



FIRST 5 ALAMEDA COUNTY EXECUTIVE COMMITTEE MEETING AGENDA

Thursday, December 7, 2023
11:00 AM – 12:30 PM

First 5 Alameda County
1115 Atlantic Avenue
Alameda, CA 94501
Conference Room E

Members of the public may access the meeting via
Zoom Meeting ID: 812 4321 7959 Password: 811013

Commissioners:

Chair: Renee Herzfeld, Vice Chair: Cecilia Oregón, Tomas Magaña

- 1. Public Comment**
- 2. Staff Announcements**
 - a. General Staff Announcements
- 3. Adopt the 2024 Executive Committee Final Calendar**

Recommended Action: Adopt the 2024 Executive Committee Final Calendar.
- 4. Approval of Executive Committee Minutes from October 5, 2023**

Recommended Action: Approve minutes from October 5, 2023 Executive Committee meeting.
- 5. Approval of Fiscal Year 2023-24 and 2023-25 Contract Authorizations**

Recommended Action: Recommend to the Commission approval of the Fiscal Year 2023-24 and 2023-25 Contract Authorizations.
- 6. Approval of 2024 Cost of Living Adjustment (COLA) Recommendation**

Recommended Action: Recommend to the Commission approval of the Cost of Living Adjustment (COLA) recommendation.
- 7. 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.



2024 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	EXECUTIVE COMMITTEE 11:00 AM– 12:30PM	COMMISSION 9:00 AM– 11:30 AM	AGENDA ITEMS (SUBJECT TO CHANGE)
FEBRUARY	Thursday, February 8	Thursday, February 15	<ul style="list-style-type: none"> ▪ Election of Officers ▪ FY 2023-24 Mid-Year Budget Modification ▪ FY 2023-24 Mid-Year Investment Update
APRIL	Thursday, April 18	Thursday, April 25	<ul style="list-style-type: none"> ▪ First reading of FY 2024-25 Budget ▪ First reading of Long-Range Financial Plan ▪ First 5 CA Annual Report
JUNE	Thursday, June 13	Thursday, June 20	<ul style="list-style-type: none"> ▪ Final adoption of FY 2024-25 Budget ▪ FY 2024-25 Contract Authorizations ▪ Approval of FY 2024-25 Strategic Plan ▪ Final Reading of Long-Range Financial Plan ▪ ACERA 401(h) ▪ GASB 54 Fund Balance Commitment
AUGUST	Thursday, August 15	Thursday, August 22	TBD
OCTOBER	No Meeting	Thursday, October 3	<ul style="list-style-type: none"> ▪ Adoption of FY 2023-24 Financial Audit Report ▪ FY 2023-24 Investment Report
DECEMBER	Thursday, December 5	Thursday, December 12	<ul style="list-style-type: none"> ▪ F5AC Annual Report to First 5 CA ▪ F5AC Annual Report



First 5 Alameda County Executive Committee Meeting
October 5, 2023, 11:00 AM - 12:30 PM
Zoom Webinar Meeting ID: 891 6460 9400

Commissioners Present: Chair: Renee Herzfeld, Vice Chair: Cecilia Oregón, Tomás A. Magaña, M.D
 First 5 Staff Present: Kristin Spanos, Cally Martin, Christine Hom, Vanessa Cedeño Geiner, Detra Teal

AGENDA ITEM SPEAKER	DISCUSSION HIGHLIGHTS	ACTION	FOLLOW UP
CALL TO ORDER			
C. Oregón	The meeting was called to order by Vice Chair Oregón who gaveled in at 11:05 AM and stated that the meeting was being recorded. Commissioners Herzfeld, Oregón and Magaña stated their names to indicate they were present for the meeting.	None	None
1. PUBLIC COMMENT			
C. Oregón	There was no Public Comment.	None	None
2. STAFF ANNOUNCEMENTS			
K. Spanos	[Attachment] a. General Staff Announcements b. CEO Contract Authorization Ms. Spanos presented the General Staff Announcements and noted there was one CEO contract authorization since the last Executive Committee meeting.	None	None
3. 2024 EXECUTIVE COMMITTEE DRAFT CALENDAR			
K. Spanos	[Attachment] Ms. Spanos presented the 2024 Executive Committee Draft calendar and asked Committee members to communicate any conflicts during or after the meeting.	None	None
4. APPROVAL OF MINUTES FROM JUNE 15, 2023 EXECUTIVE COMMITTEE MEETING			
C. Oregón	[Attachment] Vice Chair Oregón asked if there was any public comment before taking a vote to approve the minutes. Vice Chair Oregón facilitated the vote to approve the June 15, 2023 Executive Committee Meeting minutes.	Motion: Renee Herzfeld Second: Tomás Magaña No Abstentions. Motion passed.	None
5. APPROVAL OF THE FIRST 5 ALAMEDA COUNTY GOVERNANCE POLICIES			
C. Hom	[Attachment] a. Financial Policies i. Capital Assets Policy b. Records Retention Schedule	Motion: Tomás Magaña Second: Renee Herzfeld No Abstentions. Motion passed.	None

