



Monday July 13, 2020

Agenda Item 5.0

COVID-19 Response Update Presentation

COMMUNITY IMPACT SURVEY

COVID-19 Response



COVID-19 COMMUNITY IMPACT SURVEY

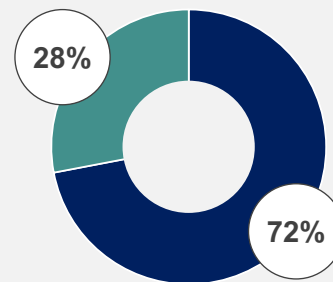
Nearly 300 Contra Costa Families

Approximately:

52% in East County

26% in Central County

20% in West County



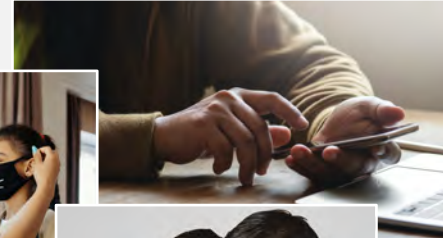
72% First 5 Families

28% County Sample

COVID-19 COMMUNITY IMPACT SURVEY

Survey categories:

- I. Economic Impact
- II. Employment Status
- III. Childcare
- IV. Child: Developmental Concerns
- V. Adults: Resources and Supports
- VI. Mental Health
- VII. Policy Advocacy



PRELIMINARY RESULTS

SUPPORTS NEEDED:



35% need assistance with rent/mortgage/paying bills



32% baby supplies/needs
91% need diapers
70% need books/toys/resources

29% need parenting support

28% need financial support

26% need access to food and nutrition

CONCERNS FOR CHILDREN:



59% concerned with progress in education, early learning



58% concerned with social isolation



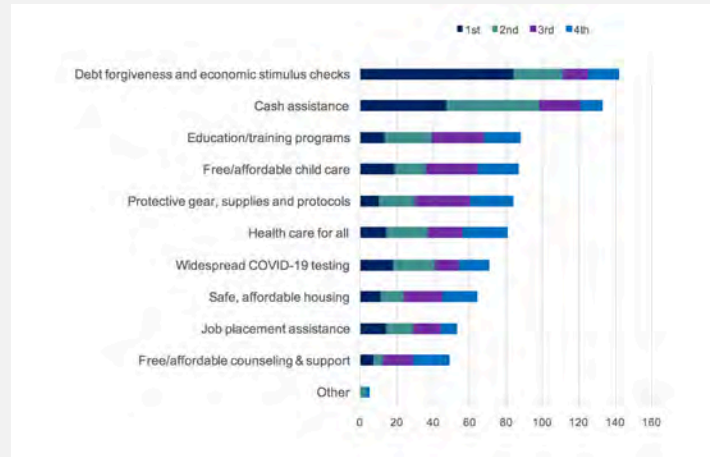
41% concerned with anxiety and stress

PRELIMINARY RESULTS

ACTION STEPS:

Most beneficial actions that the county can take (total nominations and by rank order from 1st to 4th highest in importance)

The highest nominated action item was debt forgiveness and stimulus checks.



THANK YOU



FRC EMERGENCY RELIEF FUND

COVID-19 Response



ASSISTANCE TO FAMILIES IMPACTED BY COVID-19

331 families served

Over \$53k in gift cards

269 packages of diapers



“Our Native American community has been hit especially hard during this pandemic, making our roles in our families lives even more vital at this time. In Native culture, many tribes view children as being sacred and the development of our children is extremely important to the future of our communities. Partnering with First 5 Contra Costa has offered assistance during this pandemic and it also offers our children an important academic learning experience between the ages of 0-5 years old helping them grow during this crucial developmental time in their lives. Thank you first 5 Contra Costa!”

[Ian Stand, Sac and Fox Nation](#)



“When calling our families to check-in about COVID-19, we found some families were hesitant to tell us they were in need of help. For these families, the support provided by First 5 with the FRC Emergency Relief Fund was the first assistance they have had since shelter in place.”

