



**Commission Meeting**

**A G E N D A**

**Monday, February 10, 2025, 6:00 pm**

**First 5 Contra Costa, Conference Center**

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

The Commission meeting will be accessible in-person and via virtual webinar to all members of the public.

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

**Virtual Webinar Information:**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89192239770>

**1.0 Call to Order and Roll Call**

**2.0 Public Comment**

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

**3.0 Approve the Minutes from the January 13, 2025 Commission Meeting.**

**Action**

**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 5.*

**4.1 Approve the Contracts Docket.**

4.1.1 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a 3-year contract with Blackbaud, Inc. to provide contract life cycle and grants management for Commission grants and contracts in an amount not to exceed \$55,571.87 for a term December 20, 2024 to December 19, 2027. FY2024-25 budget line: (\$17,118.00 year-1), (\$18,487.44 year-2), (\$19,966.43 year-3) Administrative Expense: Professional Services (\$267,000). Funded 100% Prop 10 funds.

**4.2 Approve the Grants Docket.**

4.2.1 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute an agreement amendment with First 5 San Benito (Lead) to increase payment limit by \$26,150.35 (from \$1,443,489.87 to \$1,469,640.22) for Impact Legacy & HUB Implementation. FY2024-25 budget line: Early Childhood Education Focus Area: Quality Early Learning (\$573,075). Funded 100% First 5 California.

4.2.2 APPROVE and AUTHORIZE the Executive Director, or her designee, to accept grant funding of \$150,650 from the Contra Costa County Employment and Human Services Department (EHSD), Children and Family Services (CFS) Bureau and execute an agreement with EHSD in the same amount to expand basic needs supports and fatherhood engagement programming at the three First 5 Centers



in East County for a term beginning April 1, 2025 and ending September 30, 2025. FY 2024/25 budget lines: Subrecipient Award Revenue (increasing from \$1,226,031 to \$1,376,681); and Strengthening Families Focus Area, First 5 Centers (increasing from \$3,451,710 to \$3,602,360). Funded 100% by EHSD.

- 4.3 **Accept the FY 24/25 Second Quarter Financial Report.**
- 4.4 **Accept the Minutes from the Executive Committee Meeting on December 16, 2024.**
- 4.5 **Accept the Conflict of Interest Laws memo pertinent to the Commissioners and Staff.**

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

**6.0 CONSIDER approving the Executive Committee's recommendations for the compensation and benefits package related to the Executive Director's performance review completed for the period of January 2024 through January 2025.** **Action**

**7.0 RECEIVE Staff Presentation on Budget Development & Fiscal Updates for FY 2025-26.** **Discussion**

- Presented by Kelly Sessions, Finance & Operations Director

**8.0 Executive Director's Report**

**9.0 Communications**

- First 5 Association of California Calls For Intervention Against Trump Administration's Grant Freeze Order

**10.0 Commissioner F.Y.I. Updates**

**11.0 Adjourn**



**Commission Meeting  
MINUTES**

**Monday, January 13, 2025 6:00 pm**

**Location: First 5 Contra Costa, Conference Center**  
4005 Port Chicago Hwy., Suite 120, Concord CA 94520  
309 Diablo Road, Danville, CA 94506  
4000 Truxel Road, Suite 3, Sacramento, CA 95834

**1.0 Call to Order and Roll Call**

Chair John Jones called the meeting to order at 6:08 PM.

Commissioners present during roll call were:

District 1: Dr. Rocio Hernández  
District 1: Alternate Susanna Marshland (Remote – Emergency)  
District 2: Marilyn Cachola Lucey (Remote Brown Act)  
District 2: Alternate Vidya Iyengar  
District 3: Mary Helen Rocha  
District 4: Alex Khalfin  
District 4: Alternate Gareth Ashley  
District 5: John Jones, Chair  
District 5: Alternate LaTrena Robinson  
Board of Supervisors: Supervisor Candace Andersen (Remote Brown Act)  
Health Department: Alternate Dr. Sefanit Mekuria  
EHSD: Dr. Marla Stuart  
EHSD: Alternate Scott Thompson  
Children & Families Services: Roslyn Gentry  
Children & Families Services: Alternate Ana Kaye

Commissioners not present during roll call were:

District 3: Alternate Bella Merrill  
Board of Supervisors: Alternate Supervisor Ken Carlson  
Health Department: Dr. Ori Tzvieli

**2.0 Closed Session**

**Public Employee Performance Evaluation (Gov. Code § 54957.6)**

**Title: Executive Director**

Chair Jones stated there was nothing to report.

**3.0 Public Comment**

No public comment.

**4.0 Approve the Minutes of the Commission Meetings on:**

**4.1 Commission Meeting on December 16, 2024**

The Chair asked if there were any questions regarding item 4.1.

The Chair asked for a motion to approve the minutes from December 16, 2024. Commissioner Dr.



Marla Stuart made a motion to approve the minutes, seconded by Commissioner Alex Khalfin.

