



FIRST 5 ALAMEDA COUNTY COMMISSION MEETING AGENDA

Thursday, October 6, 2022
9:00 AM – 11:30 AM

Members of the public may access this meeting via:
Zoom Meeting: <https://zoom.us/j/95046510434>
Meeting ID: 950 4651 0434

Commissioners: Chair: Renee Herzfeld, Vice Chair: Cecilia Oregón, Dave Brown, Scott Coffin, Andrea Ford, Tomás A. Magaña M.D., Karina Moreno, Kimi Watkins-Tartt

Alternates: George Ayala, Anissa Basoco-Villarreal, Sarah Oddie

1. Call to Order

Commission Chairperson Renee Herzfeld will call this meeting to order at 9:00 AM.

2. Resolution Adopting Findings That There is a Proclaimed State of Emergency and That Meeting In Person Poses Imminent Health and Safety Risks to Attendees and Authorizing Remote Teleconference Meetings for the Commission and Committees for the Period of October 6, 2022, to November 5, 2022, Pursuant to AB 361

Recommended Action: Approve Resolution for the period of October 6, 2022, to November 5, 2022, Pursuant to AB 361

3. Public Comment

This portion of the meeting is reserved for persons desiring to address the Commission on any matter not on the agenda. Speakers are limited to three minutes except as otherwise ordered by the Chairperson.

4. Approval of Minutes from August 18, 2022

5. Receive Staff Announcements

- a. Receive General Staff Report

6. Communication from Commissioners

7. Review 2023 Commission Draft Calendar

Recommended Action: Review the 2023 Commission Draft Calendar and communicate any conflicts with meeting dates

Information about access:

Please contact Julia Otani at julia.otani@first5alameda.org or (510) 227- 6987 three business days in advance if you need special assistance or translation/interpretation support so we can make reasonable arrangements to ensure accessibility. We will swiftly resolve any requests for accommodation to resolve any doubt whatsoever in favor of accessibility.

- 8. Adopt Resolution Establishing Records Retention and Destruction Policy and Schedule**
Recommended Action: Adopt Resolution Establishing Records Retention and Destruction Policy and Records Retention Schedule
- 9. Approve FY 2021-22 Investment Report**
Recommended Action: Approve FY 2021-22 Investment Report
- 10. Adopt FY 2021-22 Financial Audit Report**
Recommended Action: Adopt FY 2021-22 Financial Audit Report
- 11. Approve FY 2022-23 Contract Authorizations**
Recommended Action: Approve FY 2022-23 Contract Authorizations
- 12. Approve New Revenue to be Included in Adopted FY 2022-23 Budget**
Recommended Action: Approve new revenue to be included in adopted FY 2022-23 Budget
- 13. Receive CPS HR Consulting Class and Compensation Presentation**
Recommended Action: Approve the Class and Compensation Recommendation
- 14. Receive 2021 Kindergarten Readiness Assessment Presentation**
- 15. Receive First 5 California Commission and First 5 Association Updates**
- 16. Receive Legislation and Public Policy Updates**
- 17. Adjournment**

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RESOLUTION NO. 2022-2

FIRST 5 ALAMEDA COUNTY COMMISSION

ADOPTING FINDINGS THAT THERE IS A PROCLAIMED STATE OF EMERGENCY AND THAT MEETING IN PERSON POSES IMMEDIATE HEALTH AND SAFETY RISKS TO ATTENDEES AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS FOR THE COMMISSION AND COMMITTEES FOR THE PERIOD OF OCTOBER 6, 2022 THROUGH NOVEMBER 5, 2022

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a State of Emergency in the State of California; and

WHEREAS in light of ongoing concerns about public health and safety, on March 17, 2020, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions of the Ralph M. Brown Act (the "Brown Act") in order to allow local government bodies to conduct open meetings safely during the coronavirus pandemic. On June 11, 2021, the Governor issued Executive Order N-08-21, extending the suspension of these provisions to allow local government bodies to continue to conduct their meetings remotely through September 30, 2021; and

WHEREAS, on September 10, 2021, the Legislature took additional action to allow local agencies to forego compliance with Brown Act teleconferencing requirements under specific circumstances after the expiration of the Governor's order by adopting AB 361, which amends the Brown Act's requirements for teleconferencing during a proclaimed state of emergency and when certain other conditions are met and certain findings are made. Because the bill contained an urgency clause, it took effect upon Governor Newsom's signature on September 16, 2021; and

WHEREAS, the Brown Act, as amended, allows local agencies to make an initial determination to hold open meetings via teleconferencing when there is a proclaimed state of emergency and any of the following circumstances exist:

- 1) State or local officials have imposed or recommended social distancing

AGENDA ITEM 2

- 2) The local agency holds a meeting for the purposes of determining by majority vote if meeting in person would pose imminent health and safety risks to attendees
- 3) The local agency holds a meeting after having determined by majority vote that, as a result of the emergency, meeting in person would pose imminent risks to the health or safety of attendees.

The local agency must reconsider whether the state of emergency continues to impact the ability of the members to meet safely in person or whether local or state officials continue to impose or recommend social distancing every 30 days; and

WHEREAS the rates of transmission of COVID-19 and variants in Alameda County continue to pose imminent risks for health of attendees at indoor gatherings involving individuals from outside the same household; and

WHEREAS, to help protect against the spread of COVID-19 and variants, and to protect the health and safety of the public, the First 5 Alameda County Commission ("Commission") wishes to take the actions necessary to comply with the Brown Act, as amended and to continue to hold its Commission and Committee meetings remotely via teleconference.

NOW, THEREFORE, BE IT RESOLVED that the Commission hereby finds that pursuant to the Governor's State of Emergency Declaration, issued on March 4, 2020, there is a proclaimed State of Emergency in the State of California; and

BE IT FURTHER RESOLVED that the Commission finds that meeting in person in the next 30 days would pose imminent health and safety risks to attendees; and

BE IT FURTHER RESOLVED that the Commission approves meeting via teleconference for all Regular and Special and Committee Meetings of the Commission for the 30 days following this resolution, in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

AGENDA ITEM 2

Regularly passed and adopted this 6th day of October 2022 by the following vote:

AYES:

NOES:

ABSENT:

Chair, First 5 Alameda County Commission

ATTEST:

Commission Secretary



**First 5 Alameda County Commission Meeting
August 18, 2022, 9:00 AM – 11:30 AM
Zoom Webinar Meeting ID: 975 5535 0895**

Commissioners Present: Chair: Renee Herzfeld, Dave Brown, Scott Coffin, Andrea Ford, Kimi Watkins-Tartt

Alternates Present: Sarah Oddie

Not present: Cecilia Oregón, Karina Moreno, Tomás A. Magaña, M.D.

First 5 Staff Present: Kristin Spanos, Charla Black-Edwards, Lisa Forti, Brittney Frye, Christine Hom, Carla Keener, Julia Otani, Lea Yancey, Ana Rasquiza, Michele Rutherford

Guests: Robin Michel, Kamal Gelya, Joe Stafford

AGENDA ITEM SPEAKER	DISCUSSION HIGHLIGHTS	ACTION	FOLLOW UP
1. CALL TO ORDER AND ROLL CALL			
R. Herzfeld	The Commission meeting was called to order by Chair Herzfeld who gaveled in at 9:07 AM. Chair Herzfeld shared that the meeting was being recorded and conducted roll call. Commissioners Herzfeld, Brown, Coffin, Ford and Watkins-Tartt stated their names to indicate that they were present for the meeting. Chair Herzfeld shared that the agenda was being reordered and agenda items 6: Staff Announcements and 7. Communication from Commissioners would be heard after agenda item 4: Executive Committee report.		None
2. PUBLIC COMMENT			
R. Herzfeld	There was no Public Comment.	None	None
3. CONSENT CALENDAR			
R. Herzfeld	[Attachment] a. Approve Special Commission Meeting Minutes from August 11, 2022 b. Approve Commission Meeting Minutes from June 2, 2022 Chair Herzfeld asked if there was any public comment before taking a vote to approve. Chair Herzfeld facilitated the vote to approve the items on Consent Calendar.	Motion: D. Brown Second: K. Watkins-Tartt No Abstentions. Motion passed.	None
4. RECEIVE EXECUTIVE COMMITTEE REPORT			
R. Herzfeld	Chair Herzfeld reported to the Commission that the Executive Committee met on August 11th and is now being chaired by Vice Chair Oregón. The Committee received the list of CEO Contract Authorizations made since June 2nd as an informational item, approved the contract authorization for the Center for the Study of Child Care Employment’s contract, approved the Updated Conflict of Interest Code and reviewed the new revenue to be included in the adopted FY 2022-23 budget with a recommendation for the Commission to approve. The full Executive Committee packet is included in the Commission packet.	None	None

AGENDA ITEM SPEAKER	DISCUSSION HIGHLIGHTS	ACTION	FOLLOW UP
6. RECEIVE STAFF ANNOUNCEMENTS			
<p>K. Spanos</p> <p>C. Keener</p> <p>K. Spanos</p>	<p>[Attachment]</p> <p>Ms. Spanos shared that F5AC has been named as the recipient of remaining financial assets of Child, Family and Community Services (CFCS), a nonprofit that provided education and family support services to low-income families living in southern Alameda County. Kristin appreciated Carla Keener, Christine Hom, Robin Michel Board President, Kamal Gelya, Kathie Widner and Laurie Dennen for their work on developing the agreement and working out the fine details of the funding. Kristin invited Ms. Keener to share how First 5 came to receive the funding. Ms. Keener invited Ms. Michel and other board members to thank First 5 Alameda.</p> <p>Ms. Spanos presented the Staff Announcements</p> <ul style="list-style-type: none"> a. Receive General Staff Report <p>Ms. Spanos provided an overview of the Staff Update slides.</p>	None	None
7. COMMUNICATION FROM COMMISSIONERS			
R. Herzfeld	There was no Communication from Commissioners	None	None
5. UPCOMING RFP FOR EARLY EDUCATION IMPLEMENTATION PARTNER OF CITY OF OAKLAND'S MEASURE AA			
K. Spanos	<p>[Attachment]</p> <p>Ms. Spanos provided an overview of City of Oakland's Measure AA in anticipation of the upcoming RFP for Early Education Implementation Partner to administer the funding.</p>	None	None
8. APPROVAL OF NEW REVENUE TO BE INCLUDED IN ADOPTED FY 2022-23 BUDGET			
C. Hom	<p>[Attachment]</p> <p>Ms. Hom presented the Approval of New Revenue to be Included in Adopted FY 2022-23 Budget.</p> <p>Chair Herzfeld asked if there was any public comment before taking a vote.</p> <p>Chair Herzfeld facilitated the vote to approve the Approval of New Revenue to be Included in Adopted FY 2022-23 Budget.</p>	<p>Motion: A. Ford</p> <p>Second: K. Watkins-Tartt</p> <p>No Abstentions.</p> <p>Motion passed.</p>	None
9. RECEIVE FIRST 5 CALIFORNIA AND FIRST 5 ASSOCIATION UPDATES			
K. Spanos	<p>[Attachment]</p> <p>Ms. Spanos presented the First 5 California and First 5 Association Updates.</p>	None	None
10. RECEIVE LEGISLATION AND PUBLIC POLICY UPDATES			
A. Rasquiza	<p>[Attachment]</p> <p>Ms. Rasquiza presented the Legislation and Public Policy Updates.</p>	None	None
11. ADJOURNMENT			
R. Herzfeld	Chair Herzfeld adjourned the meeting and gavelled out at 10:12 AM.	None	None

Respectfully Submitted By: Julia Otani, Executive Assistant



Staff Announcements

October 6, 2022



GENERAL AGENCY ANNOUNCEMENTS

- **\$600,000 multi-year renewal grant from Sunlight Giving** for general operating support. (\$200,000 per year for 3 years). They have been a strong funding partner and we are honored to receive the monies in support of our work building the early childhood system.
- **Oakland Children's Initiative** released the Request for Proposals (RFP) on August 31, 2022. First 5 staff attended the Bidders Conference, held internal meetings and worked with our grant writing firm HTA to prepare for the submittal. I met with leaders from both Oakland Unified School District (OUSD) and Oakland Head Start regarding partnership, cost allocation and proposal approach.
- **Strategic Plan Update** teams continue working with Hickman Strategies to develop workplans using strategic plan goals and Results Based Accountability measures.
- **Presentation from James Harrison** at August All-Staff Meeting on First 5's role, responsibilities and risks as a public agency.
- **Agency Growth.** We are continuing to build as an organization to be responsive to community needs and opportunities for building the early childhood system. We have a number of active recruitments and more on the horizon.



PLACE

We partner with communities to build relationships, services, and infrastructure that support neighborhood conditions for family and child well-being.

PLACE

- **Neighborhoods Ready for School (NRFS) consultant:** We received a proposal from Cities and Peoples Advisors to facilitate a planning process with our NRFS grantees. Staff are reviewing and meeting with the Cities and People team to solidify a scope of work and launch the engagement.
- **Supplybank.org contract.** We finalized a contract with Supplybank.org to do diaper kit distribution. Supplybank.org is completing an assessment of our partners to determine need and capacity and working with staff to identify families and priority neighborhoods served by our programs including Family Friend and Neighbor and Family Child Care providers, Fatherhood, Neighborhoods Ready for School, and Help Me Grow clients.
- **Meeting with SSA on Community Wealth Building** to understand the framework for the Alameda County Community Wealth Building initiative (ACCWBI), discuss the approach, strategies and expected outcomes, along with identifying ways in which First 5's work can be leveraged. Appreciation to Commissioner Ford and her team for innovative work and we look forward to partnering and supporting.
- **San Antonio Family Resource Center:** Lotus Bloom and Trybe staff are following up with Habitat to explore community full-day pop-up events for families with young children to provide a safe, fun, and engaging educational STEAM experiences.



PEOPLE

We partner with stakeholders to support parents, caregivers, and children and ensure that families and providers have the resources they need for children to thrive.

PEOPLE

- **Launch of ECE Workforce Landscape and Taskforce** began this week with sending an email to over 40 individuals, across 30 organizations to introduce our new consultant Social Policy Research Association (SPRA) and to provide information on our ECE Workforce Development planning process. Communication included future plans to seat the Task Force in early December. SPRA has begun scheduling interviews/focus groups which will begin in early October.
- **Stupski Engagement** to provide an update on the ongoing work to scale and sustain pediatric care coordination, along with the leadership needed to support the additional infrastructure investment and system building.
- **Technology Infrastructure for Early Care and Education Measures** is being discussed at bi-weekly meetings with members of our Senior Leadership team, as part of our funded contract with Alameda County Social Services Agency (SSA). The kickoff meeting was a planning and design session about the implementation of the centralized eligibility and enrollment system. Completed recruitments for two positions to support planning and implementation.
- **The 2022-23 Fatherhood Partnership** kicked off on Thursday, 9/15 with the Grantee Orientation. First 5 Alameda County and the Fathers Corps awarded eight organizations \$15,000 grants for their participation in the Fatherhood Partnership (FP), creating and offering father-specific parenting education and support groups and resources. [Click to view a video that highlights our Fatherhood Partnership Grantees.](#)



POLICY

We advocate for policy and systems change that centers the needs of families, young children, and caregivers and supports community and family conditions for children and families to thrive. We also support community-led efforts, including parent leadership.

POLICY

- **Launch of Internal Policy Committee.** Diana Garcia, Data & Policy Analyst, convened the first meeting of the relaunch of the agency's Internal Policy Committee, with the goal of broadening and deepening staff connection to our ongoing policy efforts.
- **MHCSA Planning Group Membership.** First 5 will be represented by Ana Rasquiza, Senior Administrator for Policy, on the Alameda County Mental Health Services Act Three Year Community Program Planning Committee this Fall and Winter. The group is charged with designing a community program planning process for the upcoming MHSA plan, including developing and executing a community input outreach plan to increase stakeholder engagement.
- **Presented Diaper Evaluation to the Board of Supervisors Social Services Committee.** Lisa Forti, Director of Policy, Planning and Evaluation at the invitation of Commissioner Ford, and in partnership with Public Profit and Help a Mother Out (HAMO). Supervisor Miley applauded the report and requested further recommendations on scaling diaper distribution, and exploration of a pilot on municipal diaper composting.
- **Completed Kindergarten Readiness Assessment.** First 5 is pleased to publish the 2021-22 Kindergarten Readiness Assessment, an investment in producing and using research to support community-led programming, policy, and investment that centers the needs of children and families.





October 2022

2023 MEETING CALENDAR

MEETING DATES ARE SUBJECT TO CHANGE. MEMBERS OF THE PUBLIC CAN CALL 510-227-6900 TO VERIFY DATE AND TIME.

ALL MEETINGS WILL BE HELD AT THE FIRST 5 OFFICE: 1115 ATLANTIC AVENUE, ALAMEDA, CA 94501

UNLESS OTHERWISE INDICATED IN ADVANCE OF THE MEETING

MONTH	SPECIAL COMMISSION 9:00 AM–9:10 AM	EXECUTIVE COMMITTEE 9:15 AM–10:30AM	COMMISSION 9:00 AM–11:30 AM	AGENDA ITEMS (SUBJECT TO CHANGE)
FEBRUARY	Thursday, February 16	Thursday, February 16	Thursday, February 23	<ul style="list-style-type: none"> Election of Officers Mid-Year Budget Modification Mid-Year Investment Update
APRIL	Thursday, April 20	Thursday, April 20	Thursday, April 27	<ul style="list-style-type: none"> First reading of FY 2023-25 Budget First reading of FY 2023-25 Strategic Plan First reading of Long-Range Financial Plan First 5 CA Annual Report
JUNE	Thursday, June 15	Thursday, June 15	Thursday, June 22	<ul style="list-style-type: none"> Final approval of FY 2023-25 Budget Contract Authorizations Final Approval of FY 2023-25 Strategic Plan Final Reading of Long-Range Financial Plan ACERA 401(h) Approval GASB 54 Fund Balance Commitment
AUGUST	TBD	Thursday, August 17	Thursday, August 24	TBD
OCTOBER	TBD	Thursday, October 5	Thursday, October 12	<ul style="list-style-type: none"> FY 2022-23 Financial Audit Report FY 2022-23 Investment Report
DECEMBER	TBD	Thursday, December 7	Thursday, December 14	<ul style="list-style-type: none"> F5AC Annual Report to First 5 CA F5AC Annual Report



To: First 5 Alameda County Commission

From: Kristin Spanos, CEO
Christine Hom, Finance Officer

Date: October 6, 2022

Subject: Adopt the Resolution Establishing the First 5 Alameda County Commission Records Retention and Destruction Policy and Records Retention Schedule

ACTION REQUESTED

Adopt the Resolution Establishing the First 5 Alameda County Commission Records Retention and Destruction Policy and Records Retention Schedule.

BACKGROUND

In 2021, First 5 Alameda County contracted with VIVA Social Impact Partners to review First 5’s governance policies. On October 7, 2021, VIVA presented their recommendations for the modification or creation of governance policies to the Executive Committee including the establishment of a Records Retention and Destruction Policy and a Records Retention Schedule.

First 5 Alameda County staff worked with agency counsel at Olson Remcho LLP to draft a Records Retention and Destruction Policy and a Records Retention Schedule. The policy and schedule impose specific retention periods for First 5 records in accordance and compliance with state and federal laws. The adoption of the policy and schedule is in accordance with best practices by peer agencies and will enable First 5 to manage physical and electronic storage and conserve agency resources. In addition, all records retained under this policy are to be accessible for inspection at First 5 Alameda County’s office, as required by law, under reasonable time provisions and conditions. No First 5 Alameda County records shall be disposed of except in compliance with this policy and applicable law.

Health and Safety Code section 130140.1 permits the Commission to dispose of its real and personal property. State law provides that certain types of records are required by law to be filed and preserved for specific periods of time. In addition, First 5 Alameda County, as a public agency, adheres to the California Public Records Act, which affords the public the right to inspect and be provided a copy of most of the written information retained by State and local agencies in the course of the public’s business. The California Public Records Act regulates the public’s access to records and sets out the specific statutory circumstances under which particular records are open to inspection at all times during the office hours of a local agency.

AGENDA ITEM 8

On May 26, 2022, the First 5 Alameda Executive Committee approved the First 5 Alameda County Commission Records Retention and Destruction Policy and Records Retention Schedule. Due to subsequent changes in the law related to the minimum legal retention period for several categories of records, the Retention Schedule requires updating. Additionally, on the advice of legal counsel and in adherence to best governmental practices, staff is recommending the approval of a formal Resolution establishing the First 5 Alameda County Commission Records Retention and Destruction Policy and Records Retention Schedule.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

Approve the Resolution Establishing the First 5 Alameda County Commission Records Retention and Destruction Policy and Records Retention Schedule.

Submitted by:

DocuSigned by:
Christine Hom
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Christine Hom
Finance Officer

Approved by:

DocuSigned by:
Kristin Spanos
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Kristin Spanos
Chief Executive Officer



FIRST 5 ALAMEDA COUNTY COMMISSION RECORDS RETENTION AND DESTRUCTION POLICY OCTOBER 6, 2022

I. Purpose:

This policy provides guidance for the orderly retention of records in compliance with state law, and the purging of records that do not have to be retained. To reduce costs associated with the storage and retention of obsolete records, this policy allows First 5 Alameda County to reduce records inventories that are obsolete and no longer have a public use.

II. Application

This policy applies to all First 5 Alameda County employees and officials.

III. Policy

The First 5 Alameda County Commission (“Commission”) hereby adopts this policy in order to facilitate the proper retention and destruction of agency records. This policy provides guidelines and procedures for the retention of records and destruction of obsolete records.

Health and Safety Code section 130140.1 permits the Commission to dispose of its real and personal property. State law provides that certain types of records are required by law to be filed and preserved for specific periods of time. Accordingly, the Commission adopts this resolution based on its finding that destruction or disposition of particular categories of records pursuant to this policy and the accompanying Records Retention Schedule (Attachment A) will not adversely affect any interest of the Commission or the public. That Retention Schedule identifies by category the types of records to be destroyed or disposed of and reasonably identifies the information contained in the records in each category.

