



FIRST 5 ALAMEDA COUNTY COMMISSION MEETING AGENDA

Thursday, September 26, 2013

**First 5 Alameda County
1115 Atlantic Ave.
Alameda, CA 94501
Conference Room A**

9:00 AM – 11:30 AM

Commissioners: *Chair:* Pamela Simms-Mackey M.D., *Vice Chair:* Helen Mendel, CMD, Alex Briscoe, Wilma Chan, Ricky Choi, M.D., Renee Herzfeld, Lori Cox, Deborah Roderick Stark

- 1. Public Comment (Limited to 3 minutes per speaker)**
- 2. Approval of Minutes from May 23, 2013**

INFRASTRUCTURE

- 3. FY 2012-13 Financial Audit Presentation**
- 4. Contract Authorizations**
- 5. Biennial Conflict of Interest Code Approval**
- 6. ACERA 414(h)(2) Pick-up Resolution**

PROGRAM

- 7. Early Connections Presentation**
- 8. Foundation Collaboration Update**
- 9. F5AC Annual Report to First 5 California**
- 10. State Commission & Association Updates**
- 11. Legislation and Public Policy Updates**

MISCELLANEOUS

- 12. Staff Announcements**
- 13. Communication from Commissioners**
- 14. Adjournment**



FIRST 5 ALAMEDA COUNTY COMMISSION MEETING MINUTES

Thursday, May 23, 2013

**First 5 Alameda County
1115 Atlantic Ave.
Alameda, CA 94501
Conference Room A**

10:00 AM – 12:00 PM

Commissioners: *Chair:* Pamela Simms-Mackey M.D., Alex Briscoe, Ricky Choi, M.D., Renee Herzfeld, Lori Cox, Albert Wang, M.D.

Meeting called to order at 10:18 am.

1. Public Comment

There were no public comments.

2. Approval of Minutes from March 21, 2013

Commission Action: The Commission approved the March 21, 2013 minutes upon motion by Commissioner Herzfeld, seconded by Commissioner Wang and unanimously carried (6 in favor, 0 opposed.)

CONSENT

Chair Simms-Mackey stated that agenda items 3 through 9 were thoroughly discussed by the Executive Committee.

3. Final Reading of FY 2013-14 Long Range Financial Plan

Commission Action: The Commission approved the Final Reading of FY 2013-14 Long Range Financial Plan upon motion by Commissioner Wang, seconded by Commissioner Cox and unanimously carried (6 in favor, 0 opposed).

4. Final Reading of FY 2013-15 Budget

Commission Action: The Commission approved the Final Reading of the FY 2013-15 Budget upon motion by Commissioner Wang, seconded by Commissioner Cox and unanimously carried (6 in favor, 0 opposed).

5. GASB 54 Recommendation

Commission Action: The Commission approved the GASB 54 Recommendation upon motion by Commissioner Wang, seconded by Commissioner Cox and unanimously carried (6 in favor, 0 opposed).

6. **Investment Report for the period July 1, 2012 – March 31, 2013**
7. **Financial Report for the period July 1, 2012 –March 31, 2013**
8. **Investment Policy Recommendation**

Commission Action: The Commission approved the Investment Policy Recommendation upon motion by Commissioner Wang, seconded by Commissioner Cox and unanimously carried (6 in favor, 0 opposed).

9. **Personnel Policies Update Recommendation**

Commission Action: The Commission approved the Personnel Policies Update Recommendation upon motion by Commissioner Wang, seconded by Commissioner Cox and unanimously carried (6 in favor, 0 opposed).

INFRASTRUCTURE

10. **FY2012-13 Contract Authorizations**

Ms. Burger presented the Contract Authorizations to the Commission. She stated that the Commission is being asked to approve the following contracts:

- Better World Advertising - \$50,000

Commission Action: The Commission approved the above Better World Advertising upon contract motion by Commissioner Briscoe, seconded by Commissioner Wang and unanimously carried (5 in favor, 0 opposed, 1 abstention with Commissioner Cox abstaining from the vote).

- Alameda County Health Care Services Agency – No Wrong Door funding - \$75,000

Commission Action: The Commission approved the above Alameda County Public Health Department upon motion by Commissioner Choi, seconded by Commissioner Herzfeld and unanimously carried (4 in favor, 0 opposed, 2 abstentions with Commissioner Cox and Briscoe abstaining from the vote).

- Alameda County Public Health Department – Hayward Promise Neighborhood funding- \$41,500

Commission Action: The Commission approved the above Alameda County Public Health Department upon motion by Commissioner Choi, seconded by Commissioner Wang and unanimously carried (3 in favor, 0 opposed, 3 abstentions with Commissioner Cox, Briscoe and Herzfeld abstaining from the vote).

- Oakland Parents Together - \$10,000

Commission Action: The Commission approved the above Oakland Parents Together upon motion by Commissioner Choi, seconded by Commissioner Cox and unanimously carried (5 in favor, 0 opposed, 1 abstention with Commissioner Briscoe abstaining from the vote).

- Brighter Beginnings - \$28,970

Commission Action: The Commission approved the above Brighter Beginnings upon motion by Commissioner Wang, seconded by Commissioner Cox and unanimously carried (4 in favor, 0 opposed, 2 abstentions with Chair Simms-Mackey and Commissioner Briscoe abstaining from the vote).

- Children’s Hospital & Research Center at Oakland - \$20,000

Commission Action: The Commission approved the above Children’s Hospital & Research Center at Oakland upon motion by Commissioner Wang, seconded by Commissioner Cox and unanimously carried (4 in favor, 0 opposed, 2 abstentions with Chair Simms-Mackey and Commissioner Briscoe abstaining from the vote).

11. FY 2013-15 Budget Contract Recommendations

Ms. Burger presented the FY 2013-15 Budget Contract Recommendations to the Commission. She stated that the Commission is being asked to approve the following contracts:

• Patel & Associates	\$32,900.00
• Remcho, Johansen & Parcell, LLP	\$24,000.00
• Robbins Consulting	\$10,000.00
• Ceridian Payroll	\$5,000.00
• Chandler Asset Management	\$24,000.00
• Cutwater Asset Management	\$24,000.00
• Wiley, Price & Radulovich	\$10,000.00

Commission Action: The Commission approved the above FY 2013-15 Budget Contract Recommendation upon motion by Commissioner Cox, seconded by Commissioner Wang and unanimously carried (6 in favor, 0 opposed).

