



## FIRST 5 ALAMEDA COUNTY EXECUTIVE COMMITTEE MEETING AGENDA

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**Thursday, October 5, 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: 891 6460 9400 Password: 448810

**Commissioners:**

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

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- 1. Public Comment**
- 2. Staff Announcements**
  - a. General Staff Announcements
  - b. CEO Contract Authorization
- 3. 2024 Executive Committee Draft Calendar**

Recommended Action: Review the 2024 Executive Committee Draft Calendar and communicate any conflicts with meeting dates.
- 4. Approval of Executive Committee Minutes from June 15, 2023**

Recommended Action: Approve Minutes from June 15, 2023 Executive Committee meeting.
- 5. Approval of First 5 Alameda County Governance Policies**

Recommended Action: Approve revisions to the following existing policies:

  - a. Financial Policies
    - i. Capital Assets Policy
  - b. Records Retention Schedule
- 6. Approval of Revisions to Employee Handbook**

Recommended Action: Approve the revisions to the Employee Handbook.
- 7. FY 2022-23 Financial and Single Audit Update**
- 8. FY 2022-23 Investment Report**

Recommended Action: Review and recommend to the Commission approval of the FY 2022-23 Investment Report.
- 9. New Revenue to be Included in Adopted FY 2023-24 Budget**

Recommended Action: Review and recommend to the Commission approval of new revenue to be included in Adopted FY 2023-24 Budget.
- 10. Adjournment**

**Information about access:**

Please contact Julia Otani at [julia.otani@first5alameda.org](mailto: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.



FY 2023-24 CEO-Approved Contracts List  
 CEO Contract Authorizations and Amendments

Original Award not approved by Commission (June 22, 2023)							New Contracts or Augmentations, approved by CEO (7/1/23 - 10/5/23)		
Strategy	Award Number	Contractor	Contract Start Date	Contract End Date	Original Description of Scope of Work	Amount	New Award, Amendment or Ancillary Amount	New Total Contract Amount	Description of New Contract or Added Scope of Work
Quality Early Care and Education	PS-ECE-2324-238	School Readiness Consultants	8/14/2023	12/31/2023	N/A	N/A	\$ 149,000.00	N/A	Funding to support planning and strategic implementation of early care and education systems, including the Central Eligibility List, and a countywide kindergarten readiness study.
						\$ -	\$ 149,000.00	\$ -	



## 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"> <li>Election of Officers</li> <li>FY 2023-24 Mid-Year Budget Modification</li> <li>FY 2023-24 Mid-Year Investment Update</li> </ul>
APRIL	Thursday, April 18	Thursday, April 25	<ul style="list-style-type: none"> <li>First reading of FY 2024-25 Budget</li> <li>First reading of Long-Range Financial Plan</li> <li>First 5 CA Annual Report</li> </ul>
JUNE	Thursday, June 13	Thursday, June 20	<ul style="list-style-type: none"> <li>Final adoption of FY 2024-25 Budget</li> <li>FY 2024-25 Contract Authorizations</li> <li>Approval of FY 2024-25 Strategic Plan</li> <li>Final Reading of Long-Range Financial Plan</li> <li>ACERA 401(h)</li> <li>GASB 54 Fund Balance Commitment</li> </ul>
AUGUST	Thursday, August 15	Thursday, August 22	TBD
OCTOBER	Thursday, October 3	Thursday, October 10	<ul style="list-style-type: none"> <li>Adoption of FY 2023-24 Financial Audit Report</li> <li>FY 2023-24 Investment Report</li> </ul>
DECEMBER	Thursday, December 5	Thursday, December 12	<ul style="list-style-type: none"> <li>F5AC Annual Report to First 5 CA</li> <li>F5AC Annual Report</li> </ul>



**First 5 Alameda County Executive Committee Meeting**

**June 15, 2023, 11:00 AM - 12:30 PM**

**Zoom Webinar Meeting ID: 812 7317 4172**

Commissioners Present: Chair: Renee Herzfeld, Tomás A. Magaña, M.D

Not Present: Vice Chair: Cecilia Oregón

First 5 Staff Present: Kristin Spanos, Christine Hom, Vanessa Cedeño Geiner, Detra Teal

AGENDA ITEM SPEAKER	DISCUSSION HIGHLIGHTS	ACTION	FOLLOW UP
<b>CALL TO ORDER</b>			
R. Herzfeld	The meeting was called to order by Chair Herzfeld who gaveled in at 11:03 AM and stated that the meeting was being recorded. Commissioners Herzfeld and Magaña stated their names to indicate they were present for the meeting.	None	None
<b>1. PUBLIC COMMENT</b>			
R. Herzfeld	There was no Public Comment.	None	None
<b>2. STAFF ANNOUNCEMENTS</b>			
K. Spanos	<a href="#">[Attachment]</a> a. General Staff Announcements b. Contract Authorizations Ms. Spanos presented the General Staff Announcements and noted there was one CEO contract authorization since the last Executive Committee meeting.	None	None
<b>3. APPROVAL OF MINUTES FROM APRIL 20, 2023</b>			
R. Herzfeld	<a href="#">[Attachment]</a> 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 April 20, 2023 Executive Committee Meeting minutes.	Motion: Tomás Magaña Second: Renee Herzfeld No Abstentions. Motion passed.	None
<b>4. APPROVE REVISIONS TO GOVERNANCE POLICIES</b>			
C. Hom	<a href="#">[Attachment]</a> a. Financial Policies b. Conflict of Interest Policy and Code Ms. Hom presented the proposed revisions to the Governance Policies. Chair Herzfeld asked if there was any public comment before taking a vote to approve. Chair Herzfeld facilitated the vote to approve the proposed revisions to Governace Policies.	Motion: Tomás Magaña Second: Renee Herzfeld No Abstentions. Motion passed.	None

AGENDA ITEM SPEAKER	DISCUSSION HIGHLIGHTS	ACTION	FOLLOW UP
<b>5. REVIEW FY 2023-25 PROPOSED BUDGET AND FY 2023-32 PROPOSED LONG RANGE FINANCIAL PLAN - FINAL READINGS</b>			
C.Hom	<p><a href="#">[Attachment]</a></p> <p>a. FY 2023-25 Proposed Budget b. FY 2023-32 Proposed Long Range Financial Plan</p> <p>Ms. Hom presented the FY 2023-25 Proposed Budget and FY 2023-32 Proposed Long Range Financial Plan - Final Readings.</p> <p>Chair Herzfeld asked if there was any public comment before taking a vote to recommend.</p> <p>Chair Herzfeld facilitated the vote to recommend that the FY 2023-25 Proposed Budget and FY 2023-32 Proposed Long Range Financial Plan - Final Readings be brought to the full Commission for final review and approval.</p>	<p>Motion: Tomas Magaña Second: Renee Herzfeld No Abstentions. Motion passed.</p>	<p>The FY 2023-25 Proposed Budget and FY 2023-32 Proposed Long Range Financial Plan - Final Readings will be brought to the full Commission for final review and approval.</p>
<b>6. REVIEW GASB 54 FUND BALANCE COMMITMENT</b>			
C. Hom	<p><a href="#">[Attachment]</a></p> <p>Ms. Hom presented the GASB 54 Fund Balance Commitment.</p> <p>Chair Herzfeld asked if there was any public comment before taking a vote to recommend.</p> <p>Chair Herzfeld facilitated the vote to recommend that the GASB 54 Fund Balance Commitment be brought to the full Commission for final review and approval.</p>	<p>Motion: Tomas Magaña Second: Renee Herzfeld No Abstentions. Motion passed.</p>	<p>The GASB 54 Fund Balance Commitment be brought to the full Commission for final review and approval.</p>
<b>7. REVIEW FY 2023-24 ACERA 401(h) ACCOUNT AUTHORIZATION</b>			
C. Hom	<p><a href="#">[Attachment]</a></p> <p>Ms. Hom presented the FY 2023-24 ACERA 401(h) Account Authorization.</p> <p>Chair Herzfeld asked if there was any public comment before taking a vote to recommend.</p> <p>Chair Herzfeld facilitated the vote to recommend that the FY 2023-24 ACERA 401(h) be brought to the full Commission for final review and approval.</p>	<p>Motion: Tomas Magaña Second: Renee Herzfeld No Abstentions. Motion passed.</p>	<p>The FY 2023-24 ACERA 401(h) Account Authorization will be brought to the full Commission for final review and approval.</p>
<b>8. ADJOURNMENT</b>			
R. Herzfeld	Chair Herzfeld gavelled out and adjourned the meeting at 12:01 PM.	None	None

Respectfully Submitted By: Julia Otani, Executive Assistant



**To:** First 5 Alameda County Executive Committee

**From:** Kristin Spanos, CEO  
Christine Hom, Chief Operating Officer  
Maria Canteros, Finance Administrator

**Date:** October 5, 2023

**Subject:** Revision to First 5 Alameda County Financial Policies

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**ACTION REQUESTED**

To approve revisions to the Financial Policies.

**BACKGROUND**

First 5 Alameda County originally adopted Financial Policies on June 24, 2004. The policies are reviewed by staff on at minimum an annual basis and revisions are brought to the Executive Committee for consideration and approval as necessary. F5AC Finance staff worked with Kevin Harper, CPA, to review the agency's financial policies and procedures to ensure compliance with state and federal law, current GAAP and GASB accounting standards and industry best practices.

Staff is proposing the addition of the following section currently included in First 5's financial procedures to be elevated as a proposed new section in the financial policies effective July 1, 2023:

**Capital Assets Policy**

Expand language and establish new policy to distinguish types of capitalizable costs, including the treatment of leases per GASB 87 and the treatment of software purchases or subscription arrangements (SBITAs) per GASB 96 addressing donated assets, improvements, disposals, inventory tracking and non-capitalized assets.

The proposed addition of the policy is included as an attachment.

**FISCAL IMPACT**

There is no fiscal impact.

**RECOMMENDATION**

The Commission adopted revisions to the Bylaws on May 26, 2022 to delegate authority to the Executive Committee to “review and approve governance-related policies and procedures including fiscal, administrative, operations and human resources, including approving the compensation of the CEO on an annual basis”.

First 5 Alameda County staff recommend that the Executive Committee approve the update to the current Financial Policies to include a new section for Capital Assets Policy.

Submitted by:

DocuSigned by:  
*Maria Canteros*  
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Maria Canteros  
Finance Administrator

Approved by:

DocuSigned by:  
*Kristin Spanos*  
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Kristin Spanos  
Chief Executive Officer

Reviewed:

DocuSigned by:  
*Christine Hom*  
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Christine Hom  
Chief Operating Officer

**CAPITAL ASSETS POLICY**

Added 10/5/2023

**Purpose**

This policy documents First 5 Alameda County's (F5AC) accounting for the acquisition, valuation, disposition and accounting for capital assets. Proper capital asset accounting provides the data necessary to:

- Prepare accurate financial reports.
- Safeguard its investment in capital assets.
- Identify custodial responsibility.
- Assist with risk management/insurance activities.
- Recover costs from Federal and State grants/programs.

**Definition of Capital Assets**

Capital assets are tangible or intangible assets that have a useful life greater than one year. Capital asset categories are Land & Improvements, Buildings & Improvements, Construction in Progress, Software, Furniture & Equipment and Leasehold Improvements. Each of these asset types is described below and examples of costs to include in the value of the capital asset are provided.

Capital assets are to be accounted for at historical cost. Generally, historical cost includes all expenses associated with the acquisition, construction and installation of a capital asset.

If the funding source of an asset is a grant, or the asset is acquired by gift or donation, the source or donor is recorded in the accounting records.

**Policy****General**

F5AC records as capital assets those tangible and intangible capital assets having a useful life of more than one year and a historical cost of \$5,000 or more. Departments are responsible for all assets in their possession.

Each capital asset shall be depreciated in F5AC's accounting records over its estimated useful life. Buildings are depreciated over 27.5 years, furniture over 5 years and equipment over 3 years. F5AC currently has no other types of capital assets. Depreciation is calculated on the straight-line basis.

Capital assets disposed of or sold shall be removed from the accounting records.



### Capitalizable Costs

The following expenditures will be capitalized:

Land & Improvements: Costs to be capitalized as Land include purchase price, appraisal and negotiation fees, lease cancellation costs, title search fees, surveying fees, clearing costs and demolishing or removing structures. Costs to be capitalized as Land Improvements include fill, grading, paving, retaining walls, and irrigation systems.

Building & Improvements: Costs to be capitalized as Buildings include cost of construction, fixtures and equipment attached to the structure (e.g. boilers, HVAC systems, elevators), architect fees, permit and license fees, and cost of construction insurance LESS salvage receipts for construction materials, discounts, allowances and rebates. Costs to be capitalized as Building Improvements include additions or improvements to buildings that increase the value or extend the useful life of a building. Examples include replacing major building components, structural additions to a building, major energy conservation projects, installation of upgraded plumbing or electrical systems, and major renovations of exterior structural deterioration.

Construction in Progress (CIP): All capitalized projects which are incomplete as of June 30 will be capitalized as construction in progress. Completed projects will be moved from CIP and depreciation started as of the date the asset is placed into service. CIP costs related to projects not expected to be completed shall be removed from the accounting records. Costs are initially charged to the accounts of the cost center performing the construction and are then transferred to the capital asset account. These costs include direct labor, materials, equipment usage and overhead. Overhead is limited to those items, such as worker's compensation and employee group insurance premiums, retirement and sick leave, which can be distributed on the basis of direct labor.

Software: Costs to be capitalized as Software include one-time software purchase, license or internally generated in conformance with Governmental Accounting Standards Board (GASB) Statement No. 51 (Accounting and Financial Reporting for Intangible Assets) and software subscriptions arrangements in conformance with GASB 96 Subscription-Based Implementation Arrangements (SBITAs).

Furniture & Equipment: Costs to be capitalized include machines, tools, furniture, vehicles, computers and servers. Equipment does not include major systems integrated into a building or structure such as elevators, boilers, roofs, HVAC, software nor extended warranties. When multiple identical units (e.g. 4 printers at \$2,000 each) are purchased together, they will be capitalized only if each unit is greater than the capitalization threshold. The cost of equipment includes all costs necessary to acquire and place the equipment into service, such as purchase or construction price, installation costs, freight or other carriage charges, initial operational training and sales taxes.

Leases: A lease is a contract that conveys control of the right to use another entity's capital asset. For leases which meet the requirements of GASB Statement No. 87, F5AC records an intangible right to use asset, which is calculated in accordance with GASB 87 and amortized over the shorter of the life of the lease or the useful life of the leased asset.

Donated Assets

All donated assets are capitalized as of the date of acceptance by the Commission. They are capitalized at estimated fair market value plus any costs necessary to place the assets into service.

Renovation and Betterment

Costs incurred in maintaining and repairing capital assets will not be capitalized. The cost of renovating or improving an existing asset is capitalized if the added cost is at least \$5,000 and the improvement will extend the life of the asset and/or improve its capacity or efficiency.

Asset Disposal

Prior to the disposal of any capital asset, the responsible department is required to identify and track the disposal on the internal inventory spreadsheet and have it approved by the Chief Financial Officer. Upon retirement/disposal of asset, Finance will remove the asset from the accounting records.

Property Tags

All capitalized assets shall be assigned an inventory serial number when acquired. A property tag should be placed in an inconspicuous, but accessible place on the asset (e.g., on the back of a computer component or the inside leg of a chair). In cases such as buildings, where it is impractical to attach a property tag, the tag will be filed with the asset's paperwork by the department responsible for inventory.

Physical Inventory

A physical inventory of all moveable capital assets is to be completed annually to verify existence and location, and to identify disposed assets. Land, buildings and other immovable assets shall be inventoried every five years. F5AC's accounting records are adjusted to reflect the results of each physical inventory.

Non-capitalized assets

Departments are responsible for all assets in their possession, regardless of whether capitalized. For equipment that falls under the \$5,000 capitalization threshold, each department is responsible for determining which items are susceptible to theft or loss and therefore should be controlled via accounting records, property tags and/or periodic physical inventories.



**To:** First 5 Alameda County Executive Committee

**From:** Christine Hom, Chief Operating Officer

**Date:** October 5, 2023

**Subject:** Approve Revisions to the First 5 Alameda County Records Retention Schedule

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#### **ACTION REQUESTED**

Approve revisions to the First 5 Alameda County Records Retention Schedule.

#### **BACKGROUND**

In 2021, First 5 Alameda County contracted with VIVA Social Impact Partners to review First 5's governance policies. On October 7, 2021, VIVA presented their recommendations for the modification or creation of governance policies to the Executive Committee including the establishment of a Records Retention and Destruction Policy and a Records Retention Schedule.

First 5 Alameda County staff worked with agency counsel at Olson Remcho LLP to draft a Records Retention and Destruction Policy and a Records Retention Schedule. The policy and schedule impose specific retention periods for First 5 records in accordance and compliance with state and federal laws. The adoption of the policy and schedule is in accordance with best practices by peer agencies and will enable First 5 to manage physical and electronic storage and conserve agency resources. In addition, all records retained under this policy are to be accessible for inspection at First 5 Alameda County's office, as required by law, under reasonable time provisions and conditions. No First 5 Alameda County records shall be disposed of except in compliance with this policy and applicable law.

Health and Safety Code section 130140.1 permits the Commission to dispose of its real and personal property. State law provides that certain types of records are required by law to be filed and preserved for specific periods of time. In addition, First 5 Alameda County, as a public agency, adheres to the California Public Records Act, which affords the public the right to inspect and be provided a copy of most of the written information retained by State and local agencies in the course of the public's business. The California Public Records Act regulates the public's access to records and sets out the specific statutory circumstances under which particular records are open to inspection at all times during the office hours of a local agency.

On May 26, 2022, the First 5 Alameda Executive Committee approved the First 5 Alameda County Commission Records Retention and Destruction Policy and Records Retention Schedule. Due to subsequent changes in the law related to the minimum legal retention period for several categories of

**AGENDA ITEM 5b**

records, the Retention Schedule required updating. Additionally, on the advice of legal counsel and in adherence to best governmental practices, the Commission approved a formal Resolution establishing the First 5 Alameda County Commission Records Retention and Destruction Policy and Records Retention Schedule on October 6, 2022. The Resolution also authorizes the Executive Committee to revise and update the schedule going forward as necessary to further the purposes of the resolution and to comply with relevant laws and regulations.

Upon review of the policy and schedule, legal counsel has recommended the following changes to the current schedule due to subsequent changes in the law related to the minimum legal retention period of the identified categories:

CATEGORY OF RECORD	DESCRIPTION OR EXAMPLE OF RECORD	MINIMUM LEGAL RETENTION PERIOD [F5AC adopted]	MINIMUM LEGAL RETENTION PERIOD [Recommended]
Agenda / Agenda Packets	Board– agendas and packets can be imaged immediately for retention, if desired.	2 years	Permanent
Agenda reports (staff reports)	Board - Originals can be imaged immediately for retention, if desired. The imaged record can serve as the “original” record, if desired.	2 years	Permanent
Deferred Compensation Reports	Finance - pension/retirement funds	3 years	Employment termination + 10 years (unless funding source agreement requires longer retention)


**FISCAL IMPACT**

There is no fiscal impact.

**RECOMMENDATION**

Approve revisions to the First 5 Alameda County Records Retention Schedule.

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

FIRST 5 ALAMEDA COUNTY RECORDS RETENTION SCHEDULE

CATEGORY OF RECORD	DESCRIPTION OR EXAMPLE OF RECORD	MINIMUM LEGAL RETENTION PERIOD <sup>1</sup>
<b>Accounting Records – General Ledger</b>	General Ledger.	Fiscal year-end audit closed + 7 years
<b>Accounting Records – Permanent Books of Accounts</b>	Records showing items of gross income, receipts and disbursement (including inventories, per IRS regulations).	Permanent
<b>Accounts Payable</b>	Journals, statements, asset inventories, account postings with supporting documents, vouchers, investments, invoices and back-up documents, purchase orders, travel expense reimbursements, petty cash, postage, PERS reports, check requests, etc.	Fiscal year-end audit closed + 7 years
<b>Accounts Receivable</b>	Receipts for deposited checks, coins, currency; checks received, reports, investments, receipt books, cash receipts, cash register tapes, payments for building permits/parking permits/Transient Occupancy Tax, etc.	Fiscal year-end audit closed + 7 years
<b>Agenda / Agenda Packets</b>	Commission– agendas and packets can be imaged immediately for retention, if desired.	<del>2 years</del> Permanent
<b>Agenda reports (staff reports)</b>	Commission - Originals can be imaged immediately for retention, if desired. The imaged record can serve as the “original” record, if desired.	<del>2 years</del> Permanent
<b>Agendas/Minutes – External Meetings with Grantees, Consultants, Contractors, or Vendors</b>	Includes agenda, minutes, meeting summaries and attendance record, if any, for meetings with grantees, consultants, contractors, or vendors. NOTE: Transfer records to Contract Compliance Department if related to compliance or performance issues.	Contract completion plus 7 years, or project completion plus 7 years, whichever is longer (unless funding source agreement requires longer retention period)
<b>Agendas/Minutes for Internal Department Meetings</b>	Includes agenda, minutes, meeting summaries and attendance record, if any, for meetings within a single department, or between two or more departments. Department initiating meeting is custodian of record.	2 years

<sup>1</sup> **Explanation of Retention Periods.** The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later. Until superseded but retain for a minimum of two years means that the minimum retention period is two years and that if a superseding retention period reduces that timeline, First 5 will retain all records for the full two years if they were created prior to the date of the superseding retention period.