All First 5 Alameda County records shall be retained in full compliance with this policy and applicable law. The Commission authorizes for destruction any record that is not expressly required by law to be filed and preserved or destroyed within a specified time period and is more than two years old. Any First 5 Alameda County record that has not fulfilled the administrative, fiscal, or legal purpose for which it was created or received shall not be destroyed or disposed of. Destruction of First 5 Alameda County records shall be permitted only in compliance with the requirements of state law and this policy.

III. Definitions

The terms used in this policy shall have the following meanings:

“First 5 Alameda County Record” means a writing (as defined below) regarding the conduct of First 5 Alameda County business, which is in the custody of a First 5 Alameda County employee or officer, and is kept either (1) because a law requires it to be kept or (2) because it is necessary or convenient to the discharge of the employee’s or officer’s duties and was made or retained for the purpose of preserving its informational content for future reference. Records do not include magazines or publications not produced by First 5 Alameda County; library or museum material intended solely for reference or exhibition; transitory writings, including working papers, appointment logs, notes, calculations or preliminary internal drafts, or internal correspondence (including intra-agency memoranda transmitted by e-mail or any intra-office messaging system), that are not retained by First 5 Alameda County in the ordinary course of business even if they contain information relating to the conduct of the First 5 Alameda County’s business; and unofficial duplicates of documents kept only for convenience or reference. If no law requires a writing to be kept, then the custodian shall consider the following in determining whether the writing is a First 5 Alameda County record that must be retained: the writing’s informational content; the purpose for which it was prepared or retained; and the manner of its use. “Writing” means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

IV. Procedures

A. Records Retention

A First 5 Alameda County record category identifies the type of record to be retained. The content of each record category has been evaluated based upon its administrative, operational, fiscal, contractual, legal, and historical value to determine an appropriate retention period. This evaluation has resulted in the attached Records Retention Schedule (Attachment A), which is included as a component of this policy.

For each type of record the schedule identifies the following:

1. Category of Record: identifies the type of First 5 Alameda County record to be retained.
2. Description or Example of Record: describes the record by content and may include examples of records that are covered by the Record Series.
3. Retention Period: establishes the period of time the document must be retained.

The retention period is a threshold guide to assist staff in determining when a record series becomes obsolete. Obsolete records are eligible for inclusion in a destruction resolution in accordance with this policy, unless longer retention is required by a legal hold or a contractual

obligation, or it is determined in accordance with this policy that a particular record within a records series should be retained longer.

B. Contractual obligations may impose longer retention periods

First 5 Alameda County has contracted with various grantors to receive funding in addition to its Proposition 10 funding or other sources of funding. Those various grant agreements are referred to in the Records Retention Schedule as “funding source agreements” to distinguish them from grant agreements in which First 5 Alameda County is the grantor.

As a condition of receiving monies through funding source agreements, First 5 Alameda County has agreed to retain certain records specified in the grant agreements for a set length of time. First 5 Alameda County records specified in each funding source agreement must be retained for the period of time set forth in the funding source agreement, even if it is a longer retention period than the retention stated on the Records Retention Schedule.

C. Electronic Document Management System

First 5 Alameda County uses an Electronic Document Management System to store certain electronic records. All records stored in the Electronic Document Management System are subject to this Records Retention and Destruction Policy. Additionally, First 5 Alameda County will adopt an administrative policy for converting and storing paper records in the Electronic Document Management System in compliance with California state law.

D. Destruction of Records

The Records Retention Schedule sets the minimum retention period before a First 5 Alameda County record becomes obsolete. It does not authorize destruction of obsolete records. To destroy those records, additional agency staff action is required.

First 5 Alameda County records may not be destroyed until approved for destruction in accordance with Section IV.F of this policy. First 5 Alameda County records include writings listed on the Records Retention Schedule, as well as writings that meet the definition of a First 5 Alameda County record even if not listed on the Records Retention Schedule.

For those First 5 Alameda County records that are not listed on the Records Retention Schedule, staff shall provide the agency’s legal counsel with a description of the writings, their administrative, operational, contractual, fiscal and historical value, and why staff believes they are obsolete and should be destroyed. Agency legal counsel will review and provide advice regarding any legal requirements for the retention of the writings.

E. Legal Hold

A Legal Hold places a freeze on any destruction authorization for a particular record or type of record. A Legal Hold refers to the duty of First 5 Alameda County to preserve and not destroy any records potentially relevant to any of the following actions which First 5 Alameda County may be involved in: a reasonably anticipated claim or litigation; an ongoing claim or litigation; a pending employee grievance; a pending regulatory or governmental investigation; a pending subpoena; a pending Public Records Act request; a pending audit or similar legal matter. Any records subject to a legal hold must be preserved in all forms in which the record exists, including both paper and electronic formats.

Any part of this policy that permits purging or destruction of records is superseded when a legal hold is placed on the records, and such records may not be destroyed. Destruction in accordance with this policy may resume after notice is provided by the attorney responsible for the matter that the legal hold has been lifted and is no longer in effect.

F. Destruction of First 5 Alameda County Records

Prior to destroying any records, the following steps shall be completed.

1. Staff shall consider the following factors for records that have reached the expiration of their retention period:
 - Is the record subject to a legal hold?
 - Does the record have a specific administrative or fiscal function that justifies longer retention? A department may retain a record past its minimum retention period for operational purposes where it can demonstrate the record meets an extraordinary administrative or fiscal need.
 - Does the record have a specific historical/archival value that justifies longer retention? Records with archival value are to be preserved because they contain information of continuing and enduring value to First 5 Alameda County, provide valuable research data, or document the history of First 5 Alameda County.

If the answer to any of the questions is yes, the record will not be proposed for destruction.

2. A list will be made of all records to be destroyed and submitted to the CEO or their designee for written approval. The list of records shall not include any First 5 Alameda County records subject to a legal hold, and the CEO or their designee shall sign a destruction form so attesting.
3. The CEO or their designee will coordinate with any department to destroy the approved records.

In the event a department desires to retain a record series beyond its retention period, the appropriate staff person shall complete a form stating the basis for retaining the records for a longer period than set in the Records Retention Schedule.

G. DESTRUCTION

The secure destruction of any record shall be by any mechanism which shall render its content forever unreconstructable.

H. TRAINING

Staff and officials will be trained annually on what First 5 Alameda County records to keep, and what non-records may be purged.

I. RESPONSIBILITIES

The CEO or their designee will monitor the procedures for this policy and coordinate with Directors and/or department/division heads as required. Each department will have a single point of contact, responsible for records applicable to the specific department. Each department's point of contact will forward all award documentation and non-funded applications, review tools, and declination letters to the Contract Administration and Purchasing Department. The Contract Administration and Purchasing Department will enter the information into the official Electronic Document Management System folder.

J. REFERENCES/LEGAL AUTHORITY

California state law makes it a crime to destroy a record of a public agency without authorization. State law authorizes First 5 Alameda County to dispose of personal property (Health and Safety Code Section 130140.1(b)(2)(C)), which includes First 5 Alameda County Records.

FIRST 5 ALAMEDA COUNTY RECORDS RETENTION SCHEDULE

CATEGORY OF RECORD	DESCRIPTION OR EXAMPLE OF RECORD	MINIMUM LEGAL RETENTION PERIOD ¹
Accounting Records – General Ledger	General Ledger.	4 to 7 years or until audited Fiscal year-end audit closed + 7 years
Accounting Records – Permanent Books of Accounts	Records showing items of gross income, receipts and disbursement (including inventories, per IRS regulations).	Permanent
Accounts Payable	Journals, statements, asset inventories, account postings with supporting documents, vouchers, investments, invoices and back-up documents, purchase orders, travel expense reimbursements, petty cash, postage, PERS reports, check requests, etc.	Until audited + 4 years Fiscal year-end audit closed + 7 years
Accounts Receivable	Receipts for deposited checks, coins, currency; checks received, reports, investments, receipt books, cash receipts, cash register tapes, payments for building permits/parking permits/Transient Occupancy Tax, etc.	Until audited + 4 years Fiscal year-end audit closed + 7 years
Agenda / Agenda Packets	Commission– agendas and packets can be imaged immediately for retention, if desired.	2 years Permanent
Agenda reports (staff reports)	Commission - Originals can be imaged immediately for retention, if desired. The imaged record can serve as the “original” record, if desired.	2 years Permanent
Agendas/Minutes – External Meetings with Grantees, Consultants, Contractors, or Vendors	Includes agenda, minutes, meeting summaries and attendance record, if any, for meetings with grantees, consultants, contractors, or vendors. NOTE: Transfer records to Contract Compliance Department if related to compliance or performance issues.	Contract completion plus 7 years, or project completion plus 7 years, whichever is longer (unless funding source agreement requires longer retention period)
Agendas/Minutes for Internal Department Meetings	Includes agenda, minutes, meeting summaries and attendance record, if any, for meetings within a single department, or between two or more departments.	2 years

¹ **Explanation of Retention Periods.** The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later. Until superseded but retain for a minimum of two years means that the minimum retention period is two years and that if a superseding retention period reduces that timeline, First 5 will retain all records for the full two years if they were created prior to the date of the superseding retention period.

FIRST 5 ALAMEDA COUNTY RECORDS RETENTION SCHEDULE

	Department initiating meeting is custodian of record.	
Annual Financial Report	May include independent auditor analysis.	Until audited + 2 years Same as audit reports
Audit Reports	Financial services; internal and/or external reports.	Current + 4 years Sec. of State Guidelines recommends permanent retention Permanent
Bank Account Reconciliations	Bank statements, receipts, certificates of deposit, etc.	4 years Fiscal year-end audit closed + 7 years
Bids, Successful	Includes plan and specifications; notices/affidavits.	4 years
Bids, Unsuccessful	Unsuccessful bid packages only.	2 years
Brochures/ Publications	Informational/promotional documents created for or by First 5 Alameda County.	≥ 5 years
Budget, Annual	Annual operating budget approved by Commission.	Current + ≥ 15 years
Conflict of Interest Code	Conflict of Interest Code – required under Political Reform Act; must be reviewed by July 1st of every even-numbered year and amended if necessary.	Permanent
Contracts	Original contracts and agreements, working documents, records, and back-up materials, relating to external entities such as grantees, contractors, consultants, or vendors. Can include leases, license agreements, service/ maintenance contracts, etc. Original contracts/agreements regarding the development of real property, design, specifications, surveying, planning, supervision, testing, or observation of construction or improvement to real property; may include records of retention releases, retention withheld, change orders, etc.	10 years after termination/completion, whichever is later. Note that funding source agreement could require longer retention F5AC cannot destroy any nondischarged contract to which F5AFC is a party
Correspondence	General correspondence, including letters and e-mail; Various files, not related to specific cases and not otherwise specifically covered by the retention schedule. All other general substantive correspondence, external and internal.	2 years

FIRST 5 ALAMEDA COUNTY RECORDS RETENTION SCHEDULE

	Includes emails, memos and letters involving substantive issues not related to a grant, contract, lobbying, employment, or public records request, and that do not fall under any other retention category. If subject matter requires longer retention, use the longer retention period. Does not include advertisements, newsletters, invitations, and mailings of general interest. Correspondence that is transitory does not have to be retained. See F5AC Records Retention and Destruction Policy (page 2) for details.	
Correspondence – Internal/External exchanged with or regarding Grantees, Contractors, Consultants or Vendors	<p><u>Internal</u>: Substantive correspondence exchanged internally regarding grantees, contractors, consultants or vendors not listed under “Contract Documents”.</p> <p><u>External</u>: Routine correspondence, including emails, memos and letters, exchanged with grantees, contractors, consultants, or vendors.</p> <p>NOTE: Transfer to Contract Compliance Department internal and external correspondence related to compliance or performance issues.</p>	Contract completion termination plus 7 years whichever is greater (unless funding source agreement requires longer period)
Credit Cards, First 5 Alameda County-owned	Credit card bills or statements and related receipts. Other records related to use of First 5 Alameda County-owned credit cards (policies, correspondence, etc.).	Until audited + 4-7 years
Deeds, Real Property (Grant Deeds)	File with recorded documents; originals may not be destroyed.	Permanent
Deferred Compensation Reports	Finance - pension/retirement funds.	3 years
Demographic/ Statistical Data		Current + 2 years
EEOC Records (Equal Employment Opportunity Commission)	Records, reports showing compliance with federal equal employment requirements (EEO-4 Reports, etc.).	3 years Permanent
Employee Benefit Plan Documents	Benefit plans (including “cafeteria” and other plans); health insurance programs; records regarding COBRA – extension of benefits for separated employees, insurance policies (health, vision, dental, deferred	Employment termination + 10 years (unless funding source agreement requires longer retention) Permanent

FIRST 5 ALAMEDA COUNTY RECORDS RETENTION SCHEDULE

	compensation, etc.).	
Employee Benefit Invoices	Copies of monthly invoices received from benefit carriers. (Originals are provided to Finance).	2 years
Employee Benefits Records	Documentation of benefits elections, beneficiary designations, eligibility determinations, COBRA notices for each employee. Includes records required to determine retirement benefits for each employee, related forms, and loan documents related to same; and age & social security information.	Employment termination plus 10 years (unless funding source agreement requires longer retention)
Employee Bonds (Fidelity)	Form of insurance that covers employer (First 5 Alameda County) for losses resulting from fraudulent acts of specified employees.	While current + 2 years Permanent
Employee Exposure Record	Record of employee exposure to certain toxic substance or harmful physical agent, and related records, if any (e.g., material safety data sheets, chemical inventory, etc.).	Exposure plus 30 years
Employee Information - Applicant Identification Records	Personnel data regarding race, gender, national origin of applicants.	Received + 2 years Received + 4 years. Note that if hired, the application should be included in Employee Personnel File and subject to longer retention
Employee Information, General	Name, address, date of birth, occupation, rate of pay and weekly compensation earned.	4 years Employment termination plus 10 years (unless funding source agreement requires longer retention)
Employee Leave of Absence Records	Records related to employee leave of absence, including dates and hours of leave used, records relating to any dispute regarding designation of leave (except see litigation), and related correspondence.	Employment termination plus 30 years
Employee Personnel File - Medi-Cal Administrative Activities (MAA) Contract	Employee Personnel Files (described above) related to any employee whose position is paid for by MAA.	The longer of: (1) Employment termination plus 10 years; or (2) Termination of MAA

FIRST 5 ALAMEDA COUNTY RECORDS RETENTION SCHEDULE

	Note: Do not destroy any personnel file information if there is any pending claim or litigation.	Agreement plus 5 years
Employee Personnel Files	Personnel files, including employment application and resume, job descriptions, performance reviews, new hire forms, disciplinary records, conference, training, and related certificates, separation records, and related correspondence. Note: Do not destroy any personnel file information if there is any pending claim or litigation.	Employment termination plus 10 years (unless funding source agreement requires a longer period of retention)
Employee Programs	May include Employee Assistance Program (EAP), Employee Recognition program, etc.	2 years
Employee, Medical Records (routine)	Records of first aid treatment for minor injuries (burns, splinters, etc.); records relating to medical leave taken, etc.	Length of employment + 4 years Place in Employee Personnel File
Employee, Non-safety and safety	Non-safety employee records may include release authorizations; certifications; reassignments; outside employment; commendations, disciplinary actions; terminations; oaths of office; pre-employment medical evaluations; fingerprints; identification cards (ID's).	Length of employment + 4 years Place in Employee Personnel File
Employee, Recruitment	Alternate lists/logs, ethnicity disclosures, examination materials, examination answer sheets, job bulletins.	4 years Position filled (or search terminated) + 5 years
Employment - Surveys and Studies	Includes classification, wage rates.	2 years Position filled (or search terminated) + 5 years
Employment - Training Records, Non- Safety	Paperwork documenting internal and external training for non-safety employees; includes any volunteer program training - class training materials, internships.	Length of employment + 4 years
Employment - Vehicle Mileage Reimbursement Rates	Annual mileage reimbursement rates.	Until superseded + 2 years
Employment Agreements	Original agreements/contracts for at-will.	Length of employment + 4 years Place in personnel file

FIRST 5 ALAMEDA COUNTY RECORDS RETENTION SCHEDULE

Employment Applications - Not Hired	Applications, resumes, and related materials submitted for existing or anticipated job openings, including any records pertaining to failure or refusal to hire applicant.	Position filled (or search terminated) plus 3 years
Employment Development Department Correspondence	General correspondence exchanged with the EDD, including such topics as unemployment insurance, state disability, FMLA and paid family leave. NOTE: Correspondence regarding a specific employee should be retained based on applicable category (e.g., Employee Personnel File, Employee Exposure Record, Employee Leave of Absence Records).	5 years for general Correspondence. If employee specific, place in Employee Personnel File
Employment Eligibility Verification	Completed I-9 Forms.	Employment termination plus 10 years (unless funding source agreement requires longer retention)
ERISA Records (Employee Retirement Security Act)	Employee Retirement Income Security Act of 1974 - Plan reports, certified information filed; records of benefits due.	6 years
Ethics Training Records	Records required to be kept under Gov. Code section 53235.2. Records must show dates that local officials satisfied the training requirements and the entity that provided the training.	5 years after receipt of training
Family and Medical Leave Act (federal)	Records of leave taken, First 5 Alameda County policies relating to leave, notices, communications relating to taking leave.	Employee separation + 5 years 5 years for general correspondence. If employee specific, place in Employee Personnel File
Forms	Administrative - blank	Until Superseded
Fund Transfers	Internal; bank transfers & wires.	Until audited + 2 7 years
General Ledgers	All annual financial summaries--all agencies.	4-7 years Permanent
Grants - Unsuccessful	Applications not entitled.	2 years Date of declination + 2 years

FIRST 5 ALAMEDA COUNTY RECORDS RETENTION SCHEDULE

Grants Community Development Block Grant (CDBG); Urban Development; other Federal and State grants	Grant documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, sub-recipient dockets, environmental review, inventory, consolidated plan, etc.	Until completed + 4 7 years
Insurance	Personnel related.	While current, + 2 years Permanent
Insurance Certificates, First 5 Alameda County	Liability, performance bonds, employee bonds, property; Insurance certificates filed separately from contracts, includes insurance filed by licensees.	While current + 2 years Permanent
Insurance, Joint Powers Agreement	Accreditation, MOU, agreements and agendas.	Current + 2 years Permanent
Insurance, Liability/Property	May include liability, property, Certificates of Participation, deferred, use of facilities.	While current + 2 years Permanent
Insurance, Risk Management Reports	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies.	5 years (Federal) 2 years (State) Permanent
Investment Reports, Transactions	Summary of transactions, inventory and earnings report.	Until audited + 4 years
Invoices	Invoices from vendors and back-up documents.	Until audited + 4 years Until audited or contract termination + 7 years, whichever is later
Job Descriptions	Descriptions of duties, qualifications, responsibilities for each position/classification/job title.	While current + 3 years Position filled (or search terminated) + 5 years
Lease Agreement	Property or equipment.	Until terminated + 4 years Lease expiration + 4 years
Legal Notices / Affidavits of Publication or Posting	Examples: Notices of public hearings, notices of liens, etc. Also proof of publication of notice, or proof of posting of notice.	Current + 2 4 years, unless part of a project or matter that requires longer retention (i.e., CEQA documents) or risk of litigation
Legal Opinions	Confidential – not for public disclosure (attorney-client privilege).	Until superseded + 2 years Until superseded, but retain for a minimum of 4 years
Licenses/Permits – Special (Events; Solicitation)	This category DOES NOT include business licenses/permits.	Current + 2 years
Litigation	Case files or records relating to any pending claim or litigation or any settlement or other	Until finally settled + 2 4 years

FIRST 5 ALAMEDA COUNTY RECORDS RETENTION SCHEDULE

	disposition of litigation .	Litigation records regarding Employment Practices have a permanent retention period
Maintenance/Repair Records	Equipment.	≥ 3 years
Marketing, Promotional	Brochures, announcements, etc.	≥ 5 years
Minutes	Minutes of any meeting of the legislative body .	Permanent
Notices – Public Meetings	Special Meetings.	2 years Permanent
Ordinances Adopted by F5AC		Permanent (an ordinance that has been repealed or is otherwise invalid or unenforceable may be destroyed or disposed of 5 years after it was repealed or became invalid or unenforceable.
OSHA	OSHA 300 Log, privacy case list, OSHA 300A annual summary, OSHA 301 incident report forms.	5 years from the end of the calendar year covered by the forms or logs
OSHA (Accident/Illness Reports)	Personnel - Employee Exposure Records & Employee Medical Records regarding exposure to toxic substances; Exempt from public disclosure.	Duration of employment plus 30 years
Payroll - Federal/State Reports	Annual W-2's, W-4's, Form 1099s, etc.; quarterly and year-end reports.	Fiscal year-end audit closed plus 7 years (unless funding source agreement requires longer retention)
Payroll - Wage Rates / Job Classifications	Employee records.	Fiscal year-end audit closed plus 7 years (unless funding source agreement requires longer retention)
Payroll Deduction/ Authorizations	Finance.	Fiscal year-end audit closed plus 7 years (unless funding source agreement requires longer retention)
Payroll records (employee information)	Records showing employee information/data – names, addresses, etc.; hours worked; regular and overtime wages, etc.	Fiscal year-end audit closed plus 7 years (unless funding source agreement requires longer retention)
Payroll, registers	Finance Labor costs by employee & program.	Fiscal year-end audit closed plus 7 years (unless