• Social Interest Solutions	\$516,000.00
• Social Interest Solutions	\$100,000.00
• Xantrion	\$65,000.00
• Crux Design	\$5,000.00
• Crux Design	\$3,000.00
• Applied Survey Research	\$94,700.00
• Applied Survey Research	\$39,600.00

Commission Action: The Commission approved the above FY 2013-15 Budget Contract Recommendation upon motion by Commissioner Wang, seconded by Commissioner Choi and unanimously carried (6 in favor, 0 opposed).

- Berkeley Unified School District \$24,476.00
- Castro Valley Unified School District \$48,000.00
- City of Pleasanton \$38,896.00
- Livermore Valley Joint Unified School District \$80,000.00
- Newark Unified School District \$70,000.00
- New Haven Unified School District \$92,000.00
- Oakland Unified School District \$126,000.00
- San Leandro Unified School District \$113,966.00
- San Lorenzo Unified School District \$125,000.00

Commission Action: The Commission approved the above FY 2013-15 Budget Contract Recommendation upon motion by Commissioner Wang, seconded by Commissioner Choi and unanimously carried (6 in favor, 0 opposed).

- Better World Advertising \$100,000.00

Commission Action: The Commission approved the above Better World Advertising contract upon motion by Commissioner Choi, seconded by Commissioner Herzfeld and unanimously carried (5 in favor, 0 opposed, 1 abstention with Commissioner Cox abstaining from the vote).

- Alameda County Public Health Department \$4,500,000.00
- Alameda County Public Health Department (CHDP) \$190,000.00

Commission Action: The Commission approved the above FY 2013-15 Budget Contract Recommendations upon motion by Commissioner Wang, seconded by Commissioner Choi and unanimously carried (4 in favor, 0 opposed, 2 abstentions with Commissioner Briscoe and Cox abstaining from the vote).

- Alameda County Public Health Department \$297,363.90
- Our Family Coalition (Co-Learning Collaborative) \$5,000.00
- Tiburcio Vasquez Health Center (Partnering for Change) \$5,000.00

Commission Action: The Commission approved the above FY 2013-15 Budget Contract Recommendations upon motion by Commissioner Wang, seconded by Commissioner Choi and unanimously carried (3 in favor, 0 opposed, 3 abstentions with Commissioner Briscoe, Herzfeld and Cox abstaining from the vote).

- Fremont Unified School District \$43,974.00

Commission Action: The Commission approved the above FY 2013-15 Budget Contract Recommendations upon motion by Commissioner Choi, seconded by Commissioner Cox and unanimously carried (5 in favor, 0 opposed, 1 abstention with Commissioner Wang abstaining from the vote).

- Hayward Unified School District \$66,000.00

Commission Action: The Commission approved the above FY 2013-15 Budget Contract Recommendation upon motion by Commissioner Cox, seconded by Commissioner Choi and unanimously carried (5 in favor, 0 opposed, 1 abstention with Commissioner Herzfeld abstaining from the vote).

- Through the Looking Glass \$5,000.00
- Marti Roach \$15,000.00
- Jewish Family & Children's Services (Partnering for Change) \$5,000.00

Commission Action: The Commission approved the above FY 2013-15 Budget Contract Recommendations upon motion by Commissioner Cox, seconded by Commissioner Choi and unanimously carried (5 in favor, 0 opposed, 1 abstention with Commissioner Briscoe abstaining from the vote).

- Portia Bell Hume Behavioral Health and Training Center (Co-Learning Collaborative) \$5,000.00
- Family Paths (Partnering for Change) \$5,000.00
- Portia Bell Hume Behavioral Health and Training Center (Partnering for Change) \$5,000.00
- Emergency Shelter Program (Partnering for Change) \$5,000.00

Commission Action: The Commission approved the above FY 2013-15 Budget Contract Recommendations upon motion by Commissioner Wang, seconded by Commissioner Choi and unanimously carried (4 in favor, 0 opposed, 2 abstentions with Commissioner Briscoe and Cox abstaining from the vote).

- Family Resource Network \$900,000.00

Commission Action: The Commission approved the above FY 2013-15 Budget Contract Recommendation upon motion by Commissioner Herzfeld, seconded by Commissioner Wang and unanimously carried (5 in favor, 0 opposed, 1 abstention with Chair Simms-Mackey abstaining from the vote).

- Children's Hospital & Research Center at Oakland (Co-Learning Collaborative) \$5,000.00
- Brighter Beginnings (Co-Learning Collaborative) \$10,000.00
- Children's Hospital & Research Center at Oakland (Developmentally Informed) \$50,000.00

Commission Action: The Commission approved the above FY 2013-15 Budget Contract Recommendations upon motion by Commissioner Wang, seconded by Commissioner Herzfeld and unanimously carried (3 in favor, 0 opposed, 3 abstentions with Chair Simms-Mackey Commissioner Briscoe, and Cox abstaining from the vote).

- Chabot College \$350,000.00
- Merritt College \$350,000.00
- Las Positas College \$350,000.00
- Jewish Family & Children's Services \$295,000.00
- Kadija Johnston \$10,500.00
- Low Income Investment Fund \$1,100,000.00

Commission Action: The Commission approved the above FY 2013-15 Budget Contract Recommendations upon motion by Commissioner Choi, seconded by Commissioner Wang and unanimously carried (6 in favor, 0 opposed).

- Melinda Martin \$60,000.00

Commission Action: The Commission approved the above FY 2013-15 Budget Contract Recommendation upon motion by Commissioner Cox, seconded by Commissioner Wang and unanimously carried (5 in favor, 0 opposed, 1 abstention with Commissioner Herzfeld abstaining from the vote).

- 4C's of Alameda County \$695,000.00
- Child Care Links \$400,000.00

Commission Action: The Commission approved the above FY 2013-15 Budget Contract Recommendations upon motion by Commissioner Choi, seconded by Commissioner Wang and unanimously carried (4 in favor, 0 opposed, 2 abstentions with Commissioners Herzfeld and Cox abstaining from the vote).

