



FIRST 5 ALAMEDA COUNTY EXECUTIVE COMMITTEE MEETING AGENDA

Thursday, December 3, 2020

Members of the public may access this meeting via:

Zoom Meeting: <https://zoom.us/j/94455854124>

Meeting ID: 944 5585 4124

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. COVID-19 Response Update
3. Approval of Minutes from October 6, 2020
4. 2021 Executive Committee Final Calendar
5. Contract Authorization
6. Cost of Living Adjustment 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.



First 5 Alameda County Executive Committee Meeting
October 6, 2020, 9:00 AM – 10:30 AM
Zoom Webinar Meeting ID: 927 8039 0714

Commissioners Present: Chair: Renee Herzfeld, Vice Chair: Cecilia Oregon Echeverría, Scott Coffin

First 5 Staff Present: Kristin Spanos, Charla Black-Edwards, Christine Hom, Julia Otani, Mojgan Vijeh

| AGENDA ITEM SPEAKER | DISCUSSION HIGHLIGHTS | ACTION | FOLLOW UP |
|-------------------------------|--|--------|-----------|
| CALL TO ORDER | | | |
| R. Herzfeld | The meeting was called to order by Chair Herzfeld who gavelled in at 9:05 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 | <p>[Attachment]</p> <p>Ms. Spanos presented the General Staff Announcements, Children's Health and Child Care Initiative for Alameda County Update and COVID-19 Response Update.</p> <p>A. General Staff Announcements</p> <ul style="list-style-type: none"> • The Healthy Teeth Healthy Community (HTHC) grant with Alameda County Public Health is expiring on December 31, 2020. • In line with our Strategic Plan, we are continuing our equity work and have identified an internal workgroup comprised of a cross-section of staff to work on the development of a Consultant RFP(to be released late Fall) to assist the agency with how to operationalize this work and assist in developing a strategic plan. An informal internal workgroup has also been created for all staff to discuss issues related to equity and racial injustice. • We are working with the communications firm, Full Court Press (FCP) to showcase the work the agency has been doing, to refine agency communication efforts, to assist with drafting the next Annual Report incorporating mixed media and to inform conversations across systems that have been happening around expansion, scale and sustainability (e.g. Measure C, Help Me Grow). <p>Commissioner Coffin joined the meeting.</p> <ul style="list-style-type: none"> • Requesting feedback and discussion from the Executive Committee to grant staff the following days off, before bringing the formal request to the Commission: <ul style="list-style-type: none"> a. General Election Day every 4 years to allow staff to vote, participate in polls and volunteer opportunities. | None | None |

| AGENDA ITEM SPEAKER | DISCUSSION HIGHLIGHTS | ACTION | FOLLOW UP |
|---|--|--|-----------|
| 2. STAFF ANNOUNCEMENTS (Continued) | | | |
| K. Spanos | <p>b. 3 business days of Thanksgiving week (Monday-Wednesday) for the current year only in recognition of the work staff has been doing, as respite for the stress that the pandemic has caused and a show of appreciation for staff's hard work.</p> <p>B. Children's Health and Child Care Initiative for Alameda County Update</p> <ul style="list-style-type: none"> Included in the meeting packet is a letter from agency legal counsel, James Harrison of Olson Remcho. The Supreme Court refused to hear an Appellate Court ruling that the majority of vote stands when it is a community-led initiative and does not require a two-thirds majority vote. Other decisions may be considered by the Supreme Court and locally entities are still working through the process. The news is favorable, however, the final decision likely won't be reached until next year. <p>C. COVID-19 Response Update</p> <ul style="list-style-type: none"> F5AC received a \$50,000 grant from Sunlight Giving to support emergency food and rental assistance. Included in the meeting packet is a list of FY 2020-21 Contract Authorizations by CEO (for awards up to \$250,000) that have been approved since the last Commission meeting. A number of the contracts are to school districts in Alameda County for Community Resilience Fund efforts. Community Resilience Fund handout in the meeting packet summarizes the distribution of supplies and money into the community. F5AC supply distribution work has been streamlined and F5AC is working with SupplyBank.Org for continued distribution to identified sites. | | |
| 3. APPROVAL OF MINUTES FROM JUNE 11, 2020 | | | |
| R. Herzfeld | <p>[Attachment]</p> <p>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 11, 2020 Executive Committee Meeting minutes.</p> | <p>Motion: C. Echeverría Second: S. Coffin No Abstentions Motion passed.</p> | None |
| 4. 2021 EXECUTIVE COMMITTEE CALENDAR DRAFT | | | |
| K. Spanos | <p>[Attachment]</p> <ul style="list-style-type: none"> Request for Executive Committee members to review dates for the Executive Committee and Commission Meetings for 2021. The final calendar will be brought to the Executive Committee meeting in December. | None | None |
| 5. FY 2019-20 FINANCIAL AUDIT UPDATE | | | |
| C. Hom | <p>[Attachment]</p> <p>Ms. Hom presented the FY 2019-20 Financial Audit Update.</p> <ul style="list-style-type: none"> It is a requirement of the Prop 10 legislation and First 5 California that each First 5 Commission undergo an audit of its corresponding year. The audit report must be submitted to the State and the State Controller's office by November 1st. The audit report must be approved by the Commission by October 15th. | None | None |

