



Executive Committee Meeting
AGENDA
Monday, January 27th, 2025 - 5pm
4005 Port Chicago Hwy, Concord, CA 94520

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

Virtual Meeting Information:

Join Zoom Meeting

<https://us02web.zoom.us/j/83440113983?pwd=NsbacueRzqzCXIMi735MV2kZqZMu4B6.1>

Meeting ID: 834 4011 3983

Passcode: 873962

- 1.0 Convene and call to order**
- 2.0 Public Comment**
- 3.0 Approve the Minutes of the Executive Committee Meeting on January 13th, 2025** **Action**
- 4.0 CONSIDER accepting the report on significant program, financial or contracts matters, and on any personnel matters relating to Commission staff.** **Discussion**
 - 4.1** Receive updates from the Deputy Director
 - 4.2** Receive updates from the Finance and Operations Director
 - 4.3** Receive updates from the Executive Director
 - Sustainability Plan Development Updates – Guest presenter Cathy Senderling-McDonald
- 5.0 DISCUSS matters regarding the operation of the Commission.** **Discussion**
 - 5.1** 2025 Commissioners Attendance Review
 - 5.2** Completion of Form 700 by all Commissioners before April 1, 2025
- 6.0 CONSIDER accepting the report on statewide activities pertaining to children 0-5, including the activities of the First 5 Association of California, First 5 California, and other statewide advocacy groups.** **Discussion**
 - First 5 CA Advocacy Day Registration and Activities
- 7.0 REVIEW agenda items for upcoming Commission Meetings.** **Discussion**
 - Conflict of Interest Presentation by Kurtis C. Keller, Deputy County Counsel
- 8.0 Communications**
- 9.0 Adjourn**

The public may comment on any agenda item or any item of public interest within the jurisdiction of the First 5 Contra Costa Children and Families Commission. In accordance with the Brown Act, if a member of the public addresses an item not on the posted agenda, no response, discussion, or action on the item may occur.

The First 5 Contra Costa Children and Families Commission will provide reasonable accommodations for persons with disabilities planning to participate in Commission meetings who contact the Commission’s offices, at least 48 hours before the meeting, at (925) 771-7300.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the First 5 Contra Costa Children and Families Commission to a majority of members of the First 5 Contra Costa Children and Families Commission less than 96 hours prior to that meeting are available for public inspection at 1485 Civic Court, Suite 1200, Concord, CA 94520 during normal business hours.

In consideration of those who may suffer from chemical sensitivities and may have allergic reactions to heavy scents, First 5 Contra Costa requests that staff and visitors refrain from wearing perfume, cologne, or the use of strongly scented products in the work place. We thank you for your consideration of others

**Executive Committee Meeting
MINUTES**

**Monday, January 13, 2025, 5:00pm
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 5:04 p.m.

In attendance: John Jones, Dr. Marla Stuart, Mary Helen Rocha, Vidya Iyengar

Staff present: Executive Director, Dr. Ruth Fernández; Deputy Director, Sandra Naughton; Finance and Operations Director, Kelly Sessions; Executive Assistant, Mikele Nelson.

Chair John Jones welcomed new Executive Committee member Mary Helen Rocha.

2.0 Public Comment.

No public comment.

3.0 Approve the Minutes of the Executive Committee Meeting on December 16, 2024:

Dr. Marla Stuart motioned to approve the minutes of the Executive Committee meetings on December 16, 2024 and John Jones seconded the motion. The minutes were approved.

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

4.1 Receive updates from Deputy Director

Sandra Naughton reported that in depth program updates would be shared in more detail at this evening's Commission meeting. The Commission previously approved starting a Parent Advisory Group and First 5 staff member Jessica Keener will be sharing a report on the work of that group tonight. The Parent Advisory Group has already met twice and will meet two more times in the coming months. Sandra reported that also at the Commission meeting she would be presenting on the Regional Groups' work throughout the years, an activity that was identified as even more important after the Commission recommended sunseting the program.

4.2 Receive updates from the Finance and Operations Director:

Kelly Sessions provided updates on:

FY 25/26 Budget Preparation Review - Budget Assumptions: Current revenue projections at \$9.6M which is a reduction of \$0.8M from last fiscal year's audited spending (23/24) and under expenditures he noted we expect to include a 3% COLA and benefits will be budgeted at actual usage levels. He shared that two vacant positions are unfunded and will not be filled during FY 25/26. The vacant positions will remain on the organizational chart in case they are needed in the near future. He noted the widening revenue to expenditure gap will grow and we plan to track its rate of growth over the next five years. Kelly also shared projections from the state tobacco tax revenue trend. As a reminder, he shared that we did budget kickoff in January and at the next Executive Committee meeting we plan to present the Q2 Financial report and at the February Commission meeting we will share budget kickoff results. At the March 10 Commission

meeting we will present the budget for adoption.

