



**Special Meeting of the Nominating Committee
A G E N D A**

Monday, November 25, 2024 9:00 AM
4005 Port Chicago Hwy, Suite 120, Concord, CA 94520

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

<https://us02web.zoom.us/j/88344848924?pwd=NhL4VICH6Jv4UYW1nGFy0TwEpLJq8M.1>

Meeting ID: 883 4484 8924
Passcode: 544996

One tap mobile
+1669-444-9171, 89061580544# US
+1669-900-6833, 89061580544# US (San Jose)

The Nominating Committee Chair may reduce or eliminate the amount of time allotted to read comments at the beginning of each item or public comment period depending on the number of comments and the business of the day. Your patience is appreciated.

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 Discussion and Approval of nomination of Chair, Vice-Chair, Secretary/Treasurer for 2025. ACTION

4.0 Discussion and Approval of nomination of the additional non-voting member of the Executive Committee for 2025. ACTION

5.0 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.



2025 NOMINATING COMMITTEE PROCESS AND TIMELINE

OCTOBER 28, 2024	The Executive Committee Appoints Nominating Committee Chair and Members
LATE OCTOBER TO EARLY NOVEMBER 2024	Nominating Committee sends an email to the entire Commission to elicit interest to participate in Executive Committee
OCTOBER – EARLY NOVEMBER 2024	Nominating Committee meets to discuss and approve the nomination of Chair, Vice Chair, and Secretary/Treasurer for Calendar Year 2025
NO LATER THAN MONDAY DECEMBER 2, 2024	In accordance with the Bylaws, the Nominating Committee sends out the Slate of Officers for election for 2025 to the Commission 2 weeks prior to the voting meeting on <i>December 16, 2024</i> .
DECEMBER 16, 2024	Commission votes and approves the Slate of Officers for Election for Calendar Year 2025.



BYLAWS AND PROCEDURES OF THE FIRST 5 CONTRA COSTA CHILDREN AND FAMILIES COMMISSION

Article I. Name, Origin, Purpose, Location

Section 1. Name. The Commission shall be the Contra Costa Children and Families Commission. References in these Bylaws to “Commission” shall mean the Contra Costa Children and Families Commission unless otherwise specified.

Section 2. Origin. The establishment of Contra Costa’s Children and Families Commission is required to implement the provisions of Proposition 10 and is established in accordance with California Health and Safety Code 130140.

Section 3. Purpose.

- (a) The purpose of this Commission is to promote, support, and improve the early development of children from the prenatal stage to five years of age. This purpose shall be accomplished through the development, implementation, coordination and assessment of appropriate standards, resources, and integrated and comprehensive programs and services for young children and their families in the areas of parent education and support services, health and well-being, child care and early education. The Commission shall work with the California Children and Families Commission (hereinafter referred to as the “State Commission”) in the implementation of the “California Children and Families First Act of 1998”.
- (b) The Commission shall develop and adopt an adequate and complete county strategic plan for the support and improvement of parent education and support services, health and well-being, child care and early education, within Contra Costa County in accordance with the provisions of Proposition 10 and sections 26-14.028 and 26-14.030 of the Contra Costa County Ordinance Code. In developing, amending or otherwise revising the strategic plan, the Commission should endeavor to ensure that the plan addresses children’s and families’ needs in all the areas of the county, with special emphasis on areas where service gaps and needs are the greatest. (C.C.C. Ord. Code § 26-014.002(c).)

Section 4. Location. The Commission’s principal and any branch offices shall be located in Contra Costa County, California.

