



**Executive Committee Meeting
AGENDA
Monday, May 4, 2026 ~ 5:00 PM
2300 Clayton Road, Concord, CA 94520
Suite 300 – Conference Room**

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: <https://us02web.zoom.us/j/81896666971?pwd=Ix7o7o0Lat4YFJGdZ89yQkobjOxldV.1>
Meeting ID: 818 9666 6971
Passcode: 465898**

- 1.0 Convene and call to order**
- 2.0 Public Comment**
- 3.0 Approve the Minutes of the Executive Committee Meeting of March 2, 2026. Action**
- 4.0 CONSIDER accepting the report on significant program, financial or contracts matters, and on any personnel matters relating to Commission staff. Information/
Discussion**
 - 4.1 Receive updates from the Deputy Director**
 - Recap of Ready Kids East County Resource Fair – April 11
 - Landscape Analysis of ECE Workforce Supports & May 26 convening
 - 4.2 Receive updates from the Finance and Operations Director**
 - FY 2025-26 Third Quarter Financial Report
 - FY 2026-27 Proposed Budget Preview
 - Review Draft Fund Balance Policy
 - 4.3 Receive updates from the Executive Director**
 - Strategic Planning Timeline
 - Update on Strategic Planning Conversations and Key Decision Points
- 5.0 DISCUSS matters regarding the operation of the Commission. Information/
Discussion**
 - 5.1 Annual Certificate of Compliance – Due July 1, 2026**
 - 5.2 Commissioner Term Renewals**
- 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. Information/
Discussion**
- 7.0 REVIEW agenda items for upcoming Commission Meetings. Discussion**
 - May 18th Commission Agenda
- 8.0 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 2300 Clayton Road, Suite 300, 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, March 2, 2026, 5:00pm
2300 Clayton Road, Suite 300, Concord, CA 94520**

1.0 Convene and call to order.

Chair John Jones called the meeting to order at 5:14 p.m.

In attendance: Commissioners John Jones, Mary Helen Rocha, Gareth Ashley.

Absent: Commissioner Dr. Marla Stuart.

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.

Guests: Nicole Young, Strategic Planning Consultant with Optimal Solutions Consulting.

2.0 Public Comment.

No public comment.

3.0 Approve the Minutes of the Executive Committee Meeting on March 2, 2026:

Commissioner Mary Rocha motioned to approve the minutes of the December 15, 2025 Executive Committee meeting. 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 Deputy Director Sandra Naughton provided updates on the Early Childhood Systems Map, including ongoing stakeholder engagement and reporting efforts. She also shared information regarding the upcoming Ready Kids East County Resource Fair scheduled for April 11 at the Marina Community Center in Pittsburg, with a goal of reaching approximately 100 families. The Committee discussed outreach strategies to support attendance.

4.2 Finance and Operations Director Kelly Sessions presented the second quarter financial update and budget revision. He explained that the originally adopted budget was developed prior to finalizing all revenue sources and will be supplemented by fund balance. The revised budget reflects updated revenue allocations and alignment of expenditures.

Kelly noted that spending is expected to increase later in the fiscal year due to timing delays related to contracts and grant implementation. He also clarified that costs associated with the office move are being processed on an ongoing basis and reflected within administrative expenditures.

He outlined the upcoming budget development timeline, including presentation of the proposed budget to the Executive Committee in May, and noted the implementation of a new budget module to support improved planning and reporting. A potential cost-of-living adjustment was also discussed in alignment with Commission guidance.

Operations Manager Tammy Henry provided an update on the office transition, noting that staff are working toward resuming normal operations in the new space in the coming weeks. Executive Director Ruth Fernández acknowledged the administrative team for their efforts in supporting the transition.

4.3 Executive Director, Dr. Ruth Fernández introduced consultant Nicole Young and shared updates on the strategic planning process. She recommended moving the strategic planning retreat to May 18, internal planning sessions with staff are scheduled with a management team planning session for March 16 and an All Staff Strategic Planning Update Session for April. Nicole will focus on gathering input from staff, community partners and stakeholders after the Commission retreat, to help inform the plan.

Ruth reviewed key themes for the upcoming discussions related to strategic short-term recommendations outlined in the approved 5-year Sustainability Plan; including the need to operate within sustainable financial limits and reduce reliance on deficit spending. The conversation touched on the development of a Reserve Policy, community investments over the last two Strategic Plans such as the First 5 Centers. Ruth also updated the committee on expected and unknown changes in early childhood funding from the state. Staff noted the importance of maintaining core services while being mindful of funding limitations.

Committee members discussed Prop 10 reserves and how they are used, including maintaining funds for emergencies and supporting ongoing commitments. Mary Rocha suggested strengthening partnerships with schools to better connect early childhood efforts.

Ruth also provided an update on the Community Vision shared space project, including early conversations with partners and potential locations in areas of greatest need. Committee members shared additional ideas for possible co-located spaces for the First 5 Centers.

5.0 DISCUSS matters regarding the operation of the Commission

The Committee discussed updates to the 2026 Commission meeting calendar, reminders regarding submission of Form 700. Staff reported that Commissioner and Alternate roles for District 1 will be voluntarily switched for Commissioner Hernandez and Alternate Commissioner Marshland. Staff are working with Supervisor Gioia staff to process this request. Both incumbents want to continue to serve on the commission and will be renewing their terms as their terms will be expiring this 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 provided updates on statewide activities, including planning for First 5 Association Advocacy Day on April 14. She also noted that additional details regarding the Resiliency Fund RFP to provide technical assistance and capacity building sustainability grants to County Commissions from First 5 CA are still unknown. Request for Proposals have not yet been released; staff is also tracking First 5 CA's Children's First Initiative that will disseminate funding to county commissions to support immigrant families.

7.0 REVIEW agenda items for upcoming Commission Meetings.

The Committee reviewed upcoming agenda items, including a Conflict of Interest presentation by County Counsel and required Brown Act training materials.

8.0 Communications

Staff shared reminders regarding upcoming events, including the Choose Children 2026 Candidate Conversations scheduled and hosted by the Choose Children Campaign for March 10 and Chair Jones shared a reminder about the CoCoKids 50th Anniversary Celebration.

9.0 Adjourn – Meeting adjourned at 7:06 p.m.



REVENUE ¹	
State Tobacco Taxes ²	6,353,628
Federal Grants	-
State Grants ³	672,308
Subrecipient Awards ³	747,449
Philanthropic Grants ³	230,100
Other Revenue ⁴	428,294
TOTAL REVENUE	6,781,922
<i>Prop 10/56 Fund Balance Drawdown</i>	<i>3,520,977</i>
TOTAL REVENUE	10,302,899
PROGRAMMATIC FOCUS AREAS EXPENSES	
Early Childhood Education	
Workforce Development	134,747
Quality Early Learning ⁸	62,891
RKEC School Readiness Initiative	129,300
Total	326,938
Strengthening Families	
First 5 Centers	3,671,326
Home Visiting System Coordination	31,970
Parent Advisory Group ⁵	15,100
Total	0
Early Intervention	
EI Support Services	612,454
Capacity Building and Outreach ⁶	25,494
Total	141,043
Policy Advocacy & Communications Strategies	
Communications Strategy & Policy Advocacy ⁹	211,299
Total	35,000
Program Salaries/Benefits and Overhead Expenses	
Program Salaries & Wages	1,478,508
Program Employee Benefits	868,740
Program Expenses and Overhead ⁷	604,619
Total	959,986
TOTAL PROGRAM EXPENSE	7,851,460
EVALUATION EXPENSES	
Evaluation Salaries & Wages	350,394
Evaluation Employee Benefits	181,437
Professional Services	134,000
Purchased Services and Supplies	20,870
Evaluation Expense and Overhead ⁷	114,470
TOTAL EVALUATION EXPENSE	801,171
ADMINISTRATIVE EXPENSES	
Administrative Salaries & Wages	772,969
Administrative Employee Benefits	407,323
Professional Services	211,619
Purchased Services and Supplies	152,803
Administrative Expense & Overhead ⁷	292,443
TOTAL ADMINISTRATIVE EXPENSE	1,837,158
GRAND TOTAL	10,489,789