Roll call of vote:

**YES:** District 1: Dr. Rocio Hernández  
District 2: Marilyn Cachola Lucey  
District 3: Mary Helen Rocha  
District 4: Alex Khalfin  
District 5: John Jones  
Board of Supervisors: Supervisor Candace Andersen  
Health Department: Alternate Dr. Sefanit Mekuria  
EHSD: Dr. Marla Stuart  
Children & Families Services: Roslyn Gentry

**NOs:** None

**ABSTAIN:** None

**Absent:** None

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 6.0.*

The Chair removed item 5.1.2 from consent to be voted under item 6.0 after he reads a recusal statement due to a conflict of interest. The Chair asked if there were any questions regarding item. There were no questions.

He then called for a motion to approve the Consent Calendar with the exception of item 5.1.2.

Commissioner Alex Khalfin made a motion to approve the Consent Calendar, seconded by Commissioner Dr. Rocio Hernández.

Roll call of vote:

**YES:** District 1: Dr. Rocio Hernández  
District 2: Marilyn Cachola Lucey  
District 3: Mary Helen Rocha  
District 4: Alex Khalfin  
District 5: John Jones  
Board of Supervisors: Supervisor Candace Andersen  
Health Department: Alternate Dr. Sefanit Mekuria  
EHSD: Dr. Marla Stuart  
Children & Families Services: Roslyn Gentry

**NOs:** None

**ABSTAIN:** None



**Absent:** None

The motion was **APPROVED**.

Before moving to item 6.0 Chair Jones read a recusal statement, turned the meeting to Vice Chair Dr. Marla Stuart, and left the room.

Chair John Jones made the following statement and left the room: I have an interest in Agenda Item No. 4.1.2 because I am employed by CocoKids, and this item directly impacts my organization. I am recusing myself from this item and will be leaving the room.

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

Vice Chair Dr. Marla Stuart opened the discussion of item 5.1.2. The Vice Chair asked if there were any questions regarding item. There were no questions asked.

Vice Chair Dr. Marla Stuart asked for a motion to approve items 5.1.2. Commissioner Mary Rocha made a motion to accept item 5.1.2 and it was seconded by Commissioner Dr. Sefanit Mekuria.

Roll call of vote:

**YES:** District 1: Dr. Rocio Hernández  
District 2: Marilyn Cachola Lucey  
District 3: Mary Helen Rocha  
District 4: Alex Khalfin  
Board of Supervisors: Supervisor Candace Andersen  
Health Department: Alternate Dr. Sefanit Mekuria  
EHSD: Dr. Marla Stuart  
Children & Families Services: Roslyn Gentry

**NOs:** None

**ABSTAIN:** None

**Absent:** None

The motion was **APPROVED** and the Chair returned to the meeting.

**7.0 RECEIVE Staff Presentation of First 5 Contra Costa's Parent Advisory Group Activities.**  
• Presented by Jessica Keener, Program Coordinator

First 5 Program Coordinator Jessica Keener presented on the Parent Advisory Group (PAG), sharing its origin story focused on capacity building and stakeholder engagement. The PAG is facilitated and supported by a subcommittee including herself, First 5 Program Coordinator, Emily Hampshire, and Program Assistant Carolina López-Flores. Outreach efforts highlighted the benefits and requirements of joining PAG, leading to 26 applicants and a final group of 9 members. The presentation outlined the group's journey from orientation to school readiness, and future meetings regarding TK enrollment, and a final wrap-up to debrief. She shared a sample of the



group's template meeting agenda. Key takeaways included increasing visibility of First 5 Contra Costa resources, modifying the Road Map to Kindergarten© class for accessibility, and leveraging advocacy for engagement. Parent feedback was shared, with two more meetings planned before a debrief and preparations for FY 25/26. Commissioner Vidya Iyengar expressed appreciation for the updates from parents' presentations and raised a question about consistency in offerings across centers. Jessica is hoping for more robust insights by the end of the meetings in June. Commissioner Marla Stuart inquired about the number of parents participating and whether the group should be expanded, to which Jessica acknowledged the value of having a larger sample size. There was also a question regarding the geographical breakdown of participants and how offerings are presented by centers. Jessica Keener emphasized the need for greater transparency in how information is disseminated to ensure clarity across locations.

## **8.0 RECEIVE Staff Presentation of First 5 Contra Costa's Regional Groups Report: Building Power for Families, January 2025**

- **Presented by Sandra Naughton, Deputy Director and Carolina López-Flores, Program Assistant**

Deputy Director Sandra Naughton and Program Assistant Carolina López-Flores presented on First 5's Regional Groups highlighting over 20 years of work focused on empowering families through peer leadership, advocacy, and community-driven change. Initially centered on power-building and information sharing, the program evolved in 2007 to prioritize advocacy, addressing issues such as health promotion (e.g., obesity and reduced sugary drinks campaigns), park equity, housing stability, and immigrant and racial justice. Significant achievements included the Regional Groups role and collaboration with city officials to secure \$14.6M in state funding for park improvements, contributions to sanctuary policies, and amplifying family voices in housing stability efforts. Carolina shared a success story of a parent advocating for her son and park improvements, who later spoke at the First 5 LA Summit. The timeline emphasized the program's impact and evolution, from its inception in 1999 through 2023.

The program was paused upon recommendations approved in April 2024, which included the creation of a Parent Advisory Group, mini-grants, and training opportunities. Feedback from members on the program's impact informed these decisions. The report also celebrated the contributions of previous staff, advocacy partners, and funders, and it acknowledged the importance of memorializing this work for future sharing. Successes such as improved park access and increased diversity of local Concord city council were praised by Commissioners Gareth Ashley and Marla Stuart.