4.3 Receive updates from the Executive Director

Dr. Ruth Fernández reported that Cathy Senderling-MacDonald has been hired to facilitate the creation of a sustainability plan, which is forecasted to take six months to develop and is targeted for completion by June 2025. The next step in the process will be developing a workgroup charter to guide this process. She reported on the distinction between the sustainability plan and the strategic plan, as well as how the two documents complement one another. The strategic plan is mandated and addresses the organization's overall landscape and considers the broader community - outlining strategic priorities for community investments, core focus areas and services supported by the Commission based on local gaps and needs while the sustainability plan will serve as a complementary document, focused on maintaining the responsibilities outlined in the strategic plan through fiscal and tactical planning over a five-year period. The sustainability plan aims to provide more detailed and actionable guidance on incremental and bold approaches to achieve fiscal sustainability for First 5 Contra Costa. It was noted that the sustainability plan's goals would inform and guide early decisions for the subsequent strategic planning cycle, which will begin in 2025 a year before the current Strategic Plan period of 2023-2026 comes to an end.

5.0 DISCUSS matters regarding the operation of the Commission.

Dr. Ruth Fernández noted that the Communications section of the packet included two updated memos from the Clerk of the Board regarding Brown Act "Just Cause" and Emergency usage limitations for the calendar year. Commission staff will track attendance for Commissioners including the total number of requested exceptions made by each commissioner during the calendar year.

6.0 CONSIDER accepting the report on statewide activities pertaining to children 0-5, including the activities of the First 5 Association of California, First 5 California, and other statewide advocacy groups.

Dr. Ruth Fernández reported that the First 5 CA Annual Summit for 2025 will be held February 10-12 in San Diego and she, Kelly Sessions and Sandra Naughton will be in attendance. She also noted that the summit will overlap the Commission's February meeting so they will have to join the meeting remotely. Sandra/Ruth will participate in one of the sessions as part of a panel titled Empowering Early Childhood: Movements and Power Building Through Investments and Evaluation and plan to provide updates upon their return. She also reported that there was good news regarding the Governor's budget as it is balanced with no deficit, however Los Angeles wildfires may impact May revise budget. Ruth also reported on state-level efforts looking to position early childhood issues at the table for the Governor's race in 2026. The First 5 Association is partnering with several state organizations in this effort called the "Choose Children 2026", An effort to engage and educate gubernatorial candidates for the 2026 election. The First 5 Association plans to hire a campaign manager for this effort and expects to share more details during the upcoming summit.

Ruth noted the email communication in the meeting packet regarding the First 5 IMPACT Legacy funding for FY25/26. She noted that she will share general highlights about the status of the First 5 Association \$25 Million Sustainability Fund proposal in the Director reports in the Commission meeting. There is a new proposal called the "Resilience Framework Fund" which will be discussed further in an upcoming meeting scheduled for later this week.

Dr. Ruth Fernández also announced that Board packet for 1.14.25 included public bodies and Commission appointments for the Board of Supervisors. The new District V, Supervisor Shanelle Scales-Preston will be joining the Commission as the Commissioner and Supervisor Andersen is the Alternate. It will be voted at tomorrow's Board of Supervisors meeting.

7.0 Review agenda items for upcoming Commission Meetings.

These items were discussed during other presentations during this meeting.

8.0 Communications

- Email from First 5 California regarding First 5 IMPACT Legacy funding
- Memo from County Counsel re: Remote Attendance at Brown Act Meetings as a Reasonable Accommodation under the Americans with Disabilities Act (ADA)
- Memo from County Counsel re: Revised Limits for Meeting Participation Using an Alternative Remote Teleconferencing Option ("Just Cause" or "Emergency Circumstances")

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



Commission Administrative Calendar

Fiscal Year 2024 - 2025

Month/Meeting	Date	Time	Bylaws required	Staff Calendared
July/August 2024				
Executive Committee Meeting	July 29th	5:00 – 6:30 PM	Submit F5CA Certificate of Compliance	Staffing Recruitment Update Consolidated Financial Policies Overview Sustainability Plan Timeline Staff and Commission Retreats
Full Commission Meeting	Aug 12th	6:00 – 8:00 PM	None	Ready Kids East County Presentation Completion of CCC Triennial Report
September/October 2024				
Executive Committee Meeting	Sept 30th	5:00 – 6:30 PM	<ul style="list-style-type: none"> Review Process for Nomination of 2025 Commission Officers Biennial Review – Conflict of Interest Code 	Financial Report per End of Fiscal Year
[CANCELED] Full Commission Meeting	Oct 14th	6:00 – 8:00 PM	CANCELED	
Special Executive Committee Meeting	Oct 28th	5:30 – 6:00 PM	<ul style="list-style-type: none"> Receiving 2023/24 Annual Audit Report Closed Session: Executive Director Review Process 	
Special Full Commission Meeting	Oct 28th	6:00 – 8:00 PM	<ul style="list-style-type: none"> Select Ad Hoc Nominating Committee Accept 4th Quarter Financials & End of Year Financial Report FY23/24 Biennial Report Update on Conflict of Interest Policy Approve 2025 Premium Contribution Rates for Health & Dental Benefits Public Hearing: 2023/24 Annual Audit Report Public Hearing: F5CC Annual State Report 	ECE Wage Support Pilot Update Program Updates Organizational Updates
December 2024				
Executive Committee Meeting	Dec 16 th	5:00 – 6:00 PM	<ul style="list-style-type: none"> Closed Session – ED Performance Review Review Nominating Committee Slate of Officers 	2024 Community Impact Report Budget Development Timeline for FY 2025-26