FIRST 5 ALAMEDA COUNTY RECORDS RETENTION SCHEDULE

		funding source agreement requires longer retention) Permanent
Payroll, time cards/sheets	Employee.	Fiscal year-end audit closed plus 7 years (unless funding source agreement requires longer retention)
Personnel Policies -- Rules and Regulations	Including employee handbooks, employee manuals, and other policies/procedures.	Current + 3 years Permanent
Personnel Records	Payroll or other records containing name, address, date of birth, occupation, rate of pay, etc., including records relating to promotion, demotion, transfer, lay-off, termination.	3 years See Employee Personnel Files
Political Support/Opposition, Requests & Responses	Related to legislation.	± 7 years
Press Releases	First 5 Alameda County related.	± 5 years
Procedure Manuals	Administrative.	Until superseded + ± 4 years
Proclamations	First 5 Alameda County issued proclamations.	2 years; if done by Board Commission Resolution, then permanent retention
Public Records Act Request	Requests from the public to inspect or copy public documents.	± 4 years . However, any record subject to the subject of any pending request made pursuant to the California Public Records, whether or not the agency maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since the agency has provided written notice to the requester that the request has been denied
Purchasing RFQ's, RFP's	Requests for Qualifications; Requests for Proposals regarding goods and services.	Current + 2 years Contract termination plus 7 years or project completion plus 7 years, whichever is later (unless funding

FIRST 5 ALAMEDA COUNTY RECORDS RETENTION SCHEDULE

		source agreement requires longer retention)
Purchasing, Requisitions, Purchase Orders	Original Documents.	Until audited + 4 years
Recordings - audio (e.g., for preparation of meeting minutes)	Audio recording “made for whatever purpose by or at the direction of the local agency”.	Minimum 30 days
Recordings - routine video monitoring, telephone, and radio communications	Routine daily recording of telephone & radio communications; routine video monitoring including in-car video systems, jail observation/monitoring systems, building security systems. [Includes automated license plate reader (ALPR) video recordings/data].	Videos - 1 year; Phone & Radio communications - 100 days (destruction must be approved by Commission & First 5 Alameda County Attorney)
Recordings, video or digitally recorded (Duplicate – see Description or Example of Record)	Other than videos or digital recordings of public meetings; Considered duplicate records if another record of the same event is kept (i.e., written minutes).	Minimum 90 days after event is recorded
Recordings, video or digitally recorded – meetings of legislative bodies	Videos or digital recordings of public meetings made by or at the direction of First 5 Alameda County.	Minimum 30 days
Records Management Disposition Certification	Documentation of final disposition of records.	Permanent
Records related to any nondischarged debt of F5AC		Permanent
Records related to any pending construction that the F5AC has not accepted or as to which a stop notice claim legally may be presented		Permanent
Records related to formation, change of organization, or reorganization of F5AC		Permanent
Records related to the title to real property in which the district has an interest		Permanent
Records Retention Schedules		Current + 2 years
Recruitments and Selection	Records relating to hiring, promotion,	Position filled (or search

FIRST 5 ALAMEDA COUNTY RECORDS RETENTION SCHEDULE

	selection for training.	terminated) plus 5 years
Release Forms/Waivers	Human Services Recreation Programs.	2 years
Resolutions	Resolutions adopted by the Commission and First 5 Alameda County.	Permanent
Returned Checks	Finance-NSF (not First 5 Alameda County checks).	2 5 years after audit
Salary/Compensation Studies, Surveys	Studies or surveys of other agencies regarding wages, salaries and other compensation or benefits.	While current + 2 years
Statements of Economic Interest - Form 700 (originals) (non-elected)	<u>Originals</u> of statements of designated employees.	7 years (can image after 2 years)
Statements of Economic Interest - Form 700 (copies) (elected officials)	<u>Copies</u> of original statements of elected officials forwarded to Fair Political Practices Commission (FPPC).	4 years (can image after 2 years) 7 years
Stop Payments	Finance - bank statements.	2 years Fiscal year-end audit closed + 7 years
Unemployment Insurance Records	Records relating to unemployment insurance – claims, payments, correspondence, etc.	While current + 4 years, but documents relating to a specific employee should be retained in the Employee Personnel File
Wage Garnishment	Wage or salary garnishment.	Active until garnishment is satisfied; then retain until audited + 4 years
Warrant Register/Check Register	Record of checks issued; approved by legislative body (copy is normally retained as part of agenda packet information).	Until audited + 2 years
Workers Compensation Files	Work-injury claims (including denied claims); claim files, reports, etc.	Permanent



FIRST 5 ALAMEDA COUNTY COMMISSION

A RESOLUTION OF THE FIRST 5 ALAMEDA COUNTY COMMISSION ESTABLISHING THE FIRST 5 ALAMEDA COUNTY COMMISSION RECORDS RETENTION AND DESTRUCTION POLICY AND RECORDS RETENTION SCHEDULE

WHEREAS, Health and Safety Code section 130140.1 permits the First 5 Alameda County Commission to dispose of its real and personal property.

WHEREAS, State law provides that local government agencies retain certain types of records for specific periods of time.

WHEREAS, First 5 Alameda County, as a public agency, adheres to the California Public Records Act, which affords the public the right to inspect and be provided a copy of, most of the written information retained by State and local agencies in the course of business.

WHEREAS, in accordance with best governmental practice and state and federal laws and to comply with the above legal requirements, First 5 Alameda County staff has drafted a Records Retention and Destruction Policy and Records Retention Schedule for the Commission's approval and adoption.

WHEREAS, this Records Retention and Destruction Policy and Records Retention Schedule will ensure that all First 5 Alameda County records are retained in full compliance with this policy and applicable law and no First 5 Alameda County records shall be disposed of except in compliance with this policy and applicable law.

BE IT RESOLVED that the First 5 Alameda County Commission adopts the Resolution establishing First 5 Alameda County Commission Records Retention and Destruction Policy and Records Retention Schedule. The Commission further authorizes the Executive Committee to revise and update the schedule going forward as necessary to further the purposes of this resolution and to comply with relevant laws and regulations.

I hereby certify the foregoing resolution was introduced and read at the regular meeting of the First 5 Alameda County Commission on the 6th day of October 2022, and the resolution was duly adopted at said meeting by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Renee Herzfeld
Chair
First 5 Alameda County Commission



To: First 5 Alameda County Commission
From: Christine Hom, Finance Officer
Date: October 6, 2022
Subject: FY 2021-22 Investment Report, July 1, 2021 – June 30, 2022

ACTION REQUESTED

To approve the FY 2021-22 Investment Report covering the period July 1, 2021 – June 30, 2022.

BACKGROUND OF ACTIVITIES

As required by California Government Code, the investment objectives of First 5 Alameda County are first, to provide safety of principal to ensure the preservation of capital in the overall portfolio; second, to provide sufficient liquidity to meet all requirements that may be reasonably anticipated; and third, to earn a commensurate rate of return consistent with the constraints imposed by the safety and liquidity objectives.

The performance objective of the First 5 Alameda County investment portfolio is to earn a total rate of return that exceeds the total rate of return on identified benchmarks.

First 5 Alameda County maintains the majority of its funds invested in a portfolio of high quality, very liquid, fixed-income securities, which are professionally managed by the Commission's investment advisor, Chandler Asset Management. The remaining funds continue to be invested with the Alameda County Treasurer's pool. This report summarizes the activity and status of the investment portfolio as of June 30, 2022.

PORTFOLIO HIGHLIGHTS

The Investment Report shows the performance of funds that are invested in the portfolio with Chandler Asset Management. At the end of the last fiscal year (June 30, 2021), the total market value of the portfolio was \$30,073,900. The market value of the Chandler portfolio as of June 30, 2022, was \$28,648,566 at a cost of \$30,043,218.

INVESTMENT REPORT

Investment Activity

The Investment Activity shows all transactions affecting our portfolio as of June 30, 2022. Purchases of securities are conducted when a maturity occurs, or when the investment advisor sells a security before maturity to rebalance the portfolio. Rebalancing is conducted to manage the risk profile of the portfolio, diversify portfolio maturities and sectors, protect market value, and enhance overall return.

Investment Income

Investment income is primarily derived from interest or yield payments on securities held in the investment portfolio. Typically, interest income from each security is received semi-annually. The Commission's investment advisor buys, sells and exchanges securities consistent with the First 5 Alameda County Investment Policy in order to optimize overall yields.

Total investment earnings for the period net of fees ending June 30, 2022, was \$444,723. For the same period last fiscal year, the total investment earnings for the period ending June 30, 2021, was \$547,452. Investment income for this last fiscal year is lower than the prior year due to lower interest rates. The last fiscal year comprised a period of time when interest rates were low, and the portfolio reset lower when investments were made to rebalance and enhance overall return. Nevertheless, the portfolio maintained higher yields than what was available in the market.

Market Value and Unrealized Gains and Losses

The market value of the portfolio securities changes as a result of market supply and demand, shifts in interest rates, and other factors. There was an unrealized loss position of \$1,394,651 at the end of June 2022. The unrealized loss position is determined by comparing the Cost and the Market Value of the portfolio on that date. This is a loss on paper only, implying that a loss would have been realized, had the portfolio been liquidated in full on June 30, 2022. The unrealized loss position this year is higher than last year's gain position of \$553,323. This drop in fair value was due to the transition in the market and rise in interest rates in longer maturities over the past twelve months. Since the portfolio was not liquidated, this section is for informational purposes only. Per the Governmental Accounting Standards Board (GASB), government entities must report unrealized gains and losses on investments (GASB 31).

Investment Fees

Fees include those levied by the portfolio manager and the fees levied by the account custodian US Bank. The total fees paid during this period were \$35,563.

Yield Benchmarks

Investment yields are compared to the Local Agency Investment Fund (LAIF) and the Alameda County Treasury Investment Pool yields in order to benchmark investment manager performance. Chandler's average portfolio yield for the 12-month period of 1.46% is higher than the LAIF yield of 0.35% for the year. At the time of this report, the Alameda County Treasurer's yield was not available.

FISCAL IMPACT

The total realized investment earnings and interest received (net of fees) for July 1, 2021 – June 31, 2022, was \$444,723. Investment revenue for FY 2021-22 is budgeted at \$450,000.

REQUESTED ACTION

To approve the FY 2021-22 July – June investment report.

Submitted by:

DocuSigned by:
Christine Hom
5659DF0B756A46A

Christine Hom
Finance Officer

Reviewed by:

DocuSigned by:
Kristin Spanos
ED639B4561544E4

Kristin Spanos
Chief Executive Officer

**First 5 Alameda County
Investment Report - Chandler Asset Management
For the Period July 1, 2021 - June 30, 2022**

INVESTMENT INCOME:

<i>Interest Received</i>	\$ 476,654
Total Investment Earnings	\$ 476,654
<i>Less:</i>	
Investment Fees (Chandler)	(31,931)
US Bank Custodial Fees	(3,633)
<i>Net Investment Income</i>	<u>\$ 444,723</u>

INVESTMENT ACTIVITY:

Portfolios - Cost Basis at 6/30/21	\$ 29,520,577
Purchases	\$ 14,762,867
Maturities	\$ (830,000)
Sales	\$ (12,364,333)
Principal Pay Downs	\$ (806,787)
Calls	\$ (285,000)
Capital Gains/Losses	\$ 81,457
Withdrawals	\$ (36,364)
Contributions	\$ 800
Portfolios - Cost Basis at 6/30/22	<u>\$ 30,043,218</u>

COST VS. MARKET VALUE:

Portfolios at Market 6/30/22	\$ 28,648,566
Portfolios at Cost 6/30/22	30,043,218
<i>Unrealized Gain (Loss) at 6/30/22</i>	<u>\$ (1,394,651)</u>

APPROXIMATE YIELD AND BENCHMARKS (Annualized) for FY 2021-22:

Chandler Asset Management	1.46%
Local Agency Investment Fund (LAIF)	0.35%
Alameda County Treasurer's Pool	N/A



First 5 Alameda County

Holdings Report

Account #10022

As of June 30, 2022

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
ABS									
43815NAC8	Honda Auto Receivables Trust 2019-3 A3 1.78% Due 8/15/2023	41,276.66	08/20/2019 1.79%	41,276.32 41,276.32	99.90 2.37%	41,236.29 32.65	0.14% (40.03)	Aaa / AAA NR	1.13 0.17
58769EAC2	Mercedes-Benz Auto Lease Trust 2020- B A3 0.4% Due 11/15/2023	75,047.38	09/15/2020 0.40%	75,043.58 75,043.58	99.33 2.65%	74,545.09 13.34	0.26% (498.49)	NR / AAA AAA	1.38 0.30
477870AC3	John Deere Owner Trust 2019-B A3 2.21% Due 12/15/2023	13,525.88	07/16/2019 2.23%	13,523.00 13,523.00	99.95 2.44%	13,519.73 13.29	0.05% (3.27)	Aaa / NR AAA	1.46 0.21
92348AAA3	Verizon Owner Trust 2019-C A1A 1.94% Due 4/22/2024	47,237.00	10/01/2019 1.95%	47,233.35 47,233.35	99.88 2.40%	47,181.07 28.00	0.16% (52.28)	NR / AAA AAA	1.81 0.26
65479JAD5	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	75,527.87	10/16/2019 1.94%	75,523.88 75,523.88	99.70 2.98%	75,302.42 64.79	0.26% (221.46)	Aaa / AAA NR	2.04 0.29
43813DAC2	Honda Auto Receivables 2020-2 A3 0.82% Due 7/15/2024	56,177.63	05/18/2020 0.83%	56,173.21 56,173.21	98.83 3.23%	55,519.51 20.47	0.19% (653.70)	Aaa / AAA NR	2.04 0.48
47789KAC7	John Deere Owner Trust 2020-A A3 1.1% Due 8/15/2024	153,810.94	Various 0.88%	154,515.34 154,515.34	98.99 3.46%	152,254.68 75.19	0.53% (2,260.66)	Aaa / NR AAA	2.13 0.43
43813KAC6	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	129,443.61	09/22/2020 0.38%	129,424.59 129,424.59	98.19 3.38%	127,099.39 17.30	0.44% (2,325.20)	NR / AAA AAA	2.30 0.60
36262XAC8	GM Financial Auto Lease Trust 2021-3 A2 0.39% Due 10/21/2024	205,000.00	08/10/2021 0.39%	204,997.21 204,997.21	96.79 3.43%	198,416.43 24.43	0.69% (6,580.78)	NR / AAA AAA	2.31 1.07
47787NAC3	John Deere Owner Trust 2020-B A3 0.51% Due 11/15/2024	43,532.63	07/14/2020 0.52%	43,526.00 43,526.00	98.35 3.33%	42,815.08 9.87	0.15% (710.92)	Aaa / NR AAA	2.38 0.58
09690AAC7	BMW Vehicle Lease Trust 2021-2 A3 0.33% Due 12/26/2024	190,000.00	Various 1.52%	187,299.30 187,299.30	97.07 3.49%	184,431.67 10.45	0.64% (2,867.63)	Aaa / NR AAA	2.49 0.93
89236XAC0	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	101,984.94	10/06/2020 0.36%	101,965.94 101,965.94	98.50 3.19%	100,457.21 15.86	0.35% (1,508.73)	NR / AAA AAA	2.55 0.53
92290BAA9	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	220,000.00	08/04/2020 0.48%	219,953.80 219,953.80	98.43 3.17%	216,538.52 31.59	0.75% (3,415.28)	Aaa / NR AAA	2.65 0.58
36265MAC9	GM Financial Auto Lease Trust 2022-1 A3 1.9% Due 3/20/2025	200,000.00	02/15/2022 1.91%	199,998.28 199,998.28	97.35 3.70%	194,692.60 116.11	0.68% (5,305.68)	Aaa / NR AAA	2.72 1.50

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CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
ABS									
05601XAC3	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 3/25/2025	95,000.00	01/11/2022 1.11%	94,985.80 94,985.80	96.55 3.84%	91,722.03 17.42	0.32% (3,263.77)	NR / AAA AAA	2.74 1.27
43813GAC5	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	75,000.00	02/17/2021 0.27%	74,998.63 74,998.63	97.62 3.54%	73,217.63 5.63	0.25% (1,781.00)	Aaa / NR AAA	2.81 0.73
44891RAC4	Hyundai Auto Receivables Trust 2020-C A3 0.38% Due 5/15/2025	157,012.35	10/20/2020 0.39%	156,976.19 156,976.19	97.91 3.53%	153,729.69 26.52	0.53% (3,246.50)	NR / AAA AAA	2.88 0.66
89240BAC2	Toyota Auto Receivables Owners 2021- A A3 0.26% Due 5/15/2025	270,000.00	02/02/2021 0.27%	269,949.89 269,949.89	97.65 3.47%	263,649.33 31.20	0.92% (6,300.56)	Aaa / NR AAA	2.88 0.73
43815GAC3	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 1/21/2026	100,000.00	11/16/2021 0.89%	99,978.92 99,978.92	95.37 3.78%	95,373.30 24.44	0.33% (4,605.62)	Aaa / NR AAA	3.56 1.62
47789QAC4	John Deere Owner Trust 2021-B A3 0.52% Due 3/16/2026	125,000.00	07/13/2021 0.52%	124,988.85 124,988.85	94.89 3.90%	118,616.63 28.89	0.41% (6,372.22)	Aaa / NR AAA	3.71 1.53
89238JAC9	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 4/15/2026	90,000.00	11/09/2021 0.71%	89,998.08 89,998.08	95.28 3.79%	85,754.07 28.40	0.30% (4,244.01)	NR / AAA AAA	3.79 1.56
44935FAD6	Hyundai Auto Receivables Trust 2021-C A3 0.74% Due 5/15/2026	70,000.00	11/09/2021 0.75%	69,984.38 69,984.38	95.56 3.57%	66,888.64 23.02	0.23% (3,095.74)	NR / AAA AAA	3.88 1.59
43815BAC4	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 5/15/2026	160,000.00	02/15/2022 1.89%	159,975.94 159,975.94	96.81 3.55%	154,890.88 133.69	0.54% (5,085.06)	Aaa / AAA NR	3.88 1.94
05602RAD3	BMW Vehicle Owner Trust 2022-A A3 3.21% Due 8/25/2026	100,000.00	05/10/2022 3.23%	99,994.80 99,994.80	98.96 4.46%	98,958.50 53.50	0.34% (1,036.30)	Aaa / AAA NR	4.16 0.85
89238FAD5	Toyota Auto Receivables OT 2022-B A3 2.93% Due 9/15/2026	85,000.00	04/07/2022 2.95%	84,998.01 84,998.01	98.78 3.57%	83,966.84 110.69	0.29% (1,031.17)	Aaa / AAA NR	4.21 1.95
362554AC1	GM Financial Securitized Term 2021-4 A3 0.68% Due 9/16/2026	75,000.00	10/13/2021 0.68%	74,998.09 74,998.09	94.95 4.17%	71,208.90 21.25	0.25% (3,789.19)	Aaa / AAA NR	4.22 1.47
47787JAC2	John Deere Owner Trust 2022-A A3 2.32% Due 9/16/2026	95,000.00	03/10/2022 2.34%	94,978.99 94,978.99	97.45 3.74%	92,580.26 97.96	0.32% (2,398.73)	Aaa / NR AAA	4.22 1.82

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ABS									
448977AD0	Hyundai Auto Receivables Trust 2022-A A3 2.22% Due 10/15/2026	215,000.00	03/09/2022 2.23%	214,991.72 214,991.72	96.92 3.83%	208,378.22 212.13	0.73% (6,613.50)	NR / AAA AAA	4.30 1.95
380146AC4	GM Financial Auto Receivables 2022-1 A3 1.26% Due 11/16/2026	65,000.00	01/11/2022 1.27%	64,994.35 64,994.35	95.68 4.09%	62,190.05 34.13	0.22% (2,804.30)	NR / AAA AAA	4.38 1.55
02582JT8	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	265,000.00	05/17/2022 3.42%	264,941.38 264,941.38	99.89 3.46%	264,695.52 399.27	0.92% (245.86)	NR / AAA AAA	4.88 2.68
Total ABS		3,594,576.89	1.30%	3,592,187.82	3.52%	3,509,830.18 1,721.48	12.22% (82,357.64)	Aaa / AAA AAA	3.15 1.19

AGENCY									
3135G0T94	FNMA Note 2.375% Due 1/19/2023	165,000.00	Various 2.72%	162,465.99 162,465.99	99.94 2.48%	164,904.30 1,763.43	0.58% 2,438.31	Aaa / AA+ AAA	0.56 0.54
3137EAER6	FHLMC Note 0.375% Due 5/5/2023	560,000.00	05/05/2020 0.39%	559,764.80 559,764.80	97.91 2.89%	548,276.96 326.67	1.91% (11,487.84)	Aaa / AA+ AAA	0.85 0.83
3137EAEN5	FHLMC Note 2.75% Due 6/19/2023	350,000.00	07/20/2018 2.86%	348,243.00 348,243.00	99.74 3.03%	349,072.50 320.83	1.22% 829.50	Aaa / AA+ AAA	0.97 0.95
3135G05G4	FNMA Note 0.25% Due 7/10/2023	200,000.00	07/08/2020 0.32%	199,570.00 199,570.00	97.35 2.88%	194,703.80 237.50	0.68% (4,866.20)	Aaa / AA+ AAA	1.03 1.01
313383YJ4	FHLB Note 3.375% Due 9/8/2023	100,000.00	10/29/2018 3.08%	101,313.00 101,313.00	100.51 2.93%	100,511.70 1,059.38	0.35% (801.30)	Aaa / AA+ NR	1.19 1.15
3135G0U43	FNMA Note 2.875% Due 9/12/2023	540,000.00	09/12/2018 2.96%	537,786.00 537,786.00	100.04 2.84%	540,219.78 4,700.63	1.90% 2,433.78	Aaa / AA+ AAA	1.20 1.16
3130A0F70	FHLB Note 3.375% Due 12/8/2023	490,000.00	Various 2.74%	504,102.90 504,102.90	100.57 2.97%	492,782.22 1,056.57	1.72% (11,320.68)	Aaa / AA+ AAA	1.44 1.39
3130AB3H7	FHLB Note 2.375% Due 3/8/2024	550,000.00	04/29/2019 2.37%	550,038.50 550,038.50	98.91 3.04%	543,981.90 4,100.17	1.91% (6,056.60)	Aaa / AA+ NR	1.69 1.63
3130A1XJ2	FHLB Note 2.875% Due 6/14/2024	550,000.00	06/18/2019 1.96%	573,792.90 573,792.90	99.72 3.02%	548,466.06 746.71	1.91% (25,326.84)	Aaa / AA+ NR	1.96 1.88
3130A2UW4	FHLB Note 2.875% Due 9/13/2024	475,000.00	09/13/2019 1.79%	499,600.25 499,600.25	99.67 3.03%	473,449.60 4,096.88	1.66% (26,150.65)	Aaa / AA+ AAA	2.21 2.10



