



Commission Meeting

A G E N D A

Monday, June 10, 2024, 6:00 pm

First 5 Contra Costa, Conference Center

4005 Port Chicago Hwy., Suite 120, Concord CA 94520

1516 Kamole Street, Honolulu, HI 96821

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 Approve the Minutes of the Commission Meetings on:

3.1 Commission Meeting on April 8, 2024

3.2 Special Commission Meeting on May 6, 2024

4.0 Approval of Consent Calendar

Action

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 Contracts Docket.

4.1.1 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with CocoKids, Inc. to provide Quality Improvement Navigation (QIN) coaching, ongoing technical assistance (TA), guidance and communication to QIS and QRIS sites, and support in local implementation of the QRIS, in an amount not to exceed \$107,987, for term July 1, 2024 to June 30, 2025. FY 2024-25 budget line: Early Childhood Education Focus Area: Quality Early Learning (\$573,075), Early Intervention: Inclusive Early Care and Education Environments (\$770,689). Funded 100% First 5 CA Improve and Maximize Programs so All Children Thrive (IMPACT Legacy) funds.

4.1.2 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with Contra Costa County Office of Education to provide rating and management of the Contra Costa Quality Rating and Improvement System (QRIS) in accordance with local implementation requirements and in alignment with regional and state QRIS efforts, in an amount not to exceed \$121,088, for term July 1, 2024 to June 30, 2025. FY 2024-25 budget line: Early Childhood Education



Focus Area: Quality Early Learning (\$573,075). Funded 100% First 5 CA Improve and Maximize Programs So All Children Thrive (IMPACT Legacy) funds.

- 4.1.3 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with Tandem, Partners in Early Learning to provide a book bag program that trains parents and providers in read-aloud strategies, in an amount not to exceed \$165,565, for term July 1, 2024 to June 30, 2025. FY 2024-25 budget line: Early Childhood Education Focus Area: Ready Kids East County School Readiness Initiative (\$165,565). Funded 100% Prop 10 funds.
- 4.1.4 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with Contra Costa Crisis Center to maintain a web-based database of Contra Costa Human Services (www.211database.org) for children ages birth to five years old and their families, and to oversee the Help Me Grow 211 call center, in an amount not to exceed \$224,587, for term July 1, 2024 to June 30, 2025. FY2024-25 budget line: Early Intervention Focus Area: Coordinated System of Care, Help Me Grow Services & Developmental Playgroups (\$437,695). Funded 100% Prop 10 funds.
- 4.1.5 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with Counseling Options & Parent Education Support Center Inc. to provide Triple P classes to parents with children ages birth to 5 years old, utilizing certified trainers with skill in serving the developmental needs of young children and their families throughout Contra Costa County, in an amount not to exceed \$94,784, for term July 1, 2024 to June 30, 2025. FY 2024-25 budget line: Early Intervention Focus Area: Triple P Positive Parenting (\$396,567). Funded 100% Prop 10 funds.
- 4.1.6 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract amendment with ASPIRANET (to operate the Antioch First 5 Center located at 300 H Street, Antioch, CA) to decrease the payment limit by \$503,250 from \$1,575,000 to \$1,071,750 and change the termination date from June 30, 2026 to June 30, 2025. FY 2024-25 budget line: (\$525,000 year-1), (\$546,750 year-2), Strengthening Families Focus Area: First 5 Centers (\$3,451,710). Funded 100% Prop 10 funds.
- 4.1.7 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract amendment with ASPIRANET (to operate the Delta First 5 Center located at 760 1st Street, Brentwood, CA) to decrease the payment limit by \$503,250 from \$1,575,000 to \$1,071,750; change the termination date from June 30, 2026 to June 30, 2025; FY 2024-25 budget line: (\$525,000 year-1), (\$546,750 year-2), Strengthening Families Focus Area: First 5 Centers (\$3,451,710). Funded 100% Prop 10 funds.
- 4.1.8 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract amendment with Bay Area Community Resources (to operate the Monument First 5 Center located at 1736 Clayton Road, Concord, CA) to decrease the payment limit by \$503,250 from \$1,579,500 to \$1,076,250; change the termination date from June 30, 2026 to June 30, 2025. FY 2024-25 budget line: (\$529,500 year-1), (\$546,750 year-2). Strengthening Families Focus Area: First 5 Centers (\$3,451,710). Funded 100% Prop 10 funds.
- 4.1.9 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract amendment with Bay Area Community Resources (West County First 5 Center located at 2707 Dover Ave, San Pablo, CA) to decrease the payment limit



by \$674,152 from \$2,114,750 to \$1,440,598; change the termination date from June 30, 2026 to June 30, 2025. FY 2024-25 budget line: (\$708,250 year-1), (\$732,348 year-2), Strengthening Families Focus Area: First 5 Centers (\$3,451,710). Funded 100% Prop 10 funds.

- 4.1.10 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract amendment with Lincoln (East County First 5 Center located at 355 E. Leland Road, Pittsburg, CA) to decrease the payment limit by \$674,152 from \$2,125,850 to \$1,451,698; change the termination date from June 30, 2026 to June 30, 2025. FY 2024-25 budget line: (\$719,350 year-1), (\$732,348 year-2), Strengthening Families Focus Area: First 5 Centers (\$3,451,710). Funded 100% Prop 10 funds.
 - 4.1.11 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with Applied Survey Research, Inc. to provide data analysis and evaluation support, in an amount not to exceed \$100,000, for term July 1, 2024 to June 30, 2025. FY 2024-25 budget line: Evaluation: Professional Services (\$210,750). Funded 100% Prop 10 funds.
 - 4.1.12 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with Baby Builders, Inc. to organize developmental playgroups, provide curriculum, materials, staffing, and site coordination support and program oversight, in an amount not to exceed \$106,540, for term July 1, 2024 to June 30, 2025 FY 2024-25 budget line: Early Intervention Focus Area: Coordinated Systems of Care, Help Me Grow Services & Developmental Playgroups: (\$437,695). Funded 100% Prop 10 funds.
 - 4.1.13 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with Hubbe, Inc. to provide First 5 Contra Costa with access to the Quality Rating and Improvement System (QRIS) online portal to track, measure, store and report on the QRIS initiative, in an amount not to exceed \$89,254, for term July 1, 2024 to June 30, 2025. FY 2024-25 budget line: Early Childhood Education Focus Area: Workforce Development (\$56,600). Funded (\$10,000) Workforce Pathways Grant, (\$19,207) Prop 10 funds, and (\$60,047) First 5 CA Improve and Maximize Programs so All Children Thrive (IMPACT Legacy) funds.
 - 4.1.14 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with We Care Services for Children to organize developmental playgroups, curriculum, materials, staffing, and site coordination support and program oversight in an amount not to exceed \$115,069, for term July 1, 2024 to June 30, 2025. FY 2024-25 budget line: Early Intervention Focus Area: Coordinated Systems of Care, Help Me Grow Services & Developmental Playgroups: (\$437,695). Funded (\$106,569) Prop 10 funds, and (\$8,500) Measure X-Children with Disabilities.
- 4.2 **Accept the Minutes from the Executive Committee Meeting on April 8, 2024.**
 - 4.3 **Accept the third quarter financial report FY23-24.**
 - 4.4 **Accept the Executive Director's May/June Report.**
 - 4.5 **Accept the First 5 Contra Costa Certification of Compliance FY24/25 Funding.**
 - 4.6 **Accept the First 5 Conference Center Fee-For-Use Schedule Agreement.**



- 5.0 **CONSIDER for discussion any items removed from the Consent Calendar.** Discussion
- 6.0 **RECEIVE Presentations from the First 5 Centers' Community Advisory Councils (CAC) recommendations resulting from their annual Community Assessment.** Discussion
- 7.0 **Recognize Kim Stadlander for her retirement after 9 years of service as First 5 Contra Costa Quality Improvement Coaching Coordinator.**
- 8.0 **Public Hearing on the Progress Report on the First 5 Contra Costa Strategic Plan for FY24/25 to FY25/26 and Long-Term Fiscal Plan.** Action
- 8.1 Open the public hearing on the Progress Report on the First 5 Contra Costa Strategic Plan for FY24/25-FY25/26 and Long-Term Fiscal Plan; receive staff presentation; consider all testimony and public comments; close the public hearing; and consider accepting the Progress Report on the First 5 Contra Costa Strategic Plan for FY24/25-FY25/26 and Long-Term Fiscal Plan.
- The entire plan can be found at:
<https://www.first5coco.org/commission-executive-committee-meetings/>
- 9.0 **CONSIDER approval of revised Commission Purchasing and Contracting Policies.** Action
- 10.0 **Executive Director's Report**
- 11.0 **Communications**
- **(May 14, 2024) First 5 Network Responds to State Budget Cut Proposals Impacting California's Youngest Children**
 - **(May 22, 2024) May Revision: Multi-Year Continuous Medi-Cal Coverage for Young Children Not Funded Tens of Thousands of CA Children's Medi-Cal Coverage Not Preserved**
 - **(June 4, 2024) Letter re: CalWORKs Home Visiting Program May Revision \$47.1 Million Ongoing Cut**
- 12.0 **Commissioner F.Y.I. Updates**
- 13.0 **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, April 8, 2024, 6:00 pm

Location: First 5 Contra Costa, Conference Center

4005 Port Chicago Hwy., Suite 120, Concord CA 94520

1516 Kamole Street, Honolulu, Hawaii 96821

3001 Advantage Way, Sacramento, CA 95834

1.0 Call to Order and Roll Call

Chair John Jones called the meeting to order at 6:13 PM.

Commissioners present during roll call were:

District 1: Dr. Rocio Hernández, Vice-Chair
District 2: Alternate Vidya Iyengar
District 3: Mary Helen Rocha
District 5: John Jones, Chair
District 5: Alternate LaTrena Robinson
Health Department: Alternate Dr. Sefanit Mekuria
EHSD: Dr. Marla Stuart
Children & Families Services: Roslyn Gentry

Commissioners not present during roll call were:

District 2: Marilyn Cachola Lucey
District 3: Alternate Bella Merrill
District 4: Matt Regan, Treasurer / Secretary
District 4: Alternate Gareth Ashley
Board of Supervisors: Supervisor Candace Andersen
Board of Supervisors: Alternate Supervisor Ken Carlson
Health Department: Dr. Ori Tzvieli
Children & Families Services: Kathy Marsh

2.0 Closed Session - Public Employee Performance Evaluation (Gov. Code § 54957.6)

Chair John Jones moved the meeting into a Closed Session at 6:17p.m. and noted that there was nothing to report at this time upon returning.

3.0 Public Comment

No comment from the public.

4.0 Approve the Minutes from the February 12, 2024 Commission Meeting.

The Chair asked if there were any questions regarding item 4.0. There were none.

The Chair asked for a motion to approve the minutes from February 12, 2024.

Commissioner Marla Stuart made a motion, seconded by Commissioner Roslyn Gentry to approve

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the minutes.

Roll call of vote:

YES: District 1: Dr. Rocio Hernández
District 2: Alternate Vidya Iyengar
District 3: Mary Helen Rocha
District 5: John Jones, Chair
Health Department: Alternate Dr. Sefanit Mekuria
EHSD: Dr. Marla Stuart, Vice-Chair
Children & Families Services: Roslyn Gentry

NOs: None

ABSTAIN: None

Absent: District 2: Marilyn Cachola Lucey
District 3: Bella Merrill
District 4: Matt Regan, Treasurer / Secretary
District 4: Alternate Gareth Ashley
Board of Supervisors: Supervisor Candace Andersen
Board of Supervisors: Alternate Supervisor Ken Carlson
Health Department: Dr. Ori Tzvieli
Children & Families Services: Kathy Marsh

The motion was **APPROVED**.

5.0 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 Mary Helen Rocha made a motion to approve the Consent Calendar, seconded by Commissioner Rocio Hernández.

Roll call of vote:

YES: District 1: Dr. Rocio Hernández
District 2: Alternate Vidya Iyengar
District 3: Mary Helen Rocha
District 5: John Jones, Chair
Health Department: Alternate Dr. Sefanit Mekuria
EHSD: Dr. Marla Stuart, Vice-Chair
Children & Families Services: Roslyn Gentry



NOs: None

ABSTAIN: None

Absent: District 2: Marilyn Cachola Lucey
District 3: Bella Merrill
District 4: Matt Regan, Treasurer / Secretary
District 4: Alternate Gareth Ashley
Board of Supervisors: Supervisor Candace Andersen
Board of Supervisors: Alternate Supervisor Ken Carlson
Health Department: Dr. Ori Tzvieli
Children & Families Services: Kathy Marsh

The motion was **APPROVED**.

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

7.0 CONSIDER approving proposed First 5 Contra Costa Budget Fiscal Year 2024-25.

Executive Director Ruth Fernández, reported on the FY 2024-25 proposed budget and noted highlights included in the Narrative Staff Report to the Commission, which maintains alignment with long-term fiscal strategies. The focus remains on leveraging Propositions 10 and 56 tax revenues as well as the newer CECET (California Electronic Excise Tax) funding; and securing public, private and philanthropic grants to further enhance First 5 activities focused in support of young children and their families. Ruth highlighted several focus areas under revenues and expenditures. She noted the projections for revenue will level off in FY 24-25 and the anticipated drawdown from the Fund Balance will be \$3M versus the previously projected \$3.6M.

The Chair called for a motion to approve the First 5 Contra Costa Budget Fiscal Year 2024-25.

Commissioner Marla Stuart made a motion to approve the FY 24-25 Budget, seconded by Commissioner Sefanit Mekuria.

Roll call of vote:

YES: District 1: Dr. Rocio Hernández
District 2: Alternate Vidya Iyengar
District 3: Mary Helen Rocha
District 5: John Jones, Chair
Health Department: Alternate Dr. Sefanit Mekuria
EHSD: Dr. Marla Stuart, Vice-Chair
Children & Families Services: Roslyn Gentry

NOs: None



ABSTAIN: None

Absent: District 2: Marilyn Cachola Lucey
District 3: Bella Merrill
District 4: Matt Regan, Treasurer / Secretary
District 4: Alternate Gareth Ashley
Board of Supervisors: Supervisor Candace Andersen
Board of Supervisors: Alternate Supervisor Ken Carlson
Health Department: Dr. Ori Tzvieli
Children & Families Services: Kathy Marsh

The motion was **APPROVED**.

8.0 Public Hearing on the First 5 California 2022-23 Annual Report.

The Chair put forth the consideration to have a hearing to accept the First 5 California 2022-23 Annual Report. First 5 California prepares an annual report each year based in part on fiscal program and participant information provided by each 58 County commissions. County Commissions are required by statute to hold an annual public hearing on First 5 California's annual report. This year, the highlights of the Contra Costa County Commission is found on PAGE 33 of the report found here: https://www.cfc.ca.gov/pdf/about/budget_perf/annual_report_pdfs/F5CA_2022-23_Annual_Report_ADA.pdf

The Chair opened the Public Hearing at 7:03pm and turned it over to Sandra Naughton, Interim Deputy Director to present. Sandra provided updates and a summary of the annual report as well as Contra Costa's program highlights on page 33 of the report.

The Chair asked if there are any questions or comments from the Commissioners and the public, hearing none, he closed the Public Hearing at 7:06pm.

The Chair called for a motion to accept the First 5 California 2022-23 Annual Report.

Commissioner Dr. Rocio Hernandez made a motion, seconded by Commissioner Roslyn Gentry to accept the report.

Roll call of vote:

YES: District 1: Dr. Rocio Hernández
District 2: Alternate Vidya Iyengar
District 3: Mary Helen Rocha
District 5: John Jones, Chair
Health Department: Alternate Dr. Sefanit Mekuria
EHSD: Dr. Marla Stuart, Vice-Chair
Children & Families Services: Roslyn Gentry

NOs: None



ABSTAIN: None

Absent: District 2: Marilyn Cachola Lucey
District 3: Bella Merrill
District 4: Matt Regan, Treasurer / Secretary
District 4: Alternate Gareth Ashley
Board of Supervisors: Supervisor Candace Andersen
Board of Supervisors: Alternate Supervisor Ken Carlson
Health Department: Dr. Ori Tzvieli
Children & Families Services: Kathy Marsh

The motion was **APPROVED**.

9.0 RECEIVE and ACCEPT Staff Recommended Advocacy Strategies in FY24/25 presented by First 5 Contra Costa Staff Advocacy & Stakeholder Engagement Work Group.

First 5 Contra Costa Staff and Advocacy & Stakeholder Engagement Work Group members, Liliana Gonzalez, Carolina Lopez-Flores, and Sarah Burke shared objectives and recommendations for advocacy efforts we lead and that take place in Contra Costa County. Recommendations included:

- Not continuing Regional Groups & releasing a summative report of the Regional Group's milestones over the years.
- Creating a First 5 Contra Costa Parent Advisory Board to provide input and feedback to First 5 staff about the services and activities funded and supported through the programming focus areas and to provide insight about emergent needs and gaps in their communities. Advisory Board Applications would be solicited from active members of the Community Advisory Councils at each First 5 Center. (Commissioner Rocha suggested more frequent meetings, i.e. quarterly)
- Exploring role and structure of ELLG, ECPIC & FESP coalition groups.
- Piloting new supports for capacity building aligned with our focus areas.
- Development of community mini grants to support advocacy and education related to First 5 three core focus areas.

The Chair called for a motion to accept the recommended Advocacy Strategies presented by First 5 Contra Costa Staff Advocacy & Stakeholder Engagement Work Group.

Commissioner Mary Helen Rocha made a motion, seconded by Commissioner Vidya Iyengar.

Roll call of vote:

YES: District 1: Dr. Rocio Hernández
District 2: Alternate Vidya Iyengar
District 3: Mary Helen Rocha
District 5: John Jones, Chair
Health Department: Alternate Dr. Sefanit Mekuria
EHSD: Dr. Marla Stuart, Vice-Chair



NOs: Children & Families Services: Roslyn Gentry
None

ABSTAIN: None

Absent: District 2: Marilyn Cachola Lucey
District 3: Bella Merrill
District 4: Matt Regan, Treasurer / Secretary
District 4: Alternate Gareth Ashley
Board of Supervisors: Supervisor Candace Andersen
Board of Supervisors: Alternate Supervisor Ken Carlson
Health Department: Dr. Ori Tzvieli
Children & Families Services: Kathy Marsh

The motion was **APPROVED**.

10.0 Recognize Kathy Marsh for 9 years of service as First 5 Contra Costa Commissioner.

Ruth Fernández recognized Commissioner Kathy Marsh in her absence for her 9 years of service on the First 5 Contra Costa Commission and noted many of her accomplishments and impacts she made as Commissioner. Ruth sent Kathy well wishes going forward and thanked her for her 9 years of service to First 5 Contra Costa.

11.0 Executive Director’s Report

Ruth Fernández highlighted current events at First 5 as well as updates at the county level. She shared a brief video from First 5 California commemorating First 5’s 25 Years Anniversary ([LINK](#)) and gave staff the floor to provide a recap of the **First 5 California** Child Health, Education, and Care Summit held in Oakland March 25-27. A total of 10 First 5 staff attended the summit. Ruth also highlighted the Ready Kids report done in partnership with the Dean and Margaret Leshner Foundation and called attention to Assemblymember Pellerin’s letter included in the packet under Communications.

12.0 Communications

- **Bay Area First 5s Executive Directors Letter - CalAIM Section 1115 Continuous Coverage for Children**
- **AB 2982 (Reyes) - Bright Beginnings Act – Fact Sheet**
- **Assemblymember Pellerin Request Letter - First 5 Funding**

13.0 Adjourn

The meeting adjourned at 8:10 PM.

The First 5 Contra Costa Children and Families Commission will provide reasonable accommodations for persons with disabilities planning to

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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 workplace. We thank you for your consideration of others.

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**Special Commission Meeting
MINUTES**

Monday, May 6, 2024, 4:00 pm

**Location: First 5 Contra Costa, Conference Center
4005 Port Chicago Hwy., Suite 120, Concord CA 94520**

1.0 Call to Order and Roll Call

Chair John Jones called the meeting to order at 4:15 PM.