[West County First 5 Center](#)



THANK YOU



CASH ASSISTANCE

COVID-19 Response



A COLLABORATIVE EFFORT



Healthy + Active
Before 5



Community
FINANCIAL RESOURCES

OPTIONS PROVIDED FOR FAMILIES THROUGH CFR

- **US Bank Focus Card**
(requires Social Security Number)
- **Self-Help Credit Union Savings Account**
(no Social Security Number required)



FUNDS DISTRIBUTED TO DATE

Over **\$155k** distributed to **79** Regional Group families



THANK YOU





Monday July 13, 2020

Agenda Item 6.0

Program Headlines Team Presentation

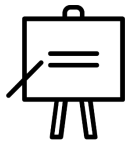
First 5 Contra Costa ACEs Aware Grantee

*“It is easier to fix a strong child than
to fix a broken man”*

Fredrick Douglas



First 5 Awarded Nearly \$300,000!



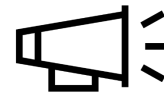
Provider Training \$99,261

- Adapting an Existing Training as Supplemental
- Host Training Events



Provider Engagement \$150,000

- Network of Care
- Peer-to-Peer Learning



Communications \$50,000

- Print
- Digital
- Audio

A Collaborative Partnership



“We are looking forward to working in partnership with this amazing group of community leaders to further our efforts to help health providers become ACEs Aware.”

Dr. Nadine Burke Harris
California Surgeon General



Thank you



Count Me In

CONTRA COSTA
CENSUS
2020



2020 Census

- ✓ Census outreach has been extended through October 31, 2020, and non-response follow-up (door knocking) will begin August 11
- ✓ First 5 Centers have been active on social media and conducting workshops through Zoom
- ✓ Information/resources distributed and First 5 website frequently updated
- ✓ Working closely with the First 5 Association
- ✓ Regional Groups have been very active



**Kiss them, then
count them.**

CONTRA COSTA
CENSUS
2020

2020 Census

- ✓ Reaching underrepresented families with young children
- ✓ Peer-to-peer outreach
- ✓ Social media promotion
- ✓ Survey data collection



Thank you

CONTRA COSTA
CENSUS
2020

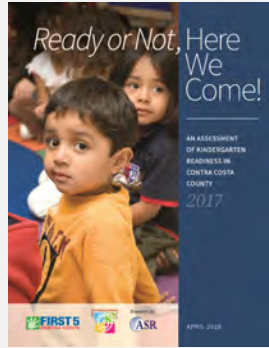


Ready Kids East County

Ready Communities, Ready Schools,
and Ready Families lead to Ready Kids



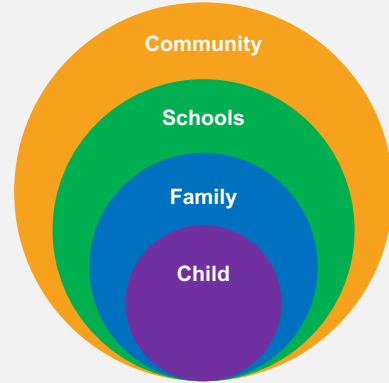
Ready Kids East County



Ready or Not, Here We Come!
2017



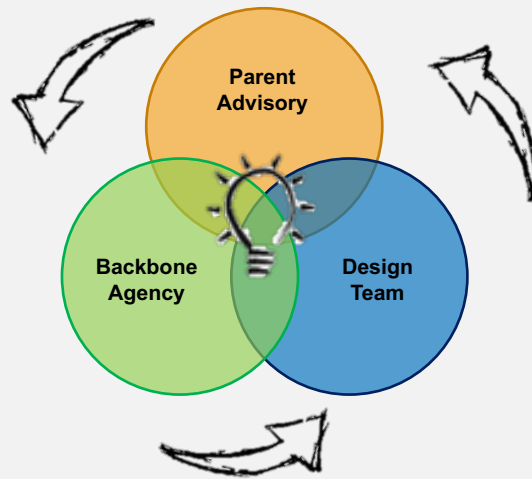
African American Needs Assessment Project
2018