Article II. Powers and Duties

The powers and duties of the Contra Costa Children and Families Commission shall include, but are not limited to the following:

- (a) Perform any and all duties imposed on them collectively and individually by law or by these bylaws.
- (b) Prescribe duties and fix the compensation, if any, of all officers, agents and employees of the Commission;
- (c) Employ personnel and contract for personal services required to meet the Commission's obligations.
- (d) Meet at such times and places as required by these bylaws;
- (e) Approve the annual strategic plan for the support and improvement of early childhood development within the county after conducting one public hearing to consider proposed revisions.
- (f) Submit strategic plan and revisions to the State Commission;
- (g) Approve an annual budget;
- (h) Prepare and adopt annual audit and report pursuant to Health and Safety Code 130150(b) and conduct public hearings;
- (i) Elect officers of the Commission;
- (j) Acquire, possess and dispose of real or personal property as necessary or appropriate to carry out the provisions of the Children and Families Act.
- (k) Enter into such contracts as necessary or appropriate to carry out the provision and purposes of the Children and Families First Act;
- (l) Conduct at least one public hearing on each annual report prepared by the State Commission pursuant to Health and Safety Code Section 130150(b);
- (m) Consider State Commission's findings and research and apply them to Contra Costa's strategic plan as deemed appropriate;
- (n) Provide input to the State Commission regarding guidelines and other matters as the Commission deems necessary and appropriate;
- (o) Make recommendations to the Board of Supervisors or the County Administrator for changes in ordinances or services necessary or

appropriate to carry out an integrated and comprehensive program that is consistent with the strategic plan.

Article III. Commission Membership

Section 1. Number. The Commission has nine members and nine alternate members appointed by order of the Board of Supervisors (C.C.C. Ord. C. § 26-14.004 and § 26-14.008).

Section 2. Composition. Commission members are or shall be appointed as follows:

- (a) One member of the Commission shall be the chair of the County Board of Supervisors or another board member designated by the chair.
- (b) Three members of the Commission shall be appointed by order of the Board of Supervisors from among the county health officer and persons responsible for management of the following county functions children's services, public health services, behavioral health services, social services, and tobacco and other substance abuse prevention and treatment services.
- (c) The remaining five members of the Commission shall be appointed by Supervisorial district and shall be persons from at least one of the following categories:
 - 1) Recipients of project services included in the county strategic plan;
 - 2) Educators specializing in early childhood development;
 - 3) Representatives of a local child care resource or referral agency, or a local child care coordinating group;
 - 4) Representatives of a local organization for prevention or early intervention for families at risk;
 - 5) Representatives of community-based organizations that have the goal of promoting nurturing and early childhood development;
 - 6) Representatives of local school districts;
 - 7) Representatives of local medical, pediatric, or obstetric associations or societies;
 - 8) Representatives of local mental health and/or substance abuse organizations; and

- 9) Representatives of parent advocacy groups.
- (d) Commission appointments under subsection (c) shall be made by the Board of Supervisors in accordance with a procedure specified by board order or resolution. (C.C.C. Ord. § 26-14.006.)
- (e) Commission members are expected to attend all regular meetings of the Commission. In the event of an absence, the Commission member is required to inform his/her alternate member. Commission members shall participate fully in decision-making of the Commission and vote on matters placed before the Commission.

Section 3. Alternate Members.

- (a) The Board of Supervisors shall appoint one Alternate Commission member for each of the following membership categories as below provided:
 - 1) For each member appointed pursuant to subsection (b) of Section 2, the alternate nominee shall be proposed by each involved member.
 - 2) For each member appointed pursuant to subsection (c) of Section 2, an alternate shall be selected in the same manner as Commission appointment pursuant to subsection (d) of Section 2.
- (b) Alternate members are expected to attend all regular Commission meetings, but may not vote unless substituting for their absent regular Commission member. Alternate members may not serve as elected officers, but may serve on ad hoc or standing committees of the Commission. Alternate members are eligible to receive reimbursement for expenses incurred in the performance of Commission work. (C.C.C. Ord. § 26-14.008.)

Section 4. Terms.

- (a) Commission and Alternate members serve at the pleasure of the Board of Supervisors. They may be removed during their terms of Commission office by the board. If a member's term has expired, the member shall continue to serve until appointment of a successor.
- (b) Any Board of Supervisor member designated to serve on the Commission shall serve at the discretion of the chair of the Board of Supervisors for a period not to exceed one year.

