



FIRST 5 ALAMEDA COUNTY EXECUTIVE COMMITTEE MEETING AGENDA

Thursday, December 9, 2021
9:00 AM – 10:30 PM

Members of the public may access this meeting via:
Zoom Meeting: <https://zoom.us/j/92977051188>
Meeting ID: 929 7705 1188

Commissioners: *Chair:* Renee Herzfeld, *Vice Chair:* Cecilia Oregon, Scott Coffin

1. **Public Comment**
2. **Staff Announcements**
 - a. **General Staff Announcements**
 - b. **CEO Contract Authorizations**
3. **2022 Executive Committee Final Calendar**
4. **Approval of Minutes from October 7, 2021**
5. **Introduction to Class and Compensation Study (CPS HR)**
6. **First 5 Return to Work Plan Update**
7. **Cost of Living Adjustment Recommendation**
8. **Adjournment**

Information about access:

Please contact Julia Otani at julia.otani@first5alameda.org or (510) 227- 6987 3 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.



Staff Updates

December 2021

01 FOUNDATIONAL PRIORITY

Manage **Transformational Agency Change, with Equity at the Center**, in Service to Continued Results and a Sustainable Future

- We are finalizing our contract with Radicle Roots collective for a training series and facilitated process to **create a shared Agency definition of equity** next year
- CPS HR Consulting has been **working on the class and compensation study-expected completion by spring 2022**
- Hickman Strategies is wrapping up **division-level strategic planning meetings with teams.**
 - The next steps include drafting the strategic plan blueprint based on that input, the direction approved by the Commission in October, and stakeholder input.
 - **Anticipate first reading-February 2022 Commission meeting**

02 FOUNDATIONAL PRIORITY

Manage internal/external **COVID-19 Response**

- The Human Resources and Facilities staff have been developing a **COVID-19 Prevention Program** and health and safety policies and procedures in preparation for a future return to the office.
- Carla Keener continues to represent First 5 Alameda as part of **Ashland Cherryland Food and Basic Needs Committee** and **Alameda County COVID-19 Vaccine Community Advisory Group**
 - Support from Eden Church and other partners in Ashland Cherryland who are supporting the KRA outreach efforts to ensure parent voice is highlighted

01 STRATEGIC PRIORITY

Monitor & Plan for Implementation of the **Children's Health and Child Care Initiative (Measure C)**

- Program Workgroup meeting with Local Planning Council (LPC) Facilities Ad Hoc Committee to discuss strategies around **state & federal funding opportunities for licensed facilities** and to plan for the Licensed Child Care Facilities Survey in January 2022.
- Data and Tech team completed its work exploring approaches to **Centralized Eligibility Lists. Developing recommendations for procurement approach and system adoption.**
- **2021 ECE Needs Assessment**, which provides an overview of child care in the county including challenges and successes, was developed in partnership with community organizations
 - Partnered with LPC to host launch webinar
 - Hosted 3 presentations that were attended by 50-100 people.

02 STRATEGIC PRIORITY

Advocate, Plan & Implement for Scaling of **Care Coordination Function**, Leveraging Help Me Grow

- We submitted a **proposal to Anthem** in support of our shared goal to develop an **integrated community-based care pediatric management program.**
- We are in Phase II of Pediatric Pilot with **Alameda Alliance for Health**
- First 5 Association Foundation accepted our **Stupski grant**; developed partnership agreement and how to support pediatric navigation out of the FQHC's.
- **Carla Keener presented at the First 5 Association Annual Summit** on December 6th on a panel about partnering with managed care plans

03 STRATEGIC PRIORITY

Leverage **Policy, Data, Evaluation, and Communication** for Program Investment and Partnership Opportunities

- **We launched our Kindergarten Readiness Assessment (KRA) on December 2** to parents, kindergarten and ECE teachers.
 - **Participation from 30-member community Advisory Group**
- HCSA, Probation, Child Support Services and SSA each committed \$100K/yr for five years for the **Fatherhood program, potentially increasing FY 2021/22 annual budget to \$650K**
- We testified to First 5 CA Commission Meeting on October 28, advocating for **\$3M allocation for Afghan resettlement.** We will work with Supervisor Haubert and County to direct funding to support initial assessment and ongoing navigation needs
- Completed **local annual report** using a video-storytelling format, including interviews with staff, grantees, and Commissioners
- I joined the **Oakland Thrives Executive Team**



FY 2021-22 CEO Approved Contracts List

CEO Contract Authorizations and Amendments (Up to or equal to \$250,000 per contract/action - see light blue column)