- Asian Community Mental Health (Asian Community Consultation) \$16,000.00
- Ohlone College \$150,000.00

Commission Action: The Commission approved the above FY 2013-15 Budget Contract Recommendations upon motion by Commissioner Herzfeld, seconded by Commissioner Cox and unanimously carried (5 in favor, 0 opposed, 1 abstention with Commissioner Wang abstaining from the vote).

- Alameda County General Services Agency (Cares) \$100,000.00
- Alameda County General Services Agency (QRIS) \$60,000.00

Commission Action: The Commission approved the above FY 2013-15 Budget Contract Recommendations upon motion by Commissioner Choi, seconded by Commissioner Wang and unanimously carried (4 in favor, 0 opposed, 2 abstentions with Commissioner Herzfeld and Cox abstaining from the vote).

- Nadirah Stills (Ujima Community Consultation) \$4,166.67

Commission Action: The Commission approved the above FY 2013-15 Budget Contract Recommendation upon motion by Commissioner Herzfeld, seconded by Commissioner Wang and unanimously carried (5 in favor, 0 opposed, 1 abstention with Chair Simms-Mackey abstaining from the vote).

- Children's Hospital & Research Center at Oakland (Harris Training) \$80,000.00
- Children's Hospital & Research Center at Oakland (Comunidad Community Consultation) \$16,000.00

Commission Action: The Commission approved the above FY 2013-15 Budget Contract Recommendations upon motion by Commissioner Wang, seconded by Commissioner Herzfeld and unanimously carried (4 in favor, 0 opposed, 2 abstentions with Chair Simms-Mackey and Commissioner Cox abstaining from the vote).

- Bananas, Inc. \$695,000.00

Commission Action: The Commission approved the above FY 2013-15 Budget Contract Recommendations upon motion by Commissioner Wang, seconded by Commissioner Choi and unanimously carried (3 in favor, 0 opposed, 3 abstentions with Chair Simms-Mackey, Commissioner Cox and Herzfeld abstaining from the vote).

- Lucile Packard Children's Hospital

\$34,000.00

Commission Action: The Commission approved the above FY 2013-15 Budget Contract Recommendation upon motion by Commissioner Choi, seconded by Commissioner Wang and unanimously carried (6 in favor, 0 opposed).

12. Chandler Investment Presentation

Mark Rasiah, Financial Controller introduced Ted Piorkowski, CFA, Portfolio Manager with Chandler Asset Management. Mr. Piorkowski stated that his presentation today is to report on the First 5 Investment portfolio. He presented on the current economic and market environment, and specific details of the First 5 Portfolio. He stated that the objectives for the management of First 5 funds are principal stability, liquidity, and reasonable or acceptable rates of return.

13. ACERA 401(h) Account Authorization

Commission Action: The Commission approved the ACERA 401(h) Account Authorization upon motion by Commissioner Cox, seconded by Commissioner Wang and unanimously carried (6 in favor, 0 opposed).

PROGRAM

14. Hayward Promise Neighborhood Presentation

Carla Keener, Senior Administrator of Continuum of Care and Linkages introduced Melinda Hall, Project Manager of Hayward Promise Neighborhood. Ms. Martin presented on Hayward Promise Neighborhoods.

15. FY 2013-15 Community Grants Recommendations

Janis Burger, Deputy Director introduced Janice Edwards, Community Grants Initiative Administrator. Ms. Edwards presents the FY 2013-15 Community Grants Recommendations to the Commission. She stated that she is asking Commissioners to approve 37 grants for the 2 year grants terms.

Public comment:

Rich Winfield from BANANAS Inc. thanked the Commission and staff. He stated that he appreciates and values the work and the relationship with First 5 Staff.

<ul style="list-style-type: none"> ▪ City Slicker Farms
<ul style="list-style-type: none"> ▪ Family Emergency Shelter Coalition (FESCO)
<ul style="list-style-type: none"> ▪ Habitot Children's Museum
<ul style="list-style-type: none"> ▪ Lighthouse Community Charter School
<ul style="list-style-type: none"> ▪ Loved Twice
<ul style="list-style-type: none"> ▪ Mujeres Unidas y Activas
<ul style="list-style-type: none"> ▪ Tibetan Association of Northern Cal

Commission Action: The Commission approved the above FY 2013-15 Community Grants Recommendation upon motion by Commissioner Wang, seconded by Commissioner Choi and unanimously carried (6 in favor, 0 opposed).

<ul style="list-style-type: none"> ▪ Tri-Valley Haven for Women
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Commission Action: The Commission approved the above FY 2013-15 Community Grants Recommendation upon motion by Commissioner Herzfeld, seconded by Commissioner Wang and unanimously carried (5 in favor, 0 opposed, 1 abstention with Commissioner Cox abstaining from the vote).

<ul style="list-style-type: none"> ▪ Alameda County Medical Center

Commission Action: The Commission approved the above FY 2013-15 Community Grants Recommendation upon motion by Commissioner Choi, seconded by Commissioner Wang and unanimously carried (4 in favor, 0 opposed, 2 abstention with Commissioners Briscoe and Cox abstaining from the vote).

<ul style="list-style-type: none"> ▪ Our Family Coalition
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Commission Action: The Commission approved the above FY 2013-15 Community Grants Recommendation upon motion by Commissioner Cox, seconded by Commissioner Wang and unanimously carried (5 in favor, 0 opposed, 1 abstention with Commissioner Herzfeld abstaining from the vote).

<ul style="list-style-type: none"> ▪ Children's Hospital & Research Center at Oakland
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Commission Action: The Commission approved the above FY 2013-15 Community Grants Recommendation upon motion by Commissioner Wang, seconded by Commissioner Herzfeld

and unanimously carried (5 in favor, 0 opposed, 1 abstention with Chair Simms-Mackey abstaining from the vote).

▪ Bay Area Hispano Institute for Advancement (BAHIA)
▪ Bay Area Parent Leadership Action Network (PLAN)
▪ City of Fremont, Youth and Family Services
▪ Jewish Family and Children's Services of the East Bay
▪ Lawrence Hall of Science
▪ Lotus Bloom
▪ Raising a Reader
▪ Through the Looking Glass

Commission Action: The Commission approved the above FY 2013-15 Community Grants Recommendation upon motion by Commissioner Wang, seconded by Commissioner Choi and unanimously carried (6 in favor, 0 opposed).

