



Special Commission Meeting
A G E N D A
Monday, May 6, 2024, 4:00 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/89192239770>
Webinar ID: 891 9223 9770

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 ACCEPT revisions to First 5 Contra Costa Budget Fiscal Year 2024-25 approved during April 8th Commission meeting. **Action**

4.0 CONSIDER approving a 6% increase in salary, a 6% increase in monthly car allowance and \$1272.00 every year for memberships, subscriptions, and professional development for the Executive Director. **Action**

5.0 Commissioner F.Y.I. Updates

6.0 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.



Staff Report
April 29, 2024, Commission Meeting

ACTION: X
DISCUSSION:

TITLE: Revisions to FY2024-25 Proposed Budget, First 5 Contra Costa approved on April 8, 2024

Recommendation

Commission approval of the revisions to the FY2024-25 Proposed Budget, First 5 Contra Costa.

Background

The FY2024-25 Proposed Budget maintains alignment with the long-term fiscal strategies including:

- leveraging Proposition 10, Proposition 56, and CECET cigarette and tobacco tax revenues as match for private sector partnerships and philanthropic grants;
- establishing partnerships with County agencies through subrecipient grants to jointly provide essential services; and
- securing public and philanthropic grants to further enhance First 5 activities focused in support of young children and their families.

Staff Recommendation

At the April 8, 2024, Commission Meeting the First 5 Contra Costa Commission approved the proposed budget for fiscal year 2024-2025. After budget approval staff identified revisions necessary in the budget which include updating revenue allocations for several grants based on new information received from funders. Additional revisions include adjustments to programmatic contracts to reflect a 3% COLA and an added inflation factor for professional services retained for Commission activities and operations in FY2024-25. The list below summarizes the changes reflected in the attached Budget Sheet:

- Revenue Revisions made to Federal and Sub-recipient Awards Revenue Categories (see attached Revenue Summary Table).
- Contractor 3% COLAs – adjustments made to contracts under Programmatic Areas to reflect 3%.
- Professional Services – adjustments made to projected professional services costs to include a contingency factor to cover changes in negotiated vendor rates due to inflation for FY24/25.

The FY 2024-25 Proposed Budget maintains focus on continuity of the Strategic Plan’s Focus Areas with some programmatic changes and assures intentionality in forecasting anticipated revenues and expenditures.

Revisions made to the budget will result in net increase on drawdown of \$159,329.

Attachment

FY 2024-25 Revised Budget Sheet and Revised Revenue Projections Summary Sheet.



