



Commission Meeting
MINUTES

Monday, April 11, 2022, 6:00 pm

1.0 Call to Order and Roll Call

Commission Vice-Chair Marilyn Cachola Lucey called the April 11, 2022 Commission Meeting to order at 6:02 PM. Due to COVID-19, the meeting was held on a web-based platform. Meeting protocols were introduced. Supervisor Diane Burgis was welcomed back as returning Commissioner this calendar year. Welcomed new Health Services Commissioner Dr. Ori Tzvieli and new Alternate Member Dr. Sefanit F. Mekuria.

Commissioners present during roll call were:

District 1: Commissioner Dr. Rocio Hernandez
District 1: Alternate member Genoveva Garcia Calloway
District 2: Commissioner Marilyn Cachola Lucey
District 3: Commissioner Lee Ross
District 3: Alternate member Rhoda Butler
District 4: Commissioner Matt Regan
District 4: Alternate member Gareth Ashley
District 5: Commissioner John Jones
Health Services: Commissioner Dr. Ori Tzvieli
Health Services: Alternate member Dr. Sefanit F. Mekuria
EHSD: Alternate Commissioner Dr. Aaron Alarcon-Bowen
Board Of Supervisors: Commissioner Diane Burgis
Children & Families Services: Commissioner Kathy Marsh

Absent:

District 2: Alternate member Srividya Iyengar
Board Of Supervisors: Alternate member Candace Andersen
Children & Families Services: Alternate member Roslyn Gentry

2.0 Public Comment

There were no comments from the public.

3.0 Approval of Consent Calendar

Diane Burgis made a motion, seconded by Lee Ross to approve the consent calendar.

All in favor by roll call:

District 1: Dr. Rocio Hernandez – Yes
District 2: Marilyn Cachola Lucey – Yes
District 3: Lee Ross – Yes
District 4: Matt Regan – Yes
District 5: John Jones – Yes
Board of Supervisors: Diane Burgis – Yes
Health Services: Dr. Ori Tzvieli – Yes
EHSD: Alternate member Dr. Aaron Alarcon-Bowen – Yes
Children & Families Services – Kathy Marsh – Yes

Yes: 9

No: 0

Abstain: 0

Absent: District 2: Alternate member Srividya Iyengar; Board of Supervisors: Alternate member Candace Andersen; Children & Families Services: Alternate member Roslyn Gentry

The motion was **APPROVED**.

5.0 CONSIDER adopting a resolution authorizing First 5 Contra Costa to conduct teleconference meetings under Government Code section 54953 (e) and making related findings.

The vice-chair asked if there were questions from the floor regarding the item.

There were no questions.

John Jones made a motion, seconded by Dr. Rocio Hernandez, to adopt a resolution authorizing First 5 Contra Costa to conduct teleconference meetings under Government Code section 54953(e) and making related findings.

Roll Call of Vote:

District 1: Dr. Rocio Hernandez – Yes

District 2: Marilyn Cachola Lucey – Yes

District 3: Lee Ross – Yes

District 4: Matt Regan – Yes

District 5: John Jones – Yes

Board of Supervisors: Diane Burgis – Yes

Health Services: Dr. Ori Tzvieli – Yes

EHSD: Alternate member Dr. Aaron Alarcon-Bowen – Yes

Children & Families Services – Kathy Marsh – Yes

Yes: 9

No: 0

Abstain: 0

Absent: District 2: Alternate member Srividya Iyengar; Board of Supervisors: Alternate member Candace Andersen; Children & Families Services: Alternate member Roslyn Gentry

The motion **APPROVED**.

6.0 Receive presentation honoring former First 5 Contra Costa Commissioners:

- **Former EHSD Director, Kathy Gallagher for over 9 years of service**
- **Former Health Officer, Dr. Chris Farnitano for over 4 years of service**
- **Former Public Health Director, Daniel Peddycord, R.N. for over 3 years of service**

Executive Director Ruth Fernandez thanked and recognized former Commissioners Kathy Gallagher and Dr. Farnitano for their many years of service as Commissioners, and Daniel Peddycord, RN as Alternate member. As token of appreciation, recognition clocks were sent to each of them.