AGENDA ITEM SPEAKER	DISCUSSION HIGHLIGHTS	ACTION	FOLLOW UP
5. APPROVAL OF THE FIRST 5 ALAMEDA COUNTY GOVERNANCE POLICIES (Continued)			
	<p>Ms. Hom presented the proposed revisions to the Governance Policies.</p> <p>Vice Chair Oregón asked if there was any public comment before taking a vote to approve.</p> <p>Vice Chair Oregón facilitated the vote to approve the proposed revisions to the Governance Policies.</p>		
6. APPROVAL OF REVISIONS TO THE EMPLOYEE HANDBOOK			
C. Martin	<p>[Attachment]</p> <p>Ms. Martin presented the proposed revisions to the Employee Handbook.</p> <p>Vice Chair Oregón asked if there was any public comment before taking a vote to approve.</p> <p>Vice Chair Oregón facilitated the vote to approve the proposed revisions to the Employee Handbook.</p>	<p>Motion: Tomás Magaña Second: Renee Herzfeld No Abstentions. Motion passed.</p>	None
7. FISCAL YEAR 2022-23 FINANCIAL AND SINGLE AUDIT UPDATE			
C. Hom	<p>[Attachment]</p> <p>Ms. Hom presented the Fiscal Year 2022-23 Financial and Single Audit Update.</p>	None	None
8. FISCAL YEAR 2022-23 INVESTMENT REPORT			
C. Hom	<p>[Attachment]</p> <p>Ms. Hom presented the Fiscal Year 2022-23 Investment Report.</p> <p>Vice Chair Oregón asked if there was any public comment before taking a vote to recommend the Commission review and approve the Fiscal Year 2022-23 Investment Report.</p> <p>Vice Chair Oregón facilitated the vote to recommend that the Fiscal Year 2022-23 Investment Report be brought to the full Commission for final review and approval.</p>	<p>Motion: Renee Herzfeld Second: Tomás Magaña No Abstentions. Motion passed.</p>	The Fiscal Year 2022-23 Investment Report will be brought to the full Commission for final review and approval.
9. NEW REVENUE TO BE INCLUDED IN ADOPTED FISCAL YEAR 2023-24 BUDGET			
C. Hom	<p>[Attachment]</p> <p>Ms. Hom presented the new revenue to be included in Adopted Fiscal Year 2023-24 Budget.</p> <p>Vice Chair Oregón asked if there was any public comment before taking a vote to recommend the Commission approve the new revenue for inclusion in the Adopted Fiscal Year 2023-24 Budget.</p> <p>Vice Chair Oregón facilitated the vote to recommend that the new revenue be included in the Adopted Fiscal Year 2023-24 Budget be brought to the full Commission for final review and approval.</p>	<p>Motion: Renee Herzfeld Second: Tomás Magaña No Abstentions. Motion passed.</p>	The new revenue to be included in the Adopted Fiscal Year 2023-24 Budget will be brought to the full Commission for final review and approval.
10. ADJOURNMENT			
C. Oregón	<p>The Committee provided direction to staff to place the June 22, 2023 Commission Meeting Minutes, the Fiscal Year 2022-23 Investment Report, and the new revenue to be included in the adopted Fiscal Year 2023-24 Budget on the Consent on the October 12, 2023 Commission Meeting Agenda.</p> <p>Vice Chair Oregón gaveled out and adjourned the meeting at 11:55 AM.</p>	None	First 5 staff to place requested items on consent on the Oct. 12th Commission meeting agenda.

Respectfully Submitted By: Julia Otani, Executive Assistant



To: First 5 Alameda County Executive Committee

From: Cally Martin, Deputy Chief Executive Officer
Christine Hom, Chief Operating Officer
Maria Canteros, Senior Administrator, Finance

Date: December 7, 2023

Subject: Fiscal Year 2023-24 and 2023-25 Contract Authorizations

REQUESTED ACTION

To review and approve the following fiscal year 2023-24 and 2023-25 contract authorizations.

BACKGROUND

Per our Financial Policies, Section VII. Purchasing and Contracting, the Executive Committee must approve contract/award amounts between \$150,000 and \$300,000 in aggregate. The following awards require specific authorization from the Executive Committee.

