



FIRST 5 ALAMEDA COUNTY EXECUTIVE COMMITTEE MEETING AGENDA

Thursday, February 13, 2020

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

9:00 AM – 10:30 AM

Commissioners:

Chair: Renee Herzfeld, Vice Chair: Cecilia Echeverría, Scott Coffin

- 1. Public Comment**
- 2. Staff Announcements**
 - a. General Staff Announcements**
 - b. Children’s Health and Child Care Initiative for Alameda County Update**
- 3. Approval of Minutes from December 5, 2019**
- 4. Contract Authorizations**
- 5. FY 2019-20 Mid-Year Financial Report**
- 6. FY 2019-20 Mid-Year Budget Modification**
- 7. CEO Performance Evaluation – CLOSED SESSION (Gov Code 54754.5)**
- 8. Adjournment**



**First 5 Alameda County Executive Committee Meeting
December 5, 2019, 9:00 AM – 10:30 AM
1115 Atlantic Ave., Alameda, CA**

Commissioners Present: Chair: Renee Herzfeld, Vice Chair: Cecilia Oregon Echeverría, Scott Coffin
First 5 Staff Present: Kristin Spanos, Christine Hom, Mary Saelee, Mojgan Vijeh
First 5 Staff Presenter: Lyssa DeGolia

AGENDA ITEM SPEAKER	DISCUSSION HIGHLIGHTS	ACTION	FOLLOW UP
CALL TO ORDER			
R. Herzfeld	The meeting was called to order by Chair Herzfeld at 9:00 AM.	None	None
1. PUBLIC COMMENT			
R. Herzfeld	There was no Public Comment.	None	None
2. STAFF ANNOUNCEMENTS			
K. Spanos	<ul style="list-style-type: none"> i. Ms. Mary Saelee, Senior Associate was promoted to Budget & Contract Specialist. ii. Parent Engagement RFP update. Program staff have been working with parents to design the RFP with an anticipate January release date. iii. Mr. Kevin Bremond submitted a proposal to Aspen Learning and Action Community for Fatherhood. Mr. Bremond and Ms. Jane Wellenkamp will participate in the yearlong engagement. iv. Ms. Spanos will attend the EC-LINC to share the agency’s work with Early Learning Cities, ballot initiative, NRFS, HMG, Parent Informed Parent Engagement RFP and Apprenticeship program. v. The State of California requested Ms. Spanos speak on brain development and represent First 5’s Talk, Read, Sing campaign in a KGO-TV interview. Ms. Keener will participate on the agency’s behalf while Ms. Spanos attends the EC-LINC meeting. vi. The Alameda County Board of Supervisors is set to vote today on adopting the Children’s Health and Child Care Initiative to have it placed on the March 3, 2020 ballot in Alameda County. 	None	None

AGENDA ITEM SPEAKER	DISCUSSION HIGHLIGHTS	ACTION	FOLLOW UP
3. APPROVAL OF MINUTES FROM OCTOBER 10, 2019			
R. Herzfeld	[Attachment] October 10, 2019 Meeting minutes Chair Herzfeld facilitated the vote to approve the October 10, 2019 Executive Committee Meeting minutes.	Motion: S. Coffin Second: R. Herzfeld Motion passed. Abstained: C. Oregon Echeverría	None
4. 2020 EXECUTIVE COMMITTEE CALENDAR			
R. Herzfeld	[Attachment] The final 2020 Executive Committee calendar was presented.	None	The calendar will be brought to the full Commission as final.
5. CONTRACT AUTHORIZATIONS			
C. Hom	[Attachment] Ms. Hom presented the Contract Authorizations. Chair Herzfeld recused herself from the vote on all contracts presented. Vice Chair Oregon Echeverría facilitated the vote to recommend the following contracts be brought to the Commission for approval: <ul style="list-style-type: none"> • Hively (formerly known as Child Care Links) – name change • Parent Voices Oakland - \$19,000 • Alameda County Early Learning Communities Network (ELCN) <ul style="list-style-type: none"> ▪ 4C's of Alameda County (lead agency for City of Hayward) - \$135,000 ▪ City of Alameda - \$135,000 ▪ City of Newark - \$135,000 ▪ YMCA of the East Bay (lead agency for City of Emeryville) - \$135,000 	Motion: S. Coffin Second: C. Oregon Echeverría Motion passed. Abstained: R. Herzfeld	The contracts will be brought to the full Commission for final review and approval.
6. FINANCIAL POLICIES REVISIONS			
C. Hom R. Herzfeld	[Attachment] Ms. Hom provided an overview of the revisions to the Financial Policies. Revisions were reviewed by Kevin Harper CPA and represent edits that reflect best practices and include clarifications and enhanced language around current policies. Chair Herzfeld facilitated the vote to recommend the Financial Policies Revisions be brought to the Commission for approval.	Motion: C. Oregon Echeverría Second: S. Coffin Motion passed.	The revisions will be brought to the full Commission for final review and approval.