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3135G0W66	FNMA Note 1.625% Due 10/15/2024	410,000.00	Various 1.27%	416,324.90 416,324.90	97.00 2.99%	397,683.19 1,406.53	1.39% (18,641.71)	Aaa / AA+ AAA	2.30 2.22
3135G0X24	FNMA Note 1.625% Due 1/7/2025	520,000.00	Various 1.22%	529,792.20 529,792.20	96.64 3.02%	502,513.96 4,084.17	1.76% (27,278.24)	Aaa / AA+ AAA	2.53 2.42
3137EAEPO	FHLMC Note 1.5% Due 2/12/2025	645,000.00	02/13/2020 1.52%	644,503.35 644,503.35	96.21 3.02%	620,529.99 3,735.63	2.17% (23,973.36)	Aaa / AA+ AAA	2.62 2.52
3135G03U5	FNMA Note 0.625% Due 4/22/2025	510,000.00	04/22/2020 0.67%	508,949.40 508,949.40	93.60 3.02%	477,341.13 610.94	1.66% (31,608.27)	Aaa / AA+ AAA	2.81 2.75
3135G04Z3	FNMA Note 0.5% Due 6/17/2025	600,000.00	Various 0.47%	600,600.40 600,600.40	92.85 3.04%	557,106.00 116.66	1.94% (43,494.40)	Aaa / AA+ AAA	2.97 2.90
3137EAEU9	FHLMC Note 0.375% Due 7/21/2025	340,000.00	07/21/2020 0.48%	338,306.80 338,306.80	92.34 3.02%	313,947.84 566.67	1.09% (24,358.96)	Aaa / AA+ AAA	3.06 2.99
3135G05X7	FNMA Note 0.375% Due 8/25/2025	640,000.00	Various 0.46%	637,215.80 637,215.80	91.94 3.08%	588,398.08 840.00	2.05% (48,817.72)	Aaa / AA+ AAA	3.16 3.08
3137EAEX3	FHLMC Note 0.375% Due 9/23/2025	645,000.00	Various 0.44%	643,091.55 643,091.55	91.79 3.06%	592,074.53 658.44	2.06% (51,017.02)	Aaa / AA+ AAA	3.24 3.16
3135G06G3	FNMA Note 0.5% Due 11/7/2025	630,000.00	Various 0.55%	628,448.60 628,448.60	91.91 3.06%	579,034.89 472.50	2.02% (49,413.71)	Aaa / AA+ AAA	3.36 3.28
Total Agency		8,920,000.00	1.36%	8,983,910.34 8,983,910.34	2.99%	8,584,998.43 30,900.31	29.97% (398,911.91)	Aaa / AA+ AAA	2.22 2.16
CORPORATE									
02665WCJ8	American Honda Finance Note 3.45% Due 7/14/2023	110,000.00	07/11/2018 3.49%	109,809.70 109,809.70	100.06 3.39%	110,067.76 1,760.46	0.39% 258.06	A3 / A- A	1.04 1.00
02665WCQ2	American Honda Finance Note 3.625% Due 10/10/2023	260,000.00	10/03/2018 3.64%	259,786.80 259,786.80	100.34 3.35%	260,882.18 2,120.63	0.91% 1,095.38	A3 / A- A	1.28 1.23
24422EVN6	John Deere Capital Corp Note 0.45% Due 1/17/2024	205,000.00	03/01/2021 0.47%	204,854.45 204,854.45	95.94 3.16%	196,677.41 420.25	0.69% (8,177.04)	A2 / A A	1.55 1.52
06051GHF9	Bank of America Corp Callable Note 1X 3/5/2023 3.55% Due 3/5/2024	250,000.00	03/06/2019 3.40%	251,017.50 251,017.50	99.71 3.55%	249,269.50 2,859.72	0.88% (1,748.00)	A2 / A- AA-	1.68 1.60
89114QCB2	Toronto Dominion Bank Note 3.25% Due 3/11/2024	350,000.00	03/26/2019 2.97%	354,431.00 354,431.00	99.50 3.56%	348,235.30 3,475.69	1.22% (6,195.70)	A1 / A AA-	1.70 1.62



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CORPORATE									
808513BN4	Charles Schwab Corp Callable Note Cont 2/18/2024 0.75% Due 3/18/2024	170,000.00	03/16/2021 0.77%	169,915.00 169,915.00	95.98 3.17%	163,168.38 364.79	0.57% (6,746.62)	A2 / A A	1.72 1.68
79466LAG9	Salesforce.com Inc Callable Note Cont 7/15/2022 0.625% Due 7/15/2024	310,000.00	Various 0.96%	307,334.40 307,334.40	94.71 3.33%	293,605.34 893.41	1.02% (13,729.06)	A2 / A+ NR	2.04 1.99
69371RQ25	Paccar Financial Corp Note 2.15% Due 8/15/2024	75,000.00	08/08/2019 2.20%	74,834.25 74,834.25	97.31 3.47%	72,981.45 609.17	0.26% (1,852.80)	A1 / A+ NR	2.13 2.04
78015K7C2	Royal Bank of Canada Note 2.25% Due 11/1/2024	355,000.00	12/05/2019 2.26%	354,815.40 354,815.40	96.62 3.78%	342,987.51 1,331.25	1.20% (11,827.89)	A1 / A AA-	2.34 2.24
14913Q3B3	Caterpillar Finl Service Note 2.15% Due 11/8/2024	325,000.00	02/19/2020 1.83%	329,628.00 329,628.00	97.10 3.44%	315,559.73 1,028.72	1.10% (14,068.27)	A2 / A A	2.36 2.26
89236TJT3	Toyota Motor Credit Corp Note 1.45% Due 1/13/2025	260,000.00	01/10/2022 1.50%	259,651.60 259,651.60	94.86 3.59%	246,639.90 1,759.33	0.86% (13,011.70)	A1 / A+ A+	2.54 2.44
90331HPL1	US Bank NA Callable Note Cont 12/21/2024 2.05% Due 1/21/2025	365,000.00	01/16/2020 2.10%	364,222.55 364,222.55	96.14 3.64%	350,919.76 3,325.56	1.23% (13,302.79)	A1 / AA- AA-	2.56 2.44
69371RR73	Paccar Financial Corp Note 2.85% Due 4/7/2025	285,000.00	03/31/2022 2.86%	284,925.90 284,925.90	98.11 3.57%	279,604.95 1,895.25	0.98% (5,320.95)	A1 / A+ NR	2.77 2.62
78016EZ59	Royal Bank of Canada Note 3.375% Due 4/14/2025	155,000.00	04/07/2022 3.39%	154,942.65 154,942.65	98.74 3.86%	153,040.03 1,118.91	0.54% (1,902.62)	A1 / A AA-	2.79 2.62
06367WB85	Bank of Montreal Note 1.85% Due 5/1/2025	266,000.00	07/23/2021 0.85%	275,794.12 275,794.12	94.88 3.77%	252,390.64 820.17	0.88% (23,403.48)	A2 / A- AA-	2.84 2.71
46647PCH7	JP Morgan Chase & Co Callable Note Cont 6/1/2024 0.824% Due 6/1/2025	320,000.00	05/24/2021 1.10%	320,413.10 320,413.10	93.53 3.60%	299,288.65 219.73	1.04% (21,124.45)	A2 / A- AA-	2.92 2.83
46647PCK0	JP Morgan Chase & Co Callable Note Cont 6/23/2024 0.969% Due 6/23/2025	150,000.00	Various 1.24%	150,092.70 150,092.70	93.51 3.66%	140,264.10 32.30	0.49% (9,828.60)	A2 / A- AA-	2.98 2.89
89788MAA0	Truist Financial Corp Callable Note Cont 07/03/2025 1.2% Due 8/5/2025	250,000.00	02/03/2022 1.85%	244,510.00 244,510.00	91.96 3.98%	229,898.50 1,216.67	0.80% (14,611.50)	A3 / A- A	3.10 2.97
46647PBK1	JP Morgan Chase & Co Callable Note Cont 4/22/2025 2.083% Due 4/22/2026	101,000.00	05/20/2021 1.55%	104,770.33 104,770.33	93.59 4.25%	94,526.71 403.23	0.33% (10,243.62)	A2 / A- AA-	3.81 3.58

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CORPORATE									
6174468Q5	Morgan Stanley Callable Note Cont 4/28/2025 2.188% Due 4/28/2026	150,000.00	05/18/2022 4.05%	141,691.50 141,691.50	93.70 4.33%	140,548.80 574.35	0.49% (1,142.70)	A1 / A- A	3.83 3.59
023135BX3	Amazon.com Inc Callable Note Cont 4/12/2026 1% Due 5/12/2026	470,000.00	05/10/2021 1.09%	467,969.60 467,969.60	91.02 3.50%	427,802.46 639.72	1.49% (40,167.14)	A1 / AA AA-	3.87 3.73
808513BR5	Charles Schwab Corp Callable Note Cont 4/13/2026 1.15% Due 5/13/2026	270,000.00	12/14/2021 1.48%	266,233.50 266,233.50	90.32 3.87%	243,867.51 414.00	0.85% (22,365.99)	A2 / A A	3.87 3.71
91324PEC2	United Health Group Inc Callable Note Cont 4/15/2026 1.15% Due 5/15/2026	375,000.00	Various 1.09%	375,977.75 375,977.75	90.77 3.73%	340,369.50 551.04	1.19% (35,608.25)	A3 / A+ A	3.88 3.72
89236TJK2	Toyota Motor Credit Corp Note 1.125% Due 6/18/2026	440,000.00	Various 1.23%	437,932.00 437,932.00	90.43 3.74%	397,872.20 178.75	1.38% (40,059.80)	A1 / A+ A+	3.97 3.81
06051GJD2	Bank of America Corp Callable Note Cont 6/19/2025 1.319% Due 6/19/2026	300,000.00	Various 1.53%	300,792.00 300,792.00	90.83 4.18%	272,481.30 131.90	0.95% (28,310.70)	A2 / A- AA-	3.97 3.79
037833DN7	Apple Inc Callable Note Cont 7/11/2026 2.05% Due 9/11/2026	180,000.00	12/14/2021 1.53%	184,291.20 184,291.20	94.27 3.53%	169,693.02 1,127.50	0.59% (14,598.18)	Aaa / AA+ NR	4.20 3.94
06368FAC3	Bank of Montreal Note 1.25% Due 9/15/2026	150,000.00	09/13/2021 1.28%	149,818.50 149,818.50	88.70 4.21%	133,054.65 552.08	0.46% (16,763.85)	A2 / A- AA-	4.21 4.00
87612EBM7	Target Corp Callable Note Cont 12/15/2026 1.95% Due 1/15/2027	170,000.00	01/19/2022 1.99%	169,711.00 169,711.00	92.89 3.66%	157,918.95 1,445.71	0.55% (11,792.05)	A2 / A A	4.55 4.24
26444HAC5	Duke Energy Florida LLC Callable Note Cont 10/15/2026 3.2% Due 1/15/2027	300,000.00	02/22/2022 2.51%	309,444.00 309,444.00	97.70 3.76%	293,090.40 4,426.67	1.03% (16,353.60)	A1 / A NR	4.55 4.12
084664CZ2	Berkshire Hathaway Callable Note Cont 2/15/2027 2.3% Due 3/15/2027	275,000.00	03/07/2022 2.30%	274,947.75 274,947.75	94.59 3.56%	260,128.28 1,862.36	0.91% (14,819.47)	Aa2 / AA A+	4.71 4.37
665859AW4	Northern Trust Company Callable Note Cont 4/10/2027 4% Due 5/10/2027	130,000.00	05/05/2022 4.04%	129,789.40 129,789.40	100.75 3.83%	130,968.76 736.67	0.46% 1,179.36	A2 / A+ A+	4.86 4.29
Total Corporate		7,772,000.00	1.91%	7,784,347.65	3.66%	7,367,803.63 38,295.99	25.76% (416,544.02)	A1 / A A+	3.05 2.89



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MONEY MARKET FUND									
60934N104	Federated Investors Government Obligations Fund	60,073.41	Various 1.36%	60,073.41 60,073.41	1.00 1.36%	60,073.41 0.00	0.21% 0.00	Aaa / AAA AAA	0.00 0.00
Total Money Market Fund		60,073.41	1.36%	60,073.41	1.36%	60,073.41 0.00	0.21% 0.00	Aaa / AAA AAA	0.00 0.00
MUNICIPAL BONDS									
13063DRK6	California State Taxable GO 2.4% Due 10/1/2024	345,000.00	10/16/2019 1.91%	352,924.65 352,924.65	98.02 3.32%	338,175.90 2,070.00	1.18% (14,748.75)	Aa2 / AA- AA	2.26 2.16
649791RC6	New York St STE-GO 1.25% Due 3/15/2027	275,000.00	06/17/2022 3.89%	243,933.25 243,933.25	90.03 3.57%	247,571.50 1,012.15	0.86% 3,638.25	Aa1 / AA+ AA+	4.71 4.48
Total Municipal Bonds		620,000.00	2.72%	596,857.90 596,857.90	3.42%	585,747.40 3,082.15	2.05% (11,110.50)	Aa2 / AA AA	3.29 3.14
SUPRANATIONAL									
459058JL8	Intl. Bank Recon & Development Note 0.5% Due 10/28/2025	280,000.00	10/21/2020 0.52%	279,683.60 279,683.60	91.80 3.11%	257,029.36 245.00	0.89% (22,654.24)	Aaa / AAA AAA	3.33 3.25
4581X0DV7	Inter-American Dev Bank Note 0.875% Due 4/20/2026	615,000.00	04/13/2021 0.97%	612,183.30 612,183.30	91.97 3.13%	565,595.20 1,061.30	1.97% (46,588.10)	Aaa / AAA AAA	3.81 3.68
Total Supranational		895,000.00	0.83%	891,866.90 891,866.90	3.13%	822,624.56 1,306.30	2.87% (69,242.34)	Aaa / AAA AAA	3.66 3.55
US TREASURY									
912828V23	US Treasury Note 2.25% Due 12/31/2023	425,000.00	06/26/2019 1.78%	433,533.20 433,533.20	98.98 2.95%	420,683.70 25.99	1.46% (12,849.50)	Aaa / AA+ AAA	1.50 1.46
912828B66	US Treasury Note 2.75% Due 2/15/2024	600,000.00	04/29/2019 2.31%	611,859.38 611,859.38	99.72 2.93%	598,312.80 6,198.90	2.10% (13,546.58)	Aaa / AA+ AAA	1.63 1.56
91282CBR1	US Treasury Note 0.25% Due 3/15/2024	390,000.00	03/30/2021 0.33%	389,055.47 389,055.47	95.55 2.94%	372,663.33 286.14	1.30% (16,392.14)	Aaa / AA+ AAA	1.71 1.68
912828X70	US Treasury Note 2% Due 4/30/2024	110,000.00	06/10/2019 1.92%	110,386.72 110,386.72	98.33 2.94%	108,165.20 370.65	0.38% (2,221.52)	Aaa / AA+ AAA	1.84 1.78



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
912828XX3	US Treasury Note 2% Due 6/30/2024	600,000.00	12/12/2019 1.74%	606,867.19 606,867.19	98.18 2.94%	589,101.60 32.61	2.05% (17,765.59)	Aaa / AA+ AAA	2.00 1.94
912828D56	US Treasury Note 2.375% Due 8/15/2024	600,000.00	08/29/2019 1.45%	626,601.56 626,601.56	98.77 2.98%	592,593.60 5,353.59	2.08% (34,007.96)	Aaa / AA+ AAA	2.13 2.04
9128283D0	US Treasury Note 2.25% Due 10/31/2024	450,000.00	11/07/2019 1.77%	460,177.73 460,177.73	98.40 2.96%	442,810.35 1,705.84	1.55% (17,367.38)	Aaa / AA+ AAA	2.34 2.25
912828ZC7	US Treasury Note 1.125% Due 2/28/2025	525,000.00	03/18/2020 0.81%	533,100.59 533,100.59	95.27 2.98%	500,185.35 1,974.10	1.75% (32,915.24)	Aaa / AA+ AAA	2.67 2.59
912828ZF0	US Treasury Note 0.5% Due 3/31/2025	560,000.00	Various 0.46%	560,940.63 560,940.63	93.43 3.01%	523,184.48 703.83	1.82% (37,756.15)	Aaa / AA+ AAA	2.75 2.69
912828XB1	US Treasury Note 2.125% Due 5/15/2025	500,000.00	04/05/2022 2.68%	491,816.41 491,816.41	97.65 2.98%	488,242.00 1,357.00	1.70% (3,574.41)	Aaa / AA+ AAA	2.88 2.75
91282CAM3	US Treasury Note 0.25% Due 9/30/2025	600,000.00	02/19/2021 0.51%	592,851.56 592,851.56	91.46 3.03%	548,788.80 377.05	1.91% (44,062.76)	Aaa / AA+ AAA	3.25 3.19
91282CAT8	US Treasury Note 0.25% Due 10/31/2025	600,000.00	Various 0.49%	593,328.13 593,328.13	91.23 3.04%	547,383.00 252.72	1.91% (45,945.13)	Aaa / AA+ AAA	3.34 3.27
91282CAZ4	US Treasury Note 0.375% Due 11/30/2025	550,000.00	03/26/2021 0.77%	540,138.67 540,138.67	91.44 3.03%	502,927.70 174.69	1.75% (37,210.97)	Aaa / AA+ AAA	3.42 3.35
91282CCW9	US Treasury Note 0.75% Due 8/31/2026	150,000.00	09/17/2021 0.86%	149,185.55 149,185.55	91.15 3.02%	136,728.45 376.02	0.48% (12,457.10)	Aaa / AA+ AAA	4.17 4.04
91282CCZ2	US Treasury Note 0.875% Due 9/30/2026	900,000.00	Various 1.08%	891,046.88 891,046.88	91.46 3.03%	823,148.10 1,979.52	2.87% (67,898.78)	Aaa / AA+ AAA	4.25 4.11
91282CDG3	US Treasury Note 1.125% Due 10/31/2026	300,000.00	11/15/2021 1.25%	298,171.88 298,171.88	92.31 3.03%	276,925.80 568.61	0.97% (21,246.08)	Aaa / AA+ AAA	4.34 4.17
91282CET4	US Treasury Note 2.625% Due 5/31/2027	250,000.00	06/09/2022 3.07%	244,912.11 244,912.11	98.26 3.01%	245,644.50 555.84	0.86% 732.39	Aaa / AA+ AAA	4.92 4.56
Total US Treasury		8,110,000.00	1.30%	8,133,973.66	2.99%	7,717,488.76 22,293.10	26.92% (416,484.90)	Aaa / AA+ AAA	2.84 2.75
TOTAL PORTFOLIO		29,971,650.30	1.49%	30,043,217.68	3.24%	28,648,566.37 97,599.33	100.00% (1,394,651.31)	Aa2 / AA AAA	2.77 2.44
TOTAL MARKET VALUE PLUS ACCRUED						28,746,165.70			



To: First 5 Alameda County Commission

From: Kristin Spanos, CEO
Christine Hom, Finance Officer

Date: October 6, 2022

Subject: Adoption of FY 2021-22 Financial Audit

ACTION REQUESTED

To adopt the FY 2021-22 financial audit.

BACKGROUND

It is a requirement of the Proposition 10 statute and First 5 California that each First 5 county commission conduct an audit and submit its corresponding audit report to First 5 California and the State Controller's Office by November 1st of each year. This year, First 5 Alameda County engaged services with a new audit firm Eide Bailly LLP to conduct the FY 2021-22 financial and expanded audits (for state compliance).

AREAS COVERED BY FY 2021-22 FINANCIAL AUDIT:

The interim audit process included internal controls interviews with the Commission Chair, CEO, Finance, Human Resources and Information Technology staff and covered the following areas:

- Financial Management
 - Financial reporting (Journal Entries, Financial Statement preparation)
- Revenue Management
 - Deposits and Receipts
 - General Ledger reporting with respect to revenues (recording and reconciliations)
- Cash Disbursements/Procurement
 - Contracts/Procurement
 - Wires, Warrants, Credit Cards
- Payroll
 - Time approval/payroll processing
 - Human Resources functions and personnel files
- Treasury
 - Cash and investment reconciliations
- Budget Monitoring

Interim audit activities also included risk assessment and review of agency policies, procedures, sample testing of transactions and conducting the compliance audit.

AGENDA ITEM 10

The final field work process included review, finalization and/or testing of the following areas including new GASB 87 accounting pronouncements required to be implemented in FY 2021-22 :

- Financial statements
 - Trial Balance as of June 30, 2022
 - Year-end closing journal entry listing as of June 30, 2022
- Assets
 - Cash and Investments
 - Receivables and other Assets
 - Capital Assets
- Liabilities and Net Position
 - Accounts Payable and Accrued Liabilities
 - Net Pension Liability / OPEB Liability (asset)
 - Fund Balance
- Revenues and Expenditures
 - Transaction Listings
 - Intergovernmental Revenues
- Finalizing compliance testing

The sections of the audit package are as follows:

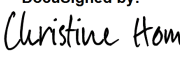
- Independent Auditor's Report
- Management's Discussion and Analysis
- Financial Statements including Statement of Net Position and Statement of Activities
- Governmental Fund Statements including 1. Balance Sheet, 2. Reconciliation of Balance to Net Assets, 3. Statement of Revenues, Expenditures and Changes in Fund Balance, 4. Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance to the Statement of Activities
- Notes to Financial Statements
- Supplementary Schedule of Revenue and Expenditures by Fund Source
- Independent Auditor's report on internal controls
- Independent Auditor's report on state compliance
- Status of prior year findings (there were no findings)

The final audit report will be presented to the Commission by James Ramsey, Partner and Karlee Ransom, Senior Manager of Eide Bailly on Thursday, October 6, 2022.