Dr. Farnitano and Daniel Peddycord were in attendance and each gave remarks.



Commissioners & staff took turns thanking all recipients.

7.0 Public Hearing on the First 5 California 2020-21 Annual Report

The entire report can be found at:

https://www.cfc.ca.gov//pdf/about/budget_perf/annual_report_pdfs/Annual-Report-20-21.pdf

The Contra Costa County Commission highlights found on page 38.

Marilyn Cachola Lucey opened the public hearing on the First 5 California 2020-21 Annual Report at 6:20 PM.

First 5 California prepares an annual report each year based in part on fiscal, program, and participant information provided by each 56 county commissions. County commissions are required by statute to hold an annual public hearing on First 5 California's annual report.

Deputy Director Camilla Rand presented the following key project highlights:

Highlights include:

- Follow up COVID Survey showed employment and childcare as key issues. First 5 was able to distribute, distribute PPE, books, diapers to families
- In partnership with philanthropic organizations gave Covid relief funds to child care providers
- Community Engagement's Antioch Change is meant to understand housing struggles for families with the goal to establish housing policy changes
- First 5 received a second round of ACEs Funding and focusing on building a network of care in Contra Costa
- The East County Ready Kids initiative focuses on school readiness for families of Black and African American children.

After the presentation, the panel and public were invited to comment.

There were no written comments received in the mail and no voice messages received regarding the item. There were no comments from the members of the public.

Chair closed the public hearing at 6:26 PM.

Lee Ross made a motion, seconded by Dr. Ori Tzivieli to accept the First 5 California Annual Report 2020-21.

All in favor by roll call:

District 1: Dr. Rocio Hernandez – Yes

District 2: Marilyn Cachola Lucey – Yes

District 3: Lee Ross – Yes

District 4: Matt Regan – Yes

District 5: John Jones – Yes

Board of Supervisors: Diane Burgis – Yes

Health Services: Dr. Ori Tzivieli – Yes

EHSD: Alternate member Dr. Aaron Alarcon-Bowen – Yes

Children & Families Services – Kathy Marsh – Yes

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Yes: 9

Nos: 0

Abstain: 0

Absent: District 2: Alternate member Srividya Iyengar; Board of Supervisors: Alternate member Candace Andersen; Children & Families Services: Alternate member Roslyn Gentry

The motion **APPROVED**.

8.0 Consider approving proposed First 5 Contra Costa Budget FY 2022-23

Ruth Fernandez provided an overview with highlights from the Narrative Staff Report included in the Commission packet in her report:

The FY 2022-23 Proposed Budget reflects the priorities of the Commission's FY 2020/21 –

FY 2022/23 Strategic Plan and maintains alignment with the long term fiscal strategies including:

- leveraging Proposition 10 and Proposition 56 cigarette and tobacco tax revenues as match for private sector partnerships and philanthropic grants; and
- establishing partnerships with County agencies through sub-recipient grants to jointly provide essential services; and
- securing public and philanthropic grants to further enhance First 5 activities focused in support of young children and their families

Fiscal Impact

The FY 2022-23 Proposed Budget maintains focus on continuity of Program Initiatives, assures balanced revenues and expenditures, and reduces the drawdown from the Unassigned Fund Balance -- \$2.2 million drawdown rather than \$2.5 million as projected for year three of the Strategic Plan.

An additional factor that contributed to the lower Fund Balance drawdown allocation for FY22/23 is the increased allocation in External Funds which is \$42,793 over the projected allocation in the Strategic Plan.

After the presentation, the following discussions followed:

Gareth asked about the increase in professional services. He wanted clarity about allocated amount for new positions yet over all salaries were down. He asked if these positions were contracted out.

Ruth stated that the IT (Information Technology) support will be contracted out.

The IT role is critical for success of the organizational transition to upgraded and more automated internal information systems. Modernizing and optimizing IT platforms will help F5CC reduce reliance on use of paper documents and increase efficiency. She stated that the agency is currently vetting quotes from the county and outside vendors.

Lee Ross asked to define the role of the position for Facilities Office Coordinator.