		FY2023-24 Approved Budget				REVISED FY2024-25 BUDGET			
REVENUE ¹		F5 Contra Costa Funds	Other Funds	Total Revenue	% of Budget	F5 Contra Costa Funds	Other Funds	Total Revenue	% of Budget
1	State Sales Tax	6,802,699		6,802,699		6,609,880		6,609,880	
2	Federal Grants		150,000	150,000			56,600	56,600	
3	State Grants		1,031,221	1,031,221			1,137,249	1,137,249	
4	Subrecipient Awards		1,010,323	1,010,323			1,226,031	1,226,031	
5	Philanthropic Grants		405,000	405,000			100,000	100,000	
6	Other Revenue		250,000	250,000		200,000	-	200,000	
7	TOTAL REVENUE	6,802,699	2,846,544	9,649,243		6,809,880	2,519,880	9,329,760	
8	<i>Prop 10/56 Fund Balance Drawdown</i>		-	4,870,175			-	3,182,610	
9	TOTAL REVENUE	6,802,699	2,846,544	14,519,418		6,809,880	2,519,880	12,512,371	
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PROGRAMMATIC FOCUS AREAS EXPENSES		F5 Contra Costa Funds	Other Funds	Total Expense	% of Budget	F5 Contra Costa Funds	Other Funds	Total Expense	% of Budget
12	Early Childhood Education								
13	Workforce Development	390,960	8,800	399,760			56,600	56,600	
14	Quality Early Learning		487,032	487,032		75,753	497,322	573,075	
15	Ready Kids East County School Readiness Initiative		189,264	189,264		165,565		165,565	
16	Total	390,960	685,096	1,076,056	7%	241,318	553,922	795,240	6.4%
17	Strengthening Families [formerly Family Support]								
18	First 5 Centers	3,567,529		3,567,529		3,451,710		3,451,710	
19	Home Visiting System Coordination		214,924	214,924			64,865	64,865	
20	Total	3,567,529	214,924	3,782,453	26%	3,451,710	64,865	3,516,575	28.1%
21	Early Intervention								
22	Mental Health Services & Positive Parenting Support [formerly Early Childhood Mental Health Services]	230,588		230,588		109,784	286,784	396,567	
23	Triple P Positive Parenting (included in line above)	92,023	102,632	194,655				-	
24	Inclusive Early Care & Education Environments [formerly Support for Children w/ Disabilities]	200,000	405,000	605,000		166,000	604,689	770,689	
25	Coordinated Systems of Care								
26	Help Me Grow Services & Developmental Playgroups	408,947		408,947		437,695		437,695	
27	Trauma-Informed Systems [formerly Contra Costa Network of Care Hub]	20,000		20,000		11,700		11,700	
28	Total	951,558	507,632	1,459,190	10%	725,179	891,473	1,616,651	12.9%
29	Policy Advocacy & Communications Strategies								
30	Community Engagement	119,137	75,000	194,137				-	
31	Communications Strategy & Policy Advocacy	343,348	33,960	377,308		290,200	15,332	305,532	
32	Total	462,485	108,960	571,445	4%	290,200	15,332	305,532	2.4%
33	Program Salaries/Benefits and Overhead Expenses								
34	Program Salaries & Wages	2,707,908		2,707,908		1,476,357	529,998	2,006,355	
35	Program Employee Benefits	1,601,528		1,601,528		858,735	337,782	1,196,517	
36	Program Expenses and Overhead	417,533		417,533		410,623		410,623	
37	Total	4,726,969		4,726,969		2,745,715	867,780	3,613,495	
38	TOTAL PROGRAM EXPENSES	10,099,501	1,516,612	11,616,113	80.0%	7,454,122	2,393,372	9,847,494	78.7%
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EVALUATION EXPENSES		F5 Contra Costa Funds	Other Funds	Total Expense	% of Budget	F5 Contra Costa Funds	Other Funds	Total Expense	% of Budget
41	Evaluation Salaries & Wages	254,055		254,055		316,535	16,840	333,375	
42	Evaluation Employee Benefits	141,699		141,699		167,467	8,134	175,601	
43	Professional Services	363,400	25,000	388,400		208,250	2,500	210,750	
44	Purchased Services and Supplies	42,500	2,000	44,500		20,500	-	20,500	
45	Evaluation Expenses and Overhead	46,423		46,423		71,920	-	71,920	
46	TOTAL EVALUATION EXPENSES	848,077	27,000	875,077	6.0%	784,672	27,474	812,146	6.5%
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ADMINISTRATIVE EXPENSES		F5 Contra Costa Funds	Other Funds	Total Expense	% of Budget	F5 Contra Costa Funds	Other Funds	Total Expense	% of Budget
49	Administrative Salaries & Wages	777,420		777,420		749,315		749,315	
50	Administrative Employee Benefits	422,046		422,046		413,661		413,661	
51	Professional Services	462,500		462,500		267,000		267,000	
52	Purchased Services and Supplies	159,600		159,600		175,800	5,000	180,800	
53	Operating Overhead (Risk Mgmt., DoIT/EHSD, etc.)	206,662		206,662		241,955		241,955	
54	TOTAL ADMINISTRATIVE EXPENSES	2,028,228	-	2,028,228	14.0%	1,847,731	5,000	1,852,731	14.8%
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57	GRAND TOTAL	12,975,806	1,543,612	14,519,418		10,086,525	2,425,846	12,512,371	