**FIRST 5 ALAMEDA COUNTY RECORDS RETENTION SCHEDULE**

<b>Annual Financial Report</b>	May include independent auditor analysis.	Same as audit reports
<b>Audit Reports</b>	Financial services; internal and/or external reports.	Permanent
<b>Bank Account Reconciliations</b>	Bank statements, receipts, certificates of deposit, etc.	Fiscal year-end audit closed + 7 years
<b>Bids, Successful</b>	Includes plan and specifications; notices/affidavits.	4 years
<b>Bids, Unsuccessful</b>	Unsuccessful bid packages only.	2 years
<b>Brochures/ Publications</b>	Informational/promotional documents created for or by First 5 Alameda County.	5 years
<b>Budget, Annual</b>	Annual operating budget approved by Commission.	Current + 15 years
<b>Conflict of Interest Code</b>	Conflict of Interest Code – required under Political Reform Act; must be reviewed by July 1st of every even-numbered year and amended if necessary.	Permanent
<b>Contracts</b>	<p>Original contracts and agreements, working documents, records, and back-up materials, relating to external entities such as grantees, contractors, consultants, or vendors. Can include leases, license agreements, service/ maintenance contracts, etc.</p> <p>Original contracts/agreements regarding the development of real property, design, specifications, surveying, planning, supervision, testing, or observation of construction or improvement to real property; may include records of retention releases, retention withheld, change orders, etc.</p>	<p>10 years after termination/completion, whichever is later. Note that funding source agreement could require longer retention</p> <p>F5AC cannot destroy any nondischarged contract to which F5AFC is a party</p>
<b>Correspondence</b>	<p>General correspondence, including letters and e-mail; Various files, not related to specific cases and not otherwise specifically covered by the retention schedule.</p> <p>All other general substantive correspondence, external and internal. Includes emails, memos and letters involving substantive issues not related to a grant, contract, lobbying, employment, or public records request, and that do not fall under</p>	2 years

FIRST 5 ALAMEDA COUNTY RECORDS RETENTION SCHEDULE

	any other retention category. If subject matter requires longer retention, use the longer retention period. Does not include advertisements, newsletters, invitations, and mailings of general interest. Correspondence that is transitory does not have to be retained. See F5AC Records Retention and Destruction Policy (page 2) for details.	
<b>Correspondence – Internal/External exchanged with or regarding Grantees, Contractors, Consultants or Vendors</b>	<p><u>Internal</u>: Substantive correspondence exchanged internally regarding grantees, contractors, consultants or vendors not listed under “Contract Documents”.</p> <p><u>External</u>: Routine correspondence, including emails, memos and letters, exchanged with grantees, contractors, consultants, or vendors.</p> <p>NOTE: Transfer to Contract Compliance Department internal and external correspondence related to compliance or performance issues.</p>	Contract termination plus 7 years (unless funding source agreement requires longer period)
<b>Credit Cards, First 5 Alameda County-owned</b>	Credit card bills or statements and related receipts. Other records related to use of First 5 Alameda County-owned credit cards (policies, correspondence, etc.).	Until audited + 7 years
<b>Deeds, Real Property (Grant Deeds)</b>	File with recorded documents; originals may not be destroyed.	Permanent
<b>Deferred Compensation Reports</b>	Finance - pension/retirement funds.	<del>3 years</del> Employment termination + 10 years (unless funding source agreement requires longer retention)
<b>Demographic/ Statistical Data</b>		Current + 2 years
<b>EEOC Records (Equal Employment Opportunity Commission)</b>	Records, reports showing compliance with federal equal employment requirements (EEO-4 Reports, etc.).	Permanent
<b>Employee Benefit Plan Documents</b>	Benefit plans (including “cafeteria” and other plans); health insurance programs; records regarding COBRA – extension of benefits for separated employees, insurance policies (health, vision, dental, deferred compensation, etc.).	Permanent

**FIRST 5 ALAMEDA COUNTY RECORDS RETENTION SCHEDULE**

<b>Employee Benefit Invoices</b>	Copies of monthly invoices received from benefit carriers. (Originals are provided to Finance).	2 years
<b>Employee Benefits Records</b>	Documentation of benefits elections, beneficiary designations, eligibility determinations, COBRA notices for each employee.  Includes records required to determine retirement benefits for each employee, related forms, and loan documents related to same; and age & social security information.	Employment termination plus 10 years (unless funding source agreement requires longer retention)
<b>Employee Bonds (Fidelity)</b>	Form of insurance that covers employer (First 5 Alameda County) for losses resulting from fraudulent acts of specified employees.	Permanent
<b>Employee Exposure Record</b>	Record of employee exposure to certain toxic substance or harmful physical agent, and related records, if any (e.g., material safety data sheets, chemical inventory, etc.).	Exposure plus 30 years
<b>Employee Information - Applicant Identification Records</b>	Personnel data regarding race, gender, national origin of applicants.	Received + 4 years. Note that if hired, the application should be included in Employee Personnel File and subject to longer retention
<b>Employee Information, General</b>	Name, address, date of birth, occupation, rate of pay and weekly compensation earned.	Employment termination plus 10 years (unless funding source agreement requires longer retention)
<b>Employee Leave of Absence Records</b>	Records related to employee leave of absence, including dates and hours of leave used, records relating to any dispute regarding designation of leave (except see litigation), and related correspondence.	Employment termination plus 30 years
<b>Employee Personnel File - Medi-Cal Administrative Activities (MAA) Contract</b>	Employee Personnel Files (described above) related to any employee whose position is paid for by MAA.  Note: Do not destroy any personnel file information if there is any pending claim or litigation.	The longer of: (1) Employment termination plus 10 years; or (2) Termination of MAA Agreement plus 5 years



**FIRST 5 ALAMEDA COUNTY RECORDS RETENTION SCHEDULE**

<b>Employee Personnel Files</b>	<p>Personnel files, including employment application and resume, job descriptions, performance reviews, new hire forms, disciplinary records, conference, training, and related certificates, separation records, and related correspondence.</p> <p>Note: Do not destroy any personnel file information if there is any pending claim or litigation.</p>	Employment termination plus 10 years (unless funding source agreement requires a longer period of retention)
<b>Employee Programs</b>	May include Employee Assistance Program (EAP), Employee Recognition program, etc.	2 years
<b>Employee, Medical Records (routine)</b>	Records of first aid treatment for minor injuries (burns, splinters, etc.); records relating to medical leave taken, etc.	Place in Employee Personnel File
<b>Employee, Non-safety and safety</b>	Non-safety employee records may include release authorizations; certifications; reassignments; outside employment; commendations, disciplinary actions; terminations; oaths of office; pre-employment medical evaluations; fingerprints; identification cards (ID's).	Place in Employee Personnel File
<b>Employee, Recruitment</b>	Alternate lists/logs, ethnicity disclosures, examination materials, examination answer sheets, job bulletins.	Position filled (or search terminated) + 5 years
<b>Employment - Surveys and Studies</b>	Includes classification, wage rates.	Position filled (or search terminated) + 5 years
<b>Employment - Training Records, Non- Safety</b>	Paperwork documenting internal and external training for non-safety employees; includes any volunteer program training - class training materials, internships.	Length of employment + 4 years
<b>Employment - Vehicle Mileage Reimbursement Rates</b>	Annual mileage reimbursement rates.	Until superseded + 2 years
<b>Employment Agreements</b>	Original agreements/contracts for at-will.	Place in personnel file
<b>Employment Applications - Not Hired</b>	Applications, resumes, and related materials submitted for existing or anticipated job openings, including any records pertaining to failure or refusal to hire applicant.	Position filled (or search terminated) plus 3 years
<b>Employment Development Department Correspondence</b>	General correspondence exchanged with the EDD, including such topics as unemployment	5 years for general Correspondence

**FIRST 5 ALAMEDA COUNTY RECORDS RETENTION SCHEDULE**

	insurance, state disability, FMLA and paid family leave. NOTE: Correspondence regarding a specific employee should be retained based on applicable category (e.g., Employee Personnel File, Employee Exposure Record, Employee Leave of Absence Records).	If employee specific, place in Employee Personnel File
<b>Employment Eligibility Verification</b>	Completed I-9 Forms.	Employment termination plus 10 years (unless funding source agreement requires longer retention)
<b>ERISA Records (Employee Retirement Security Act)</b>	Employee Retirement Income Security Act of 1974 - Plan reports, certified information filed; records of benefits due.	6 years
<b>Ethics Training Records</b>	Records required to be kept under Gov. Code section 53235.2. Records must show dates that local officials satisfied the training requirements and the entity that provided the training.	5 years after receipt of training
<b>Family and Medical Leave Act (federal)</b>	Records of leave taken, First 5 Alameda County policies relating to leave, notices, communications relating to taking leave.	5 years for general correspondence. If employee specific, place in Employee Personnel File
<b>Forms</b>	Administrative - blank	Until Superseded
<b>Fund Transfers</b>	Internal; bank transfers & wires.	Until audited + 7 years
<b>General Ledgers</b>	All annual financial summaries--all agencies.	Permanent
<b>Grants - Unsuccessful</b>	Applications not entitled.	Date of declination + 2 years
<b>Grants Community Development Block Grant (CDBG); Urban Development; other Federal and State grants</b>	Grant documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, sub-recipient dockets, environmental review, inventory, consolidated plan, etc.	Until completed + 7 years
<b>Insurance</b>	Personnel related.	Permanent
<b>Insurance Certificates, First 5 Alameda County</b>	Liability, performance bonds, employee bonds, property; Insurance certificates filed separately from contracts, includes insurance filed by licensees.	Permanent

**FIRST 5 ALAMEDA COUNTY RECORDS RETENTION SCHEDULE**

<b>Insurance, Joint Powers Agreement</b>	Accreditation, MOU, agreements and agendas.	Permanent
<b>Insurance, Liability/Property</b>	May include liability, property, Certificates of Participation, deferred, use of facilities.	Permanent
<b>Insurance, Risk Management Reports</b>	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies.	Permanent
<b>Investment Reports, Transactions</b>	Summary of transactions, inventory and earnings report.	Until audited + 4 years
<b>Invoices</b>	Invoices from vendors and back-up documents.	Until audited or contract termination + 7 years, whichever is later
<b>Job Descriptions</b>	Descriptions of duties, qualifications, responsibilities for each position/classification/job title.	Position filled (or search terminated) + 5 years
<b>Lease Agreement</b>	Property or equipment.	Lease expiration + 4 years
<b>Legal Notices / Affidavits of Publication or Posting</b>	Examples: Notices of public hearings, notices of liens, etc. Also proof of publication of notice, or proof of posting of notice.	Current + 4 years, unless part of a project or matter that requires longer retention (i.e., CEQA documents) or risk of litigation
<b>Legal Opinions</b>	Confidential – not for public disclosure (attorney-client privilege).	Until superseded, but retain for a minimum of 4 years
<b>Licenses/Permits – Special (Events; Solicitation)</b>	This category DOES NOT include business licenses/permits.	Current + 2 years
<b>Litigation</b>	Case files or records relating to any pending claim or litigation or any settlement or other disposition of litigation .	Until finally settled + 4 years Litigation records regarding Employment Practices have a permanent retention period
<b>Maintenance/Repair Records</b>	Equipment.	3 years
<b>Marketing, Promotional</b>	Brochures, announcements, etc.	5 years
<b>Minutes</b>	Minutes of any meeting of the legislative body .	Permanent
<b>Notices – Public Meetings</b>	Special Meetings.	Permanent
<b>Ordinances Adopted by F5AC</b>		Permanent

**FIRST 5 ALAMEDA COUNTY RECORDS RETENTION SCHEDULE**

<b>OSHA</b>	OSHA 300 Log, privacy case list, OSHA 300A annual summary, OSHA 301 incident report forms.	5 years from the end of the calendar year covered by the forms or logs
<b>OSHA (Accident/Illness Reports)</b>	Personnel - Employee Exposure Records & Employee Medical Records regarding exposure to toxic substances; Exempt from public disclosure.	Duration of employment plus 30 years
<b>Payroll - Federal/State Reports</b>	Annual W-2's, W-4's, Form 1099s, etc.; quarterly and year-end reports.	Fiscal year-end audit closed plus 7 years (unless funding source agreement requires longer retention)
<b>Payroll - Wage Rates / Job Classifications</b>	Employee records.	Fiscal year-end audit closed plus 7 years (unless funding source agreement requires longer retention)
<b>Payroll Deduction/ Authorizations</b>	Finance.	Fiscal year-end audit closed plus 7 years (unless funding source agreement requires longer retention)
<b>Payroll records (employee information)</b>	Records showing employee information/data – names, addresses, etc.; hours worked; regular and overtime wages, etc.	Fiscal year-end audit closed plus 7 years (unless funding source agreement requires longer retention)
<b>Payroll, registers</b>	Finance Labor costs by employee & program.	Permanent
<b>Payroll, time cards/sheets</b>	Employee.	Fiscal year-end audit closed plus 7 years (unless funding source agreement requires longer retention)
<b>Personnel Policies -- Rules and Regulations</b>	Including employee handbooks, employee manuals, and other policies/procedures.	Permanent
<b>Personnel Records</b>	Payroll or other records containing name, address, date of birth, occupation, rate of pay, etc., including records relating to promotion, demotion, transfer, lay-off, termination.	See Employee Personnel Files
<b>Political Support/Opposition, Requests &amp; Responses</b>	Related to legislation.	7 years
<b>Press Releases</b>	First 5 Alameda County related.	5 years
<b>Procedure Manuals</b>	Administrative.	Until superseded + 4 years

**FIRST 5 ALAMEDA COUNTY RECORDS RETENTION SCHEDULE**

<b>Proclamations</b>	First 5 Alameda County issued proclamations.	2 years; if done by Commission Resolution, then permanent retention
<b>Public Records Act Request</b>	Requests from the public to inspect or copy public documents.	4 years. However, any record subject to the subject of any pending request made pursuant to the California Public Records, whether or not the agency maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since the agency has provided written notice to the requester that the request has been denied
<b>Purchasing RFQ's, RFP's</b>	Requests for Qualifications; Requests for Proposals regarding goods and services.	Contract termination plus 7 years or project completion plus 7 years, whichever is later (unless funding source agreement requires longer retention)
<b>Purchasing, Requisitions, Purchase Orders</b>	Original Documents.	Until audited + 4 years
<b>Recordings - audio (e.g., for preparation of meeting minutes)</b>	Audio recording "made for whatever purpose by or at the direction of the local agency".	Minimum 30 days
<b>Recordings - routine video monitoring, telephone, and radio communications</b>	Routine daily recording of telephone & radio communications; routine video monitoring including in-car video systems, jail observation/monitoring systems, building security systems. [Includes automated license plate reader (ALPR) video recordings/data].	Videos - 1 year; Phone & Radio communications - 100 days (destruction must be approved by Commission & First 5 Alameda County Attorney)
<b>Recordings, video or digitally recorded (Duplicate – see Description or Example of Record)</b>	Other than videos or digital recordings of public meetings; Considered duplicate records if another record of the same event is kept (i.e., written minutes).	Minimum 90 days after event is recorded

**FIRST 5 ALAMEDA COUNTY RECORDS RETENTION SCHEDULE**

<b>Recordings, video or digitally recorded – meetings of legislative bodies</b>	Videos or digital recordings of public meetings made by or at the direction of First 5 Alameda County.	Minimum 30 days
<b>Records Management Disposition Certification</b>	Documentation of final disposition of records.	Permanent
<b>Records related to any nondischarged debt of F5AC</b>		Permanent
<b>Records related to any pending construction that the F5AC has not accepted or as to which a stop notice claim legally may be presented</b>		Permanent
<b>Records related to formation, change of organization, or reorganization of F5AC</b>		Permanent
<b>Records related to the title to real property in which the district has an interest</b>		Permanent
<b>Records Retention Schedules</b>		Current + 2 years
<b>Recruitments and Selection</b>	Records relating to hiring, promotion, selection for training.	Position filled (or search terminated) plus 5 years
<b>Release Forms/Waivers</b>	Human Services Recreation Programs.	2 years
<b>Resolutions</b>	Resolutions adopted by the Commission and First 5 Alameda County.	Permanent
<b>Returned Checks</b>	Finance-NSF (not First 5 Alameda County checks).	5 years after audit
<b>Salary/Compensation Studies, Surveys</b>	Studies or surveys of other agencies regarding wages, salaries and other compensation or benefits.	While current + 2 years
<b>Statements of Economic Interest - Form 700 (originals) (non-elected)</b>	<u>Originals</u> of statements of designated employees.	7 years
<b>Statements of Economic Interest - Form 700 (copies) (elected officials)</b>	<u>Copies</u> of original statements of elected officials forwarded to Fair Political Practices Commission (FPPC).	7 years
<b>Stop Payments</b>	Finance - bank statements.	Fiscal year-end audit closed + 7 years
<b>Unemployment Insurance Records</b>	Records relating to unemployment insurance – claims, payments, correspondence, etc.	While current + 4 years, but documents relating to a specific employee should

**FIRST 5 ALAMEDA COUNTY RECORDS RETENTION SCHEDULE**

		be retained in the Employee Personnel File
<b>Wage Garnishment</b>	Wage or salary garnishment.	Active until garnishment is satisfied; then retain until audited + 4 years
<b>Warrant Register/Check Register</b>	Record of checks issued; approved by legislative body (copy is normally retained as part of agenda packet information).	Until audited + 2 years
<b>Workers Compensation Files</b>	Work-injury claims (including denied claims); claim files, reports, etc.	Permanent



**To:** First 5 Alameda County Executive Committee

**From:** Detra Teal, Chief Human Resources Officer

**Date:** October 5, 2023

**Subject:** Employee Handbook Revisions

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#### **ACTION REQUESTED**

To approve the revisions to the Employee Handbook.

#### **BACKGROUND**

First 5 Alameda County adopted Personnel Policies in May 2004 in preparation for separation from Alameda County. Since then, review has been done annually and resulted in revisions as needed. Revisions are necessary periodically due to changes in practice or law. We engage the employment law firm of Wiley Price & Radulovich when consultation is needed on issues of employment, including revision of employee policies in the Employee Handbook. All significant policy revisions are listed on the change log at the end of the document.

The following changes are part of a legal review of the Employee Handbook by Joan Pugh Newman at Wiley Price & Radulovich and in accordance with legislative changes effective October 2023. The changes identified in the Employee Handbook are as follows:

First 5 recommended changes as part of legal review:

- Page 3: **Contents** – Removal of COVID-19 Workplace Vaccination Policy item.
- Page 8: **Work Eligibility** – Updated wording to reflect a specific timeframe for TB testing for staff that work directly, in-person with families.
- Page 22: **Alternative Work Schedules** – updated language to include a Half-Flex Day schedule option.
- Page 23: **Overtime Pay and Compensatory Time Off** – Updated language to reflect “Division Chief” as the final approver.
- Page 25: **Remote Work Policy** – Updated language in accordance with current Agency practices.
- Former pages 25-26 – **COVID-19 Workplace Vaccination Policy** – Removed policy from the Employee Handbook. The policy has been moved to the COVID-19 Prevention Plan (CPP).




**FISCAL IMPACT**

There is no fiscal impact.

**RECOMMENDATION**

First 5 Alameda County staff recommend that the Executive Committee approve the revisions to the Employee Handbook.

Submitted by:

DocuSigned by:  
  
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Detra Teal  
Chief Human Resources Officer

Reviewed by:

DocuSigned by:  
  
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Kristin Spanos  
Chief Executive Officer

# FIRST 5



## Employee Handbook

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## **Acknowledgement**

## **Change Log**

## Welcome

Welcome to employment with First 5 Alameda County (F5AC). Through the efforts of our employees, F5AC has established itself as a leading organization in our community and we are excited to have you join our team.

Our vision and mission, along with our strategic plan, guide our work. To ensure our continued success, all employees also need to understand, and comply with, our policies and procedures. This Handbook contains important F5AC information including a summary of our policies, benefits, and work expectations. We encourage you to use it as a reference throughout your employment with us.

If you have any questions, please do not hesitate to ask either your supervisor or our Human Resources team.

Sincerely,



Kristin Spanos, Chief Executive Officer

## Our Vision

Every child in Alameda County will have optimal health, development and well-being to reach their greatest potential.

## Our Mission

In partnership with the community, we support a county-wide continuous prevention and an early intervention system that promotes optimal health and development, narrows disparities and improves the lives of children aged 0 to 5 years and their families.