Original Award, approved by Commission (June 24, 2021)							New Contracts or Augmentations, approved by CEO (10/15/2021-12/9/21)			
Strategy	Award Number	Contractor	Contract Start Date	Contract End Date	Original Description of Scope of Work	Amount	New, Amendment or Ancillary Amount	New Total Contract Amount	Funding to support COVID-19 activities	Description of New Contract or Added Scope of Work
Admin, Info & Technology	CS-AIT-2122-666	Wendi Brown Creative Partners (WBCP), Inc.	N/A	N/A	N/A	\$0.00	\$56,000.00	\$56,000.00	No	Funding to provide executive recruitment services.
Admin, Info & Technology	CS-AIT-2122-644	CPS HR Consulting	N/A	N/A	N/A	\$0.00	\$93,375.00	\$93,375.00	No	Funding to to conduct an employee classification and compensation study.
Neighborhoods Ready for School	PI-NRS-2122-668	Lotus Bloom Resource Center	N/A	N/A	N/A	\$0.00	\$150,000.00	\$150,000.00	No	Funding to support the Capital Campaign for the establishment of a new early childhood center for innovation in Oakland's San Antonio neighborhood.
							\$ 299,375.00	\$ 299,375.00		CEO Authorizations 10/15/2021-12/9/21



December 2021

2022 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 10	Thursday, February 10	Thursday, February 17	<ul style="list-style-type: none"> Election of Officers Mid-Year Budget Modification Mid-Year Investment Update Investment Policy Revisions
APRIL	Thursday, April 21	Thursday, April 21	Thursday, April 28	<ul style="list-style-type: none"> First reading of FY 2022-24 Budget First reading of FY 2022-24 Strategic Plan First reading of Long-Range Financial Plan First 5 CA Annual Report
JUNE	Thursday, May 26	Thursday, May 26	Thursday, June 2	<ul style="list-style-type: none"> Final approval of FY 2022-24 Budget Contract Authorizations Final Approval of FY 2022-24 Strategic Plan Final Reading of Long-Range Financial Plan Financial Policies Revisions ACERA 401(h) Approval Personnel Policies Revisions GASB 54 Fund Balance Commitment
AUGUST	TBD	Thursday, August 11	Thursday, August 18	<ul style="list-style-type: none"> TBD
OCTOBER	TBD	Thursday, October 6	Thursday, October 13	<ul style="list-style-type: none"> FY 2021-22 Financial Audit Report
DECEMBER	TBD	Thursday, December 8	Thursday, December 15	<ul style="list-style-type: none"> F5AC Annual Report to First 5 CA F5AC Annual Report



**First 5 Alameda County Executive Committee Meeting
 October 7, 2021, 9:00 AM – 10:30 AM
 Zoom Webinar Meeting ID: 964 1412 9412**

Commissioners Present: Chair: Renee Herzfeld, Vice Chair: Cecilia Oregón, Scott Coffin

First 5 Staff Present: Kristin Spanos, Tyson Jue, Christine Hom, Julia Otani

Guest Presenter: Christina Collosi

AGENDA ITEM SPEAKER	DISCUSSION HIGHLIGHTS	ACTION	FOLLOW UP
CALL TO ORDER			
R. Herzfeld	The meeting was called to order by Chair Herzfeld who gaveled in at 9:00 AM and stated that the meeting was being recorded.	None	None
1. PUBLIC COMMENT			
R. Herzfeld	There was no Public Comment.	None	None
2. STAFF ANNOUNCEMENTS			
K. Spanos	[Attachment] Ms. Spanos presented the General Staff Announcements and COVID-19 Response Update. A. General Staff Announcements <ul style="list-style-type: none"> Ms. Spanos provided an overview of the Staff Update slides. B. COVID-19 Response Update and CEO Contract Authorizations <ul style="list-style-type: none"> There were 2 contracts approved by the CEO that were less than or equal to \$250,000 per contract action since the last Commission meeting; the summary is located in the meeting packet. 	None	None
3. 2022 EXECUTIVE COMMITTEE DRAFT CALENDAR			
K. Spanos	[Attachment] Ms. Spanos presented the 2022 Executive Committee Draft Calendar and asked the Commissioners to communicate any conflicts with the meeting dates.	None	None
4. APPROVAL OF MINUTES FROM JUNE 17, 2021			
R. Herzfeld	[Attachment] Chair Herzfeld asked if there was any public comment before taking a vote to approve the minutes. Chair Herzfeld facilitated the vote to approve the June 17, 2021 Executive Committee Meeting minutes.	Motion: C. Oregón Second: S. Coffin No Abstentions. Motion passed.	None
5. F5AC GOVERNANCE UPDATE			
C. Collosi	[Attachment] Ms. Collosi presented the F5AC Governance Update.	None	None