## **9.0 Executive Director's Report**

Dr. Ruth Fernández reported on the First 5 Contra Costa's five-year sustainability plan, noting the selection of a consultant, Cathy Senderling-McDonald who will facilitate the process, collect and analyze data, as well as write the final plan for Commission adoption in June 2025. At the February meeting, the sustainability work group's charter and its relationship to the Strategic Plan will be discussed. Dr. Ruth Fernández reported that the Governor's recent proposed budget reflects a modest surplus, but ongoing concerns include federal policy changes, stock market volatility, reemerging of inflation, potential tax deadline delays, and wildfire impacts. The significance of the LA fires on the state budget cannot be understated, she reported. A new initiative, Choose Children 2026, is being launched by state groups to engage and educate candidates for California's Gubernatorial race in 2026 about early childhood issues. The First 5 Association of California is



engaged in this project and there are plans to hire a project manager to facilitate lobbying and advocacy efforts. Dr. Fernández also reported on the upcoming First 5 Association Annual Summit that she will attend along with the First 5 Contra Costa Executive Team members, additional insight will be shared at a future Commission meeting. She also reported that the First 5 IMPACT Legacy funding has been extended for another year at 90% of the current allocation; the email communication received from First 5 California was mentioned and included in the meeting packet. Lastly, she provided an update on the Sustainability Fund Proposal submitted to the state Commission by the First 5 Association. A counterproposal, the Resilience Framework Fund, suggests a \$18M over three years allocating \$15M for a Small Population County Funding Augmentation and \$3M for a Resilience Initiative. This new proposal will be discussed and voted on by the First 5 California State Commission at the upcoming January 30, 2025 meeting.

#### **10.0 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”)

#### **11.0 Commissioner F.Y.I. Updates**

Commissioner Andersen shared the news with the rest of the commission that Supervisor Shanelle Scales-Preston has been appointed to the First 5 Commission and will serve as Commissioner representative from the Board of Supervisors and she will take the position of Alternate moving forward.

#### **12.0 Adjourn**

The meeting adjourned at 7:34 PM.

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 workplace. We thank you for your consideration of others.

# FY 2024-25 SECOND QUARTER FINANCIAL REPORT



REVENUE	
State Sales Tax	
Federal Grants	
State Grants	
Subrecipient Awards	
Philanthropic Grants <sup>1</sup>	
Other Revenue	
<b>TOTAL REVENUE</b>	
<i>Prop 10/56 Fund Balance Drawdown</i>	
<b>TOTAL REVENUE</b>	
PROGRAMMATIC FOCUS AREAS EXPENSES	
<b>Early Childhood Education</b>	
Workforce Development <sup>2</sup>	
Quality Early Learning	
Ready Kids East County School Readiness Initiative	
<b>Total</b>	
<b>Strengthening Families</b>	
First 5 Centers	
Home Visiting System Coordination	
<b>Total</b>	
<b>Early Intervention</b>	
Mental Health Services & Positive Parenting Support	
Inclusive Early Care & Education Environments	
<b>Coordinated Systems of Care</b>	
Help Me Grow Services & Developmental Playgroups	
Trauma-Informed Systems	
<b>Total</b>	
<b>Policy Advocacy &amp; Communications Strategies</b>	
Communications Strategy & Policy Advocacy	
<b>Total</b>	
<b>Program Salaries/Benefits and Overhead Expenses</b>	
Program Salaries & Wages	
Program Employee Benefits	
Program Expenses and Overhead	
<b>Total</b>	
<b>TOTAL PROGRAM EXPENSES</b>	
EVALUATION EXPENSES	
Evaluation Salaries & Wages <sup>3</sup>	
Evaluation Employee Benefits <sup>3</sup>	
Professional Services	
Purchased Services and Supplies	
Evaluation Expenses and Overhead	
<b>TOTAL EVALUATION EXPENSES</b>	
ADMINISTRATIVE EXPENSES	
Administrative Salaries & Wages	
Administrative Employee Benefits	
Professional Services	
Purchased Services and Supplies	
Operating Overhead (Risk Mgmt., DoIT/EHSD, etc.)	
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	
<b>GRAND TOTAL</b>	