## Part One: Introduction

This handbook is designed to help you familiarize yourself with important information about First 5 Alameda County (“F5AC”), and information regarding your own privileges and responsibilities as employees.

It is not possible to anticipate every situation that may occur in the workplace or to provide information that answers every possible question. Also, future circumstances may require changes in the policies, practices, and benefits described in this handbook. Accordingly, except for the principle of At-Will Employment relationship with its employees, F5AC reserves the right to modify, rescind, supplement, or revise any provision in this handbook. While F5AC makes reasonable efforts to provide you with advance notice of any modifications or revisions to the handbook and distributes updated information as revisions are made, advance notice of policy changes may not always be possible. Changes to policies apply to F5AC employees on their effective date.

This handbook is not intended to be a contract. The policies and procedures in this handbook are intended to, and do, replace all previous employee handbook policies, practices, and guidelines.

All employees are expected to comply with all policies in this handbook. Employees who fail to comply with any policy will be subject to discipline, up to and including immediate termination. Any questions regarding the contents of this handbook may be addressed to your supervisor or to Human Resources.

### **At-Will Employment**

Employment with F5AC is “at will.” This means that the employment relationship is not for any specified period and can be terminated by either the employee or F5AC at any time with or without any particular reason and with or without cause. Nothing contained in these policies is intended to, or should be construed to, alter the at-will relationship between F5AC and its employees. Although other terms, conditions and benefits of employment with F5AC may change, the at-will relationship of employment is one aspect that cannot be changed except by an agreement in writing with F5AC, signed by the CEO and by the employee.

### **Equal Opportunity**

F5AC affords equal opportunity in all aspects of employment to all employees and applicants for employment without regard to race, religion (including religious dress or grooming), creed, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, national origin, ethnicity, ancestry, citizenship, age, physical or mental disabilities, color, marital status, registered domestic partner status, sexual orientation, gender identity or expression, genetic information, medical condition, military or veteran status, exercise of rights under the Pregnancy Disability Leave Law or the California Family Rights Act, or any other basis protected by applicable law. This policy applies to all employees and applicants for employment, and extends to all phases of employment, including but not limited to recruitment, hiring, training, promotion, discharge or layoff, rehiring, compensation, and any benefits.

### **Reasonable Accommodation for Protected Disabilities**

F5AC complies with the reasonable accommodation requirements of applicable law, including the obligation to engage in the interactive process to identify possible reasonable accommodations for employees and applicants with disabilities. Employees or applicants who wish to request a reasonable accommodation should make this request to Human Resources. Alternatively, employees may make their request to their direct supervisor, who will be responsible for communicating the request for accommodation to Human Resources.

Any complaints or concerns regarding reasonable accommodation should be directed promptly to Human Resources.

### **Policy Prohibiting Harassment & Discrimination**

Harassment and discrimination in employment on the basis of sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender, race, color, national origin, ethnicity, ancestry, citizenship, religion, creed, age, physical or mental disability, medical condition, sexual orientation, gender identity or gender expression, military or veteran status, marital status, registered domestic partner status, genetic information, or any other protected basis (collectively the “Protected Characteristics”) is unlawful under federal and state law.

Every individual is entitled to work free of discrimination or harassment based on any Protected Characteristic. The law prohibits all employees (including coworkers, supervisors, and managers), as well as third parties with whom the employee comes into contact, from engaging in this impermissible conduct. Accordingly, F5AC does not tolerate discrimination or harassment in the workplace or in a work-related situation. Unlawful discrimination and harassment violate F5AC’s rules of conduct.

Unlawful harassment in employment may take many different forms. Some examples are:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted comments and jokes
- Visual conduct such as derogatory posters, cartoons, drawings, or gestures
- Physical conduct such as blocking normal movement, restraining, touching, or otherwise physically interfering with work of another individual
- Threatening or demanding that an individual submit to certain conduct or to perform certain actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion
- Retaliation by any of the above means for having reported harassment or discrimination or having assisted another employee to report harassment or discrimination

Sexual harassment under these laws includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

### **Internal Complaint Procedure**

Discrimination and harassment in employment are not tolerated. In addition, F5AC prohibits retaliation for having made a report, and/or otherwise participating in the reporting or investigative process, under this policy. Violation of this policy will result in disciplinary action up to, and including, immediate discharge.

Any individual who believes they are the object of harassment or discrimination on any prohibited basis, or who has observed such harassment or discrimination, or who believes they have been subjected to retaliation, should notify their supervisor, Human Resources, or any supervisor or manager. Supervisors who receive a complaint under this policy will report it to Human Resources. F5AC will conduct a fair, timely, and thorough investigation, and will do so in a confidential manner, to the extent possible. The investigation will be performed by an impartial and qualified individual and will be appropriately documented.

Following the investigation, F5AC will take such action as is warranted under the circumstances and will timely close the matter.

### **Agency Complaint Procedure**

Both the state and federal governments have agencies whose purpose is to address unlawful discrimination in the workplace. If an individual who provides services to the F5AC believes they have been harmed by an unlawful practice and is not satisfied with F5AC's response to the problem, they may file a written complaint with these agencies.

- For the State of California, the agency is called the Civil Rights Department ("CRD"). The local address for the CRD is 2218 Kausen Drive, #100, Elk Grove, California 95758, or [www.dfeh.ca.gov](http://www.dfeh.ca.gov).
- For the federal government, the agency is called the Equal Employment Opportunity Commission ("EEOC"). The local address for the EEOC is 1301 Clay Street, #1170, Oakland, California 94612, or [www.eeoc.gov](http://www.eeoc.gov).

If, after an investigation and hearing, either of these agencies finds that unlawful discrimination has occurred, the injured employee may, depending on the circumstances, be entitled to reinstatement or promotion, with or without back pay.



## Retaliation

Retaliation against any individual for making a report, or for participating in an investigation, under this policy is strictly prohibited. Individuals are protected by law and by F5AC policy from retaliation for opposing unlawful discriminatory practices, for filing an internal complaint under this policy or for filing a complaint with the DFEH or EEOC, or for otherwise participating in any proceedings conducted by F5AC under this policy and/or by either of these agencies.

## Part Two: Employment and Hiring Policies

### Work Eligibility

Employees whose job duties require them to work alone with children are required to be fingerprinted prior to employment. Employees whose job requires them to work directly, in-person with families are required to pass a TB test or risk assessment prior to employment, and periodically, at least every 4 years during employment.

California law requires that certain employees must report suspected child abuse or neglect to a child protective agency. Consistent with F5AC's mission to improve the lives of children and their families, all F5AC employees who interact in-person or regularly by phone with families and children are considered mandated reporters. Applicable Eemployees are provided with training on these reporting procedures during their introductory period.

### Introductory Period

The introductory period is typically the first one hundred eighty (180) days following the start of employment at F5AC. During this period, performance is carefully evaluated and a determination is made regarding whether the employee's job performance is sufficient to pass the introductory period and become a "regular" employee. An employee's successful completion of the introductory period does not alter the employee's "at will" status and does not guarantee continued employment for any period. Under certain circumstances and at its sole discretion, F5AC may extend an employee's introductory period for up to an additional 90 days. The introductory period does not alter benefits or seniority. The introductory period is completed only when the employee is notified in writing the introductory period is concluded.

Introductory Employees are employed "at-will" and employment may be terminated by you or by F5AC at any time, during your introductory period, for any reason or no reason, with or without cause, and with or without advance notice.

### Employee Classifications

Employees are placed into classifications based on job description, job duties, and applicable wage/hour laws.

- Exempt Employee: An executive, administrative, or professional employee who is exempt from the overtime pay requirements of applicable law.
- Non-exempt Employee: An employee (generally paid by the hour) who is eligible to receive overtime pay for overtime hours worked.
- Regular Full-Time Employee: An employee who is regularly scheduled to work forty (40) hours or more per workweek, and who has successfully completed their introductory period.
- Regular Part-Time Employee: An employee who is regularly scheduled to work fewer than forty (40) hours per workweek, and who has successfully completed their introductory period.
- Introductory Employee: An employee who has not yet successfully completed their introductory period. (See Introductory Period policy, above.)
- Temporary Employee: An employee who is hired on a full- or part-time basis for a specified period, usually not to exceed twelve (12) months. This category includes interns.

- **On-Call Employee:** An employee who is not regularly scheduled to work a specified number of hours in any given workweek, but who is called to work on an as-needed basis.

All employees are classified as: 1) exempt or non-exempt; 2) as regular, introductory, temporary, or on-call; and 3) as part-time or full-time. These classifications determine, e.g., eligibility for benefits, compensatory time, and overtime.

Changes in employee classification may occur when a significant job change occurs (for example, a promotion or a change in work hours, etc.) that is intended to last for more than four (4) months.

### **Job Postings**

F5AC attempts to find the most qualified candidates to fill position vacancies. This is generally accomplished through a combination of internal and external recruiting. Consideration is given to the advancement of current employees. Employees are encouraged to apply for promotions or transfers for which they believe they are qualified.

Open F5AC positions are posted through the Human Resources system and typically announced by F5AC email. Internal postings may occur simultaneously with external postings. F5AC determines when to fill positions from within or to hire externally.

Only Human Resources and the CEO have the authority to extend job offers. All employment offers are made in writing.

### **Hiring Relatives**

Employees' or Commissioners' relatives may apply for F5AC positions. To avoid conflicts of interest, or appearances of conflicts, F5AC established these guidelines:

- Employees & Commissioners may not conduct a job interview or make employment-related decisions involving relatives.
- Employees may not supervise relatives under any circumstances.

The definition of "relative" for purposes of this policy is the employee's:

- Spouse/domestic partner
- Child, or spouse's or domestic partner's child (including natural child, legally adopted child, or a child for whom the employee, spouse, or domestic partner has been awarded court-appointed legal guardianship)
- Parent or spouse's/domestic partner's parent
- Sibling or sibling's spouse/domestic partner
- Any other individual living in the same household as the employee

It is expected that all employees, regardless of any relationship status, will conduct themselves professionally in their interactions with all other employees working at F5AC.

## **Part Three: Employee Development**

### **Performance Management**

Effective performance management is critical to our success. Employees need to know our expectations to carry out our strategic plan and achieve our mission. Supervisors are expected to provide ongoing, timely feedback and coaching to their team so that employees know how they are doing and to address any performance issues. Employees are expected to engage in dialogue with their supervisor to ensure a clear understanding of performance expectations and to identify any areas needing improvement.

Each employee's performance is formally reviewed at the end of the introductory period, and on an annual basis thereafter, to coincide with the approximate anniversary of the employee's start date with F5AC (or the anniversary date of any subsequent change in position). Performance review guidelines are provided by Human Resources for supervisors and employees to follow during the process.

Completed performance reviews signed by the employee, supervisor and Human Resources are placed in the employment file. Employees are provided a copy of their review and may comment on the review in writing.

If an employee's overall performance is rated as less than satisfactory, or if specific areas of performance are identified that need improvement, the supervisor may develop a written performance improvement plan for the employee. Performance improvement plans generally include specific goals for improvement along with the strategies and timeline to improve performance. Supervisors are required to work with Human Resources when any performance issues are identified that may require a written improvement plan.

### **Professional Development**

#### *Staff Development and Training Program*

F5AC encourages professional growth for all employees and has created the Staff Development and Training Program. The Development and Training team surveys staff on topics of interest and may engage local trainers to present trainings that support employees' desired growth. Any such trainings are typically offered free to employees and require supervisor approval in advance to attend. Supervisors are encouraged to allow employees to attend appropriate such trainings as work requirements allow.

#### *Individual Professional Development*

In addition to trainings through the Staff Development & Training program, employees may request up to \$500 per fiscal year for their own professional development. Employees may request to use these funds for trainings, seminars, courses, webinars and conferences that are approved in advance by their supervisor but are not necessarily required for their particular job. Professional development books, CDs, other materials, licenses or certifications may also be requested by an employee from professional development funds.

Supervisor and Human Resources approval is required prior to payment or reimbursement of professional development funds. Detailed information about submitting professional development requests can be found in F5AC's Procedures Manual.

## **Part Four: Employee Benefits**

### **Health Insurance**

Employer Sponsored Health Insurance (medical, dental and vision insurance) is offered as part of the benefits package to regular and introductory full-time and part-time employees, who regularly work 20 hours or more per week. F5AC contributes to the cost of premiums for the eligible employee, as well as for spouse/domestic partner and/or eligible dependents, up to an amount determined annually by F5AC. If an employee chooses health insurance that costs more than the employer contribution, the balance of the cost is paid by the employee on a pre-tax basis through authorized payroll deductions as applicable by law. The employer contribution is only used to offset the cost of the health premiums and is not used for other purposes, nor is it paid out to employees. F5AC's share of benefit costs for part-time employees is pro-rated to the percent of time the employee is regularly scheduled to work.

Temporary employees with temporary assignments lasting more than 60 days who regularly work 30 or more hours per week and their eligible family members are offered health insurance. For these eligible temporary employees, F5AC covers the same amount of employer share of premiums as it does for eligible regular and introductory employees. Any balance of premium costs is paid by the eligible temporary employee on a pre-tax basis through authorized payroll deductions. Temporary employees who work fewer than 30 hours per week and have temporary assignments lasting fewer than 60 days are not eligible for F5AC health insurance.

F5AC reserves the right to change medical, dental and vision insurance plans and benefits under those plans, to change the employer share of premium payments for the plans or change the amount it pays employees who opt out of the plan(s) (see “Payment in Lieu” section), with or without notice, consistent with any legal obligations it may have. In general, the employer share of premiums is determined prior to each Open Enrollment period.

For the purposes of health insurance coverage, "eligible dependent" is defined as spouse or domestic partner and eligible dependent children up to age 26.

A dependent child is covered for health insurance through the end of the month when they turn 26. Dependent Life Insurance covers full-time students up to age 24.

### **Flexible Spending Accounts**

All regular employees may enroll in F5AC's flexible spending account (“FSA”) program, which allows employees to set aside pre-tax dollars to be used for eligible medical or dependent care expenses. The IRS determines annual election limits and provides a comprehensive list of reimbursable expenses.

Carefully estimate your expenses when making an FSA election. FSA plans are “Use it or Lose it,” and they reset each calendar year. The Health Care FSA allows employees to carry over up to the IRS Limit from one plan year to the next. If the balance exceeds the IRS limit at the end of the plan year, the account balance above the limit will be forfeited.

### **COBRA Insurance Continuation**

If employees and covered dependents lose health insurance coverage due to certain qualifying events (including termination or reduction in hours), they may have certain rights to remain on the insurance plan at their own expense through COBRA.

Employees who experience a “qualifying event” (e.g., marriage, divorce, adoption) must provide written notice to Human Resources within 60 days after the qualifying event occurs.

### **Payment in Lieu**

Regular employees may choose not to enroll in employer sponsored health insurance if they have proof of medical insurance through another source. Regular employees who confirm that they have coverage elsewhere will receive a “Payment in Lieu” of benefits at a set rate each pay period (pro-rated for part-time employees to the percent of time regularly scheduled to work). This amount is reviewed annually, generally prior to each Open Enrollment period, and F5AC reserves the right to change the amount. Payment in Lieu is subject to state and federal taxes.

Temporary employees who are offered health insurance and choose not to enroll are not eligible to receive a payment in lieu.

### **Flexible Benefit Credit**

All regular and introductory, full-time employees receive an annual Flexible Benefit Credit (“Flex Credit”) per calendar year. This amount is reviewed annually, generally prior to each Open

Enrollment period, and F5AC reserves the right to change the amount of the Flex Credit. Part-time, regular employees' Flex Credit is pro-rated based on the percent of time regularly scheduled to work. The Flex Credit may only be applied to the cost of pre-tax plans.

After applying the Flex Credit to pre-tax plans, the remaining balance is paid to employees as a taxable earning.

### **Life Insurance**

Regular employees who work 20 or more hours per week are eligible to apply for employer-paid \$25,000 basic life and accidental death and dismemberment insurance benefits. Employees may also elect supplemental coverage at their own expense, with premium payments made on a pre-tax basis through authorized payroll deductions under F5AC's Cafeteria (Section 125) Plan. Additionally, employees may elect supplemental life insurance for their spouse/domestic partner and/or dependent children at their own expense. These premiums are paid on an after-tax basis through payroll deduction.

### **Alameda County Employees Retirement Association (ACERA) Pension Plan**

Regular and introductory, full-time employees are required to become members of ACERA, a defined benefit retirement pension plan for public employees in Alameda County.

- Participating employees are required to make a pre-tax retirement contribution to ACERA through payroll deduction. Contribution rates are set by ACERA and are subject to change each year.
- Part-time or temporary employees are not eligible to become members of ACERA.
- Full-time employees who convert to part-time or temporary status are required to continue ACERA membership.

### **457(b) Deferred Compensation Plan**

Regular and introductory full-time and part-time employees may participate in the Alameda County Deferred Compensation Plan. Pre-tax or Roth (after-tax) contributions are made through authorized paycheck deduction. The plan offers a variety of investment options employees can select. Employees may enroll or change their deferred compensation election at any time during the year; however, any requested changes will not be effective until the month following receipt of the requested change.

### **Workers' Compensation**

As required by law, F5AC pays for workers' compensation insurance to protect employees who are injured on the job. This insurance provides medical, surgical, and hospital treatment to qualifying employees, in addition to compensation for a percentage of loss of pay resulting from work-related injuries or illness.

You must immediately report any work-related injury to your supervisor, regardless of how minor the injury may seem.

### **Additional Benefits**

F5AC offers additional benefits to all regular employees working 20 or more hours per week including Long-Term Disability, Employee Assistance Program, Commuter Benefits and an Employee Discount Program.

Enrollment and eligibility information for all benefits is available from Human Resources.

## Part Five: Paid Time Off

### Vacations

F5AC provides paid vacation time to certain eligible employees so that they may take time off to relax, recuperate and recharge. Regular and introductory full-time employees earn paid vacation time on the following schedule, beginning on their hire date:

<u>Service Year</u>	<u>Total Possible Annual Accrual</u>
1–3 years:	10 days each calendar year (80 hours)
4–10 years:	15 days each calendar year (120 hours)
11-20 years:	20 days each calendar year (160 hours)
21+ years	25 days each calendar year (200 hours)

The CEO, in consultation with Human Resources, may approve a higher vacation accrual as part of the hiring process or retention efforts. Any additional time must be documented in the employee's file.

Regular and introductory part-time employees who are regularly scheduled to work twenty (20) or more hours per week earn paid vacation time on a pro-rated basis based on the number of hours worked per week. Certain long-term temporary employees may be eligible to accrue vacation, if approved in writing by the CEO. No other employee classifications are eligible for this benefit.

Accrued vacation time cannot be taken until three months after your first day of employment.

Employees may accrue vacation time up to a maximum of two (2) times their annual accrual. For example, an employee with five years of service may accrue up to a maximum of 30 days of accrued vacation time. Upon reaching this accrual cap, the accrual stops until vacation time is taken or vacation pay-out is used to reduce the employee's balance to below the cap. Any unused vacation time is rolled over into the following year, up to the cap.

All vacation time must be requested through the Human Resources system, typically 4 weeks in advance, and is subject to advance approval from your direct supervisor. Please note that F5AC may not be able to approve all time off requests due to organizational needs.

F5AC encourages employees to use their accrued vacation time. Employees may, however, request to receive a vacation pay-out for some of their accrued, unused vacation in lieu of taking paid time off work. Vacation pay-out is limited to the number of hours that an employee accrues in one calendar year under this policy, and employees who request a vacation pay-out are required to have a minimum of one year's accrual remaining after the pay-out.

When ending employment for any reason, employees are paid for any accrued, unused vacation.

F5AC does not pay employees for vacation time before it is accrued.



## Holidays

F5AC generally observes the following holidays:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Indigenous Peoples' Day
Lincoln's Birthday	Veterans' Day
Washington's Birthday	Presidential General Election Day (every 4 years)
Memorial Day	Thanksgiving Day
Juneteenth	Friday after Thanksgiving
Independence Day	Christmas Day through New Year's Day (included)

Full-time regular and introductory employees are provided a paid day off for each F5AC-recognized holiday. Part-time regular and introductory employees who are regularly scheduled to work on the above identified holidays are paid for that holiday up to the number of hours they are regularly scheduled to work not to exceed a total of 8 hours per holiday. No other employee classifications are eligible for this benefit, unless preapproved by the CEO.

If an observed holiday falls on a Saturday, said holiday shall be observed on the preceding Friday. If an observed holiday falls on a Sunday, said holiday shall be observed on the following Monday.

## Paid Time Off (PTO)

All regular and introductory full-time employees receive 56 hours (7 days) of paid time off (PTO) each year in addition to vacation and paid sick leave and F5AC's regular holidays. PTO allows employees to have additional paid leave to cover absences for personal reasons such as religious observances. Eligible employees receive 56 hours of PTO on January 1 each year; eligible employees hired later in the year receive a PTO allocation at the time of hire that is prorated based on the hire date. Eligible employees may request to use PTO on or following the day that it is received, including new employees, who may request to use PTO during their introductory period. Requests to use PTO should be submitted as soon as possible. Please note that F5AC may not be able to approve all PTO requests due to organizational needs.