Notes:

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Percent of Total Expenses	
FY 2023-24	
Program Initiatives	80.0%
Evaluation	6.0%
Administration	14.0%
Total:	100.0%

Percent of Total Expenses	
FY 2024-25	
Program Initiatives	78.7%
Evaluation	6.5%
Administration	14.8%
Total:	100.0%

NOTES:

¹FY23-24 Adopted Budget included for context, prior year revenue/expenditure.

1. Revenue sources are detailed in 'FY24-25 Revenue Projection Summary'.

2. State Sales Tax revenue includes Prop 10, Prop 56, CECET, and SMIF Interest accrued while in State interest earning accounts prior to distribution to counties. Allocation assumes 10% decline over FY22/23 Year-End actuals.

3. Federal revenue is a rollover from FY 23/24 - originally projected at \$100,000 - revision made due to increased expenses in FY23/24.

4. Updated revenue allocations received from funder.

5. Interest earnings are percent of County's pooled investments (fluctuations based on investment returns).

6. Name has been changed to align with Strategic Plan 2023-2026 Programmatic Focus Areas.

7. Sub-titles to program areas have been modified to reflect programmatic changes and related funding streams.

8. Coordinated System of Care includes comprehensive intervention services, developmental playgroups, screenings, and provider supports. It also includes navigation and referral services through HMG and Trauma-Informed supports and activities such as the CCC Network of Care.

9. Activities in this category align with new organizational Policy, Strategy & Evaluation structure. It includes advocacy trainings and activities, advocacy mini-grants, FESP, support for Children's Leadership Council (CLC) activities, and Communication Strategies.

FY2024-25 Revenue Projection Summary



REVENUE		REVISED FY2024-25 Projected Budget			
		F5 Contra Costa Funds	Other Funds	Total Revenue	Totals
1	State Sales Tax				6,609,880
2	Proposition 10 - Cigarette Sales Tax Apportionment	4,752,140		4,752,140	
3	Proposition 56 - backfill funding for loss of Prop 10 funding	1,732,740		1,732,740	
4	CECET - California Electronic Cigarette Excise Tax	100,000		100,000	
5	SMIF - Surplus Money Investment Fund	25,000		25,000	
6	Federal Grants			-	56,600
7	Early Childhood Workforce Compensation Project		56,600	56,600	
8	State Grants			-	1,137,249
9	First 5 California IMPACT Legacy Grant		689,460	689,460	
10	First 5 IMPACT Legacy HUB		60,047	60,047	
11	First 5 CA Home Visiting Tech. Assistance & Coordination Grant		127,742	127,742	
12	Children & Youth Behavioral Health Initiative (CYBHI)		260,000	260,000	
13	Subrecipient Awards			-	1,226,031
14	CA State Preschool Quality Block Grant (CSPP)		246,592	246,592	
15	Quality Counts California (QCC)		206,522	206,522	
16	Workforce Pathways (CCCOE)		10,000	10,000	
17	MHSA-Behavioral Health Agreement (Triple P)		92,917	92,917	
18	Measure X-- Children w/Disabilities		670,000	670,000	
19	Other Public Funds			-	
20	Philanthropic Grants			-	100,000
21	Sunlight Giving		100,000	100,000	
22	Other Revenue			-	200,000
23	Interest Income	200,000		200,000	
24	Other Misc. Income			-	
TOTAL PROJECTED FY24-25 REVENUE		6,609,880	2,519,880	9,329,760	9,329,760

1 Federal revenue is a rollover from FY 23/24 - originally projected at \$100,000 - revision made due to increased expenses if FY23/24.

2,3 Updated revenue allocations received from funder.

4 Reflects allocation for FY23/24 -Pending allocation from County Behavioral Health