ADOPTED FY 2024-25 BUDGET			
F5 Contra Costa Funds	Other Funds	Total Revenue	% of Total
6,609,880		6,609,880	52.8%
	56,600	56,600	0.5%
	1,137,249	1,137,249	9.1%
	1,226,031	1,226,031	9.8%
	100,000	100,000	0.8%
200,000	-	200,000	1.6%
<b>6,809,880</b>	<b>2,519,880</b>	<b>9,329,760</b>	<b>74.6%</b>
	-	3,182,610	25.4%
<b>6,809,880</b>	<b>2,519,880</b>	<b>12,512,371</b>	<b>100.0%</b>
F5 Contra Costa Funds	Other Funds	Total Expense	% of Total
	56,600	56,600	0.5%
75,753	497,322	573,075	4.6%
165,565		165,565	1.3%
<b>241,318</b>	<b>553,922</b>	<b>795,240</b>	<b>6.4%</b>
3,451,710		3,451,710	27.6%
	64,865	64,865	0.5%
<b>3,451,710</b>	<b>64,865</b>	<b>3,516,575</b>	<b>28.1%</b>
109,784	286,784	396,567	3.2%
166,000	604,689	770,689	6.2%
		-	0.0%
437,695		437,695	3.5%
11,700		11,700	0.1%
<b>725,179</b>	<b>891,473</b>	<b>1,616,651</b>	<b>12.9%</b>
290,200	15,332	305,532	2.4%
<b>290,200</b>	<b>15,332</b>	<b>305,532</b>	<b>2.4%</b>
1,476,357	529,998	2,006,355	16.0%
858,735	337,782	1,196,517	9.6%
410,623		410,623	3.3%
<b>2,745,715</b>	<b>867,780</b>	<b>3,613,495</b>	<b>28.9%</b>
<b>7,454,122</b>	<b>2,393,372</b>	<b>9,847,494</b>	<b>78.7%</b>
F5 Contra Costa Funds	Other Funds	Total Expense	% of Total
316,535	16,840	333,375	2.7%
167,467	8,134	175,601	1.4%
208,250	2,500	210,750	1.7%
20,500	-	20,500	0.2%
71,920	-	71,920	0.6%
<b>784,672</b>	<b>27,474</b>	<b>812,146</b>	<b>6.5%</b>
F5 Contra Costa Funds	Other Funds	Total Expense	% of Total
749,315		749,315	6.0%
413,661		413,661	3.3%
267,000		267,000	2.1%
175,800	5,000	180,800	1.4%
241,955		241,955	1.9%
<b>1,847,731</b>	<b>5,000</b>	<b>1,852,731</b>	<b>14.8%</b>
<b>10,086,525</b>	<b>2,425,846</b>	<b>12,512,371</b>	<b>100.0%</b>

FY 2024-25 2nd QTR ACTUALS			
F5 Contra Costa Funds	Other Funds	Total Revenue	Budget to Actual %
2,350,591		2,350,591	35.6%
	55,904	55,904	98.8%
	483,269	483,269	42.5%
	509,816	509,816	41.6%
	283,000	283,000	283.0%
156,079		156,079	78.0%
<b>2,506,670</b>	<b>1,331,989</b>	<b>3,838,659</b>	<b>41.1%</b>
	-	-	0.0%
<b>2,506,670</b>	<b>1,331,989</b>	<b>3,838,659</b>	<b>30.7%</b>
F5 Contra Costa Funds	Other Funds	Total Expense	Budget to Actual %
	71,120	71,120	125.7%
1,821	184,066	185,886	32.4%
	103	103	0.1%
<b>1,821</b>	<b>255,289</b>	<b>257,109</b>	<b>32.3%</b>
1,568,279		1,568,279	45.4%
-	14,693	14,693	22.7%
<b>1,568,279</b>	<b>14,693</b>	<b>1,582,972</b>	<b>45.0%</b>
72,334	45,694	118,028	29.8%
5,000	160,853	165,853	21.5%
		-	0.0%
164,563		164,563	37.6%
		-	0.0%
<b>241,897</b>	<b>206,547</b>	<b>448,444</b>	<b>27.7%</b>
7,607		7,607	2.5%
<b>7,607</b>	<b>0</b>	<b>7,607</b>	<b>2.5%</b>
612,384	310,170	922,555	46.0%
320,785	161,887	482,672	40.3%
189,450	0	189,450	46.1%
<b>1,122,619</b>	<b>472,057</b>	<b>1,594,676</b>	<b>44.1%</b>
<b>2,942,223</b>	<b>948,586</b>	<b>3,890,809</b>	<b>39.5%</b>
F5 Contra Costa Funds	Other Funds	Total Expense	Budget to Actual %
69,732	8,295	78,026	23.4%
30,586	3,518	34,103	19.4%
35,393		35,393	16.8%
1,911		1,911	9.3%
28,699		28,699	39.9%
<b>166,320</b>	<b>11,812</b>	<b>178,133</b>	<b>21.9%</b>
F5 Contra Costa Funds	Other Funds	Total Expense	Budget to Actual %
366,373		366,373	48.9%
174,319		174,319	42.1%
61,097	2,550	63,647	23.8%
29,968	4,597	34,565	19.1%
94,613	1,805	96,418	39.8%
<b>726,370</b>	<b>8,951</b>	<b>735,321</b>	<b>39.7%</b>
<b>10,086,525</b>	<b>2,425,846</b>	<b>4,804,263</b>	<b>38.4%</b>

Notes:

- NOTES:**
- Sunlight Giving, \$100,000; Leshar CARE grant, \$10,000; and Leshar RKEC Womb to Classroom grant, \$173,000.
  - Workforce Development - this budget item is connected to the ACF Grant which crosses fiscal years. Grant funding is still available, but the FY 24/25 budget reflects projections of spending estimates at time of budget adoption.
  - Vacant positions - Data & Policy Manager filled in Oct. 2024. Data & Policy Analyst I continues to be vacant.

Percent of Total Budget Expenses	
FY 2024-25	
Program Initiatives	78.7%
Evaluation	6.5%
Administration	14.8%
<b>Total:</b>	<b>100.0%</b>



**Special Executive Committee Meeting**  
**MINUTES**  
**Monday, December 16, 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 5:03 p.m.