Part-time employees are granted pro-rated PTO hours based on their regular part-time schedule.

No other classification of employees receives PTO.

The total amount of PTO an employee may have in their account at any time is 56 hours (or the pro-rated amount described above for part-time employees). If an employee has the maximum amount of PTO remaining in their account on next January 1, no additional PTO will be granted for that year.

When the employment relationship ends, employees will be paid out for any unused PTO in their final paycheck.

## Paid Sick Time

Paid sick time provides employees with some paid time off to recover from illness or injury, to care for medical needs of family members, or for any other reason permitted by law, including for an employee who is a victim of domestic violence, sexual assault or stalking to obtain relief, such as medical attention and psychological counseling.

For purposes of this section "family member" means parent or step-parent, spouse, domestic partner, child or stepchild, grandparent, grandchild, sibling, foster parent, foster child, parent-in-

law, any other person sharing the relationship of in loco parentis; and, when living in the household of the employee, a sibling-in-law, or “designated person”. A “designated person” is defined as a person identified by the employee at the time the employee requests to use paid sick time. Employees are permitted one “designated person” per 12-month period for paid sick leave usage.

Sick time may also be used for health care appointments for the employee or an employee’s family member.

Eligible regular and introductory full-time employees may accrue sick time at the rate of 4 hours per pay period for a total possible accrual of thirteen (13) paid sick days per year. Regular and introductory part-time employees accrue sick time on a pro-rated basis, based on the number of hours they are regularly scheduled to work. Employees may use accrued sick time during their introductory period, beginning on their hire date, and may use paid sick time as soon as it accrues.

Temporary employees, whether full-time or part-time, are provided with three days (24 hours) of paid sick time at the time of hire. Temporary employees may not use sick time until their ninetieth (90<sup>th</sup>) day of employment.

Regular and introductory full-time and part-time employees’ accrued, unused sick time may be carried over from one year to the next, and there is no limit to their sick time accrual. Paid sick time balances for temporary employees may not be carried over to the next year. Instead, temporary employees receive a new grant of three days (24 hours) of paid sick time every January 1.

No payment is made for accrued, unused sick time at termination or at any other time. However, regular employees who separate, and then are rehired within twelve (12) months, will have their sick leave balance at the time of separation reinstated.

Temporary employees who are rehired within 12 months from their date of separation will also have their sick leave balance reinstated and will also be provided with three days of sick time upon rehire, as described above, up to a combined maximum of six (6) days of sick time.

Employees are responsible for directly notifying their supervisor prior to the start of the workday (or no later than one hour following their regularly scheduled start time), when prevented from starting or continuing a workday due to illness or injury. Employees must also keep their supervisor informed about the expected duration of the time away from work.

In most circumstances, a doctor's statement is required when an employee is absent for more than five (5) consecutive days of sick time (either for themselves, or to care for an ill family member) or when an accumulation of absences seems to establish (in the supervisor's judgment) a problematic use of sick time. However, F5AC may request medical verification of the need for any use of sick time, regardless of duration.

If paid sick time is exhausted and additional time off for medical reasons is needed, employees may request a medical leave of absence.

F5AC does not make any advance payments of sick time (i.e., employees may not use sick time before it is accrued). F5AC may provide time off without pay to an employee who requests time off due to personal or family illness or injury as allowed above and who has exhausted their accrued paid time off.



## **Catastrophic Sick Leave**

An employee may be eligible to receive voluntary donations of accrued vacation hours from other employees if they have suffered a catastrophic illness or injury, or if they must care for an immediate family member (as defined in the Paid Sick Time policy in this Handbook) who has suffered a catastrophic illness or injury. Catastrophic illness or injury is a critical, terminal medical condition or a long-term major physical impairment or disability that temporarily prevents the employee from working their usual hours, or from working at all.

The Catastrophic Sick Leave (“CSL”) Program is designed to be as confidential as possible and is strictly voluntary. Employees who donate accrued vacation hours to the CSL Bank will be made aware of the dollar value of their donation to the Bank. The recipient of CSL benefits will be made aware of the value of their benefits received from the CSL Bank. Individual donations, and the identities of donors and recipients of benefits, are confidential, will not be disclosed except on a need-to-know basis for administrative purposes.

Any regular full or part-time F5AC employee is eligible to participate in the CSL Bank, either by donating paid vacation leave, or by requesting a donation. The donor employee may donate accrued paid vacation time only. No other paid time off may be donated to the CSL Bank. The donor’s hourly value of paid vacation time donated will be converted into a dollar value and deposited into the bank. After F5AC approval, CSL leave is withdrawn from the CSL Bank and granted as sick hours to the eligible requesting employee.

To be considered for a CSL Bank donation, the requesting employee, family member of the requesting employee, or another person designated in writing by the requesting employee must submit a request for donation to Human Resources. Human Resources administers the CSL Program and Bank.

The requesting employee must provide a medical verification of the employee’s qualification for this CSL program, including an explanation of the employee’s work limitations and estimated date of return to work, if applicable. If the employee requesting CSL benefits has left work to care for a critically ill family member, they must provide medical documentation confirming the critical illness/injury of the family member, the need for the employee’s care, and the expected duration of the care period is required for the family member.

The determination of whether to award donations from the CSL bank will be at F5AC’s sole discretion and will be final (e.g., not subject to challenge).

While the CSL bank donation request may be initiated prior to the anticipated date of the exhaustion of paid leave balances, the requesting employee is not eligible to receive and use donations when they have accrued hours available. No retroactive requests will be permitted (e.g., employees will not be granted donations for time off already treated as unpaid leave). Exhaustion of accrued hours alone is not justification for requesting a donation from the CSL Bank.

A requesting employee may be eligible to receive up to a total of 320 hours of donated CSL time throughout their employment. Donations are considered on a first-come, first-served basis. Donations from the CSL Bank may be approved only if there are funds available in the bank.

Periodically, F5AC may notify all employees that they may choose to donate to the bank.

Donations are made in 4-hour increments. Once the donation is made, and deposited in the CSL Bank, it is a final transaction and cannot be retrieved by the donating employee. The maximum donation in a calendar year is 80 hours per employee, except spouses or registered domestic partners, both employed by F5AC, may donate unlimited amounts of paid vacation

time between one another. In any case, donations that would result in vacation balances falling below 40 hours are not permitted.

### **Jury or Witness Duty**

Leave is granted for an employee to serve jury duty or witness duty in response to a summons or subpoena. Regular and introductory full-time and part-time employees receive paid time off for a maximum of two weeks when required to serve jury or witness duty (part-time employees' Jury or Witness Duty pay is pro-rated based on the percent of time regularly scheduled to work). If additional leave is required beyond the two-week period, or if the employee is not eligible to receive paid jury duty time, leave for this purpose will be provided as unpaid time off. The employee serving unpaid jury/witness duty may use accrued vacation and/or PTO time during the unpaid portion of the leave.

Proof of attendance from the court is required to receive jury/witness duty pay. When an employee is excused from jury or witness duty in time to work for half or more of the normal workday, the employee is required to work the rest of that day.

### **Bereavement Leave**

All employees may take up to 5 days, consecutive or non-consecutive, for bereavement leave for a death in their immediate family and must be completed within three months of the death of the family member. F5AC may require documentation of the family member's death.

For purposes of this policy, "immediate family" means parent, step or foster parent or parent-in-law, spouse, domestic partner, child, step or foster child, grandparent, grandchild, sibling or sibling-in-law, or any other person sharing the relationship of "in loco parentis" with the employee.

Time off with pay for a regular or introductory full-time employee may be granted for a period up to five days per occurrence. Regular and introductory part-time employees may be granted time off with pay pro-rated based on the percent of time regularly scheduled to work.

Please contact Human Resources if you need to take Bereavement Leave.

### **State Disability Insurance (SDI)**

F5AC employees who are unable to work due to illness, injury, or pregnancy disability may be eligible for, and are encouraged to apply for, disability benefits through State Disability Insurance (SDI) for the time they are unable to work. SDI is an employee paid state-administered benefit that provides to employees deemed eligible by the state partial replacement of wages lost because of a disability not caused by work. The determination of benefits is up to the state Employee Development Department (EDD). The first seven calendar days of an employee's absence are generally considered a "waiting period," and SDI benefits are not paid during that period. Information and claim forms are available from the local EDD office or the EDD website.

### **Paid Family Leave (PFL)**

The state-administered Paid Family Leave (PFL) insurance program is an employee-paid benefit that provides to employees deemed eligible by the state partial wage replacement when an employee is taking approved time off work to care for a seriously ill family member (as defined by the state), or to bond with a newborn or newly placed child.

The state Employee Development Department (EDD) determines your benefits. Information and claim forms are available from the local EDD office, or from the EDD website.

## **Paid Parental Leave**

As a special benefit to regular and introductory employees, F5AC offers additional parental leave compensation. When a regular employee is taking an approved leave to bond with their newborn, an adopted child or a child placed in foster care, the employee is eligible to receive additional compensation from F5AC up to 100% of their regular pay in combination with PFL benefits received. Employees requesting this special additional compensation must provide the PFL Notice of Computation from the EDD to Human Resources.

## **Coordination of Benefits**

If an employee is receiving State Disability Insurance (“SDI”), Paid Family Leave (“PFL”) or Workers’ Compensation benefits, and the employee has not exhausted their accrued paid benefits from the employer, F5AC will coordinate the outside paid benefit with the employee’s accrued paid benefit (to the extent permitted by law) so that total compensation does not exceed the employee’s regular wages for that pay period. Employees must communicate to Human Resources the outside benefit amounts and dates paid.

## **Part Six: Leaves of Absence**

F5AC provides unpaid leaves of absence to eligible employees in a variety of circumstances. Information concerning legal requirements applicable to leaves of absence is posted in the workroom and on the intranet. Employees who are considering requesting a leave of absence are encouraged to meet with Human Resources as early as possible to discuss the details of the leave and to coordinate the integration of benefits and payroll.

Employees may request a leave of absence without pay for reasons including, but not limited to: personal or family illness, qualifying exigency arising from a call to active duty, or justifiable personal or other reasons. “Without pay” means that F5AC does not pay for time on leave, although F5AC may permit, or require, the employee exhaust accrued, unused vacation, PTO, and/or paid sick hours during the otherwise unpaid leave, consistent with F5AC policies and applicable law. Generally, no benefits or seniority will accrue during any unpaid portion of the leave. Human Resources will explain to employees requesting unpaid leave how to continue health plan coverage while on a leave of absence.

### **General information**

#### *Leave Requests*

As soon as an employee learns of the need for a leave of absence, the employee should submit a written leave request to Human Resources. Request forms are available from Human Resources and on the F5AC intranet. If the need for the leave is foreseeable, employees are required to provide at least 30 days’ advance notice. Approval of the leave may be delayed if timely notice is not provided. If the employee learns of the need for leave fewer than 30 days before the leave is needed, the request must be made as soon as possible.

#### *Medical Certification*

Human Resources will notify the employee if medical certification is required for a requested leave to be approved. If the reason for leave is the employee’s own injury or illness, medical certification of the employee’s ability to return to work, with or without any work restrictions, at the conclusion of the leave is required before the employee will be permitted to return.

#### *Concurrent Leaves*

If an employee is on a leave that qualifies under more than one law (e.g., leave for a serious health condition under the FMLA/CFRA that is also a Workers’ Compensation injury), the leave time will run concurrently to the extent permitted by law.

## Unpaid Leaves

The most common types of unpaid leaves are described below. Please see Human Resources for additional information about any leaves, or if you wish to request leave that is not covered by the descriptions below.

In addition to the leaves outlined below, F5AC may grant time off without pay to an eligible employee who requests time off for personal reasons and who has exhausted their accrued paid vacation and PTO leave. Time off granted in this circumstance, if any, is limited to a maximum of three (3) days. If an employee needs additional time away from work, the employee should request a Personal Leave of Absence.

### *Family/Medical Leave under the Family Medical Leave Act and California Family Rights Act (“FMLA”/“CFRA”)*

Eligible employees may request an unpaid leave of up to 12 workweeks in a rolling 12-month period for any of the following reasons:

- For the employee’s serious health condition
- To care for the serious health condition of the spouse, registered domestic partner, child, parent of an employee; and additionally, under CFRA, grandparent, grandchild, sibling, parent-in-law or “designated person”
- To care for the employee’s child after birth, or following placement for adoption or foster care (“baby bonding”)
- To handle “qualifying exigencies” arising out of the fact that the employee’s spouse, registered domestic partner, child, or parent is on active duty, or is called to active duty, in support of contingency operations as a member of the National Guard or Reserves.

A “designated person” is any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person is identified by the employee at the time they request the leave. Employees are limited to one designated person per 12-month period for CFRA leave.

In addition, eligible employees may be entitled to take a leave of up to 26 weeks in a 12-month period to care for a spouse, registered domestic partner, parent, child, or next-of-kin who has sustained serious illness/injury in the line of military duty.

Eligible employees are those who have at least one year of service with F5AC, and who have worked at least 1,250 hours in the 12-month period before the date the requested leave will begin.

Generally, employees taking FMLA/CFRA leave must use accrued paid sick (if applicable), PTO, and vacation time during the leave. The exceptions to this are:

- Employees on FMLA/CFRA leave for their own serious health condition and who are receiving temporary disability benefits (e.g., SDI) or workers’ compensation benefits may elect to use their paid leave to supplement their disability benefit up to an amount that, when combined with the disability benefit, does not exceed their regular pay for the pay period.
- Employees taking leave to care for a family member or for baby bonding are generally required to use accrued vacation, PTO or paid sick hours.
- Employees on leave for pregnancy disability are generally required to use paid sick time and may elect to use PTO or vacation time during the leave.

Employees on approved FMLA/CFRA leave retain their employer-paid health insurance under the same terms and conditions as if they remained actively working.

When an authorized FMLA/CFRA leave expires, employees will be returned to the same or comparable position to the extent required by law.

#### *Non-FMLA/CFRA Medical or Family Leave*

Employees who are not eligible for leave under the FMLA/CFRA may nonetheless request a leave for any of the reasons allowed for FMLA/CFRA leaves. The employee must provide evidence of one of the reasons for leave as stated in the FMLA/CFRA and provide 30 days' notice if the need for the leave is foreseeable.

If approved, in most cases, leaves of this type will not exceed a maximum duration of eight (8) work weeks within a rolling 12-month period. Generally, employees must exhaust all accrued sick leave (if applicable), PTO, and vacation time during the leave.

An employee whose medical condition temporarily precludes them from working may request an unpaid medical leave of absence as a reasonable accommodation.

F5AC will generally require the employee to provide reasonable medical documentation from a health care provider verifying the employee's temporary inability to work. The duration of leave will depend on the circumstances involved, which F5AC will evaluate on a case-by-case basis. Employees on leave must exhaust accrued paid sick, PTO, and vacation time during the leave.

Employees who have active health insurance with F5AC at the time they request this leave, will continue to be covered by health insurance through the end of the month when the unpaid portion of their leave begins. Afterwards, employees may continue coverage under F5AC's group insurance plans at their own expense pursuant to COBRA.

When an authorized leave ends under this section, employees will generally be returned to the same or comparable position to the extent required by law.

#### *Pregnancy Disability Leave ("PDL")*

Employees who are disabled and unable to work due to pregnancy, childbirth, or a related condition are eligible to request a leave up to four months per pregnancy. PDL does not need to be taken all at once but can be taken on an as-needed basis as certified by the employee's health care provider.

Employees requesting foreseeable PDL leave should ordinarily provide thirty days' notice in advance of the date the leave is to begin. When requesting PDL, an employee must provide certification of the need for leave from the treating health care provider, who must certify the date the leave is to begin as well as the anticipated return-to-work date. When returning from PDL leave, the employee must provide a release to return from the health care provider, including any work restrictions and the duration of any such restrictions.

Employees taking PDL leave must generally use accrued paid sick time during the leave but may elect whether to not to use accrued vacation or PTO.

Employees taking PDL retain their employer-paid health insurance during their approved leave (up to a maximum of four months) under the same terms and conditions as if they remained actively working.

Employees returning from approved PDL will be returned to the same or comparable position to the extent required by law.

### *Workers' Compensation Leave*

Employees who are temporarily unable to work due to a job-related illness or injury may be eligible for a leave of absence until the earlier of the following:

- The employee is released to return to work
- The employee is determined to be unable to return to their usual duties permanently.

Employees must exhaust all accrued sick, vacation, and PTO during this leave. The exception to this is that employees receiving workers' compensation benefits whose leave runs concurrent with FMLA/CFRA leave are not required to use their paid leave but may elect to do so.

Employees who are covered by F5AC health insurance at the time their leave commences, and who do not have FMLA/CFRA leave running concurrently, will remain covered by F5AC health insurance coverage through the end of the month when the unpaid portion of their leave begins. Thereafter, employees may generally elect to continue coverage under F5AC's group insurance plans at their own expense pursuant to COBRA.

Employees returning from workers' compensation leave will be returned to the same or comparable position to the extent required by law.

### *Personal Leave of Absence*

F5AC may consider granting a personal leave of absence without pay. Personal leaves are limited to a maximum of two months in any two-year period (measured in a rolling 24-month period). Personal leaves may generally not be added to any of the previously described leaves. Any regular F5AC employee may request an unpaid personal leave of absence. Job performance, attendance, and work/program requirements are all taken into consideration before a request is approved. Requests for unpaid personal leave may be denied or granted by F5AC within the sole discretion of the Agency.

Personal leaves of absence must be requested in writing, and 30 days' advance notice is required if the need for leave is foreseeable. All requests must first be reviewed and recommended by the supervisor, Human Resources and approved by the director.

Employees are required to exhaust all accrued paid sick (if applicable), vacation, and PTO hours prior to requesting an unpaid personal leave of absence.

Employees who have active health insurance with F5AC at the time of their unpaid personal leave will have paid health insurance coverage through the end of the month when the unpaid portion of their leave begins. Thereafter, employees may continue coverage under F5AC's group insurance plans at their own expense pursuant to COBRA.

An employee is required to return from the personal leave on the originally scheduled return date. If the employee is unable to return, they must request an extension of the leave in writing within five (5) business days before expiration of the leave, explaining the reason for and requested duration of the additional leave sought. If the requested leave extension is not approved, the employee must return to work on the originally scheduled return date. Failure to return at the conclusion of the approved personal leave will generally be considered a voluntary resignation from employment. Extensions of leave are considered on a case-by-case basis.

Upon expiration of an approved personal leave, the employee will generally be returned to the same or comparable position, but there is no guarantee of reinstatement following a personal leave.



## Part Seven: Work Hours & Pay

### Pay Periods

For all employees, the standard pay period is biweekly. Employees are paid every other Friday. If the payday falls on a holiday, employees generally receive pay on the prior workday.

### Work Schedules

The regular work schedule is from 8:30 a.m. to 5:00 p.m. Monday through Friday including a half hour unpaid rest period. Some employees may have different work hours and/or an alternative work schedule if the alternative schedule is agreed in advance in writing by the employee and the supervisor and reviewed/approved by Human Resources. Any alternate work schedule is subject to the demands and limitations of the job and department.

### Alternative Work Schedules

#### *4/10 Schedule*

A 4/10 schedule allows an employee to work 4 days, instead of 5 days per week. An employee works 10 hours per workday, 4 days per week, rather than 5 eight-hour days per week.

~~Employees must have supervisor approval and work set workdays each week. Employees may need to occasionally adjust their workdays due to organizational needs or their manager's request. Employees approved for this schedule sign a written 4/10 agreement and cannot accumulate Flex days off. Employees may need to adjust their Flex days due to organizational needs or their manager's request.~~

#### *Half-Flex Day Schedule*

The Half-Flex Day Schedule allows an employee to work 4.5 days per work week. An employee works 9 hours per day, 4 days per week and 4 hours one day per week, rather than 5 eight-hour days per week.

#### *9/80 Schedule*

Any regular, exempt full-time employee is eligible to request a 9/80 schedule. A 9/80 schedule allows an employee to work 9 days, instead of 10 days, in a 2-week pay period. This schedule consists of eight 9-hour days and one 8-hour day, with every other Friday off, (also known as a flex day off) in a single 80-hour pay period. ~~Employees approved for this schedule sign a written 9/80 agreement and cannot accumulate Flex days off. Employees may need to adjust their Flex days due to organizational needs or their manager's request.~~

Employees must have supervisor approval and work set workdays each week for their Alternative Work Schedule. Employees may need to occasionally adjust their workdays due to organizational needs or their manager's request. Employees approved for an Alternative Work Schedule will sign a written agreement and cannot accumulate hours or days off.

F5AC holidays are paid at a rate of 8-hours per day. Employees who are scheduled to work a 9-hour or 10-hour day and are off on a holiday must request 1-or 2-hours accrued vacation or PTO to receive full pay for the day off.