Commissioners present during roll call were:

District 1: Dr. Rocio Hernández, Vice-Chair
District 3: Mary Helen Rocha
District 4: Matt Regan, Treasurer / Secretary
District 4: Alternate Gareth Ashley
District 5: John Jones, Chair
Board of Supervisors: Supervisor Candace Andersen (Remote, Emergency)

Commissioners not present during roll call were:

District 2: Marilyn Cachola Lucey
District 2: Alternate Vidya Iyengar
District 3: Alternate Bella Merrill
District 5: Alternate LaTrena Robinson
Board of Supervisors: Alternate Supervisor Ken Carlson
Health Department: Dr. Ori Tzvieli
Health Department: Alternate Dr. Sefanit Mekuria
EHSD: Dr. Marla Stuart
Children & Families Services: Roslyn Gentry

2.0 Public Comment

No comment from the public.

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

Executive Director Dr. Ruth Fernández, reported on the minor changes made to the FY 2024-25 budget approved at the April 8th Commission meeting resulting in a net increase on the drawdown of \$159,329 and noted the numbers remain in alignment with long-term fiscal strategies.

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

The Chair asked for a motion to approve the revisions to the First 5 Contra Costa Budget Fiscal Year 2024-25 approved during April 8th Commission meeting.

Commissioner Dr. Rocio Hernandez made a motion, seconded by Commissioner Matt Regan.

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Roll call of vote:

YES: District 5: John Jones, Chair
District 1: Dr. Rocio Hernández, Vice-Chair
District 3: Mary Helen Rocha
District 4: Matt Regan, Treasurer / Secretary
Board of Supervisors: Supervisor Candace Andersen (Remote, Emergency)

NOs: None

ABSTAIN: None

Absent: District 2: Marilyn Cachola Lucey
District 2: Alternate Vidya Iyengar
District 3: Alternate Bella Merrill
District 5: Alternate LaTrena Robinson
Board of Supervisors: Alternate Supervisor Ken Carlson
Health Department: Dr. Ori Tzvieli
Health Department: Alternate Dr. Sefanit Mekuria
EHSD: Dr. Marla Stuart
Children & Families Services: Roslyn Gentry

The motion was **APPROVED**.

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.

The Chair asked for a motion to approve 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.

Commissioner Mary Helen Rocha made a motion, seconded by Commissioner Rocio Hernandez.

Roll call of vote:

YES: District 5: John Jones, Chair
District 1: Dr. Rocio Hernández, Vice-Chair
District 3: Mary Helen Rocha
District 4: Matt Regan, Treasurer / Secretary
Board of Supervisors: Supervisor Candace Andersen (Remote, Emergency)

NOs: None

ABSTAIN: None

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Minutes

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Absent: District 2: Marilyn Cachola Lucey
District 2: Alternate Vidya Iyengar
District 3: Alternate Bella Merrill
District 5: Alternate LaTrena Robinson
Board of Supervisors: Alternate Supervisor Ken Carlson
Health Department: Dr. Ori Tzvieli
Health Department: Alternate Dr. Sefanit Mekuria
EHSD: Dr. Marla Stuart
Children & Families Services: Roslyn Gentry

5.0 Commissioner F.Y.I. Updates

None.

6.0 Adjourn

The meeting adjourned at 4:28 PM.

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May 6, 2024

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**Executive Committee Meeting
MINUTES**

Monday, April 8, 2024, 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 5:38 p.m.

In attendance: John Jones, Marla Stuart, Vidya Iyengar

Absent: Matt Regan

Staff present: Executive Director, Dr. Ruth Fernández; Interim Deputy Director, Sandra Naughton; Human Resources Manager, Tammy Henry; Executive Assistant, Mikele Nelson.

2.0 CLOSED SESSION – Public Employee Performance Evaluation (Gov. Code § 54957.6)

Chair John Jones moved the meeting into a Closed Session at 5:38p.m. and resumed the meeting at 5:44p.m.

3.0 Public Comment.

No public comment.

4.0 Approve the Minutes of the Special Executive Committee Meeting on December 18, 2023 and the Executive Committee Meeting of February 12, 2024.

Marla Stuart motioned to approve the minutes of the December and February Executive Committee meetings and Vidya Iyengar seconded the motion. Chair Jones also voted in favor. The minutes of the Special Executive Committee Meeting on December 18, 2023 and the Executive Committee Meeting of February 12, 2024 were 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 highlights for the proposed First 5 Contra Costa Budget Fiscal Year 2024-25

Ruth Fernández presented a brief preview of items to be highlighted in the Budget presentation during the April Commission meeting. She noted \$2M fewer dollars would need to be drawn down from the fund balance, as well, a large savings is expected under personnel expenses due to vacancies. Extra revenues from various sources are also a contributing factor.

5.2 Receive updates from Interim Deputy Director

Sandra Naughton provided an overview of forthcoming recommendations on how to adjust our agency's approach to policy advocacy in the coming years. The recommendations include several new efforts to support existing policy advocacy efforts that engage service providers and/or parents/caregivers in advocacy efforts that align with First 5 Contra Costa's three focus areas. Expenses related to these new efforts are included in the proposed budget being presented at today's Commission meeting.

5.3 Receive updates from the HR Manager

Tammy Henry reported recruitment efforts for various open positions are underway.

5.4 Receive updates from the Executive Director

Meeting was adjourned in the interest of time so there was no report from the Executive Director.

6.0 Communications

- **Bay Area First 5s Executive Directors Letter - CalAIM Section 1115 Continuous Coverage for Children**
- **AB 2982 (Reyes) - Bright Beginnings Act – Fact Sheet**
- **Assemblymember Pellerin Request Letter - First 5 Funding**

7.0 Adjourn – Meeting adjourned at 6:01 p.m.



		FY2023-24 Adopted Budget			3rd Qtr - FY2023-24 Actuals			
REVENUE		F5 Contra Costa Funds	Other Funds	Total Revenue	F5 Contra Costa Funds	Other Funds	Total Revenue	% of Budget
1	State Sales Tax	6,802,699		6,802,699	5,658,193		5,658,193	83%
2	Federal Grants		150,000	150,000			-	0%
3	State Grants		1,031,221	1,031,221		450,957	450,957	44%
4	Subrecipient Awards		1,010,323	1,010,323		517,102	517,102	51%
5	Philanthropic Grants		405,000	405,000		195,000	195,000	48%
6	Other Revenue		250,000	250,000		361,707	361,707	145%
7	TOTAL FY 2023-24 REVENUE	6,802,699	2,846,544	9,649,243	5,658,193	1,524,766	7,182,959	74%
8	<i>Prop 10/56 Fund Balance Drawdown</i>			4,870,175				
9	TOTAL REVENUE	6,802,699	2,846,544	14,519,418	5,658,193	1,524,766	7,182,959	
PROGRAM INITIATIVES EXPENSES		F5 Contra Costa Funds	Other Funds	Total Expense Budget	F5 Contra Costa Funds	Other Funds	Total Expense Budget	% of Budget
10	Early Childhood Education Initiative							
11	Workforce Development	239,760	160,000	399,760	0	8,929	8,929	2%
12	Quality Early Learning	160,743	326,289	487,032	124,597	252,409	377,006	77%
13	Ready Kids East County School Readiness Initiative		189,264	189,264	-	93,001	93,001	49%
14	Total	400,503	675,553	1,076,056	124,597	354,339	478,936	45%
15	Family Support							
16	First 5 Centers	3,567,529		3,567,529	2,020,397		2,020,397	57%
17	Home Visiting System Coordination		214,924	214,924		4,987	4,987	2%
18	Total	3,567,529	214,924	3,782,453	2,020,397	4,987	2,025,384	54%
19	Early Intervention							
20	Early Childhood Mental Health Services	230,588		230,588			-	0%
21	Triple P Positive Parenting	92,023	102,632	194,655	56,908	63,742	120,650	62%
22	Support for Children w/Disabilities (Measure X)	200,000	405,000	605,000		18,425	18,425	3%
23	Coordinated Systems of Care							
24	Help Me Grow Services	408,947		408,947	261,347		261,347	64%
25	Contra Costa Network of Care Hub	20,000		20,000	390		390	2%
26	Total	951,558	507,632	1,459,190	318,646	82,167	400,812	27%
27	Policy Advocacy & Communications Strategies							
28	Community Engagement	119,137	75,000	194,137	4,324	75,000	79,324	41%
29	Communications Strategy & Policy Advocacy	343,348	33,960	377,308	47,699		47,699	13%
30	Total	462,485	108,960	571,445	52,023	75,000	127,023	22%
31	Program Salaries/Benefits and Overhead Expenses							
32	Program Salaries & Wages	2,076,508	631,400	2,707,908	1,042,681	369,655	1,412,336	52%
33	Program Benefits	1,241,244	360,284	1,601,528	604,008	224,974	828,982	52%
34	Program Expenses and Overhead	417,533		417,533	345,283	0	345,283	83%
35	Total	3,735,285	991,684	4,726,969	1,991,972	594,629	2,586,601	55%
36	TOTAL PROGRAM INITIATIVES EXPENSES	9,117,360	2,498,753	11,616,113	4,507,634	1,111,122	5,618,756	48%
EVALUATION EXPENSES		F5 Contra Costa Funds	Other Funds	Total Expense Budget	F5 Contra Costa Funds	Other Funds	Total Expense Budget	% of Budget
37	Evaluation Salaries & Wages	254,055		254,055	100,399	16,058	116,457	46%
38	Evaluation Employee Benefits	141,699		141,699	51,460	8,379	59,838	42%
39	Professional Services	363,400	25,000	388,400	116,305		116,305	30%
40	Purchased Services and Supplies	42,500	2,000	44,500	2,300		2,300	5%
41	Evaluation Expenses and Overhead	46,423		46,423	30,814		30,814	66%
42	TOTAL EVALUATION EXPENSES	848,077	27,000	875,077	301,278	24,436	325,714	37%
ADMINISTRATIVE EXPENSES		F5 Contra Costa Funds	Other Funds	Total Expense Budget	F5 Contra Costa Funds	Other Funds	Total Expense Budget	% of Budget
43	Administrative Salaries & Wages	777,420		777,420	544,052		544,052	70%
44	Administrative Employee Benefits	422,046		422,046	300,735		300,735	71%
45	Professional Services	462,500		462,500	90,310		90,310	20%
46	Purchased Services & Supplies	159,600		159,600	58,973	2,739	61,712	39%
47	Operating Overhead (Risk Mgmt, DoIT/EHSD, etc.)	206,662		206,662	146,563		146,563	71%
48	TOTAL ADMINISTRATIVE EXPENSES	2,028,228	0	2,028,228	1,140,634	2,739	1,143,373	56%
49	GRAND TOTAL	11,993,665	2,525,753	14,519,418	5,949,546	1,138,297	7,087,843	49%

Notes:

1

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5,6

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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 and other earned interest.

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 Changes in original plans in the approved budget.

⁵ Includes Prop 10 match for Measure X funding.

⁶ 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.

⁷ Activities in this category align with new organizational Policy, Strategy & Evaluation structure. It includes Community Engagement, FESP and Communication Strategies.

⁸ Higher fees from DOIT than projected.

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

Percent of Total Expenses (Actual)	
FY 2023-24	
Program Initiatives	79.3%
Policy Advocacy & Comm. Strategies	
Evaluation	4.6%
Admin.	16.1%
Total:	100.0%

EXECUTIVE DIRECTOR'S REPORT

May 2024



Internal Updates

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

Staffing Announcements

New Early Childhood Program Officer

In May, First 5 Contra Costa announced Liliana Gonzalez Sanchez as the new Early Childhood Program Officer to lead the Early Intervention focus area and other projects in the Strengthening Families focus area. Liliana has been with First 5 Contra Costa since July 2016 as the Help Me Grow Coordinator. During her tenure, she has established critical relationships with community and medical partners in the County to promote the importance of developmental screening, early intervention, and care coordination. We are excited to see Liliana advance into this new role, please join us in congratulating her.



New Deputy Director

Sandra Naughton was appointed as the new First 5 Contra Costa Deputy Director. We are excited to announce Sandra's new role after serving as the Interim Deputy Director for the past five months. She joined First 5 Contra Costa in January 2023 as the Policy, Strategy, and Evaluation Director. In the role of Deputy Director, Sandra will lead First 5 program areas and continue to provide strategic direction to the Policy, Strategy and Evaluation team. Sandra brings a wealth of experience in early childhood and family-serving programs, management, and administration of programs in public and community-based organizations. Join us in congratulating her on this new role.



Recruitment for First 5's Finance and Operations Director

In early June, First 5 Contra Costa released the job announcement for the Finance and Operations Director. This is an important position reporting to the Executive Director and responsible for overseeing First 5's fiscal activities and overall operations of the organization. Please help us disseminate the job announcement. To learn more about the position, or to share it with your network, [please click here](#).

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.*

Advisory Committee Convened to Develop Compensation Enhancement Pilot

In May, our team brought together a group of ECE system stakeholders to advise on development of a wage enhancement pilot program for providers in Contra Costa County. System leaders from the County Office of Education, the Local Planning Council, CocoKids, Employment and Human Services Bureau, as well as local Family Child Care professionals and representatives from child care centers joined this Advisory Committee. In addition, First 5 Contra Costa held two input sessions with local early childhood educators to guide this pilot development. The Advisory Committee will continue to work together through October to develop and refine this important pilot.

EXECUTIVE DIRECTOR'S REPORT

May 2024



Coming Up Next

In June, Family Child Care Home (FCCH) providers will gather to celebrate another successful year of the FCC Partners Program. This program pairs leaders in family child care with new licensed FCCH providers in our county to provide support, mentorship, connection, and guidance as the new providers begin their quality improvement journey. We commend our providers and their mentors for their perseverance, dedication, and commitment to providing high quality care and education to our youngest community members.

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.*

Help Me Grow Café and Inclusion Work

May's Help Me Grow Café was the first in-person meeting since 2020. Guest speaker, LaKrisha Dillard, Lead Early Childhood Mental Health Consultant at the Lynn Center, presented on social-emotional development and a child's ability to express, recognize, and manage their emotions, as well as respond appropriately to others' emotions. Her presentation provided participants with an understanding of early childhood mental health as it results in different levels of emotional functioning, the impact on the child's overall development, and social-emotional needs. We continue to collaborate with our contractor, Cardea, to wrap up our Landscape Scan and Focus Groups on the topic of inclusion in early learning settings across the county. The plan is to summarize and present findings in community meetings this summer and present a final draft of our findings and recommendations in August 2024.

Coming Up Next

Save the date: On the evening of August 7 we will be hosting a convening at the Pleasant Hill Senior Center to share an initial draft of the recommendations for enhancing inclusion in early learning settings in our county. At this meeting, which will aim to reach parents/caregivers, early educators, and other community members, First 5 Contra Costa and our partners at Cardea will share findings from the landscape scan and focus groups on inclusion. We will gather input from attendees about the draft recommendations before the plan and recommendations are finalized in September.

Strengthening Families

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

Centers' Community Advisory Councils' End-of-the-Year Celebration

First 5 Contra Costa hosted the Community Advisory Council (CAC) end-of-year celebration, on Saturday, May 20 at our administrative office. The event gave CAC members an opportunity to present on their data collection efforts, lessons learned and successes, and a chance to connect across centers and enjoy lunch together. Members received recognition awards and a thank you gift from First 5 for their contributions. Staff and CAC members and their families attended the event, which included a celebratory lunch.

EXECUTIVE DIRECTOR'S REPORT

May 2024



Coming Up Next

Our partners, Lincoln Families, will be celebrating their first year of operating the East County First 5 Center on June 1. The event will include events and activities for families and words from special guests and partners.

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 Success Partnership's last quarterly meeting was on May 20 and had more than 30 participants. The focus of the meeting was understanding the Governor's May Revise budget proposal would impact families in our county. Laura Pryor from the California Budget & Policy Center delivered an engaging [presentation](#) on possible cuts to social safety net, health and early learning services. Laura shared information about possible alternatives that state leaders could use to increase revenue to avoid cuts, as well as information about the Taxpayer Deception Act slated for the November 2024 ballot. You can watch a recording of the meeting [here](#).

Coming Up Next

Check our webpage for more updates and contact us to join our mailing list: FESP@first5coco.org

County Updates

"Guaranteed Income: A Path to Equity and Prosperity in Contra Costa" May 20th Webinar

First 5 Contra Costa Executive Director Dr. Ruth Fernandez was invited to participate in a webinar discussion about guaranteed income as a policy model, the promise, and the practice of guaranteed income across many states and cities in the nation. Ruth spoke about First 5's initial exploration of guaranteed income and current efforts to co-design along with community members an Enhanced Compensation Model for early childhood educators. Panel presenters included local guaranteed income pilot practitioners and participants from the California Abundant Birth Project, Comment Studio, First 5, and Monument Impact, and a presentation by Rachel Rosekind, guaranteed income researcher and activist. The featured keynote speaker was Kevin Scott, Director of the *Just Income* pilot in Alachua County, Florida, which provides 12 months of direct cash support to formerly incarcerated people.

A Look Into the Future: Positioning NAMI CC to Preventatively Support Children and Families Impacted by Mental Illness – May 22nd

In honor of Mental Health Awareness Month, NAMI Contra Costa and CalHOPE hosted a commemorative event on May 22 at the Pleasant Hill Community Center featuring an impressive list of presenters and community advocates and leaders that included First 5 Contra Costa's Executive Director Dr. Ruth Fernandez. She spoke about the services and interventions that encompass early childhood mental health and general misconceptions about infant and early childhood mental health services. Her remarks highlighted the importance of the early years as the best return on investment and the critical need to make dedicated investments in the 0-5 population. The event was well attended and featured Alex Briscoe, Principal at the California Children's Trust, Peter Kim, Co-Director of the Contra Costa Office for Racial Equity and Social Justice, Pastor Horacio Jones Co-founder of the Mental Health Friendly Communities, Gigi Crowder, Executive Director for NAMI Contra Costa, and retired KTVU news sports director and anchor Mark Ibañez.

EXECUTIVE DIRECTOR'S REPORT

May 2024



State Updates

State Budget May Revise

The First 5 Association has diligently tracked and focused on the budget cuts impacting the CalWORKS home visiting program, impact to the Child and Youth Behavioral Health Initiative (CYBHI) investments in infant and early childhood mental health, and lack of funding to implement continuous Medi-Cal enrollment for kids 0-5. A joint press release statement with First 5 California was released about the May Revise impacts to early childhood programs, as well as opposition letters related to the cuts to early childhood were submitted to the governor and legislative committee leaders. The press release statement and letters were included in the Commission packet under Communications.

AB 2982 / Held in Suspense

During this legislative session the First 5 Association sponsored AB 2982 a bill to establish a statewide prenatal-to-3 working group. Unfortunately, the AB2982 bill was held 'on suspense' by the Appropriations Committee and will not move forward this legislative session. 2024 was a difficult year to get legislation out of Appropriations given the bleak fiscal landscape and the increased scrutiny due to the state's fiscal situation. The First 5 Association plans to continue to identify opportunities to move forward a comprehensive and equity-focused prenatal-to-3 system agenda.

County Certification of Compliance

Fiscal Year 2024–2025 Funding

I attest that I am duly authorized to certify to First 5 California that the county cited on page 2 has satisfied all requirements of Health and Safety Code Section 130140 to remain eligible to receive tax revenue as of July 1, 2024. [The Certification of Compliance is due by July 1, 2024.](#)

Each of the following checked boxes confirms the stated requirement has been satisfied. Additionally, the required county commission action information is included/attached for reference.

The county commission has reviewed its current county strategic plan, or adopted either a new or revised county strategic plan. [Please check only one of the two boxes below.](#)

The county commission has reviewed its county strategic plan, pursuant to the requirements of Health and Safety Code Section 130140 (a)(1)(C)(iii).