| AGENDA ITEM SPEAKER | DISCUSSION HIGHLIGHTS | ACTION | FOLLOW UP |
|---|---|--|--|
| 5. FY 2019-20 FINANCIAL AUDIT UPDATE (Continued) | | | |
| C. Hom | <ul style="list-style-type: none"> The audit began in mid-September and was conducted remotely. The final report will be presented to the Commission by F5AC's Auditor, Ragini Singh of RS Associates. Ms. Hom reviewed the areas covered by the financial audit as well as the State compliance audit. Ms. Singh particularly focused on internal processes during remote work to ensure that the agency has maintained the integrity of internal controls. There were no issues or findings noted. Ms. Singh will be presenting the financial statements, balance sheet and statement of net position amongst other areas of the report at the upcoming Commission meeting. F5AC wrote-off approximately \$10,500.00 for a 2-year community grant from FY 2015-2017 awarded to Asian Community Health Services. This agency closed in December 2019 and F5AC was unable to further collect any remaining monies owed. | | |
| 6. EMPLOYEE HANDBOOK REVISIONS | | | |
| C. Hom | <p>[Attachment]</p> <p>Ms. Hom presented the Employee Handbook Revisions on behalf of Mojgan Vijeh.</p> <ul style="list-style-type: none"> The Handbook was reviewed by F5AC's Human Resources attorney, Joan Pugh Newman of Wiley, Price & Radulovich. The recommended edits clarify policy and current agency practices, in accordance with employment law. The significant changes to the Handbook are highlighted in red: <ul style="list-style-type: none"> - CEO to sign at-will employment agreements with employees, instead of Commission Chair - Update and expand "Policy Prohibiting Harassment & Discrimination" - Alter remote work policy, remove the need for employees to request a remote work arrangement due to shelter in place and working from home <p>Chair Herzfeld asked if there was any public comment before taking a vote.</p> <p>Chair Herzfeld facilitated the vote to recommend the Employee Handbook Revisions be brought to the full Commission for final review and approval.</p> | <p>Motion: C. Echeverría Second: S. Coffin No Abstentions. Motion passed.</p> | <p>The Employee Handbook Revisions will be brought to the full Commission for final review and approval.</p> |
| 7. ADJOURNMENT | | | |
| | <p>Commissioner Coffin shared that a 5-day strike led by SEIU and CNA will begin on October 7th at Alameda Health System. Alliance clinical and operations staff have been working with Alameda Health System staff to train nurses at the facility. The strike poses a potential disruption to children and adults in accessing services at the hospital.</p> | | |
| R. Herzfeld | <p>Chair Herzfeld gavelled out and adjourned the meeting at 9:51 AM.</p> | | |

Respectfully Submitted By: Julia Otani, Executive Assistant



December 2020

2021 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 9:00 AM – 10:30 AM | COMMISSION 9:00 AM - 11:30 AM | AGENDA ITEMS (SUBJECT TO CHANGE) |
|-----------------|---|----------------------------------|---|
| FEBRUARY | Thursday, February 18 | Thursday, February 25 | <ul style="list-style-type: none"> • Election of Officers • Mid-Year Budget Modification • Mid-Year Investment Update • Investment Policy Revisions |
| APRIL | Thursday, April 15 | Thursday, April 22 | <ul style="list-style-type: none"> • First reading of FY 2021-22 Budget • First reading of FY 2021-22 Strategic Plan • First reading of Long-Range Financial Plan • First 5 CA Annual Report |
| JUNE | Thursday, June 17 | Thursday, June 24 | <ul style="list-style-type: none"> • Final approval of FY 2021-22 Budget • Contract Authorizations • Final Approval of FY 2021-22 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 | Thursday, August 12 | Thursday, August 19 | <ul style="list-style-type: none"> • TBD |
| OCTOBER | Thursday, October 7 | Thursday, October 14 | <ul style="list-style-type: none"> • FY 2020-21 Financial Audit Report |
| DECEMBER | Thursday, December 9 | Thursday, December 16 | <ul style="list-style-type: none"> • F5AC Annual Report to First 5 CA • F5AC Annual Report |