RECOMMENDATION

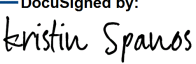
That the Commission adopt the FY 2021-22 financial audit.

Submitted by:

DocuSigned by:

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Christine Hom
Finance Officer

Reviewed by:

DocuSigned by:

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Kristin Spanos
Chief Executive Officer



To: First 5 Alameda County Commission

From: Christine Hom, Finance Officer

Date: October 6, 2022

Subject: FY 2022-23 Contract Authorizations

REQUESTED ACTION

To approve the following contract authorizations.

BACKGROUND

Per our Financial Policies, Section VII. Purchasing and Contracting, the Executive Committee must approve contract/award amounts from \$150,000 - \$300,000 in aggregate. The following award requires specific authorization from the Executive Committee. In the absence of an Executive Committee meeting in October, the Commission is requested to approve the following contract authorizations.

California School-Age Consortium (CalSAC) – \$86,765

First 5 Alameda County is requesting approval of a sole source FY 2022-23 contract amendment for \$86,765 with California School-Age Consortium (CalSAC) to add three (3) Early Care Education (ECE) sites to the Quality Counts grant incentive program. Funding will also support stipends for 50 ECE providers to attend a dual language learners (DLL) foundational training series and includes CalSAC's costs to distribute, manage, and monitor grant expenditures for Quality Counts grants and DLL stipends. CALSAC currently has a FY 2022-23 contract for \$486,000 to manage the Quality Counts' process for distributing Quality Improvement incentive grants and professional development (PD) stipends. The addition of \$86,765 brings the FY 2022-23 aggregate contract amount to \$572,765 for which Commission approval is needed.

Fiscal Impact: Funding is budgeted and provided by a combination of the Quality Counts California (QCC) Block Grant (\$34,655), IMPACT Regional Training and Technical Assistance Grant (\$29,000), and Prop 10 (\$23,110).

Action requested: Approve an aggregate FY 2022-23 \$572,765 contract amount with California School-Age Consortium.

Supplybank.org – \$120,000

First 5 Alameda County is requesting approval of a sole source FY2022-23 contract amendment for \$120,000 with Supplybank.org. Supplybank.org currently has a FY 2022-23 \$130,000 contract to distribute diaper kits to organizations serving high need families in Alameda County. This amendment would increase the number of kits that Supplybank.org is able to distribute from approximately 2,800 kits to approximately 7,000 kits. The addition of \$120,000 brings the FY2022-23 aggregate award amount to \$250,000 for which Commission approval is needed.


Fiscal Impact: Funding is budgeted and provided by Prop 10.

Action requested: Approve an aggregate FY 2022-23 award amount of \$250,000 with Supplybank.org.


RECOMMENDATION

That the Commission approve the above contract authorizations.

Submitted by:

DocuSigned by:

5659DF0B756A46A
Christine Hom
Finance Officer

Reviewed by:

DocuSigned by:

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Kristin Spanos
Chief Executive Officer



To: First 5 Alameda County Commission

From: Kristin Spanos, CEO
Christine Hom, Finance Officer

Date: October 6, 2022

Subject: Approval of new revenue to be included in adopted FY 2022-2023 budget

ACTION REQUESTED

Approve the addition of new revenue to be included in adopted FY 2022-2023 budget.

BACKGROUND

The following grants and contracts have been received or are anticipated to be received since the Commission's adoption of the FY 2022-2023 budget on June 2, 2022:

Funding Source: Sunlight Giving
Amount: \$200,000 per year
Term: FY 2022-25

First 5 was recently awarded an additional \$200,000 per year for three years (\$600,000 total) to support general operating costs. Funding received will be budgeted in the Quality Early Childhood Education and Operational Support strategies with an equivalent appropriation in expenses.

Funding Source: Alameda County Social Services Agency
Amount: \$90,000
Term: FY 2022-2023

First 5 Alameda County will contract with The Center for the Study of Child Care Employment to conduct an evaluation of the Alameda County Early Childhood CalWORKs Apprenticeship Program by engaging with program participants and other stakeholders to increase understanding of the benefits and challenges experienced by participants, program staff, other key stakeholders, and to inform future program models. Funding for the evaluation will be supported by First 5 (\$90,000), Tipping Point (\$20,000), Alameda County Social Services Agency (\$90,000) and budgeted in the Data & Evaluation strategy with an equivalent appropriation in expenses.

Funding Source: Alameda County Public Health Department
Amount: \$70,000
Term: FY 2022-2023

First 5 Alameda County will receive \$70,000 for the period July 1, 2022- December 31, 2022, from Alameda County Public Health Department (ACPHD) to continue support of the Perinatal Health Outreach Coordinator (PHOC) position in ACPHD-Maternal, Paternal, Child, and Adolescent Health (MPCAH) and Social Services Agency. The PHOC will serve as the Perinatal Health Liaison and conduct community outreach, referral, and triage activities for Alameda County's Starting Out Strong program. Outreach efforts will be focused on individuals who are pregnant and/or have families with a child under 36 months, are Medi-Cal eligible and/or receiving CalWORKs services and pregnant and parenting people who are interested in Starting Out Strong services and supports. Funding for this position will be budgeted in the Parent Partnership strategy with an equivalent appropriation in expenses.

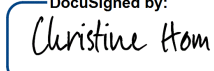
FISCAL IMPACT

The addition of \$360,000 in anticipated new revenue will be added to the approved FY 2022-2023 \$26,747,492 budget bringing the new total budget to \$27,107,492. No additional tobacco tax dollars or Sustainability Funds are projected to be used.

RECOMMENDATION

That the Commission approve the new and anticipated revenue be included in the adopted FY 2022-2023 budget and the corresponding adjustments to the expense appropriations per identified strategy.

Submitted by:

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Christine Hom
Finance Officer

Approved by:

DocuSigned by:

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Kristin Spanos
Chief Executive Officer

**First 5 Alameda County
Original Adopted Budget - Revenue
October 2022 Updates
July 1, 2022 - June 30, 2023**

Revenues	Approved Original Budget FY2022-23	Added Revenue August 2022 FY2022-23	Added Revenue October 2022 FY2022-23	Projected Revised FY2022-23 Budget	Notes	NOTES														
Proposition 10 Tobacco Tax Revenue	12,508,053	-	-	12,508,053	1	Prop 10 and Prop 56 tobacco tax revenue projections per First 5 California's revenue projections released in May 2021														
Other First 5 Income																				
First 5 California (IMPACT 2020)	1,153,805	-	-	1,153,805	2	First 5 California IMPACT 2020 grant has a 3 year term (July 2020 to June 2023), currently in year 3 of 3														
First 5 California (IMPACT Incentive Layer)	-	-	-	-	3	The balance of IMPACT Incentive Layer award was spent down in FY2021-22														
Children's Council of San Francisco (First 5 San Francisco/Hub)	158,000	-	-	158,000	4	First 5 IMPACT Regional Training and Technical Assistance Hub for Region 4														
Total Other First 5 Income	1,311,805	-	-	1,311,805																
Interagency Income																				
Alameda County Health Care Services Agency (Fathers Corp)	400,000	-	-	400,000	5	ACHCSA Fathers Corp 5 year award (July 2022 to June 2027), currently in year 1 of 5														
Alameda County Office of Education (QRIS 8/9)	447,292	-	-	447,292	6	ACOE QRIS 9 grant award term is July 2022 to June 2023														
Alameda County Office of Education (Inclusive ELC Grant)	74,723	-	-	74,723	7	ACOE Inclusive ELC grant ends December 31, 2023														
Alameda County Public Health Dept. (shared Technology costs)	122,812	-	70,000	192,812	8	ACPHD projected annual shared technology costs to support ECChange maintenance and hosting; 6 months of personnel costs for PHOC														
Federal Pass-through Grants:																				
Alameda County Public Health Dept. CHDP (Linkage Line)	479,658	-	-	479,658	9	ACPHD HMG Linkage Line grant award term is July 2020 to June 2023														
Alameda County Social Services Agency (Workforce Pilot & HMG support)	1,717,507	-	90,000	1,807,507	10	ACSSA Workforce Pilot, Family Navigation & Early ID support grant award term July 2022 to June 2024, CEL application funding and support of Alameda County Early Childhood CalWORKs Apprenticeship Program														
Alameda County Housing and Community Development Agency (via CA Children and Families Foundation)		51,158	-	51,158	11	ACHCDA grant award to conduct the Alameda County Unincorporated Area Needs Assessment, term is August 1, 2022 to June 30, 2023														
Federal Pass-through State Grants:																				
California Dept. of Social Services (QCC QRIS Block Grant)	515,120	-	-	515,120	12	CDSS QCC Block Grant #5 grant award term July 2022 to June 2023														
California Dept. of Education (Preschool Development Grant)	55,081	-	-	55,081	13	CDE PDG-R grant ends December 2022														
Total Interagency Income	3,812,193	51,158	160,000	4,023,351																
Grants																				
Sunlight Giving	120,000	70,000	200,000	390,000	14	Sunlight Giving general support award carryover of funds receive in FY2021-22; pandemic response general operating award granted for FY2022-23; continuation of general operating support for FY 2022-25														
Alameda Alliance for Health	572,473	880,563	-	1,453,036	15	Alameda Alliance for Health grant to support expansion of HMG's Pediatric Care Pilot (conduct member engagement activities related to care coordination)														
Stupski Foundation	73,000	-	-	73,000	16	Stupski Foundation grant ends October 2022 supporting HMG's Pediatric Care Coordination activities														
Kaiser Permanente Foundation	110,000	-	-	110,000	17	Kaiser Permanente Foundation grant award (January 2022 to December 2023) will support Fatherhood Training and T/A for Northern California FJC Collaborative														
Tipping Point (via CA Children and Families Foundation)		20,000	-	20,000	18	Tipping Point award to support the evaluation of the Alameda County Early Childhood CalWORKs Apprenticeship Program														
Community Family & Child Services (via CA Children and Families Foundation)		1,392,600	-	1,392,600	19	Receipt of remaining financial assets from the dissolution of the nonprofit organization Community Family & Child Services														
Total Grants	875,473	2,363,163	200,000	3,438,636																
Fiscal Leveraging - MediCal Administrative Activities	2,000,000	-	-	2,000,000	21	MAA FY2022-23 projected revenue from FY2021-22 invoices (paid one year in arrears)														
Other Income																				
Investment Revenue	324,000	-	-	324,000	22	Projected investment revenue														
Miscellaneous Revenue - Other	29,700	-	-	29,700	23	Rental income from First 5 Association														
TOTAL REVENUE	20,861,224	2,414,321	360,000	23,635,545																
RESERVES																				
Proposition 10 - Sustainability Funds	3,471,947	-	-	3,471,947																
Proposition 10 - Prior year budget savings for Community Resilience Fund																				
TOTAL REVENUES & AVAILABLE FUNDS	24,333,171	2,414,321	360,000	27,107,492																

First 5 Alameda County
Proposed Operating Expenditure Budget By Strategy October 2022 Updates
July 1, 2022 - June 30, 2023

AGENDA ITEM 12.2

	Parent Partnership	Early ID	Quality Early Childhood Education	Fatherhood	Neighborhoods Ready for School	Policy & Advocacy	Data & Evaluation	Training	Communications	Operational Support	TOTAL PROPOSED BUDGET
	PROPOSED FY2022-23 BUDGET - OCTOBER 2022 UPDATE										
	FY 2022-23	FY 2022-23	FY 2022-23	FY 2022-23	FY 2022-23	FY 2022-23	FY 2022-23	FY 2022-23	FY 2022-23	FY 2022-23	FY 2022-23
Original Budget	3,158,000	3,077,489	4,047,422	767,283	3,500,000	1,146,600	1,058,400	700,000	605,000	6,272,977	24,333,171
August 2022 Additions	750,000	880,563	51,158	0	0	0	20,000	0	0	712,600	2,414,321
October 2022 Additions	70,000	0	115,000	0	0	0	90,000	0	0	85,000	360,000
Projected Budget	3,978,000	3,958,052	4,213,580	767,283	3,500,000	1,146,600	1,168,400	700,000	605,000	7,070,577	27,107,492

*Operational Support Strategy includes Finance, Human Resources, Technology & Administration/Facilities



To: First 5 Alameda County Commission

From: Kristin Spanos, CEO
Brittney Frye, Human Resources Director

Date: October 6, 2022

Subject: Approval of Classification and Compensation Recommendations

ACTION REQUESTED

Approve the recommended actions related to the Classification and Compensation Study completed by CPS HR Consulting and the corresponding adjustments to the First 5 Salary Guidelines.

BACKGROUND

First 5 Alameda County contracted with CPS HR Consulting (CPS HR) to conduct a comprehensive classification and compensation study, of which they have completed their analysis and have recommended changes to First 5's classification and compensation structure. In addition to these labor market findings, First 5, in consultation with CPS HR, is proposing two recommended adjustments to support internal alignment and pay equity.

Currently, First 5 has 10 classification levels with a total of 12 salary ranges. CPS HR has recommended two new classification levels, Director B and Senior Associate/Family Services Specialist, and the collapse and combination of two existing levels for a total of 13 classification levels and 13 salary ranges. The maximum potential annual salary liability as a result of adding the classification levels is \$126,749. This point-in-time estimate assumes a scenario where all personnel are earning their maximum salary.

CPS HR also recommended reclassifications based on job descriptions, interviews, and market analysis. These proposed reclasses have been carefully reviewed, analyzed, and agreed upon by First 5. Additionally, in consultation with CPS HR, First 5 is proposing two salary range adjustments, an increase to the Associate and Family Services Specialist ranges to align with the proportional proposed increase to the Senior Associate range. Both proposed increases, though above the market median, were within the sampled range of the study's market comparators and are aligned with organizational values of pay equity and support internal alignment.

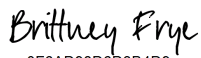
FISCAL IMPACT

The adoption of the classification and compensation recommendations would have an immediate fiscal impact of \$12,433.29. This impact to the personnel budget would be covered by savings in the current approved FY 2022-2023 personnel budget.

RECOMMENDATION

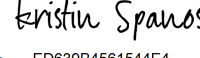
That the Commission approve the classification and compensation recommendations and the corresponding adjustments to the First 5 Salary Guidelines and that these recommendations be included in the adopted FY 2022-2023 budget, effective November 1, 2022.

Submitted by:

DocuSigned by:

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Brittney Frye
Human Resources Director

Approved by:

DocuSigned by:

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Kristin Spanos
Chief Executive Officer



Employee Salary Guidelines

Purpose and Goals

The First 5 Alameda County (F5AC) Salary Guidelines were developed to achieve three overall goals:

- Provide competitive market-based salaries to attract and retain high quality staff
- Provide a fair and equitable system where compensation is commensurate with the responsibility level and qualifications
- Keep the compensation structure simple so it is clear, understandable and easy to administer

Job Classification System

F5AC uses a job classification system to offer a coherent salary structure where compensation progression is tied directly to the responsibility level and qualifications required for each position.

- The job classification system is a hierarchy of jobs grouped by job level.
- Job levels are not determined by specific duties, but rather by overall responsibility level, job duty complexity and qualifications required.
- This structure was originally developed through an independent third-party assessment of all positions and has evolved with organizational changes and program/functional requirements.

F5AC’s job levels and general descriptions are below. Salary ranges have been standardized for all positions in a level. The current salary ranges for each level are shown below.

Level	Description	2022 Salary Range
CEO	Responsible for managing the entire Agency including resource deployment. Requires significant organizational planning and development duties. Manages any level employee.	\$163,525.95- \$220,852.06
Director (A)	Responsible for managing an entire operating unit (including the entire Agency) or multiple major Agency-wide programmatic or functional areas, including resource deployment within those areas. Requires significant organizational planning and development duties with the highest level of agencywide responsibility.	Director \$133,622.84 - \$180,391.12
Director (B)	Responsible for managing an entire operating unit (including the entire Agency) or multiple major agencywide programmatic or functional areas,	\$123,010.81 - \$167,932.96

AGENDA ITEM 13.1

	including resource deployment within those areas. Requires significant organizational planning and development duties.	
Officer	Responsible for planning, management and oversight, of major agencywide functional area including professional level employee supervision. This classification differs from Director because it does not exercise director-level management duties and oversight responsibilities are fewer.	\$113,545.12 - \$155,829.18
Senior Administrator	Responsible for planning, managing and oversight of multiple or significant program or functional areas, often including professional level employee supervision. This classification differs from Directors because it does not exercise director-level management duties and oversight responsibilities are fewer.	\$102,191.18 – \$141,340.94
Administrator (A)	Responsible for overall planning, management and support of at least one program or functional area, specifically in administration, finance, data & evaluation. When employee supervision is a responsibility of the position, strong management experience is required.	\$91,971.88 – \$128,201.58
Administrator (B)	Responsible for overall planning, management, and support of at least one program or functional area. When employee supervision is a responsibility of the position, strong management experience is required.	\$82,775.42- \$116,281.88
Manager II & Family Service Specialist II	Responsible for supervising the day-to-day activities of at least one program or functional area, involving significant program and/or administrative responsibilities, including planning and supervisory duties. This level may also include positions that provide direct services to families requiring specific licenses. Employee Supervisory responsibilities are not required for this level.	\$74,495.72 - \$105,471.34

<p>Manager (option to flex into Manager II)</p>	<p>Responsible for supervising day-to-day activities of at least one program or functional area, involving hands-on duties requiring specific technical or content knowledge. Supervisory duties are generally limited.</p>	<p>\$67,488.98- \$91,109.46</p>
<p>Senior Associate & Family Services Specialist (option to flex into Family Services Specialist II)</p>	<p>Responsible for Associate level and Manager level responsibilities. Manager level responsibilities have a defined, limited scope typically not more than one-third of working time. Senior Associates must meet the minimum qualifications of the comparable Manager position.</p> <p>OR</p> <p>Provides direct services to families without a requirement for specific licenses.</p>	<p>\$62,895.37 - \$84,916.42</p>
<p>Associate (option to flex into Senior Associate)</p>	<p>Responsible for coordinating and performing day-to-day program or functional area activities, requiring a moderate skill-level and some prior experience.</p>	<p>\$58,301.75- \$78,723.37</p>
<p>Classification A</p>		<p>\$55,526.08 - \$74,958.93</p>
<p>Classification B</p>		<p>\$50,362.56 - \$68,005.31</p>

Flexible Staffing Classifications

Flexible Staffing classifications are designated for classifications that provide both entry level classification and a second step that allows for more complex responsibilities within the same classification group. “Flexing” from entry level to the second step will be based on agency business needs for increasingly necessary complex duties for the function, not on time spent in the classification. Employees must have an “Exceeds Expectations” overall rating in the most recent annual review process to be considered for the flex opportunity.

The following are Flexible Classifications:

- Administrative Associate to Senior Associate
- Family Services Specialist to Family Services Specialist II
- Manager to Manager II

To request a Flexible Classification, the manager or supervisor must propose justifications in writing why the more complex responsibilities are required to meet business need warranting a higher classification and estimated budget impacts to their supervisor and/or Division Director. Once approved by the Division Director, the request should be submitted to Human Resources for review. Human Resources proposes the Flexible Classification recommendation to the Chief Executive Officer (CEO) for approval. Any proposed changes must have CEO approval prior to offering or discussing with the employee.

Individual Compensation Guidelines

The guidelines for determining individual employee compensation include:

- Determining starting salaries
 - Supervision Differential
 - Temporary Employee Salaries
- Cost of living adjustments (COLA)
- Merit Increases
- Job Classification Changes
- Lateral Moves, Changes in the Same Job Description & Salary Footnotes

Determining Starting Salaries

Open positions are posted with a salary range for the job classification level. The decision about the specific starting salary is based on the candidate's experience and qualifications, along with consideration for internal equity. Starting salaries must be approved by the CEO or designee prior to extending an employment offer.

- **Supervision Differential**
At minimum, a newly hired supervisor will generally be paid at least 5% more than their direct reports, even when the employees are classified in the same job level. This differential may not necessarily be maintained over time, depending on the merit increases.
- **Temporary Employee Salaries**
The CEO or designee approves temporary employee's compensation and may approve an augmentation above a salary level. They are not eligible for merit increases or COLAs. Any adjustment to a temporary employee's salary is handled on a case by case basis at the supervisor's recommendation to Human Resources. The CEO or designee must approve any salary change for a temporary employee.

Cost of Living Adjustments (COLA)

There is no guarantee that a COLA will be available each year. The Commission considers whether or not to approve COLAs in any particular year based on economic and budgetary factors.

Generally, COLAs are recommended and set annually. The Chief Operating Officer (COO) and the CEO develop a proposed COLA based on local consumer price index (CPI) changes and submit the proposal to the Commission for consideration. No COLA is provided without the Commission's approval.

Any Commission approved COLA will be applied to all regular staff, in all salary levels, effective the first full pay period in January each year and salary ranges will be adjusted accordingly.

Merit Increases

Employees are eligible to be considered for merit-based salary increases, typically on an annual basis as part of the performance review process. Merit increases, if any, may be awarded in recognition of excellent job performance. Typically, employees are not eligible for a merit increase at their initial six-month review.

Merit increases may be awarded up to 5% per year. The specific merit increase, if any, is largely based on the performance review results. The supervisor conducting the performance review may propose, an increase and documents it on the performance review. The CEO or designee reviews and considers all merit increase proposals.

If granted, the merit increase is effective on the employee's review date and processed in the first payroll following CEO or designee's approval, Supervisors are responsible for conducting timely performance reviews and submitting merit increase recommendations as appropriate.

Employees who have reached the top of the salary range for their job classification level are not eligible for further merit increases but remain eligible to receive COLAs.

The ability to provide merit increases may be restricted or suspended based on budgetary considerations and Commission decisions.

Job Classification Changes

Job classification changes include promotions, reclassifications (to a higher or lower position) and demotions.

Promotions are based on an employee applying for an open position and being selected for that position.

A reclassification is atypical and requires a significant increase in job responsibilities. To be considered for reclassification to the next level, an employee must meet the qualifications for the position at the next level and be in the job for more than a year. Reclassification to the next level does not necessarily guarantee a salary increase.