The county commission has adopted either a new or revised county strategic plan, conducted the required public hearing, and submitted the adopted plan and any revisions to the state commission, pursuant to Health and Safety Code Section 130140 (a)(1)(D), (E) and (F).

Reference Commission Minutes dated:

Agenda Item Number:

The county commission has conducted the required public hearing on its [FY 2022–23](#) annual audit, pursuant to Health and Safety Code Section 130140(d)(2).

Reference Commission Minutes dated:

Agenda Item Number:

The county commission has conducted the required public hearing on its [FY 2022–23](#) annual report (e.g., data submitted through First 5 California’s Annual Report Web-based Reporting System), pursuant to Health and Safety Code Section 130140(d)(2).



Reference Commission Minutes dated:

Agenda Item Number:

The county commission has conducted the required public hearing on the State Commission's [FY 2022–23](#) annual report, pursuant to Health and Safety Code Section 130140(d)(3).

Reference Commission Minutes dated:

Agenda Item Number:

Date:

Executive Director (Signature)

Executive Director:

County Commission Name:

[Please return the Certification of Compliance and supporting documents to](#)

statutorydocuments@first5.ca.gov. If you have questions, please contact Monica Roy at

mroy@ccfc.ca.gov or call and leave a message at 916-263-1050.

Thank you!





Conference-Training Center
Facility Use Application & Agreement
General Information, Rules & Requirements

- All persons applying for use of the Conference-Training Center must be at least 18 years of age.
- **No alcoholic beverages** of any kind shall be brought or served in the Conference-Training Center.
- **No smoking** is allowed in the Conference-Training Center.
- The maximum number of persons allowed at the Conference-Training Center at any given time must **NOT** exceed **57** people.
- While we at First 5 love children, our space is not equipped appropriately for childcare. If children must be brought to the Conference-Training Center, they must remain with and be always supervised by their adult parent/guardian. And, they will be counted as part of the maximum capacity room limit, per fire code.
- While masking is optional, First 5 is a mask-friendly environment, which respects other's need to mask.
- Meetings are expected to start and end on time. Please be sure to factor in extra time for set up and clean-up when making your reservation.
- First 5 Contra Costa is a fragrance-free environment. We kindly request all attendees, including staff, trainers, facilitators, etc., refrain from wearing any perfume, cologne, or other strongly scented products.

PLEASE NOTE:

First 5 Contra Costa does not provide assistance with meetings including meeting support, set up/clean up, meeting supplies, copying, or IT support. Applicants/Licensees and their guests are expected to provide their own meeting materials and supplies, including hardcopies, food, utensils, cups, plates etc.

AMENITIES

- Twenty (20) tables (approx. 26" x 60") and chairs are available for configuration to meet your organization's needs. Please come early to re-configure your space, as necessary.
- A coffee alcove and sink are available for use outside the conference room. **THERE IS NO GARBAGE DISPOSAL IN THE SINK, DO NOT PUT FOOD, COFFEE GRINDS OR ANYTHING DOWN THE SINK THAT WILL CLOG THE DRAIN.** The coffee alcove does not have a refrigerator, microwave or any kitchen appliances.
- Mobile dry erase whiteboards and easel stands are available in the conference center for your use. You must supply your own paper flip charts and markers for easels. Do **NOT** hang flip chart paper on the walls.

AV EQUIPMENT & SET UP

PLEASE NOTE:

First 5 does not provide technical support; onsite IT support is NOT available.

- First 5 Operates using the O365 platform.
- A 100-inch Interactive Display Board laptop, wireless keyboard and mouse are available for your use.
- Wi-Fi is available and will be posted in the room.
- It is highly recommended that presenters arrive early to test and ensure their presentations work with the equipment and software.

FOOD AND BEVERAGES

- Must bring own food, drinks, and supplies (i.e., cups, utensils, tableware, napkins, etc.) If food is being catered, please be onsite to receive your deliveries.
- Groups are expected to take all extra food and drinks when departing. Open drink containers must be emptied before placing in recycle. We understand that accidents sometimes happen to the best of us. **If a spill occurs, clean as best you can and report the spill in your cleaning checklist.**

VACATING THE PREMISES

- Please ensure the air purifiers are left 'on' upon leaving the site.
- The cost of any special cleaning or repairs for any damage(s) incurred during use of First 5's facility will be charged accordingly. This includes the cost of any professional services required to restore and have ready the room for the next party's use. Prior to the event a walk-through may be performed with both parties to ensure the condition of the space.
- Please use the check list provided (attached) after your event to report any damage, spills or non-working items that occurred during your event and to ensure all conditions of using the space have been met. We would like to welcome your organization again in the future!

Groups who do not adhere to these requirements may forfeit future use of First 5's conference rooms.

Fee Schedule

Group 1: Non-Profit Rate

\$100/hr. (minimum of 2 hours) for non-profit community groups serving children and their families, as well as childcare providers from the First 5 community service areas.

Group 2: For Profit Rate

\$125/hr. (minimum of 2 hours) for all other public, non-related non-profit or private entities that do not fall in the above category.

*Ask about our reduced rate for multiple day/recurring room reservation requests.
See Attachment A - Multi-use fee schedule.*

Facility Use Application

Applicant: <i>(Name, Organization, Cell phone Number, Email Address)</i>	
Main Point of Contact or Contact No. 2 (as back up): <i>(Name, Email, Cell phone)</i>	
Organization Address:	
Organization Type:	<input type="checkbox"/> Non-Profit <input type="checkbox"/> Child-Serving Non-Profit <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Other, Please state: _____
Title of Event & Purpose:	
Date (s) & Time of Use (Include Set Up & Clean Up Time): Single Use: <input type="checkbox"/> Yes / <input type="checkbox"/> No Multi-Day Use: <input type="checkbox"/> Yes / <input type="checkbox"/> No	
Number of Participants: <i>(Max. Capacity is 57 people)</i>	
Fee Rate for Large Conf. Room: <i>(Max. Capacity is 57 people)</i>	<input type="checkbox"/> Group 1 Rate <input type="checkbox"/> Group 2 Rate
Break Out Rooms Needed? <input type="checkbox"/> Yes / <input type="checkbox"/> No <i>Break Out Room A (16 max. capacity)</i> <i>Break Out Room B (11 max. capacity)</i>	<input type="checkbox"/> Half-day (4 hrs. or less; \$50 flat fee) <input type="checkbox"/> Full day (\$100 flat fee)
Organization's liability insurance information (please provide a Certificate of Insurance for the date (s) requested)	Name of Insurer: _____ Policy No.: _____ Limits of Coverage: _____ Authorized Officer of Association/Organization: _____ Cell Phone No.: _____ Email Address: _____

Agreement

This Agreement to use the 4005 Port Chicago Hwy, Suite 120, Concord, CA, Conference-Training Center and the smaller breakout rooms is entered into by _____ (“Applicant/Applicant/Licensee”) and the Contra Costa Children and Families Commission (“First 5”) First 5 and APPLICANT/LICENSEE hereby agree as follows:

1. Use of the Conference-Training Center

- a. The Conference-Training Center shall be used and occupied as set forth in the Facility Use Application above, and for no other use or purpose.
- b. Applicant/Licensee and Applicant/Licensee’s guest will not bring or serve any alcoholic beverages, of any kind, in the Conference-Training Center.
- c. Applicant/Licensee and Applicant/Licensee’s guest are not allowed to smoke in the Conference-Training Center.
- d. The maximum number of persons allowed in the Conference-Training Center, at any given time, is **57** people.
- e. If children are brought to the Conference-Training Center, they must remain with, and be supervised by, their adult parent/guardian at all times.
- f. Applicant/Licensee will comply with the general information, rules and requirements set forth above.

2. Scheduling

- a. Applicant/Licensee shall arrange with First 5 to access and use the Conference-Training Center prior to the date(s) it will be used.
- b. Applicant/Licensee will provide a minimum of 48-hours’ notice when cancelling a reservation. Applicant/Licensee will call 925-771-7300 to cancel a reservation. If Applicant/Licensee fails to notify First 5 of the cancellation, it may affect future reservations. Applicant/Licensee’s deposit will not be refunded for cancellations with less than 48 hours’ notice.

3. Deposit

A 50% deposit is required and shall be submitted upon approval of the application by First 5 staff. The remainder of the balance shall be submitted the day of the use of the room.

4. Fee

See ‘Fee Schedule’ in the section above.

5. Revocation

This Agreement may be revoked immediately by First 5.

6. Damage

Applicant/Licensee will be responsible for and use reasonable care to maintain First 5’s property in a reasonable and satisfactory condition during the time it is being utilized by Applicant/Licensee. Applicant/Licensee shall reimburse First 5 for any damage to the First 5’s property caused by Applicant/Licensee and its guests.

7. Indemnification

Applicant/Licensee shall defend, indemnify, save, and hold harmless First 5 and its commissioners, officers and employees; and Sierra Pacific Properties, Inc. and all its allied entities and Seecon Commercial, LLC. from any and all claims, demands, losses, costs, expenses and liability for any damages, sickness, death, or injury to person(s) or property, including without limitation all consequential damages, from any cause whatsoever, arising directly or indirectly from or connected with Applicant/Licensee, its agents, servants, employees, agents, contractors, subcontractors, or guests’ use of the Conference-Training Center, save and except claims or litigation arising through the

sole negligence or sole willful misconduct of First 5 Contra Costa County or its officers or employees and Sierra Pacific Properties, Inc. and all its allied entities and Seecon Commercial, LLC.

If requested by First 5 and Sierra Pacific Properties, Inc. and all its allied entities and Seecon Commercial, LLC., Applicant/Licensee will defend any such suits at its sole cost and expense. If First 5 and Sierra Pacific Properties, Inc. and all its allied entities and Seecon Commercial, LLC. elects to provide its own defense, Applicant/Licensee will reimburse First 5 and Sierra Pacific Properties, Inc. and all its allied entities and Seecon Commercial, LLC. for any expenditures, including reasonable attorney's fees and costs.

8. Insurance

a. General Liability Insurance:

- (1) Applicant/Licensee shall maintain commercial general liability insurance with limits of at least \$1 million per occurrence and \$2 million in the aggregate.
- (2) First 5 and Sierra Pacific Properties, Inc. and all its allied entities and Seecon Commercial, LLC. shall be named as an additional insured.
- (3) Applicant/Licensee's insurance shall be primary, and no insurance or self-insurance maintained by First 5 and Sierra Pacific Properties, Inc. and all its allied entities and Seecon Commercial, LLC. shall contribute to it.
- (4) Coverage shall be placed with a carrier licensed to do business in California with an A. M. Best rating of at least A: VII.

b. Workers' Compensation Insurance:

- (1) Applicant/Licensee shall maintain Workers' Compensation insurance as required by law and Employers' Liability insurance with limits of at least \$1,000,000 per accident, injury, or disease.
- (2) Coverage shall be placed with a carrier licensed to do business in California with an A. M. Best rating of at least A: VII.
- (3) The carrier shall waive all rights of subrogation against First 5 Contra Costa, its directors, officers, employees, and authorized volunteers; and Sierra Pacific Properties, Inc. and all its allied entities and Seecon Commercial, LLC.

c. Proof of Insurance:

- (1) Applicant/Licensee shall provide certificates of insurance and required endorsements with this signed Agreement. If any required coverage expires during the term of this Agreement, Applicant/Licensee shall provide updated certificates and endorsements at least ten (10) days prior to policy expiration.

Obligations under this section may be broader than coverage afforded by Applicant/Licensee's insurance. Applicant/Licensee shall be financially responsible for any uninsured or underinsured claims, losses or damages as described above.

9. Authorization

Licensee, or the representative of Licensee signing this Agreement on behalf of Applicant/Licensee, represents and warrants that it has full power and authority to enter into this Agreement and fulfil the obligations set forth herein.

My signature certifies that I have read and agree to abide by and uphold all policies, procedures, rules and requirements governing the use the of the First 5 Contra Costa Conference-Training Center Facility and equipment (A copy of the Reservation Policies and Procedures attached hereto and incorporated herein by reference are part of this Agreement to the same extent as if fully set forth). I understand that failure to do so will result in the loss of future privileges in the use of the facility.

Signed By: _____ Date _____
Applicant Authorized Representative

Print Name/Title: _____

Signed By: _____ Date _____
First 5 Contra Costa

Print Name/Title: _____
Executive Director (or designee)

Upon First 5 Contra Costa Final Approval (below), First 5 hereby grants organization/permit holder (hereinafter called the "Licensee") permission to use the Facility as outlined subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this agreement.

--Internal Use Only--

Application Complete and Approved (date): _____ Not Approved (Reason): _____

Reviewed by: _____ Date: _____

Deposit Paid: \$ _____ Date: _____

Accepted by: _____ Date: _____

Rental Fee Paid: \$ _____ Date: _____

Reviewed by: _____ Date: _____

Copy of Certification of Insurance provided: Yes/ No; Initials: _____

Signature Final Approval: _____ (ED/FOD/designee) Date: _____

Print Name and Title: _____

ATTACHMENT A
Conference-Training Center
Multi Day Fee Schedule

First 5 offers a discounted rate for entities interested in the use of our Conference Training Center for multiple days. The fee schedule and guidelines are outlined below:

Group 1: Non-Profit Rate

10% discount (\$90.00 per hour minimum of 2 hours) for 3-5 reservations over multiple days/weeks/months not to exceed 6 months. Days do not need to be consecutive.

20% discount (80.00 per hour minimum of 2 hours) for 5-8 reservations over multiple days/weeks/months not to exceed 12 months. Days do not need to be consecutive.

Group 2: For Profit Rate

10% discount (\$112.50 per hour minimum of 2 hours) for 3-5 reservations over multiple days/weeks/months not to exceed 6 months. Days do not need to be consecutive.

20% discount (\$100.00 per hour minimum of 2 hours) for 5-8 reservations over multiple days/weeks/months not to exceed 12 months. Days do not need to be consecutive.

Group 1 & 2

Breakout room fees are reduced by 50% for multi day reservations.

Terms and Conditions

- Multi-use reservations will require a 50% non-refundable deposit for all future date reservations to receive the discount.
- The deposit is non-refundable if any future dates are canceled.
- Re-scheduling a future reservation requires 7 days prior notice and will only be granted if the space is available for the requested date. If the space is not available, the agency may choose any other available date within the time frame specified of 6 or 12 months.

While we understand that unexpected events happen that could cause changes, it is important to notify First 5 as soon as possible of any changes.

Signing below certifies that I have read and agree to the terms, conditions and fees as stated for multi-use reservations. I also understand that all conditions apply stated in the Application Agreement.

Signed By: _____
Applicant Authorized Representative

Date

Signed By: _____
First 5 Contra Costa
Executive Director (or designee)

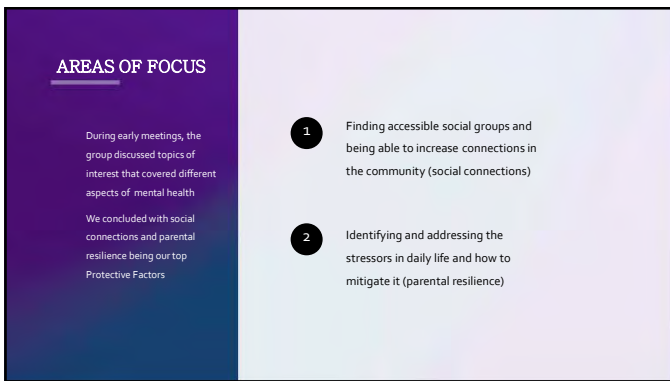
Date



1




2



3

BIG QUESTIONS

During this exercise, we narrowed down the types of questions we wanted to ask parents based on the areas of focus and chosen Protective Factors



4

HOW WE GATHERED DATA

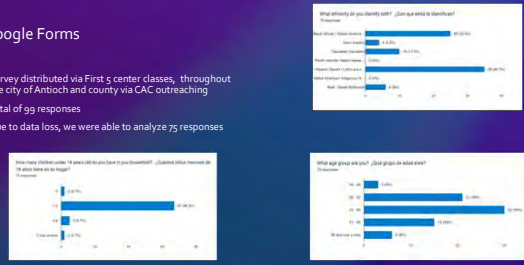
- Collected 99 paper and digital surveys
 - Due to data loss, we utilized 75 of the 99 surveys
- Focus Group consisting of 6 participants
 - 1 Father
 - 1 Grandmother
 - 4 Mothers



5

SURVEY DEMOGRAPHICS

- Google Forms
 - Survey distributed via First 5 center classes, throughout the city of Antioch and county via CAC outreaching
 - Total of 99 responses
 - Due to data loss, we were able to analyze 75 responses



6

SAMPLE QUESTIONS

Focus Area #1 Social Connections

- Do you have a social network? (A network of social interactions and personal relationships)
- Do you know what to do when you cannot find social groups in your primary language of culture?

Focus Area #2 Parental Resilience

- Do you know how to overcome social anxiety in healthy ways?
- Do you know how to process and manage your own behavior and reactions when stressed and/or upset?

7

SURVEY FINDINGS

- Parents DO have social networks
- Parents DO understand the negative impact of stress on daily life
- Parents DO value seeking mental health support
- Parents DO NOT know how to overcome social anxiety
- Parents DO NOT know how to process and manage their own behavior and reactions when stressed
- Parents ARE NOT aware of events and groups in their community BUT would like to be



8

FOCUS GROUP

- Focus group interest gathered from survey
- 32 expressed initial interest
- 6 total attendees
 - o 1 Father
 - o 4 Mothers
 - o 1 Grandmother



9

SAMPLE QUESTIONS

Focus Area #1 Social Connections

- Have you ever experienced social anxiety? What are some healthy ways to overcome social anxiety?
- Please share your experience on how you found your social group? If so, what is your social group? If not, what is holding you back from finding/joining a social group

Focus Area #2 Parental Resilience

- Are you able to identify your feelings and emotions?
- Are you able to process and manage your own behavior and reactions when stressed and/or upset? If so, how?

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FOCUS GROUP FINDINGS

Participants were able to share what brought them to the focus group, the different coping skills used during times of stress, and their experience with social groups and anxiety

- Parents DO know how to identify their emotions and feelings
- Parents DO take personal time to calm down
- Parents DO NOT know a variety of ways to cope other than self-isolation or keeping busy
- Parents DO value knowledge of community events and groups



11

CONCLUSIONS

Parents exhibit strength by being able to identifying their emotions and physical reactions to social stress and daily stressors

Parents need support in finding healthy ways to deal with these emotions and stressors, both individually and in group settings

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RECOMMENDATIONS: SOCIAL CONNECTIONS

Social Connections

#1 Enhance social connections by providing parents assistance with increasing access to resources within the community that supports social anxiety. Parents should be more aware of community events, gatherings and support groups.

13


RECOMMENDATIONS: PARENTAL RESILIENCE

Parental Resilience

#2 Increasing parental resilience by providing families with opportunities to learn the strategies and skills on how to cope and problem-solve in positive ways.

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Delta First 5 Center CAC



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Areas of Interest

1. Assessing families' proficiency in addressing their emotional needs during challenging times and exploring the coping mechanisms they employ to alleviate stress when faced with life's overwhelming moments—Parental Resilience.
2. Examining whether families maintain expectations for their children that are grounded in the realities of their brain development.