Ruth stated that at the moment, the Administrative Manager position's role took charge of all administrative office operations as well as Human Resources functions. The Organizational Study highlighted the need to expand capacity for HR/Administrative functions for the organization. Separating both of these roles was a recommendation for efficiency in the Organizational Study. The Administrative Manager role will disappear and be replaced by the HR Manager role. The role of the Facilities Office Coordinator is intended to consolidate all facilities management and operations, and it includes managing

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facilities of all the F5 Centers, including lease matters, and maintenance of day to day operations of the Concord office.

A separate Human Resources position will focus specifically on staff's professional growth and development and staffing and workforce development such as retention, recruitment and succession planning.

Matt Regan commented on the significant reduction of the interest income by 25%. He said that due to the economy's volatility, additional loss in interest income is to be anticipated. Ruth agreed that due to the economy's circumstances, that she and the Finance Staff took into consideration the possibility of additional loss to the interest income in the years ahead.

John asked if additional revenue sources are on the horizon.

Ruth reported there are possible additional revenues are in the works and staff are working on sourcing for additional revenue opportunities.

Matt Regan made a motion, seconded by Kathy Marsh to approve the proposed First 5 Contra Costa Budget for FY 2022-23.

Roll call of vote:

District 1: Dr. Rocio Hernandez – Yes

District 2: Marilyn Cachola Lucey – Yes

District 3: Lee Ross – Yes

District 4: Matt Regan – Yes

District 5: John Jones – Yes

Board of Supervisors: Diane Burgis – Yes

Health Services: Dr. Ori Tzvieli – Yes

EHSD: Alternate member Dr. Aaron Alarcon-Bowen – Yes

Children & Families Services – Kathy Marsh – Yes

Yes: 9

No: 0

Abstain: 0

Absent: District 2: Alternate member Srividya Iyengar; Board of Supervisors: Alternate member Candace Andersen; Children & Families Services: Alternate member Roslyn Gentry

The motion **APPROVED**.

9.0 Public Hearing: Update on First 5 Contra Costa's 2020-2023 Strategic Plan Goals and Long-Term Fiscal Plan Update per Strategic Plan.

Marilyn Cachola Lucey opened the Public Hearing: Update on First 5 Contra Costa's 2020-23 Strategic Plan Goals and Long-Term Fiscal Plan Update per Strategic Plan at 6:53 PM

Each year, the Commission holds a public hearing on its Strategic Plan, as required by statute. The beginning of the upcoming fiscal year, 2022-23, marks the third and final year of the plan period.

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Ruth gave the following report with a slide presentation:

An overview of the three-year Strategic Plan.

First 5 today: as a leaner organization with fewer resources, the plan mandates further strategic examination of First 5 Contra Costa's shifting roles and funding approach.

Assessing Progress of the Plan:

- Operationalizing Systems Change: Completed Internal Infrastructure Assessment; developed Theory of Change (Defined Strategies & Outcomes); ongoing focus on systems development; policy advocacy & stakeholder engagement; internal/external Capacity Building (Race Equity Diversity & Inclusivity, Trauma Informed Practices & Principles).
- Impact and Sustainability: Updated fiscal projections through 2024 & decreased Fund Balance Drawdown; pursued diversified revenue streams (i.e. Measure X, MHSA, MediCal/CalWorks & Federal Funding such as ARPA, etc.).
- Strategy Roadmap: New evaluation plan using Results-Based Accountability Framework; define impact measurements; sharpen focus on strategic investments & policy advocacy.

Organizational Study Recommendations:

- Prioritize recruitment of key roles that are currently vacant; continue organizational documentation of policies & standard operating procedures; establish succession plan; continue technology improvements.
- Clarify strategic goals, priorities and action plans.
- Continue improving internal and external communication; continue staff skills development and growth; establish well-defined roles and responsibilities within departments based on reorganized roles.

Short-Term Goals:

- Prioritize recruitment and hiring of vacant positions—bring organizational capacity to a 100% and adopt shifts in organizational structure for optimal efficiency and workflow integration.
- Integrate automated electronic platforms to optimize workflows & revise processes for increased flexibility and efficiency.
- Ongoing work to align department and program action plans to organizational goals and develop new RBA Evaluation Plan
- Increase opportunities for internal work groups to promote employee engagement & ongoing external stakeholder engagement.
- Ongoing effort to learn about and engage in partnership opportunities that help leverage Prop 10 funds, grow the pie of funding for young children in the County.