FY 2025/26 Budget					
Adopted		Amended		Total Amended	
F5 Contra Costa Funds	Other Funds	F5 Contra Costa Funds	Other Funds	Total Revenue	% of Total
6,353,628	-	6,353,628	-	6,353,628	47%
-	-	-	-	-	0%
-	672,308	-	826,801	826,801	6%
-	747,449	-	1,943,415	1,943,415	14%
-	230,100	-	366,661	366,661	3%
428,294	-	428,294	-	428,294	3%
6,781,922	1,649,857	6,781,922	3,136,877	9,918,799	74%
3,520,977	-	3,520,977	-	3,520,977	26%
10,302,899	1,649,857	10,302,899	3,136,877	13,439,776	100%
1,487,020					
F5 Contra Costa Funds	Other Funds	F5 Contra Costa Funds	Other Funds	Total Expense	% of Total
-	134,747	-	341,335	341,335	3%
331,950	62,891	331,950	754,670	1,086,620	8%
-	129,300	-	165,861	165,861	1%
331,950	326,938	331,950	1,261,866	1,593,816	12%
3,671,326	-	3,671,326	115,781	3,787,107	28%
31,970	-	31,970	-	31,970	0%
15,100	-	15,100	-	15,100	0%
3,718,396	0	3,718,396	115,781	3,834,177	29%
612,454	141,043	612,454	146,648	759,102	6%
25,494	-	25,494	-	25,494	0%
637,949	141,043	637,949	146,648	784,597	6%
211,299	35,000	211,299	35,000	246,299	2%
211,299	35,000	211,299	35,000	246,299	2%
1,478,508	600,613	1,478,508	699,029	2,177,537	16%
868,740	359,373	868,740	417,173	1,285,913	10%
604,619	-	604,619	-	604,619	4%
2,951,866	959,986	2,951,866	1,116,202	4,068,068	30%
7,851,460	1,462,967	7,851,460	2,675,497	10,526,957	78%
F5 Contra Costa Funds	Other Funds	F5 Contra Costa Funds	Other Funds	Total Expense	% of Total
350,394	-	350,394	12,042	362,436	3%
181,437	-	181,437	7,072	188,510	1%
134,000	-	134,000	-	134,000	1%
20,870	-	20,870	-	20,870	0%
114,470	-	114,470	-	114,470	1%
801,171	-	801,171	19,114	820,285	6%
F5 Contra Costa Funds	Other Funds	F5 Contra Costa Funds	Other Funds	Total Expense	% of Total
772,969	-	772,969	-	772,969	6%
407,323	-	407,323	-	407,323	3%
211,619	-	211,619	100,000	311,619	2%
152,803	-	152,803	-	152,803	1%
292,443	-	292,443	155,376	447,819	3%
1,837,158	-	1,837,158	255,376	2,092,534	16%
10,489,789	1,462,967	10,489,789	2,949,987	13,439,776	100%
1,487,020					

FY 2025/26 Actuals			
3rd Quarter			
F5 Contra Costa Funds	Other Funds	Total Revenue	% Budget Rec'd
2,784,427	-	2,784,427	44%
-	-	-	0%
-	1,074,430	1,074,430	130%
-	586,552	586,552	30%
-	330,100	330,100	90%
384,269	8,000	392,269	92%
3,168,696	1,999,082	5,167,778	52%
-	-	2,331,445	66%
3,168,696	1,999,082	7,499,224	56%
F5 Contra Costa Funds	Other Funds	Total Expense	% Budget Spent
-	86,276	86,276	25%
11,436	407,919	419,356	39%
-	38,840	38,840	23%
11,436	533,036	544,472	34%
2,394,139	90,510	2,484,649	66%
2,155	-	2,155	7%
6,008	-	6,008	40%
2,402,302	90,510	2,492,813	65%
350,999	33,038	384,038	51%
-	23,761	23,761	93%
350,999	56,799	407,798	52%
19,499	74,150	93,649	38%
19,499	74,150	93,649	38%
1,066,250	539,728	1,605,978	74%
538,242	288,355	826,597	64%
248,950	-	248,950	41%
1,853,442	828,083	2,681,525	66%
4,637,678	1,582,579	6,220,257	59%
F5 Contra Costa Funds	Other Funds	Total Expense	% Budget Spent
214,939	-	214,939	59%
97,841	-	97,841	52%
23,973	-	23,973	18%
4,815	-	4,815	23%
30,902	-	30,902	27%
372,469	-	372,469	45%
F5 Contra Costa Funds	Other Funds	Total Expense	% Budget Spent
374,165	-	374,165	48%
174,572	-	174,572	43%
189,383	9,700	199,083	64%
33,123	369	33,492	22%
125,185	-	125,185	28%
896,428	10,069	906,497	43%
5,906,576	1,592,647	7,499,224	56%

FY 2025/26	% of Total Budget
Program Initiatives	78.3%
Evaluation	6.1%
Administration	15.6%
Total:	100.0%

FY 2025/26	% of Total Expense
Program Initiatives	82.9%
Evaluation	5.0%
Administration	12.1%
Total:	100.0%

NOTES:

- Revenue sources are detailed in "Q2-26 Amended Budget - Revenue Detail"
- State Sales Tax revenue includes Prop 10, Prop 56, CECET, and SMIF interest accrued while in State interest earning accounts prior to distribution to counties.
- Includes indirect revenue from grants totaling \$150,058: State Grants (\$82,029), Subrecipient Awards (\$44,953), and Philanthropic Grants (\$23,076).
- Includes interest earnings proportional to First 5's share of County pooled investments (fluctuations based on investment returns).
- Budget previously included under First 5 Centers.
- Budget previously included under Help Me Grow Services & Developmental Playgroups and Trauma-Informed Systems.
- Includes departmental expenses plus allocated costs (e.g. rent, CAM, insurance, and maintenance Admin Bldg; Finance, HR and IT support; County Counsel, etc.).

FY 2026/27 PROPOSED BUDGET



REVENUE ¹	
State Tobacco Taxes ²	
Federal Grants	
State Grants ³	
Subrecipient Awards ³	
Philanthropic Grants ³	
Other Revenue ⁴	
TOTAL REVENUE	
<i>Prop 10/56 Fund Balance Drawdown</i>	
TOTAL REVENUE	
PROGRAMMATIC FOCUS AREAS EXPENSES	
Early Childhood Education	
Workforce Development	
Quality Early Learning	
Inclusion	
Ready Kids East County School Readiness Initiative	
Total	
Strengthening Families	
First 5 Centers	
Home Visiting System Coordination	
Parent Advisory Group ⁵	
Total	
Early Intervention	
EI Support Services	
Children's Developmental Needs ⁶	
Total	
Policy Advocacy & Communications Strategies	
Communications Strategy & Policy Advocacy	
Total	
Program Salaries/Benefits and Overhead Expenses	
Program Salaries & Wages	
Program Employee Benefits	
Program Expenses and Overhead ⁷	
Total	
TOTAL PROGRAM EXPENSES	
EVALUATION EXPENSES	
Evaluation Salaries & Wages	
Evaluation Employee Benefits	
Professional Services	
Purchased Services and Supplies	
Evaluation Expense and Overhead ⁷	
TOTAL EVALUATION EXPENSES	
ADMINISTRATIVE EXPENSES	
Administrative Salaries & Wages	
Administrative Employee Benefits	
Professional Services	
Purchased Services and Supplies	
Administrative Expense and Overhead ⁷	
TOTAL ADMINISTRATIVE EXPENSES	
GRAND TOTAL	

FY 2025/26 Amended Budget *			
F5 Contra Costa Funds	Other Funds	Total Revenue	% of Total
6,353,628	-	6,353,628	47.3%
-	-	-	0.0%
-	826,801	826,801	6.2%
-	1,943,415	1,943,415	14.5%
-	366,661	366,661	2.7%
428,294	-	428,294	3.2%
6,781,922	3,136,877	9,918,799	73.8%
3,520,977	-	3,520,977	26.2%
10,302,899	3,136,877	13,439,776	100.0%
F5 Contra Costa Funds	Other Funds	Total Expense	% of Total
-	341,335	341,335	2.5%
331,950	754,670	1,086,620	8.1%
-	-	-	0.0%
-	165,861	165,861	1.2%
331,950	1,261,866	1,593,816	11.9%
3,671,326	115,781	3,787,107	28.2%
31,970	-	31,970	0.2%
15,100	-	15,100	0.1%
3,718,396	115,781	3,834,177	28.5%
612,454	146,648	759,102	5.6%
25,494	-	25,494	0.2%
637,949	146,648	784,597	5.8%
211,299	35,000	246,299	1.8%
211,299	35,000	246,299	1.8%
1,478,508	699,029	2,177,537	16.2%
868,740	417,173	1,285,913	9.6%
604,619	-	604,619	4.5%
2,951,866	1,116,202	4,068,068	30.3%
7,851,460	2,675,497	10,526,957	78.3%
F5 Contra Costa Funds	Other Funds	Total Expense	% of Total
350,394	12,042	362,436	2.7%
181,437	7,072	188,510	1.4%
134,000	-	134,000	1.0%
20,870	-	20,870	0.2%
114,470	-	114,470	0.9%
801,171	19,114	820,285	6.1%
F5 Contra Costa Funds	Other Funds	Total Expense	% of Total
772,969	-	772,969	5.8%
407,323	-	407,323	3.0%
211,619	100,000	311,619	2.3%
152,803	-	152,803	1.1%
292,443	155,376	447,819	3.3%
1,837,158	255,376	2,092,534	15.6%
10,489,789	2,949,987	13,439,776	100.0%