Lesher Grant – Ready Kids East County Initiative


Community led initiative to increase school readiness of all African American young children in Contra Costa County, starting in Pittsburg

Project Structure



We, the Design Team for the Ready Kids East County hold the following values:

- Co-creating a Village/Family-centered mindset
- Advocating for equity
- Valuing and promoting humanity of African American Children
- Embracing creative solutions
- Courageously protecting and fostering our vision





Timeline

2020: Mapping & Learning

| JULY 2020 | JULY-NOV 2020 | NOV-DEC 2020 | JAN 2021 |
|--|---|---|--|
| <ul style="list-style-type: none">• Establish Design Team & Parent Advisory• Develop and Co-Design Parent Café (listening sessions) | <ul style="list-style-type: none">• Execute Parent Café | <ul style="list-style-type: none">• Host Virtual African American Kindergarten Readiness Summit | <ul style="list-style-type: none">• Summarize 2020 learnings for Leshar report |

2021: Deep Dive and Exploring of Big Ideas



Thank you

For First 5 Contra Costa to achieve our vision that all children will be healthy, ready to learn, and supported in safe, nurturing families, and communities, we must courageously confront and eradicate the systems and structures that perpetuate racism and inequities in income, education, housing, health, and well-being of young children and families of color.



Thank you





TUESDAY, JULY 14

- Review and discussion of **polling results for a ½ cent sales tax revenue measure** that will bring in over \$81 million to the county (BOS will decide at this meeting whether to direct county counsel to finalize ballot language; decision to place the sales tax measure on the November ballot will be made on 7/28 – more information coming soon!)
- A review and opportunity for community input into the proposed qualifications and criteria for **selection for the County Administrator** (current CAO David Twa will be leaving at year's end)
- Discussion to extend the current eviction moratorium which ends July 15 and the grace period to pay back rent – more information coming soon

TUESDAY, JULY 28

- Board of Supervisors **will vote** whether to place the ½ cent sales tax measure on the November county ballot (decision must be made by August 7, per state law)
- Annual **Truth Act Forum** to hear from the Sheriff's Office about civil immigration enforcement activities in 2019 (see attached flyer)

TUESDAY, AUGUST 4

- **County Budget Hearing** to review current revenue/expense status and vote on FY 20-21 county budget; the "final final" budget will be voted on in September but the budget is rarely revised after this first budget hearing

