	<u>86,041</u>
Finance and Operations Director	<u>137,878</u>	<u>144,772</u>	<u>152,010</u>	<u>159,611</u>	<u>167,591</u>
Grants and Contracts Manager	<u>113,163</u>	<u>118,821</u>	<u>124,762</u>	<u>131,000</u>	<u>137,550</u>
Grants and Contracts Program Assistant II	<u>70,786</u>	<u>74,326</u>	<u>78,042</u>	<u>81,944</u>	<u>86,041</u>
Help Me Grow Program Coordinator	<u>95,200</u>	<u>99,960</u>	<u>104,958</u>	<u>110,206</u>	<u>115,716</u>
Human Resources Manager	<u>113,163</u>	<u>118,821</u>	<u>124,762</u>	<u>131,000</u>	<u>137,550</u>
Office and Facilities Coordinator	<u>86,246</u>	<u>90,559</u>	<u>95,087</u>	<u>99,841</u>	<u>104,833</u>
Program Assistant II	<u>70,786</u>	<u>74,326</u>	<u>78,042</u>	<u>81,944</u>	<u>86,041</u>
Program Coordinator	<u>95,200</u>	<u>99,960</u>	<u>104,958</u>	<u>110,206</u>	<u>115,716</u>
Policy Strategy and Evaluation Program Assistant II	<u>70,786</u>	<u>74,326</u>	<u>78,042</u>	<u>81,944</u>	<u>86,041</u>
Policy, Strategy and Evaluation Director	<u>137,878</u>	<u>144,772</u>	<u>152,010</u>	<u>159,611</u>	<u>167,591</u>
Quality Improvement Coach	<u>92,878</u>	<u>97,522</u>	<u>102,398</u>	<u>107,518</u>	<u>112,894</u>
Quality Improvement Coach Coordinator	<u>95,200</u>	<u>99,960</u>	<u>104,958</u>	<u>110,206</u>	<u>115,716</u>
Ready Kids East County Initiative Coordinator	<u>95,200</u>	<u>99,960</u>	<u>104,958</u>	<u>110,206</u>	<u>115,716</u>
Special Projects Coordinator	<u>95,200</u>	<u>99,960</u>	<u>104,958</u>	<u>110,206</u>	<u>115,716</u>
Trauma and Resiliency Coordinator	<u>95,200</u>	<u>99,960</u>	<u>104,958</u>	<u>110,206</u>	<u>115,716</u>