AGENDA ITEM SPEAKER	DISCUSSION HIGHLIGHTS	ACTION	FOLLOW UP
7. SALARY GUIDELINES REVISIONS			
L. DeGolia R. Herzfeld	<p>[Attachment] Ms. DeGolia provided an overview of the Salary Guidelines Revisions. These revisions were reviewed by F5AC’s HR legal counsel Joan Pugh Newman of Wiley Price & Radulovich and represent edits that clarify policy and current agency practices in accordance with employment law. The edits also include clarifications and enhanced language around current policy and procedure.</p> <p>Chair Herzfeld facilitated the vote to recommend the Salary Guidelines Revisions be brought to the Commission for approval.</p>	<p>Motion: C. Oregon Echeverría Second: S. Coffin Motion passed.</p>	<p>The revisions will be brought to the full Commission for final review and approval.</p>
8. 2020 COST OF LIVING ADJUSTMENT RECOMMENDATION			
M. Vijeh R. Herzfeld	<p>[Attachment] Ms. Vijeh provided an overview of the 2020 Cost of Living Adjustment (COLA) recommendation. The Consumer Price Index for the San Francisco – Oakland – San Jose metropolitan area increased 3.03% during the period October 2018 – October 2019. Alameda County SEIU will receive a COLA of 3.5% effective 6/30/20 and ACMEA will receive a 3.25% COLA on 12/20/19.</p> <p>Chair Herzfeld facilitated the vote to recommend a 3% employee COLA to take effect for the coming year of 2020 be brought to the Commission for approval.</p>	<p>Motion: C. Oregon Echeverría Second: S. Coffin Motion passed.</p>	<p>The recommendation will be brought to the full Commission for final review and approval.</p>
9. CEO PERFORMANCE EVALUATION – CLOSED SESSION (GOV CODE 54754.5)			
R. Herzfeld	Chair Herzfeld dismissed the public at 10:00am for closed session.		
10. ADJOURNMENT			
R. Herzfeld	The public meeting reconvened and adjourned at 10:30 AM.	None	None

Respectfully Submitted By: Mary Saelee, Senior Associate



To: First 5 Alameda County Executive Committee
From: Christine Hom, Finance Officer
Date: February 13, 2020
Subject: Contract Authorizations

REQUESTED ACTION

To review 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.

Olson Remcho LLP (formerly known as Remcho, Johansen & Purcell, LLP) – name change

First 5 Alameda County is requesting an amendment to the current FY 2019-20 \$50,000 contract previously approved by the Commission to reflect the new legal name of the Contractor. The firm formerly known as Remcho, Johansen & Purcell, LLP has legally changed their name to “Olson Remcho LLP” after merging with Sacramento based Olson Hagel & Fishburn thereby requiring reapproval for the current award.

Fiscal Impact: There is no fiscal impact.

Action requested: Approve a FY2019-20 \$50,000 contract amendment with Olson Remcho LLP.

BANANAS, Inc. - \$65,000

First 5 Alameda County is requesting approval of a sole source FY2019-20 \$65,000 contract amendment with BANANAS, Inc. to implement regional Quality Counts activities including holding a provider appreciation event, a Family Child Care Wellness Day and provider trainings. Funding will also be used for training materials, incentives and resources for FCC and center sites. The addition of \$65,000 brings the FY2018-20 aggregate award amount to *\$545,000 for which Commission approval is needed.

*F5AC currently has the following contracts with BANANAS, Inc.:

- FY2018-20 contract for \$120,000 to provide coordinated training and playgroups for Family, Friend, and Neighbor caregivers and Family Child Care Providers who care for children birth to 5 years old in Alameda County.
- FY2019-20 contract for \$260,000 to provide professional development opportunities for the Early Childhood Education (ECE) workforce in Alameda County and on-site technical assistance and coaching to Quality Rating and Improvement System (QRIS) sites.
- FY2019-20 contract for \$100,000 to implement the CARE Homeless Navigation pilot.