▪ Abode Services
▪ Emergency Shelter Program, Inc.
▪ CALICO (Child Abuse, Listening, Interviewing and Coordination Ctr.)
▪ CEID
▪ East Bay Agency for Children
▪ La Clinica de la Raza

Commission Action: The Commission approved the above FY 2013-15 Community Grants Recommendation upon motion by Commissioner Choi, seconded by Commissioner Wang and unanimously carried (4 in favor, 0 opposed, 2 abstention with Commissioners Briscoe and Cox abstaining from the vote).

▪ 4C's of Alameda County

Commission Action: The Commission approved the above FY 2013-15 Community Grants Recommendation upon motion by Commissioner Choi, seconded by Commissioner Wang and unanimously carried (4 in favor, 0 opposed, 2 abstention with Commissioners Herzfeld and Cox abstaining from the vote).

- Asian Community Mental Health Services

Commission Action: The Commission approved the above FY 2013-15 Community Grants Recommendation upon motion by Commissioner Herzfeld, seconded by Commissioner Choi and unanimously carried (4 in favor, 0 opposed, 2 abstention with Commissioners Wang and Briscoe abstaining from the vote).

- Asian Health Services

Commission Action: The Commission approved the above FY 2013-15 Community Grants Recommendation upon motion by Commissioner Cox, seconded by Commissioner Wang and unanimously carried (4 in favor, 0 opposed, 2 abstention with Commissioners Choi and Briscoe abstaining from the vote).

- BANANAS, Inc.

Commission Action: The Commission approved the above FY 2013-15 Community Grants Recommendation upon motion by Commissioner Wang, seconded by Commissioner Choi and unanimously carried (3 in favor, 0 opposed, 3 abstention with Chair Simms-Mackey and Commissioners Herzfeld and Cox abstaining from the vote).

- Lincoln Child Center

Commission Action: The Commission approved the above FY 2013-15 Community Grants Recommendation upon motion by Commissioner Wang, seconded by Commissioner Choi and unanimously carried (3 in favor, 0 opposed, 3 abstention with Chair Simms-Mackey and Commissioners Briscoe and Cox abstaining from the vote).

- Alta Bates Summit Foundation
- Children's Hospital & Research Center at Oakland, Parent/Infant Program

Commission Action: The Commission approved the above FY 2013-15 Community Grants Recommendation upon motion by Commissioner Wang, seconded by Commissioner Choi and unanimously carried (3 in favor, 0 opposed, 3 abstention with Chair Simms-Mackey and Commissioners Choi and Cox abstaining from the vote).

- City of Oakland, Office of Parks and Recreation
- Hayward Area Recreation and Park District
- Livermore Area Recreation and Park District
- San Leandro Public Library

Commission Action: The Commission approved the above FY 2013-15 Community Grants Recommendation upon motion by Commissioner Cox, seconded by Commissioner Wang and unanimously carried (6 in favor, 0 opposed).

- Alameda County Library

Commission Action: The Commission approved the above FY 2013-15 Community Grants Recommendation upon motion by Commissioner Choi, seconded by Commissioner Wang and unanimously carried (4 in favor, 0 opposed, 2 abstention with Commissioners Cox and Briscoe abstaining from the vote).

16. State Commission & Association Updates

Mr. Friedman introduced Moira Kenny, Executive Director, First 5 Association. He stated that the State Commission and Association met last month and this was one of the first meeting with the new Executive Director, Camille Maben. He stated that the topic of discussion was the transfer \$80 million of First 5 California funds to the State.

17. Legislation and Public Policy Updates

Mark Friedman introduced Liz Gregor, Contracts Manager who oversees the tobacco education policy implementation with funded agency partners. Ms. Gregor provided an update on the two current federal and state proposed tobacco tax increases.

MISCELLANEOUS

18. Staff Announcements

Ms. Burger stated that there was a Strengthening Families presentation at the last Commission meeting. She stated that since then First 5 hosted a Strengthening Families presentation with Judy Lankford at the San Leandro library and she stated that the presentation was based on the parent café model.

Mr. Friedman stated that First 5 has been in discussion with the for profit institution University Now. He stated that they are very interested in offering early childhood education online bachelor's degree. He stated that as more information materializes he will update the Commission.

19. Communication from Commissioners

None.

20. Adjournment

Meeting adjourned at 12:05 PM.



To: First 5 Alameda County Commission
From: Mark Friedman, Chief Executive Officer
Date: September 26, 2013
Subject: Adoption of FY 2012-13 Audit

REQUESTED ACTION

To review and approve the FY 2012-13 audit for adoption.

BACKGROUND

It is a requirement of the Proposition 10 legislation and First 5 California that each First 5 county commission complete an annual audit by October 15 and submit a report to First 5 California and the State Controllers Office by November 1.

The annual audit of the financial statements, the compliance audit (Expanded Audit) and the Single Audit of Federal Expenditures under OMB Circular A-133 have been completed and the opinion from the auditor is unqualified. The audit firm of Patel & Associates will present the audit to the full Commission on September 26th. Mr. Ramesh Patel, principal auditor, will present.

The audit process included internal controls testing of each area, and auditing as described:

- a. Audit cash disbursements, including appropriate documentation and authorization; including a comprehensive review of grants and contracts
- b. Audit Payroll, tying to general ledger, timesheets, I-9s, offer letters;
- c. Audit Revenues, including sending confirmation letters;
- d. Audit receivables from Prop 10 tobacco tax and other receivables
- e. Audit of accrued liabilities and confirmation of subsequent payments
- f. Audit of cash receipts

- g. Audit each account on the general ledger, starting with balance then audit of detailed transactions (the general ledger chart of accounts is attached) within the account.
- h. Audit bank reconciliations
- i. Confirm cash in County Treasury and investments with money managers
- j. Audit Prepaid expense accounts
- k. Audit of Accrued vacation
- l. Audit of all expense accounts and analysis of variances
- m. Audit of investment disclosure
- n. Audit Lease disclosure
- o. Preparation of Restricted Funds presentation
- p. Audit of Fixed Assets and preparation of schedule
- q. Review of Retirement Disclosure
- r. Development of Year-end Financial Statements
- s. Expanded compliance audit (related to SB 35 and AB 109)
 - i. Contracting and procurement
 - ii. Administrative costs
 - iii. Conflict of interest
 - iv. County ordinance
 - v. Long range financial plan
 - vi. Financial condition of the commission
 - vii. Program evaluation
 - viii. Salaries and benefits policies

The sections of the audit package are as follows.