			<ul style="list-style-type: none"> • Discuss 2025 Meeting Calendar and Upcoming Meeting Agendas • Receive Q1 Financial Report FY 2024/25 • Approve Triennial Review Survey 2024 	First 5 Contra Costa Sustainability Plan Timeline First 5 Association Summit 2025
Full Commission Meeting	Dec 16 th	6:00 -8:00 PM	ACTION Items: <ul style="list-style-type: none"> • Approve 2025 Slate of Officers • Approve 2025 Meeting Calendar • Accept Year In Review Presentation • Accept Updated FY 24/25 F5CC Employee Compensation & Benefits Resolution • Accept 1st Quarter Financial Report FY24/25 	End of Year Staff Recognition Staff Years of Service Milestone Recognition ED Updates
Jan 2025				
Executive Committee Meeting	Jan 13 th	5:00 – 6:00 PM	<ul style="list-style-type: none"> • Closed Session – ED Performance Review • BOS Chair designates Supervisor for the Commission and appoints new Commissioner/Alternate 	General Staff Updates First 5 Parent Advisory Group Update First 5 Regional Groups Report FY 2024/25 Budget Assumptions and Projections
Full Commission Meeting	Jan 13 th	6:00 – 8:00 PM	<ul style="list-style-type: none"> • Closed Session- Appoint negotiator for ED Annual Review 	First 5 Center Survey Report ED Updates
Executive Committee Meeting	Jan 27 th	5:00 – 6:30 PM	<ul style="list-style-type: none"> • Discuss Conflict of Interest Presentation • Discuss Completion of Form 700 	Advocacy Day Registration and Activities Sustainability Plan Updates Budget Preparation Updates FY 25/26
Feb 2025				
Full Commission Meeting	Feb 10 th	6:00 – 8:00 PM	<ul style="list-style-type: none"> • County Counsel Presentation of Conflict of Interest Code • Completion of Form 700 Requirement • Accept 2nd Quarter Financial Report FY24/25 	Sustainability Plan Updates General Staff Updates & ED Report Budget Development Assumptions



Commission Administrative Calendar

Fiscal Year 2024 - 2025

March 2025				
Executive Committee Meeting	Mar 10 th	5:00 – 6:00 PM	Presentation of Proposed Budget for FY25/26 Budget	Overview of FY25/26 Budget Presentation of Long-Term Sustainability Plan
Full Commission Meeting	Mar 10 th	6:00 – 8:00 PM	<ul style="list-style-type: none"> Public Hearing: F5 CA Annual Report Budget Hearing: Approve Budget for FY 25/26 Long-Term Sustainability Plan Updates 	General Staff Updates & ED Report
April 2025				
Executive Committee Meeting	April 7 th	5:00 – 6:00 PM	• Receive Sustainability Plan Updates	General Staff Updates & ED Report
Full Commission Meeting	April 7 th	6:00 – 8:00 PM	• Long-Term Sustainability Plan Updates	General Staff Updates & ED Report
May 2025				
Executive Committee Meeting	May 27 th	5:00 – 6:30 PM	<ul style="list-style-type: none"> Audit Engagement Letter sent to Commissioners. Progress report of Strategic Plan FY 2023-26 	Start External Audit Process of Prior Year
June 2025				
Full Commission Meeting	June 9 th	6:00 – 8:00 PM	<ul style="list-style-type: none"> Approve FY 25/26 contracts Approve Certificate of Compliance Report to F5 CA Public Hearing: F5 Contra Costa Strategic Plan and Long-Term Financial Plan for FY 2023-2026 Updates/Progress Accept 3rd Quarter Financial Report FY 24/25 Adopt First 5 Contra Costa’s Long-Term Sustainability Plan 	ED Updates Strategic Plan Updates First 5 Centers' Community Advisory Council Presentations

Overview of First 5 Contra Costa Key Compliance Activities

- Public Hearing on Annual Audit (typically conducted October of each year)
- Public Hearing on Annual State Report (typically conducted October of each year)



Commission Administrative Calendar

Fiscal Year 2024 - 2025

- Review of Progress toward Goals and Objectives – Local Community Dashboard Report (typically conducted December of each year – also known as Year-In Report)
- Approval of Budget (typically conducted April of each year)
- Public Hearing, Update, Review, and/or Adoption of First 5 Contra Costa Strategic Plan (typically done April of each year)
- Public Hearing on First 5 California Annual Report (typically done April of each year)