16

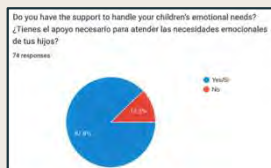
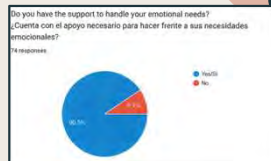
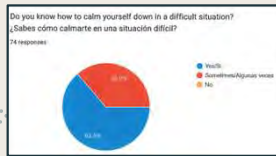
Data Collection

- Dot Survey: 74 Surveys done online, handed out at Delta First 5, the local moms group and the Village Community Center
- 9 In-Person Interviews
- 2 Phone Interviews

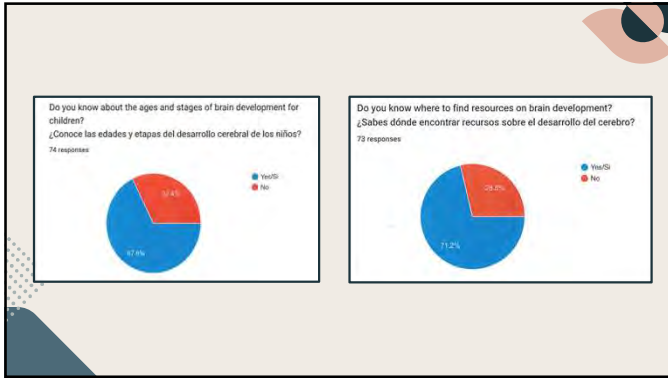


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Results



18



19

What we learned—Dot Survey

- Families demonstrate the ability to self-soothe during challenging situations.
- Families possess the necessary support to address their emotional needs.
- Families have the resources to tend to their children's emotional well-being.
- Families have articulated stress-relief techniques they employ when feeling overwhelmed, such as crying, taking a walk, screaming, and exercising.

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What we learned—Dot Survey

- Families are aware of the stages and ages of brain development.
- Nevertheless, when asked about their specific expectations of their children, varied responses emerged.

21

What we learned–Phone & In-Person Interviews

- Families hesitate to seek assistance when needed.
- They often feel like a burden rather than recognizing the potential for others to find purpose in helping.
- Mothers often bear the weight of responsibilities alone, handling everything themselves.
- There's a sense of mistrust among parents.
- While parents possess effective calming skills, they occasionally lack the time to utilize them.

22

What we learned–Phone & In-Person Interviews

- Parents state that they are knowledgeable about the ages and stages of brain development.
- Yet the absence of specific details in their responses suggests otherwise.

23

Recommendations

1. Increase **Parental Resilience** by equipping families with tools and strategies to shift the narrative, perceptions, and cultural norms surrounding seeking assistance.
2. Enhance **Knowledge of Parenting and Child Development** by empowering families with strategies and tools to align their expectations of children's abilities with the appropriate ages and stages of development.

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5 Protective Factors

Our work is based on the 5 Protective Factors

- **Parental Resilience** – Being Strong and Flexible
- **Social Connections** – Parents Need Friends
- **Concrete Support in Times of Need** – Everybody Needs Help Sometimes
- **Knowledge of Parenting and Child Development** – Being a Great Parent is Part Natural and Part Learned
- **Social and Emotional Competence of Children** – Parents Need to Help Children Communicate







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Finding Our Focus

After examining the community needs, we decided to focus on the following Protective Factors:

- Concrete Supports
- Parental Resilience
- Knowledge of Parenting and Child Development



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Finding Our Focus

To prepare our survey, we narrowed our focus on the Big Questions we were interested in exploring in our community.

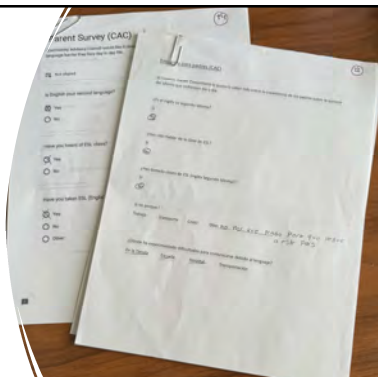
Our topics of interest were:

- Immigrant families facing language barrier
- Safety around homeless people with mental health

29

Data Analysis

- We collected 38 surveys from an online survey we shared via social media to families in the community. We also collected 16 surveys in person (12 in Spanish and 8 in English).



30

Parent Survey (CAC)

Community Advisory Council would like to know more about parent's experience about language barrier they face day to day life.

Is English your second language?

Have you heard of ESL class?

Have you taken ESL (English Second Language) classes?

If not, why?

- Work
- Transportation
- Cost
- Others

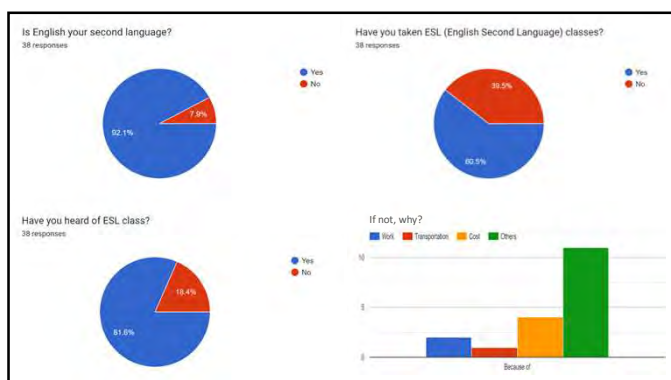
Because of

Where have you been experienced a difficulty communicating because of language?

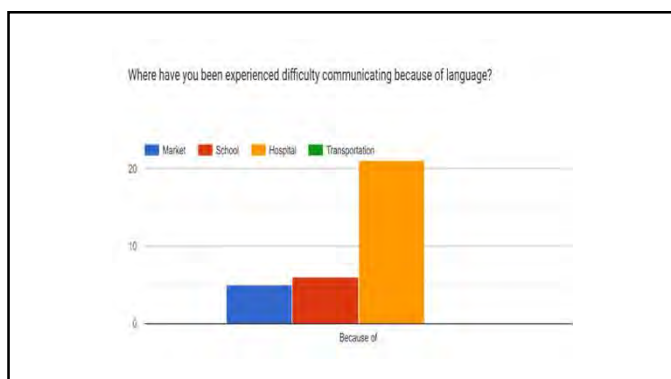
- Market
- School
- Hospital
- Transportation

Because of

31



32

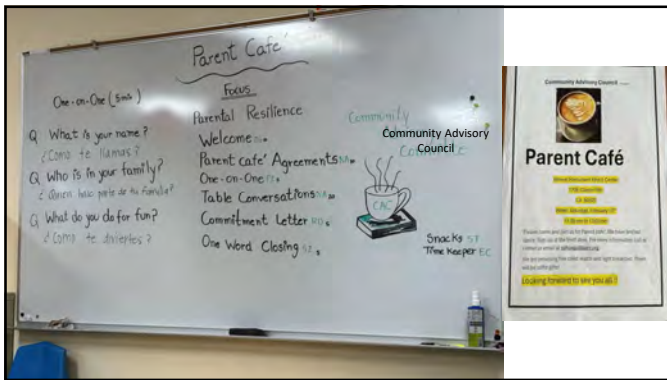


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Reflection Time

After doing first round of data gathering . We found out that there was no recommendation need to make at this time. Information they gathered was very different from the big question and data they had originally gathered.
We came to a dead End !

34



35

New Focus Area

CAC team decided to do a Parent Café on February 10th 11:00 am to 12:00pm.



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Parent Café' Questions

- How do you keep from getting overwhelmed when parenting?
- How do you feel good about yourself when you're struggling with your child's behavior?
- How do you recognize when there's too much stress in your life and what do you do about it?
- How do you think your stress can impact your child?

37

Gathering data

During the café on each table there was a CAC host. With the participants consent CAC host recorded their conversation from each table.


Our topics of interest were:

- Mental Health in Children
- Parental Stress

38

Data Analysis

To develop our recommendations, we reviewed the data from the Parent Café'



39


Recommendations

- Based on the information we gathered, we have made the following recommendations to the Monument First 5 Center.
- We feel these issues are important to the families of the Center, and in our greater community.

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Recommendation 1, 2 – Social Connections


- Help parents to cope with stigma of mental health.
- Provide safe space for parents where they can connect with other parents to destress themselves.



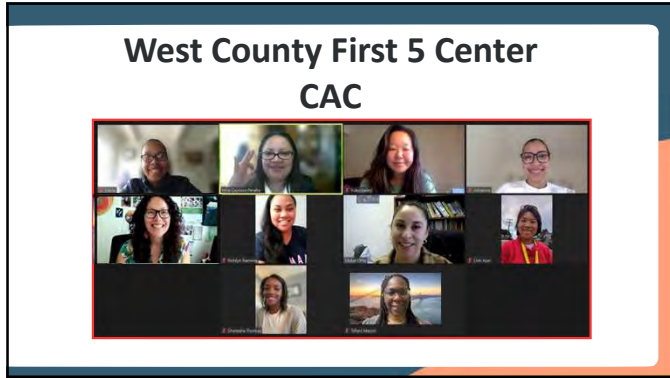
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Recommendation 3, 4 – Knowledge of Parenting and Child Development

- Strategies for parents to minimize their reactions when they feel frustrated.
- Help Parents to understand the importance of early intervention.




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Peer to Peer Empowering Support



✓ Parental Resilience and Social Connections

Helping with Big Feelings



✓ Social and Emotional Competence of Children

44

Big Questions

Peer to Peer Empowering Support:

Helping with Big Feelings

1 Do parents have the the community to speak out or share their ideas?

2 Do parents know how to empower themselves to feel confident enough to reach out to others?

3 Do parents know the benefits of joining local parent support groups?

4 Do parents have what they need to support their child's social emotional needs while not reacting?

5 Do parents know where to go for support on getting more information on resources on how to support their children to learn to self-regulate?

6 Do parents have the supportive relationship around them they need to be able to teach their child how to work through their emotions in positive ways

45


CAC Data Collection Tools

Data Collection Tool	Questions	Participants	Mode
Parent Cafe	6	34	Virtual
Stickers and Dots Survey	7	90-112	In Person

46


2 Groups Parents Cafe - 6 Questions

Group 1 - English



22 Participant

Group 2 - Spanish



12 Participant

47

First Data Collection Tool

Parents Cafe

1. When you hear the phrase peer to peer empowering support what does that make you think of ?
2. How do you develop leadership roles and empower yourself to feel heard in your community and family?
3. How does feeling overwhelmed and busy affect your relationship with others around you who could or want to support you?
4. When have you felt supported by your peers to step out of your comfort zone?
5. How do you and your friends support yourself in leadership?
6. When focusing on your goals or needs in what ways could a peer to peer empowering support groups at the center serve as support?



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Community Strengths - Parental Resilience


Willingness to openly express their ideas

Interpersonal connections and interpersonal communication with others

Having firsthand experience in recognizing individuals' needs and understanding parenting challenges.

Engaging in open communication with people to exchange their experiences and provide support and guidance.

Encounters, tenacity, and the significance of time.



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Community Needs

- 1 Community parent organization where they can exchange information, assist one another
- 2 Gain knowledge from others regarding leadership and skill development and acquire new abilities.
- 3 Understanding how to support one another's domestic responsibilities and self-care.
- 4 More assistance during times of need and an awareness of when others require support
- 5 They may find it challenging to venture beyond their comfort zones due to the depth of responses.

50

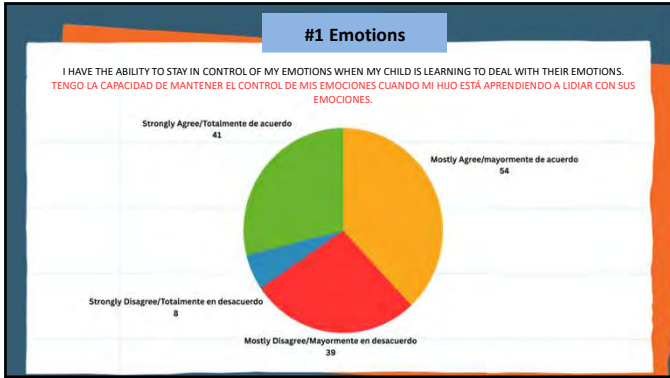
Second Data Collection Tool

In Stickers and Dots Data

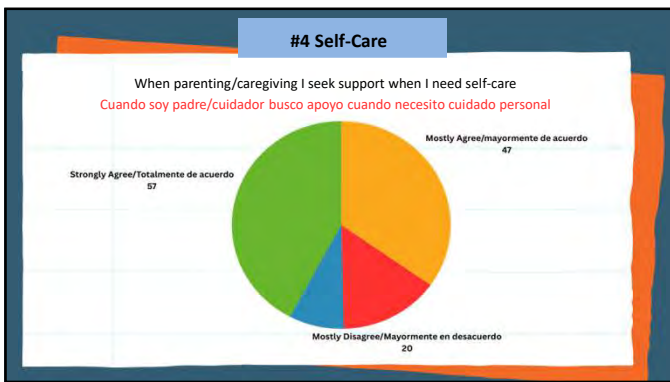
7 Questions, About 142 participants responded



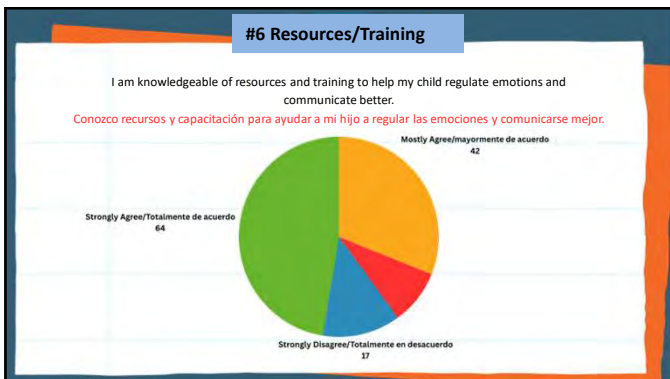

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Community Strengths
Social and Emotional Competence of Children




Strategies when trying to support their child while dealing with emotions.

They have confidence in reconnecting with their child after they have practiced self-regulation skills and calmed down

Knowledge in the developmentally appropriate stages for expressing emotions through language for their child

55


Community Needs - Social and Emotional Competence of Children



33% More information on how to be in control of their emotions when their child is learning to deal with their own emotions.

23% Capable of acknowledging that when parenting/caregiving that they need to get support when they need self-care


21% More resources and training to help my child regulate emotions and communicate better.



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Recommendation - 1

Increase Knowledge of ways for caregivers to self-regulate while providing resources and training to help understand and resolve their children's emotions.



Protective Factor: Social and Emotional Competence of Children

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Recommendation - 2

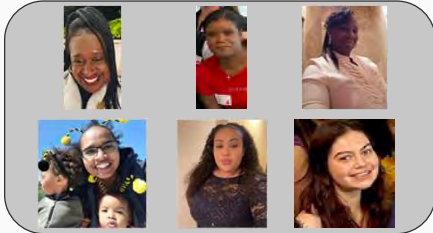
Increase opportunities for caregivers to share their skills and teach each other to practice leadership and empowerment.

Protective Factor: Parental Resilience and Social Connections



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East County First 5 Center CAC





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5 Protective Factors

- 1 Parental Resilience** "I will continue to have courage during stress or after a crisis."
- 2 Social Connections** "I have friendships with people who support me and my parenting."
- 3 Knowledge of Parenting and Child Development** "I know what my child needs as they grow and develop."
- 4 Concrete Support in Times of Need** "My family has access to basic needs."
- 5 Children's Social and Emotional Development** "My child feels loved, has a sense of belonging, and can get along with others."

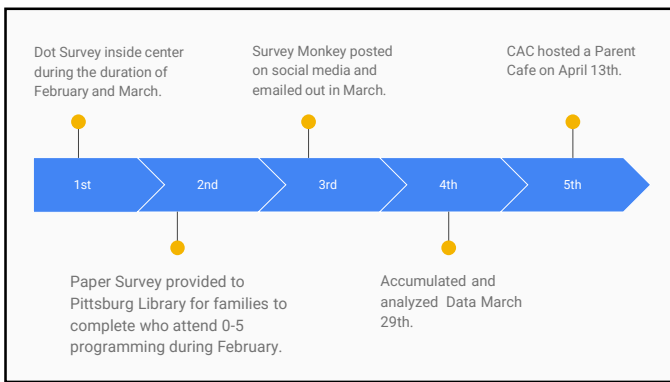
60

Finding Our Focus

- Parental Stress and the rise in Toxic Stress
- Family Isolation
- Cost of Living and Affordability
- Emergency preparations (Financial, Emotional, Readiness)

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Data Collection and Analysis

We collected the following data:

1. Dot Survey responses- 13
2. Paper Surveys (library)- 14
3. Survey Monkey- 22

Total respondents- 49

During our initial analyst we noticed:

- 1) Respondents understood self-care concepts and had established stress busters.
- 2) Respondents felt concerned about finances but stated a sense of financial awareness.
- 3) Respondents struggle with asking for help.
- 4) Respondents have a support system but where looking for more social connections.

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CAC CAFE



After our First data review, we wanted more clarification around:

- Financial routines and strategies
- Barriers to asking for help
- Social supports and overall wellness

We had a total of 8 participants.
2 participants were Male Caregivers
1 participant was a Grandmother.



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2024-2025 CAC Recommendations:

1. Create opportunities for Male Caregivers to work together and interact through social events to increase their social connections.
2. To increase parental resilience by supporting caregivers' financial literacy.
3. To increase awareness through concrete supports around basic rights and an understanding how to access and interpret their rights.

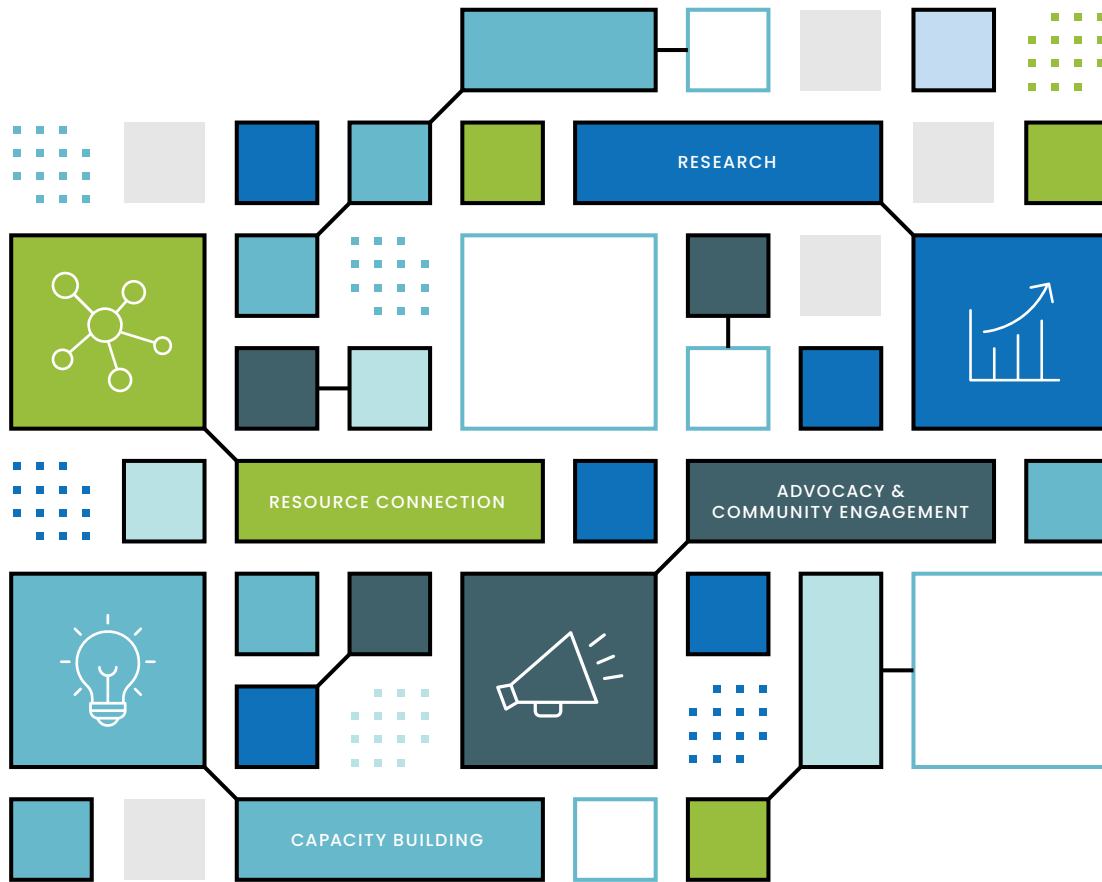
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Thank you

In partnership with:

66



PROGRESS REPORT ON FIRST 5 CONTRA COSTA'S STRATEGIC PLAN

JUNE 2024



TABLE OF CONTENTS

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INTRODUCTION



OUR VISION

CONTRA COSTA'S YOUNG CHILDREN WILL BE HEALTHY, READY TO LEARN, AND SUPPORTED IN SAFE, NURTURING FAMILIES AND COMMUNITIES.



first5coco.org

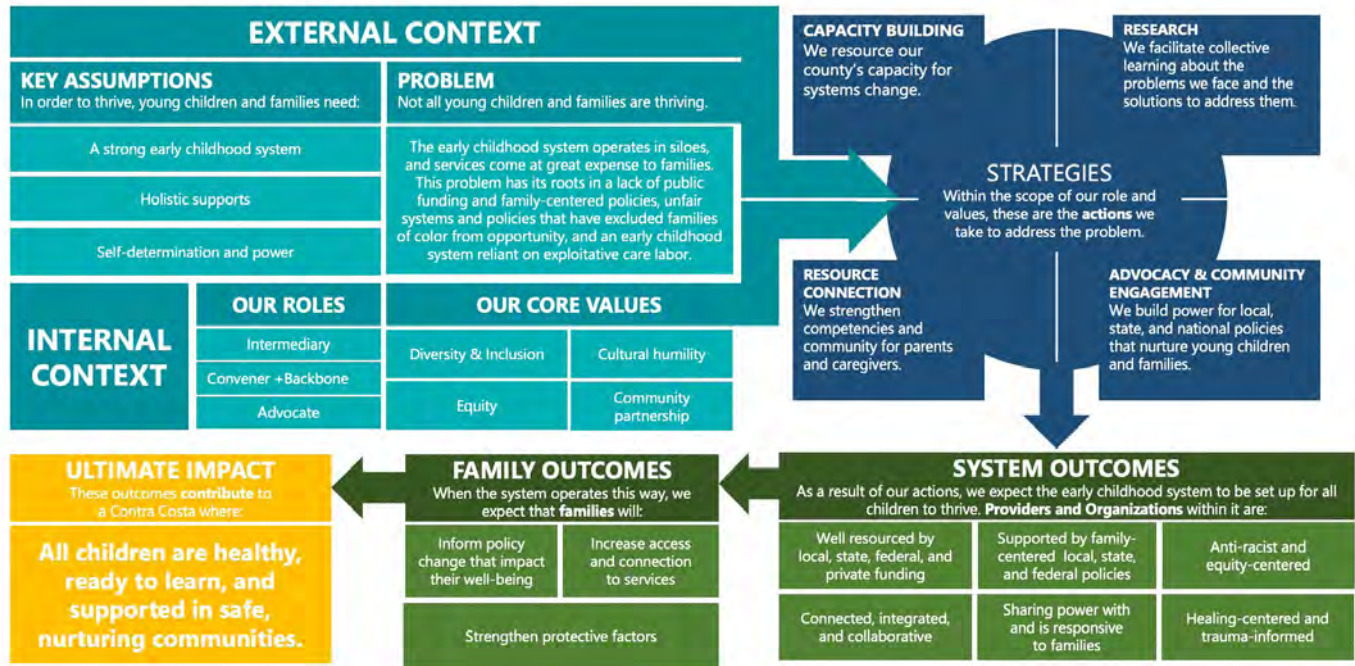
Each of First 5 Contra Costa's strategic plans over the past 25 years has reflected adjustments to changing conditions. In the last five years, our strategic plans have emphasized our shift away from functioning primarily as a funder of direct services and towards greater emphasis on strengthening the systems that serve children and families.

The current strategic plan, which spans 2023–2026, continues that trend by concentrating First 5 Contra Costa's investments and efforts in the three focus areas where we believe we can have the greatest and most enduring impact: Early Childhood Education, Early Intervention, and Family Strengthening. In each of these focus areas, we rely on four core strategies to effect change:

- **Capacity Building**—resourcing Contra Costa County's capacity for systems change.
- **Research**—facilitating collective learning about the problems we face and the solutions to address them.
- **Resource Connection**—strengthening competencies and community for parents and caregivers.
- **Advocacy & Community Engagement**—building power for local, state, and national policies that nurture young children and families.

INTRODUCTION

The following Theory of Change graphic outlines how we use these four core strategies to address the problem and move toward the systems and focus outcomes we aspire to achieve.



In addition to these core strategies across our programmatic focus areas, we have continued building and strengthening our organizational culture and internal infrastructure with organizational strategies focused on our people and culture and our operations and processes.

This interim report highlights our progress over the last 11 months on the goals outlined in our strategic plan. Each section of this progress report draws from the strategic plan's definitions of our core strategies and plans for the three-year period, followed by examples that demonstrate our intentional progress in each area. We hope this report invites discussion, conversation, and new ideas as we continue to move forward towards our shared goals. We still have a ways to go, but we're encouraged by the progress we have made in this first year of our three-year strategic plan period.

We also look forward to sharing our Community Impact Report with the community in the fall. Our annual Community Impact Report captures the trends we are seeing in our work in each focus area and highlights the work of our many partnerships with coalitions, systems partners, and service providers.

CORE STRATEGY: CAPACITY-BUILDING

How we define capacity-building

We build capacity for systems change by identifying and supporting the professional development of our external and internal partners in the early childhood system. Our capacity-building work supports the incubation, funding, and scaling of initiatives that advance equity, integration, healing-centered practice, parent voice, and power in our organizational and community systems.

What we said we'd do

Over the next three years, we committed to:

- Continue to uplift **parent** voice, leadership, and power in order to strengthen families' capacity to effectively navigate the early childhood system and advocate for their children's needs.
- Focus on building, strengthening, and sustaining the **early childhood workforce** through training, development, and implementation.
- Provide holistic **capacity building support** to the system that fosters effective cross-sector communication and collaboration with a lens of sustainability, equity, and social justice.

How we're doing

Parent voices are strong at the East County First 5 Center, where the Ready Kids East County Parent Group has become one of the Center's parent support groups. As recently as December 2023, the group had 30 families participating. Since the end of last year, the number of families has more than doubled to 65 families and the group, originally led by a First 5 Contra Costa staff member, is now led by the East County First 5 Center. The growth in



“These services helped my family become more knowledgeable on my son’s development needs. It has also helped my son become more social with other children and engage in activities with others.”

Parent participating in First 5 Contra Costa-funded program

CORE STRATEGY: CAPACITY-BUILDING

participation and the transition to thriving under the leadership of the East County First 5 Center staff support illustrate our efforts to uplift parent voice, leadership, and power.

The early childhood workforce includes Family Child Care (FCC) providers who serve infants and toddlers in home-based settings. These dedicated providers often have difficulty accessing **professional development resources** that could contribute to higher quality care. A pilot program recruited 15 FCC providers participating in Quality Matters to learn from a new specialized training program customized to this group of providers.

Participants gained knowledge about supporting high-quality infant/toddler care and will receive a \$650 stipend, as well as window decals demonstrating to families and the public that they completed this specialized training. The pilot program is rigorous; providers complete a 19 week online training led by West Ed, for which they could receive three units of academic credit through California State University, Fresno at no cost to them. They also complete an additional 7 hours of professional training. First 5 Contra Costa plans to replicate this pilot approach in the next fiscal year, fulfilling our goal of building, strengthening, and sustaining the early childhood workforce.

In contrast to training that is tailored to specific provider needs and audiences, First 5 Contra Costa also supports training that potentially benefits all ECE providers and the families they care for. Five **inclusion-focused trainings** fall into this category and were available to any ECE provider in Contra Costa County as part of the Measure X-funded Inclusion Project. Three trainings were from the Beginning Together curriculum focused on universal design concepts, tips on talking to families about concerns, and other strategies to make ECE programs as welcoming as possible. Delivered by First 5 Contra Costa coaches, these trainings reached 37 early educators. We also contracted with CocoKids to offer training on differences in children's sensory abilities, reaching 82 early educators.

Quality Matters coaching and education efforts like the FCC specialization pilot and inclusion trainings are an important contribution to help early learning providers advance in their journeys to enhance program quality. As state funding for continuous quality improvement efforts like Quality Matters declines, First 5 Contra Costa and the Contra Costa County Office of Education (which lead the Quality Matters program) completed **strategic planning** to make the effort more sustainable yet



CORE STRATEGY: CAPACITY-BUILDING

impactful for participants next fiscal year. Some of the changes include creating three types of quality supports to match where providers are in their continuous quality improvement journey, realigning monetary incentives, and ensuring all program materials are available in both English and Spanish.

Ideally, technology can streamline and improve processes. First 5 Contra Costa's support for an **online tool** to expand and strengthen use of the Ages and Stages Questionnaire (ASQ) is one example. For many years, First 5 Contra Costa invested in training and technical assistance to early childhood education programs to use this reliable tool, used to screen children for developmental or social-emotional concerns. This year, we supported a pilot with two school districts and one licensed early childhood program to use an online version of the ASQ instead of paper versions of the tool. Preliminary feedback indicates that use of the online system may result in more children being screened, while also helping program staff to more consistently follow up when the tool identifies concerns with children's development.

Sometimes, technology gets in the way. The **Contra Costa Network of Care**, launched in 2020 with grant funding, was an online interactive hub to share resources among 300 members who had joined the network. The intent was to create a space where members could share and receive information and interact with each other via posts and messages, centered around the theme of building their skills in preventing, treating, and healing childhood adversity. Successful members-only events included an Agents of Change cohort and annual self-care celebration. However, some users grew frustrated with login difficulties that decreased access—the opposite of the network's original purpose. A new public-facing website will house the same resources and information but with improved navigation and a more user-friendly design so that these valuable resources can be shared more widely.

CORE STRATEGY: RESEARCH

How we define research

We facilitate collective learning about the problems we face and the solutions to address them by investigating and learning systematically. Our research work takes many forms and uses a variety of methods to advance inquiry, discovery, and solution-seeking.

What we said we'd do

Over the next three years, we committed to:

- Use a **Results-Based Accountability (RBA)** approach to better understand and communicate the impacts of our investments and efforts, particularly the young children and families that have been most impacted by disparities in our county.
- Expand and enhance the **research methods** we use to ensure our efforts are centered around a whole child/whole family approach and are empowering to those in our community who have experienced historic and structural inequities.



How we're doing

What is the **impact** of our activities and investments? This question is at the heart of our evaluation efforts, but sometimes is difficult to answer. This year is our first year of implementing some new tools and approaches that aim to answer that question using RBA performance measures with our contracted partners. And how do we measure impact? In several ways. One example was that we adapted our existing anonymous satisfaction surveys used at the First 5 Centers. Two goals of parenting classes offered at First 5 Centers are to increase families' understanding about parenting strategies and that participants make social connections with other families. Previously our surveys, offered in English and Spanish, weren't addressing these key aspects of the classes' impact, so we refreshed the surveys with new questions. The results were affirming: in the first quarter of this fiscal year, between 75–100% of caregivers and parents across all five centers reported making new social connections. An even higher proportion—93–100%—reported that their class strengthened their knowledge of parenting. Along with other feedback about overall satisfaction and specific opportunities for improvement, these results help us understand how well our classes align with First 5 Contra Costa's mission and offer opportunities for improvement in the future.

CORE STRATEGY: RESEARCH

Building on the work to incorporate RBA into contractors' performance measures, this year we worked on developing performance measures and evaluation tools to gauge the impact of programmatic efforts led by First 5 Contra Costa staff (as opposed to being led by contractors). We are focusing on the Help Me Grow countywide model and quality improvement coaching delivered by our ECE coaches. Staff received training from our evaluation partner, Applied Survey Research, and have participated in work sessions to identify what types of measures we want to collect to gauge the impact of our efforts next year. In addition, one of our staff presented on our RBA journey alongside other First 5s at the Child Health, Education, and Care Summit hosted by First 5 California in March 2024.

Making sense of the data we collect about programs is increasingly a team effort. Staff who lead programmatic efforts meet quarterly with the data and evaluation staff to review trends emerging in the data and reflect on questions such as what the data tell us, implications for programs, and elements we may want to learn more about. These discussions have led to shifts in service delivery, metrics used to track services and impact, and surfacing of unmet needs of service providers, families and children—all contributing to our own quality improvement journey.

This year, we've been able to share the results from several research projects that share a commitment to **research methods empowering community members**. A 2024 report highlighted findings from Ready Kids East County, a five-year partnership with the Dean and Margaret Leshner Foundation focused on enhancing the school readiness of African-American and Black children in East County. The report covers the project's history, intent, and impact throughout the community. Parents, service providers, and

"I wanted to share how thrilled and fulfilled I felt watching my child engage in the story time and sing along at the playdate event. He was so happily signing and cheering 'The More We Get Together' and we've continued to enjoy singing and signing at home. He was so filled up with joy and light, as was I. I'm so glad your wonderful team could help us feel so connected, supported and alive. My mothering journey is quite lonely at times, and at the First 5 Center I repeatedly found so much love and so many friends that light up my path in a wonderful way."

Parent participating in First 5 Contra Costa-funded program

¹<https://bit.ly/ready-kids-east-county-report>

CORE STRATEGY: RESEARCH

systems partners were all part of the story and their perspectives are prominently featured in the report. To view the report, click [here](#).¹

Family and provider voices also are centered in a community planning process led by First 5 Contra Costa and our contractor, Cardea Services. This project, funded in part through Measure X funds, identifies ways to **improve**

ECE providers' ability to include children with disabilities in their programs. The Cardea team is conducting an initial landscape scan that inventories current services, based on interviews with ECE providers, early intervention providers, and inclusion programs. Focus groups of parents, providers, advocates, and people with lived experience will add the perspectives of those closest to these issues, to help identify successful approaches as well as gaps and barriers. The insights will yield a two-year comprehensive plan detailing the types of supports needed to better include families and children with disabilities in ECE settings. Updates on the project are available [here](#).²

Fulfilling our role as an intermediary to help Contra Costa County create a sustainable, unified system supporting families with the home visiting services they need, First 5 Contra Costa is working with a national expert, Prenatal to Five Fiscal Strategies, to conduct **fiscal mapping of home visiting programs** in our county. This project will identify, describe, and assess the funding sources used for a wide variety of home visiting programs and models. Working with other key stakeholders across county agencies, the analysis will help us understand the current fiscal landscape to assess opportunities that lead to sustainability and expanded service delivery.

Two related studies are painting a more accurate picture of Contra Costa County's early childhood education workforce. Working with partners also engaged in this issue (including the Contra Costa County Office of Education and Departments of Health, Human Services, and Employment, and CocoKids), First 5 Contra Costa managed a **study to understand early educators' earnings and plans to remain in the field**, conducted by researchers at the Center for the Study of Child Care Employment at UC Berkeley in 2023. Participants included 520 English- and Spanish-speaking educators from three groups: family child care providers (178 participants), center directors (101 participants), and center teachers and assistants (141 participants). The study findings are sobering:



² <https://www.first5coco.org/early-childhood-education/supporting-inclusive-early-care-education-environments/>

CORE STRATEGY: RESEARCH



on average, Contra Costa County educators earn less than their counterparts statewide, despite the high costs of living in the Bay Area. Not surprisingly given this economic situation, between 29–48% of participants either don't plan to be working in the early childhood field in 3 years, or are unsure whether or not they will be. The full report is available [here](#).³

Building on the prior study and addressing the findings about unsustainable income disparities, First 5 Contra Costa is leading an effort to design a **guaranteed income/enhanced compensation pilot program** centered on underpaid early childhood educators. The pilot design will be informed by the voices of ECE educators and an advisory group, which includes both ECE providers and systems leaders. Two contractors are supporting First 5 Contra Costa in this work both with the stakeholder engagement and developing a pilot model. The contractors are Clarity Social Research Group and the Center for the Study of Child Care Employment at UC Berkeley; updates are available [here](#).⁴

³ <https://www.first5coco.org/wp-content/uploads/2024/01/contracosta-ec-workforce-study.pdf>
⁴ <https://www.first5coco.org/early-childhood-education/early-learning-workforce/>

CORE STRATEGY: RESOURCE CONNECTION

How we define resource connection

We strengthen competencies and community by creating access and opportunities for parents and caregivers to engage in services, programs, and opportunities that meet their needs and interests.

What we said we'd do

Over the next three years, we committed to:

- Continue to leverage our **Proposition 10 funding** to incentivize increased local, state, and federal investments in piloting new programmatic approaches to address service gaps in our early childhood systems.
- Partner with **families** to refine the cultural and linguistic relevancy of programming and outreach efforts focused on BIPOC families to ensure more offerings are meeting families' needs.
- Recruit and engage more **service providers and partners** to engage in our networks and efforts to coordinate the early childhood systems.

How we're doing

The expansion of a pilot program designed to reach BIPOC parents with free one-time parent education seminars, delivered by facilitators who represent the same families, is an example of how First 5 Contra Costa is leveraging funds to reach more local families while also engaging families in shaping the project. Partnering with

“The Center has helped me so much and I’m really happy about the improvement in the relationship between my husband and twins. Since he started taking the kids to the developmental playgroup, he has been more understanding of me when the children have tantrums after class because they don’t want to leave because now he experiences it as well. He’s more patient with the children and wants to learn more why they’re having this behavior, instead of just correcting them or relying on me to take care of it. Coming to the Center helps keep our family more positive.”

Parent participating in First 5 Contra Costa-funded program

CORE STRATEGY: RESOURCE CONNECTION

COPE Family Support Center, First 5 Contra Costa secured funding from a state **Children and Youth Behavioral Health Initiative (CYBHI)** grant to launch the seminars. The first series of seminars primarily engaged families with young children working with the Family Justice Center. By June 2025, the seminars should reach 370 families. African-American and Latinx parents provided input on outreach materials designed to reach parents who would be interested in practical, supportive parenting education but may not be able to commit to multiple sessions.



The Ready Kids East County school readiness effort described earlier is another example of **working to create more culturally responsive programming**. To plan the next phase of this effort, an interdisciplinary team of First 5 Contra Costa staff have been meeting with community partners and reflecting on successes and challenges of the initial phase of the effort together. These conversations are exploring new partnerships, shifts in community needs, and additional strategies to ensure there is community-wide awareness and engagement to support the school readiness of Black and African-American children.

First 5 Contra Costa's support of home visiting programs is an example of how we are working to **engage more service providers and partners in our networks**. Working in partnership with Contra Costa Health, we have planned quarterly trainings and professional development opportunities for home visitors to learn about effective practices, explore new trends and research, and connect with each other. The training activities have led to new connections with individuals and programs, including 56 individuals from 4 organizations in the first quarter of 2024, with another training with an expanded list of invitees scheduled for June 2024.

CORE STRATEGY: ADVOCACY & COMMUNITY ENGAGEMENT

How we define advocacy and community engagement

We build power for local, state, and national policies that nurture young children and their families. We do this through advocacy (supporting and taking action on specific causes or proposals) and community engagement (thoughtfully creating bi-directional communication and engagement with groups in a mutually beneficial way to strengthen a common shared outcome).

What we said we'd do

Over the next three years, we committed to:

- Thoughtfully engage those involved with and impacted by proposed policy or system changes to **inform the approach and outcome** and strive to ensure the process is mutually beneficial.
- Create and identify avenues for parents/ caregivers and service providers to understand their power and ability and opportunities to be **advocates for policy and systems change** in our three focus areas.
- Champion **policy changes** and the **allocation of public resources** related to our three focus areas that will lead to the family and system outcomes in our Theory of Change.

How we're doing

Just as parents and caregivers are engaged in shaping the programs and services for their families, we want to create similar opportunities for them to participate in all of First 5 Contra Costa's system change efforts. First 5 Contra Costa is developing a **Parent Advisory Group** that will be launched in fiscal year 2025. The new group will draw from members at each First

A parent of a 3-year-old boy had expressed interest in joining the Antioch First 5's Community Advisory Council. When talking to the Center Director about the reason for her interest she responded with, "We are so thankful for the center. My son didn't speak until after I started bringing him here to the center. He was a pandemic baby so he hadn't had any socializing other than me and his dad, so this has helped immensely and I'd love to give back in anyway I could."