If a holiday falls on a day an employee is scheduled for their flex day off, the employee will be allowed to take 8-hours of leave on another day in the pay period the holiday falls, upon supervisor approval. The 8-hours may be combined with 1- or 2-hours vacation or PTO to be paid a full 9- or 10-hour day.

### Meal Periods

Non-exempt employees who work five (5) hours or more should take an unpaid lunch break of a minimum of thirty (30) minutes (or up to one (1) hour if working a 9-hour day) towards the middle of their workday. No work for F5AC should be performed during the unpaid meal period. On the rare occasion when F5AC work requirements make it impossible for the employee to be completely relieved of all duties during their lunch break, the employee must note this on the timecard, and inform their supervisor, and they will be paid for their meal period. Employees may not skip meal breaks without prior approval from their supervisor.



### **Timekeeping Requirements**

Non-exempt employees must accurately complete and submit time sheets to be approved by their supervisor or manager for each pay period. Non-exempt employees record actual hours worked and any paid or unpaid leave taken during the period; non-exempt employees must report all hours worked and are prohibited from performing any work “off the clock.”

Exempt employees should accurately complete a time sheet for each pay period showing their regular work schedule and any paid or unpaid leave taken.

### **Overtime Pay and Compensatory Time Off**

F5AC provides overtime compensation to non-exempt employees for all hours worked in excess of 40 hours per workweek. All overtime must be approved in advance by the supervisor and the [Division Chief](#)~~Director of Operations and Technology~~.

As an employee option, F5AC offers compensatory time off (CTO) as a substitute for overtime pay. For all hours worked in excess of 40 in the workweek, the employee may elect to receive CTO at the rate of one and one-half hours of paid time off for each hour of overtime worked, up to a maximum of 240 CTO hours. Any employee wishing to receive CTO instead of overtime compensation must have a written CTO agreement on file with Human Resources in advance of performing the overtime work.

Taking paid time off work, such as vacation, PTO, holiday, and sick time, does not constitute hours worked for the purposes of computing overtime.

### **Multilanguage Pay**

If an employee is required by their job duties to use a second or third language at least 20% of the time on the job (in the sole determination of F5AC), the employee or the employee’s supervisor may make a request to human Resources that the employee be provided bilingual or trilingual pay.

Prior to any recommendation or approval for this special pay, the employee must first pass a language proficiency exam administered through F5AC’s designated testing agency. A passing score is 70%. If the eligible employee passes the test, and F5AC approves, an additional taxable earning will be added to the employee’s paycheck each pay period in an amount consistent with the Alameda County bilingual or trilingual pay rate.

Supervisors must contact Human Resources to schedule testing for eligible employees. Supervisors must also confirm, on an annual basis, that the employee is continuing to use the second/third language at least 20% of the time and must annually reauthorize bilingual/trilingual pay, if appropriate.

## **Part Eight: Workplace Health & Safety**

### **Drug-Free Workplace**

As part of F5AC’s ongoing commitment to a safe and healthy workplace, we maintain a drug-free workplace. Any employee who reports to work while under the influence of drugs or alcohol runs the risks of endangering their safety and the safety of others, destruction of or damage to personal property or F5AC property, and a loss of productivity and workplace morale.

All employees of F5AC are required to understand and comply with F5AC's drug-free workplace policy. Employees either in our offices, or conducting business on behalf of F5AC regardless of location, are prohibited from the following:

- Use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol or drugs. (The sole exception to this is the appropriate use or possession of prescription or over-the-counter medication that does not impair the ability to work safely and effectively.)
- Reporting to work, or working, while under the influence of alcohol or drugs.

If an employee is taking prescription or over-the-counter medications that may impair their ability to work safely or effectively, the employee should inform the supervisor of that fact prior to commencing work.

### **Smoking**

Smoking, including the use of e-cigarettes, is prohibited in all F5AC offices, and while conducting F5AC business, regardless of location.

### **COVID-19 Workforce Vaccination Policy**

~~F5AC provides a safe and healthy workplace, consistent with public health guidance and legal requirements, and protects its employees and the public from COVID-19. This Policy is designed to protect our employees and the public we serve~~

~~Guidance from the federal Centers for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), and the County's Health Officer uniformly cite vaccination as the most effective way to reduce COVID-19 transmission and limit COVID-19 hospitalizations and deaths. Unvaccinated F5AC staff are at greater risk of contracting and spreading COVID-19 in the workplace and at partner facilities, and therefore represent a greater risk to/from the members of the public who depend on our services.~~

~~As a condition of continued employment, all employees must disclose their vaccination status following the procedure below. Vaccinated employees must provide vaccination proof to Human Resources.~~

~~All new employees must disclose their vaccination status and, if vaccinated, provide proof of their vaccination prior to beginning employment.~~

~~Employees who are unvaccinated (as defined below) and who wish to, or are required to, use First 5 offices, must undergo weekly COVID-19 testing in addition to always wearing a mask in the workplace until they are fully vaccinated (as defined below).~~

~~Any volunteers, with a volunteer agreement in place, who access First 5 offices (hereafter "covered non-employees") are also required to comply with the vaccine status disclosure and policy testing obligations.~~

#### *Definitions*

- ~~**COVID-19 Testing**—Testing for COVID-19 must be completed using a PCR (molecular) test or antigen test, which must either have Emergency Use Authorization by the U.S. Food and Drug Administration (FDA) or be in accordance with the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services. At home tests do not meet this requirement.~~
- ~~**Fully Vaccinated**—at least two weeks passed since receiving the final dosage of an FDA-approved COVID-19 Vaccine. While employees are encouraged to receive booster vaccinations where eligible, this is not a requirement to be considered fully vaccinated. This~~

~~definition is subject to change and may be revised in accordance with CDC and CDPH guidelines and applicable law.~~

- ~~**Vaccination Proof**—one of the following:~~
  - ~~COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services, CDC, or WHO Yellow Card) which includes name of person vaccinated, type of vaccine, and date final dose administered; or~~
  - ~~Documentation of COVID-19 vaccination from a licensed health care provider; or~~
  - ~~Digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader the employee’s name, date of birth, vaccination dates, and vaccine type, obtained at: DigitalCOVID-19VaccineRecord.ca.gov.~~
- ~~**Unvaccinated**—not vaccinated, incompletely vaccinated, or not fully vaccinated.~~

### ~~*Requirements & Procedures*~~

#### ~~*Reporting Requirements*~~

~~All employees and covered non-employees must disclose their vaccination status by submitting the related documents to Human Resources. Employees and covered non-employees who disclose they are:~~

- ~~1. “Fully vaccinated” must provide their proof of vaccination to Human Resources;~~
- ~~2. Not “fully vaccinated” will receive information describing how to receive their vaccination on F5AC time (up to two hours per dosage) and receive testing requirement information.~~

#### ~~*Testing Requirements*~~

~~All unvaccinated employees or covered non-employees must provide to human resources proof of a negative COVID-19 test taken no more than 72 hours prior to the first visit to the office that week. Up to two hours per COVID-19 test is paid.~~

#### ~~*Record Confidentiality*~~

~~Records related to an employee’s vaccination status and COVID-19 tests are considered confidential health records and are confidentially maintained in accordance with the F5AC Confidentiality Policy in this handbook.~~

## **Part Nine: Work Practices and Environment**

### **Punctuality & Attendance**

If employees are unable to work as scheduled, they must inform their immediate supervisor prior to the start of the workday or, in any event, no later than one hour following their regularly scheduled start time. Employees must also keep their supervisor informed about the expected length of time away from work.

Employees are expected to be responsible and demonstrate respect for fellow employees by establishing a record of punctuality and regular attendance. These are factors considered in evaluating overall job performance.

Unexcused or frequent lateness or absenteeism is not permitted.

### **Facilities & Property Use**

Employees are expected to treat F5AC facilities and property with respect and to keep their work area and common areas clean and well-maintained. F5AC equipment use is limited to work-related purposes. Employees must have written supervisory approval prior to removing any F5AC property from the premises. Employees may decorate their own workspaces, as long as decorations are consistent with F5AC policies and project a professional image appropriate

to our work. Employees must have Office Manager approval before making any changes to public spaces or common areas.

### **Visitors**

All visitors must sign in and out at the front desk and receive a visitor badge to wear in the office. Visitors should stay in the reception area until escorted by an employee. Please keep non-work-related visitors to a minimum to avoid interruptions to coworkers.

### **Security**

F5AC strives to provide a secure work environment for our employees, volunteers, clients, and visitors. Our building is equipped with an alarm system that is activated during non-business hours, and exterior doors are always locked (except the front entrance and conference center entrance which are unlocked during business hours). Employees are required to comply with all F5AC security procedures and immediately report any security breach to your supervisor.

We encourage employees to be prudent about bringing personal items to work. F5AC is not responsible for losses resulting from property theft.

Immediately report lost or stolen keys/fobs or other missing F5AC property to your supervisor. Copying or giving F5AC keys/fobs, alarm codes, or lock combinations to an unauthorized individual is strictly prohibited.

### **Breastfeeding-Friendly Workplace**

F5AC recognizes that breastmilk is the optimal food for infants' growth and development, and encourages all employees to have a positive, accepting attitude toward breastfeeding employees. F5AC promotes and supports breastfeeding and the expression of breastmilk by breastfeeding employees and recognizes that employees have the right to request lactation accommodation.

F5AC provides:

- Information about breastfeeding support when hired and prior to employees' leave for pregnancy disability or related condition or baby-bonding leave.
- Reasonable time to express milk or breastfeed. Supervisors are encouraged to consider flexible break times, schedules, or other reasonable accommodation to meet employees' needs. Employees may request this accommodation either verbally or in writing to their supervisor or Human Resources.
- A designated Lactation Room, furnished with an electrical outlet, refrigerator for breastmilk storage, comfortable seating, a table, and appropriate furnishings/signage to ensure privacy.

Employees who believe they have not been accorded their rights in connection with this policy have the right to file a complaint with the California Labor Commissioner.

### **Children in the Workplace**

F5AC values family and work-life balance and strives to create an employee-friendly workplace. Our employment policies and benefits reflect our beliefs. F5AC also believes in creating an environment that is conducive to work and generally should not be used in lieu of child care.

While we are sensitive to our employee's child care needs, it is not appropriate for minor children and other minor relatives of employees to be in the workplace during working hours, except for brief visits. This policy has been adopted to minimize potential liability to F5AC, the risk of harm to children, and decreased employee productivity due to distractions and disruptions.

F5AC recognizes there may be occasions when child care is not available and employees need to be available for work. In those situations, the employee may request to work remotely on a temporary basis, or, if the work must be done in the office, may request to bring in their child(ren) for a short period of time. In those rare cases where children are in the workplace, they must always be directly supervised by the parent. In the interest of maintaining the health and well-being of all F5AC employees, children who are ill must not be brought to the workplace. Employees may consult F5AC's Employee Assistance Program for assistance with finding emergency care providers to care for sick children.

## Remote Work

### Remote Work

F5AC considers remote work to be a viable, flexible work option when both the employee and the job are suited to the arrangement. Employees may work at home, or in an alternate location, with supervisory approval. Remote work may be appropriate for some employees and jobs but not for others. It is not an entitlement, companywide benefit, and it in no way changes the employment terms and conditions.

Remote work arrangements will be reviewed annually during the performance review period. An employees' work must be reasonably carried out remotely without impacting productivity. Request to terminate remote work arrangements by an employee will be reviewed and considered for feasibility by Supervisor in consultation with the Operations and HR teams.

Additionally, employees are responsible for:

- Maintaining a safe workspace;
- Safeguarding all confidential information;
- Reporting hours worked the same way as working onsite.

Generally, employees with an approved remote work schedule must come onsite for a minimum of 2 days per week and as requested by your supervisor/manager. Some positions may require less days in the office as noted in the job description.

All employees must reside and perform their duties in California. Short-term accommodation may be made for temporarily working outside California, but employees must contact Human Resources prior to starting work in any location outside California.

~~Remote work allows employees to work at home, location for all or part of their workweek. F5AC considers remote work to be a viable, flexible work option when both the employee and the job are suited to the arrangement. It may be appropriate for some employees and jobs but not for others. It is not an entitlement, companywide benefit, and it in no way changes the employment terms and conditions.~~

~~All Remote Work is preapproved in writing.~~

~~Short-Term: occasionally working remotely for a short-term project~~

~~Long-Term:~~

- ~~— Employee requests remote work schedule and has approval in writing.~~
- ~~— If request is approved, the employee:~~
  - ~~— Forwards the email to human resources for filing~~
  - ~~— Completes Self-certification safety and security checklist.~~

~~Requests for Remote Work arrangements are considered on a case-by-case basis. Employees' work must be reasonably carried out remotely without impacting productivity. Remote Work arrangements can be terminated at any time by either party. They are reviewed annually on the performance review.~~

~~Additionally, employees are responsible for:~~

- ~~— Maintaining a safe workspace~~
- ~~— Safeguarding all confidential information.~~
- ~~— Reporting hours worked the same way as working onsite~~

~~Those with an approved remote work schedule must come onsite on an as-needed basis.~~

~~All employees must reside in California. Short-term accommodation may be made for temporarily working outside California, but employees must contact Human Resources prior to starting work in any location outside California.~~

~~Remote Work is a pre-authorized arrangement where some of the employee's work is performed at home. Remote Work is a privilege that may be appropriate for some employees and some jobs. It is not an entitlement or Agency-wide benefit. A Remote Work arrangement in no way changes any other terms or conditions of employment with F5AC.~~

~~Remote Work can be short-term, such as occasionally working from home for a short-term project with the pre-approval of the supervisor/manager, or long-term as described below. All Remote Work arrangements are made on a case-by-case basis at the discretion of the supervisor and are memorialized in writing in advance. The specific work to be performed and the projected amount of time expected before permission is granted, even for short-term Remote Work arrangements. All employees who work remotely are responsible for a safe home workplace, and for taking appropriate steps to safeguard F5AC confidential information. Non-exempt employees working remote are required to report hours worked timely and accurately.~~

~~Requests for a Remote Work arrangement are considered on a case-by-case basis when an employee's work can reasonably be carried out from home without unduly impacting either the employee's own level of work productivity or that of their fellow employees. In general, Remote Work requests are considered only for employees who have passed their probationary period, have received above-satisfactory performance reviews, and have demonstrated their ability to manage their work independently. Due to the high degree of interaction required for most positions at F5AC, Remote Work schedules are generally limited to one (1) day per week, or a maximum of 25% of the employee's regularly scheduled work hours.~~

~~Requests for Remote Work arrangements must be made using F5AC's Remote Work Application Form and require approval by the supervisor, Senior Administrator (if applicable), and HR Administrator. If the Remote Work arrangement is approved, the employee will be required to sign a Remote Work Agreement and complete a self-certification safety and security checklist before beginning remote work.~~

~~If approved, any Remote Work arrangement made will be on a trial basis for the first three (3) months. Remote Work arrangements are reviewed by the employee and supervisor at least annually and can be terminated at any time by either party, even during the initial three-month period.~~

~~*COVID-19 Remote Work Policy Revision:* Due to COVID-19, the need to request a Remote Work arrangement is temporarily not required. The rest of the policy including performance expectations remain unchanged. This is temporary and may change at any time with or without warning.~~



### **Personal Automobile Use**

Prior to using a personal vehicle for work, employees must have supervisory approval and provide a copy of their driver license and proof of personal automobile insurance (with required minimum coverage for property damage and public liability). Employees who use their own automobiles for travel on authorized F5AC work will be reimbursed for mileage at the rate established by the Internal Revenue Service.

Use of the personal vehicle for work does not include the normal commute between work and the employee's home.

### **Attire**

Attire should enable employees to be comfortable in the workplace, while also projecting a professional image to co-workers, clients, partners, volunteers, and the public.

The following guidelines provide general parameters for appropriate work attire and help employees exercise good judgment about items not specifically addressed. A clean and neat appearance should be always maintained. In all situations, clothing should be comfortable and practical for work, but not distracting, revealing or offensive to others. Torn, frayed, ripped, messy or overly casual clothing are not considered appropriate for the office.

Employees may observe dress and/or grooming practices consistent with their religious beliefs, and employees requiring special clothing accommodation for any reason should advise their supervisor or Human Resources in advance. Supervisors, in collaboration with HR, are responsible for interpreting and monitoring attire and grooming standards, including counseling employees whose attire is inappropriate.

### **Expense Reimbursement**

Reasonable and customary work-related expenses incurred in the performance of one's job will generally be reimbursed. Reimbursement requires prior written authorization by the employee's immediate supervisor, itemized actual expenses, and the employee's signed expense reimbursement form with all required documentation/receipts attached. Reimbursements submitted after 120 days will be subject to income tax. Employees should consult the Finance team or the F5AC Procedures Manual for specific instructions.

### **References**

F5AC provides only limited reference information about current and former employees to prospective employers. i.e.: only employment dates and job titles. After receiving a written request and authorization signed by the employee, F5AC will also disclose requested earnings. References may only be provided by Human Resources. Any employee who receives a reference request for references or information about any current or former employee must refer this request to Human Resources.

## **Part Ten: Communication & Technology**

### **Technology, Voicemail and Email**

F5AC employees are permitted to use F5AC's voice mail, electronic mail, computers, networking sites and internet access (collectively "Technology Systems") to communicate with others for work purposes and otherwise to perform their job duties. The Technology Systems are primarily used for F5AC work, and not for personal purposes. Minimal personal use may be permitted, provided any use is during non-working time only, and that it does not interfere with the employee's work responsibilities.

Employees are not permitted to use F5AC's Technology Systems to send jokes, comments or information to others that may be perceived as discriminatory, harassing, offensive, or disruptive, or otherwise in violation of any F5AC policy. The Technology Systems must not be used to send material that disparages an individual, company, or business entity, or to disclose personal or confidential information without authorization.

Employees may not install, copy, stream, or download software or personal files onto the Technology Systems unless authorized by the IT team.

Employees do not have any right or expectation of privacy in the Technology Systems, including email or documents created, maintained, sent, or received by the Technology Systems. F5AC may monitor and/or search the contents of all voicemail, computer files, and electronic communications.

### **Social Media**

F5AC has a social media presence and encourages employees to connect to help spread the word about F5AC's great work and the services and support that are available to children and families in Alameda County. Use of social media presents certain risks and carries responsibilities.

Social Media includes all means of communicating or posting information or content of any sort on the Internet whether or not associated or affiliated with F5AC. The same principles and guidelines found in F5AC's policies apply to your activities online that may relate to F5AC. Ultimately, you are solely responsible for what you post online. Keep in mind that any conduct on social media or otherwise that adversely affects your job performance, the performance of fellow employees, or otherwise adversely affects staff, volunteers, contractors/grantees, vendors, or any other people who work on behalf of or receive services from F5AC is not permitted.

Employees are expected to ensure their social media postings that may relate to F5AC are consistent with these and all other F5AC policies.

#### *Always be respectful*

Always be fair and courteous to fellow employees, volunteers, contractors/grantees, vendors, or other people who work on behalf of or receive services from F5AC. Remember that colleagues, supervisors, and agency partners often have access to the online content you post. Keep in mind that you are more likely to resolve any work-related complaints by speaking directly with your co-workers or by using our Open-Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism that may relate to F5AC, avoid any content that could reasonably be viewed as unlawful, malicious, obscene, threatening or intimidating, that disparages employees, volunteers, clients, contractors/grantees or vendors, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant intentionally to harm someone's reputation or posts that could contribute to a hostile work environment.

#### *Be honest and accurate*

Make sure you are always honest and accurate when posting information or news that may relate to F5AC, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false.

#### *Be conscious about mixing your personal and professional lives*



- Maintain the confidentiality of F5AC's confidential, private, or sensitive information (see the Confidentiality policy contained in Part Eleven of this Handbook for examples). Do not post internal reports or memos, policies, procedures or other internal business-related confidential or sensitive communications.
- Do not create a link from your blog, website, or other social networking site to a F5AC website without identifying yourself as a F5AC employee.
- Express only your personal opinions, and never represent yourself as a spokesperson for F5AC. If F5AC is a subject of the content you are creating, be clear and open about the fact that you are an employee of F5AC; make it clear that your views do not represent those of F5AC, and you are not speaking on behalf of F5AC. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of F5AC."
- Do not use your F5AC email address to register on social networks, blogs, or other online tools utilized primarily for personal/social purposes.
- Do not use social media while on work time or on F5AC's Technology Systems unless it is work-related as authorized by your supervisor or consistent with F5AC's Technology Use Agreement.

#### *F5AC's social media presence*

The Communications team is primarily responsible for F5AC's Social Media presence. Only designated staff may post content on F5AC-affiliated social media sites. Employees who have ideas, suggestions, or resources for posts are encouraged to share them with the Communications team.

#### **Employee Information & Records Inspection**

It is important that employment files are current. Employees should update their information in the Human Resources system (address, phone, emergency contacts, etc.) and inform Human Resources when there are changes, such as marital or domestic partnership status, and dependents, that may affect pay or benefits.