After a promotion or reclassification to a higher level that results in a salary increase, the employee will receive a 6-month performance evaluation. Typically, no merit increase is available at this time. The employee receives a performance review one year from the promotion or reclassification effective date and annually thereafter.

For Example, classification changes involving a demotion to a lower job level may occur due to:

- Poor performance
- An employee's request
- Reclassification of a job based on an evaluation of the level of responsibility currently required for the position

When a demotion occurs, the employee's salary is reassessed relative to the salary range for the lower position. Generally, if the reclassification is due to poor performance or employee's request, and the employee's current salary is higher than the top of the range of the lower position, the salary is reduced to the new range. If the reclassification is due to other reasons, the employee's salary is generally "red-circled" and no salary increase (other than COLAs) is granted until such time as the salary range for the new position exceeds the employee's current

salary. The CEO or designee, in conjunction with Human Resources, has the discretion for determining when an employee's salary is "red-circled."

All classification and salary changes are documented in writing and subject to approval by the CEO or designee.

Lateral Moves, Changes in the Same Job Description & Salary Footnotes

Generally, employees making a lateral move are not eligible for a salary increase unless the new position has a significant increase in responsibility level and an increase is approved by the CEO or designee.

Periodically, a substantial change in duties in the same job description may warrant a salary change. In such event, the supervisor typically proposes in writing a change to Human Resources and any such changes are subject to approval by the CEO or designee.

A salary footnote, not to exceed 10% of current base salary, may be granted to staff performing additional and/or more complex responsibilities differentiating them from other employees within their classification. The footnote is not subject to the salary cap and will be removed when additional work is no longer performed or deemed unnecessary by agency. Supervisors may propose this increase to the Senior Administrator, Division Director and Human Resources. Any proposed changes must have CEO approval prior to offering or discussing with the employee. Final approval must be made by the CEO.

Any proposed changes in this section must have CEO approval prior to offering or discussing with the employee.

Other Salary-related Guidelines

Job Descriptions

Changes in job descriptions are expected as duties and responsibilities change over time. F5AC's job descriptions are structured broadly to allow changes. Supervisors review job descriptions with employees annually and document the process on the performance review. Any proposed job description revisions must be approved by HR.

Salary Range Revisions

F5AC management typically reviews all salary ranges approximately every three to four years to keep competitive with local market compensation levels. Any changes to salary range is proposed to the Commission for consideration.

Subject to Commission approval, employee salaries below the bottom of the revised range receive an increase to come within the low end of the range. Employees who were at the top of the salary range before the adjustment may be eligible for a merit increase at the time of their next performance review.

Compensation Guidelines Changes

The Commission reserves the right to amend these guidelines at any time and for any reason. All approved changes made to the guidelines will be communicated in writing to all employees in a timely manner.

No oral statements or representations can in any way change or alter the written policies and procedures presented in these guidelines.



First 5 Alameda County
Classification & Total Compensation
Final Report
Commission Meeting



Presented by:
Suzanne Ansari-Senior HR Consultant
Igor Shegolev-Technical Specialist

October 6, 2022

Agenda

-
- Overview Background/Scope of Work
 - Methodology
 - Classification/Total Compensation Study Results
 - Questions

About CPS HR Consulting

Our History & Public Sector Service



Established as a Joint Powers Authority in 1985

Providing a full range of integrated HR Consulting services and solutions to only Public Sector and Non-Profit Agencies

Our client list includes 1,200+ federal, state, county and city governments, educational, special districts and non-profit organizations

CPS HR services include: Classification, Compensation, Training, Testing Recruitment, Selection, Organizational Strategy, Licensing & Certification and other General HR services

CPS HR

Core Services and Markets

Federal | State | Local | Special Districts | Education | Non-Profit Organizations



ORGANIZATIONAL STRATEGY

+ Workforce Planning

+ Succession Planning

+ Performance Management

+ Employee Engagement

+ Change Management

+ Organizational Assessment, Redesign & Re-engineering



TESTING, RECRUITMENT & SELECTION

+ Job Analysis

+ Recruitment Solutions

+ Assessment Center Services

+ Executive Search

+ Selection Tools Development

+ Test Administration

+ Test Rental



CLASSIFICATION & COMPENSATION

+ Classification

+ Compensation



TRAINING & DEVELOPMENT

+ Training Courses

+ Training Programs

+ Supervisory Skills

+ Leadership Development

+ Executive Coaching

+ Accelerated Leader 360° Assessment™



GENERAL HR SERVICES

+ HR On-Demand

+ Complaint Investigations



LICENSING & CERTIFICATION

+ Testing Services

+ Applicant / Candidate Management

+ Credential Program Management

+ Accreditation

Scope of Work

Classification Study

- Classification structure review
- Distributed and analyzed position description questionnaires (PDQ)
- Conducted job evaluation interviews
- Classification structure recommendations

Total Compensation Study

- Base salary + benefits
- 34 benchmark classifications
- 8 labor market agencies
- Pay structure review
- Salary range recommendations

Classification Study Goals

Maximize the recruitment and retention efforts

Ensure classification specifications are current

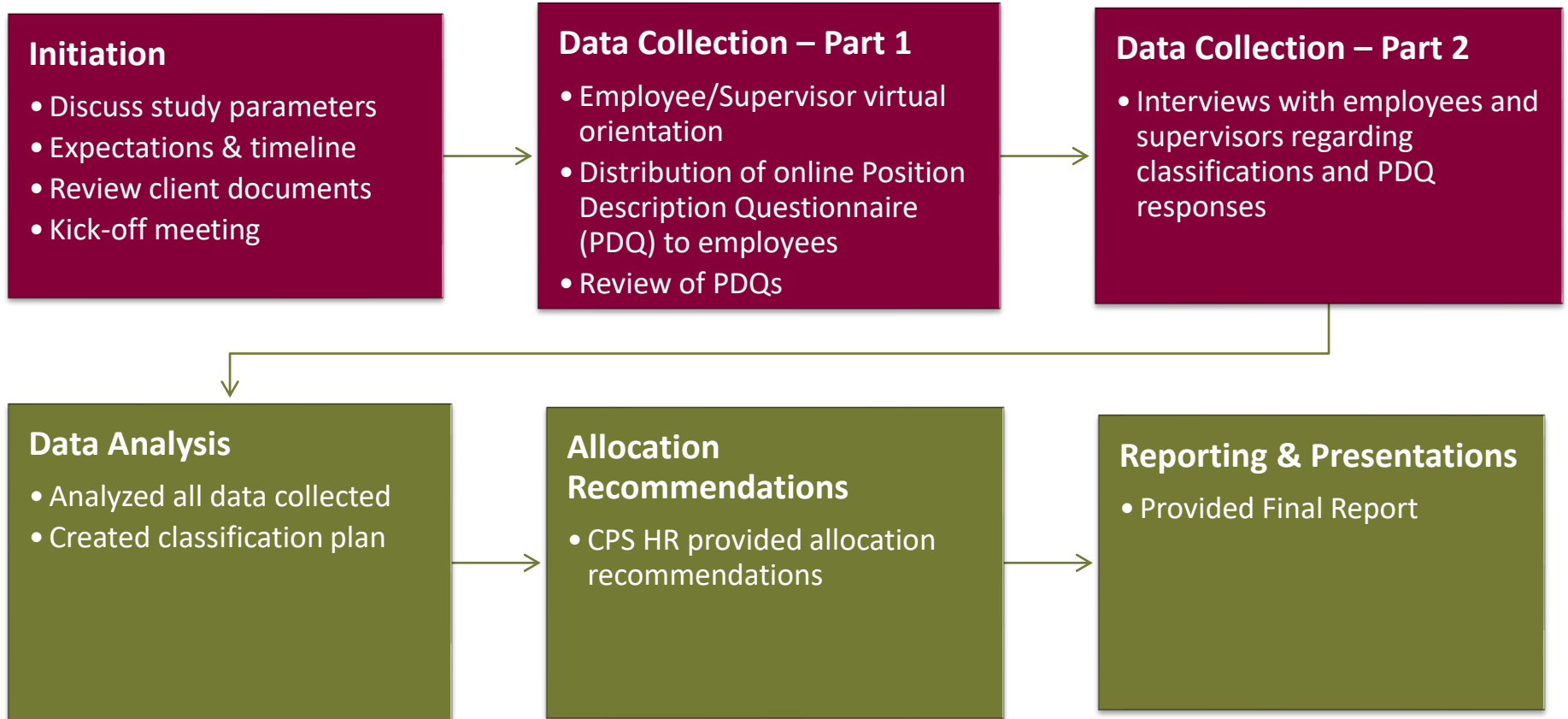
Ensure positions in series are properly titled and grouped into job families

Ensure individual employees are properly classified

Ensure accurate minimum qualifications, distinguishing characteristics, etc.

Recommend a sound classification structure that will provide clear levels and career ladders

Classification Study Process



Compensation Study Goals

Identify comparable labor markets and representative benchmark classifications

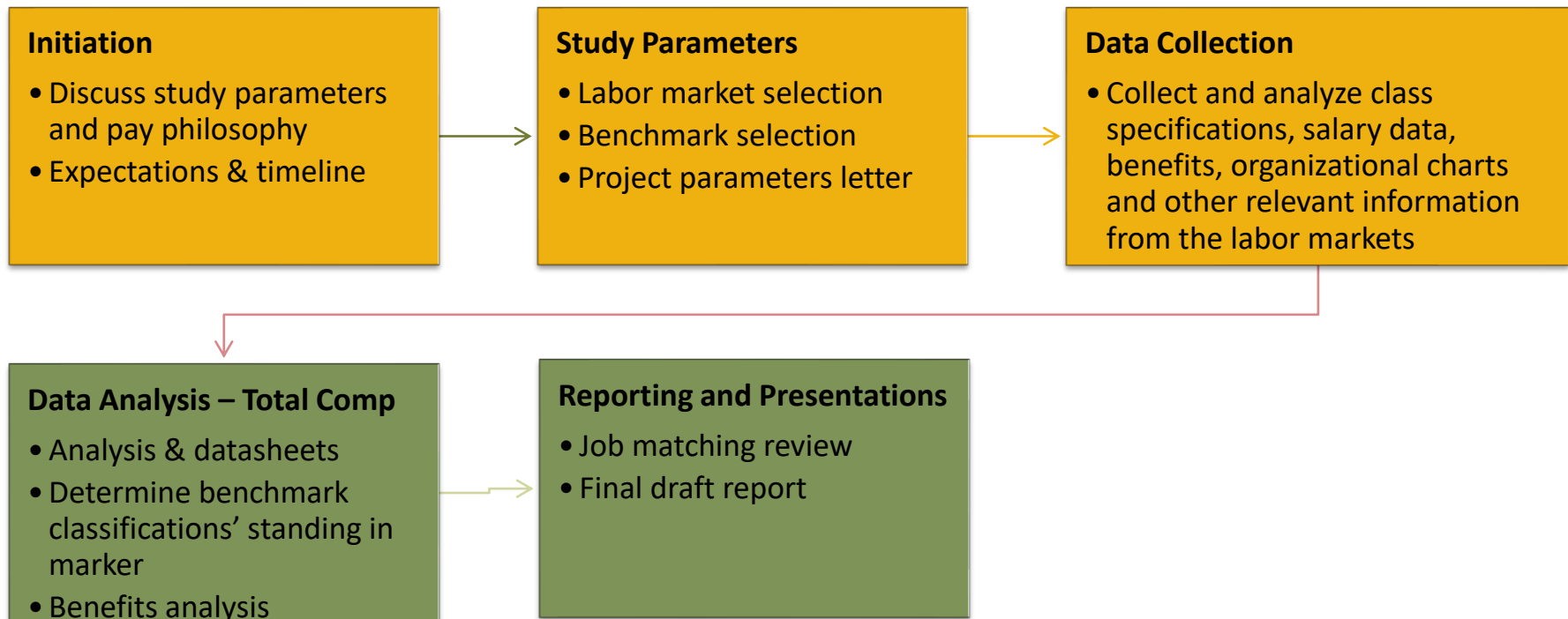


Research and collect pay and benefit trends for specific jobs in the market



Provide a baseline to identify where First 5 Alameda stands in the labor market to ensure the Agency is externally competitive in base salary and benefits

Total Comp Study Process



Labor Market Criteria

Agency/Population
Size

Geographic
Proximity

Industry/Types of
services

Competing
Agencies

Cost of Living and
Cost of Wages

Transparency and
availability of data

Participation from
Agencies to
complete survey or
confirm data

Final (8) Labor Markets

City of Oakland

County of Alameda

County of Contra Costa

County & City of San Francisco

County of Santa Clara

First 5 Contra Costa

First 5 Los Angeles

First 5 Santa Clara

Benchmark Selection Criteria

- ◆ Comprehensive View
- ◆ Comparable
- ◆ Strong Representation
- ◆ Relatable
- ◆ Highly Specialized
- ◆ Recruitment and Staffing



Benchmark Classifications (34)

Accounting Manager	Fathers Corp Program Administrator	Senior Administrative Associate
Accounts Payable Specialist	Finance Administrator	Senior Administrator, Data & Evaluation
Administrative Associate, ECE	Finance Officer	Senior Administrator, ECE
Administrative Associate, Programs	Help Me Grow Senior Community Liaison	Senior Administrator, Information Systems
Chief Executive Officer	HR Administrator	
Chief of Staff	Human Resources Analyst	
Child Development Care Coordinator	Human Resources Director	
Communications Specialist	Information Technology Specialist	
Contracts & Budget Specialist	Office & Facilities Manager	
Data & Policy Analyst	Payroll & Finance Manager	
Director of Operations & Technology	Program Administrator Training	
Director of Policy Planning & Evaluation	Public Information & Communications Officer	
Director of Programs	QECE Program Manager	
Evaluation Specialist	Quality Improvement Coach	
Executive Assistant	Salesforce Administrator	

Methodology

Comparable Classifications

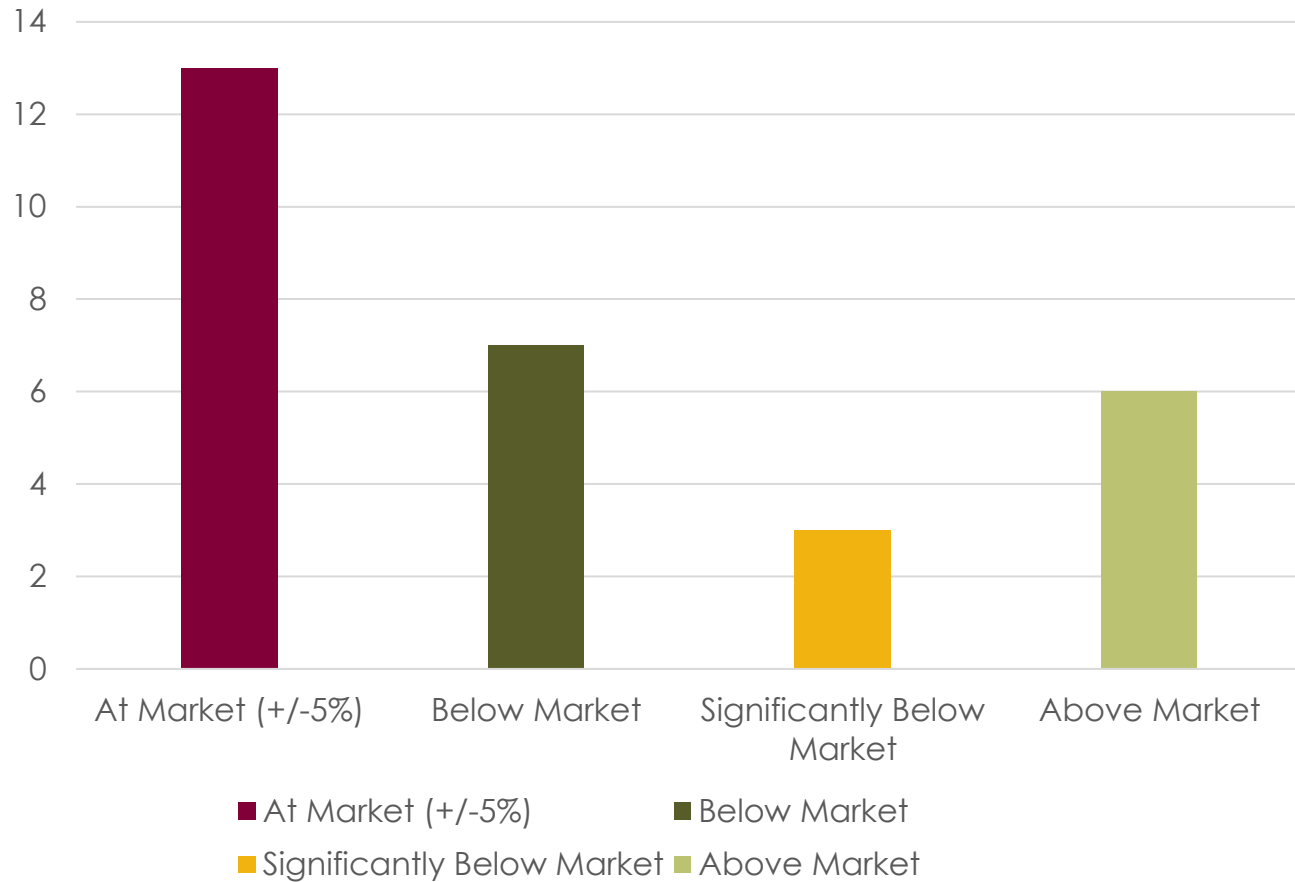
Whole Job Analysis

- CPS HR matches
 - Slightly higher and lower responsibilities, overall scope
 - Combined matches will be balanced
- CPS HR references
 - class specifications, organizational charts and position control documents
- CPS HR identifies
 - operational use of a classification, irrespective of how it is defined in the class specification

Reasons for No Comparable Classifications

- Differences in the delivery of services
- Differences in span of control
- Differences in organizational structure
- Differences in operational size
- The classification is not commonly found in other agencies
- Agency does not provide that service