Reported by First 5 Center staff

CORE STRATEGY: ADVOCACY & COMMUNITY ENGAGEMENT

5 Center’s Community Advisory Council, which are action research groups composed of parents and interested community members who want to explore and make recommendations for how the center can address the needs of the immediate community. Staff are recommending members from each Community Advisory Council apply to join the countywide Parent Advisory Group to provide input on the needs impacting families with children under age 6. Staff plans to launch this new effort in the new fiscal year.

To inform First 5 Contra Costa’s own efforts and to make it easier for individuals and organizations to understand the various advocacy efforts in the county, we conducted a landscape scan of 23 policy advocacy efforts. The scan helped identify that there are several existing opportunities for parents, caregivers, and service providers to advocate directly on the issues First 5 Contra Costa champions. The scan also will help inform future efforts related to advocacy and building power. Download the new *Directory of Advocacy Efforts in Contra Costa County Related to Early Childhood Issues* [here](#).⁵

The county-wide advocacy scan was sparked, in part, by our own internal scan. An internal interdisciplinary group examined First 5 Contra Costa’s advocacy efforts over time, presenting findings to all staff and to the Commission, who approved their recommendations at their April 2024 meeting. In addition to launching the Parent Advisory Group described above and continuing to support advocacy among parents and service providers, we plan to launch a new training series and mini-grant opportunity for parents and service providers in 2025 specifically geared to building advocacy skills and capacity. We also will explore ways to better leverage and connect the three service provider coalitions led by First 5 Contra Costa.



⁵ <https://bit.ly/2024-advocacy-efforts-directory>

ORGANIZATIONAL STRATEGIES

How we define organizational strategies

Our organizational strategies are summarized within two workstreams: 1) People and Culture, and 2) Operations and Processes. These workstreams provide a bridge between our high-level strategic plan, agency-wide tactical plan, and department work plans.

What we said we'd do

- **Expand professional development opportunities and resources** for First 5 Contra Costa staff that support our organizational goals while enhancing the knowledge and skills of our workforce, ensuring First 5 Contra Costa has the needed expertise and competencies to execute the strategic plan.
- Strengthen First 5 Contra Costa's **culture of inclusivity and belonging** that is reflected in its policies and communication, cultivates internal leadership, and increases employee engagement.
- Invest in necessary **upgrades in information technology tools, software and technology equipment** that supports effective and efficient communication, operations, and connection across internal and external stakeholders including First 5 Contra Costa staff, Commissioners, contractors, grantees, funders, families, community partners, and the public.
- Strengthen **fiscal tools and update policies that safeguard fiscal stewardship** and increase agility and adaptability necessary to administer and disseminate diverse funding streams.
- Preserve and leverage existing First 5 Contra Costa **owned and rented facilities** as welcoming, safe, and equipped spaces for collaboration, learning and co-designing of innovative solutions and models supporting young children and their families.

How we're doing

Like many organizations, First 5 Contra Costa has had to adjust to retirements of long-time staff and other staff turnover, which can mean both losing years of institutional history and experience as well as effectively onboarding and welcoming new staff and talents. We are proud of the way our strategies of cross-training and succession planning have eased these transitions and position the organization for the future. Both strategies grew out of an organizational study that identified these gaps. The interdisciplinary internal workgroups described above, such as the group interpreting our data together or exploring advocacy opportunities, are reflections of more intentional efforts to understand all the different roles and perspectives within the organization so that everyone can contribute their talents as team members. These structures have helped engage staff throughout the organization in rich discussions ranging from advocacy aims and data sense-making to the nuances

ORGANIZATIONAL STRATEGIES

and implications of budgets. It also addresses the issue of blind spots and silos as staff are more naturally exposed to each other's roles and functions.

As new staff have joined the organization, we have renewed our commitment to provide training to make sure we continue building our internal competencies and support staff moving into these roles. This year we had two staff complete supervisory training and we are identifying additional professional development opportunities to nurture their growth. Our Communications staff also

worked with a communications consultant to help all staff see themselves as spokespersons for the organization and to develop tools that help them translate their dedication and commitment into "Ambassador" roles, in any setting. Our consultant held two trainings on being Ambassadors for the agency, and our communications staff invited the First 5 Association to provide an in-service training on communications and working with the media. One of our coordinators also has completed a multi-week training on advocacy strategies led by one of the coalitions in East County in which we actively participate, and two of our program staff attended a national conference on Help Me Grow efforts. In addition, 10 of our staff attended First 5 California's Child Health, Education, and Care Summit in Oakland in March 2024. All of these are examples of how we are investing in leaders within our organization to provide opportunities for staff while building overall capacity and effectiveness.

We have also worked to strengthen our organizational culture of inclusivity and belonging. Last fall, a Team Building Committee was created to plan and coordinate activities and events that promote relationship and trust building for staff across the organization. The Committee has a designated Chair to facilitate meetings which are held monthly to plan year-round activities some of which include: potlucks, individual engagement & reflective activities posted in the employee breakroom, holiday celebrations, and seasonal events including a summer staff picnic. The Team Building Committee also created and distributed a staff survey to gather input from all staff about desired level of engagement, frequency, and themes/types of activities. Also, a staff library was also initiated to encourage staff conversations about a diversity of subjects. Books can be donated to and check-out from the library by staff. An idea board was also created to encourage different ways of communication about the books read, share reflections and to spark dialogue of relevant topics. We are working to secure resources to support a restorative staff retreat this fall, where we can reflect



ORGANIZATIONAL STRATEGIES



on strengths and challenges, and unify behind our agency-wide and individual work plans for the coming year. We are in the early phases of conducting a collaborative process to assess our strengths and weaknesses related to our organization's anti-racist approaches. The assessment covers areas from workplace culture to community engagement and has sparked conversations about our assets as well as areas that need more development.

While investing in our people, we also recognize the need to upgrade key aspects of our infrastructure that make their work

possible. We secured foundation funding to revamp the technology in our conference center, making this a state-of-the-art, accessible community resource that will soon be available for third-party use. To prepare for outside use of the conference center, staff drafted a Facility Use Application and Agreement and a packet for prospective users that includes a welcome letter, reservation policies and procedures, fee schedule, diagram for room set-up options, and a clean-up/vacating checklist. The agreement language is currently under review by County Risk Management and we hope it will be finalized in time to offer the facility to groups this summer.

Technology and connectivity upgrades also have been crucial to help staff working in a hybrid environment, which is likely to continue for some time. All staff switched to docking stations and received new laptops to replace those that were not optimal for productivity. In addition, to prevent injuries and make the work environment as safe and comfortable as possible, we have invested in adjustable monitor arms as well as new and larger monitors with improved resolution and clarity to reduce eye strain, replacing monitors that in many cases are over a decade old.

Several of our facilities have received upgrades that make the spaces more welcoming, safe, and comfortable. The interior of the **Monument (Concord) First 5 Center** has been repainted and will soon have new VCT tile flooring installed in the main classroom this summer. Privacy film has been installed on the Monument Center's windows and a doorbell camera and floodlights were installed in response to safety concerns in the area. Future plans include installing new fencing around the building's perimeter so that children and families can enjoy an expanded outdoor learning space.

The **East County (Pittsburg) First 5 Center** also received a fresh coat of paint in its small and large conference rooms, as well as a whiteboard wall for teaching staff. Future plans include a garden area for outdoor learning opportunities. An adjoining suite at the site, formerly occupied by the Welcome Home Baby Program, has been repainted and recarpeted for the next occupant. At the

ORGANIZATIONAL STRATEGIES

West County (San Pablo) First 5 Center, new fencing and plants in the front of the building have erased damage from a collision earlier in the year; the site's nature yard also will receive some new items soon. At the **Antioch First 5 Center**, staff are optimistic that talks with Mayor Thorpe and his team will soon lead to sprucing up the center's back gravel parking lot and expand outdoor learning opportunities for children.

We also have been working to make our policies and procedures less bureaucratic and more consistent. Simplified procurement policies are in the works, which also will incorporate REDI practices and principles. Even seemingly small changes, such as shifting from "wet" signature requirements to using DocuSign during the last fiscal year, have increased ease and efficiency for us and for our partners and contractors.



CONCLUSION



We are proud of the progress we have already made in advancing our core and operational strategies, while recognizing we still have more work to do. Using our strategic plan and theory of change as guiding frameworks, we see all of these activities aligned not only with our planning frameworks, but also with the way we have construed our role with partners and community members.

We look forward to reporting on more progress on all these fronts as we continue to implement, fine-tune, and evaluate our strategies.



first5coco.org



**Staff Report
June 10, 2024**

ACTION: X
DISCUSSION:

TITLE: Approval of Revised Purchasing & Contracting Policies

Introduction:

The Commission’s Consolidated Financial Policies (CFP), adopted initially in 2006, form the foundation of First 5’s procurement framework. Since our last revision of the procurement policy in 2016, First 5 Contra Costa(F5CC) has remained dedicated to evolving alongside the ever-changing needs of the communities we serve. Per the Operations & Processes Workstream of the Organizational Strategies outlined in the Commission’s Strategic Plan 2023-26 - First 5 staff conducted a thorough review of our procurement policies and procedures to enhance operational excellence and fiscal responsibility. The purpose of this internal review process is to update policies that safeguard fiscal stewardship and increase agility and adaptability necessary to administer and disseminate diverse funding streams under the Commission’s purview¹.

Background:

To inform our revision process and enhance our operational agility, we conducted research and analyzed the procurement policies and procedures of a sample of eight (8) other First 5 Commissions. This analysis provided valuable insights into best practices and trends in procurement management within our sector. Leveraging this data as a foundation, we revised the procurement policy to reflect the needs of First 5 Contra Costa and have vetted these with County Counsel. The recommended changes to the Consolidated Financial Policies are noted as tracked changes in the attached copy of the CFPs - pages 6 through 17. A few significant additions are:

- **VII.A Guiding Principles:** Embodies F5CC’s commitment to Race, Equity, Diversity, and Inclusion (REDI) principles. Emphasizes REDI principles in procurement practices. Aligns with strategic goals outlined in the First 5 Contra Costa Strategic Plan.

¹ [First5ContraCosta-Strategic-Plan-2023.pdf \(first5coco.org\)](#) p.26



- **VII.D Competitive and Non-Competitive Procurement Methods:** This section outlines new thresholds and procedures for no-bid, informal bid, and formal bid processes.
- **VII.E Cooperative Agreements and Piggybacking:** Allows procurement through cooperative agreements or piggybacking with public agency partners.
- **VII.H Diversity, Equity, Inclusion, and Community Partnership:** Demonstrates commitment to accessible and fair procurement practices. Prohibits discrimination and preferential treatment in award considerations.
- **VII.Q Regranting:** Defines procedures for regranting funds to specific organizations.

Next Steps and Recommendation:

Upon Commission approval, staff will revise the Procedures Manual to reflect the updates and changes and disseminate the revised procurement policy to all relevant stakeholders. Training sessions will be provided to all required users to ensure understanding and adherence to the approved procurement policies. Additionally, mechanisms for ongoing review and evaluation of the procurement process will be established to support continuous improvement and adaptability.

In conclusion, these proposed revisions signify a proactive step towards modernizing and optimizing our procurement practices. By embracing these changes, we aim to enhance our ability to fulfill our mission, align with our strategic objectives outlined in the Strategic Plan, and uphold our core values of transparency, efficiency, and accountability.

Staff recommends that the Commission approve the proposed revisions to the Consolidated Financial Policies, specifically in Section VII: Purchasing and Contracting.



Consolidated Financial Policies

Adopted June 5, 2006
Subsequent Amendments Approved:
December 4, 2006
July 9, 2007
~~Approved~~ April 4, 2016

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Background

Since 2000, the First 5 Contra Costa Children & Families Commission (Commission) has invested in local programs and services designed to help young children reach their greatest potential in school and life. The California Children and Families First Act of 1998 (Proposition 10) added a 50 cents-per-pack tax on tobacco products to support programs for expectant parents and children ages 0-5. Generated revenues fund health, early childhood education and parent education programs.

The Commission is governed by nine commissioners and nine alternates (all referred to as “Commissioners”) appointed by the Contra Costa County Board of Supervisors. As a legally separate public entity, the Commission has the responsibility to establish and maintain sound financial policies that will assure the Commission’s continuing ability to achieve its goal of improving health and developmental outcomes of children in Contra Costa County ages 0 to 5. The overriding fiscal policy of the Commission is to sustain its programs in the face of an expected decline in Proposition 10 revenues while maintaining transparency.

This document consolidates current and historical Commissions practices, existing and updated fiscal policies, new policies required by state legislation (AB 109 and SB 35, 2005: AB2932 2006) and recommendations of the Government Finance Officers Association (GFOA). The GFOA Workgroup, composed of staff and Commissioners, reviewed Commission policies and practices in light of the GFOA recommendations and made recommendations for many of the policies included in the document.

The goal of consolidating these fiscal policies is to provide staff with appropriate guidance to facilitate decisions and to document the Commission’s delegation of decision-making to staff. The procedures for implementing these policies are detailed in the Financial Management and Accounting Procedures Manual.

I. Accounting, Financial Reporting, and Auditing

The Commission will establish and maintain the highest standard of accounting practices.

- A. A comprehensive accounting process will be maintained to provide complete and timely financial information necessary to effectively operate the Commission.
- B. Accounting procedures will be documented to guide employees in their tasks, to assure consistency in the Commission's accounting practices.
- C. The Commission will meet the financial reporting standards established by the Governmental Accounting Standards Commission, and the State of California Office of the Controller, and guidelines established for First 5 Commissions by the Government Finance Officers Association (GFOA).
- D. An annual audit will be performed by an independent certified public accountant in accordance with Generally Accepted Auditing Standards, as promulgated by the American Institute of Certified Public Accountants, and Generally Accepted Governmental Auditing Standards issued by the General Accounting Office and Comptroller General of the United States of America, as stated in the guidelines set forth by First 5 California.
- E. The Commission staff will prepare and issue to the Commission a financial report for each quarter of the fiscal year. The financial report will show revenues and expenses compared to the budget, including actual percent of total expenses spent on administration (compared to the limit set by policy) as well as restricted and unrestricted fund balances.
- F. To the extent possible, the Commission shall organize and assign work duties and responsibilities so that no single employee performs a complete accounting cycle, and to the extent possible, employees with access to cash and other physical assets will not also have access to the accounting records.

II. Strategic and Sustainability Planning: Financial Reserves and Goals

The Strategic Plan

The Commission's current Strategic Plan was adopted in 2015 and contains all elements conforming to the requirements of Section (a) (1) (C) 130140 of the Health and Safety Code; and has been submitted to the state commission.

The current Strategic Plan covers the four fiscal years from 2016-17 to 2019-20. The plan will be reviewed annually as required by state law, with the understanding

that review will typically involve looking at the best ways to implement the strategic plan rather than fundamentally re-thinking it.

The Long Term Financial Plan

The Commission's Long Term Financial Plan is a long-range financial plan to ensure the sustainability of the Commission Initiatives at a level that will continue to have a measurable impact in the community. The Financial Plan is a component of the Strategic Plan and is reviewed every year and revised at the same time as the Strategic Plan.

Sufficient financial reserves have been critical to the Commission's ability to achieve its mission of improving health and developmental outcomes of children ages 0 to 5 in Contra Costa County. The current plan provides for spending down the majority of the Commission's unrestricted fund balance over four years.

The Commission will maintain restricted funds as required by law and/or covenants and will maintain committed funds as set by the Commission.

III. Budget Development and Amendment

The budget is the central financial planning document that encompasses all revenue and expenditure decisions related to operations and to capital expenditures. It establishes the level of service to be provided by the Commission within the restriction of anticipated available funds.

The Commission will adopt, by resolution, a staff prepared budget for the next fiscal year by June 30 each year.

- A. The annual budget is meant to reflect both the Strategic Plan and the Financial Plan and will propose expenditures for program, evaluation, and administrative areas, clearly specifying the planned level of evaluation and administrative expenditures as a percentage of total expenses. A budget calendar is prepared and maintained by Commission staff.
- B. To the extent practical, the Commission will allocate costs among program, evaluation, and administration costs, defined as follows:
 - (i) Administrative Costs: Costs incurred in support of the general management and administration of First 5, for a common or joint purpose that benefits more than one cost objective (Where a "cost objective" is a function, contract, grant, or other activity requiring cost data and for which costs are incurred, other than evaluation activities), and/or those costs not readily assignable to a specifically benefited cost objective.

- (ii) Program Costs: Costs incurred by First 5 readily assignable to a program or service provider (other than for evaluation activities) and/or in the execution of direct service provision.
 - (iii) Evaluation Costs: Costs incurred by First 5 in the evaluation of funded programs based upon their accountability framework and data collection and evaluation for required reporting to state and local stakeholders.
- C. Administrative costs may not exceed 15% of total expenses in any fiscal year, consistent with the 15% limit on indirect costs imposed on contractors. Any costs that the Commission assigns to program costs that would typically be considered administrative in nature will require clear, auditable justification.
- D. Commission staff will maintain a budgetary control process to ensure compliance with the budget. The budget will be managed at the program level (i.e. each program will not overspend its budget).
- E. The Commission will formally review its fiscal condition, and amend the budget if necessary, during the fiscal year.
- F. Upon Commission approval of the fiscal year budget the Executive Director has the following discretionary authority:

Discretion regarding Strategy and Special Reserve funds:

- (i) The Executive Director has no authority to allocate, move, or transfer funds among line items in the Initiative sections of the budget, without formal approval (via a vote) by the Commission.
- (ii) The Executive Director has the authority to negotiate contracts to implement Initiatives once the Commission approves Initiative funding. The Executive Director may amend or supplement contracts as long as the amendment or supplementation upholds the intent of the Initiative and does not exceed the amount of money allocated to the Initiative.

Discretion regarding Program, Evaluation and Administrative Expenses:

- (i) The Executive Director has the authority to approve and execute contracts and purchases that are within the parameters of the budgeted line items and categories.
- (ii) The Executive Director may transfer funds among budgeted line items, up to a maximum of 10% of the budgeted dollar amounts of the line

item, with the exception of any funds which are restricted by the parameters set by outside funders.

The Executive Director has no discretion in the use of fund balances not indicated in the agency budget, and has no authority to move or transfer these funds to other line items, without Commission approval.

IV. Revenue Accounting

The Commission shall maintain adequate control over revenues for accounting and reporting purposes. The accounting process shall provide for timely and accurate recording and processing of revenue transactions as well as any specific reporting required.

- A. State and Federal funds, as well as private grants, may be utilized as long as the Commission determines that the total costs and requirements of accepting the funds are judged not to adversely impact general operations.
- B. Third party grants or contracts shall be accounted as a program of the Commission and in accordance with the requirements of the grant or contract.

V. Investments

The Commission adopted a resolution in February 2001 delegating investment authority to the County Treasurer, and specifying that the Commission “will continue to advise how the Children and Families Trust Funds are to be invested.” (Go to www.cctax.us/TOC-5.pdf to see the County Costa County investment policy).

The Executive Director is authorized to invest in securities of varying maturity according to cash flow and long-term needs. The County Treasurer provides a monthly statement of current investments and interest earnings.

VI. Cash Collections and Disbursements

A part of the overall maintenance of adequate accounting procedures is the ability to control cash collections and disbursements. Accounting procedures for these areas should be developed to ensure timely processing and recording.

- A. Disbursements, whether in the form of checks, electronic transfers or other means, will be approved by the Executive Director, the Deputy Director and selected Managers to whom the Executive Director has delegated such responsibilities up to certain dollar limits. Disbursements will be adequately

- documented and accurately recorded in the accounting records. A process for retaining and retrieving supporting disbursements documentation will be maintained.
- B. The processes for cash collections and disbursements shall provide for segregation of duties to the greatest extent possible. Bank reconciliations shall be performed on a timely basis.
 - C. All cash collections whether in the form of checks or currency shall be deposited in a timely manner, safeguarded until properly deposited, and accurately recorded in the accounting records.

