



**SPECIAL Commission Meeting  
A G E N D A**

**Monday, December 18, 2023, 6:00 pm**  
**First 5 Contra Costa, Conference Center**  
4005 Port Chicago Hwy., Suite 120, Concord CA 94520

The Commission meeting will be accessible in-person and via virtual webinar to all members of the public. Persons who wish to address the Commission during public comment or with respect to an item on the agenda may call in during the meeting by dialing 669-444-9171 or 669-900-6833 or use the “raise your hand” feature in the Zoom app. The Commission Chair may reduce or eliminate the amount of time allotted to read comments at the beginning of each item or public comment period depending on the number of comments and the business of the day. Your patience is appreciated.

**Virtual Webinar Information:**

Please click the link below to join the webinar:  
<https://us02web.zoom.us/j/86085927051>  
**Webinar ID: 860 8592 7051**

**1.0 Call to Order and Roll Call**

**2.0 Public Comment**

*The public may comment on any item of public interest within the jurisdiction of the First 5 Contra Costa Children and Families Commission. In accordance with the Brown Act, if a member of the public addresses an item not on the posted agenda, no response, discussion, or action on the item may occur.*

**3.0 Approve the Minutes from the October 30, 2023 Commission Meeting.**

**Action**

**4.0 Approval of Consent Calendar**

*A Commissioner or member of the public may ask that any of the following consent items be removed from the consent calendar for consideration under Item 4.*

**4.1 Approve the Grants/Contracts Docket.**

4.1.1 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with Cardea Services, in an amount not to exceed \$100,000 to design, support, facilitate, and co-create a comprehensive 2-year plan to provide capacity-building and support to early childcare providers who serve families with disabled children from birth to 5 years old, for the term January 2, 2024 to December 31, 2024. FY2023-24 budget line: Early Intervention Initiative: Support for Children with Disabilities (\$605,000). Funded 100% Contra Costa County Employment & Human Services Department (Measure X).

4.1.2 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract with Clarity Social Research Group, Inc., in an amount not to exceed \$58,800 to design & facilitate a stakeholder input & advisory group process related to its Guaranteed Income for Child Care Teachers Project, for term December 19, 2023 to March 31, 2025. FY2023-24 budget line: Early Childhood Education Initiative: Early Learning Quality (\$487,032). Funded 100% U.S. Administration for Children and Families Congressionally Directed Community Projects Grant (also known as U.S. Congressman “Mark DeSaulnier Community Project Grant”).

- 4.1.3 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract amendment with Bay Area Community Resources to increase the payment limit by \$4,500, to a new payment limit of \$1,579,500, to purchase and provide diapers for children at no cost at the Monument First 5 Center. FY 2023-24 budget line: (\$529,500 year-1), (\$525,000 year-2), (\$525,000 year-3) Family Support Initiative: First 5 Centers (\$3,567,529). Funded 100% Prop 10 funds.
- 4.1.4 APPROVE and AUTHORIZE the Executive Director, or her designee, to execute a contract amendment with Bay Area Community Resources to increase the payment limit by \$5,000, to a new payment limit of \$2,114,750, to purchase and provide diapers for children at no cost at the West County First 5 Center. FY 2023-24 budget line: (\$708,250 year-1), (\$703,250 year-2), (\$703,250 year-3) Family Support Initiative: First 5 Centers (\$3,567,529). Funded 100% Prop 10 funds.
- 4.1.5 APPROVE AND AUTHORIZE the Executive Director, or her designee, to execute a contract amendment with Lincoln, to increase the payment limit by \$16,100 to a new payment limit of \$2,125,850, for additional activities related to the Ready Kids East County parent group and to purchase and provide diapers for children at no cost at the East County First 5 Center. FY 2023-24 budget line: (\$719,350 year-1), (\$703,250 year-2), (\$703,250 year-3) Family Support Initiative: First 5 Centers (\$3,567,529). Funded 100% Prop 10 funds.

- 4.2 **Accept the FY 2023-2024 First Quarter Financial Report.**
- 4.3 **Accept the Minutes from the Executive Committee Meeting on Sept. 11, 2023.**
- 4.4 **Accept the Minutes from the Special Executive Committee Meeting on Nov. 29, 2023.**
- 4.5 **Adopt the 2024 Calendar of Commission standing meetings.**
- 4.6 **Accept the Executive Director’s November/December Report.**

- 5.0 **CONSIDER for discussion any items removed from the Consent Calendar.** **Discussion**
  
- 6.0 **CONSIDER authorizing staff to finalize a Facility Use Agreement and Fee-for-Use Schedule that would allow third parties to use conference rooms at the 4005 Port Chicago Highway Conference Center.** **Action**
  
- 7.0 **CONSIDER approving the Slate of Officers of the Commission for 2024:** **Action**
  - Chair: John Jones
  - Vice-Chair: Marla Stuart
  - Secretary / Treasurer: Matt Regan
  - Additional Non-Voting Member: Vidya Iyengar
  
- 8.0 **Recognize Camilla Rand for 3 years of service as First 5 Contra Costa’s Deputy Director.**



- 9.0 Recognize Wanda Davis, Early Intervention Officer for her retirement after 13 years of service with First 5 Contra Costa.
  
- 10.0 Recognize First 5 staff who have surpassed service milestones and appreciate the entire staff for their continuing dedication and accomplishments. Action
  
- 11.0 RECEIVE Staff Presentation of 2023 Year in Review: Community Impact Report.
  
- 12.0 CONSIDER approving the updated First 5 Contra Costa Employee Compensation and Benefits Resolution No. 2023/01 and new Salary Schedule resulting from the organizational Compensation and Classification Study recently completed. Action
  
- 13.0 CONSIDER approving a 5% increase in salary, for the Executive Director. Action
  
- 14.0 Communications
  
- 15.0 Commissioner F.Y.I. Updates
  
- 16.0 Adjourn

The First 5 Contra Costa Children and Families Commission will provide reasonable accommodations for persons with disabilities planning to participate in Commission meetings who contact the Commission's offices, at least 48 hours before the meeting, at (925) 771-7300.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the First 5 Contra Costa Children and Families Commission to a majority of members of the First 5 Contra Costa Children and Families Commission less than 96 hours prior to that meeting are available for public inspection at 4005 Port Chicago Highway, Suite 120, Concord, CA 94520 during normal business hours.

In consideration of those who may suffer from chemical sensitivities or who may have allergic reactions to heavy scents, First 5 Contra Costa requests that staff and visitors refrain from wearing perfume, cologne, or the use of strongly scented products in the work place. We thank you for your consideration of others.