FY 2026/27 Proposed Budget			
F5 Contra Costa Funds	Other Funds	Total Revenue	% Change
5,181,582	-	5,181,582	-18.4%
-	-	-	0.0%
-	778,197	778,197	-5.9%
-	1,809,561	1,809,561	-6.9%
-	303,000	303,000	-17.4%
538,094	-	538,094	25.6%
5,719,676	2,890,758	8,610,434	-13.2%
-	-	2,300,555	-34.7%
5,719,676	2,890,758	10,910,989	-18.8%
F5 Contra Costa Funds	Other Funds	Total Expense	% Change
-	98,924	98,924	-71.0%
25,300	275,101	300,401	-72.4%
-	374,653	374,653	0.0%
-	123,428	123,428	-25.6%
25,300	872,106	897,406	-43.7%
3,397,365	418,794	3,816,159	0.8%
10,650	-	10,650	-66.7%
15,100	-	15,100	0.0%
3,423,115	418,794	3,841,909	0.2%
-	39,501	39,501	-94.8%
376,607	-	376,607	1377.2%
376,607	39,501	416,108	-47.0%
176,370	40,000	216,370	-12.2%
176,370	40,000	216,370	-12.2%
1,426,100	780,112	2,206,212	1.3%
651,389	498,081	1,149,471	-10.6%
314,309	-	314,309	-48.0%
2,391,799	1,278,193	3,669,992	-9.8%
6,393,191	2,648,594	9,041,785	-14.1%
F5 Contra Costa Funds	Other Funds	Total Expense	% Change
286,753	16,475	303,228	-16.3%
146,589	5,559	152,147	-19.3%
76,175	-	76,175	-43.2%
13,900	-	13,900	-33.4%
49,851	-	49,851	-56.5%
573,268	22,033	595,302	-27.4%
F5 Contra Costa Funds	Other Funds	Total Expense	% Change
502,006	-	502,006	-35.1%
293,891	-	293,891	-27.8%
237,057	40,000	277,057	-11.1%
67,800	11,500	79,300	-48.1%
120,647	1,000	121,647	-72.8%
1,221,402	52,500	1,273,902	-39.1%
8,187,861	2,723,128	10,910,989	-18.8%

FY 2024/25	% of Total Expenses
Program Initiatives	78.3%
Evaluation	6.1%
Administration	15.6%
Total:	100.0%

FY 2025/26	% of Total Expenses	YOY Percent Change
Program Initiatives	82.9%	-14.1%
Evaluation	5.5%	-27.4%
Administration	11.7%	-39.1%
Total:	100.0%	-18.8%

NOTES:

- * FY 24/25 Adopted Budget included for context, prior year revenue/expenditure.
- 1. Revenue sources are detailed in "FY 25/26 Revenue Projection Summary".
- 2. State Sales Tax revenue includes Prop 10, Prop 56, CECET, and SMIF Interest accrued while in State interest earning accounts prior to distribution to counties.
- 3. Includes indirect revenue from grants totaling \$150,058: State Grants (\$82,029), Subrecipient Awards (\$44,953), and Philanthropic Grants (\$23,076).
- 4. Includes interest earnings proportional to First 5's share of County pooled investments (fluctuations based on investment returns).
- 5. Budget previously included under First 5 Centers.
- 6. Budget previously included under Help Me Grow Services & Developmental Playgroups and Trauma-Informed Systems.
- 7. Includes allocated expenses such as prorated rent, utilities, and telephones. The FY 25/26 Administrative Budget includes departmental expenses plus indirect costs, but indirect expenses are excluded in FY 26/27, since they are non-spendable accounts.

FY 26/27 Revenue Detail x Source



		FY 2026/27 Proposed Revenue Budget			
REVENUE		F5 Contra Costa Funds	Other Funds	Total Revenue	Totals
1	State Tobacco Tax				5,181,582
2	Sales Tax Apportionment - Proposition 10	3,625,025		3,625,025	-
3	Proposition 56 (Flavor Ban Backfill)	1,442,095		1,442,095	-
4	CECET (CA Electronic Cigarette Excise Tax)	71,768		71,768	-
5	SMIF (CA Surplus Money Investment Fund)	42,694		42,694	-
6	Federal Grants			-	-
7	---	-	-	-	-
8	State Grants			-	778,197
9	First 5 California IMPACT Legacy Grant (965)		610,628	610,628	-
10	Office of Traffic Safety/Child Car Seats (987) ¹		167,569	167,569	-
11	Subrecipient Awards			-	1,809,561
12	CA State Preschool Quality Block Grant (CSPP, 959)		558,012	558,012	-
13	Quality Counts California (QCC, 968)		200,009	200,009	-
14	Workforce Pathways (CCCOE, 969)		-	-	-
15	CocoKids - Child Care Wage Boost Initiative (984)		98,924	98,924	-
16	Inclusion / Children with Disabilities - EHSD (981)		506,461	506,461	-
17	EHSD - Children and Family Services Bureau - OCAP (949)		300,000	300,000	-
18	HUB Bay Area (974)		91,003	91,003	-
19	MHSA Behavioral Health (Triple P, 946)		52,652	52,652	-
19	We Care - Everyday Moments (948)		2,500	2,500	-
20	Philanthropic Grants			-	303,000
21	Leshar Ready Kids East County - Womb to Classroom (976)		203,000	203,000	-
22	Sunlight Giving (926)		100,000	100,000	-
23	Other Revenue			-	538,094
24	Interest Income	492,494		492,494	-
25	Other Misc. Income ²	45,600		45,600	-
26	TOTAL FY 26/27 REVENUE	5,719,676	2,890,758	8,610,434	8,610,434

¹ Awaiting confirmation of exact grant amount

² Combination of Rental Income (Pittsburg site), Conference Room rental, and other misc. income

First 5 Contra Costa Comprehensive Reserve Policy

Background

The Commission of First 5 Contra Costa has the responsibility to establish and maintain sound financial policies to ensure 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. To achieve this goal, the Commission establishes financial policies and procedures that align with national standards as recommended by leading industry groups such as the Government Finance Officers Association (GFOA) to further the Commission's commitment to professionalism and community transparency.

Proposition 10 was passed to support programs and systems that benefit the health and welfare of children and families. To achieve this mandate, Commissions are encouraged to develop fiscal guidelines that safeguard the long-term financial health of the organization, to use funding for the intended purposes as established by State statute, and to ensure that community resources are spent efficiently, effectively, and follow a clear investment strategy.

Purpose

The purpose of this policy is to establish a target fund balance policy to protect against the need to make service level reductions due to unforeseen events such as revenue shortfalls, cashflow delays, or large-scale catastrophic events.

As stewards of the public trust, First 5 Contra Costa is committed to "living within our means," meaning that First 5 Contra Costa will provide baseline services sustainable within annual budgeted General Fund revenue and will set aside adequate levels of reserves to provide ongoing financial stability. Such actions will help ensure the long-term viability of programming for children and families in an environment in which tobacco tax resources are steadily declining.

Policy

First 5 Contra Costa will operate within its annual adopted budget and maintain fund balance reserve levels that meet target requirements as described below. Adjustments to annual budgets will systematically address increases or decreases in revenue, and adjustments to long-term fiscal plans will strategically address the sustainability of First 5 operations and services.

External funding, when received such as through state or philanthropic grants, may supplement programmed baseline service levels and may even supplant it—if allowable

First 5 Contra Costa Comprehensive Reserve Policy

by the grantor—to enhance ongoing baseline services. Such temporary revenue spikes, however, will not be used to expand the scope of ongoing baseline services.