Base Salary Survey Results

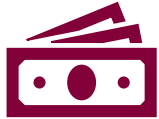


Salary Survey Summary

Classification Title	# of matches	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	LM Base Salary Minimum	LM Base Salary Midpoint	LM Base Salary Maximum	Mrkt Variance from Min	Mrkt Variance from Mid	Mrkt Variance from Max	Client Bandwidth	Mrkt Bandwidth	Agency TC	Mrkt TC	Mrkt Variance from TC
Accounting Manager	7	\$6,207.98	\$7,498.63	\$8,789.28	\$6,970.17	\$7,716.59	\$9,107.24	12.28%	2.91%	3.62%	41.58%	30.66%	\$12,711.34	\$12,953.90	1.91%
Accounts Payable Specialist	5	\$5,624.08	\$6,608.27	\$7,592.46	\$4,595.22	\$5,231.76	\$5,868.29	-18.29%	-20.83%	-22.71%	35.00%	27.70%	\$11,329.74	\$9,646.18	-14.86%
Administrative Associate, ECE	8	\$4,196.88	\$4,932.00	\$5,667.11	\$4,519.61	\$5,183.17	\$5,906.52	7.69%	5.09%	4.22%	35.03%	30.69%	\$9,107.11	\$9,463.38	3.91%
Administrative Associate, Programs	7	\$4,196.88	\$4,932.00	\$5,667.11	\$4,415.54	\$5,062.50	\$5,652.26	5.21%	2.65%	-0.26%	35.03%	28.01%	\$9,107.11	\$9,382.41	3.02%
Chief Executive Officer (CEO)	7	\$12,276.72	\$15,340.53	\$18,404.33	\$14,161.33	\$16,010.61	\$19,038.50	15.35%	4.37%	3.45%	49.91%	34.44%	\$23,429.39	\$24,153.31	3.09%
Chief of Staff	2	\$11,135.24	\$13,083.92	\$15,032.59	ISD	ISD	ISD	ISD	ISD	ISD	35.00%	ISD	\$19,746.10	ISD	ISD
Child Development Care Coordinator	2	\$4,858.48	\$5,709.38	\$6,560.28	ISD	ISD	ISD	ISD	ISD	ISD	35.03%	ISD	\$10,138.19	ISD	ISD
Communications Specialist	5	\$6,897.95	\$8,294.06	\$9,690.16	\$6,935.50	\$7,681.92	\$8,428.33	0.54%	-7.38%	-13.02%	40.48%	21.52%	\$13,751.32	\$12,420.14	-9.68%
Contracts & Budget Specialist	3	\$5,624.08	\$6,608.27	\$7,592.46	\$5,825.00	\$6,999.20	\$7,680.02	3.57%	5.92%	1.15%	35.00%	31.85%	\$11,329.74	\$12,050.30	6.36%
Data & Policy Analyst	5	\$6,207.98	\$7,498.63	\$8,789.28	\$6,829.33	\$7,991.53	\$9,134.67	10.01%	6.57%	3.93%	41.58%	33.76%	\$12,711.34	\$13,043.84	2.62%
Director of Operations & Technology	5	\$11,135.24	\$13,083.92	\$15,032.59	\$10,982.92	\$12,166.37	\$13,500.00	-1.37%	-7.01%	-10.20%	35.00%	22.92%	\$19,746.10	\$18,859.46	-4.49%
Director of Policy Planning & Evaluation	5	\$9,366.57	\$11,161.40	\$12,956.23	\$10,779.60	\$11,951.34	\$13,123.07	15.09%	7.08%	1.29%	38.32%	21.74%	\$17,477.89	\$18,322.40	4.83%
Director of Programs	5	\$9,366.57	\$11,161.40	\$12,956.23	\$10,779.60	\$11,951.34	\$13,500.00	15.09%	7.08%	4.20%	38.32%	25.24%	\$17,477.89	\$18,485.25	5.76%
Evaluation Specialist	5	\$7,664.32	\$9,173.90	\$10,683.47	\$8,013.23	\$8,876.68	\$9,740.13	4.55%	-3.24%	-8.83%	39.39%	21.55%	\$14,898.00	\$14,617.20	-1.88%
Executive Assistant	8	\$6,207.98	\$7,498.63	\$8,789.28	\$6,005.28	\$6,754.15	\$7,705.13	-3.27%	-9.93%	-12.33%	41.58%	28.31%	\$12,711.34	\$11,269.25	-11.34%
Fathers Corp Program Administrator	6	\$6,897.95	\$8,294.06	\$9,690.16	\$7,801.36	\$8,662.46	\$9,523.57	13.10%	4.44%	-1.72%	40.48%	22.08%	\$13,751.32	\$13,686.81	-0.47%
Finance Administrator	6	\$7,664.32	\$9,173.90	\$10,683.47	\$8,272.98	\$9,401.60	\$10,530.22	7.94%	2.48%	-1.43%	39.39%	27.28%	\$14,898.00	\$14,999.99	0.68%
Finance Officer	6	\$9,462.09	\$11,223.93	\$12,985.77	\$10,143.92	\$11,270.67	\$12,367.51	7.21%	0.42%	-4.76%	37.24%	21.92%	\$17,510.16	\$16,883.34	-3.58%
Help Me Grow Senior Community Liaison	1	\$6,207.98	\$7,498.63	\$8,789.28	ISD	ISD	ISD	ISD	ISD	ISD	41.58%	ISD	\$12,711.34	ISD	ISD
HR Administrator	5	\$7,664.32	\$9,173.90	\$10,683.47	\$9,247.33	\$10,240.75	\$11,234.17	20.65%	11.63%	5.15%	39.39%	21.49%	\$14,898.00	\$16,156.85	8.45%
Human Resources Analyst	6	\$5,624.08	\$6,608.27	\$7,592.46	\$6,333.22	\$7,016.67	\$7,700.12	12.61%	6.18%	1.42%	35.00%	21.58%	\$11,329.74	\$11,674.47	3.04%
Human Resources Director	5	\$11,135.24	\$13,083.92	\$15,032.59	\$10,344.87	\$12,687.50	\$15,102.53	-7.10%	-3.03%	0.47%	35.00%	45.99%	\$19,746.10	\$19,807.14	0.31%
Information Technology Specialist	6	\$5,624.08	\$6,608.27	\$7,592.46	\$5,806.13	\$6,426.22	\$7,046.32	3.24%	-2.75%	-7.19%	35.00%	21.36%	\$11,329.74	\$11,152.93	-1.56%
Office & Facilities Manager	3	\$6,207.98	\$7,498.63	\$8,789.28	\$6,812.18	\$7,546.22	\$8,280.25	9.73%	0.63%	-5.79%	41.58%	21.55%	\$12,711.34	\$12,798.19	0.68%
Payroll & Finance Manager	6	\$6,207.98	\$7,498.63	\$8,789.28	\$6,160.84	\$6,841.59	\$7,522.34	-0.76%	-8.76%	-14.41%	41.58%	22.10%	\$12,711.34	\$11,453.10	-9.90%
Program Administrator Training	6	\$6,897.95	\$8,294.06	\$9,690.16	\$7,396.22	\$8,564.43	\$9,925.00	7.22%	3.26%	2.42%	40.48%	34.19%	\$13,751.32	\$13,901.37	1.09%
Public Information & Communications Officer	8	\$9,366.57	\$11,161.40	\$12,956.23	\$8,250.93	\$9,286.55	\$10,821.10	-11.91%	-16.80%	-16.48%	38.32%	31.15%	\$17,477.89	\$15,167.16	-13.22%
QCEC Program Manager	3	\$5,624.08	\$6,608.27	\$7,592.46	\$6,200.13	\$7,621.30	\$8,362.64	10.24%	15.33%	10.14%	35.00%	34.88%	\$11,329.74	\$12,900.85	13.87%
Quality Improvement Coach	2	\$5,624.08	\$6,608.27	\$7,592.46	ISD	ISD	ISD	ISD	ISD	ISD	35.00%	ISD	\$11,329.74	ISD	ISD
Salesforce Administrator	1	\$6,897.95	\$8,294.06	\$9,690.16	ISD	ISD	ISD	ISD	ISD	ISD	40.48%	ISD	\$13,751.32	ISD	ISD
Senior Administrative Associate	4	\$4,627.17	\$5,436.88	\$6,246.58	\$5,547.41	\$6,110.52	\$6,656.52	19.89%	12.39%	6.56%	35.00%	19.99%	\$9,776.05	\$10,434.56	6.74%
Senior Administrator, Data & Evaluation	6	\$8,515.93	\$10,147.17	\$11,778.41	\$8,876.47	\$9,942.80	\$11,264.40	4.23%	-2.01%	-4.36%	38.31%	26.90%	\$16,162.00	\$15,931.17	-1.43%
Senior Administrator, ECE	6	\$8,515.93	\$10,147.17	\$11,778.41	\$8,963.77	\$10,066.67	\$11,243.11	5.26%	-0.79%	-4.54%	38.31%	25.43%	\$16,162.00	\$16,266.93	0.65%
Senior Administrator, Information Systems	5	\$8,515.93	\$10,147.17	\$11,778.41	\$9,676.33	\$11,015.33	\$12,354.33	13.63%	8.56%	4.89%	38.31%	27.68%	\$16,162.00	\$17,216.79	6.53%

Positive (+) number represents F5AC's salaries and/or benefits are below the Labor Market (LM) and need the indicated percentage to reach the Labor Market, a negative (-) number indicates F5AC is above the Labor Market. ISD means insufficient comparable labor market matches (less than 3)

Salary Structure Analysis Summary



The current F5AC salary ranges (bandwidth percentage or the spread between the minimum and maximum salaries) are inconsistent and vary from 35% to 41%.



Current F5AC salary ranges for executive job classifications are narrow with a 35% spread, while wider for professional classifications with a 41% spread. The typical labor market practice is to build salary ranges in the opposite pattern, wider for executive classes.



The separations between salary ranges are also inconsistent, showing large gaps between salary ranges. This prevents F5AC in assigning all job classifications to appropriate salary ranges that are aligned with the labor market ranges.



To mitigate this structural issue, CPS HR recommends adding two (2) new salary ranges that currently do not exist (3 & 10) and collapsing two other salary ranges that are almost identical in values.

Proposed Salary Structure

CURRENT SALARY LEVEL	SALARY BAND (GRADE)	MIN	MID	MAX	BAND WIDTH	GRADE SEPARATION
CEO	1	\$13,627.16	\$16,011.85	\$18,404.33	35.0%	N/A
Director (A)	2	\$11,135.24	\$13,083.92	\$15,032.59	35.0%	10.3%
NEW	3	\$10,250.90	\$12,122.66	\$13,994.41	36.5%	8.6%
Officer	4	\$9,462.09	\$11,223.93	\$12,985.77	37.2%	8.3%
Director (B)*	N/A	\$9,366.57	\$11,161.40	\$12,956.23	38.3%	N/A
Senior Administrator	5	\$8,515.93	\$10,147.17	\$11,778.41	38.3%	11.1%
Administrator (A)	6	\$7,664.32	\$9,173.89	\$10,683.47	39.4%	11.1%
Administrator (B)	7	\$6,897.95	\$8,294.05	\$9,690.16	40.5%	11.1%
Manager II & Family Service Specialist II	8	\$6,207.98	\$7,498.63	\$8,789.28	41.6%	11.1%
Manager	9	\$5,624.08	\$6,608.27	\$7,592.46	35.0%	10.4%
NEW	10	\$5,241.28	\$6,158.82	\$7,076.37	35.0%	7.3%
Family Service Specialist	11	\$4,858.48	\$5,709.38	\$6,560.28	35.0%	7.9%
Senior Associate	12	\$4,627.17	\$5,436.88	\$6,246.58	35.0%	5.0%
Associate	13	\$4,196.88	\$4,931.99	\$5,667.11	35.0%	10.3%
<i>New Recommended Salary Bands for grades (#3 & #10)</i>						

* Recommend to combining current Director (B) & Finance levels into one salary grade (4) as they are almost identical in values.

Benefits Elements Collected

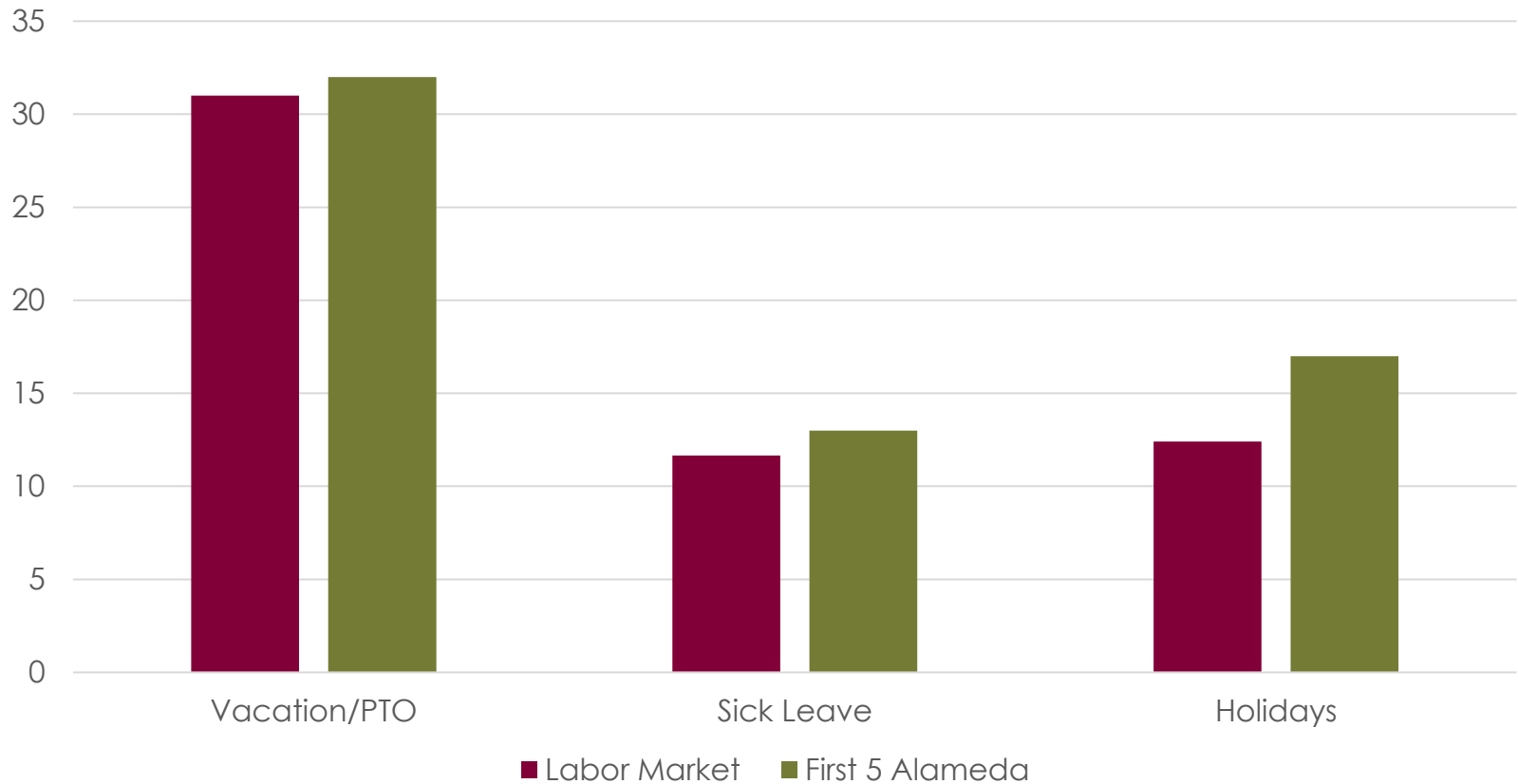
Retirement

Health & Welfare

Paid Leave

Other Compensation

Paid Leave



Compensation Strategic Goals





Questions?

FIRST 5





2021-22 Kindergarten Readiness Assessment in Alameda County







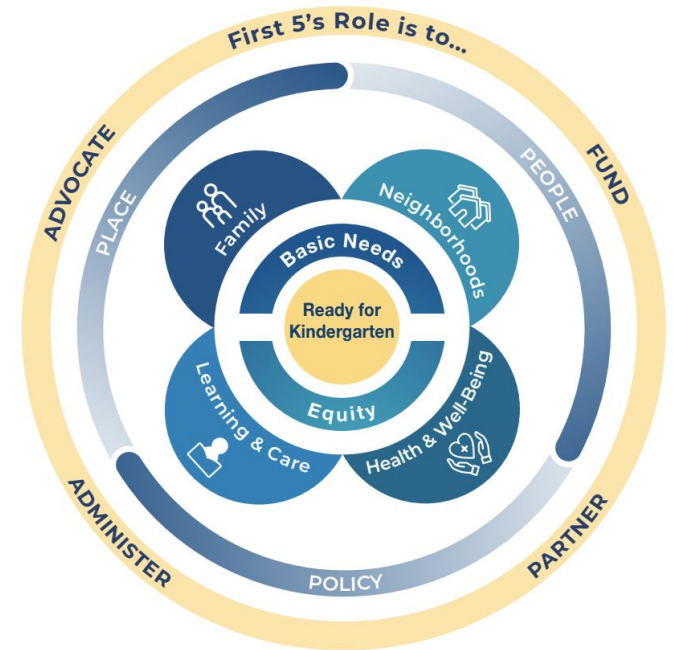
OUR NORTH STAR

Our “North Star,” the population result that guides our work, is that all **Children Are Ready for Kindergarten**; our work is to ensure that policies, systems, communities, and schools support families and children by creating the **conditions** that position all for success.

Building An Early Childhood System Of Care

First 5's role is to:

-  **FUND** organizations and initiatives that are mission- and vision-aligned, and part of a community-based, family-informed early childhood system.
-  **PARTNER** with parents, caregivers, communities, early childhood providers, organizations, and public agencies in service to an accessible, effective, and responsive early childhood system.
-  **ADMINISTER** programs for young children and families that offer services, navigation, and care coordination; support and connections to resources; and training and capacity building for providers.
-  **ADVOCATE** to scale and sustain effective programs and for public policies grounded in equity and justice.



About The Kindergarten Readiness Assessment

- Since 2008, First 5 Alameda County sponsors a bi-annual Kindergarten Readiness Assessment (KRA) Study
- Beginning in 2015, First 5's approach to the KRA has intentionally evolved to be more participatory, and to better demonstrate the connection between community conditions and kindergarten readiness.
- The findings and recommendations point to *systemic inequities* and show how our county can invest in communities, families, and schools to increase kindergarten readiness.

The 21-22 study gathers data from:



2,015 parents & caregivers



694 early care & education professionals



284 transitional kindergarten & kindergarten teachers

Kindergarten Readiness Study **Contributing Groups**



Research
Advisory Group

Parent/Caregiver Subcommittee

Community Members - Teachers



Guiding Agencies



First 5 Alameda
County (Lead)



Applied Survey
Research



Community Centered
Evaluation and Research

COMMUNITY CENTERED
EVALUATION & RESEARCH



University of
Oregon, RAPID-EC



Community Involvement Collaboration Through Each Phase





Road to Kindergarten Readiness

Community, Family, and School conditions affecting kindergarten readiness were determined through analysis of 3,000+ surveys and the input of a 30-member Research Advisory Group comprising parents/caregivers, early care and education professionals, transitional/kindergarten teachers, and community leaders. Learn more about the study sample and methodology in Appendix D of the 2021-22 Kindergarten Readiness Assessment.

FREEDOM FROM DISCRIMINATION

As noted by our Research Advisory Group, discrimination based on racism and classism negatively impacts family's ability to access services and resources and undermines conditions needed for kindergarten readiness.

FINANCIAL STABILITY

Sufficient income and supports to ensure families can meet their basic needs for housing, food, utilities, diapers, and resources required to create a safe, healthy, and enriching home environment.



EARLY CARE & EDUCATION

Access to affordable, high-quality child care options that meet family needs and preferences, especially for families with low incomes and those most impacted by structural racism.



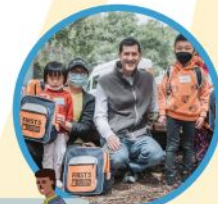
FAMILY HEALTH & WELL-BEING

Connection to community-based resources through family navigation and access to health and mental health services that are culturally responsive and include vision, dental, and screenings and preventative care.



KINDERGARTEN TRANSITION SUPPORT

Access to events and activities that ensure families' smooth transition into the TK-12 system, such as parent-teacher meetings, home visits, and kindergarten orientations, plus policies and practices that engage fathers.



THRIVING NEIGHBORHOODS

Community conditions and a built environment that support family well-being, including affordable housing, access to public transportation, and family-friendly spaces.



SUPPORTED EDUCATORS & SYSTEMS

Collaboration between systems, including early care and education (ECE), transitional kindergarten to 12th grade (TK-12), and community organizations to better support ECE professionals, teachers, and families with resources and services.



Data in Action: Informing our Work

▶ Learning

- Staff Brown Bag on 9/30

▶ Deep Dives with Teams

- Making data actionable to inform planning, investments, and program design

▶ Sharing

- “Roadshow” materials to share at partner tables



Policy in Action: Findings & Recs Used in Advocacy

▶ Local

- City of Oakland's Draft Master Plan for San Antonio Park
- Presentations

▶ State

- AB 2517 (Bonta): California Coordinated Neighborhoods and Community Services Grant Program
- SB 1083 (Skinner): Helping Homeless Families out of Homelessness Act
- Additional supports for families through the ongoing Covid-19 pandemic and housing crisis at the state level

▶ Federal

- Healthy Meals, Healthy Kids Act



Dissemination: Plans for Education & Engagement

► Presentations include:

- Public systems leaders
- Collaborative tables
- NRFS grantees
- EC LINC/Center for the Study of Social Policy

► Dissemination includes:

- Research Advisory Group
- Community outreach partners
- Participating educators

► Media includes:

- Website, newsletter, email outreach
- Social media toolkit
- Share with national and local publications



Engage with the KRA

- ▶ **KRA Report and Data Dashboard**

<http://www.first5alameda.org/kindergarten-readiness-assessment>

- ▶ **KRA Policy in Action**

<http://www.first5alameda.org/policy-and-advocacy>

- ▶ **Additional Questions**

Contact: Laura Schroeder, Senior Administrator, Data and Evaluation

laura.schroeder@first5alameda.org

KINDERGARTEN READINESS IN ALAMEDA COUNTY

2021-22 Executive Summary

Children are not innately ready or not ready for kindergarten. *They thrive when they grow and develop in environments that support and nurture them and their families. This requires community conditions that position families for success—well-paying jobs, access to quality, affordable early care and education, transportation, health care, safe, inviting places to live, play, and connect. It also requires freedom from discrimination rooted in racism and classism.* The 2021-22 Kindergarten Readiness Assessment (KRA) findings and recommendations show how our county may improve kindergarten readiness in the overlapping environments that influence children's readiness—communities, families, and schools.

Every two years since 2008, First 5 Alameda County (First 5) has sponsored a Kindergarten Readiness Assessment (KRA) to inform equitable programs, policies, and investments for children prenatal to age five, with the goal of ensuring that communities, families, and schools have what they need to support kindergarten readiness.

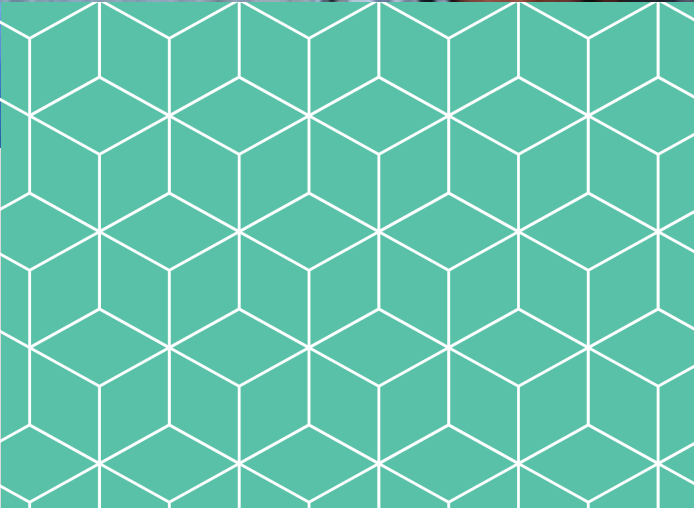
The 2021-22 Alameda County KRA builds off findings from prior years and is framed by a model of readiness that acknowledges **the effects of systemic inequities on kindergarten readiness.** First 5 prioritized a participatory, community-based research approach to study kindergarten readiness and ways it may have been affected by the COVID-19 pandemic.

Over time, the studies have consistently indicated that **factors predicting readiness are closely associated with socioeconomic conditions rooted in structural racism and classism and public disinvestment in neighborhoods with primarily Black and Brown residents.**

Participatory and Responsive Approach

As part of First 5's intentional commitment to equity, we have evolved our organizational practices, including our approach to data and research. The KRA narrative began to incorporate the changes in 2015, with substantial shifts in the 2017 KRA framing. Consistent with this trajectory, the 2021-22 KRA process was designed to be participatory through the inclusion of a **Research Advisory Group.** The group was composed of diverse parents/caregivers who were compensated for their time, educators, representatives from community-based organizations, and policymakers. Advisory group members provided input on survey design, recruitment and outreach, interpretation of the results, and the final report recommendations.

Furthermore, the approach to the 2021 study was shaped through extensive consultation with the community and a survey of school district partners. Given the uncertainties and challenges caused by the COVID-19 pandemic and through engagement with community partners and school districts, the 2021 study was redesigned to forgo teacher assessments of children entering kindergarten in favor of surveys of parents/caregivers, kindergarten/transitional kindergarten (TK) teachers, and early care and education (ECE) professionals.



COMMUNITIES



FINANCIAL STABILITY

Address Poverty and Ensure Basic Needs are Met

KEY FINDINGS

- Family income was strongly related to readiness.
- Families in the study who participated in the Oakland Resilient Families guaranteed income pilot reported significantly higher readiness.