To: First 5 Alameda County Executive Committee

From: Christine Hom, Finance Officer

Date: December 3, 2020

Subject: Contract Authorization

REQUESTED ACTION

To review the following contract authorization.

BACKGROUND

Per our Financial Policies, Section VII. Purchasing and Contracting, the Commission must approve contract/award amounts in excess of \$250,000. The following award requires specific authorization from the Commission.

SupplyBank.Org - \$900,000

First 5 Alameda County (F5AC) is requesting approval of a sole source FY 2020-21 \$900,000 contract with SupplyBank.Org to purchase and distribute essential community supplies including but not limited to diapers, wipes, adult and child face masks, hand sanitizer, all-purpose cleaners, hand gloves and air purifiers to F5AC identified distribution sites. F5AC recently received funding from Alameda County Social Services to administer federal CARES Act funding to support families and providers affected by COVID-19 and the monies are to be spent by December 30, 2020.

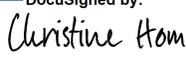
Fiscal Impact: Funding will be received from a new FY 2020-21 contract with Alameda County Social Services Agency and will be added to the FY 2020-21 mid-year budget modification.

Action requested: Recommend a FY 2020-21 award amount of \$900,000 with SupplyBank.Org.

RECOMMENDATION

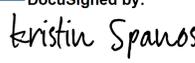
That the Executive Committee recommend the above contract authorization be brought to the Commission for approval at their next meeting.

Submitted by:

DocuSigned by:

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Christine Hom
Finance Officer

Reviewed by:

DocuSigned by:

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Kristin Spanos
Chief Executive Officer



FY 2020-21 Contracts List
 CEO Contract Authorizations and Amendments (\$50,000 to \$250,000 per contract/action - see light blue columns)