AGENDA ITEM SPEAKER	DISCUSSION HIGHLIGHTS	ACTION	FOLLOW UP
6. FY 2020-21 FINANCIAL AUDIT UPDATE			
C. Hom	[Attachment] Ms. Hom presented the FY 2020-21 Financial Audit Update.	None	None
7. FY 2020-21 INVESTMENT REPORT			
C. Hom	[Attachment] Ms. Hom presented the FY 2021-22 Investment Report. Chair Herzfeld asked if there was any public comment before taking a vote. Chair Herzfeld facilitated the vote to recommend the FY 2021-22 Investment Report be brought to the full Commission for final review and approval.	Motion: C. Oregón Second: S. Coffin No Abstentions. Motion passed.	The FY 2021-22 Investment Report will be brought to the full Commission for final review and approval.
10. ADJOURNMENT			
R. Herzfeld	Chair Herzfeld gaveled out and adjourned the meeting at 10:15 AM.		

Respectfully Submitted By: Julia Otani, Executive Assistant



FIRST 5 Alameda County
**Classification & Total Compensation Study Update
for the Executive Committee**

Presented by:
Vicki Quintero Brashear
Director, Products and Services



December 9, 2021



About CPS HR...

Jerry Greenwell, CEO

**Joint
Powers
Authority
since 1985**

**Public
Sector
Specialists**

**Main Office
in
Sacramento**

Project Team

Vicki Quintero Brashear, Director Product and Services

Located in Sacramento, California

Role: Project Director

Jessica Pascual, Class & Comp Division Manager

Located in New Mexico; 20 years experience

Role: Supervision of Project Team; Quality Control of Deliverables

Suzanne Ansari, Senior HR Consultant

Located in Southern California; 15 years experience

Role: Project Manager; Works on Deliverables

Igor Shegolev, Technical Specialist

Located in Arizona; 25 years experience

Role: Compensation Expert; Works on Deliverables

Jan Bentley, Senior HR Consultant

Located in Central California; 25 years experience

Role: Classification Expert; Works on Deliverables

Scope of Work

Classification Study

- Classification structure review
- Distribute and analyze questionnaires to all staff
- Conduct job evaluation interviews
- Provision of list of recommended classification structure and job description changes
- **Deliverables: Recommendations report**

Total Compensation Study

- Base salary + benefits
- A variety of benchmark classifications
- 9 labor market agencies
- **Deliverables: Data sheets and findings and recommendations report**

Labor Market Agencies

1. County of Alameda – Social Services
2. County of Contra Costa – Human Services
3. City and County of San Francisco – Human Services
4. City and County of San Francisco – Early Care & Ed
5. County of Santa Clara – Human Services
6. First 5 Contra Costa
7. First 5 Los Angeles
8. First 5 Santa Clara
9. City of Oakland

Benefit Elements Collection

Medical, Dental,
and Vision, Life
programs

Contributions to
Defined Benefit
Retirement Plans
and FICA

Deferred and
Defined Benefit
Plans

Vacation/Annual
Leave

Sick Leave and
Holidays

Project Status

Classification Study

Reviewed completed position description questionnaires by staff

Interviewed selected staff/supervisors

Submit recommendations to F5AC staff

Total Compensation Study

Data collection began in October/November (still in process)

Job matching is in process

Next activity is review of draft matches by F5AC staff

Overall Timeline



Classification

Final Class Report Delivered in Dec. 2021



Compensation

Review of draft matches in Jan. 2022

Data analysis and comp updates in Feb. 2022



Final Deliverables

Draft and Final Comp Reports Delivered in Feb. and March

Formal Presentations in March and April



Questions?