DATE TO BE DETERMINED SOON

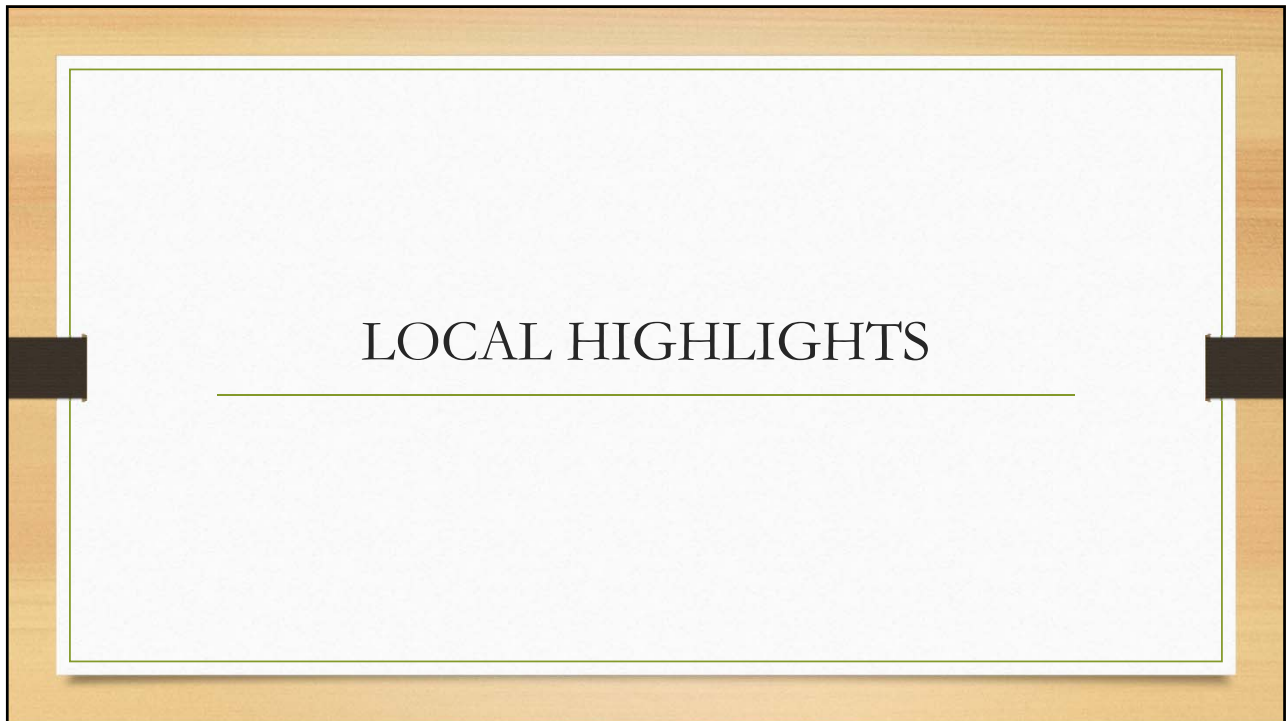
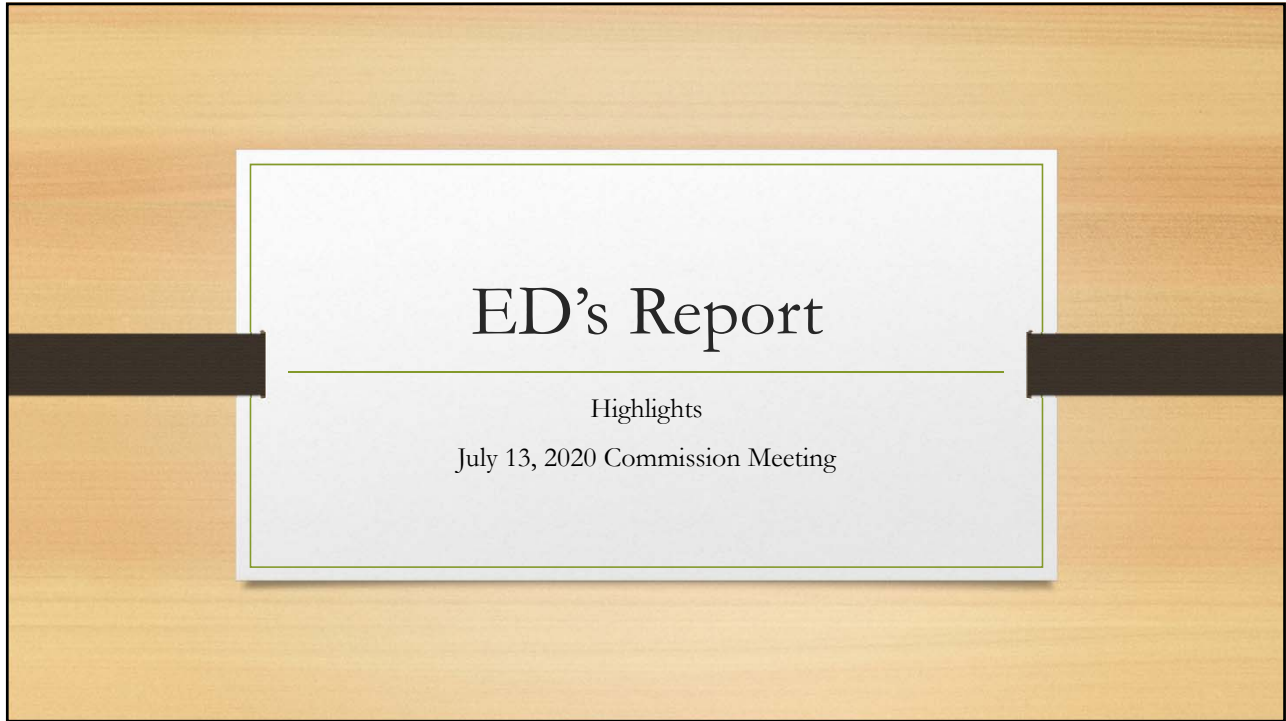
- Introduction of a proposal to authorize a community planning process to establish "**The Office of Racial Equity and Social Justice**" that may be located in a separate Division in the County Administrator's Office with direct accountability to the Board of Supervisors