- Independent auditors report
- Management Discussion and Analysis:
 - ◆ Financial highlights
 - ◆ Comparative information from 2011-12
 - ◆ List of conditions that will affect First 5's future financial situation
- Statement of Net Assets: shows total assets as of June 30
- Statement of Activities

- Balance Sheet: show total liabilities and fund balance
- Reconciliation of Balance to Net Assets: shows reconciliation of items that are not reported in the Balance Sheet but are reported in the Net Assets
- Statement of Revenues, Expenditures and Changes in Fund Balance: show the specific year-end revenue and expenses in 2012-13.
- Reconciliation: reconciles items shown in one schedule but not in another
- Budget to Actual: shows original budget, final budget, actual expenses and variance. This is perhaps the most useful schedule for Commissioners.
- Notes to Financial Statements:
 - ◆ First 5 has prepared an investment disclosure consistent with GASB 40 requirements. Note 2 contains this disclosure.
 - ◆ Note 6 is a requirement of the Expanded Audit and discloses the cost of Evaluation for 2012-13
- Supplementary Schedule of Revenue and Expenditures by Fund Source
- Schedule of Expenditures of Federal Awards (Single Audit. OMB A-133)
- Independent auditors report on internal controls
- Independent auditors report on state compliance
- Status of prior year findings (there were no findings)

FISCAL IMPACT

The total cost of the 2012-13 audit is \$32,900, paid to Patel & Associates. There is no additional fiscal impact as all of the funds are currently budgeted.

RECOMMENDATION

That the Commission review and approve the 2012-13 audit for adoption.

Submitted by:

Reviewed by:

Mark Friedman
Chief Executive Officer

Mark R. Rasiah
Financial Controller



To: First 5 Alameda County Commission
From: Janis Burger, Deputy Director
Date: September 26, 2013
Subject: Contract Authorizations

REQUESTED ACTION

To review and approve the following contract authorizations.

BACKGROUND

Per our Financial Policies, Section VII. Purchasing and Contracting, the Commission must approve contract/award amounts in excess of \$50,000. The following awards require specific authorization from the Commission.

BANDTEC - \$100,000

First 5 Alameda County is requesting approval of a \$100,000 FY 2013-14 contract with BANDTEC to provide valid and reliable assessments for early care and education programs participating in the Alameda County Quality Rating and Improvement System (QRIS) pilot (2013-17 Strategic Plan, page 9). Qualified, independent assessors will observe and score up to 75 classrooms using two standardized assessment tools – The CLASS™ and the appropriate Environmental Rating Scale (ECERS, ITERS or FDCERS) to complete ratings for the sites using the California Department of Education Quality Continuum Framework. BANDTEC will engage in training and calibration activities, schedule and manage logistics, prepare for observation visits and complete a written report for each assessment (2 assessments per sampled classroom).

Fiscal Impact: None. All funds are budgeted and will be received from the California Department of Education Child Development Division Race to the Top Early Learning Challenge grant.

Action requested: Approve a FY 2013-14 contract amount of \$100,000 for FY BANDTEC.

Family Resource Network (fiscal agent BANANAS, Inc.) – \$75,000

First 5 Alameda County is requesting approval of a contract amendment with Family Resource Network to expand the provision of Help Me Grow Family Navigator Services by adding an additional full-time bilingual Family Navigator (FY 2013-17 Strategic Plan, pages 7). Family Resource Network will continue to provide peer-parent based Family Navigator Services, community support activities related to children with special needs, and coordination and administration of family leadership activities for the Help Me Grow System. Family Resource Network currently has a FY 2013-15 contract for Help Me Grow Family Navigator/Community Support activities and Family Leadership staffing support and consultation services in the amount of \$900,000.00 (\$450,000 per year). The addition of this \$75,000 results in an aggregate contract amount of \$975,000 (FY 2013-14 \$506,250, FY 2014-15 \$468,750) for which Commission approval is needed.

Fiscal Impact: These funds are provided by the federal SAMHSA Early Connections grant and will be included in the mid-year budget modification process.

Action Requested: Approve an aggregate FY 2013-15 contract amount of \$975,000 for Family Resource Network (fiscal agent BANANAS, Inc.).

Children’s Hospital and Research Center at Oakland (CHRCO) - \$15,960

First 5 Alameda County is requesting approval of a \$8,000 contract with CHRCO to conduct research and develop a brief on family reunification issues among Mexican-Americans to be distributed to the provider community (FY 2013-17 Strategic Plan, page 8). This brief will be a part of a series of Early Connections community briefs completed by other community based agencies. The goal of these briefs is to educate providers on various cultural issues that may affect the families that they serve.

First 5 Alameda County is also requesting as part of the home visiting integration project, approval of a \$7,960 contract with CHRCO to implement a framework for reflective supervision in order to strengthen the capacity of the Public Health Department Family Health Services (FHS) and Public Health Nursing (PHN) Programs (FY 2013-17 Strategic Plan, page 6). CHRCO will facilitate monthly meetings with supervisors supporting staff in public health programs, meetings between FHS and PHD leadership and meetings with 7 public health teams over the next fiscal year.

The addition of these \$8,000 and \$7,960 contracts brings the FY 2013-15 aggregate contract amount to *\$291,958 for which Commission approval is needed.

*CHRCO currently has a \$39,998 FY 2013-15 community support grant, a \$120,000 FY 2013-15 targeted grant, a \$80,000 FY 2013-15 contract for Harris Training, a \$16,000 FY 2013-15 contract for Comunidad community consultation, a \$10,000 FY 2013-14 contract for Harris Training

registration reimbursements and a \$10,000 FY 2013-14 contract for Early Connections Co-Learning activities.