Contingency Reserve: a one-time set aside of operating reserves based on one-half of the prior fiscal year’s total audited revenues (FY 2024/25: \$9,717,677) to be used only for emergencies and revenue shock protection. Balances will carry forward into the next fiscal year.

Should Prop 10 funds become permanently unavailable, this reserve amount should be sufficient to sustain baseline programs for a minimum of six months while staff secures additional funding and/or begins the process to close operations.

Cash Flow Reserve: A one-time set aside of \$1,000,000 (approximately thirty [30] days of operating expenses) to cover delayed reimbursements or revenue receipts. Balances will carry forward into the next fiscal year.

Baseline Services Reserve: This Reserve shall be comprised of all remaining unallocated funds (fund balance) in the General Fund and used to maintain programs and services designated by First 5 Contra Costa as baseline and funded primarily by tobacco tax revenues from Proposition 10, Proposition 56, CECET, SMIF, and other revenues generated from the interest of such holdings.

This policy shall be reviewed annually during the budget review and adoption process to ensure the reserve amount is appropriate for current financial conditions.

Procedure

Appropriation, use of funds, or modification of the First 5 Contra Costa Reserve Policy that causes reserve balances to fall below their established minimum funding levels shall require First 5 Contra Costa Commission action accompanied by the following:

- a. A Statement of Findings supporting the appropriation of reserves
- b. If possible, a plan for replenishing the reserve within time frames to be established at the time of use

Strategic Plan 2027-2032: Planning Process

Planning Stages & Timeline*	2025		2026		2027		
	July-Sept	Oct-Dec	Jan-Mar	Apr-June	July-Sept	Oct-Dec	Jan-Mar
1. Launch Planning; Ongoing Coordination							
2. Conduct Landscape Analysis							
3. Engage Commission in Strategic Planning		Launch 10/27/25		Retreat 5/18/26			
4. Develop Strategic Priorities & Strategies							
5. Develop Strategic Plan							
6. Adopt Strategic Plan						Adopt 12/14/26	
7. Disseminate Plan; Prep for Implementation							

= Commission Meeting

Planning Stages & Key Activities	Timeframe
1. Project Launch & Ongoing Coordination <ul style="list-style-type: none"> Develop planning roadmap (key activities, roles, timeline, dates) Project planning & coordination 	Aug 2025 – Mar 2027
2. Conduct Landscape Analysis <ul style="list-style-type: none"> Review existing reports and data about the early childhood landscape in Contra Costa County Conduct strategic planning sessions with Management Team (3/16/26) and All Staff (4/27/26) Gather additional data and input from key partners, in tandem with raising awareness of First 5 Contra Costa’s Sustainability Plan Synthesize key themes that will inform and/or affirm First 5 Contra Costa’s strategic direction through FY 31/32 	Aug 2025 – Jun 2026
3. Commission Strategic Planning Sessions <ul style="list-style-type: none"> Plan and conduct a half-day strategic planning session to establish/affirm strategic direction (5/18/26) 	Jan – May 2026
4. Develop Strategic Priorities & Strategies <ul style="list-style-type: none"> Affirm and/or identify strategic priorities Develop recommended Strategic Goals, Objectives, Strategies & Metrics 	Jan – June 2026
5. Develop Strategic Plan <ul style="list-style-type: none"> Draft written plan 	July – Sept 2026
6. Finalize & Adopt Strategic Plan <ul style="list-style-type: none"> Edit/Design Strategic Plan Executive Committee review (11/30/26); Commission approve (12/14/26) 	Oct – Dec 2026
7. Disseminate Plan; Prep for Y1 Implementation <ul style="list-style-type: none"> Develop annual implementation plan 	Jan – Mar 2027

* Timeline subject to change as project progresses



Strategic Planning Roles

Who	Roles
Executive Director	Project Owner & Manager
Consultant (Nicole Young)	<ul style="list-style-type: none"> Lead overall strategic planning process Facilitate strategic planning sessions with staff and Commissioners Gather additional input from key partners Assist with writing/editing plan
Executive Team	<ul style="list-style-type: none"> Work with Nicole to develop and monitor planning process and timeline Engage respective teams in planning process Review/edit draft documents
Program, Data, Policy, Communications Team	<ul style="list-style-type: none"> Participate in Landscape Analysis Propose Focus Area priorities and strategies
Finance & Operations Team	<ul style="list-style-type: none"> Participate in Landscape Analysis Propose Operational priorities and strategies
Commission	<ul style="list-style-type: none"> Provide guidance on strategic direction Adopt strategic plan Promote and support First 5 Contra Costa's strategic direction throughout the community



Commission Meeting

MINUTES

Monday, March 16, 2026, 6:00 pm

Location: First 5 Contra Costa, Conference Center
2300 Clayton Road, Suite 300, Concord CA 94520

1.0 Call to Order and Roll Call

Chair John Jones called the meeting to order at 6:04 PM.

Commissioners present during roll call were:

District 1: Dr. Rocio Hernández
District 1: Alternate Susanna Marshland
District 2: Marilyn Cachola Lucey
District 3: Mary Helen Rocha
District 3: Alternate Bella Merrill
District 4: Alex Khalfin
District 5: John Jones, Chair
District 5: Alternate LaTrena Robinson
Board of Supervisors: Supervisor Shanelle Scales-Preston
EHSD: Dr. Marla Stuart
Children & Families Services: Roslyn Gentry

Commissioners not present during roll call were:

District 2: Alternate Vidya Iyengar
District 4: Alternate Gareth Ashley
Board of Supervisors: Alternate Supervisor Candace Andersen
Health Department: Dr. Ori Tzvieli
Health Department: Alternate Dr. Sefanit Mekuria
EHSD: Alternate Scott Thompson
Children & Families Services: Alternate Ana Kaye

2.0 Public Comment

No public comment.

3.0 Approve the Minutes from the December 15, 2025 Commission Meeting.

The Chair asked if there were any questions regarding item 4.0.

The Chair asked for a motion to approve the minutes from December. Commissioner Mary Rocha made a motion to approve the minutes, seconded by Commissioner Alex Khalfin.

Roll call of vote:

YES: District 3: Mary Helen Rocha
District 4: Alex Khalfin
District 5: John Jones
Board of Supervisors: Supervisor Shanelle Scales-Preston



Children & Families Services: Roslyn Gentry

NOs: None

ABSTAIN: District 1: Dr. Rocio Hernández
District 2: Marilyn Cachola Lucey
EHSD: Dr. Marla Stuart

Absent: Health Department: Dr. Ori Tzvieli
Health Department: Alternate Dr. Sefanit Mekuria

The motion was **APPROVED**.

4.0 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.*

Dr. Ruth Fernández requested item 4.1.3 be removed from consent by Chair Jones to be voted under item 5.0 after Commissioners from EHSD, Children & Families Services and Board of Supervisors read recusal statements due to a conflict of interest. The Chair asked if there were any questions regarding all of the other items. There were no questions.

The Chair then called for a motion to approve the Consent Calendar with the exception of item 4.1.3.

Chair Jones called for a motion to approve the Consent Calendar. Commissioner Khalfin motioned to accept the Consent Calendar and Commissioner Gentry seconded.

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, Chair
Board of Supervisors: Supervisor Shanelle Scales-Preston
EHSD: Dr. Marla Stuart
Children & Families Services: Roslyn Gentry

NOs: None

ABSTAIN: **None**

Absent: Health Department: Dr. Ori Tzvieli
Health Department: Alternate Dr. Sefanit Mekuria

Commissioner Stuart mentioned an error for correction on the minutes showing she was present but to be updated and note that she was absent for the December meeting.

The motion was **APPROVED**.



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

Several Commissioners (EHSD, Children & Family Services and the Board of Supervisors) were required to recuse themselves as noted in each vote below.

Commissioner Jones then called for a motion to approve item 4.1.3. Commissioner Rocha made a motion to approve the item, seconded by Commissioner Hernandez.

Roll call of vote:

YES: District 1: Alternate Susanna Marshland
District 2: Alternate Srividya Iyengar
District 3: Mary Helen Rocha
District 4: Alex Khalfin
District 5: John Jones
Board of Supervisors: Supervisor Shanelle Scales-Preston

RECUSED: EHSD: Dr. Marla Stuart (left the room)
Children & Families Services: Roslyn Gentry (left the room)

NOs: None

ABSTAIN: None

Absent: Health Department: Dr. Ori Tzvieli
Health Department: Alternate Dr. Sefanit Mekuria

The motion was **APPROVED**.