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

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

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

**Title: Executive Director**

Chair John Jones moved the meeting into a Closed Session at 5:03p.m and resumed the meeting at 5:33p.m. He had nothing to report.

**3.0 Public Comment.**

No public comment.

**4.0 Approve the Minutes of the Executive Committee Meeting on:**

4.1 Executive Committee Meeting on September 30, 2024

4.2 Special Executive Committee Meeting on October 28, 2024

4.3 Special Executive Committee Meeting on November 1, 2024.

Dr. Marla Stuart motioned to approve the minutes of the Executive Committee meetings on September 30, October 28, and November 1 and John Jones seconded the motion. The minutes 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 updates from Deputy Director**

Sandra Naughton provided program updates:

*Start Early* – Sandra reminded the group that our agency’s application for Start Early’s pro-bono consulting services to create a digital systems map of countywide early childhood programs and systems will begin in January and culminate in June.

*Inclusion RFXs* – Sandra shared that the staff is in the final stages of two RFX processes related to the inclusion project funded by Measure X and Prop 10. In the coming weeks, the agency will select a contractor to implement mental health consultation services to child care programs, and multiple contractors for community-based outreach services to focal populations about early intervention. Both sets of services for these RFXs relate to the recommendations identified through the community engagement process First 5 conducted this fall to enhance inclusion in ECE.

*Community Impact Report* - Sandra noted the Community Impact Report would be presented later at the full Commission meeting by herself and Data & Policy Analyst Sarah Burke.

## **5.2 Receive updates from the Finance and Operations Director:**

Kelly Sessions provided updates on:

*Draft Timeline for Budget Process* – The 2025 goal is to finish approximately a month earlier than in previous years. The plan is to be finished in March, so Programs will have more time to finalize contracts and be ready to launch on July 1. He reported we have rolled out budget forms to staff for review.

*Qtr 1 Financial Report* – Kelly provided an overview of the current budget, highlighting revenues and expenditures as well; he noted we have just begun to receive payments from the Dean and Margaret Leshner Foundation grant which will be reflected in future quarterly reports.

## **5.3 Receive updates from the Executive Director**

Dr. Ruth Fernández reported:

*Sustainability* – Ruth provided an update to the committee about the timeline ahead to kick-off the development of First 5 Contra Costa's Sustainability Plan. She described what would be a six-month planning process led and facilitated by a consultant. The consultant will provide strategic planning, policy analysis, and stakeholder engagement for the creation of the plan. The timeline includes the creation of a Work Group that will provide strategic thinking and direction for the development of the plan. The goal is to have a draft plan to present to the Commission at the June 2025 Commission meeting for adoption and approval.

## **6.0 DISCUSS matters regarding the operation of the Commission.**

### **6.1 Review and discuss proposed 2025 Commission Meeting Calendar**

Dr. Ruth Fernández noted that there are two new meeting dates added to the calendar for 2025 to allow for approval and processing of budgets and contracts in a timely manner in the upcoming year.

### **6.2 Review Officer Slate for 2025 Executive Committee Recommended by Nominating Committee**

Chair John Jones reviewed the names of the incoming 2025 Executive Committee Officers decided on by the Nominating Committee.

## **7.0 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.**

Nothing to report.

## **8.0 Review agenda items for upcoming Commission Meetings.**

Dr. Ruth Fernández highlighted the additional meetings and agenda items added and shifted for 2025 on the Executive Administrative Calendar.

## **9.0 Communications**

- First 5 IMPACT Legacy Funding Letter to the First 5 California Commission

## **10.0 Adjourn** – Meeting adjourned at 5:58 p.m.

**Office of the County Counsel**  
1025 Escobar Street, 3<sup>rd</sup> Floor  
Martinez, CA 94553

Contra Costa County  
Phone: (925) 655-2200  
Fax: (925) 655-2263

*Date:* February 6, 2025

**CONFIDENTIAL**

*To:* Ruth Fernández, First 5 Contra Costa, Executive Director

*From:* Thomas L. Geiger, County Counsel  
By: Kurtis C. Keller, Deputy County Counsel  
Keiko Kobayashi, Deputy County Counsel

*Re:* **Conflict of Interest Review**

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## **SUMMARY**

This memo reviews the conflict of interest laws that apply to First 5 Commissioners, Alternates, and Commission staff. This memo also highlights those laws with special application to First 5. The law on conflicts is fairly technical. Assessing whether a conflict exists is very fact dependent. If a Commissioner, Alternate, or staff member believes they may have a conflict, they should raise the issue with the executive director. The executive director can then contact the County Counsel's office for assistance in determining whether a conflict exists and whether recusal and disclosure is required.

## **THE CONFLICT OF INTEREST LAWS**

### **A. POLITICAL REFORM ACT**

The Act applies to all Commissioners, including Alternates, and staff members that are required to file a Form 700, the statement of economic interests. The Act applies whenever the Commission makes a decision that could affect a Commissioner's or staff member's financial interests, even if the decision does not involve a contract. For example, the Act applies to a decision to approve a budget.

### **Rule**

The Political Reform Act requires that **a Commissioner or staff member may not make, participate in making, or use her official position to influence any decision in which she knows, or has reason to know, that she has a financial interest.** (Gov. Code, § 87100.)