| Original Award, approved by Commission (June 18, 2020) | | | | | | | New Contracts or Augmentations, approved by CEO (10/6/2020-12/3/2020) | | | |
|--|-----------------|--|---------------------|-------------------|---|---------------|---|---------------------------|--|--|
| 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 |
| COVID-19 Community Resilience Fund | CS-CRF-2021-460 | Healthy Black Families | 9/15/2020 | 6/30/2021 | | \$ 50,000.00 | \$ 50,000.00 | \$ 100,000.00 | Yes | Funding to purchase and distribute essential supplies as part of First 5 Alameda County's COVID-19 relief efforts (BOS selection). |
| COVID-19 Community Resilience Fund | CS-CRF-2021-483 | Alameda County Community Food Bank | 12/7/2020 | 6/30/2021 | | | \$ 250,000.00 | \$ 250,000.00 | Yes | Funding to purchase and distribute essential supplies as part of First 5 Alameda County's COVID-19 relief efforts. |
| Quality Early Childhood Education | PI-ECE-2021-462 | Alameda County General Services Agency | 7/1/2020 | 6/30/2021 | Funding to coordinate stakeholder participation in Quality Counts Advisory groups; serve on the Quality Counts Leadership Team to provide support alignment; support ECE professionals' use of the Workforce Registry; and support Title V sites with Quality Counts participation, COVID 19 and fiscal management. | \$ 143,000.00 | \$ 98,000.00 | \$ 241,000.00 | Partial | Funding to coordinate stakeholder engagement in Quality Counts (QC) Advisory groups, serve on QC leadership team, provide QC navigation for California State Preschool Program (CSPP) sites, manage PD stipend application and disbursement process for non-CSPP sites, and coordinate the continued work of the Alameda County Emergency Response Team's COVID-19 guidance to ECE sites. |
| COVID-19 Community Resilience Fund | CS-CRF-2021-474 | Kidango | 10/1/2020 | 6/30/2021 | | | \$ 50,000.00 | \$ 50,000.00 | Yes | Funding to purchase and distribute essential supplies as part of First 5 Alameda County's COVID-19 relief efforts (BOS selection). |
| COVID-19 Community Resilience Fund | CS-CRF-2021-475 | Silicon Valley Community Foundation | 10/20/2020 | 6/30/2021 | | | \$ 50,000.00 | \$ 50,000.00 | Yes | Funding to the Low Income Investment Fund to administer technical assistance and emergency grants to private childcare providers in Alameda County (BOS selection). |
| COVID-19 Community Resilience Fund | CS-CRF-2021-478 | First Presbyterian Church of Hayward, South Hayward Parish | 10/1/2020 | 6/30/2021 | | | \$ 50,000.00 | \$ 50,000.00 | Yes | Funding to purchase and distribute essential supplies as part of First 5 Alameda County's COVID-19 relief efforts (BOS selection). |
| Quality Early Childhood Education | PI-ECE-2021-481 | California School-Age Consortium | 10/1/2020 | 6/30/2021 | | | \$ 96,000.00 | \$ 96,000.00 | No | Funding to support a Title V/CSPP fiscal consultant to provide technical assistance and training to Title V/CSPP agencies to maximize revenue, support site quality, and to sustain the Alameda County Early Care and Education Pilot which retains state contract funds in Alameda County. The Contractor will also design and facilitate a virtual Pilot Leadership Development Professional Learning Community (PLC) to build the leadership capacity of CSPP site directors. |
| Admin, Info & Technology | CS-AIT-2021-482 | Focali Consulting | 11/23/2020 | 6/30/2021 | | | \$ 128,000.00 | \$ 128,000.00 | No | Funding to provide support to First 5 Alameda County in its efforts to develop and launch a partnership with the Medi-Cal managed care plans in Alameda County to expand pediatric care coordination by leveraging the Help Me Grow infrastructure and FINDconnect. |
| Neighborhoods Ready for School | PI-NRS-2021-460 | Help A Mother Out | 11/1/2020 | 6/30/2021 | | | \$ 50,000.00 | \$ 50,000.00 | No | Funding to support the evaluation of Help A Mother Out's Diaper Bank program. |
| Admin, Info & Technology | CS-AIT-2021-403 | RedCar IT Solutions | 7/1/2020 | 6/30/2021 | Funding to provide maintenance and operations support activities for the First 5 Application Suite (ECChange, ECC Online and Pathways). | \$ 168,000.00 | \$ 85,000.00 | \$ 253,000.00 | No | Funding to support developmental work to be determined, outside of Application Maintenance (Contractor is to notify First 5 in advance if a request falls into this category and obtain First 5 approval prior to initiating work). |
| | | | | | | \$ 361,000.00 | \$ 907,000.00 | \$ 1,268,000.00 | | CEO Authorizations 10/6/2020 - 12/3/2020 |



To: First 5 Alameda County Executive Committee

From: Mojgan Vijeh, Director of Operations & Technology

Date: December 3, 2020

Subject: 2021 Cost of Living Adjustment

REQUESTED ACTION

That the Executive Committee review and discuss the recommendation for a 2021 Cost of Living Adjustment (COLA) of 3.25%.

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 on the December 28, 2020 pay period and with it reflected in employee paychecks on January 22, 2021.

DISCUSSION

Alameda County COLAs:

As a partner, we have always looked at Alameda County's COLA practices in an attempt to provide comparable benefits to remain a competitive employer.

SEIU, representing the majority of non-exempt employees at Alameda County, will receive a COLA of 3.25% effective 6/27/21.

ACMEA, representing the majority of management and professional level employees at Alameda County, will receive a 3.25% COLA on 12/27/20.

Consumer Price Index:

The Bureau of Labor Statistics has reported a 5.2% increase in food prices and a decrease of 9.7% in energy (largely a decrease in gas prices) for an overall increase of 1.1% over the last 12 months (November 2019 – October 2020).

FISCAL IMPACT

The fiscal impact of granting a 3.25% COLA for the six-month period of the current fiscal year is \$107,063 which was included in the FY 2020-21 Commission approved budget in anticipation of keeping consistent with the County.

RECOMMENDATION

That the Executive Committee recommend the Commission grant a 3.25% employee Cost of Living Adjustment (COLA) to take effect for the calendar year of 2021.

Submitted by:

DocuSigned by:
Mojgan Vijeh
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Mojgan Vijeh,
Director of Operations & Technology

Reviewed by:

DocuSigned by:
Kristin Spanos
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Kristin Spanos,
Chief Executive Officer