**6.0 Public Hearing on the First 5 California 2024-25 Annual Report
Staff Report from Sandra Naughton, Deputy Director**

a) Public Hearing on the First 5 California 2024-25 Annual Report

The Chair opened the public hearing at 6:15 p.m.

Deputy Director Sandra Naughton provided a brief overview of the First 5 California 2024–2025 Annual Report included in the packet. She noted that the report summarizes statewide activities and funding across all county commissions, with Contra Costa featured on page 58 using previously submitted highlights. Local efforts focused on enhancing school readiness and family resilience for African American families in East County, as well as advancing inclusion in early care and education through community engagement and resulting recommendations for children ages 0–5. She added that the report reflects aggregated statewide data, while the Commission’s Community Impact Report offers a more detailed and locally focused narrative of its work.

The Chair asked for comments. Hearing none, Chair Jones closed the hearing at 6:21 p.m.

Chair Jones called for a motion to approve the First 5 California 2024–2025 Annual Report. Commissioner Scales-Preston motioned to approve, and Commissioner Khalfin seconded.



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, Chair
Board of Supervisors: Supervisor Shanelle Scales-Preston
EHSD: Dr. Marla Stuart
Children & Families Services: Roslyn Gentry

NOs: None

ABSTAIN: None

Absent: Health Department: Dr. Ori Tzvieli
Health Department: Alternate Dr. Sefanit Mekuria

The motion was **APPROVED**.

7.0 Executive Director’s Report

Executive Director Dr. Ruth Fernández provided an update on the office relocation, noting that construction is still underway but expected to be completed by the end of March, with staff anticipated to resume a regular in-office schedule the week of April 6. She acknowledged staff efforts in maintaining operations during the transition, with most work continuing remotely while utilizing temporary shared and storage space. Initial feedback on the new location has been positive, particularly regarding accessibility, parking, and usability of the space.

Ruth also highlighted ongoing strategic planning efforts, including preparation for a May retreat, internal data collection, a recent management team strategic planning half-day meeting, and an upcoming all-staff session. She noted the Commission is working with a consultant to support development of the next strategic plan, which will include fiscal projections, sustainability planning, and input from commissioners, staff, contractors, and community partners.

She further reported on the successful launch of the system map, including strong attendance at a recent webinar and positive feedback from partners and community organizations who are already using the tool to inform planning and resource allocation. Efforts will continue to refine the data and ensure it remains practical and relevant for ongoing decision-making.

Ruth announced the upcoming Ready Kids resource fair on April 11 in Pittsburg, highlighting its role in connecting families with service providers and strengthening coordination among community-based organizations, and encouraged commissioner participation.

8.0 Communications

None.

9.0 Commissioner F.Y.I. Updates

None.



10.0 Adjourn

The meeting adjourned at 6:46 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) 655-0360. 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 2300 Clayton Road, 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.



**Special Commission Meeting
MINUTES**

Monday, October 27, 2025 6:00 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 6:06 PM.

Commissioners present during roll call were:

District 1: Alternate Susanna Marshland
District 2: Alternate Vidya Iyengar
District 3: Mary Helen Rocha
District 3: Alternate Bella Merrill
District 5: John Jones, Chair
Board of Supervisors: Supervisor Shanelle Scales-Preston
Health Department: Dr. Ori Tzvieli
EHSD: Dr. Marla Stuart
Children & Families Services: Alternate Ana Kaye

Commissioners not present during roll call were:

District 1: Dr. Rocio Hernández
District 2: Marilyn Cachola Lucey
District 4: Alex Khalfin
District 4: Alternate Gareth Ashley
District 5: Alternate LaTrena Robinson
Board of Supervisors: Alternate Supervisor Candace Andersen
Health Department: Alternate Dr. Sefanit Mekuria
EHSD: Alternate Scott Thompson
Children & Families Services: Roslyn Gentry

2.0 Public Comment

No public comment.

3.0 Approve the Minutes from the June 9, 2025 Commission Meeting.

The Chair asked if there were any questions regarding item 3.0.

The Chair asked for a motion to approve the minutes from June. Commissioner Rocha made a motion to approve the minutes, seconded by Commissioner Marshland.

Roll call of vote:

YES: District 1: Alternate Susanna Marshland
District 2: Alternate Vidya Iyengar
District 3: Mary Helen Rocha
District 5: John Jones
Board of Supervisors: Supervisor Shanelle Scales-Preston



EHSD: Dr. Marla Stuart
Children & Families Services: Alternate Ana Kaye

NOs: None

ABSTAIN: Health Department: Dr. Ori Tzvieli

Absent: District 4: Alex Khalfin

The motion was **APPROVED**.

4.0 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.*

Dr. Ruth Fernández notified the Commission that there were materials added to the packet after the posting deadline and requested the Commission to formally accept the amended packet for the October 27 Commission meeting. Commissioner Scales-Preston motioned to accept the updated packet and Commissioner Iyengar seconded.

Roll call of vote:

YES: District 1: Alternate Susanna Marshland
District 2: Alternate Srividya Iyengar
District 3: Mary Helen Rocha
District 5: John Jones
Board of Supervisors: Supervisor Shanelle Scales-Preston
Health Department: Dr. Ori Tzvieli
EHSD: Dr. Marla Stuart
Children & Families Services: Alternate Ana Kaye

NOs: None

ABSTAIN: None

Absent: District 4: Alex Khalfin

The motion was **APPROVED**.

Several items (4.1.1, 4.1.3, 4.1.4, 4.2.2, 4.2.3, 4.2.4 and 4.2.7) were removed from consent by Chair Jones to be voted under item 5.0 after Commissioners from District V, Health Services, EHSD, and the Board of Supervisors read recusal statements due to a conflict of interest. The Chair asked if there were any questions regarding all of the other items. There were no questions.

The Chair then called for a motion to approve the Consent Calendar with the exception of items (4.1.1, 4.1.3, 4.1.4, 4.2.2, 4.2.3, 4.2.4 and 4.2.7).

Commissioner Dr. Marla Stuart made a motion to approve the Consent Calendar, seconded by Commissioner Scales-Preston.



Roll call of vote:

YES: District 1: Alternate Susanna Marshland
District 2: Alternate Srividya Iyengar
District 3: Mary Helen Rocha
District 5: John Jones
Board of Supervisors: Supervisor Shanelle Scales-Preston
Health Department: Dr. Ori Tzvieli
EHSD: Dr. Marla Stuart
Children & Families Services: Alternate Ana Kaye

NOs: None

ABSTAIN: None

Absent: District 4: Alex Khalfin

The motion was **APPROVED**.

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

Several Commissioners (Health Department, EHSD, Children & Family Services and the Board of Supervisors) were required to recuse themselves as noted in each vote below.

Commissioner Jones then called for a motion to approve item 4.1.1. Commissioner Jones made a motion to approve the item, seconded by Commissioner Iyengar.

Roll call of vote:

YES: District 1: Alternate Susanna Marshland
District 2: Alternate Srividya Iyengar
District 3: Mary Helen Rocha
District 5: John Jones
Board of Supervisors: Supervisor Shanelle Scales-Preston

RECUSED: Health Department: Dr. Ori Tzvieli (left the room)
EHSD: Dr. Marla Stuart (left the room)
Children & Families Services: Alternate Ana Kaye (left the room)

NOs: None

ABSTAIN: None

Absent: District 4: Alex Khalfin

The motion was **APPROVED**.



Commissioner Jones then called for a motion to approve item 4.1.3. Commissioner Jones made a motion to approve the item, seconded by Commissioner Iyengar.

Roll call of vote:

YES: District 1: Alternate Susanna Marshland
District 2: Alternate Srividya Iyengar
District 3: Mary Helen Rocha
District 5: John Jones
Board of Supervisors: Supervisor Shanelle Scales-Preston
Children & Families Services: Alternate Ana Kaye

RECUSED: Health Department: Dr. Ori Tzvieli (left the room)

NOs: None

ABSTAIN: None

Absent: District 4: Alex Khalfin
EHSD: Dr. Marla Stuart

The motion was **APPROVED**.

Commissioner Dr. Marla Stuart then called for a motion to approve item 4.1.4. Commissioner Iyengar made a motion to approve the item, seconded by Commissioner Marshland.