Employees have the right to inspect employment records relating to their performance or to any grievance concerning them, or otherwise as permitted by law. Employees wishing to inspect employment records may do so during regular office hours, after a written request is made to Human Resources. An inspection request form is available from Human Resources and also on the F5AC intranet that employees may use to make their request. Records will be made available for inspection within 30 days of receipt of the written request. An appointment to inspect the file is made with the Human Resources team, who is present with the employee while inspecting the file. Employees may receive copies, at their own cost, of any document in the employment file to the extent required by law. Employee records are the property of F5AC and are not allowed to be taken from Human Resources without prior written authorization.

#### **Internal Communication**

F5AC uses bulletin boards, mailboxes, meetings, intranet, and email to communicate important F5AC information. Each employee is responsible for reading posted or distributed information.

#### **Media Relations**

Employees should not respond to any inquiries or requests received from the media for comments or statements on behalf of F5AC. Instead, employees should refer requests to the CEO or, if the CEO is unavailable, to the Communications Specialist. The CEO will respond directly or designate another staff member to serve as the F5AC spokesperson.

## **Part Eleven: Conduct**

## Workplace Conduct

F5AC requires employees' cooperation, efficiency, productivity, and compliance with all policies and procedures. Employees must always treat each other with dignity and respect at work and in work-related situations.

Some examples of conduct that may result in disciplinary action, up to and including immediate termination, include, but are not limited to:

- Substandard job performance
- Unauthorized or excessive tardiness or absenteeism, unrelated to a protected leave
- Rudeness or discourtesy or disrespect toward a fellow employee, supervisor, volunteer, supporter, or member of the public
- Fighting, roughhousing, bullying, or engaging in violent or threatening language or gestures, or conduct that is abusive, hostile, or disrespectful (such as slandering or ridiculing others, making false accusations, humiliating others in public, or shunning/ostracizing others, etc.)
- Theft of or unauthorized use of F5AC or a coworker's property
- Disregarding established safety or security procedures, or creating an unsafe work situation for anyone
- Refusing to perform a work-related task when directly instructed to do so by a supervisor or member of management
- Possessing a weapon or firearm on F5AC's property
- Violating F5AC policy prohibiting workplace discrimination, harassment, and retaliation, or violating any other F5AC policy

## Open Door Policy

F5AC has an open-door policy that encourages employee participation in decisions affecting them and their daily professional responsibilities. Employees who have a different opinion, misunderstanding or conflict with another F5AC employee are encouraged to address the situation directly with the employee(s) involved, if it is appropriate and safe to do so. We also encourage employees who have job-related problems or complaints to talk them over with their supervisor or a manager at any level of management. We believe that employee concerns are best addressed through informal and open communication.

To the extent possible, F5AC maintains confidentiality in addressing and resolving concerns brought to its attention. However, while investigating and resolving concerns, some information will likely be shared on a need-to-know basis.

No employee will be retaliated against for raising a concern in good faith.

## Disciplinary Procedures

While F5AC may use any disciplinary step it concludes is appropriate given the circumstances, including immediate termination, any, all, or none of the following disciplinary steps may be taken, as appropriate:

- **Record of Counseling:** The supervisor counsels the employee, generally following a relatively minor offense to communicate or clarify acceptable conduct or performance. Counseling records are documented by the supervisor, signed by the employee to acknowledge receipt and placed in the employment file.
- **Written Warning:** The supervisor presents the written notice of corrective action, or written warning, to the employee in person if possible. A written warning includes a description of the misconduct or performance problem, the expectations going forward and the consequences if the problem is not corrected. Written warnings are signed by the employee to acknowledge receipt and placed in the employment file.
- **Suspension:** Employees may be suspended without pay for a period for relatively serious offenses at the sole discretion of F5AC.

- **Discharge:** Termination can result from a single, serious offense, or it can be the final step in a process designed to correct offenses or performance problems. It can also occur as the result of conduct inconsistent with F5AC policy.

Other disciplinary steps not described above may or may not be taken, depending on the circumstances. Supervisors are required to consult with Human Resources prior to taking or recommending any disciplinary action, including discharge.

The use of any of the above disciplinary procedures in no way alters the at-will employment relationship.

### **Right to Respond to Notice of Serious Discipline**

Public agencies must comply with certain minimal due process procedures before taking Serious Disciplinary actions, defined for this policy to include pay reduction, suspension of more than five days, demotion, or dismissal, against regular employees.

After receiving a notice of intent to impose Serious Discipline, the regular employee has ten days to respond to the proposed discipline, either in writing or verbally. If an employee timely exercises this right to respond to the notice of discipline, a “Skelly” meeting is conducted.

A “Skelly” meeting provides an informal opportunity for an employee to respond to the proposed Serious Discipline. That is, the employee can refute charges, explain circumstances, or generally present their version of events. The employee is not entitled to a full evidentiary hearing or to call witnesses to testify. The employee may have a representative of their choice present at the meeting. The employee and/or the employee’s representative may present the employee’s response at the meeting.

A “Skelly” officer leads the meeting. The “Skelly” officer should generally be an impartial authority who was not involved in the investigation or events leading to the decision to issue proposed Serious Disciplinary action, and who is authorized to make an effective recommendation concerning the proposed action to the final decision maker.

After the “Skelly” meeting is conducted, the “Skelly” officer will provide a recommendation to the CEO either to uphold, modify, or revoke the proposed Serious Discipline. The CEO has the final authority over the proposed disciplinary action.

### **Conflict of Interest & Incompatible Activities**

It is important that employees avoid conflicts of interest. A conflict of interest is a situation where an employee's personal or economic interest interferes or may interfere with, influence, appear to interfere or influence, the employee’s job duties, or is, in the judgment of F5AC, otherwise incompatible with the employee’s duties and responsibilities at F5AC or with F5AC’s general activities. A conflict may exist even if the conflict or incompatibility has no adverse impact on job performance.

All employees are required to adhere to the F5AC Conflict of Interest Policy.

In compliance with the First 5 Alameda County Incompatible Activities Policy, all employees must complete an Incompatible Activities Statement Certification.

If employees have outside employment, they must advise their supervisor and the Finance Officer.

Any employee needing advice about a potential conflict of interest should contact the Finance Officer or Human Resources. Outside employment that may or does create a conflict of interest with the employee's employment at F5AC will not be permitted.

### **Confidentiality**

Careful custody and handling of F5AC files, documents or materials (in hard copy or electronic format), and especially those files and documents containing confidential information, is critically important to the well-being and success of F5AC and our clients. Each employee is responsible for safeguarding against the theft, loss, and unauthorized use or disclosure of this information and for following F5AC's best practice policies and procedures addressing confidentiality including, but not limited to, HIPAA compliance. Further, employees must not, directly or indirectly, disclose any F5AC-related confidential information to any other person except as necessary to perform their job responsibilities. Employees who have access to confidential information must take all steps necessary to ensure F5AC confidential information is handled, stored, transmitted or destroyed, if appropriate, in a way that protects against loss or misuse, as outlined in F5AC's Confidentiality Procedures Manual.

Confidential and/or private matters include, but are not limited to:

- Employee or client names, addresses, telephone numbers, social security numbers, and medical/health information
- Information contained in employment or benefits files, including but not limited to disciplinary action records, performance evaluations, benefit applications, beneficiary information, etc.
- Anything marked "Confidential" or "Personal," such as incoming mail, internal documents marked with these terms, etc.
- Private/Confidential data in F5AC web-based applications

Private and confidential information should not be disclosed except to those who have both the need and authority to know about the information to properly perform their job duties.

Employees are expected to maintain F5AC confidential information as confidential even after separation from F5AC. Employees will, at F5AC's request at any time and/or when employment terminates, return all documents, papers, computer files or storage devices, web application passwords, or any other material in their possession that may contain or be derived from F5AC confidential information.

External requests for documents or information, including those that may be governed by the Public Records Act, must be referred immediately to the CEO, Public Information and Communications Officer or Chief of Staff.

## **Part Twelve: Ending Employment**

### **Voluntary Termination**

In all cases of voluntary resignation (e.g., separation of employment that is voluntarily initiated by the employee), employees are asked to provide a written notice to their supervisor at least 10 working days in advance of their expected last day of work. If F5AC asks an employee who has given notice of voluntary resignation to leave our employ before the end of the notice period (for example, if a replacement is to begin immediately), the employee will be paid for the entire notice period, up to a maximum of two weeks.

Employees may use available accrued vacation and PTO to extend their employment for up to 4 weeks following their final day in office.

Human Resources will coordinate and/or conduct an exit interview with each employee who voluntarily terminates employment prior to the employee's exit from F5AC. These conversations enable F5AC to gather important information about the employee's experience at F5AC, and the work environment, that may benefit other employees. Although exit interviews are not mandatory, employees are encouraged to participate in them and to speak frankly about their employment experience with F5AC.

### **Payroll and Returning F5AC Property**

All employees separating from F5AC receive their final paycheck on the next regularly scheduled payroll date. Employees are required to return all F5AC property or equipment to Human Resources or the Office Manager before leaving on their last day of work.

### **Reduction in Workforce**

In the event F5AC requires a reduction in workforce, the below guidelines may be followed.

In its sole discretion, F5AC determines when and whether it is necessary to implement a reduction in force (RIF); which employees are affected by the RIF; and the implementation method. Generally, we give primary consideration to the program and F5AC's needs and circumstances.

- To reduce the need for a potential RIF, employees may be hired for temporary positions, with the duration of the position dependent on funding. Employees hired for temporary positions are not eligible for severance pay but may be eligible to receive outplacement services at the conclusion of the temporary position.
- F5AC may reduce positions through attrition instead of RIF.
- F5AC may require a furlough instead of a RIF (e.g., require employees to work fewer hours per week or take a specified period off work without pay). During the period of furlough, F5AC will attempt to maintain employees' health and dental insurance benefits at the same level as they were prior to the furlough for a period not to exceed eighteen (18) months.
- F5AC may reduce positions from full-time to part-time depending on program needs and funding availability. If F5AC reduces a position to part-time, F5AC will attempt to maintain the employee's health and dental benefits at the same level immediately prior to the hours reduction for a period not to exceed eighteen (18) months, and subject to any future changes in the F5AC's benefit package. Employees who voluntarily request a part-time schedule are not eligible for this benefit.
- F5AC may eliminate positions and will determine if the RIF will occur on an agency-wide basis or in one or more programs, departments, and/or classifications.

*Length of Service:* An employee's length of service is measured from the original employment date with F5AC (including time as a County employee, Tri-Net employee, or Diversified employee) if there has not been a break in service greater than 30 days (not including leave protected by law. Approved legally protected leaves do not constitute a break in service).

*Notice:* Employees selected for RIF through position elimination will be given at least 10 business days' notice of the proposed final employment date.

*Severance Pay:* If positions are eliminated due to RIF, F5AC may authorize severance pay of two weeks' regular base salary or pay less applicable tax and other withholdings, for every year of continuous service (according to the above length of service definition), not to exceed eighteen (18) weeks of pay. If severance pay is authorized, it will be paid in one lump sum on or after the termination date, and, according to ACERA, is not pensionable.

To receive severance pay, if payment is authorized, employees must first sign a waiver releasing F5AC from any and all liability related to their employment with F5AC and their

separation from employment. Refusal to sign the waiver within the allowed period and/or lawful revocation of the waiver renders an employee ineligible to receive severance pay.

In addition to severance pay, if any, F5AC may also make a payment equivalent to \$500 per year of service (as defined above in the length of service definition), but not to exceed \$3,000 total, to help with the cost of health insurance. This payment, if authorized by F5AC, will be made in one lump sum, and will be issued at the same as severance pay. To receive the payment described in this paragraph, if authorized, employees must first sign a waiver releasing F5AC from all liability from their employment with F5AC and their separation from employment. Refusal to sign the waiver within the allowed period and/or lawful revocation of the waiver renders an employee ineligible to receive severance pay.

If an employee who was previously part of a RIF and received any severance pay is rehired and then subsequently laid off, that employee may be eligible for severance only up to a maximum of eighteen (18) weeks of pay when all severance payments (e.g., from the first and second RIFs) are combined.

*Outplacement Services:* Employees whose positions are eliminated in a RIF, or who were hired for temporary positions in connection with a RIF, may be eligible for F5AC outplacement services. These services are designed to help F5AC employees find positions in Alameda County where they can continue to use their skills and expertise on behalf of children aged 0 to 5 years. Outplacement services, if provided, will not exceed three months following the date of separation. F5AC makes no guarantee that utilizing its outplacement services will result in an employment offer.



## Acknowledgment

I acknowledge that I have received a copy of the First 5 Alameda County (“F5AC”) Employee Handbook. I understand that the Handbook contains important information on the general employment policies of F5AC and on my privileges and obligations as an employee. I acknowledge that I am expected to read, understand, and adhere to F5AC’s policies, and I understand I am governed by the contents of this Handbook. I further understand that F5AC may change, rescind, or add to any policies, benefits, or practices described in the Handbook, other than the concept of at-will employment. By my signature below, I also acknowledge and understand that employment at F5AC is at-will employment. That is, either I or F5AC may terminate my employment at any time, for any reason or no reason, with or without cause.

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Employee Name

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Employee Signature

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Date



## Change Log

Item	Date
Original adoption of Employee policies adopted by Commission	5/21/2004
Handbook Update - Approved by Commission Includes addition of fingerprinting under “Work Eligibility”, “Tools and Technology”; and “Bilingual Pay”. Medical and Dental Insurance sections rewritten to reflect current benefit structure; “Floating Personal Days” and “Personal Use Time” merged under “Paid Time Off (PTO)”; “Unpaid Time Off and Leaves of Absence” section reformatted to include matrix of leaves	5/26/2005
Addition of Catastrophic Leave Bank – approved by Commission	9/29/2005
Year End Manual Clean-up – reviewed by Executive Committee	6/19/2006
Year End Manual Clean-up – reviewed by Executive Committee Includes Addition of Professional Development, Payment in Lieu Long Term Disability, Children in the Workplace, Telecommuting, & References sections; Change in Full Time Status definition, Remove Position Description section	5/22/2008
Formatting Update	2/25/2009
Year End Manual Clean-up – reviewed by Executive Committee Includes addition of Paid Family Leave, Breastfeeding-Friendly Workplace section Addition of Reduction in Workforce section – approved by Commission 12/11/08, with addition of severance pay cap 3/26/09	6/25/2009
Year End Manual Clean-up – reviewed by Executive Committee Includes Addition of Personal Leave of Absence modifications to sick leave policy - approved by Commission on 12/10/09; Deleted Tools and Technology benefit – approved by Commission on 12/10/09	6/24/2010
Year End Manual Clean-up – Reviewed by Executive Committee Addition of Child Abuse Reporting, Confidentiality policies & Temporary Military Duty Leave; Removed Lent to Other Government or Educational Institution Leave	12/8/2011
Deleted ACERA offset benefit – approved by Commission on 12/13/12	12/13/2012
Year End Manual Clean-up – Reviewed by Executive Committee Revisions to Unpaid Leave section, including deletion of the Matrix format, Separation of Pay Periods into Pay Periods and Work Schedules, addition of Reasonable Accommodation Leave, Social Media, Media Relations; Removed Educational, Temporary Military Duty and Military Leaves	5/23/2013
Year End Handbook Clean-up – Reviewed by Executive Committee Consolidation of Medical and Dental Insurance sections, deletion of Wage Garnishments and Appeal of Serious Discipline sections	6/26/2014
Year End Handbook Clean-up – Reviewed by Executive Committee, including modifications to Sick Time to reflect provisions in the Healthy Workplace Healthy Family Act, and to Health and Dental Insurance to reflect provisions in the Affordable Care Act	6/18/2015
Year End Handbook Clean-up – Approved by Commission on 6/16/16 Title change from “Employee Policies and Procedures Handbook” to “Employee Handbook” Addition of “Paid Time Off” usage during Introductory Period Addition to Eligibility of Dependent Children of Temporary Employees; Employer Share of Health and Dental Premiums for Temporary	6/16/2016



Employees and Their Eligible Dependents; Definition for Eligible Dependents; Vacation Time off Requests; Modification to “Workplace Conduct”	
ddition of \$500 per Fiscal Year for Professional Development, to Be Reimbursed After Completion of Course(s) – Any Unused Funds Will not Carryover	7/20/2016
Addition to Leaves of Absence – Paid Leave, Work Hours and pay – Flex schedule	8/18/2016
Modify Leaves of Absence – Paid Leave	6/15/2017
Week of Christmas Off & 3% Cola Eff. 01/26/18; In Lieu update from \$125 per month to \$137.50 per month - Approved by Commission.	12/14/2017
Year End Handbook Clean-up – Approved by Commission Includes Extension of Employee’s Introductory period, modify Leaves of Absence – Unpaid, Paid Sick Time, Workplace Conduct	6/21/2018
Modify Benefits & CA Paid Family Leave – Approved by Commission	12/13/2018
Handbook Clean-up – Approved by Commission, including updates to approval levels and titles, Reasonable Accommodation, Replaced Policy Prohibiting Harassment & Discrimination, Benefits, Added “additional benefits” section, Vacations, Jury Duty, Pay Periods, 9/80 Schedule, Bereavement, Leave Policies and Catastrophic Leave Bank, Paid Parental Leave, Children in workplace, Telecommuting has been renamed Remote Work, Attire, Technology-Voicemail & Email, Social Media, Workplace Conduct, Open-door Policy, Conflict of Interest, Voluntary Employment Terminations, Reduction in Workforce. The following have been removed: References to pre-employment/onboarding processes, sections on Employing Commissioners, Executive Benefits Package, Long-Term Disability, Payroll Deductions, and Parking.	10/17/2019
Update approved by the Commission - At-Will Employment, Policy Prohibiting Harassment & Discrimination, Adding Presidential General Election Holiday and COVID 19 Temporary Remote Work Policy	10/15/2020
Update approved by the Executive Committee - Handbook Clean-up - approved by the Commission Executive Committee, including updates to approval levels and titles, clarification on introductory employees, At Will Employment, Policy Prohibiting Harassment & Discrimination, Work Eligibility, Introductory Period, Employee Classifications, Professional Development, Benefits, Vacations, Paid Time Off, Paid Sick Time, Bereavement Leave, Paid Parental Leave, Leaves of Absences , Work Schedules, Bilingual and Multilanguage Pay, Breastfeeding-Friendly Workplace, Expense Reimbursement, References, Communication & Technology, Conflict of Interest & Incompatible Activities, Confidentiality, Reduction in Force Additions: Juneteenth & Indigenous People’s Day Holidays; Additional Eligible Family Members under CFRA, 4-10 Schedule; COVID-19 Workforce Vaccination Policy, Right to Respond to Notice of Serious Discipline	05/26/2022
Updates for legislative compliance to add “designated person” to Paid Sick Time and Unpaid Leaves, to include 5 days of bereavement leave for part-time employees (paid leave prorated), to update name of Civil Rights Department (from Fair Employment and Housing).	12/08/2022



**To:** First 5 Alameda County Executive Committee

**From:** Kristin Spanos, Chief Executive Officer  
Christine Hom, Chief Operating Officer  
Maria Canteros, Finance Administrator

**Date:** October 5, 2023

**Subject:** FY 2022-23 Financial and Single Audit Update

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**REQUESTED ACTION**

To review the following financial audit procedure and update.

**BACKGROUND**

It is a requirement of the Proposition 10 statute and First 5 California that each First 5 county commission conduct an audit and submit its corresponding audit report to First 5 California and the State Controller's Office by November 1st of each year.

**AREAS COVERED BY FY 2022-23 FINANCIAL AUDIT:**

The audit firm of Eide Bailly LLP conducted the FY 2022-23 financial audit, expanded audit (for state compliance) and single audit (for federal compliance) and has provided an unqualified opinion.

The interim audit fieldwork began on June 26, 2023, and covered the following areas:

- Interviews with key staff covering Financial Management, Revenue Management, Cash Disbursements and Procurement, Payroll, Treasury and Information Technology
- Review of:
  - Risk Management and Planning – review of policies, approved budget, conflict of interest documentation, etc.
  - Sampling of cash disbursements, cash receipts, payroll, contracts, and funder contracts
  - Current insurance brokers, attorneys, leases, bank reconciliations, credit cards, etc.
  - Compliance, including Commission minutes to verify approved policies, strategic planning, etc.