VII. Purchasing and Contracting

~~It is the policy of the Commission to enter into contracts and procure goods and services in a manner that is consistent with the Strategic Plan and to comply with applicable state laws governing contracting and procurement.~~

First 5 Contra Costa (Commission, F5 Contra Costa) prioritizes diversity, equity, and inclusion in procurement practices, ensuring open competition and efficiency while preventing unnecessary purchases and complying with budgetary requirements and the Strategic Plan. This Purchasing and Contracting Policy establishes guidelines for acquiring goods and services, aligning with Health and Safety Code sections 130140 and 130150, Government Code Section 54201, et seq., and relevant Federal and State laws.

RFX is an umbrella term used in this section of the Consolidated Financial Policies to refer to a family of 'Request For Anything' documents used to solicit responses of various types from vendors, contractors and suppliers for the purchase of goods and services. The three most commonly used documents by First 5 Contra Costa include Request for Bids (RFB), Request for Qualifications (RFQ), and Request for Proposal (RFP).

A. Guiding Principles:

Purchasing goods and services strategically leverages First 5 tax dollars to enhance community impact. The guiding principles of First 5 Contra Costa procurement are as follows:

1. Create strategic impact by funding programs and services that advance the goals in the First 5 Contra Costa Strategic Plan and show evidence of effectiveness.
2. Promote inclusion and equity by funding programs and services that are responsive to the diverse needs of the community and have been shaped with community input.

3. Promote increased service integration by funding programs and services that reduce fragmentation of existing services, increase access to services, and promote collaboration.
4. Build on community strengths by funding programs that build on organizational and neighborhood assets and help community participants and service providers further develop their capacities.

B. Application:

This policy applies to all First 5 Contra Costa employees and contractors authorized to conduct business on behalf of the organization (hereinafter referred to as "users"). Users must adhere to this policy for all procurement of goods and services covered under this policy. All purchases must have appropriate documentation and approval by the Executive Director, which is required for all purchases. Detailed procedural guidance is provided in the F5 Contra Costa Procedures Manual.

C. Authority and Approval:

The Executive Director shall have the authority to negotiate and execute contracts on behalf of the Commission for services, materials, supplies, furnishings, real estate, and equipment required by the Commission and within the limits established by the budget approved by the Commission.

Contracts and expenditures over \$50,000 require Commission approval prior to execution. Once approved by the Commission, the Executive Director is authorized to re-negotiate, amend or alter portions of the contract. Any change in dollar amount of a contract over \$50,000 or amended to an amount over \$50,000 requires approval of the Commission.

1. The Executive Director may approve contracts and amendments totaling up to \$50,000 and once approved by the Executive Director, these contracts and amendments may be signed by the Executive Director, the Finance and Operations Director, or the Executive Director's Designee.
2. Contracts and amendments equal to or exceeding \$50,000 in total require Commission approval, with signing authority delegated to the Executive Director or their designated authority.
3. All procurements must have appropriate documentation and approval by the Executive Director or Designee and are required for all purchases.
4. The Executive Director will bring to the Commission's Executive Committee for approval purchases that are not within the parameters of the budgeted line items and categories.
5. The Commission may use any procedure or methodology that is in the Commission's best interest when purchasing personal, professional, or non-professional services, supplies, materials, furnishings, equipment, or real estate.

D. Competitive and Non-Competitive Procurement Methods

<u>Purchase Threshold</u>	<u>Type of Procurement</u>	<u>Required # of Proposals/Quotes</u>	<u>Minimum Approval Required</u>
<u>Up to \$10,000</u>	<u>No Bid (Routine Purchases)</u>	<u>N/A</u>	<u>Executive Director</u>
<u>\$10,000 to \$50,000</u>	<u>Informal</u>	<u>Three (3) Written</u>	<u>Executive Director up to \$50,000</u>
<u>\$50,000 and greater</u>	<u>Formal Bid/Competitive Solicitation</u>	<u>No Minimum</u>	<u>Full Commission approval</u>

1. No Bid/Quotes:

For goods and services up to \$10,000, the user may select the provider directly without the need for bids/quotes keeping within the First 5 Contra Costa budget availability and Strategic Plan. However, this process shall not be used if it is reasonably foreseeable that the recurring purchases would exceed the no-bid threshold in the aggregate.

2. Informal Bid:

For goods and services between \$10,000 and \$50,000, the user must collect at least three written bids from qualified vendors or select a vendor from the approved vendors' list. The award will be granted to the responsible entity submitting the lowest bid or offering the best value to First 5 Contra Costa. If less than three responses are received, the user must demonstrate sufficient outreach and diligence and document why the requirement for three bids was not met.

3. Formal Bid/Competitive Solicitation:

For goods and services exceeding \$50,000, the user shall competitively procure goods and services from a responsible bidder. The award will be based on the evaluation method set forth in the solicitation or other method deemed appropriate for a formal bidding process. The Commission may require competitive bids, may request proposals, may request statements of qualifications, may issue selective invitations to bid, may use sole source procurement, or may utilize any other procurement or methodology determined by the Executive Director or Commissioners to be in the Commission's best interest.

First 5 Contra Costa employs two methods for competitive open solicitation:

- **Open Competitive Solicitation:** Detailed RFX (RFX means "Request for Anything" and is an umbrella for RFP (Request for Proposal), RFQ (Request for Qualifications), RFA (Request for Application), RFB (Request for Bids) solicitations are posted on the First 5 Contra Costa website and other platforms for a minimum of 15 business days before the submission deadline. The solicitation shall provide sufficient details to enable accurate responses from prospective applicants.
- **Qualified Vendor List:** Through open solicitation, establish a qualified vendors list, from which F5 Contra Costa users may select a vendor without an additional procurement process. Vendors are selected based on evaluation criteria set forth in the solicitation. Admission onto the list doesn't guarantee a contract. Lists shall be refreshed as needed but at least once every two years. When the lists are refreshed, First 5 Contra Costa may, at its discretion, allow for existing members to remain on the list without re-qualification if their qualifications remain unchanged.

First 5 Contra Costa reserves the right to cancel or withdraw bids or RFX solicitations at any time without notice or reject any and all bids in response to a solicitation and re-advertise when it is in the Commission's best interest to do so.

E. Cooperative Agreements and Piggybacking:

Cooperative agreements and piggybacking: F5 Contra Costa may procure goods and services through cooperative agreements or piggybacking on procurements with other public agency partners, including the State and the County, and may allow public partners to piggyback on F5 solicitation opportunities. Cooperative agreements and piggybacking are permissible when a public entity or cooperative purchasing program allows other entities to utilize all or a portion of the goods and services as originally advertised, competed, evaluated, and awarded.

Additionally, F5 Contra Costa may include assignability clauses in contracts to allow other public agencies to piggyback on First 5 Contra Costa to piggyback on these opportunities.

When applicable, F5 Contra Costa may also utilize contracts awarded by the State of California without further competitive bidding (Public Contracts Code Section 10298 et seq.).

~~A. The Executive Director shall have the authority to negotiate and execute contracts on behalf of the Commission for services, materials, supplies, furnishings, real estate, and equipment required by the Commission and within the limits established by the budget approved by the Commission.~~

~~B.~~

~~C. Contracts and expenditures over \$50,000 require Commission approval prior to execution. Once approved by the Commission, the Executive Director is authorized to re-negotiate, amend or alter portions of the contract. Any change in dollar amount of a contract over \$50,000 or amended to an amount over \$50,000 requires approval of the Commission.~~

~~D.~~

~~E. All purchases shall be properly documented regarding the authority for the acquisition, the purchase price, and other terms. Contracts for personal or professional services shall be fully executed and shall define the scope of work, amount to be paid, term of payments, insurance requirements, and other necessary provisions.~~

~~F.~~

~~G. Acquisition of Services, Supplies, Equipment, and Real Estate~~

~~H.~~

~~I. The Commission may use any procedure or methodology that is in the Commission's best interest when purchasing personal, professional or non-professional services, supplies, materials, furnishings, equipment, or real estate. The Commission may require competitive bids, may request proposals, may request statements of qualifications, may issue selective invitations to bid, may use sole source procurement, or may utilize any other procedure or methodology determined by the Executive Director or Commissioners to be in the Commission's best interest.~~

~~J. Non-professional services such as grounds and facility maintenance, plumbing services, heating, ventilation, air conditioning (HVAC) repair and routine equipment maintenance may be acquired on a sole source basis at the discretion of the Executive Director or Commissioners.~~

~~K.~~

~~L. The Executive Director will bring to the Executive Committee for approval purchases that are not within the parameters of the budgeted line items and categories.~~

~~M.~~

~~N. The Commission is required to adopt policies and procedures governing purchases of supplies and equipment by written rule or regulations, and to make the rules available for public distribution. The Commission is also permitted to request the state Department of General Services to make purchases on its behalf. (Consistent with Article 7 (commencing with Section 54201) of Chapter 5 of Part 1 of Division 2 of Title 5 of the Government Code).~~

0.

F. Acquisition of Support Services from Contra Costa County (County) and the State of California

1. First 5 Contra Costa has the option to contract for support services with the County, including purchasing services. The Commission may utilize the services of the Purchasing Division of the County at the Commission's option when it is in the Commission's best interest to do so.
2. The Commission is also permitted to request the state Department of General Services to make purchases on its behalf. (Consistent with Article 7 (commencing with Section 54201) of Chapter 5 of Part 1 of Division 2 of Title 5 of the Government Code).

G. Purchase of Goods and Services Using Federal Funds

All purchases of goods and services using Federal funds will comply with the regulations outlined in the Code of Federal Regulations Part 200, which governs Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

H. Diversity, Equity, Inclusion, and Community Partnership:

In alignment with the Commission's values of diversity, equity, inclusion, and Community Partnership, First 5 Contra Costa is committed to accessible and fair procurement practices. First 5 Contra Costa shall address barriers to participation in procurement to make contract opportunities more accessible to all businesses, including but not limited to, local small business enterprises, social enterprises, and community business enterprises including minority-owned businesses, women-owned businesses, disabled veteran-owned businesses, disadvantaged, and LGBTQ owned enterprises, and small businesses.

Selection and final consideration of awards shall be determined by the evaluation criteria established by First 5 Contra Costa. First 5 Contra Costa shall not discriminate against or grant preferential treatment on the basis of race, sex, color, ethnicity, or national origin. First 5 Contra Costa will collect, monitor, and use data on diversity, equity, and inclusion to inform and adjust First 5 Contra Costa procedures to ensure continuous alignment with this policy.

I. Public Contracts Code and Public Works

1. In accordance with Public Contracts Code Section 3410, when acquiring food, First 5 Contra Costa will prioritize United States-grown produce and processed foods if economically feasible, at the discretion of the Executive Director or Designee.

2. First 5 Contra Costa will procure recycled products whenever available at equal or lower prices, and contractors must adhere to Public Contracts Code Sections 22150-22154 concerning the utilization and reporting of post-consumer materials.
3. First 5 Contra Costa will adhere to the requirements of the California Public Contract Code for all relevant public works projects.

J. Purchase of Non-Professional Services

Non-professional services such as grounds, facility maintenance, plumbing services, heating ventilation, air conditioning (HVAC) repair, and routine equipment maintenance may be acquired on a sole-source basis at the discretion of the Executive Director or Commissioners.

K. Sole Source and Procurement Exceptions

Sole source procurement should only be considered when competitive procurement is deemed infeasible. In certain situations, exceptions to informal bidding or competitive solicitation may be necessary for important business reasons. Exception requests must be supported by evidence that due diligence has been performed to arrive at the determination.

The Executive Director is required to inform the **Commission's** Executive Committee whenever sole source procurement exceeds the thresholds of \$10,000 for goods and services or \$25,000 for professional services.

The following circumstances described in subsections **a-f** below permit First 5 Contra Costa to issue a sole source contract exempting it from the informal and formal bidding requirements of this policy:

- a. Unique Goods/Services/Specialized Expertise: When determined that there is only one viable provider of the required services in the community due to the unique quality, durability, availability, exclusivity or fitness for a particular use sought by F5 Contra Costa.
- b. Strategic Partnerships: In cases involving strategic partners with existing infrastructure or substantial investment in a program or project crucial to First 5 Contra Costa's objectives that cannot be duplicated.
- c. Emergency Purchases: For time-sensitive purchases crucial to personnel health, safety, or asset protection arising from unforeseen emergencies.
- d. Continued Use Contracts: When awarding to any other source, it would result in significant cost duplication or serious disruption to operations, necessitating continued use of a major product or system.
- e. Inadequate Competition: In circumstances where competition is deemed insufficient after solicitation from multiple sources.
- f. Categorical Exemptions: Defined as purchases that do not lend themselves to a competitive procurement process, for example, purchases where costs are regulated by a third party (bus tokens, postage) and purchases that are governed

by a different Commission Policy (conference, travel, event sponsorship), or items or services not possible to compete (subscriptions, memberships).

Justification for these exceptions must be documented, approved, and included in the procurement documentation.

L. Notice for Fair Bidding

First 5 Contra Costa will utilize standardized bidding and application procedures, requests for proposals, contracting provisions, and processes to ensure consistent and effective procurement of supplies, equipment, and services.

For each RFX issued, First 5 Contra Costa will establish and communicate to the prospective vendors the bidding or application procedures and evaluation criteria in order to ensure a fair bid or application process and enable First 5 Contra Costa to determine the most cost-effective applications and proposals. Funding solicitations will also be posted on the agency's website until the procurement is closed.

M. Advance Payments

Advance payments related to non-initiative contract expenditures, including professional services and goods and services, may be made only with the approval of the Executive Director.

~~**P. Conflict of Interest**The Commission gives preference to United States-grown produce and United States-processed foods when there is a choice and it is economically feasible to do so. The Commission makes the determination of what is "economically feasible," considering the total cost, quantity, and quality of the food and the Commission's budget and policies." (Consistent with Section 3410 of the Public Contracts Code).~~

~~Q.~~

~~**R.**The Commission shall purchase recycled products, instead of nonrecycled products, whenever recycled products are available at the same or lesser total cost than nonrecycled items. The Commission may give preference to suppliers of recycled products and may define the amount of this preference. (Consistent with Chapter 3.5 (commencing with Section 22150) of Part 3 of Division 2 of the Public Contract Code).~~

~~S.~~

~~**T.**The Commission is permitted to award contracts that meet goals regarding minority-owned businesses, women-owned businesses, disabled veteran-owned businesses, and small businesses. (Consistent with Chapter 2 (commencing with Section 2000) of Part 1 of Division 2 of the Public Contract Code.)~~

~~**U.N.**~~

The Commission adopted the California Code of Regulations Section 18730 as its conflict of interest code in 1999. Commissioners, the Executive Director, Directors, Program Officers, and Managers must annually file conflict of interest statements with the County Clerk.

Commissioners and staff are barred from financial interests in any grants or contracts made in their official capacity. When required by Government Code section 1090 et. seq., they must recuse themselves from discussions and decisions involving financially related initiatives, programs, grants, or contracts.

Furthermore, commissioners and staff are prohibited from engaging in employment or activities that conflict with their duties. As outlined in the Government Code, they cannot use their official position to influence government decisions in which they have a financial interest.

O. Procurement Notification and Appeals

Once a procurement decision has been made through the Informal or formal Request for Proposals solicitation process, First 5 Contra Costa will post a notice of intent to fund and notify all proposers electronically of the intent to award the contract.

All Appeals must be submitted in writing as outlined in the RFX solicitation. Only applicants who successfully responded to the RFX may appeal the process. The Commission's Executive Committee will handle appeals, and its decisions will be final.

P. General Purchasing Policies

Vendors in Contra Costa County will be considered to the extent possible.

First 5 Contra Costa will pay invoices within 30 days of receipt. When discounts are offered, invoices will be paid within the discount period.

Payment of goods and services will follow guidelines as outlined in the First 5 Procedures Manual for:

- Vendor invoices
- Employee reimbursements
- Agency credit card purchases
- Purchase Orders
- Contracts

First 5 Contra Costa will perform a review on all contracts or awards on an annual basis to ensure current value, effective work performance, and/or continuation of the program. or project as included in the current approved Strategic Plan and will determine if the contract is renewable or if the services or project will be released for competitive

bidding.

Q. Regranting

- If First 5 Contra Costa is the recipient of non-First 5 Contra Costa Proposition 10 funds and is required to regrant them to specific organizations, these funds shall be regranted to the recipient organization without the application of the procurement policy.
- If First 5 Contra Costa must include specific subcontractors in its proposals and are selected for the award of funds, the requirements of this policy shall not apply.
-
- If First 5 Contra Costa receives unallocated funds or funds that are not dedicated to a specific sub-recipient, the requirements of the policy will apply for the use of those funds.

A. Contra Costa County (“the County”) Purchasing Division

~~The Commission may contract for certain services with the County including purchasing services. The Commission may utilize the services of the Purchasing Division of the County at the Commission’s option when it is in the Commission’s best interest to do so.~~

B. Conflict of Interest

~~The Commission in 1999 adopted 2 California Code of Regulations Section 18730 as its conflict of interest code. Commissioners, the Executive Director, Directors, Program Officers, and Managers are required to file conflict of interest statements with the County Clerk on a yearly basis.~~

~~To see the full California code, go to:
<http://government.westlaw.com/linkedslice/search/default.asp?tempinfo=find&RS=GVT1.0&VR=2.0&SP=CCR-1000>~~

~~Commission and staff shall not be financially interested in any grant or contract made by them in their official capacity or by the commission itself. When required to do so under Government Code section 1090 et. seq., commissioners and staff shall recuse and physically remove themselves for all preliminary discussion and final decisions involving initiatives, programs, grants and contracts in which they are financially interested. (Consistent with Articles 4 (commencing with Section 1090) of Chapter 1 of Division 4 of Title 1 of the Government Code).~~

~~Commissioners and staff are prohibited from engaging in employment or other compensated activities that are inconsistent, incompatible, in conflict with, or inimical to their duties as commissioners or staff persons for the~~

~~commission." (Consistent with Article 4.7 (commencing with Section 1125) of Chapter 1 of Division 4 of Title 1 of the Government Code).~~

~~Commissioners are prohibited from making, participating in making, or in any way attempting to use their official position to influence a governmental decision in which they have a financial interest. (Consistent with Chapter 7 (commencing with Section 87100) of Title 9 of the Government Code).~~

~~C. Competitive Bidding~~

~~For all goods and services, the Commission's procurement practices, depending on dollar amount and purpose, include:~~

- ~~• Seeking multiple quotes or bids~~
- ~~• Engaging in requests for proposals, applications, or qualifications, or~~
- ~~• Sole Source~~

~~In all cases of sole source procurement, staff must document the rationale for choosing sole source over competitive bid. The Executive Director must notify the Executive Committee whenever sole source procurement exceeds the threshold of \$10,000 for goods and services, or \$25,000 for professional services.~~

~~D. Advance Payments~~

~~Advance payments related to non-grant expenditures, including professional services and goods and services, may be made only with approval of the Executive Director.~~

VIII. Compensation

It is the policy of the Commission to provide its employees with a fair and competitive compensation package.

The marketplace for qualified employees, particularly in Contra Costa County, is very competitive and a fair and competitive compensation package is essential to attract, recruit, hire, and retain well-qualified employees. Salaries and benefits of Commission employees may take into account salary and benefit information from:

- Comparable Contra Costa County salaries and benefits
- Other First 5 county commissions

- C. Sectors with which the Commission directly competes for labor (e.g. nonprofits and grantmakers)
- D. Regional market salaries for comparable positions in the private sector.

As an “at will” employer, the Commission may amend any and all guidelines at any time and for any reason. Any amendments to the salary ranges must be approved by the Commission. 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 will set the benefits for all employees.

The Commission or the Executive Director may periodically carry out reviews, surveys and analyses to evaluate the Commission’s salary and benefit structure, and may make recommendations relative to compensation for the Commission’s consideration. Any requests and recommendations rising to the level of a structural change in the employee compensation policy should generally be presented to the Executive Committee for review prior to consideration by the entire Commission.