Impact and Sustainability:

- The Plan called for the allocation of the Fund Balance across the three years of Strategic Plan 2020-23.
- To date, actual drawdown from Fund Balance of \$6.7 million (from 19/20 through 22/23) as opposed to the projected \$12.9 million according to the Strategic Plan approved in 2019.

Camilla Rand gave the following presentation:



Strategy Road Map: the following activities support the key strategies outlined in the Strategic Plan

- Systems Development: RBA Framework to sharpen our focus for strategic investment; on-going examination and assessment of current needs, gaps and emerging models; ACEs grant as a launch to a county-wide Coordinated Systems of Care.
- Policy Advocacy: Internal Policy Committee to advance policy agenda; Early Learning Leadership efforts to Support the early childhood education workforce; First 5 Regional Group lead housing protections in Antioch and Concord.
- Stakeholder Engagement: Ready Kids East County Ecological Approach to School Readiness; Children's Leadership Council – bringing together leaders and the community to advance children's issues; Regional Groups & Children's Advisory Councils continue to voice the most pressing issues residents face.

Ongoing Work and Next Steps:

- First 5 Contra Costa is poised to become an influencer of change in the systems serving children and families by addressing the conditions that maintain inequities in place. We look to leverage our expertise, credibility and knowledge of early childhood to promote collective impact on behalf of children.

The following discussions ensued:

John Jones commented that communications critical in the next few years. First 5 Contra Costa is shifting its function from funder into becoming a convener. The better we can communicate that to the public and to other foundations, the better we can get their support.

Dr. Hernandez commented that the Executive Committee looked at the Organizational Assessment findings and recommendations at the recent Special Meeting of the Executive Committee on March 28, 2022. She appreciated the thorough but synthesized overview of the study presented tonight.

There were no written comments received in the mail, no voice messages received regarding the item. There were no comments from the members of the public.

Public hearing closed at 7:32 pm.

Diane Burgis made a motion, and John Jones seconded, to accept the Update on the First 5 Contra Costa's 2020-23 Strategic Plan Goals and Long-Term Fiscal Plan Update per strategic Plan.

Roll call of vote:

District 1: Dr. Rocio Hernandez – Yes

District 2: Marilyn Cachola Lucey – Yes

District 3: Lee Ross – Yes

District 4: Matt Regan – Yes

District 5: John Jones – Yes

Board of Supervisors: Diane Burgis – Yes

Health Services: Dr. Ori Tzvieli – Yes

EHSD: Alternate member Dr. Aaron Alarcon-Bowen – Yes

Children & Families Services – Kathy Marsh – Yes

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Yes: 9

No: 0

Abstain: 0

Absent: District 2: Alternate member Srividya Iyengar; Board Of Supervisors: Alternate member Candace Andersen; Children & Families Services: Alternate member Roslyn Gentry

Item **APPROVED**.

10.0 Receive Executive Director's Report

Ruth gave the following reports:

- **Staff Hiring:** Executive Recruitment with William Avery & Associates for two positions: Finance and Operations Director; & Policy, Strategy and Evaluation Director
- **Administrative Office Relocation Update:** scheduled to take possession of building on April 14, 2022. Return to Office with hybrid schedule by Mid-May 2022 – pending on no delays.
- **County Updates:** Submitted Federal Community Funding Request FY 23 for the *Growing and Retaining a Vibrant Homegrown Early Childhood Workforce Project (\$750K)*.
- Partnership with First 5 Alameda for First 5 CA's *Afghan Refugee Grant Application (\$750K)*

Gareth asked when “in-person” Commission meetings can resume?

Ruth reported that options are explored and may be considered at the next Commission meeting in June, contingent to administrative office situation at that time as well as what the County and Health Services public meeting recommendation is by then. More information to come.

11.0 Communications

None Received

12.0 Commissioner F.Y.I. Updates

There were no commissioners update.

13.0 Adjourn

Meeting adjourned at 7:43 pm.

Next standing meeting is on Monday June 13, 2022.