The financial audit fieldwork began on September 5, 2023, and continued the work of the interim audit and covered the following areas:

- General Planning and Financial Statements – confirmation all revenues and expenditures are presented accurately
- Review of Assets – including cash and investments, receivables, capital assets

**AGENDA ITEM 7**

- Review of Revenues and Expenditures – review of Federal and State grants, verification of cash receipts, program evaluation costs, etc.
- Related Party Transactions – review and confirmation of contracting with entities associated with Commissioners
- State Compliance (related to SB 35 and AB 109) – including schedule of program, evaluation, and administrative costs
- Implementation of new GASB standards (GASB 87 for Leases and GASB 96 for Subscription Based IT Arrangements)

The single audit was also conducted at the same time as the financial audit. The single audit reviews federal expenditures received directly or via pass-through entities exceeding \$750,000 per year. This year the single audit selected review of the Medi-cal Administrative Activities program and Help Me Grow Central Access Line program. The audit included review of:

- Policies for allowable costs, subrecipient monitoring, etc.
- Review of the funder grant agreement and specific federal requirements and verification of program implementation in accordance with the agreement
- Reconciliation of federal funding revenues and expenditures
- Review of programmatic reports

The sections of the audit package are as follows:

- Independent Auditor’s Report
- Management’s Discussion and Analysis
- Financial Statements including Statement of Net Position and Statement of Activities
- Governmental Fund Statements including 1. Balance Sheet, 2. Reconciliation of Balance to Net Assets, 3. Statement of Revenues, Expenditures and Changes in Fund Balance, 4. Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance to the Statement of Activities
- Notes to Financial Statements
- Supplementary Schedules including Budget to Actual Revenue and Expenditures, Pension scheduled and other supplementary information
- Schedule of Revenue and Expenditures by Fund Source and Fund Balance of CCFC Fund for First 5 Programs and City of Oakland Measure AA
- Independent Auditor’s report on internal controls
- Independent Auditor’s report on state compliance
- Governance Letter, including any fundings or issues, is presented to the Commission separately

The final audit report will be presented to the Commission by James Ramsey, Partner, Eide Bailly LLP on Thursday, October 12, 2023.

**RECOMMENDATION**

That the Executive Committee review the above areas in preparation of the audit presentation to the Commission at their next meeting on October 12, 2023.

Submitted by:

DocuSigned by:  
*Christine Hom*  
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Christine Hom  
Chief Operating Officer

Approved by:

DocuSigned by:  
*Kristin Spanos*  
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Kristin Spanos  
Chief Executive Officer

DocuSigned by:  
*Maria Canteros*  
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Maria Canteros  
Finance Administrator



**To:** First 5 Alameda County Executive Committee

**From:** Christine Hom, Chief Operating Officer  
Maria Canteros, Finance Administrator

**Date:** October 5, 2023

**Subject:** FY 2022-23 Investment Report, July 1, 2022 – June 30, 2023

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**ACTION REQUESTED**

To review the FY 2022-23 Investment Report covering the period July 1, 2022 – June 30, 2023.

**BACKGROUND OF ACTIVITIES**

As required by California Government Code, the investment objectives of First 5 Alameda County are first, to provide safety of principal to ensure the preservation of capital in the overall portfolio; second, to provide sufficient liquidity to meet all requirements that may be reasonably anticipated; and third, to earn a commensurate rate of return consistent with the constraints imposed by the safety and liquidity objectives.

The performance objective of the First 5 Alameda County investment portfolio is to earn a total rate of return that exceeds the total rate of return on identified benchmarks.

First 5 Alameda County maintains the majority of its funds invested in a portfolio of high quality, very liquid, fixed-income securities, which are professionally managed by the Commission's investment advisor, Chandler Asset Management. The remaining funds continue to be invested with the Alameda County Treasurer's pool. This report summarizes the activity and status of the investment portfolio as of June 30, 2023.

**PORTFOLIO HIGHLIGHTS**

The Investment Report shows the performance of funds that are invested in the portfolio with Chandler Asset Management. At the end of the last fiscal year June 30, 2022, the total market value of the portfolio was \$28,648,566. The market value of the Chandler portfolio as of June 30, 2023, was \$25,690,316 at a cost of \$ \$27,140,589.

## **INVESTMENT REPORT**

### **Investment Activity**

The Investment Activity shows all transactions affecting our portfolio as of June 30, 2023. Purchases of securities are conducted when a maturity occurs, or when the investment advisor sells a security before maturity to rebalance the portfolio. Rebalancing is conducted to manage the risk profile of the portfolio, diversify portfolio maturities and sectors, protect market value, and enhance overall return.

### **Investment Income**

Investment income is primarily derived from interest or yield payments on securities held in the investment portfolio. Typically, interest income from each security is received semi-annually. The Commission's investment advisor buys, sells and exchanges securities consistent with the First 5 Alameda County Investment Policy in order to optimize overall yields.

Total investment earnings for the period net of fees ending June 30, 2023, was \$398,874. For the same period last fiscal year, the total investment earnings for the period ending June 30, 2022, was \$444,723. Investment income for this last fiscal year is lower than the prior year due to higher interest rates. The last fiscal year comprised a period of time when interest rates were higher, and the portfolio reset lower when investments were made to rebalance and enhance overall return.

### **Market Value and Unrealized Gains and Losses**

The market value of the portfolio securities changes as a result of market supply and demand, shifts in interest rates, and other factors. There was an unrealized loss position of \$1,450,273 at the end of June 2023. The unrealized loss position is determined by comparing the Cost and the Market Value of the portfolio on that date. This is a loss on paper only, implying that a loss would have been realized, had the portfolio been liquidated in full on June 30, 2023. The unrealized loss position this year is slightly higher than last year's loss position of \$1,394,651. This drop in fair value was due to the transition in the market and rise in interest rates in longer maturities over the past twelve months. Since the portfolio was not liquidated, this section is for informational purposes only. Per the Governmental Accounting Standards Board (GASB), government entities must report unrealized gains and losses on investments (GASB 31).

### **Investment Fees**

Fees include those levied by the portfolio manager and the fees levied by the account custodian US Bank. The total fees paid during this period were \$33,508.

### **Yield Benchmarks**

Investment yields are compared to the Local Agency Investment Fund (LAIF) and the Alameda County Treasury Investment Pool yields in order to benchmark investment manager performance. Chandler's average portfolio yield for the 12-month period of 1.65% is lower than

**AGENDA ITEM 8**

the LAIF yield of 2.23% for the year. The Alameda County Treasurer’s average portfolio yield was 1.45% (information available only through April 2023).

**FISCAL IMPACT**

The total realized investment earnings and interest received (net of fees) for July 1, 2022 – June 30, 2023, was \$398,874. Investment revenue for FY 2022-23 was budgeted at \$354,000.

**REQUESTED ACTION**

That the Executive Committee recommend the Commission approve the FY 2022-23 July – June investment report.

Submitted by:

DocuSigned by:  
*Maria Canteros*  
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Maria Canteros  
Finance Administrator

Approved by:

DocuSigned by:  
*Kristin Spanos*  
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Kristin Spanos  
Chief Executive Officer

Reviewed by:

DocuSigned by:  
*Christine Hom*  
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Christine Hom  
Chief Operating Officer

**First 5 Alameda County  
Investment Report - Chandler Asset Management  
For the Period July 1, 2022 - June 30, 2023**

**INVESTMENT INCOME:**

<i>Interest Received</i>	\$	428,224
Total Investment Earnings	\$	428,224
<i>Less:</i>		
Investment Fees (Chandler)		(29,349)
US Bank Custodial Fees		(4,159)
<i>Net Investment Income</i>	<u>\$</u>	<u>398,874</u>

**INVESTMENT ACTIVITY:**

Portfolios - Cost Basis at 6/30/22	\$	30,043,218
Purchases	\$	15,637,162
Maturities	\$	-
Sales	\$	(13,836,786)
Principal Pay Downs	\$	(1,371,222)
Calls	\$	-
Capital Gains/Losses	\$	(301,473)
Withdrawals	\$	(3,030,310)
Contributions	\$	-
Portfolios - Cost Basis at 6/30/23	<u>\$</u>	<u>27,140,589</u>

**COST VS. MARKET VALUE:**

Portfolios at Market 6/30/23	\$	25,690,316
Portfolios at Cost 6/30/23		27,140,589
<i>Unrealized Gain (Loss) at 6/30/23</i>	<u>\$</u>	<u>(1,450,273)</u>

APPROXIMATE YIELD AND BENCHMARKS (Annualized) for FY 2022-23:

Chandler Asset Management	1.65
Local Agency Investment Fund (LAIF)	2.23
Alameda County Treasurer's Pool (through April 2023)	1.45





First 5 Alameda County

Holdings Report

Account #10022

As of June 30, 2023

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>ABS</b>									
43813DAC2	Honda Auto Receivables 2020-2 A3 0.82% Due 7/15/2024	8,448.52	05/18/2020 0.83%	8,447.86 8,447.86	99.49 5.66%	8,405.83 3.08	0.03% (42.03)	Aaa / AAA NR	1.04 0.10
47789KAC7	John Deere Owner Trust 2020-A A3 1.1% Due 8/15/2024	2,140.15	Various 0.88%	2,149.95 2,149.95	99.83 7.52%	2,136.42 1.04	0.01% (13.53)	Aaa / NR AAA	1.13 0.03
43813KAC6	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	35,826.60	09/22/2020 0.38%	35,821.34 35,821.34	98.61 5.95%	35,330.22 4.79	0.14% (491.12)	NR / AAA AAA	1.30 0.25
36262XAC8	GM Financial Auto Lease Trust 2021-3 A2 0.39% Due 10/21/2024	128,680.87	08/10/2021 0.39%	128,679.12 128,679.12	98.59 5.86%	126,870.84 15.33	0.49% (1,808.28)	NR / AAA AAA	1.31 0.25
47787NAC3	John Deere Owner Trust 2020-B A3 0.51% Due 11/15/2024	6,465.00	07/14/2020 0.52%	6,464.01 6,464.01	99.28 5.17%	6,418.55 1.47	0.02% (45.46)	Aaa / NR AAA	1.38 0.15
09690AAC7	BMW Vehicle Lease Trust 2021-2 A3 0.33% Due 12/26/2024	85,281.60	Various 1.52%	84,069.38 84,069.38	98.70 6.39%	84,177.03 4.69	0.33% 107.65	Aaa / NR AAA	1.49 0.21
89236XAC0	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	25,017.66	10/06/2020 0.36%	25,013.00 25,013.00	98.94 6.01%	24,752.02 3.89	0.10% (260.98)	NR / AAA AAA	1.55 0.19
92290BAA9	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	30,308.84	08/04/2020 0.48%	30,302.48 30,302.48	99.30 5.63%	30,097.41 4.35	0.12% (205.07)	Aaa / NR AAA	1.65 0.13
36265MAC9	GM Financial Auto Lease Trust 2022-1 A3 1.9% Due 3/20/2025	200,000.00	02/15/2022 1.91%	199,998.28 199,998.28	98.05 5.87%	196,106.60 116.11	0.76% (3,891.68)	Aaa / NR AAA	1.72 0.49
05601XAC3	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 3/25/2025	77,623.43	01/11/2022 1.11%	77,611.82 77,611.82	98.29 5.84%	76,296.07 14.23	0.30% (1,315.75)	NR / AAA AAA	1.74 0.36
43813GAC5	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	30,324.11	02/17/2021 0.27%	30,323.56 30,323.56	97.65 6.18%	29,612.31 2.27	0.11% (711.25)	Aaa / NR AAA	1.81 0.39
44891RAC4	Hyundai Auto Receivables Trust 2020-C A3 0.38% Due 5/15/2025	56,109.55	10/20/2020 0.39%	56,096.63 56,096.63	98.11 6.19%	55,046.89 9.48	0.21% (1,049.74)	NR / AAA AAA	1.88 0.32
89240BAC2	Toyota Auto Receivables Owners 2021- A A3 0.26% Due 5/15/2025	108,956.82	02/02/2021 0.27%	108,936.60 108,936.60	97.82 5.87%	106,578.73 12.59	0.41% (2,357.87)	Aaa / NR AAA	1.88 0.39
43815GAC3	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 1/21/2026	100,000.00	11/16/2021 0.89%	99,978.92 99,978.92	95.98 5.92%	95,978.10 24.44	0.37% (4,000.82)	Aaa / NR AAA	2.56 0.80

# Holdings Report

As of June 30, 2023



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>ABS</b>									
47789QAC4	John Deere Owner Trust 2021-B A3 0.52% Due 3/16/2026	108,172.21	07/13/2021 0.52%	108,162.56 108,162.56	95.80 6.12%	103,627.57 25.00	0.40% (4,534.99)	Aaa / NR AAA	2.71 0.75
89238JAC9	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 4/15/2026	90,000.00	11/09/2021 0.71%	89,998.08 89,998.08	95.77 6.14%	86,189.67 28.40	0.33% (3,808.41)	NR / AAA AAA	2.79 0.78
44935FAD6	Hyundai Auto Receivables Trust 2021-C A3 0.74% Due 5/15/2026	70,000.00	11/09/2021 0.75%	69,984.38 69,984.38	96.07 5.87%	67,247.25 23.02	0.26% (2,737.13)	NR / AAA AAA	2.88 0.77
43815BAC4	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 5/15/2026	160,000.00	02/15/2022 1.89%	159,975.94 159,975.94	95.55 5.87%	152,880.96 133.69	0.59% (7,094.98)	Aaa / AAA NR	2.88 1.13
05602RAD3	BMW Vehicle Owner Trust 2022-A A3 3.21% Due 8/25/2026	100,000.00	05/10/2022 3.23%	99,994.80 99,994.80	97.22 5.76%	97,221.50 53.50	0.38% (2,773.30)	Aaa / AAA NR	3.16 1.10
89238FAD5	Toyota Auto Receivables OT 2022-B A3 2.93% Due 9/15/2026	85,000.00	04/07/2022 2.95%	84,998.01 84,998.01	96.74 5.69%	82,228.83 110.69	0.32% (2,769.18)	Aaa / AAA NR	3.21 1.20
362554AC1	GM Financial Securitized Term 2021-4 A3 0.68% Due 9/16/2026	75,000.00	10/13/2021 0.68%	74,998.09 74,998.09	95.50 6.14%	71,628.68 21.25	0.28% (3,369.41)	Aaa / AAA NR	3.22 0.82
47787JAC2	John Deere Owner Trust 2022-A A3 2.32% Due 9/16/2026	95,000.00	03/10/2022 2.34%	94,978.99 94,978.99	96.32 5.88%	91,507.14 97.96	0.36% (3,471.85)	Aaa / NR AAA	3.22 1.04
448977AD0	Hyundai Auto Receivables Trust 2022-A A3 2.22% Due 10/15/2026	215,000.00	03/09/2022 2.23%	214,991.72 214,991.72	95.98 5.78%	206,351.41 212.13	0.80% (8,640.31)	NR / AAA AAA	3.30 1.14
380146AC4	GM Financial Auto Receivables 2022-1 A3 1.26% Due 11/16/2026	65,000.00	01/11/2022 1.27%	64,994.35 64,994.35	95.52 5.90%	62,088.59 34.13	0.24% (2,905.76)	NR / AAA AAA	3.38 0.97
47800AAC4	John Deere Owner Trust 2022-B A3 3.74% Due 2/16/2027	125,000.00	07/12/2022 3.77%	124,988.06 124,988.06	97.15 5.73%	121,443.00 207.78	0.47% (3,545.06)	Aaa / NR AAA	3.64 1.46
02582JIT8	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	265,000.00	05/17/2022 3.42%	264,941.38 264,941.38	96.51 5.43%	255,740.64 399.27	0.99% (9,200.74)	NR / AAA AAA	3.88 1.75
<b>Total ABS</b>		<b>2,348,355.36</b>	<b>1.75%</b>	<b>2,346,899.31</b> <b>2,346,899.31</b>	<b>5.85%</b>	<b>2,275,962.26</b> <b>1,564.58</b>	<b>8.83%</b> <b>(70,937.05)</b>	<b>Aaa / AAA</b> <b>AAA</b>	<b>2.68</b> <b>0.87</b>

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As of June 30, 2023



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>AGENCY</b>									
3130A1XJ2	FHLB Note 2.875% Due 6/14/2024	550,000.00	06/18/2019 1.96%	573,792.90 573,792.90	97.57 5.52%	536,632.80 746.71	2.08% (37,160.10)	Aaa / AA+ NR	0.96 0.92
3130A2UW4	FHLB Note 2.875% Due 9/13/2024	475,000.00	09/13/2019 1.79%	499,600.25 499,600.25	97.17 5.33%	461,538.50 4,096.88	1.81% (38,061.75)	Aaa / AA+ AAA	1.21 1.15
3135G0X24	FNMA Note 1.625% Due 1/7/2025	520,000.00	Various 1.22%	529,792.20 529,792.20	94.82 5.22%	493,045.80 4,084.17	1.93% (36,746.40)	Aaa / AA+ AAA	1.53 1.46
3135G03U5	FNMA Note 0.625% Due 4/22/2025	510,000.00	04/22/2020 0.67%	508,949.40 508,949.40	92.48 5.02%	471,656.16 610.94	1.83% (37,293.24)	Aaa / AA+ AAA	1.81 1.76
3135G04Z3	FNMA Note 0.5% Due 6/17/2025	600,000.00	Various 0.47%	600,600.40 600,600.40	91.81 4.93%	550,849.80 116.66	2.14% (49,750.60)	Aaa / AA+ AAA	1.97 1.91
3137EAEU9	FHLMC Note 0.375% Due 7/21/2025	340,000.00	07/21/2020 0.48%	338,306.80 338,306.80	91.24 4.90%	310,212.26 566.67	1.21% (28,094.54)	Aaa / AA+ AAA	2.06 2.00
3135G05X7	FNMA Note 0.375% Due 8/25/2025	640,000.00	Various 0.46%	637,215.80 637,215.80	90.99 4.83%	582,367.36 840.00	2.26% (54,848.44)	Aaa / AA+ AAA	2.16 2.09
3137EAEX3	FHLMC Note 0.375% Due 9/23/2025	645,000.00	Various 0.44%	643,091.55 643,091.55	90.74 4.80%	585,251.72 658.44	2.27% (57,839.83)	Aaa / AA+ AAA	2.24 2.17
3135G06G3	FNMA Note 0.5% Due 11/7/2025	630,000.00	Various 0.55%	628,448.60 628,448.60	90.63 4.76%	570,979.71 472.50	2.22% (57,468.89)	Aaa / AA+ AAA	2.36 2.29
3133EPGW9	FFCB Note 3.875% Due 4/25/2028	400,000.00	05/05/2023 3.55%	405,800.00 405,800.00	98.83 4.14%	395,337.20 2,841.67	1.54% (10,462.80)	Aaa / AA+ AAA	4.82 4.32
<b>Total Agency</b>		<b>5,310,000.00</b>	<b>1.08%</b>	<b>5,365,597.90</b>	<b>4.96%</b>	<b>4,957,871.31</b> <b>15,034.64</b>	<b>19.28%</b> <b>(407,726.59)</b>	<b>Aaa / AA+</b> <b>AAA</b>	<b>2.06</b> <b>1.97</b>
<b>CORPORATE</b>									
78015K7C2	Royal Bank of Canada Note 2.25% Due 11/1/2024	355,000.00	12/05/2019 2.26%	354,815.40 354,815.40	95.42 5.86%	338,734.97 1,331.25	1.32% (16,080.43)	A1 / A AA-	1.34 1.28
14913Q3B3	Caterpillar Finl Service Note 2.15% Due 11/8/2024	325,000.00	02/19/2020 1.83%	329,628.00 329,628.00	95.82 5.38%	311,427.35 1,028.72	1.21% (18,200.65)	A2 / A A+	1.36 1.30
90331HPL1	US Bank NA Callable Note Cont 12/21/2024 2.05% Due 1/21/2025	365,000.00	01/16/2020 2.10%	364,222.55 364,222.55	94.32 5.92%	344,268.37 3,325.56	1.35% (19,954.18)	A2 / A+ A+	1.56 1.48
06367WB85	Bank of Montreal Note 1.85% Due 5/1/2025	266,000.00	07/23/2021 0.85%	275,794.12 275,794.12	93.42 5.67%	248,486.29 820.17	0.97% (27,307.83)	A2 / A- AA-	1.84 1.76