Roll call of vote:

YES: District 1: Alternate Susanna Marshland
District 2: Alternate Srividya Iyengar
District 3: Mary Helen Rocha
Board of Supervisors: Supervisor Shanelle Scales-Preston
Health Department: Dr. Ori Tzvieli
EHSD: Dr. Marla Stuart
Children & Families Services: Alternate Ana Kaye

RECUSED: District 5: John Jones (left the room)

NOs: None

ABSTAIN: None

Absent: District 4: Alex Khalfin

The motion was **APPROVED**.

Commissioner Jones then called for a motion to approve item 4.2.2. Commissioner Dr. Marla Stuart made a motion to approve the item, seconded by Commissioner Marshland.



Roll call of vote:

YES: District 1: Alternate Susanna Marshland
District 2: Alternate Srividya Iyengar
District 3: Mary Helen Rocha
District 5: John Jones
Board of Supervisors: Supervisor Shanelle Scales-Preston
EHSD: Dr. Marla Stuart
Children & Families Services: Alternate Ana Kaye

RECUSED: Health Department: Dr. Ori Tzvieli (left the room)

NOs: None

ABSTAIN: None

Absent: District 4: Alex Khalfin

The motion was **APPROVED**.

Commissioner Jones then called for a motion to approve items 4.2.3 and 4.2.4. Commissioner Iyengar made a motion to approve the item, seconded by Commissioner Dr. Marla Stuart.

Roll call of vote:

YES: District 2: Alternate Srividya Iyengar
District 3: Mary Helen Rocha
District 5: John Jones
Board of Supervisors: Supervisor Shanelle Scales-Preston
Health Department: Dr. Ori Tzvieli
EHSD: Dr. Marla Stuart
Children & Families Services: Alternate Ana Kaye

RECUSED: District 1: Alternate Susanna Marshland (left the room)

NOs: None

ABSTAIN: None

Absent: District 4: Alex Khalfin

The motion was **APPROVED**.

Commissioner Jones then called for a motion to approve item 4.2.7. Commissioner Dr. Marla Stuart made a motion to approve the item, seconded by Commissioner Rocha.

Roll call of vote:

YES: District 1: Alternate Susanna Marshland
District 2: Alternate Srividya Iyengar



District 3: Mary Helen Rocha
District 5: John Jones
Board of Supervisors: Supervisor Shanelle Scales-Preston
Health Department: Dr. Ori Tzvieli
EHSD: Dr. Marla Stuart
Children & Families Services: Alternate Ana Kaye

RECUSED: None

NOs: None

ABSTAIN: None

Absent: District 4: Alex Khalfin

The motion was **APPROVED**.

All Commissioners returned to the room.

6.0 CONSIDER accepting the Fiscal Year 2024-25 Financial Audit.

- (a) Public Hearing on the First 5 Contra Costa's Annual Financial Audit for FY2024-25
- (b) Adopt the Annual Financial Audit for Fiscal Year 2024-25

The Chair opened the public hearing at 6:21 p.m.

James W. Ramsey, Partner at Eide Bailly LLP presented the report. Highlights of the report as follows:

- **Independent Auditor's Opinion:** The auditors issued an unmodified (clean) opinion on the Commission's financial statements, noting that they represent the financial position of First 5 Contra Costa in all material respects.
- **Internal Controls:** No material weaknesses or significant deficiencies were identified. The auditors noted that internal controls related to procurement, contracting, grant monitoring, payroll, and financial reporting were functioning effectively, with no instances of noncompliance that required reporting.
- **New GASB Implementation:** FY 2024–25 included the implementation of updated GASB guidance on compensated absences, requiring additional disclosures and refined calculation methods. Staff successfully incorporated these updates, and the auditors noted that the transition was handled properly and in accordance with state and national standards.
- **Compliance With State Requirements:** The State Compliance portion of the audit, which evaluates adherence to First 5 California and California Department of Education requirements, resulted in no findings. Required reporting (AR1, AR2) and contract files met all documentation and eligibility standards.
- **Significant Accounting Estimates:** The auditors reviewed key areas requiring judgment, including revenue accruals, pension liabilities, and compensated absences. All estimates were found reasonable and based on verifiable data.



- Audit Adjustments: No material audit adjustments were required, and the auditors commended staff for maintaining accurate, timely financial records throughout the fiscal year.

The Chair asked for comments. Commissioner Stuart congratulated staff on a clean audit. The hearing was closed at 6:31 PM.

The Chair called for a motion to adopt the Annual Financial Audit for Fiscal Year 2024-25.

Commissioner Rocha made a motion to approve, seconded by Commissioner Iyengar.

Roll call of vote:

YES: District 1: Alternate Susanna Marshland
District 2: Alternate Srividya Iyengar
District 3: Mary Helen Rocha
District 5: John Jones
Board of Supervisors: Supervisor Shanelle Scales-Preston
Health Department: Dr. Ori Tzvieli
EHSD: Dr. Marla Stuart
Children & Families Services: Alternate Ana Kaye

NOs: None

ABSTAIN: None

Absent: District 4: Alex Khalfin

The motion was **APPROVED**.

7.0 CONSIDER accepting the Annual Report to First 5 California for Fiscal Year 2024-25.

- (a) Public Hearing on the First 5 Contra Costa's Annual Report for FY 2024-25
- (b) Adopt the Annual Report to First 5 California for FY 2024-25

The Chair opened the public hearing at 6:33 p.m.

The purpose of the Annual Report is to provide a statewide summary of County Commission revenues, expenditures and population served as required by the California Children and Families Act.

Sarah Burke, First 5 Data & Policy Analyst gave an overview and PowerPoint presentation introducing the Annual Report sections summarizing key service, demographic, and outcome data across First 5 Contra Costa's investments. The report highlighted that thousands of children ages 0–5 and their families accessed services across family support, early learning, early intervention, and community programs. Staff noted that family support programs continued to serve the largest share of participants, reflecting ongoing needs in parent education, resource navigation, and basic supports. Demographic data showed strong participation among families with a majority of children served identifying as Latino or multiracial, and a continued trend of higher participation among lower-income households.



The presentation also emphasized outcomes from First 5-funded initiatives. Early learning programs reported high satisfaction rates and strong gains in school-readiness indicators, including improved pre-literacy and social-emotional development. Developmental screenings increased again this year, with a significant proportion of screened children connected to follow-up services. Staff noted improvements in ASQ completion rates and collaboration with health partners.

The Chair asked for comments. Commissioners asked about emerging trends in demographics and the potential for deeper analysis across multiple years of reporting. Staff stated that year-over-year consistency shows strong engagement across core programs, and that future reporting may include expanded dashboards, mapping, and trend lines to support strategic planning and sustainability work. There was a question from Commissioner Iyengar about whether we know the overall population intended to be served and whether that's something we currently track as a measure of impact. Sarah mentioned that more demographic and population data about our target audiences will be included in the Annual Community Impact Report presentation scheduled for the month of December.

The hearing was closed at 6:53 p.m. The Chair opened the item for public comment. There were none.

The Chair called for a motion to adopt the Annual Report for Fiscal Year 2024-25.

Commissioner Scales-Preston made a motion to approve, seconded by Commissioner Tzvieli.

Roll call of vote:

YES: District 1: Alternate Susanna Marshland
District 2: Alternate Srividya Iyengar
District 3: Mary Helen Rocha
District 5: John Jones
Board of Supervisors: Supervisor Shanelle Scales-Preston
Health Department: Dr. Ori Tzvieli
EHSD: Dr. Marla Stuart
Children & Families Services: Alternate Ana Kaye

NOs: None

ABSTAIN: None

Absent: District 4: Alex Khalfin

The motion was **APPROVED**.

8.0 CONSIDER accepting the 2026 health and dental employer-paid premium contribution rates for active employees; and accept the 2026 premium contribution rates for intermittent employees, COBRA participants, retirees, and survivors at the same levels as the County.

Human Resources Manager Tammy Henry gave a report on the item, noting an overall increase in



health rates and no change in dental benefit rates for employees. A Staff Report was included in the packet with the summary of the impact on benefit rates. She asked for approval of the rate change to move forward with open enrollment for staff.

The Chair called for a motion to adopt the 2026 health and dental employer-paid premium contribution rates for active employees; and accept the 2026 premium contribution rates for intermittent employees, COBRA participants, retirees, and survivors at the same levels as the County.

Commissioner Scales-Preston made a motion to approve, seconded by Commissioner Iyengar.