- (c) Commission members appointed to fill the three county officer positions by the Board of Supervisors shall serve without term limit, but only as long as they hold their specified County offices.
- (d) Alternate members, appointed to fill the three county Alternate positions by the Board of Supervisors shall serve at the discretion of the Board and only so long as they are employed by the County of Contra Costa.
- (e) The initial appointments of the five other Commission and Alternate members shall be of two for four year terms and three for three year terms. Thereafter, all subsequent appointments shall be for three year terms except to fill term vacancies. (C.C.C. Ord. C. § 26-14.010.)

Section 5. Vacancies.

- (a) A vacancy on the Commission shall occur automatically if any of the following events occur before the expiration of a member's term of Commission office:
 - 1) Removal of the incumbent by the Board of Supervisors for any reason;
 - 2) Death or resignation of the incumbent;
 - 3) Ceasing to be a representative from the various categories specified in section 26-14.006.
- (b) The executive director of the Commission shall notify the Board of Supervisors of any vacancy.
- (c) Any vacancies shall be filled by the Board of Supervisors for the unexpired term of the involved Commission or Alternate member. (C.C.C. Ord. C. § 26-14.012.)

Section 6. Expense Reimbursement. Members of the Commission shall not be compensated for their services, except they shall be reimbursed all reasonable expenses for attending meetings and discharging other official responsibilities as authorized by the Commission. (C.C.C. Ord. C. § 26-14.016.)

Article IV. Officers and Staff

Section 1. General. The officers of the Commission shall be a chairperson, a vice chairperson, and a secretary/treasurer. The Commission shall select its officers as it deems necessary for its business. (C.C.C. Ord. C. § 26-14.014.) Officers must be appointed Commissioners. Alternate members may not serve as elected officers.

Section 2. Selection, Term and Removal. The officers of the Commission shall be elected by a vote of five of the Commissioners then sitting on the Commission and shall serve at the pleasure of the Commissioners. Vacancies in any elective office, occurring between elections shall be filled by election, in like manner, at the next meeting after the vacancy occurs.

Section 3. Chair. The chairperson of the Commission shall preside at Commission meetings, sign official documents on behalf of the Commission, supervise preparation of meeting agendas, represent the Commission to the public and the media and exercise and perform such other powers and duties as may be assigned by the Commission or prescribed by these Bylaws.

Section 4. Vice-Chair. The vice chairperson shall act as chairperson in the absence of the chairperson and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the chairperson. The vice chairperson shall have such other powers and perform such other duties as from time to time may be prescribed by the Commission.

Section 5. Secretary/Treasurer. The secretary/treasurer shall act as chairperson in the absence of the chairperson and the vice chairperson and when so acting shall have all the powers of, and be subject to all the restrictions upon, the chairperson. The secretary/treasurer shall serve as a member of the Executive Committee and have such other powers and perform such other duties from time to time prescribed by the Commission.

Article V. Staffing

Section 1. Executive Director. The Commission shall select and employ an executive director who shall perform such duties and services as prescribed by the Commission, these bylaws, county ordinances and state laws, and any employment contract. These duties may include (among others) acting as the Commission's chief executive, secretary and financial officer and preparing Commission agendas consistent with its directions.

The executive director shall maintain, at the principal office or such other place as the Commissioners may order, a book of minutes, of all meetings of the Commission and its committees, with the time and place, whether regular or special, and if special, how authorized, the names of those members present at Commission and committee meetings, and the proceedings, orders and decisions thereof.

The executive director shall give, or cause to be given, notice of all meetings of the Commissioners and any committees thereof required by these Bylaws or by law to be given, and shall have such other powers and perform such other duties as may be prescribed by the Commission such as representing the Commission to the public and acting on behalf of the Commission.

The executive director shall hire, provide leadership for and supervise all other staff and consultants to ensure that the Commission's wishes and responsibilities are fulfilled.