BerlinRosen (Onward) - \$100,000

First 5 Alameda County is requesting approval of a FY 2023-24 \$100,000 sole source contract amendment with BerlinRosen to continue change management support services to agency executive leadership including best practices and process improvement to systems thinking, data-driven decision making and performance management and learning. BerlinRosen currently has a FY 2023-24 \$150,000 contract for the creation of values, establishment of norms, goal setting, a team charter that outlines roles, responsibilities, agency and meeting structure and processes to lay the foundation for a strong and effective leadership team. The addition of \$100,000 brings the total FY 2023-24 contract to \$250,000 for which Executive Committee approval is needed.

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

Action requested: Approve an aggregate FY 2023-24 award amount of \$250,000 for BerlinRosen (Onward).

Heluna Health - \$250,000

First 5 Alameda County is requesting approval of a FY 2023-25 \$250,000 sole source contract with Heluna Health, fiscal agent for Alameda County Public Health Department (ACPHD), to support the Abundant Birth Project (ABP). ABP provides a monthly cash supplement to Black/African Diasporic (Black) low-income pregnant people from the second trimester until six months postpartum with the goal of improving birth outcomes by relieving the mothers' stress resulting from lack of economic resources. Originally launched in San Francisco, ABP received a grant from the California Department of Social Services (CDSS) to implement the initiative across five counties including

Alameda County. First 5's funding will cover the monthly stipend of \$967 for approximately 20 families, or 10% of the total pilot population during the 2024 calendar year.

Fiscal Impact: Funding is provided by First 5 San Benito County via First 5 California's Home Visting Regional Coordination grant and Prop 10. Grant funding was approved to be added to the current FY 2023-24 budget by the Executive Committee on October 5, 2023.

Action requested: Approve a FY 2023-25 award amount of \$250,000 for Heluna Health.

RECOMMENDATION

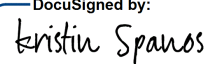
That the Executive Committee approve the above contract authorizations.

Submitted by:

DocuSigned by:

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Christine Hom
Chief Operating Officer

Approved by:

DocuSigned by:

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Kristin Spanos
Chief Executive Officer

DocuSigned by:

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Maria Canteros
Senior Administrator, Finance

Reviewed by:

DocuSigned by:

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Cally Martin
Deputy Chief Operating Officer



To: First 5 Alameda County Executive Committee

From: Cally Martin, Deputy Chief Executive Officer
Christine Hom, Chief Operating Officer

Date: December 7, 2023

Subject: 2024 Cost of Living Adjustment (COLA) Recommendation

REQUESTED ACTION

That the Executive Committee review and discuss the recommendation for a 2024 Cost of Living Adjustment (COLA) of 4.00%.

BACKGROUND

Per the Salary Guidelines, approved by the Commission, it is within the Commission's authority 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 pay period December 24, 2023, through January 5, 2024, and effective January 1, 2024. The increase will be reflected in employee paychecks on January 19, 2024.

DISCUSSION

As a partner, we annually review Alameda County's COLA practices in an attempt to provide comparable benefits to remain a competitive employer. The information below reflects the currently approved rates.

Alameda County:

Service Employees International Union (SEIU), representing the majority of non-exempt employees at Alameda County, recently negotiated their contract and received a COLA of 6% effective July 2023 and additional COLAs of 5% and 4% to take effect July 2024 and 2025 respectively.

Alameda County Management Employees Association (ACMEA), representing the majority of management and professional level employees are in current contract negotiations. The most recent contract included a final COLA of 2.5% provided in December 2022. It is anticipated that negotiations will align with SEIU’s current set COLA rates within this fiscal year.

Consumer Price Index:

The U.S. Bureau of Labor Statistics reported a 3.3% increase in food prices, 4.5% decrease in energy, and a 5.5% increase for other services including shelter, medical and transportation services over the last 12 month period (November 2022 – October 2023). The Employment Cost Index noted total compensation rose 4.3%, wages and salaries rose 4.6%, and benefit costs rose 4.1% for civilian workers during the 12 month period ending September 2023.

FISCAL IMPACT

The fiscal impact of granting a 4.00% COLA for the six-month period of the current fiscal year is \$235,751.08. Funding is available in the FY 2023-24 Commission approved budget.

RECOMMENDATION

That the Executive Committee recommend the Commission grant a 4.00% employee Cost of Living Adjustment (COLA) to take effect for the calendar year of 2024 at their next meeting on December 14, 2023.

Submitted by:

DocuSigned by:

5659DE0B756A46A
Christine Hom,
Chief Operating Officer

Approved by:

DocuSigned by:

ED639B4561544E4
Kristin Spanos,
Chief Executive Officer

Reviewed by:

DocuSigned by:

E38237316FC4482
Cally Martin,
Deputy Chief Executive Officer