Fiscal Impact: Funding is budgeted and provided by the First 5 CA IMPACT grant and Prop 10.

Action requested: Approve an aggregate FY2018-20 award amount of \$545,000 for BANANAS, Inc.

Hively - \$65,000

First 5 Alameda County is requesting approval of a sole source FY2019-20 \$65,000 contract amendment with Hively to implement regional Quality Counts activities including holding a provider appreciation event, a trauma summit and provider self-care retreat. Funding will also be used for the purchase of emergency preparedness supplies for center based and family child care providers. The addition of \$65,000 brings the FY2019-20 aggregate amount to *\$225,000 for which Commission approval is needed.

*F5AC currently has the following contracts with Hively:

- FY2018-20 contract for \$50,000 to provide coordinated training and playgroups for Family, Friend, and Neighbor caregivers and Family Child Care Providers who care for children birth to 5 years old in Alameda County.
- FY2019-20 contract for \$110,000 to provide professional development opportunities for the Early Childhood Education (ECE) workforce in Alameda County and on-site technical assistance and coaching to Quality Rating and Improvement System (QRIS) sites.

Fiscal Impact: Funding is budgeted and provided by the First 5 CA IMPACT grant and Prop 10.

Action requested: Approve an aggregate FY2019-20 award amount of \$225,000 for Hively.

Community Child Care Council (4Cs) of Alameda County - \$65,000

First 5 Alameda County is requesting approval of a sole source FY2019-20 \$65,000 contract amendment with 4Cs of Alameda County to implement regional Quality Counts activities including a Self-Care Provider Appreciation Event and increased staff time for additional CLASS coaching from April through June. Funding will also support QC training supplies and the purchase of car seats as incentives for the Family Friend Neighbor (FFN) Gathering and other provider events.

Fiscal Impact: Funding is budgeted and provided by the First 5 CA IMPACT grant and Prop 10.

Community Child Care Council (4Cs) of Alameda County - \$22,000

First 5 Alameda County is requesting approval of a FY2019-20 \$22,000 contract amendment with 4Cs of Alameda County to extend the Gee Whiz Curriculum pilot with family child care (FCC) providers. Funding will support monthly FCC curriculum leadership development for providers and curriculum implementation and assessment workgroups for FCC participants.

Fiscal Impact: Funding is budgeted and provided by the First 5 CA IMPACT grant.

The addition of the two contract amendments, \$65,000 and \$22,000, brings the FY 2018-21 aggregate contract amount to \$612,000 for which Commission approval is needed.

*F5AC currently has the following contracts with 4Cs:

- FY2018-20 contract for \$130,000 to provide coordinated training and playgroups for Family, Friend, and Neighbor caregivers and Family Child Care Providers who care for children birth to 5 years old in Alameda County.
- FY2019-20 contract for \$260,000 to provide professional development opportunities for the Early Childhood Education (ECE) workforce in Alameda County and on-site technical assistance and coaching to Quality Rating and Improvement System (QRIS) sites.
- FY2019-21 contract (approved and pending execution) for \$135,000 to support the City of Hayward as the lead agency to implement a comprehensive Early Learning Action Plan, which includes parent engagement programming (Parent Cafes and fatherhood specific programming) and efforts to plan a Family Resource Center.

Action requested: Approve an aggregate FY2018-21 \$612,000 award amount for 4Cs of Alameda County.

RECOMMENDATION

That the Executive Committee recommends the above contract authorizations be brought to the Commission for approval at their next meeting.

Submitted by:

Reviewed by:

Christine Hom
Finance Officer

Kristin Spanos
Chief Executive Officer



To: First 5 Alameda County Executive Committee

From: Christine Hom, Finance Officer

Date: February 13, 2020

Subject: FY 2019-20 Mid Year Financial Report, July 1, 2019 – December 31, 2019

REQUESTED ACTION

To review and provide guidance on the FY 2019-20 Mid Year Financial Report in preparation for presentation to the Commission.

BACKGROUND

This narrative, and the attached statements, report Revenues and Expenses for the period July 1 – December 31, 2019. At the end of December, 50% of the fiscal year was complete. A detailed description of revenue and expenses is listed below.