Article VI. Committees.

Section 1. General.

- (a) The Commission may establish any Standing Committee(s), Sub Committee(s), Advisory Committee(s) or Ad hoc committee(s) of its members. The Commission may appoint such committee(s) as may be required for the furtherance of the purpose of this Commission.
- (b) All Committees shall be convened and presided over by either a Commission member or Alternate member, with the exception of Standing Committees that must be presided over by Commission Officers
- (c) No Committee shall have more than four Commission members or a combination of Alternate and Commission members that would be the equivalent of four Commission members.
- (d) The Executive Committee shall appoint committee members through a process of voluntary application and recruitment, except as provided by these bylaws.
- (e) Committees of the Commission shall be supported by appropriate Commission staff who will be responsible for taking minutes, completing reports, developing agendas (in cooperation with the Committee Chair) and keep track of the progress of the committee.
- (f) Committee chairpersons shall assure that decisions requiring approval of the full Commission shall be brought forward to the Commission and that regular written and/or verbal reports to the Commission on the activities of the Committee are prepared.

Section 2. Committees

Standing committees and Subcommittees may be authorized by the Commission to act on behalf of the Commission within their specific areas of responsibility. Only Commission members and Alternate members may be members of Standing committees or Subcommittees except as otherwise indicated in these bylaws. Ex-officio or community members of committees do not have voting rights.

Standing:

(a) Executive Committee.

- 1) Composition. The Executive Committee shall be composed of the three officers of the Commission, and an additional member who shall be a Commissioner or Alternate Commissioner, who is not authorized to vote on matters before the Executive Committee.
- 2) Responsibilities. The Executive Committee shall meet monthly to:
 - Advise the Executive Director on the Commission budget, administration, organizational and operational policies including personnel policies and problems, and external relations, including with the State Commission, the media, and other counties.
 - Conduct the annual performance review of the Executive Director, review the Executive Director's annual work plan and progress reports and make recommendations to the Commission on matters related to the performance, compensation and annual work plan of the Executive Director.
 - Manage issues related to non-performance of duties by Commission Officers and recommending potential candidates to Commission to fill any vacancies.
 - Recruit and appoint standing, sub, ad hoc and advisory committee chairpersons and members except those otherwise stipulated in the bylaws.
 - Review operations of the Commission and its committees.
 - Work with the Commission staff and any appointed external investment advisor to develop and make recommendations to the Commission regarding investment policies and practices and to monitor the financial activities of the Commission.

Subcommittees:

(a) Nominating Subcommittee.

- 1) General. A nominating subcommittee shall be selected each year by the membership for the purposes of selecting a single slate of nominees for the positions of Chairperson, Vice Chairperson, Secretary-Treasurer, and non-voting member. The subcommittee shall present the slate of nominees for vote by the membership at

the December meeting of the Commission. Notification of nominations shall be provided to the membership two weeks prior to the voting meeting. Nominations from the floor will also be accepted.

- 2) Composition. The Nominating Subcommittee shall be composed of not more than five or less than three members selected by the membership of the Commission. Members may include Commission Members and Alternates, but not more than three Commission members may be appointed.
- 3) Term. The Nominating Subcommittee shall be disbanded upon Commission appointment of the Officers for the year.

Advisory Committees:

The Commission or Executive Director may establish one or more advisory committees to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of Proposition 10. Advisory committees may be formed of Commission members, Alternate members and members of the community, community-based organizations, parents, or others appropriate to the work. Appointments to any advisory committees established by the Commission should, as deemed appropriate and within the discretion of the Commission, be diverse and balanced according to race, geography, gender, and ethnicity. Each advisory committee shall meet and shall make recommendations and reports to the Commission as appropriate and requested. (C.C.C. Ord. C. §§ 26-14.002(b) & 26-14.014.)