Roll call of vote:

YES: District 1: Alternate Susanna Marshland
District 2: Alternate Srividya Iyengar
District 3: Mary Helen Rocha
District 5: John Jones
Board of Supervisors: Supervisor Shanelle Scales-Preston
Health Department: Dr. Ori Tzvieli
EHSD: Dr. Marla Stuart
Children & Families Services: Alternate Ana Kaye

NOs: None

ABSTAIN: None

Absent: District 4: Alex Khalfin

The motion was **APPROVED**.

9.0 CONSIDER approving early termination of lease with Sierra Pacific Properties, Inc. for First 5 office located at 4005 Port Chicago Highway; and authorize the Executive Director or her designee to identify and secure new office space for First 5 Contra Costa’s administrative offices.

Executive Director Dr. Ruth Fernández provided an update on First 5 Contra Costa administrative office space needs and summarized negotiations with current landlord resulting in an early termination agreement with Sierra Pacific Properties Inc., effective December 31, 2025. She described the agency’s space-optimization efforts, significant cost savings resulting from early termination, and coordination with a potential tenant to take over the space. She also described contingency plans should the new office location not be ready by January, including temporary remote operations and short-term shared space arrangements. She requested authorization from the Commission to continue to advance these efforts to ensure the lease termination was executed and secure a new lease. Commissioners discussed logistical considerations, transition timelines, and potential operational impacts.

The Chair called for a motion to approve early termination of First 5’s lease with Sierra Pacific Properties Inc. and authorize the Executive Director or her designee to identify and secure new office space and to bring back to the Commission a new lease for approval/ratification.



Commissioner Marshland made a motion to approve, seconded by Commissioner Rocha.

Roll call of vote:

YES: District 1: Alternate Susanna Marshland
District 2: Alternate Srividya Iyengar
District 3: Mary Helen Rocha
District 5: John Jones
Board of Supervisors: Supervisor Shanelle Scales-Preston
Health Department: Dr. Ori Tzvieli
EHSD: Dr. Marla Stuart
Children & Families Services: Alternate Ana Kaye

NOs: None

ABSTAIN: None

Absent: District 4: Alex Khalfin

The motion was **APPROVED**.

10.0 CONSIDER adoption of the First 5 Contra Costa 5-Year Sustainability Plan.

Dr. Ruth Fernández and consultant Catherine Senderling-McDonald presented the final Five-Year Sustainability Plan, explaining that the goal of the plan is to help First 5 Contra Costa remain strong and financially stable as Proposition 10 revenue continues to decline. The plan focuses on four main areas: maintaining fiscal health, strengthening internal operations, prioritizing the programs that make the greatest impact, and building partnerships that can bring in new resources and support.

The presentation provided long-term budget projections showing how decreasing revenues could affect services over the next five years. The plan outlines short-term, medium-term, and long-term sustainability strategy recommendations for First 5 Contra Costa in the next five years. Recommendations include ways to diversify funding, including exploring interagency partnerships, and better aligning with county and community initiatives that support early childhood. Staff also described improvements underway in staffing structure, internal processes, and data systems to help the agency work more efficiently.

The plan highlights the importance of strong relationships with county departments, local organizations, and statewide partners—both to support families with young children and to expand investments for young children long-term. The Commission had a discussion and decided to add adoption and approval of the plan to the December agenda and made the recommendation to revise language on page 29 of the draft plan to add clarity regarding the recommended strategy for interagency agreements.

11.0 RECEIVE the appointed Ad Hoc Nominating Committee members for 2026 Officers' Election.

Commissioners were notified of the members of this year's Ad Hoc Nominating Committee for the 2026 Officers' Election as chosen by the Executive Committee. Members are Srividya Iyengar (Chair), Roslyn Gentry, and Dr. Sefanit Mekuria.

12.0 Executive Director's Report



Executive Director Dr. Ruth Fernández referred Commissioners to the written report included in their meeting packets and provided several brief verbal highlights. She began by acknowledging and welcoming Stephanie Shieh, First 5 Contra Costa’s newly hired Early Childhood Program Officer. Dr. Fernández shared that Ms. Shieh had recently joined the agency and would be formally introduced at the upcoming December staff appreciation event, where Commissioners would have the opportunity to meet her.

Dr. Fernández concluded her report by highlighting a major event occurring later that week—the Ready Kids East County community engagement event taking place on Wednesday, October 29, at the Antioch Community Center. She explained that the purpose of the event is to support reflection, data collection, and collaborative dialogue among community partners and parents in East Contra Costa County. Ready Kids brings together organizations committed to improving health outcomes and school readiness for Black and African American young children. She invited Commissioners to attend, describing it as a meaningful to engage with and to hear directly from the community.

13.0 Communications

None.

14.0 Commissioner F.Y.I. Updates

None.

15.0 Adjourn

The meeting adjourned at 8:20 PM.

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Commission Meeting

MINUTES

Monday, December 15, 2025 6:00 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 6:04 PM.

Commissioners present during roll call were:

District 1: Alternate Susanna Marshland
District 2: Alternate Vidya Iyengar
District 3: Mary Helen Rocha
District 3: Alternate Bella Merrill
District 4: Alex Khalfin
District 4: Alternate Gareth Ashley
District 5: John Jones, Chair
District 5: Alternate LaTrena Robinson
Board of Supervisors: Supervisor Shanelle Scales-Preston
Health Department: Dr. Ori Tzvieli
EHSD: Dr. Marla Stuart
Children & Families Services: Roslyn Gentry
Children & Families Services: Alternate Ana Kaye

Commissioners not present during roll call were:

District 1: Dr. Rocio Hernández
District 2: Marilyn Cachola Lucey
Board of Supervisors: Alternate Supervisor Candace Andersen
Health Department: Alternate Dr. Sefanit Mekuria
EHSD: Alternate Scott Thompson

2.0 CLOSED SESSION

Chair Jones reported there was nothing to report after returning from Closed Session.

3.0 Public Comment

No public comment.

4.0 Approve the Minutes from the Special October 27, 2025 Commission Meeting.

The Chair asked if there were any questions regarding item 4.0.

The Chair asked for a motion to approve the minutes from June. Commissioner Scales-Preston made a motion to approve the minutes, seconded by Commissioner Marshland.

Roll call of vote:

YES: District 1: Alternate Susanna Marshland
District 2: Alternate Vidya Iyengar



District 5: John Jones
Board of Supervisors: Supervisor Shanelle Scales-Preston
Health Department: Dr. Ori Tzvieli
Children & Families Services: Roslyn Gentry

NOs: None

ABSTAIN: District 3: Mary Helen Rocha
District 4: Alex Khalfin

Absent: EHSD: Dr. Marla Stuart

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.*

Chair Jones called for a motion to approve the Consent Calendar. Commissioner Khalfin motioned to accept the Consent Calendar and Commissioner Rocha seconded.

Roll call of vote:

YES: District 1: Alternate Susanna Marshland
District 2: Alternate Srividya Iyengar
District 3: Mary Helen Rocha
District 4: Alex Khalfin
District 5: John Jones
Board of Supervisors: Supervisor Shanelle Scales-Preston
Health Department: Dr. Ori Tzvieli
Children & Families Services: Roslyn Gentry

NOs: None

ABSTAIN: None

Absent: EHSD: Dr. Marla Stuart

The motion was **APPROVED**.

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

7.0 RECOGNIZE First 5 staff who have surpassed service milestones and appreciate the entire staff for their continuing dedication and accomplishments.

Dr. Ruth Fernández and Operations Manager Tammy Henry acknowledged several First 5 staff who have reached service milestones in 2025 which included: Jamela Tandinco, Program Assistant and Deanna Carmona, Quality Coach for five years of service; Sarah Burke, Data & Policy Analyst and Elida



Treanor, Program Assistant for 15 years of service; and Lisa Johnson, Grants & Contracts Manager for 25 years of service to First 5 Contra Costa. As well, several Commissioners recognized the entire First 5 staff for their continued outstanding work throughout the years.

8.0 CONSIDER approving the Slate of Officers of the Commission for 2026.

Vidya Iyengar presented the incoming slate of officers decided upon by the 2025 Nominating Committee:

- Chair: John Jones
- Vice-Chair: Dr. Marla Stuart
- Secretary / Treasurer: Mary Rocha
- Additional Non-Voting Member: Gareth Ashley

Chair Jones called for a motion to approve the new slate of officers. Commissioner Scales-Preston motioned to approve and Commissioner Gentry seconded.