Monday July 13, 2020

Agenda Item 7.0

Executive Director's Report Presentation



STAFFING UPDATES

- ❖ First 5 Welcomes:
 - Camilla Rand, Deputy Director
 - Natalie Blackmur, Communications Manager
- ❖ Finance and Operations Director Job Brochure posted – please share!
- ❖ Return to Work Plan and Remote Work Assessment

County Initiatives and Policy Advocacy

- **Sales Tax Revenue Measure**
 Campaign for a Safe & Healthy Contra Costa!
 Please visit: <https://www.healthyandsafecontracosta.com/>

Upcoming events/activities:

- **7/14 Board of Supervisors Meeting:**
 - Review and discussion of polling results for a ½ cent sales tax revenue measure
 - Proposed criteria for new County Administrator
 - Eviction moratorium and the grace period to pay back rent ending July 15
- Truth Act Forum – July 28th



Healthy and Safe
Contra Costa

STATE HIGHLIGHTS

FY 20-21 State Budget Quality Early Learning

Child Care Moved to Social Services:

- Except CSPP; full list see page 2 of First 5 Association Budget Overview (in your packet)
- \$2.3 million for transition. New Deputy Director of Child Development appointed by Gov.
- ECPC and DOF must submit report by March 31, 2021 to legislature
- “How this shift results in better services for children and families, including how this shift will ensure families have the most **comprehensive information** about their choices in **comprehensive supports** for their families, including childcare.”
- First 5 Association Policy Committee interested in all reactions and thoughts.

FY 20-21 State Budget Sustainability

Nicotine-Based Vaping Tax:

- Deferred, will be addressed in August
- Negotiations around **fund allocation** and **taxation structure**
- The Association and ongoing policy advocacy:
 - Working closely with CSAC & CHEAC
 - Senator Caballero (D-Salinas) is our champion on the issue
 - SB 793 (Hill) Flavors Ban *may* intersect

PROP 10

- Conversations continue with CA Department of Tax and Fee Administration (CDFTA)
- Financial Analysis will be completed for all Prop 10 financial reporting through HdL Consulting
- First 5 Association committed to pay for initial financial analysis – counties to contribute pro-rated fee for fund recovery



Finance and Operations Director



Vision

Contra Costa's young children will be healthy, ready to learn, and supported in safe, nurturing families and communities.

Mission

To foster the optimal development of our children, prenatal through 5 years of age.





More information
can be found at
www.first5coco.org

About First 5 Contra Costa



As a respected state leader in advocacy for young children and their families, First 5 Contra Costa helps young children start school healthy and ready to learn. The agency invests in programs and advocates for policies focused on children during their first five years, the most important time in children's development.

First 5 Contra Costa is currently celebrating its 20th anniversary, having been formed in the years following the passage of Proposition 10, the California initiative that established Children and Families Commissions in every county. In Contra Costa County, First 5 stands as an independent public agency. As such, First 5 has maintained a practice of nimble program development that has continually evolved as opportunities for change and improvement have emerged. The highly productive staff of 32 is a diverse group of experts in content and administrative areas; all are passionate about the mission and fully engaged in the success of the agency. In keeping with the nature of the work, the First 5 maintains a family-friendly culture that recognizes the challenges of balancing work and family life. First 5 is also committed to principles of equity, diversity and inclusion, and cultural humility, and strives to enlist partners from all sectors of the county to join in its mission.