Revenue

As of December 31st, revenue received was \$7.6 million, or 33% of the revenue projection for the current fiscal year compared to 39% last year. Of this amount:

- Tobacco Tax receipts of nearly \$4.7m (of \$11.4m budgeted) or 41% was received for the first six months of the fiscal year. Proposition 10 revenues are typically received 2 months in arrears consistent with prior year's trends. However, this year due to the state's implementation of a new fiscal system, revenues have been delayed by 5 to 7 months. F5AC has been recently informed that these delayed revenues representing the months of September through December 2019 will be transferred shortly. \$1.7m of Prop 10 tobacco tax was received and \$2.9m of Prop 56 tobacco tax was received for the period of FY 2018-19.
- Other First 5 income includes \$716,000 (of \$1.8m budgeted) or 39% of funding received. Funding consists of First 5 California IMPACT grant reimbursement and Children's Council of San Francisco (First 5 San Francisco/Hub) reimbursements based on expenses incurred during the period.
- As of December 31st, \$1.7m (of \$2.8m budgeted) or 60% of Interagency Income had been received mainly from reimbursements from several contracts with Alameda County Public Health Department (Help Me Grow Linkage Line, Healthy Teeth, Healthy Communities Dental Transformation contracts), Alameda County Health Care Services Agency (Fathers Corp program support), Alameda County Social Services Agency (CalWORKs program support), Alameda County Office of Education (QRIS Block Grants 5 and 6, Inclusive ELC grant) and California Department of Education QCC QRIS Block Grant funding. Prepayments of 90% of the grant have been received for QRIS Block Grant 6 and QCC QRIS Block Grant 2.

- Grant funding of \$202,000 (of \$103,000 budgeted) or 196% was received from Connecticut Children’s Medical Center and Sunlight Giving who awarded F5AC with a new \$600,00 (\$200,000 per year) 3-year grant to fund general operating costs.
- MAA invoicing for FY 2018-19 expenditures is in process and reimbursements are expected later this calendar year. MAA revenue is budgeted at \$1.5m for FY 2019-20.
- Investment revenue of nearly \$303,000 was earned in the first six months and represents 81% of the budgeted \$375,000 for the year.

Expenses

At \$6.6m, total Expenditures for the first six months were almost 29% of the budgeted amount of \$23.1m. Personnel costs are at 41% of the budgeted amount and include budgeted hiring to support program work in the remaining fiscal year. Contracts expenses are at \$1.7m or 15% of budget. Invoicing for first and second quarter contract payments are currently underway and will be reflected in third quarter expenditures. Consistent with prior year practice, the majority of contracts and professional services contract expenses are paid in the second half of the fiscal year due to the timing of when reporting and invoices are received.

Grants and stipends are at 55% of the budgeted amount and represent grants distributed to child care centers by the California School Aged Consortium consistent with their contract deliverables in the first quarter of the fiscal year. Professional services contracts are at 12% and program operating costs are at 37% of budget; expenses are incurred at different times of the year based on various program factors. Administrative costs for the 6-month period are at 4.2%. We anticipate experiencing a greater rate of budgeted spending through the end of the fiscal year. Infrastructure cost spending is closely in line with the budget for the 6-month mark and is comprised primarily of agency wide administrative expenses including insurance premium payments and office operating costs.

Summary

Total receipt of revenues is on the lower end at the mid-year due to the timing of monies to be received from the State Controller’s Office for Proposition 10 revenue payments. Total expenses incurred are also relatively low as has always been the case in previous years. That will change as the year progresses and most expense line items are expected to trend closer to budget projections by year-end.

Fiscal Impact

None

REQUESTED ACTION

That the Executive Committee recommends the FY 2019-20 Mid-Year Financial Report be brought to the Commission for approval at their next meeting.

Submitted by:

Reviewed by:

Christine Hom
Finance Officer

Kristin Spanos
Chief Executive Officer



To: First 5 Alameda County Executive Committee

From: Christine Hom, Finance Officer
Maria Canteros, Finance Administrator

Date: February 13, 2020

Subject: FY 2019-20 Budget Modification Recommendation

ACTION REQUESTED

To review and provide guidance on the FY 2019-20 Budget Modification Recommendation in preparation for presentation to the Commission.

BACKGROUND

The operating budget for FY 2019-20 was adopted by the Commission in June 2019. As in prior years, First 5 Alameda County staff submit mid-year proposals to modify the adopted budget to address material changes in revenue, seek approval for unanticipated expenses that may have occurred and make necessary transfers and adjustments to reflect changes to program goals since the adoption of the original budget.