Fiscal Impact: None. Funding is budgeted for the \$8,000 contract and will be received from the federal SAMHSA Early Connections grant. Funding for the \$7,960 contract was included in F5AC's FY 2013-15 budget process and there is no additional fiscal impact.

Action requested: Approve an aggregate FY 2013-15 contract amount of \$291,958 for CHRCO.

Ann Martin Center - \$130,000

First 5 Alameda County is requesting approval of a \$130,000 FY 2013-15 contract with Ann Martin Center to provide assessment and preventive mental health services to children age 5-8 in three East Oakland Elementary Schools: Brookfield, Sobrante Park and Markham (2013-17 Strategic Plan, page 9). Ann Martin Center will also increase linkages with incoming kindergarten families and increase parent engagement in the school community as children transition into Elementary School. Ann Martin Center currently has a FY 2012-14 contract in the amount of \$89,734 that ends on September 29th and this new contract will enable them to continue the work. The addition of this \$130,000 contract brings the aggregate FY 2012-15 contract amount to \$219,734 for which Commission approval is needed.

Fiscal Impact: None. All funds are budgeted and funded through the federal SAMSHA Project LAUNCH grant.

Action requested: Approve an aggregate FY 2012-15 contract amount of \$219,734 for Ann Martin Center.

Oakland Parents Together (OPT) - \$88,000

First 5 Alameda County is requesting approval of a \$88,000 FY 2013-15 contract with Oakland Parents Together to continue implementing the Strengthening Families framework and coordinate and facilitate Parent Cafes in East Oakland to provide parent support and leadership capacity building (FY 2013-17 Strategic Plan, page 11). OPT will conduct Parent Cafes in areas including Lions Creek Crossing, Sobrante Park/Brookfield, Castlemont Corridor and at the 2013 Family Child Care Conference for family childcare providers. OPT currently has a FY 2012-14 contract in the amount of \$120,000 that ends on September 29th and this new contract will enable them to continue the work. The addition of this \$88,000 contract brings the aggregate FY 2013-15 contract amount to \$208,000 for which Commission approval is needed.

Fiscal Impact: None. Funding is budgeted and provided by the federal SAMHSA Project Launch grant.

Action requested: Approve an aggregate FY 2013-15 contract amount of \$208,000 for Oakland Parents Together.

Lotus Bloom Child & Family Resource Center (LB) /Youth Uprising (YU) - \$50,000

First 5 Alameda County is requesting approval of a \$50,000 FY 2013-14 contract with Lotus Bloom and Youth Uprising to establish, coordinate and develop the Early Childhood Hub in the Castlemont Corridor of East Oakland (FY 2013-17 Strategic Plan, page 11). A Request for Qualifications process was conducted and the review panel determined that of the agencies that applied, the partnership of Lotus Bloom/Youth Uprising had the strongest application. Lotus Bloom/Youth Uprising will develop a Program and Service Coordination Plan, Outreach and Family Engagement Plan and evaluation designed to measure the impact of Hub coordination and outreach. Distribution of the \$50,000 contract between the two agencies has not yet been determined therefore we are seeking approval for both agencies at the highest award amount. Lotus Bloom has an existing FY 2013-15 \$90,000 targeted community grant to provide family school readiness playgroups, parent workshops, and ASQ screenings for children 3-5 years old and their caregivers and the addition of this \$50,000 contract brings the aggregate FY 2013-15 award amount to \$140,000 for which Commission approval is needed. Youth Uprising also has an existing FY 2013-14 \$24,990 contract to develop the Early Childhood Hub facility and purchase materials. The addition of this \$50,000 contract brings the aggregate FY 2013-14 award amount to \$74,990 for which Commission approval is needed.

Fiscal Impact: None. Funding is budgeted and provided by the federal SAMHSA Project Launch grant.

Action requested: Approve an aggregate FY 2013-15 contract amount of \$140,000 for Lotus Bloom and an aggregate FY 2013-14 contract amount of \$74,990 for Youth Uprising.

Ruby's Place – \$120,000

First 5 Alameda County is requesting approval of a FY 2013-15 community grant with Ruby's Place to provide ASQ screenings, mental health services, and parent education to families which have experienced trauma, domestic violence, and/or homelessness in Hayward (FY 2013-17 Strategic Plan, page 13). This community grant was originally awarded to Emergency Shelter Program who will as of October 1, 2013 change their agency name officially to "Ruby's Place."

Fiscal Impact: None. All funds are budgeted.

Action requested: Approve a FY 2013-15 grant of \$120,000 for Ruby's Place.

Applied Survey Research - \$39,736

First 5 Alameda County is requesting approval of a \$39,600 contract with Applied Survey Research to continue work on the second phase of the longitudinal California Project Launch Special Study (FY 2013-17 Strategic Plan, page 14). Applied Survey Research will recruit and train kindergarten teachers for the assessment, analyze data and prepare an analysis and report

of readiness levels and conduct follow up surveys with school Principals. F5AC is also requesting a \$136 increase to Applied Survey Research's existing FY 2013-14 \$94,700 contract (to conduct a county-wide school readiness assessment) bringing the new contract amount to \$94,836 and the aggregate FY 2013-14 contract amount to \$134,436 for which Commission approval is needed.

Fiscal Impact: None. Funding is budgeted and received from Abt Associates for the Project Launch Special Study.

Action requested: Approve an aggregate FY 2013-14 contract amount of \$134,436 for Applied Survey Research.

RECOMMENDATION

That the Commission discuss and approve the recommended contract authorizations.

Submitted by:

Reviewed by:

Janis Burger,
Deputy Director

Mark Friedman,
Chief Executive Officer



To: First 5 Alameda County Commission

From: Mark Friedman, CEO

Date: September 26, 2013

Subject: Conflict of Interest Code Amendment

ACTION REQUESTED:

To review and approve F5AC's revised conflict of interest disclosure categorizations for staff.

BACKGROUND:

In May 2006 First 5 Alameda County adopted conflict of interest policies to be in compliance with Government Code 87300. Conflict of interest disclosure must be undertaken by an individual in an organization who can authorize or recommend authorization of payment of funds. On an annual basis, Commissioners and designated staff are required to complete the Statement of Economic Interests Form 700 to disclose any financial conflicts.