First 5 Contra Costa is entering an era in which the importance of early childhood is recognized publicly and politically. The current landscape presents a strategic imperative for First 5 to sustain its achievements and use its legacy of credibility, visibility, and expertise to create positive, enduring systems change that promote the well-being of young children and families in Contra Costa County. Leveraging on the lessons learned over the past two decades, First 5 developed a comprehensive framework, called "systems change lens" aimed at blending funding, partnership and policy solutions that have lasting impacts in the lives of young children. There are two core strategic priorities in First 5 Contra Costa's 2020-23 strategic plan:

- » **Integration of Early Childhood Systems** – strengthen the integration of early childhood systems that foster equitable opportunities and outcomes for all young children and their families by: a) increasing integration of First 5 supported systems of care; b) providing technical expertise to influence cross-sector systems development and integration; c) supporting continuous quality improvement of programs, practices, and policies across sectors; d) supporting professional and workforce development; e) addressing and promoting racial, social and economic justice; and f) continuing to improve collection and use of data to demonstrate impact.
- » **First 5's Impact and Sustainability** – build on, sustain, and/or grow First 5's investments in the early childhood system by: a) refining First 5 developed models and approaches; b) pursuing diversified revenue streams; c) continuing to demonstrate the impact of First 5 through research, data collection, and analysis of child outcomes for policy advocacy; d) continuing to build the case for sustainable investments in early childhood; and e) advocating for local, state, and federal funding and legislation that sustain and expand First 5's strategic investments.

First 5 Contra Costa receives funding from Proposition 10, a California ballot initiative passed in 1998 which added a 50 cent-per-pack tax on tobacco products. First 5 Contra Costa has invested more than \$140 million to help Contra Costa's children get the best possible start in life.

The agency is governed by an 18-member Commission, nine commissioners and nine alternates who are appointed by the Board of Supervisors.



The Position



The Finance and Operations

Director oversees the management of all First 5 finance, human resources, and administrative operations that support the Commission's ability to achieve its mission to foster the optimal development of children zero to five years of age. The Finance and Operations Director works closely with the Executive Director and Deputy Director to ensure the smooth operation of the organization, carrying out the Commission's strategic plan, anticipating risk, and solving problems creatively and effectively. The Finance and Operations Director supervises two staff, including the Administrative Manager and the Finance Coordinator.



The Finance and Operations Director leads the design and execution of First 5's fiscal strategy development and implementation; financial planning, budget development, fund balance monitoring and control. S/he ensures that the organization adheres to approved First 5 fiscal policies; assists independent auditors in completing annual audit subject to state statutes and local provisions; and, oversees accounting and fiscal operations including A/P, A/R and treasury reconciliation. The Finance and Operations Director is also responsible for assurance and regulatory compliance; financial reporting, analysis and support to the management team, staff, and Commission; and, grant application, reporting and oversight.

In the supervision and support of Human Resources and Administration, the Finance and Operations Director is responsible for agency compliance with applicable employment laws, policies, and regulations; providing employee support to resolve grievances; and, supporting the Executive and Deputy Directors in the resolution of complex personnel issues. S/he also provides oversight of office system functions; purchasing and procurement; management of facilities owned, leased or maintained by First 5 Contra Costa; and, adherence to and revisions of administrative policies and procedures.



Ideal Candidate



First 5 Contra Costa is seeking a visionary and experienced leader to serve as the Finance and Operations Director. As a thought partner for the agency’s leadership team, the Finance and Operations Director will exhibit a commitment and passion for First 5’s mission and values of diversity and inclusion, equity, cultural humility, and community partnership.

The ideal candidate must be a self-motivated individual with the ability to work in a fast-paced environment. S/he she will be collaborative, inclusive, tech savvy, and committed to exceptional customer service. Preferred candidates will demonstrate the ability to hit the ground running, and possess knowledge and experience in governmental budgeting; audit preparation; accounting functions including A/P, A/R, and bank reconciliation; all relevant federal and state laws; retirement and benefits costs including OPEB and CERBT; and, GASB standards.

The successful candidate must be able to take all individual aspects of the finance function and expertly coordinate them as part of the agency’s comprehensive finance strategy, consistently delivering timely, accurate information to the Deputy and Executive Directors and the Commission. Most importantly, the successful candidate must be able to communicate complex budget and finance concepts in a manner that is easily understood by anyone, regardless of the listener’s experience or level of sophistication.