IX. Policy for Signature Authority in the Absence of the Executive Director

- A. In the absence of the Executive Director, written authority shall be given to the Deputy Director to act on behalf of the Executive director in the above stated matters.

Written authorization by the Executive Director will be provided to notify the Director of Finance and Operations of this transfer of responsibilities. It is expected that such transfer of responsibilities shall include a specific time period.

- B. However, should both the Executive Director and Deputy Director be unavailable for extended periods of time, the Commission Chair may assume responsibility for this function.

Written authorization by the Executive Director will be provided to notify the Director of Finance and Operations of such transfer of responsibilities which shall occur in only the most exceptional circumstances so that this burden is not placed upon the Chair unless absolutely necessary. It is expected that such transfer of responsibilities shall include a specific time period.

- C. In addition, staff shall provide the CCC Auditor-Controller's office each January, or as changes occur, with the list of names and titles for those with signature authority on behalf of the Commission.

X. Commissioner Expense Reimbursement Policy

It is the policy of the Commission to provide expense reimbursement to Commissioners and Alternate Commissioners to attend meetings and discharge other official responsibilities as stated in the County Ordinance Code Section 26-14.016, and the Commission Bylaws, Article III, Section 6. The following describes the official duties for which Commissioners and Alternate Commissioners may receive reimbursement from the Commission for travel expenses.

- A. Eligibility. The following individuals are eligible to receive expense reimbursement:

- (i) Commissioners; and
- (ii) Alternate Commissioners

- B. Expense Reimbursement.

- (i) Eligible individuals are entitled to claim reimbursement for actual, reasonable, and necessary expenses arising from the discharge of their official duties, subject to limitations established by law and policy.
- (ii) Discharge of official duties includes attendance at the following meetings and events:
 - a. Meetings of the Commission, Executive Committee, and subcommittees and task forces of the Commission;
 - b. State conferences with content specifically designed for county First 5 commissioners, and which are sponsored by the California Children and Families Commission, the California First 5 Association, or other similar organizations;
 - c. Meetings and events sponsored or financially supported in whole or in part by the Commission; and
 - d. Other meetings or events that are authorized in advance by the Commission.

- C. Commission staff will make advance travel arrangements for individuals traveling on Commission business. Commission staff will arrange for and pay in advance any registration fee, lodging and airfare for individuals to attend the meetings and events as authorized by the Commission in paragraphs (B)(ii)(b), (B)(ii)(c) and (B)(ii)(d), above.
- D. Reimbursable Mileage, Meals, and Miscellaneous Other Expenses. Individuals are eligible to claim reimbursement for actual expenses as described in the First 5 travel policies in effect at the time the expense is incurred.

XI. Fund Balance

To be in compliance with generally accepted accounting standards, First 5 Contra Costa must report fund balance consistent with Statement 54 of the Government Accounting Standards Board (GASB). Governmental fund balance is defined as *all financial assets less liabilities normally expected to be liquidated with current financial resources*.

The Financial Statements of First 5 Contra Costa may include up to five components of fund balance including:

- Nonspendable fund balance
- Restricted fund balance
- Committed fund balance
- Assigned fund balance
- Unassigned fund balance

Reporting encumbrances in fund balance. With the advent of GASB Statement No. 54, encumbrances are no longer reported in fund balance. Instead, material encumbrances require a footnote disclosure.

A. Nonspendable Fund Balance

This category includes elements of the fund balance that cannot be spent because of their form, or because they must be maintained intact. For example assets that will never convert to cash, such as prepaid items and inventories of supplies; assets that will not convert to cash soon enough to affect the current period, such as non-financial assets held for resale; or resources that must be held intact pursuant to legal or contractual requirements, such as revolving loan fund capital.

B. Restricted Fund Balance

This category includes resources that are subject to constraints that are externally enforceable legal restrictions. For example, funds from First 5 California or foundations that are legally restricted to specific agreements for services or other specific uses; funds legally restricted by County, state, or federal legislature, or a government's charter or constitution; or amounts collected from non-spendable items, such as the long term portion of loan outstanding, if those amounts are also subject to legal constraints.

Tobacco tax allocations to county commissions are not automatically categorized as restricted fund balance. This is because the purposes for which tobacco tax allocations may legally be used are no narrower than the purpose for which the commissions were created in Proposition 10 enabling legislation. Therefore, tobacco tax allocations remaining in fund balance must be reported in one or more of the components according to the guidelines provided in Statement 54.

C. Committed Fund Balance

Committed funds are those constrained by limits imposed by the Commission, and for which removal or modification can be accomplished only by formal action of the Commission. Both commitment and modification or removal must occur prior to the end of the reporting period; that is, the fiscal year being reported upon.

Committed funds may include:

- Resources committed for a future initiative as long as Commission action is also required to remove this commitment.
- Resources that have been committed by a Commission for specific agreements that have not yet been executed, where Commission action is also required to remove this commitment.
- Resources committed as the local match for a State Commission initiative.
- Funding that has been set aside for previously executed legally enforceable contracts but not yet spent, including multi-year contracts, if such contracts have been approved by the Commission and if cancellation of such contracts would require Commission approval.

D. Assigned Fund Balance

The assigned portion of the fund balance reflects the Commission's intended use of resources, which can be established either by the Commission or the Executive Director.

The "assigned" fund balance is similar to the "committed" fund balance, with the difference that Commission action is not necessary to assign funds or later modify or remove them. Assigned funds may include:

- Appropriation of a portion of existing fund balance sufficient to eliminate a projected deficit in the subsequent year's budget.
- Funding that has been set aside for previously executed legally enforceable contracts, such as a multi-year lease.

E. Unassigned Fund Balance

Resources included in this category are those that cannot be classified into any of the other categories.

Executive Director's Report

COMMISSION MEETING

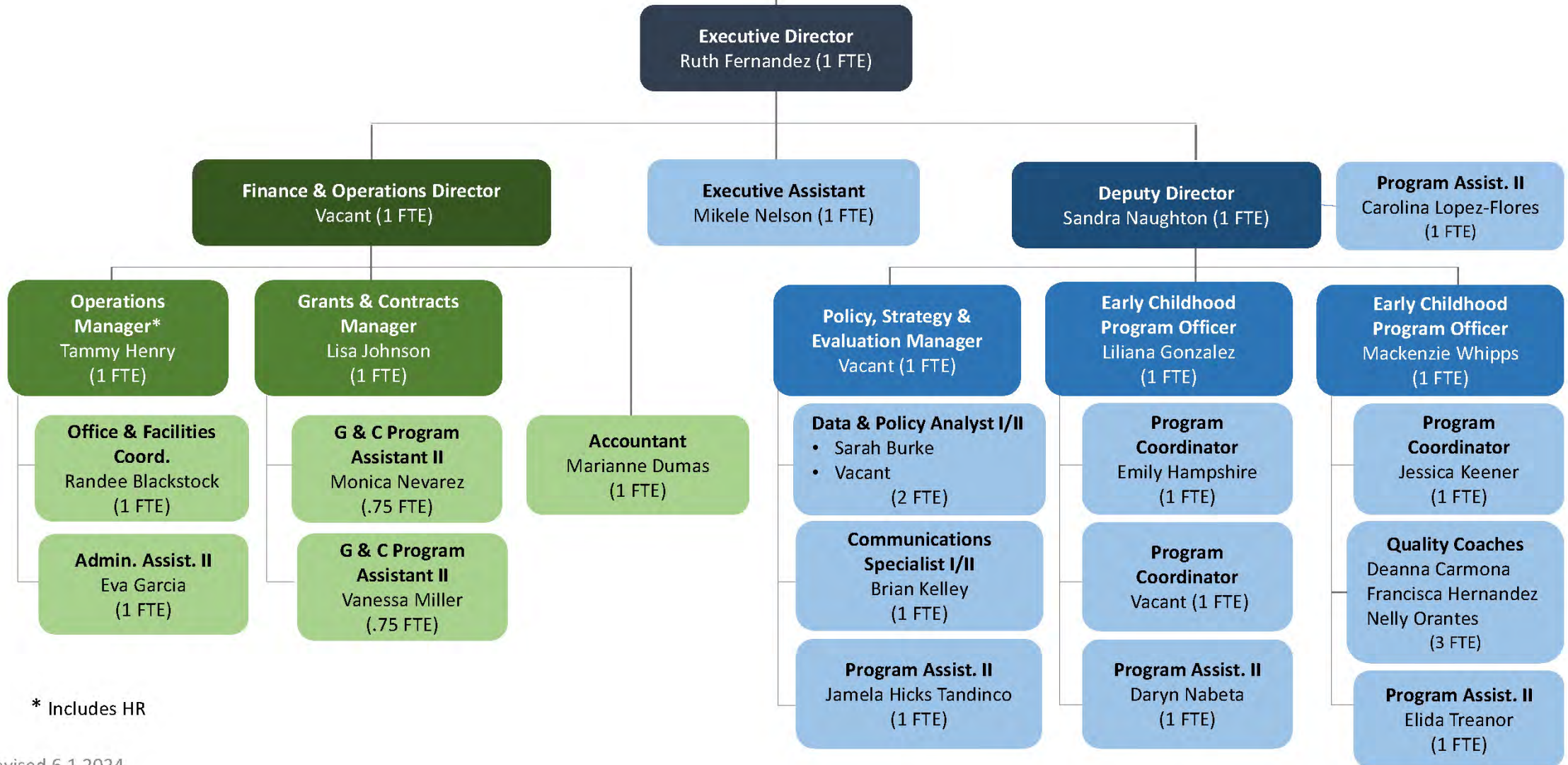
JUNE 10, 2024





Internal Updates

- **Staffing Announcements**
- **Finance and Operations Director Recruitment**



* Includes HR

Revised 6.1.2024

PRESS RELEASE



FOR IMMEDIATE RELEASE

Contact: Melanie Flood FRSA

Melanie@first5association.org

(510) 327-8816

First 5 Network Responds to State Budget Cut Proposals Impacting California's Youngest Children

First 5 Network confronts the challenges of state budget cuts on child services and advocates for continued support for children's programs

SACRAMENTO, CA (May 14, 2024) - The First 5 Network today expressed disappointment following Governor Newsom's May Revision in response to the state's budget shortfall. Proposed cuts announced on Friday worsen the impact of reductions that have already been made to First 5 programs and services due to declining tobacco tax revenue. Among the programs and services facing cuts are CalWORKS Home Visiting Program, universal transitional kindergarten, Children and Youth Behavioral Health Initiative, child care slots, and no funding for continuous Medi-Cal eligibility for children 0-5. The proposed cuts will affect California children and families who depend on crucial child care, parenting supports, mental health services, and high-quality early learning programs.

First 5s in every county have attempted to stabilize services to young children and families despite rapidly declining tobacco taxes. The Governor's proposed cuts add immense pressures on local First 5s and early childhood providers to administer more services with less funding. "It's unacceptable and untenable for a state as wealthy as California to ask babies, toddlers, and families to help balance budget deficits," said Avo Makdessian, Executive Director of the First 5 Association of California.

PRESS RELEASE



"At the California Children and Families Commission (First 5 CA), our steadfast dedication to meeting the needs of children aged 0-5, their families, and communities remains resolute," said First 5 CA Executive Director, Jackie Wong. "However, this budget proposal falls drastically short of reflecting our values that create the trauma informed, healing centered and culturally responsive systems which our children and families deserve. As we confront the gravity of the revised budget, our focus remains unyielding on realizing our Audacious Goal and North Star: ensuring that every child in California has the opportunity to thrive."

In the face of the staggering budgetary constraints, the First 5 Network remains committed to doing more with less for the communities it serves. Despite the challenges, the network is steadfast in its mission – to ensure the basic rights and essential services of children prenatal-to-five are not eroded by financial shortfalls. The First 5 Network hopes to work with the Legislature and the Administration to overcome these hurdles and champion the cause of California's youngest residents and their families.

"Ensuring the prosperity and well-being of our youngest residents is at the core of First 5 LA's commitment," said First 5 LA President and CEO, Karla Pleitez Howell. "We encourage the Governor to uphold the innovative policies that lifted up children and families during the pandemic. Protecting child care for our youngest learners and the workforce is paramount to LA County families, while also protecting core programs such as Medi-Cal, CalWORKs and Home Visiting will ensure their basic needs are met. The First 5 Network is ready to work with the Governor to find solutions so that all of California's children have what they need."

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PRESS RELEASE



About First 5 Association

The First 5 Association of California (F5AC) elevates the voice of the 58 county First 5s, created by voters in 1998 to ensure our youngest children are healthy, safe and ready to thrive in school and life. The First 5 Network impacts the lives of more than 1 million kids, families and caregivers each year. F5AC advocates for the state's youngest kids, uniting partners and leveraging funding to improve and scale up California's early childhood programming piloted by county First 5s. Learn more at www.first5association.org

About First 5 LA

As one of the state's largest funders of early childhood and an independent public agency, First 5 LA advocates for children and their families, amplifies community voice, and partners for collective impact so that every child in Los Angeles County reaches their full developmental potential throughout the critical years of prenatal to age 5. Learn more at www.first5la.org.

About First 5 California

First 5 California First 5 California was established in 1998 when voters passed Proposition 10, which taxes tobacco products to fund services for children ages 0 to 5 and their families. First 5 California programs and resources are designed to educate and support teachers, parents, and caregivers in the critical role they play during a child's first five years--to help California kids receive the best possible start in life and thrive. For more information, please visit www.cafc.ca.gov.



Press Statement

May Revision: Multi-Year Continuous Medi-Cal Coverage for Young Children Not Funded *Tens of Thousands of CA Children's Medi-Cal Coverage Not Preserved*

**For Immediate Release:
May 13, 2024**

A coalition of organizations – including American Academy of Pediatrics California, Children Now, First 5 Association of California, March of Dimes, Maternal and Child Health Access, National Health Law Program, The Children's Partnership, and Western Center on Law and Poverty – express frustration that the May revision of the 2024-2025 state budget does not include funding to preserve Medi-Cal coverage for our youngest Californians through implementation of the state's multi-year continuous enrollment (MYCE) for Medi-Cal children ages 0 to 5. ***We urge the legislature to fund the preservation of children's Medi-Cal coverage.***

Through the 2022-2023 budget, California was one of the first states in the country to adopt a multi-year continuous Medi-Cal enrollment (MYCE) protection for young children. This means that children under age five can keep their Medi-Cal coverage without any annual redeterminations, which can cause loss of coverage often due to administrative hurdles. To preserve Medi-Cal coverage for young children beginning January 2025, the intended start date, California needs to fund this policy in the 2024-2025 final budget so the CA Department of Health Care Services can take the necessary steps for implementation. Doing so now means that the state does not risk submitting the federal request under a new administration unlikely to approve it. This is the window of opportunity to protect young children's Medi-Cal coverage.

Funding this policy will prevent more children from unnecessarily losing health coverage in the coming years and ensure California does not get left behind as similar policies are being implemented in other states, including Oregon, Washington, Minnesota, New Mexico, North Carolina, Arizona, Hawaii, and Pennsylvania. From June 2023 through February 2024, over 80,500 children ages birth through six were discontinued in Medi-Cal coverage as California unwinds COVID-19-related continuous coverage protections. The vast majority of these children remain eligible for Medi-Cal and are discontinued for procedural reasons, demonstrating how vulnerable children are to gaps in coverage.

Providing continuous Medi-Cal coverage is an important first step in achieving health equity for young children in California. Three-fourths of children covered by Medi-Cal are children of color. Medi-Cal is the primary source of coverage for Latine and Black children in California. Communities of color are experiencing the impacts of the pandemic disproportionately and Latine enrollees are more likely to lose their Medi-Cal coverage during the annual renewals. By removing coverage and access barriers, Medi-Cal can play a unique and critical role in addressing the structural racism that health disparities reveal and that COVID has exacerbated.

Continuous coverage during the public health emergency has proven to be extremely effective, even in challenging times. The uninsured rate for California children dropped from 3.6 percent to 3.2 percent—an 11 percent drop. Continuous coverage not only protected children from becoming uninsured, it reduced the uninsurance rate during a pandemic. Gaps in coverage lead to missed essential health care, including vaccinations and early identification of developmental delays and interventions. By contrast, protecting Medi-Cal coverage in the first 5 years of life, when 90 percent of brain development occurs, can set a child on a course for healthy development.

We appreciate that the state budget shortfall requires state policymakers to curtail new investments and focus on preserving the investments already made. Multi-year continuous Medi-Cal coverage does just that: preserving children's Medi-Cal is not only an existing state obligation to Medi-Cal children but also protects young children's healthy development and preserves existing state investments in children's mental health and the administration's strategic priorities in early childhood development. Children cannot benefit from these existing investments if they lose their Medi-Cal coverage.

*Given the Legislature's objective to preserve existing obligations and investments, **our coalition and the broader group of supporters are strongly urging the legislature to commit to preserve children's Medi-Cal coverage by funding the multi-year continuous coverage policy.*** Our organizations look forward to continued engagement with state partners on the timely implementation of this important policy.

For questions please contact:

Melanie Flood
Director of Communications
First 5 Association of CA
melanie@first5association.org
(510) 327-8816



June 4, 2024

The Honorable Mike McGuire
President Pro Tempore
1021 O Street, Room 8518
Sacramento, CA 95814

The Honorable Robert Rivas
Speaker of the Assembly
1021 O Street, Room 8330
Sacramento, CA 95814

The Honorable Scott Wiener, Chair
Senate Budget & Fiscal Review Committee
1021 O Street, Room 8620
Sacramento, CA 95814

The Honorable Jesse Gabriel, Chair
Assembly Budget Committee
1021 O Street, Room 8230
Sacramento, CA 95814

**RE: CalWORKs Home Visiting Program May Revision \$47.1 Million Ongoing Cut
POSITION: REJECT**

Dear Pro Tem McGuire, Speaker Rivas, Chair Wiener, and Chair Gabriel:

On behalf of First 5 Contra Costa, I urge you to reject the Governor's May Revision proposal to cut \$47.1 million ongoing from the CalWORKs Home Visiting Program. This represents a **45% cut** to the program which will have immense negative impacts on young children and their families served by the program.

Although unmet basic needs, adverse experiences, and circumstances of economic hardship can undermine families' health and well-being, voluntary evidence-based home visiting programs are backed by decades of research demonstrating that they improve outcomes for both parents and children in myriad ways. Voluntary evidence-based home visiting programs match trained professionals with expecting and new parents to help them with critical early development for their children. Research shows that participation in such a program has immense benefits to the child(ren) and their families, such as better maternal and infant health, reduced emergency room visits, and increased safety practices. Long term, for children who participate to age 5, research shows improved language and cognitive development, improved math and reading scores, reduced absenteeism, and decreased school suspensions. For every \$1 invested in home visiting programs, communities receive a benefit of up to \$5.70 in savings in child welfare, K-12 education, and community safety.¹ Ultimately, when implemented with fidelity to their model standards, these programs can generate public savings by increasing healthy births, boosting positive parenting practices, reducing child maltreatment, and increasing family self-sufficiency in the forms of adult educational attainment, career training and employment. Furthermore, home visiting programs increase the percentage of women seeing their providers for postpartum visits that are critical for the new mom and for the overlap with the baby.

These cuts pose a significant threat to the health, development and stability of our most vulnerable families and children. California can and should be expanding, not cutting, the statewide availability of voluntary, evidence-based home visiting programs to strengthen and support children and families.

¹ Home Visiting: Improving Outcomes for Children. <https://www.ncsl.org/human-services/home-visitingimproving-outcomes-for-children>



For these reasons and more, we urge you to reject the Governor's proposed May Revision cut to the CalWORKs Home Visiting Program.

Thank you on behalf of our county's young children and families.

Sincerely,

A handwritten signature in black ink, appearing to read "Ruth Fernández", with a horizontal line underneath.

Ruth Fernández, Ed.D.
Executive Director
[First 5 Contra Costa](#)

Cc:
Staff of the Senate Budget and Fiscal Review Committee
Staff of the Assembly Committee on Budget