A Commissioner or staff member has a financial interest in a decision if it is reasonably foreseeable that the decision will have a material financial effect on the Commissioner or staff member, or her immediate family. A material financial effect includes one or more of the following interests held by the Commissioner or staff member, or her immediate family:

- An investment of at least \$2,000 in a for profit business (FPPC reg 18700(c)(6)(A))
- Any for profit business in which the Commissioner or staff member is a director, officer, employee, or otherwise holds a management position (FPPC reg 18700(c)(6)(D))
- Real property in which the Commissioner or staff member has invested \$2,000 or more (FPPC reg 18700(c)(6)(B))
- Any source of income to the Commissioner or staff member in excess of \$500 in the past 12 months (FPPC reg 18700(c)(6)(C)) NOTE: This does not include salary or per diem from a public entity, but does include community property interest in the income of spouse or registered domestic partner
- Any source of gifts to the Commissioner or staff member of \$630 or more in the past 12 months (FPPC reg 18700(c)(6)(E))
- A measurable benefit or loss of \$500 or more to the Commissioner's or staff member's personal finances, or the personal finances of her immediate family, in a 12-month period before or after the decision (FPPC reg 18702.5) NOTE: This includes expenses, assets, income, or liabilities

These are thresholds for what constitutes a financial interest under the Act. If a Commissioner or staff member believes they have one or more of the above-listed financial interests that may be affected by any Commission decision, they should contact the executive director.

If there is a material financial effect on an interest, the Commissioner or staff member with the affected interest is required to recuse herself from the decision-making process.

The Political Reform Act is enforced by the Fair Political Practices Commission. Violations can be prosecuted as misdemeanors, or through civil enforcement actions resulting in fines.

## B. GOVERNMENT CODE, SECTION 1090

Section 1090 applies to all Commissioners, including Alternates, and staff members that make or participate in making a contract on behalf of the Commission.

### **Rule**

Section 1090 **prohibits any Commissioner or staff member from having a financial interest in any contract made by the Commission.** (Gov. Code, § 1090.)

The size of the financial interest is irrelevant—it could be a \$5M interest or a 5 cent interest. If the Section 1090 prohibition applies, it can be an absolute bar to the entire Commission from entering into the contract

However, there are a number of exceptions to Section 1090 that allow a financially interested Commissioner to recuse herself and then permit the Commission to make the contract without the interested Commissioner's participation. In this way Section 1090 does not act as a complete bar to the contract.

- First 5 Exemption (Gov. Code, §1091.3). This exemption is specific to First 5 Commissioners. Section 1090 prohibition will not apply, and the Commission can

make the contract, so long as the interested Commissioner recuses herself from making, participating in making, or in any way using her official position to influence a decision on the grant or contract.

- Remote Interest (Gov. Code, § 1091(b)(13)). This exemption relates to the Commission contracting with another public entity. If a Commissioner is employed by or holds office with a public entity, and the Commissioner works for the department of the entity that is directly involved with the contract, so long as the Commissioner discloses the employment or office-holding and recuses herself completely from all stages of the contract process, the Commission can still award the contract to the public entity.
- Non-Interest (Gov. Code, § 1091.5(a)(9)). This exemption relates to the Commission contracting with another public entity. If a Commissioner is employed by or holds office with a public entity, but does NOT work for the department that would provide services under the contract, the Commissioner does not have to recuse herself. In this circumstance, the Commissioner must disclose the employment or office-holding with the public entity, and the fact that she receives a salary, per diem, or other reimbursement from the entity, and have this disclosure recorded in the Commission records. After the disclosure is made and recorded, the Commissioner can participate in matters related to the contract with the public entity.

Section 1090 is enforced by the Fair Political Practices Commission. If the FPPC does not commence an administrative enforcement action, the District Attorney may prosecute violations of Section 1090 as a felony. Persons convicted of felony violations of Section 1090 are unable to hold public office in California. (Gov. Code, § 1097.)

### C. APPEARANCE OF A CONFLICT OF INTEREST

Finally, courts have provided that all public officials must avoid even the appearance of a conflict of interest. Even if a Commissioner doesn't have an actual conflict of interest, if the appearance is that a conflict exists, the Commissioner and the Commission can be subject to public criticism. When there is a question about whether participation is appropriate, it is often best to take the conservative approach.

### **RECUSAL**

Recusal means that the interested Commissioner or staff member completely removes herself from any form of Commission activity relating to the decision in which the Commissioner or staff member has an interest. A Commissioner or staff member who must recuse herself cannot participate in any way.

The process for recusal for a Commissioner includes:

- The Commissioner must disclose her financial interest to the Commission as soon as an agenda item in which the Commissioner has an interest is next up on the agenda. Recusal must happen before any discussion or vote on the item.

- The disclosure must be detailed and identify the financial interest.
- The Commissioner must request that her disclosure be noted in the Commissioner's official records. Usually the disclosure will be recorded in the meeting minutes. The Commissioner should check to see that the disclosure is recorded.
- The Commissioner must leave the room until the item in which she has a conflict is completed. The Commissioner does not count towards a quorum while out of the room.
- It is not sufficient for the interested Commissioner to merely come late to a meeting after the item has occurred, or to leave the room before the item is called, without disclosure. The FPPC has established rules that require disclosure in the case of a partial absence. NOTE: disclosure is not required if the Commissioner is absent from the entire meeting.
- IMPORTANT: Commissioners should inform the executive director well in advance if they think they may have a conflict related to a contract or grant. The executive director will then be able to work with counsel to script the disclosure if there is a conflict.