Ad Hoc Committees:

Ad hoc committees shall be appointed by the Commission to serve on a short term basis for the purposes of advising the Commission. Ad hoc technical advisory committees shall be formed as necessary and appropriate to examine new and emerging needs and potential strategic directions and provide expert advice to the Commission on programs, services, activities, systems integration and advocacy.

Article VII. Meetings

Section 1. Brown Act and Better Government Ordinance. All meetings of the Commission, Commissioner subcommittees and advisory committees shall be public (except as provided by law), noticed and conducted in compliance with the requirements of the Ralph M. Brown Act and the County's Better Government Ordinance. (C.C.C. Ord. C. § 26-14.014(d).)

Section 2. Regular Meetings. The Commission shall meet at least quarterly and more often as necessary to perform and complete its duties at a regularly scheduled date, time and place as established by Commission order.

Section 3. Quorum and Action. A quorum shall be defined as five voting members of the Commission. All actions and decisions of the Commission shall be by a majority of voting members present and taken by minute order or resolution. An Alternate Commission member substituting for a Commissioner may be included in determining a quorum.

Section 4. Agenda Items. Consistent with Commission Chair's directions and orders, the executive director shall prepare agendas for subsequent Commission meetings. At any regular meeting of the Commission, an individual Commissioner or alternate member may request the listing of an item on a subsequent meeting agenda of the full Commission or make a request of the Chair for addition of an item on a subsequent agenda during the interim.

Section 5. General Meeting Procedure. The general order of procedure for Commission consideration and hearing of agenda items is as follows:

- (a) The chairperson calls the agenda item for Commission consideration.
- (b) Any Commissioner voluntarily or involuntarily disqualified from making or participating in taking action on the agenda item announces the disqualification and leaves the room for the duration of the discussion and action.
- (c) A Commissioner may ask a question(s) of any person (staff, a member of the public, etc.) speaking on the called agenda item. Public comment is called on each agenda item.
- (d) A staff and/or Commission committee report, if any, is given on the agenda item.
- (e) Public testimony and written materials are received by the Commission from persons appearing for that purpose.
- (f) Staff or any involved Commission committee clarifies its report, as appropriate.
- (g) The chairperson closes the public testimony and comment portion of the agenda item's consideration.
- (h) The Commission then determines whether to take action on the agenda item or take action to continue it to a subsequent meeting. If no action is

taken, the agenda item is dropped from the Commission's pending agenda items and calendar.

- (i) The chairperson then announces the Commission's action, if any.

Section 6. Voting.

- (a) The Commission shall act by voice vote on matters before it. The roll need not be called in voting unless requested by a Commissioner or necessary for record accuracy. Only appointed Commissioners may vote except in the event that an Alternate member is substituting for his/her absent regular Commission member.
- (b) An abstention from voting on the merits of any matter shall be announced audibly.

Section 7. Procedure Administration. Except as limited by law, the Commission (by a majority of those voting) may temporarily suspend the operation of all or part of Sections 5 and 6 to facilitate the conduct of its meetings. The Commission may establish procedures and forms to provide for the implementation of this article.

Article VIII. Other

Section 1. Conflict of Interest. The members of the Commission shall comply with the requirements of Government Code section 1090 et seq. and Government Code section 81000 et seq. during their term of office. The Commission shall adopt a conflict of interest code for its members and staff as required by Government Code section 87300 et seq. (C.C.C. Ord. C. § 26-14.020.)

Section 2. Execution of Documents. The following persons shall be authorized to execute any deeds, contracts or other instruments which the Commission has authorized: Any officer or other person duly authorized by Commissioners' order or resolution, the chairperson of the Commission, and the executive director. (All subject to such limitations as may be imposed by order or resolution of the Commission.)

Section 3. Budgeting. The Commission's budget shall be adopted by the Commission annually.

Section 4. Amendments. These Bylaws may be amended or repealed by the approval of the Commission, except that no action may be taken without at least 96 hours prior notice in accordance with the Brown Act and the County's Better Government Ordinance.