Priorities for Position:

- » Be a strong partner to the Deputy and Executive Directors to move the agency toward systems-change, embody agency values and support the operationalizing of agency strategic priorities.
- » Support a highly effective and energetic workplace culture that promotes teamwork, innovation, creativity, and a human-centered approach to service.
- » Successful at navigating political sensitivities and building relationships that support organizational goals.
- » Develop and present reports to the Commission and sub-committees; support Commission committees as assigned.
- » Experience working in or with a funding agency, with an understanding of funding allocation, requests for qualifications, contracting, and grant monitoring.
- » Finance Director will plan and lead in collaboration with the Executive Director an organizational long-term Sustainability and Fund Development Plan.

Minimum Qualifications

Education and Experience

A Bachelor's Degree in Business, Accounting or Finance from an accredited college or university; and, a minimum of five (5) years management experience, responsible for managing finance, human resources, and administration, including staff supervision, performance evaluation, and team leadership and management. A Master's degree; experience working with a variety of public, private and nonprofit organizational structures; and, knowledge of Contra Costa County is highly desirable.

Knowledge, Skills and Abilities

- » Strong conceptual and analytical skills, and systems thinking drawn from experience.
- » Ability to gather and analyze data, identify problems and opportunities, consider alternative courses of action, draw logical conclusions, and adopt appropriate solutions.
- » Demonstrated knowledge of the principles of financial accounting for public organizations, including fund accounting and standards set by the Governmental Accounting Standards Board (GASB) and other regulatory bodies.
- » Ability to apply sound administrative and financial management knowledge to maintain systems for financial accounts, records, forms, policies, and procedures.
- » Knowledge of and experience with budgeting and long-range financial forecasting techniques and reports.
- » Knowledge of and experience with the operation of accounting software.
- » Experience and knowledge of the human resources operations; benefits and payroll; and employment laws and regulations governing exempt and non-exempt employees.
- » Experience with the administration of office systems.
- » Ability to effectively communicate with a variety of individuals including staff, County officials, community members, and Commission members in public settings.
- » Must exhibit strong initiative, a high level of integrity and sound judgment, while working with minimum supervision.
- » Experience effectively managing staff.
- » Comfort and willingness to work with diverse opinions and perspectives.
- » Willingness to participate in a collaborative, team-oriented workplace.
- » Ability to work a flexible work schedule depending on assignments and travel within and outside the county to attend meetings and conferences.
- » Experience developing and successfully executing organizational long-term fund development and sustainability planning.



Compensation and Benefits

The starting salary range is **\$103,807-123,941** dependent on the experience and qualifications of the successful candidate. First 5 Contra Costa provides comprehensive benefits including:

- » **Medical, Dental, Vision:** Eight health plans are offered, First 5 pays 80% of the premium; two dental plans are offered and First 5 pays a portion of the premium; a voluntary vision plan is offered.
- » **Time Off:** 3 weeks of Vacation Leave per year, 12 days of Sick Leave per year, 3 days of Personal Holiday Leave days per year, 60 hours of Administrative Leave per year, and ten holidays.
- » **Insurance:** Short and Long Term Disability partial wage replacement plans.
- » **Retirement:** Contra Costa County Employees' Retirement Association (CCCERA); and a voluntary deferred compensation plan is offered with an employer match.

Reimbursement of relocation expense is not budgeted for this position.

How to Apply

This position is open until filled and candidates are encouraged to apply immediately.

Interviews will be scheduled expeditiously. To be considered, please submit a detailed résumé, cover letter, and a list of six work-related references – two supervisors, two direct reports and two colleagues (who will **not** be contacted until the late stages of the recruitment and will be coordinated with the successful candidate/s). Your résumé should indicate the size of staff and budgets you have managed and also reflect both years **and** months with regard to the employment dates for current and prior positions held. Please submit your materials through our website at:

<https://executivesearch.cpsr.us/JobDetail?ID=1659>

For more information contact:

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Email: pderby@cpsr.us