## **FORM 700, STATEMENT OF ECONOMIC INTEREST**

Filing a Form 700 is an annual requirement. The requirement applies to Commissioners, including Alternates, as well as staff members designated in the First 5 Conflict of Interest Code. We encourage all filers to turn in forms promptly—both to ensure the obligation is met and to promote early identification of any issues on which the filer might have questions. The filing serves as an opportunity to remind the filer of the various personal financial interests the filer holds so that they can evaluate and identify when a conflict may arise.

The FPPC issues reference materials and advice regarding the filing of Form 700, with explanations and examples available on their website. ([fppc.ca.gov](http://fppc.ca.gov).) The FPPC also has a telephone hotline to assist in answering questions.



**Staff Report  
February 10, 2025**

**ACTION:** \_\_\_\_\_ ✓  
**DISCUSSION:** \_\_\_\_\_

**TITLE: CONSIDER approving the Executive Committee's recommendations for the compensation and benefits package related to the Executive Director's performance review completed for the period of January 2024 through January 2025.**

**Introduction:**

In accordance with the Commission's Bylaws, Article VI., Section 2a (2), the Executive Committee is required to conduct an annual performance review of the Executive Director's annual work plan and progress reports and to make recommendations to the Commission on matters related to the performance, compensation, and annual work plan of the Executive Director.

**Background:**

As approved and adopted by the Executive Committee, the Executive Committee follows the adopted process below for completing the Executive Director's annual performance review:

- Every 3 years the Executive Committee will conduct a total compensation and benefits study to ensure the ED's salary and benefits are competitive. The Committee will work with an independent consultant to compile the report. The most recent Compensation and Benefits Study was completed in December 2023.
- The Executive Committee will determine the tool and format used for the annual performance review. The Executive Committee may elect to conduct an anonymous 360-degree review to obtain feedback from Commissioners, Alternates, and staff. The Committee will work with an independent consultant to compile and summarize feedback.

As required, the Executive Committee worked with a consultant and completed an anonymous 360-degree review for the performance review period of January 21, 2024, through January 21, 2025. A summary report was given to the Commission by the Executive Committee in Closed Session on January 13, 2025.

**Recommendation:**

The Executive Committee recommends the Commission consider approving the following changes to the Executive Director compensation package.

1. Approve a 3% increase to the current base monthly salary for the Executive Director. If approved this would bring the total monthly base salary to \$19,263.24.
2. There is no change to the monthly car allowance currently set at \$333.90.
3. Discontinue the Executive Director allowance for Memberships, Subscriptions and Dues set at \$1,272.00 annually.
4. Approve a contribution to the 457 Deferred Compensation Plan of \$106.00 per month (\$1,272.00 annually) in addition to the \$85 monthly contribution all eligible employees receive for a total annual contribution of \$2,292.00. To be eligible for this deferred compensation incentive, the



Executive Director must contribute to the deferred compensation plan as outlined in the Employee Compensation and Benefits Resolution.





**Staff Report  
February 10, 2025**

**ACTION:** \_\_\_\_\_  
**DISCUSSION:** \_\_\_\_\_ ✓

**TITLE: FY 2025/26 Budget Preview and Assumptions**

**Introduction:**

Per Article II(g) of the First 5 Contra Costa Commission Bylaws, the Commission is required to “approve an annual budget” as part of its Powers and Duties. As background for the FY 2025/26 budget cycle, staff developed a list of assumptions and a 10-year revenue trend of state tobacco taxes to guide budget decision-making in preparation for budget adoption. These documents were shared with the Executive Committee at their meeting on January 13, 2025 with an update presented on January 27, 2025 and are now shared with the Commission.

Staff will make a full budget presentation of the FY 2025/26 Proposed Budget to the Commission at the March 10, 2025 meeting and request budget adoption.

**Recommendation:**

Staff recommend the Commission receive the report in preparation for FY 2025/26 budget adoption.



## FY 25/26 BUDGET ASSUMPTIONS

### REVENUE

- For FY 25/26, revenue is preliminarily projected at \$9.6 M
  - ✓ This represents a reduction of \$0.8 M (7.7%) from last FY's audited receipts and an increase of \$0.3 M (3.2%) over last FY's adopted budget
  - ✓ Prop 10, Prop 56 and CECET revenues are budgeted at First 5 California projected amounts
  - ✓ "Unconfirmed" grant revenues are not included