First 5 Alameda County reviews its conflict of interest code and disclosure categorizations on an annual basis. The attached document contains updates including new positions, revisions of titles of existing positions and the deletion of positions that no longer exist or no longer make or participate in making financial related decisions.

Disclosure categories are as follows:

Category 1

All business positions, investments in, or income (including gifts and loans) received from any entities that provide services of the type which are eligible to receive Proposition 10 funding.

Category 2

All interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agencies.

Category 3

All business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell services or supplies of a type utilized by the agency and associated with the job assignment of designated position assigned to this disclosure category.

Category 4

Individuals who perform under contract the duties of any designated position shall be required to file statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendations or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the chief executive officer (or head) of the agency.

RECOMMENDATION:

That the Commission approves the attached Conflict of Interest Disclosure Categorization for F5AC staff.

Submitted by:

Reviewed by:

Christine Hom
Contracts & Grants Administrator

Mark Friedman
Chief Executive Officer

CONFLICT OF INTEREST DISCLOSURE CATEGORIZATION

Title	Disclosure Category
Budget and Contracts Manager	1, 2, 3
Chief Executive Officer	1, 2, 3
Community Grants Administrator Community Grants Associate	1, 2, 3 3
Contracts Administrator	1, 2, 3
Contracts Manager	1, 2, 3
Deputy Director	1, 2, 3
Early Childhood Mental Health Specialist	1, 2, 3
Early Childhood Specialist	1, 2, 3
Early Childhood Specialist	1, 2, 3
Evaluation Specialist	1, 2, 3
Evaluation Specialist	1, 2, 3
Financial Controller	1, 2, 3
Human Resources Manager	1, 2, 3
Information Systems Administrator	1, 2, 3
Office Manager	1, 2, 3
Pediatric Strategies Associate	3
Program Manager	1, 2, 3
Program Manager	1, 2, 3
Program Manager	1, 2, 3
Program Manager	1, 2, 3
Program Manager	1, 2, 3
Program Manager	1, 2, 3
Program Manager	1, 2, 3
Program Services Administrator	1, 2, 3
Program Services Administrator	1, 2, 3
Program Services Administrator	1, 2, 3
Program Services Administrator	1, 2, 3
Program Services Administrator	1, 2, 3
Program Services Administrator	1, 2, 3

Quality Improvement Specialist	3
Quality Improvement Specialist	3
Senior Quality Improvement Specialist	3
School Readiness Associate	3



MEMORANDUM

TO: First 5 Alameda County Commission
FROM: Janet Basta, Human Resources Administrator
DATE: September 26, 2013
RE: ACERA 414(h)(2) Pick-ups

ACTION REQUESTED

To review the resolution to reaffirm and restate First 5 Alameda County's prior actions for employee contributions to ACERA to be pre-tax.

BACKGROUND

The Alameda County Employees' Retirement Association (ACERA) legal counsel recently informed participating employers, including First 5 Alameda County, that they received guidance from outside tax counsel regarding the pre-tax status of pick-up contributions. In particular, First 5 Alameda County has had a practice of treating mandatory employee contributions as pre-tax contributions pursuant to the pick-up (pre-tax) rules, IRC 414(h)(2), and wishes to continue to do so.

ACERA legal counsel has requested that our Commission adopt the attached resolution which reaffirms and restates our practice of treating should First 5 Alameda County wish to continue these practices. If adopted, the effective date of this resolution will be January 1, 2014.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

That the Commission authorize the resolution to restate and reaffirm First 5 Alameda County's practice of treating mandatory ACERA employee contributions as pre-tax payroll deductions.

Submitted by:

Reviewed by:

Janet Basta
Human Resources Administrator

Mark Friedman
Chief Executive Officer

RESOLUTION**FIRST 5 ALAMEDA COUNTY
RESOLUTION REGARDING 414(h)(2) PICK-UPS**

WHEREAS, employees of First 5 Alameda County (hereinafter "Employer") participate in the Alameda County Employees' Retirement Association ("ACERA") in accordance with the County Employees' Retirement Law of 1937 (the "1937 Act") as set forth in the California Government Code; and

WHEREAS, members of ACERA make mandatory employee retirement contributions to ACERA and may also elect to redeposit member contributions, and/or make additional contributions for the purchase of service credit, and other purposes as permitted under the 1937 Act; and

WHEREAS, the Employer has determined it is in the best interests of the Employer and its employees for employee contributions to ACERA to be pre-tax pickups under Internal Revenue Code (IRC) Section 414(h)(2) to the extent available under the tax law; and

WHEREAS, the Employer wishes to reaffirm and restate its prior actions for employee contributions to ACERA to be pre-tax,

NOW, THEREFORE, BE IT RESOLVED BY THE FIRST 5 ALAMEDA COUNTY COMMISSION:

This Resolution restates and reaffirms the prior action of the Employer with respect to contributions by its employees to ACERA.

1. This resolution applies to all regular, periodic contributions that are required to be made by any employees of the Employer as members of ACERA, in accordance with the 1937 Act, on a payroll deduction basis and which are reported to ACERA and credited to individual employee accounts. These member contributions to ACERA are referred to as normal contributions under the 1937 Act and are called "mandatory employee retirement contributions" in this resolution.
2. All mandatory employee retirement contributions made to ACERA, although designated as employee contributions under the 1937 Act and although deducted from the employee's compensation, shall be picked up by the Employer for tax purposes in accordance with IRC Section 414(h)(2) and shall be treated by the Employer as paid by the Employer to ACERA in lieu of contributions by employees who are members of ACERA.

3. Employees shall not have the option of choosing to receive mandatory employee retirement contributions directly instead of having them paid by the Employer to ACERA.
4. The Employer shall pay to ACERA all mandatory employee retirement contributions thereby resulting in tax deferral of the employee contributions to the extent provided under the IRC, the Treasury Regulations and the guidance thereunder.
5. The effective date of this pre-tax payroll deduction plan under IRC section 414(h)(2) for mandatory employee retirement contributions is January 1, 2014. This resolution does not apply to any employee contributions made to ACERA before the effective date.
6. The Employer shall comply with all reporting, contribution, and other administrative requirements established by ACERA with respect to all employees whose contributions are picked up in accordance with this resolution.