REVENUE AND AVAILABLE FUNDS

The FY 2019-20 adopted budget projects revenue and available funding totaling \$23,102,690. The proposed budget modification changes this amount to \$23,785,904, a net increase of \$683,214.

The primary changes in revenue for this fiscal year are the addition of First 5 California IMPACT grant monies, Interagency income from several agencies including the California Department of Education for QRIS Block Grant funding and new foundation funding from Sunlight Giving.

EXPENDITURES

The FY 2019-20 adopted budget projects expenses totaling \$23,102,690. The proposed budget modification changes this amount to \$23,785,904, a net increase of \$683,214. Please refer to the following summary of major changes and the attached worksheet detailing proposed revised revenue.

NEW REVENUE RECEIVED/BUDGETED SINCE ADOPTION OF ORIGINAL BUDGET:

NOTES	FUNDER	STRATEGY/ PROJECT	AMOUNT (\$)	DESCRIPTION/PURPOSE
1	First 5 California	Quality Early Childhood Education – IMPACT	\$255,328	Funding to support QRIS work, including rating and quality improvement in child care and informal care settings. This is the final year of a 5-year grant; amount modified to project FY 2019-20 expenses including unspent funding from FY 2018-19.
2	First 5 Association	Policy and Evaluation – Census 2020	\$6,000	Mini grant funding to support Census 2020 activities.
3	Alameda County Health Care Services Agency	Fatherhood – Fathers Corp	\$25,000	Funding represents carryover from FY 2018-19 award, savings in evaluation and interagency workgroup activities. Funding will support .25 FTE of an Administrative Associate.
4	Alameda County Office of Education	Quality Early Childhood Education – QRIS 6	\$75,200	Grant award from ACOE was estimated for the original budget; actual award is \$444,675. Grant award term is July 1, 2019 – September 30, 2020 and supports rating, quality improvement plans and site level quality improvement support for California State Preschool Program (CSPP) sites.
5	Alameda County Behavioral Health Care Services	Policy, Planning & Evaluation – Alameda County Early Childhood Policy Committee	\$19,600	Additional funding from ACBHCS for FY 2019-20 ACECPC Parent Voices contract.
6	Alameda County Public Health Department	Parent Engagement & Support – Home Visiting	\$49,500	Grant award from ACPHD, term is January 1, 2019 – June 30, 2021 for \$152,500 and supports 1.0 FTE of a PHOC.

NOTES	FUNDER	STRATEGY/ PROJECT	AMOUNT (\$)	DESCRIPTION/PURPOSE
7	Alameda County Public Health Department	Parent Engagement & Support – Healthy Teeth, Healthy Communities	\$29,577	Funding represents incorporation of carryover from FY 2018-19.
8	California Department of Education	Quality Early Childhood Education – Quality Counts CA (QCC) QRIS Block Grant 2	\$457,331	Grant award from CDE was estimated for the original budget; actual award is \$632,335. Grant term is July 1, 2019 – September 30, 2020 and supports local QRIS consortia to provide training, technical assistance, and resources to help early learning and care (ELC) providers meet a higher tier of quality for infant/toddler and non-CSSP sites.
9	Sunlight Giving	Quality Early Care & Education - Measure C planning	\$200,000	New funding award from Sunlight Giving for FY 2019-22 (\$200,000 per year for 3 years) for general operating support.
10	Miscellaneous Revenue	Administration, Information & Technology – Rental income	\$16,040	Increase in rental income from First 5 Association for additional office space, effective August 2019.
11	Reserves		(\$450,362)	Revenue received in prior years for expenses in FY 2019-20 include: ACHCSA No Wrong Door \$326,599; Thomas J. Long Foundation \$269,380; Center for the Study of Social Policy \$2,353; CA Wellness \$20,000; First 5 CA IMPACT Incentive Layer \$233,500; addition of 90% of QCC 2 grant received for FY 2020-21 expenses

FISCAL IMPACT

The fiscal impact of the budget modification is a net increase of \$683,214 in revenues and expenses, funded by grants and reimbursements, bringing the total budget to \$23,785,904.

RECOMMENDATION

That the Executive Committee recommend the FY 2019-20 Budget Modification be brought to the Commission for approval at their next meeting.

Submitted by:

Reviewed by:

Christine Hom
Finance Officer

Kristin Spanos
Chief Executive Officer

Maria Canteros
Finance Administrator