FIRST 5



FIRST 5



Return to Work Update

First 5 Alameda County Executive Committee

Tyson Jue

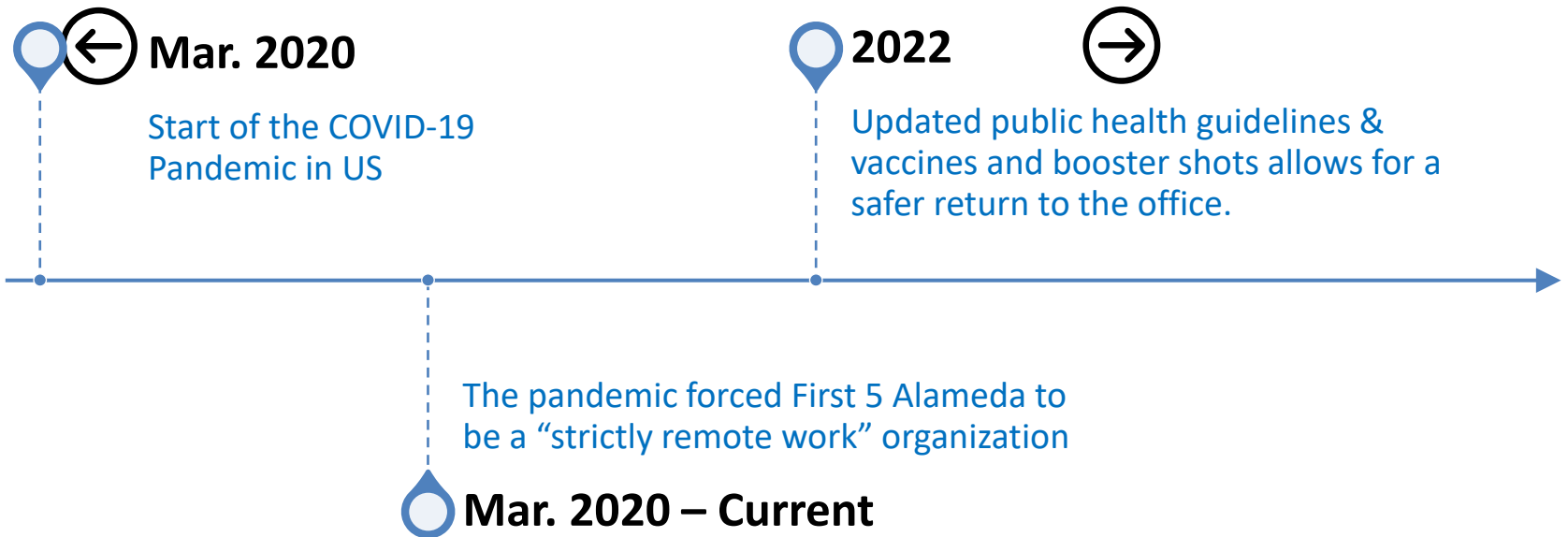
December 9, 2021



Return to Work Planning Committee

- Charla Black-Edwards, Facilities
- Lyssa DeGolia, HR
- Brittney Frye, HR
- Tyson Jue, Chief of Staff

Context



Decisions Previously Communicated

Mandatory
telework through
February 2022

60-day notice
before
implementation of
any change

Health and Safety Policies and Procedures

- Human Resources
 - Develop a COVID-19 Prevention Program (CPP)
- Facilities
 - Develop and Update Social Distancing procedures
 - Develop and Update Employee and Visitor Screening Procedure
 - Develop and Update Cleaning, Protection, Hygiene procedures

Next Steps

- **Employee Survey**
- **Monitor Omicron Variant**
- **Continue Planning**



To: First 5 Alameda County Executive Committee

From: Christine Hom, Finance Officer

Date: December 9, 2021

Subject: 2022 Cost of Living Adjustment

REQUESTED ACTION

That the Executive Committee review and discuss the recommendation for a 2022 Cost of Living Adjustment (COLA) of 3.75%.

BACKGROUND

Per the Salary Guidelines, approved by the Commission, it is the Commission's responsibility to grant a COLA to employees. If awarded, COLAs are granted to all regular employees, both full and part-time, at the beginning of the calendar year. Typically, COLAs are implemented to ensure that employees' wages do not lose real value due to increases in the costs of goods and services.

Competitive salaries are an important recruitment and retention strategy; the ability to consider a COLA is particularly important for retention purposes considering that many of our employees' salaries are capped and, as a relatively small agency, promotional opportunities are limited. If approved, COLA adjustments will be applied to our salary ranges. We would anticipate applying the COLA to the December 26, 2021 pay period with it reflected in employee paychecks on January 21, 2022.

DISCUSSION

As a partner, we annually review Alameda County's COLA practices in an attempt to provide comparable benefits to remain a competitive employer.

Alameda County:

SEIU, representing the majority of non-exempt employees at Alameda County, will receive a COLA of 3.25% effective 6/26/22.

ACMEA, representing the majority of management and professional level employees at Alameda County, will receive a 3% COLA on 12/26/21.

Consumer Price Index:

The Bureau of Labor Statistics has reported a 5.6% increase in food prices and an increase of 25% in energy (largely due to increased gas prices) for an overall increase of 3.8% over the last 12 months (November 2020 – October 2021).

FISCAL IMPACT

The fiscal impact of granting a 3.75% COLA for the six-month period of the current fiscal year is \$130,532. Funding is included in the FY 2021-22 Commission approved budget in anticipation of keeping consistent with the County.

RECOMMENDATION

That the Executive Committee recommend the Commission grant a 3.75% employee Cost of Living Adjustment (COLA) to take effect for the calendar year of 2022 at their next meeting on December 16, 2021.

Submitted by:

DocuSigned by:
Christine Hom
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Christine Hom,
Finance Officer

Reviewed by:

DocuSigned by:
Kristin Spanos
ED639B4561544E4

Kristin Spanos,
Chief Executive Officer