### EXPENDITURES

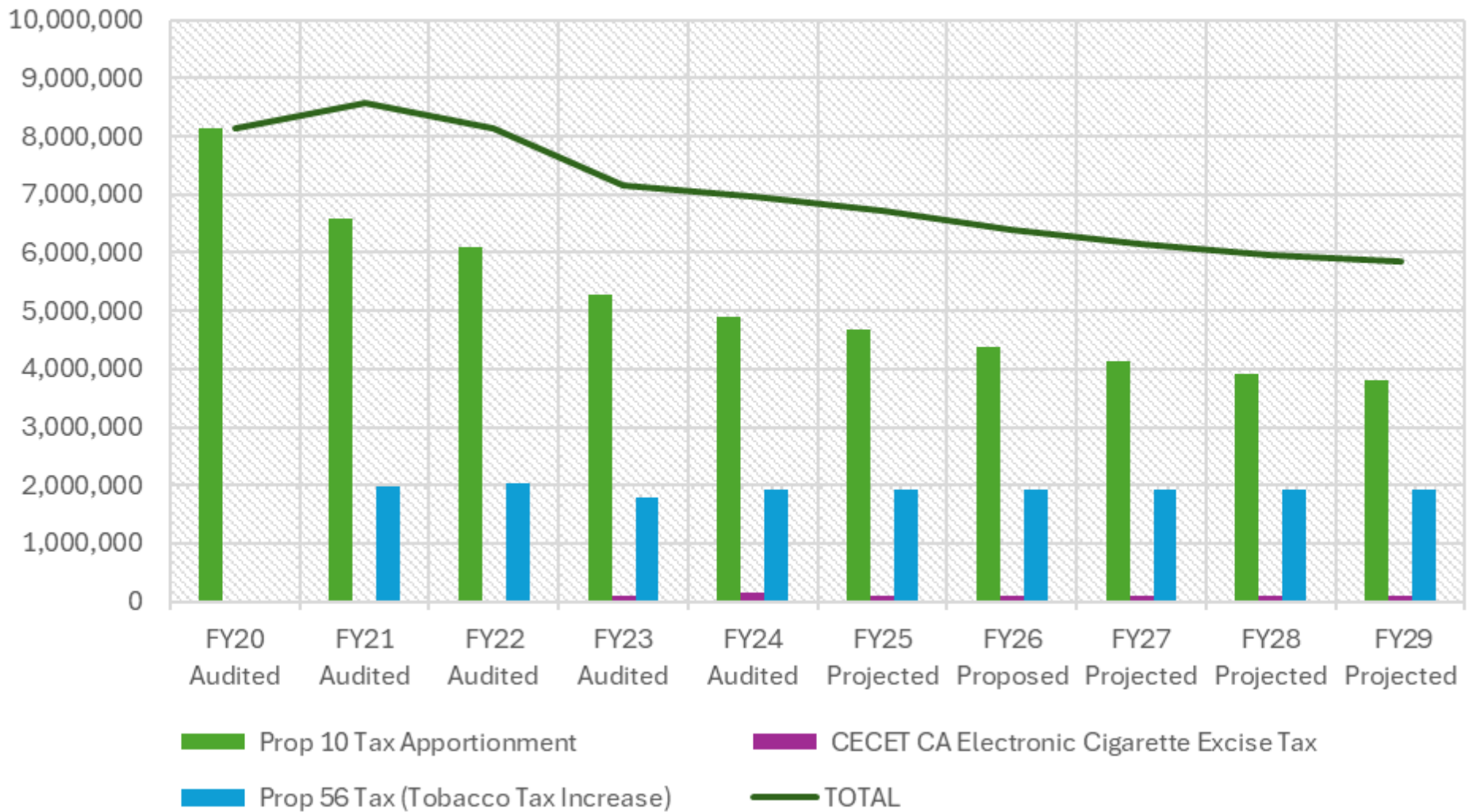
- 3% COLA budgeted for employee salaries
  - ✓ Eligible employees are budgeted to receive a 5% step increase
- Benefits budgeted at actual usage levels, including current 2025 healthcare rates with appropriate increase for 2026
- Vacant Program Coordinator position is fully funded and vacant Data & Policy Analyst I position is funded beginning in January 2026
- Budget process will continue to unfold in environment of cost constraint

### MISCELLANEOUS

- Revenue/expenditure gap will be backfilled by fund balance
  - ✓ Fund balance at FY Begin: \$17.9 M (\$3.2 M budgeted drawdown)
- Widening revenue to expenditure gap will be tracked over 5 fiscal years
- Indirect Rate calculates at 15%



## State Tobacco Tax 10-Year Trend





FOR IMMEDIATE RELEASE  
Contact: Courtney Armstrong  
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**First 5 Association of California Calls For Intervention Against Trump Administration's Grant Freeze Order**

SACRAMENTO, CA (January 28, 2025)—Last night, the Trump administration issued a memo temporarily halting all federal grant and loan disbursements, causing widespread uncertainty among families, government agencies, and non-governmental organizations.

The First 5 Association of California, which represents First 5 Commissions across 58 counties, issued the following statement regarding the federal grant freeze announced by the Trump administration:

**First 5 Association – Attributed to Avo Makdessian, Executive Director, First 5 Association of California**

“This funding freeze is deeply troubling for critical programs that are lifelines for millions of children and families. Any delay or interruption in these programs jeopardizes the stability and well-being of vulnerable families already facing systemic barriers. While the details of the order remain unclear and continue to evolve, the First 5 Association is working closely with our advocacy partners to push for an immediate reversal of this harmful decision. Amid the cloud of uncertainty cast by this order, we call on California’s congressional members to intervene.”

**About First 5 Association of California**

The First 5 Association of California represents the state’s 58 county First 5 Commissions. Together, First 5 supports over one million children and families each year, advancing policies and investments that ensure young children are healthy, safe, and ready to learn.

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