Roll call of vote:

YES: District 1: Alternate Susanna Marshland
District 2: Alternate Srividya Iyengar
District 3: Mary Helen Rocha
District 4: Alex Khalfin
District 5: John Jones
Board of Supervisors: Supervisor Shanelle Scales-Preston
Health Department: Dr. Ori Tzvieli
Children & Families Services: Roslyn Gentry

NOs: None

ABSTAIN: None

Absent: EHSD: Dr. Marla Stuart

The motion was **APPROVED**.

9.0 CONSIDER approval to extend First 5 Contra Costa’s Strategic Plan for Fiscal Years 2023-2026 through FY 2026-27.

Executive Director Dr. Ruth Fernández presented a request for the Commission to approve extending First 5 Contra Costa’s current Strategic Plan (FY 2023–2026) through FY 2026–27. Dr. Fernández explained that this extension would provide additional time for the organization to implement the recently adopted Sustainability Plan while also allowing staff to conduct a more robust strategic planning process for the next phase of the Commission’s work. Staff noted that the intent is to move from a three-year planning cycle to a five-year strategic plan, with the next plan anticipated to cover 2027–2032.

Dr. Fernández shared that extending the current plan through fiscal year 2026-27 would preserve ongoing alignment with the identified Commission’s focus areas and strategies for community investments in the FY 2023-2026 plan, in addition to, implementation of short-term identified operational and organizational strategies for FY 26/27 outlined in the Sustainability Plan to



systematically reduce spending and secure sufficient external funding to meet First 5 Contra Costa’s overarching mission.

Commissioners expressed general support for the approach, noting that the additional time would help ensure the next strategic plan is well informed and aligned with the evolving needs of families and young children in Contra Costa County.

Chair Jones called for a motion to approve the extension of the Strategic Plan through FY 2026-27. Commissioner Tzvieli motioned to approve and Commissioner Scales-Preston seconded.

Roll call of vote:

YES: District 1: Alternate Susanna Marshland
District 2: Alternate Srividya Iyengar
District 3: Mary Helen Rocha
District 4: Alex Khalfin
District 5: John Jones
Board of Supervisors: Supervisor Shanelle Scales-Preston
Health Department: Dr. Ori Tzvieli
Children & Families Services: Roslyn Gentry

NOs: None

ABSTAIN: None

Absent: EHSD: Dr. Marla Stuart

The motion was **APPROVED**.

10.0 RECEIVE Staff Presentation of 2025 Year in Review: Community Impact Report.

Sarah Burke, Data & Policy Analyst, and Sandra Naughton, Deputy Director, presented the 2025 Community Impact Report, highlighting outcomes from First 5 programs and partnerships across Contra Costa County. The presentation included data on participation trends, service delivery hours, and demographic information about families served. Staff reported 4,711 hours of programming, education, and early learning services delivered and highlighted growth in developmental screenings through the Ages & Stages Questionnaire, with over 2,500 screenings conducted. The report also emphasized culturally responsive programming, including services reaching more than 550 African American and Black families and increased engagement of fathers and male caregivers. Commissioner Gentry requested details on African American father engagement efforts, and Sarah shared the most popular offerings include one-time activities, drop-in playgroups, and father-focused discussion topics, along with offsite activities and support groups hosted through the First 5 Centers, which have helped encourage participation and engagement among fathers and male caregivers.

11.0 RECEIVE Presentation on the First 5 CA Association Priorities and the Choose Children 2026 Campaign.

First 5 Association Executive Director Avo Makdessian presented an overview of statewide priorities and the Choose Children 2026 campaign. The presentation addressed the broader policy and fiscal landscape impacting early childhood programs, including declining Proposition 10 revenues and the



need for sustained advocacy. The campaign aims to ensure that the next California governor prioritizes young children through coordinated policy strategies and a shared statewide platform.

12.0 RECEIVE Staff Presentation of Contra Costa County Early Childhood System Map.

First 5 Data & Policy Manager Mackenzie Whipps presented the Contra Costa Early Childhood System Map, a tool developed to better understand how the county's early childhood services and supports connect across different sectors. The project was completed in partnership with Start Early, along with a local advisory group that met multiple times to provide input, share data, and help shape the final product.

The system map illustrates the broader early childhood ecosystem in Contra Costa County, including areas such as healthy beginnings, strong and supported families, quality early childhood programs, the early childhood workforce, and funding and governance structures. Mackenzie explained that the map helps show how programs and systems interact and where families may access support across different points of entry. It also includes program profiles and information intended to help partners better understand the full landscape of early childhood services in the county.

She shared that the system map can be used as a planning and communication tool, helping partners identify gaps, strengthen coordination, and support future funding or policy discussions. Commissioner Jones asked whether the map would be updated over time. Staff noted that the goal is to refresh the system map approximately every two years, recognizing that maintaining and updating such a comprehensive view of the system requires significant data collection and coordination.

13.0 RECEIVE Staff Presentation of Key Learnings from First 5 Contra Costa Listening Tour Report.

Mackenzie Ms. Whipps also presented findings from the First 5 Contra Costa Listening Tour, a countywide effort to gather feedback from families and community partners about their experiences accessing early childhood services. The listening tour was conducted as a strategic data collection effort and was completed in partnership with Stanford's CIRCLE team (Continuous Improvement Rapid Cycle Learning and Evaluation) to help capture qualitative insights from families across different regions of the county.

The listening sessions explored what supports families are currently accessing, where they encounter challenges, and what additional resources would be most helpful. Staff noted that many families shared that they often learn about services through one trusted organization, and that connection frequently leads them to other supports. However, overall awareness of available programs remains limited, suggesting opportunities to improve outreach and navigation.

Several common themes emerged from the conversations. Families consistently raised child care access and affordability as a major concern, and many parents noted challenges navigating complicated program applications. Families also emphasized the importance of continued support for basic needs such as diapers, food, and other essentials. Participants recommended strengthening partnerships with pediatricians and other trusted providers who could help connect families to services earlier. Additional feedback highlighted that families across all regions of the county often feel underserved, and that families raising children with developmental or other special needs would benefit from stronger referral pathways and more coordinated services. Commissioners discussed the importance of early developmental screening and shared observations about challenges parents face in recognizing developmental milestones and accessing timely support.



14.0 Executive Director’s Report

Executive Director Dr. Ruth Fernández shared several updates and thanked the Commissioners for their continued support and guidance throughout the year. She reflected on the progress made across the organization’s priorities and emphasized how important collaboration continues to be in advancing early childhood work in Contra Costa County.

Dr. Fernández highlighted ongoing partnerships with Contra Costa Health Services, the Contra Costa County Office of Education, and other county agencies, including work connected to the AB 2083 Children and Youth System of Care. She noted that these efforts are focused on improving coordination across systems, reducing duplication, and identifying ways agencies can work together more effectively to support children and families.

She also shared that the organization is preparing for its upcoming office move, and that the next time the Commission meets it will likely be in First 5 Contra Costa’s new space. Dr. Fernández thanked the administrative team for the significant work involved in coordinating the move while continuing to support the organization’s ongoing programs and operations.

15.0 Communications

None.

16.0 Commissioner F.Y.I. Updates

Commission Chair John Jones shared end of year remarks and thanked staff and Commissioners for their work throughout the year.

17.0 Adjourn

The meeting adjourned at 8:16 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.

County Certification of Compliance Fiscal Year 2026–27 Funding

County Commission Name:

I attest that I am duly authorized to certify to First 5 California that the county commission cited above has satisfied all requirements of Health and Safety Code Section 130140 to remain eligible to receive tax revenue as of July 1, 2026. The checked box below confirms the stated requirement has been satisfied. The county commission has reviewed its current county strategic plan or adopted either a new or revised county strategic plan. Check only one (1) box 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 Public Commission Minutes Date:

Agenda Item Number:

The county commission has conducted the required public hearing on its FY 2024–25 annual audit, pursuant to Health and Safety Code Section 130140(d)(2).

Reference Public Commission Minutes Date:

Agenda Item Number:

The county commission has conducted the required public hearing on its FY 2024–25 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 Public Commission Minutes Date:

Agenda Item Number:

The county commission has conducted the required public hearing on the State Commission's FY 2024–25 annual report, pursuant to Health and Safety Code Section 130140(d)(3).

Reference Public Commission Minutes Date:

Agenda Item Number:

Executive Director's Signature

Date

Executive Director's Name (Printed):

County Commission Name:

Please return this form and all supporting documents to mroy@ccfc.ca.gov on or before July 1, 2026.

Thank you!

Monica Roy
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