POLICY RECOMMENDATIONS

- Support policies and programs that **increase job creation and workforce development with livable wages, economic supports like guaranteed income, and expand programming that supports families' basic needs.***
- Strengthen policies and practices that **expand access to quality affordable housing and utility assistance.***



THRIVING COMMUNITIES

Invest in Thriving Neighborhoods

KEY FINDINGS

- 65% of families indicated help connecting resources was important to them; only 12% of all families had actually received this kind of assistance.
- Lower-income families, families living in lower-income neighborhoods, Black or Hispanic/Latino families, and monolingual Spanish-speaking families were more likely to say community supports are needed.

POLICY RECOMMENDATIONS

- Invest in **community-driven equitable economic development** for communities impacted by structural racism that has resulted in disproportionate rates of poverty.*
- Increase **identification of and support for children with special needs**, including early screening and intervention services through pediatric visits and community.*
- Advance policies that **promote family-friendly neighborhoods** through investments in public schools, parks, playgrounds, affordable housing, transportation, accessible libraries.*
- Support strategies and programs that improve timely **access to community supports through family navigation and care coordination.**
- Increase family **leadership opportunities and civic engagement.**
- Double-down on **place-based strategies and intentional community and public partnerships.**

FAMILIES



FAMILY HEALTH & WELL-BEING Improve Access and Navigation to Family Health & Well-Being Supports

KEY FINDINGS

- Children who attended well-child visits had higher readiness. In addition, children whose parents/caregivers reported fewer concerns about their child's mental health also had higher readiness.
- Almost 4 out of 10 children missed a health check-up during the COVID-19 pandemic.
- Among children with special needs, 28% were unable to access the professional help they needed during the pandemic.
- 67% of caregivers expressed concern about their child's mental health during the pandemic.

POLICY RECOMMENDATIONS

- Improve systems to expand access to **affordable, culturally responsive mental health services and supports** for families and children within the community. *
- Invest in programs, services, and policies that are affirming and responsive to the cultural and language needs of communities to **address historical inequities and mitigate current experiences of discrimination.***
- Invest in **family resource centers and provide access to community resources and navigation support.**
- **Continue policies that were implemented during the pandemic to improve access to services and benefits enrollment** (e.g., Medi-Cal continuous eligibility, free quality school meals).
- Invest in **parent/caregiver peer groups**, including those that are culturally and gender specific (e.g., dad's groups, Afro-play, LGBTQ+), support networks, community building, and opportunities for leadership.
- Improve systems to **expand access** by **eliminating barriers** like long applications, frequent renewals, and Medi-Cal premiums and co-payments.



EARLY CARE AND EDUCATION Increase Access to Affordable, Quality Child Care and Culturally Appropriate Early Learning

KEY FINDINGS

- Families reported needing activities for young children and child care as their highest priority support.
- Children in higher-income families were significantly more likely to attend licensed child care, as were children who identify as White, Asian/Pacific Islander, or multiracial. Children in monolingual Spanish-speaking households were less likely to attend licensed care.

POLICY RECOMMENDATIONS

- Increase access to **affordable, quality child care options** that meet the needs of families.*
- Expand **apprenticeships and workforce pipelines via early care and education for parents/caregivers** to provide access to secondary education.
- Expand **quality development/educational experiences for children in family, friend, and neighbor care** (e.g., partnership with libraries, parks, and recreation).
- Increase **child care-based food programs** to support provider and family food security.



SCHOOLS



KINDERGARTEN TRANSITION SUPPORTS

Expand Access to Kindergarten Readiness Activities and Transition Supports

KEY FINDINGS

- Use of kindergarten transition supports, especially among fathers, was linked to higher readiness.
- Use of kindergarten transition supports dropped from 2019 (e.g., 87% visited the school in 2019, while 44% visited in 2021).
- Some transition supports were more likely to be offered by elementary schools in 2021-22 compared to 2019 (e.g., parent-teacher meetings, home visits), while others were less likely (e.g., kindergarten orientations).

POLICY RECOMMENDATIONS

- **Expand access to kindergarten readiness activities and transition supports** that are accessible to all families within their community.
- Promote policies and practices that intentionally **engage and welcome fathers and historically underrepresented family members** in programs and services.



SUPPORTED EDUCATORS & SYSTEMS

Support Educators and Education Systems to Promote Success for Children

KEY FINDINGS

- 88% of kindergarten teachers reported feeling stressed. Educators who reported high levels of stress were over four times more likely to say they plan to leave the profession.
- Early care and education (ECE) professionals experienced the greatest changes to their hours and income during COVID-19: 49% reported decreased hours, 43% decreased wages, and 57% decreased household income.

POLICY RECOMMENDATIONS

- Increase access to affordable, quality **mental health and self-care resources** for ECE professionals, educators, and classroom-based supports for children.*
- Support **communication, collaboration, and partnerships** between the home, informal care settings, early care and education professionals, community programs, and schools.*
- Support policies and practices that **expand family navigation and care coordination services at ECE settings and schools.***
- Provide educators with **supports to mitigate learning loss and professional development and training** to support students' wellbeing.
- Advance policies and supports for **professional development, capacity building, workforce diversification, and equitable compensation and working conditions** that support providers and quality care.



SUPPORT OF KINDERGARTEN READINESS

Throughout the report, see examples of First 5's local programming, investments, partnerships and policy advocacy that supports kindergarten readiness.

Data from More Than

3,000

Alameda County
Community Members

2,015

parents/caregivers

694

early care and
education professionals

284

TK and kindergarten
teachers

Data for Action

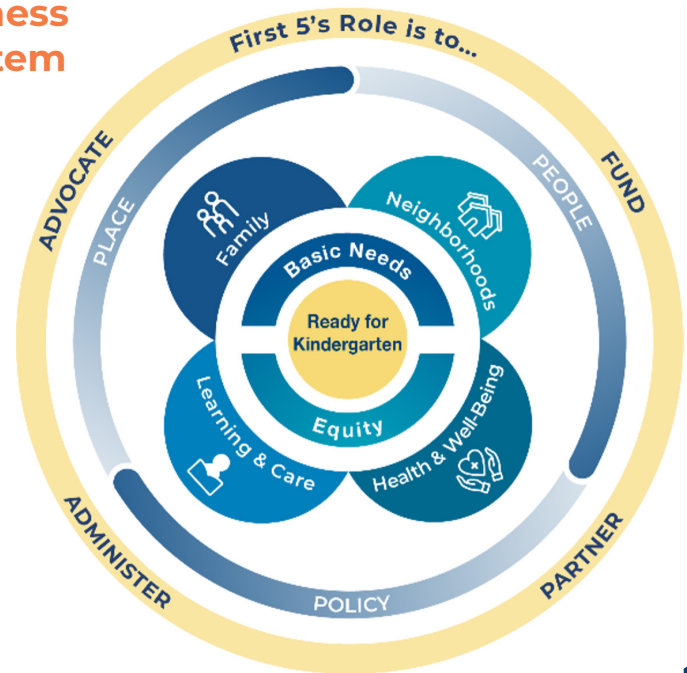
As a result of this participatory approach and commitment to using data and research to support community-led, family-centered programming, policy, and investment, early childhood stakeholders now have access to the largest local data set available that represents the experiences and needs of thousands of parents/caregivers, ECE professionals, and teachers during the COVID-19 pandemic. The findings and corresponding recommendations are intended to help shape a policy response that supports communities, families, and schools in addressing inequities and disparities that have been exacerbated since the onset of the pandemic.

Family experiences and community conditions often differ due to underlying, structural conditions tied to classist and racist policies that can be masked when we look at the result of all families at once. To support an equity-centered approach to data collection, analysis, and reporting, we oversampled in neighborhoods that have experienced historic disinvestment and have been disproportionality impacted by COVID-19, and we have intentionally disaggregated results by neighborhood, income, race/ethnicity, language, and gender. Using the data, we make recommendations for policy change, programs, and/or investments that advance equity.

Supporting Kindergarten Readiness Through an Early Childhood System

Through **partnerships, collaboration, and strategic investment**, our county can help to create the conditions required for all children to enter kindergarten ready to succeed. The findings and recommendations in the 2021-22 KRA reinforce a systems-based approach to early childhood that centers equity and basic needs. First 5's programming, investments, and policy agenda are multipronged and cross **Place, People, and Policy** to improve conditions in the areas we support—**Neighborhoods, Health & Well-Being, Learning & Care, and Family**.

Building an equity-centered early childhood system of care requires the prioritization, commitment, and investment of a cross-section of stakeholders, including parent advocates and leaders, public systems, community-based organizations, and philanthropic organizations. Partnerships are also crucial to ensure that systems serving families—education, health, social services, and others—are integrated and coordinated, including warm hand offs between systems to support families in accessing the care, resources, and services they need.





First 5 Association Update

October 2022

[First 5 Association of California Welcomes Avo Makdessian as Executive Director](#)

Avo started in his new role August 29, 2022. He will lead the Association, its complementary Foundation, and the First 5 Center for Children's Policy. His expertise in advocacy, grantmaking, research, and community outreach will continue to strengthen the advantageous partnership of the First 5 network and the delivery of an equitable future to ensure that California's youngest children and their families have the supports they need to success in school and in life. He can be reached at avo@first5association.org Full press release available [here](#). I have a call with Avo October 3, 2022, and I look forward to him joining a Commission meeting.

[Save the Date Announced for 2023 First 5 Association Summit](#)

The First 5 Association is excited to announced the 2023 Summit, set for Monday, January 30 to Wednesday, February 1 at Kona Kai Resort in San Diego. More details to follow.

[Sustainability Workgroup](#)

The First 5 Association has shared plans to convene a new internal table of members with the goal of planning for the coming legislative session and advancing strategies to support sustainability of First 5 revenue streams. Local First 5 agencies were asked to work with their regional networks to identify 1-2 representative to participate in the workgroup, the local representatives will be Michelle Harris from Solano County as well as Ruth Fernández, Ed.D. from Contra Costa County. I shared my interest in supporting this advocacy, recognizing the constraints on my time given our local system building efforts and the status of the local tax initiatives, which has greatly limited my participation in the Association. I anticipate our team will be utilized to support any related advocacy that may result.

[First 5 Association Leadership Network Call for Applications](#)

The First 5 Association recently opened a [call for applications to Cohort 4](#) of its annual Leadership Network, aimed to develop the next generation of equity-centered First 5 leadership. The recruitment of Cohort 4 intends to center next generation leaders, leaders of color and leaders from isolated parts of the state. Several members of First 5 Alameda leadership have participated in the Leadership Network, with Christine Hom, Finance Officer, participating in Cohort 3 this year.

Policy Updates

October 2022

Wednesday, August 31st, was the last day of the two-year legislative session in the state capital. Here is a list of bills related to [First 5's Policy Agenda](#) that passed the California Legislature and were sent to Governor Newsom's desk for signature or veto. First 5 sent Governor Newsom letters supporting AB 2517 (Bonta): [It Takes a Village Act.](#) and SB 1083 (Skinner): [CalWORKs: pregnancy and homeless assistance.](#)

Early Care and Education	
<p>AB 2131(Mullin): Child daycare facilities.</p> <p>Status: Signed by Governor Newsom</p>	<p>Authorizes the California Department of Social Services (CDSS) to implement the single childcare center license. Further, on January 1, 2024, repeals provisions referring to an optional toddler program for children between 18 and 36 months.</p>
<p>AB 22 (McCarty) Preschool data: data collection.</p> <p>Status: Signed by Governor Newsom</p>	<p>this bill will require the California Department of Education (CDE) to collect student-level data relative to enrollment in California state preschool programs operated by local educational agencies (LEAs) to provide longitudinal data.</p>
<p>AB 2517 (Bonta): It Takes a Village Act.</p> <p>Status: Vetoed</p>	<p>This bill would establish the California Coordinated Neighborhood and Community Services Grant Program to be administered by the State Department of Social Services. The bill would require the department to grant awards on a competitive basis to eligible entities that are Promised Neighborhoods, other community-based networks, or multi-neighborhood regional cradle-to-career networks, to either implement a comprehensive, integrated continuum of cradle-to-career solutions at the neighborhood level or support the civic infrastructure and backbone of cradle-to-career networks.</p>
<p>AB 2806 (B. Rubio): Childcare: preschool: expulsion and suspension: mental health services.</p> <p>Status: Signed by Governor Newsom</p>	<p>Would amend Education Code and Welfare and Institutions Code provisions relating to the expulsion or unenrollment of a childcare state preschool program to also address general child care and development program and family child care home education network program. Beginning January 1, 2030 would require CDE and CDSS to collect this data and make it public annually. This bill would make the provisions on expulsions and suspensions inapplicable to licensed family childcare providers until a specified joint labor-management committee makes recommendations for potential changes.</p> <p>In addition, the bill would update the definition of mental health consultation services, revise the requirements relating to the nature and frequency of the consultation service provided, and expand the types of mental health care professionals who can provide the consultation service, as specified.</p>

AGENDA ITEM 16

<p>AB 2827 (Quirk-Silva): Child daycare facilities.</p> <p><u>Status: Signed by Governor Newsom</u></p>	<p>This bill would require the department to revise its regulations to permit children with exceptional needs, as defined, to use outdoor play spaces simultaneously with nondisabled children without first seeking a specified regulatory waiver. The bill would authorize the department to implement those provisions on or before January 1, 2024.</p>
<p>AB 2832 (Rivas, McCarty, Wicks): Whole Child Community Equity.</p> <p><u>Status: Signed by Governor Newsom</u></p>	<p>This bill would require CDSS, with input from early childhood stakeholders, to develop the Whole Child Equity Framework (the Framework) and Whole Child Community Equity Screening Tool (the Equity Tool) to provide the data needed to support the equitable distribution of resources and monitor progress on addressing racial and economic inequities. The bill would require CDSS to convene a workgroup to provide recommendations for the development of the Framework, the Equity Tool. The bill would require the workgroup to include parents and families from historically underserved communities and other stakeholders. The bill would also require CDSS to publish the tool for public use, including the data and methodology, on the department’s internet website.</p> <p>Requires workgroup to include First 5 California and local First 5s.</p>
<p>AB 321 (Valladares): Childcare services: enrollment priority.</p> <p><u>Status: Signed by Governor Newsom</u></p>	<p>This bill would additionally require that priority be given to a child from a family in which the primary home language is a language other than English if there are no families with a child with exceptional needs.</p>
<p>AB 408 (Quirk-Silva Reyes): Homeless children and youths: reporting.</p> <p><u>Status: Signed by Governor Newsom</u></p>	<p>Would require a local educational agency (LEA) to establish homeless education program policies, and would further require the LEA to update these policies at intervals not exceeding 3 years. The bill would require an LEA liaison for homeless children and youths and unaccompanied youths to provide training at least annually on designated subjects to classified and certificated employees of the LEA who work with pupils.</p>
<p>AB 558 (Nazarian Kalra, Quirk-Silva, Luz Rivas): School Meals: Child Nutrition Act 2022.</p> <p><u>Status: Signed by Governor Newsom</u></p>	<p>This bill would require CDE to develop and to post on its internet website by July 1, 2023, guidance for LEAs participating in the federal School Breakfast Program that maintain kindergarten or any of grades 1 to 6, inclusive, on how to serve eligible non-school aged children breakfast or a morning snack at an LEA school site. The bill would define “eligible non-school aged child” to mean a child who is not enrolled in school and who is a sibling, half sibling, or stepsibling of, or a foster child residing with, a pupil who is eligible for a free or reduced-price breakfast.</p>

<p>SB 70 (Rubio): Elementary education: kindergarten.</p> <p>Status: Vetoed</p>	<p>This bill, beginning with the 2024–25 school year, would require a child to have completed one year of kindergarten before that child may be admitted to the first grade at a public elementary school, except for a child who has been lawfully admitted to a public school kindergarten or a private school kindergarten in California, but has not yet completed one school year, and is judged to be ready for first-grade work.</p>
<p>AB 92 (Reyes): Preschool and child care and development: family fees.</p> <p>Status: Vetoed</p>	<p>This bill, starting July 1, 2023, would (1) prohibit family fees from exceeding 1% of the family’s monthly income and (2) prohibit a family with an adjusted monthly family income below 75% of the state median family income from being assessed a family fee. The bill would also prohibit a California state preschool program or a childcare provider paid with childcare subsidies from being required to absorb a reduction in pay, as specified, and would prohibit the number of California state preschool program contracted spaces or childcare contracted spaces and vouchers from being reduced because of a reduction in the collection of family fees.</p>
<p>SB 1047 (Limon): Early learning and care.</p> <p>Status: Signed by Governor Newsom</p>	<p>This bill would extend eligibility for childcare programs and the preschool program to families in which a member of the family has been certified as eligible to receive benefits from certain means-tested government programs, including Medi-Cal and CalFresh, as specified, and would require those families to submit a self-certification of income for the purposes of prioritizing enrollment and calculating family fees. The bill would also extend the time a family is to be considered to meet all eligibility and need requirements for services to 24 months, and would require CDSS to implement that requirement on or before December 1, 2023.</p>
<p>SB 1093 (Hurtado) Community care facilities: criminal background checks.</p> <p>Status: Signed by Governor Newsom</p>	<p>This bill: 1) Removes the requirement that a request to transfer a current criminal record clearance from one licensed facility to another be made in writing to CDSS, include a copy of the person’s driver’s license or valid identification card, and include a self-addressed envelope for this purpose; 2) Requires a request to transfer a current criminal record clearance from one licensed facility to another be submitted to CDSS on a form provided by CDSS or submitted via CDSS’s secure online portal; and 3) Requires the licensee to verify the individual’s identity.</p>
<p>Mental Health</p>	
<p>AB 2281 (Lackey): Mental Health Preschool Services Act</p> <p>Status: Vetoed</p>	<p>Establishes the Early Childhood Mental Health Services Act (ECMHSA) as a mental health grant program to improve access to and quality of care, services and supports for children zero to five years of age, parents, family and caregivers with emphasis on prevention, early intervention and disparities.</p>

Health	
<p>AB 2091 (Bonta): Disclosure of information: reproductive health and foreign penal civil actions.</p> <p>Status: Signed by Governor Newsom</p>	<p>This bill would prohibit compelling a person to provide information that would identify an individual who has sought or obtained an abortion in a state, county, city if the information is being requested based on another state’s laws that interfere with a person’s right to obtain an abortion. The bill would authorize the Insurance Commissioner to assess a civil penalty against an insurer that has disclosed an insured’s confidential medical information. The bill would prohibit a provider of health care, a health care service plan, a contractor, or an employer from releasing medical information that would identify an individual seeking or obtaining an abortion in response to a request to law enforcement for the purpose of enforcement of another state’s laws that interfere with a person’s rights to obtain an abortion.</p>
<p>AB 1930 (Arambula): Medi-Cal: perinatal services.</p> <p>Status: Vetoed</p>	<p>Requires the Department of Health Care Services (DHCS) to cover additional comprehensive perinatal assessments and individualized care plans and provide additional visits and units of services during the one-year post-pregnancy eligibility period in proportion to those available during pregnancy and the initial 60-day post-pregnancy period as part of services under the Comprehensive Perinatal Services Program (CPSP) under Medi-Cal.</p>
<p>AB 2199 (Wicks): Birthing Justice for California Families Pilot Project.</p> <p>Status: Vetoed</p>	<p>Establishes the Birthing Justice for California Families Pilot Project, which requires, upon appropriation by the Legislature, the Department of Public Health (DPH) to implement a three-year grant program to provide doula care to members of communities with high rates of negative birth outcomes who are not eligible for Medi-Cal and incarcerated people. Specifies eligibility criteria for grants and what the grant funds could be used for. Requires doulas who are paid grant funds to demonstrate the core competencies required to provide services under the Medi-Cal program.</p>
Housing	
<p>AB 1206 (Bennett): Property taxation: affordable housing</p> <p>Status: Signed by Governor Newsom</p>	<p>Requires, through the 2027-28 FY that a residential unit continue to be treated as occupied by a lower income household, if the owner is a community land trust (CLT) whose land is leased to low-income households.</p>
<p>SB 1083 (Skinner): CalWORKs: pregnancy and homeless assistance.</p> <p>Status: Signed by Governor Newsom</p>	<p>This bill makes various changes to the California Work Opportunity and Responsibility to Kids (CalWORKs) program. This bill requires a county human services agency to refer a pregnant CalWORKs participant to perinatal home visiting services. This bill also makes changes specific to the CalWORKs homeless assistance (HA) program, including: expands the criteria to determine whether a family is considered homeless to include if the family has received any notice that could lead to an eviction; requires a county to provide a housing navigator who can assist with securing permanent housing if that county requires the family to participate in a homelessness avoidance case plan.</p>
Economic Supports	

<p>AB 2300 (Kalra): <u>CalWORKS and CalFresh: work requirements</u></p> <p><u>Status: Signed by Governor Newsom</u></p>	<p>Expands the California Work Opportunity and Responsibility to Kids (CalWORKs) Welfare-to-Work (WTW) exemptions for birthing, non-birthing, foster, and adoptive parents; adds paid family leave benefits to be included as disability-based unearned income; exempts a recipient receiving Paid Family Leave benefits from CalWORKs aid time limits; prohibits sanctions from being applied for failure or refusal to comply with CalWORKs work requirements if the anticipated work hours are unpredictable, as specified, or certain labor law protections were violated; and, requires that good cause exists for a CalFresh recipient who has voluntarily quit a job or reduced work hours based on the same circumstances that prohibit a CalWORKs recipient from being sanctioned.</p>
<p>SB 951 (Durazo): <u>Unemployment insurance: disability insurance: paid family leave: weekly benefit.</u></p> <p><u>Status: Signed by Governor Newsom</u></p>	<p>This bill (1) extends the existing wage replacement rates for the State Disability (SDI) and Paid Family Leave (PFL) programs, which provide a 60-70% wage replacement and is set to sunset January 1, 2023, to January 1, 2025; (2) for claims commencing on or after January 1, 2025, revises the formulas for determining benefits under both programs to provide an increased wage replacement rate ranging from 70-90% based on the individual’s wages earned, as specified; and (3) on January 1, 2024 repeals the wage ceiling for contributions into the SDI fund.</p>