To: First 5 Alameda County Commission

From: Mark Friedman, CEO

Date: September 26, 2013

Subject: Foundation Collaboration

REQUESTED ACTION

To discuss and provide direction to staff for finalizing agreements with the San Francisco Foundation and the Philanthropic Ventures Foundation.

BACKGROUND

For the past year we have been working to finalize strategic collaboration agreements with the San Francisco Foundation and the Philanthropic Ventures Foundation. These two institutions were selected after a Request for Proposal process. Among the original reasons for seeking these strategic partnerships was the desire to ensure that money in our Sustainability Fund is available for serving children in Alameda County and to leverage funds placed with these foundations to attract additional philanthropic support for First 5 Alameda County programs. Now that the state budget is in much better shape and after the courts overturned AB 99 there is much less potential for attempting to redirect local First 5 funds. But we are still very interested in leveraging our funds to attract more philanthropic investments to expand and/or sustain our programs.

At every step of the process we have been checking in with our attorney James Harrison and our auditor Ramesh Patel. They have repeatedly signed off on moving forward. However at our recent audit the field auditor Lilian Zhu of Patel & Associates said that since the proposed agreements with the two foundations are subject to termination and the return of First 5 funds that we cannot remove the money from our books. Further she said that any funds placed with the foundations will have to be subject to our Investment Policy. This is not a problem with Philanthropic Ventures, but San Francisco Foundation contracts with very successful money managers who invest in equities, among other vehicles. Also San Francisco Foundation would pass the fees for those money managers on to us. The fees could be as much as 80 basis points which would be recouped by the greater return on investment they can achieve above what our Investment Policy allows us to earn in the current investment market.

A further complication is that Sandra Hernandez the longtime President and CEO of the San Francisco Foundation is leaving at the end of the year to head up the California Healthcare Foundation. Already we have had complications with shift in personnel at the San Francisco Foundation.

Fiscal Impact: If the Commission decides to proceed with both investments it will mean a transfer of \$10 million out of our Sustainability Fund. These funds have already been approved by the Commission and are included in our current budget.

RECOMMENDATION

To proceed with the investment of \$5 million with the Philanthropic Ventures Foundation and to hold off on the \$5 million investment with the San Francisco Foundation until we have a clearer picture of how the leadership changes there impact our collaboration. Also we need to get further clarification on how the proposed investment fees will be handled if San Francisco Foundation is required to conform with our Investment Policy.

Submitted by:

Reviewed by:

Mark Friedman
Chief Executive Officer

Christine Hom and Mark Rasiah



To: First 5 Alameda County Commission
From: Janis Burger, Deputy Director
Date: September 26, 2013
Subject: FY 2012-13 First 5 Annual Report to First 5 California

ACTION REQUESTED:

To review and approve the F5AC FY 2012-13 Annual Report to First 5 California.

BACKGROUND:

First 5 Alameda County is required to submit FY 2012-13 data, fiscal and narrative sections of the State Annual Report to First 5 California by November 1, 2013. The report also contains a narrative summary of evaluations completed during FY 2012-13.

RECOMMENDATION:

That the Commission review and approve the FY 2012-13 Annual Report to First 5 California.

Submitted by:

Reviewed by:

Janis Burger,
Deputy Director

Mark Friedman,
Chief Executive Officer



To: First 5 Alameda County Commission
From: Mark Friedman, CEO
Date: September 26, 2013
Subject: Raising California Together Membership

REQUESTED ACTION

To discuss and provide direction to staff regarding joining the Raising California Together Coalition.

BACKGROUND

Within the last six months a new state wide coalition called Raising California Together has been formed. The purpose of the coalition is to influence our state to make quality early care and education a much higher priority. Specific goals include expanding the state budget commitment to early childhood education and also making it easier for those child care providers to join labor unions. Over the past five years the state's investment in child care has been slashed by \$1 Billion. Restoring some of that money will require organizing and working with sympathetic legislators and the Governor's office.

I was asked by the organizers to get involved. I agreed to join the steering committee pending a decision by our Commission to join the coalition. I was subsequently voted in as interim co-chair for Northern California. Neneke Lee is the co-chair for Southern California.

From their website: raisingcaliforniatogether.org here is the description of the organization:

Raising California Together is a broad coalition of child care providers, agencies, parents, educators, clergy and interfaith networks, unions, small businesses, women's and children's advocates, community groups, and public health organizations united to press for local, state, and national policy solutions to increase access to quality child care and early learning choices.

Raising California Together members recognize that we are in a unique moment to build a powerful movement. Our partners work to close the achievement gap by focusing on learning and care in the zero-to-five years. We advance women's rights, fight income inequality, increase economic opportunities for communities of color, and ensure

California’s businesses provide good, family-sustaining middle class jobs. We knew we could be more effective change agents if we worked together to build on our progress.

At the core of our shared agenda is the belief that preschool and child care professionals are powerful advocates for families and must be empowered to speak out at the community level, and negotiate improvements on behalf of parents in Sacramento. Nationwide, organized providers are winning investment for all children who need a safe environment to develop the skills and school readiness to lead healthy, successful lives.

The coalition was initiated by the Service Employee’s International Union (SEIU) and they have provided the funding and paid staff to work on the effort. However, the leadership includes a variety of family and center based early childhood providers, faith leaders, former Assemblywoman Dion Aroner, the Child Care Law Center, Alicia Perez of Safe Passages, and the Executive Directors of First 5 Fresno and Marin.

The coalition had a successful press conference a few weeks ago in Los Angeles in front of a correctional facility. The theme was Preschools not Prisons. That theme encapsulates the goal of the coalition to emphasize the importance of early childhood investments and the savings down the road with a decreased need for juvenile justice and adult correctional spending. Attached is a copy of the Los Angeles Times article about the event.

Fiscal Impact: There is no direct fiscal impact of deciding to join Raising California Together. The indirect cost will be the staff time needed to work to advance the goals of the coalition. Fortunately this dovetails well with our current strategic plan and the importance of advocacy to the success of all of our efforts on behalf of young children in Alameda County and the state.

RECOMMENDATION

To agree to join Raising California Together and permitting Commission CEO Mark Friedman to serve as co-chair for Northern California.

Submitted by:

Reviewed by:

Mark Friedman
Chief Executive Officer

Janis Burger
Deputy Director