# Holdings Report

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CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>CORPORATE</b>									
46647PCK0	JP Morgan Chase & Co Callable Note Cont 6/23/2024 0.969% Due 6/23/2025	150,000.00	Various 2.11%	150,092.70 150,092.70	94.92 6.08%	142,382.25 32.30	0.55% (7,710.45)	A1 / A- AA-	1.98 1.89
89788MAA0	Truist Financial Corp Callable Note Cont 07/03/2025 1.2% Due 8/5/2025	250,000.00	02/03/2022 1.85%	244,510.00 244,510.00	90.62 6.03%	226,542.25 1,216.67	0.88% (17,967.75)	A3 / A- A	2.10 2.00
46647PBK1	JP Morgan Chase & Co Callable Note Cont 4/22/2025 2.083% Due 4/22/2026	101,000.00	05/20/2021 2.24%	104,770.33 104,770.33	93.65 5.83%	94,586.70 403.23	0.37% (10,183.63)	A1 / A- AA-	2.81 1.73
6174468Q5	Morgan Stanley Callable Note Cont 4/28/2025 2.188% Due 4/28/2026	300,000.00	Various 5.05%	282,901.50 282,901.50	93.87 5.77%	281,612.40 1,148.70	1.10% (1,289.10)	A1 / A- A+	2.83 1.74
023135BX3	Amazon.com Inc Callable Note Cont 4/12/2026 1% Due 5/12/2026	470,000.00	05/10/2021 1.09%	467,969.60 467,969.60	89.90 4.81%	422,542.69 639.72	1.64% (45,426.91)	A1 / AA AA-	2.87 2.76
808513BR5	Charles Schwab Corp Callable Note Cont 4/13/2026 1.15% Due 5/13/2026	270,000.00	12/14/2021 1.48%	266,233.50 266,233.50	88.49 5.54%	238,935.96 414.00	0.93% (27,297.54)	A2 / A- A	2.87 2.75
91324PEC2	United Health Group Inc Callable Note Cont 4/15/2026 1.15% Due 5/15/2026	375,000.00	Various 1.09%	375,977.75 375,977.75	90.43 4.75%	339,114.38 551.04	1.32% (36,863.37)	A3 / A+ A	2.88 2.76
89236TJK2	Toyota Motor Credit Corp Note 1.125% Due 6/18/2026	440,000.00	Various 1.23%	437,932.00 437,932.00	89.41 5.01%	393,413.24 178.75	1.53% (44,518.76)	A1 / A+ A+	2.97 2.85
06051GJD2	Bank of America Corp Callable Note Cont 6/19/2025 1.319% Due 6/19/2026	300,000.00	Various 2.23%	300,792.00 300,792.00	91.60 5.90%	274,805.70 131.90	1.07% (25,986.30)	A1 / A- AA-	2.97 1.89
037833DN7	Apple Inc Callable Note Cont 7/11/2026 2.05% Due 9/11/2026	180,000.00	12/14/2021 1.53%	184,291.20 184,291.20	92.15 4.72%	165,867.66 1,127.50	0.65% (18,423.54)	Aaa / AA+ NR	3.20 3.02
06368FAC3	Bank of Montreal Note 1.25% Due 9/15/2026	150,000.00	09/13/2021 1.28%	149,818.50 149,818.50	88.16 5.31%	132,237.45 552.08	0.51% (17,581.05)	A2 / A- AA-	3.21 3.06
87612EBM7	Target Corp Callable Note Cont 12/15/2026 1.95% Due 1/15/2027	170,000.00	01/19/2022 1.99%	169,711.00 169,711.00	91.54 4.56%	155,622.08 1,528.58	0.61% (14,088.92)	A2 / A A	3.55 3.32



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>CORPORATE</b>									
26444HAC5	Duke Energy Florida LLC Callable Note Cont 10/15/2026 3.2% Due 1/15/2027	300,000.00	02/22/2022 2.51%	309,444.00 309,444.00	94.74 4.83%	284,206.80 4,426.67	1.12% (25,237.20)	A1 / A NR	3.55 3.24
084664CZ2	Berkshire Hathaway Callable Note Cont 2/15/2027 2.3% Due 3/15/2027	275,000.00	03/07/2022 2.30%	274,947.75 274,947.75	93.51 4.21%	257,152.50 1,862.36	1.00% (17,795.25)	Aa2 / AA A+	3.71 3.47
665859AW4	Northern Trust Company Callable Note Cont 4/10/2027 4% Due 5/10/2027	280,000.00	Various 3.89%	281,305.90 281,305.90	96.34 5.05%	269,744.44 1,586.67	1.05% (11,561.46)	A2 / A+ A+	3.86 3.50
756109BG8	Realty Income Corp Calllable Note Cont 5/15/2027 3.95% Due 8/15/2027	156,000.00	11/28/2022 5.00%	149,193.72 149,193.72	94.97 5.32%	148,158.97 2,327.87	0.58% (1,034.75)	A3 / A- NR	4.13 3.68
06051GGF0	Bank of America Corp Callable Note 1/20/2027 3.824% Due 1/20/2028	200,000.00	01/24/2023 5.40%	191,724.00 191,724.00	94.55 5.53%	189,109.40 3,420.36	0.75% (2,614.60)	A1 / A- AA-	4.56 3.20
57636QAW4	MasterCard Inc Callable Note Cont 2/9/28 4.875% Due 3/9/2028	165,000.00	03/06/2023 4.90%	164,839.95 164,839.95	101.13 4.60%	166,866.15 2,502.50	0.66% 2,026.20	Aa3 / A+ NR	4.70 4.03
341081GN1	Florida Power and Light Callable Note Cont 3/15/2028 4.4% Due 5/15/2028	250,000.00	05/19/2023 4.68%	246,955.00 246,955.00	98.12 4.84%	245,303.00 1,313.89	0.96% (1,652.00)	Aa2 / A+ AA-	4.88 4.31
<b>Total Corporate</b>		<b>6,093,000.00</b>	<b>2.37%</b>	<b>6,077,870.47</b> <b>6,077,870.47</b>	<b>5.27%</b>	<b>5,671,121.00</b> <b>31,870.49</b>	<b>22.11%</b> <b>(406,749.47)</b>	<b>A1 / A</b> <b>A+</b>	<b>2.92</b> <b>2.58</b>
<b>MONEY MARKET FUND</b>									
60934N104	Federated Investors Government Obligations Fund	3,043,192.29	Various 4.90%	3,043,192.29 3,043,192.29	1.00 4.90%	3,043,192.29 0.00	11.80% 0.00	Aaa / AAA AAA	0.00 0.00
<b>Total Money Market Fund</b>		<b>3,043,192.29</b>	<b>4.90%</b>	<b>3,043,192.29</b> <b>3,043,192.29</b>	<b>4.90%</b>	<b>3,043,192.29</b> <b>0.00</b>	<b>11.80%</b> <b>0.00</b>	<b>Aaa / AAA</b> <b>AAA</b>	<b>0.00</b> <b>0.00</b>
<b>MUNICIPAL BONDS</b>									
13063DRK6	California State Taxable GO 2.4% Due 10/1/2024	345,000.00	10/16/2019 1.91%	352,924.65 352,924.65	96.17 5.60%	331,803.40 2,070.00	1.29% (21,121.25)	Aa2 / AA- AA	1.26 1.20



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<b>MUNICIPAL BONDS</b>									
649791RC6	New York St STE-GO 1.25% Due 3/15/2027	275,000.00	06/17/2022 3.89%	243,933.25 243,933.25	88.16 4.77%	242,433.13 1,012.15	0.94% (1,500.12)	Aa1 / AA+ AA+	3.71 3.53
<b>Total Municipal Bonds</b>		<b>620,000.00</b>	<b>2.72%</b>	<b>596,857.90</b> <b>596,857.90</b>	<b>5.25%</b>	<b>574,236.53</b> <b>3,082.15</b>	<b>2.24%</b> <b>(22,621.37)</b>	<b>Aa2 / AA</b> <b>AA</b>	<b>2.29</b> <b>2.18</b>
<b>SUPRANATIONAL</b>									
459058JL8	Intl. Bank Recon & Development Note 0.5% Due 10/28/2025	280,000.00	10/21/2020 0.52%	279,683.60 279,683.60	90.76 4.74%	254,138.92 245.00	0.99% (25,544.68)	Aaa / AAA AAA	2.33 2.26
4581X0DV7	Inter-American Dev Bank Note 0.875% Due 4/20/2026	615,000.00	04/13/2021 0.97%	612,183.30 612,183.30	90.21 4.64%	554,798.88 1,061.30	2.16% (57,384.42)	Aaa / AAA AAA	2.81 2.71
<b>Total Supranational</b>		<b>895,000.00</b>	<b>0.83%</b>	<b>891,866.90</b> <b>891,866.90</b>	<b>4.67%</b>	<b>808,937.80</b> <b>1,306.30</b>	<b>3.14%</b> <b>(82,929.10)</b>	<b>Aaa / AAA</b> <b>AAA</b>	<b>2.66</b> <b>2.57</b>
<b>US TREASURY</b>									
912828D56	US Treasury Note 2.375% Due 8/15/2024	600,000.00	08/29/2019 1.45%	626,601.56 626,601.56	96.77 5.36%	580,617.00 5,353.59	2.27% (45,984.56)	Aaa / AA+ AAA	1.13 1.08
912828ZC7	US Treasury Note 1.125% Due 2/28/2025	525,000.00	03/18/2020 0.81%	533,100.59 533,100.59	93.73 5.09%	492,085.13 1,974.10	1.92% (41,015.46)	Aaa / AA+ AAA	1.67 1.61
912828ZF0	US Treasury Note 0.5% Due 3/31/2025	560,000.00	Various 0.46%	560,940.63 560,940.63	92.50 5.03%	518,000.00 703.83	2.01% (42,940.63)	Aaa / AA+ AAA	1.75 1.70
91282CAM3	US Treasury Note 0.25% Due 9/30/2025	600,000.00	02/19/2021 0.51%	592,851.56 592,851.56	90.57 4.71%	543,445.20 377.05	2.11% (49,406.36)	Aaa / AA+ AAA	2.25 2.19
91282CAT8	US Treasury Note 0.25% Due 10/31/2025	600,000.00	Various 0.49%	593,328.13 593,328.13	90.25 4.71%	541,500.00 252.72	2.10% (51,828.13)	Aaa / AA+ AAA	2.34 2.27
91282CAZ4	US Treasury Note 0.375% Due 11/30/2025	550,000.00	03/26/2021 0.77%	540,138.67 540,138.67	90.27 4.68%	496,460.80 174.69	1.93% (43,677.87)	Aaa / AA+ AAA	2.42 2.35
91282CCW9	US Treasury Note 0.75% Due 8/31/2026	150,000.00	09/17/2021 0.86%	149,185.55 149,185.55	89.19 4.45%	133,781.25 376.02	0.52% (15,404.30)	Aaa / AA+ AAA	3.17 3.06

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<b>US TREASURY</b>									
91282CCZ2	US Treasury Note 0.875% Due 9/30/2026	900,000.00	Various 1.08%	891,046.88 891,046.88	89.47 4.39%	805,219.20 1,979.52	3.13% (85,827.68)	Aaa / AA+ AAA	3.25 3.13
91282CDG3	US Treasury Note 1.125% Due 10/31/2026	300,000.00	11/15/2021 1.25%	298,171.88 298,171.88	89.92 4.41%	269,765.70 568.61	1.05% (28,406.18)	Aaa / AA+ AAA	3.34 3.20
91282CET4	US Treasury Note 2.625% Due 5/31/2027	250,000.00	06/09/2022 3.07%	244,912.11 244,912.11	93.96 4.32%	234,902.25 555.84	0.91% (10,009.86)	Aaa / AA+ AAA	3.92 3.66
91282CEW7	US Treasury Note 3.25% Due 6/30/2027	200,000.00	Various 3.12%	201,174.48 201,174.48	96.17 4.30%	192,343.80 17.67	0.75% (8,830.68)	Aaa / AA+ AAA	4.00 3.70
91282CFB2	US Treasury Note 2.75% Due 7/31/2027	150,000.00	08/22/2022 3.12%	147,457.03 147,457.03	94.28 4.29%	141,415.95 1,720.65	0.56% (6,041.08)	Aaa / AA+ AAA	4.09 3.76
91282CFH9	US Treasury Note 3.125% Due 8/31/2027	130,000.00	09/19/2022 3.70%	126,648.44 126,648.44	95.64 4.28%	124,327.71 1,357.85	0.49% (2,320.73)	Aaa / AA+ AAA	4.17 3.81
91282CFM8	US Treasury Note 4.125% Due 9/30/2027	700,000.00	10/21/2022 4.43%	690,757.81 690,757.81	99.44 4.27%	696,089.80 7,258.20	2.73% 5,331.99	Aaa / AA+ AAA	4.25 3.82
91282CGC9	US Treasury Note 3.875% Due 12/31/2027	340,000.00	Various 3.77%	341,615.63 341,615.63	98.60 4.22%	335,232.18 35.80	1.30% (6,383.45)	Aaa / AA+ AAA	4.51 4.08
91282CGH8	US Treasury Note 3.5% Due 1/31/2028	650,000.00	Various 3.83%	640,375.00 640,375.00	97.11 4.20%	631,185.75 9,489.64	2.48% (9,189.25)	Aaa / AA+ AAA	4.59 4.12
91282CGP0	US Treasury Note 4% Due 2/29/2028	650,000.00	Various 4.10%	646,951.17 646,951.17	99.26 4.17%	645,201.05 8,690.22	2.54% (1,750.12)	Aaa / AA+ AAA	4.67 4.16
91282CGT2	US Treasury Note 3.625% Due 3/31/2028	500,000.00	04/11/2023 3.57%	501,308.59 501,308.59	97.67 4.17%	488,359.50 4,556.01	1.91% (12,949.09)	Aaa / AA+ AAA	4.76 4.27
91282CHE4	US Treasury Note 3.625% Due 5/31/2028	500,000.00	06/14/2023 4.00%	491,738.28 491,738.28	97.81 4.12%	489,062.50 1,535.18	1.90% (2,675.78)	Aaa / AA+ AAA	4.92 4.44
<b>Total US Treasury</b>		<b>8,855,000.00</b>	<b>2.22%</b>	<b>8,818,303.99</b>	<b>4.51%</b>	<b>8,358,994.77</b> <b>46,977.19</b>	<b>32.59%</b> <b>(459,309.22)</b>	<b>Aaa / AA+</b> <b>AAA</b>	<b>3.34</b> <b>3.09</b>
<b>TOTAL PORTFOLIO</b>		<b>27,164,547.65</b>	<b>2.25%</b>	<b>27,140,588.76</b>	<b>4.95%</b>	<b>25,690,315.96</b> <b>99,835.35</b>	<b>100.00%</b> <b>(1,450,272.80)</b>	<b>Aa1 / AA+</b> <b>AAA</b>	<b>2.50</b> <b>2.16</b>
<b>TOTAL MARKET VALUE PLUS ACCRUED</b>						<b>25,790,151.31</b>			



**To:** First 5 Alameda County Executive Committee

**From:** Kristin Spanos, CEO  
Christine Hom, Chief Operating Officer  
Maria Canteros, Finance Administrator

**Date:** October 5, 2023

**Subject:** New revenue to be included in adopted FY 2023-2024 budget

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**ACTION REQUESTED**

Review the addition of new revenue to be included in adopted FY 2023-2024 budget.

**BACKGROUND**

The following grants and contracts have been received or are anticipated to be received since the Commission's adoption of the FY 2023-2024 budget on June 15, 2023:

**Funding Source: First 5 California via First 5 San Benito**  
**Amount: \$170,171**  
**Term: FY 2023-2025**

First 5 Alameda County was awarded \$170,171 to support the implementation of the Home Visiting Regional Technical Assistance (HV-RTA) Partnership & Regional Grant in Alameda County. Funding received will be budgeted in Parent Partnership and Operational Support strategies with an equivalent appropriation in expenses.

**Funding Source: Kresge Foundation**  
**Amount: \$70,000**  
**Term: FY 2023-2024**

First 5 Alameda County was awarded \$70,000 to support the Fatherhood Summit and includes travel funds for Kresge grantees from Memphis and Detroit to attend the event. Funding will be budgeted in the Fatherhood strategy with an equivalent appropriation in expenses.



**Funding Sources:** see below

**Amount: \$60,000**

**Term: FY 2023-2024**

First 5 Alameda County has received additional commitments of funding to support the Fatherhood Summit to be held on October 21, 2023 from the following organizations:

- First 5 California \$10,000
- East Bay Community Foundation \$5,000
- University of California, San Francisco \$1,000
- Golden State Warriors \$5,000
- Alameda Alliance for Health \$5,000
- California Department of Child Support Services \$10,000
- Alameda County Supervisor Carson \$5,000
- Alameda County Supervisor Marquez \$1,500
- Alameda County Supervisor Miley \$2,500
- Kaiser Foundation \$15,000

Funding will be budgeted in the Fatherhood strategy with an equivalent appropriation in expenses.

**FISCAL IMPACT**

The addition of \$300,171 in anticipated new revenue will be added to the approved FY 2023-2024 \$50,566,703 budget bringing the new total budget to \$50,866,874.

**RECOMMENDATION**

That the Executive Committee recommend the Commission approve the new and anticipated revenue be included in the adopted FY 2023-2024 budget and the corresponding adjustments to the expense appropriations per identified strategy at the next Commission meeting.


Submitted by:

DocuSigned by:  
  
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 Maria Canteros  
 Finance Administrator

Approved by:

DocuSigned by:  
  
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 Kristin Spanos  
 Chief Executive Officer

Reviewed by:

DocuSigned by:  
  
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 Christine Hom  
 Chief Operating Officer

**First 5 Alameda County  
Proposed FY 2023-24 Budget - Revenue  
October 2023 Updates**

Revenues	Approved Original Budget FY2023-24	Added Revenue October 2023 FY2023-24	Projected Revised FY2023-24 Budget	Notes	NOTES
<b>Tobacco Tax Revenue</b>	9,989,067	-	9,989,067	1	Projected Tobacco Tax revenue, budgeted amount for Alameda County, updated in March 2023.
<b>Measure AA Parcel Tax Revenue</b>	23,181,428	-	23,181,428	2	City of Oakland's annual revenue from Measure AA tax for the Oakland Children's Initiative.
<b>Other First 5 Income</b>					
First 5 California (IMPACT 2020)	1,225,293	-	1,225,293	3	Projected First 5 California IMPACT grant year 1 of 2, term July 2023 to June 2024
Children's Council of San Francisco (First 5 San Francisco/Hub)	145,000	-	145,000	4	Projected First 5 IMPACT Regional Training and Technical Assistance Hub for Region 4, term July 2023 to June 2024
First 5 California via First 5 San Benito (Home Visiting)		170,171	170,171	5	New award to support the implementation of the Home Visiting Regional Technical Assistance (HV-RTA) Partnership & Regional Grant funded by First 5 CA through First 5 San Benito, term July 1, 2023 - June 30, 2025
<b>Total Other First 5 Income</b>	1,370,293	170,171	1,540,464		
<b>Interagency Income</b>					
Alameda County Health Care Services Agency (Fathers Corp)	400,000	-	400,000	6	ACHCSA Fathers Corp funding for year 2 of 5 year award, term July 2023 to June 2024.
Alameda County Office of Education (QRIS Block Grant)	489,585	-	489,585	7	Projected ACOE QRIS Block Grant #10, term July 2023 to June 2024.
Alameda County Office of Education (Inclusive ELC Grant)	26,561	-	26,561	8	ACOE Inclusive ELC grant award ends December 31, 2023.
Alameda County Public Health Dept. (shared Technology costs)	141,409	-	141,409	9	Projected ACPHD annual shared technology costs to support ECChange maintenance and hosting.
Alameda County Public Health Dept. (Perinatal Health Outreach Services)	140,000	-	140,000	10	ACPHD grant award for Perinatal Health Outreach Support services, term July 2023 to June 2024.
Alameda County Social Services Agency (CEL Application)	882,222	-	882,222	11	Carryover of ACSA funds supporting the development of the CEL Application, term ends December 2023.
City of Berkeley (Fathers Corp)	25,000	-	25,000	12	New award from the City of Berkeley to provide Fathers Corp trainings and technical assistance for Berkeley's Fatherhood Initiative, term July 2023 to June 2024.
<b>Federal Pass-through Grants:</b>					
Alameda County Housing and Community Development Agency	30,407	-	30,407	13	Carryover of ACHCDA grant for the ECE needs assessment in Unincorporated Alameda County, term ends December 2024.
Alameda County Public Health Dept. CHDP (CAP)	479,658	-	479,658	14	Projected ACPHD HMG Central Access Phone Line Services, term July 2023 to June 2024.
Alameda County Social Services Agency (Family Navigator, Comprehensive Child Development and Workforce Pilot)	717,508	-	717,508	15	Projected ACSA grant to support Family Navigator, Comprehensive Child Development and Workforce Pilot, term July 2023 to June 2024.
<b>Federal Pass-through State Grants:</b>					
California Dept. of Social Services (QCC QRIS Block Grant)	515,119	-	515,119	16	Projected CDSS Quality Counts California Block Grant, term July 2023 to June 2024.
<b>Total Interagency Income</b>	3,847,469	-	3,847,469		
<b>Grants</b>					
Sunlight Giving	525,000	-	525,000	17	Sunlight Giving general support award of \$200,000, year 2 of 3, plus carryover of unspent funds received in prior periods.
Alameda Alliance for Health	1,453,036	-	1,453,036	18	Projected Alameda Alliance for Health contract to support HMG's Pediatric Care Pilot (care coordination member engagement activities).
Stupski Foundation	214,877	-	214,877	19	Stupski Foundation grant award to support personnel costs for the Director of Pediatric Care Coordination position, term is January 2023 to December 2024.
Kaiser Permanente Hospitals Foundation	88,000	-	88,000	20	Kaiser Permanente Hospitals Foundation grant award, term January 2022 to December 2023, to support Fatherhood Training and T/A for Northern California Family Justice Center Collaborative.
Child Family & Community Services (via CA Children and Families Foundation)	1,072,600	-	1,072,600	21	Carryover of funds received from the defunct Child Family & Community Services agency to support Parent Partnership and other infrastructure costs.
Kresge Foundation		70,000	70,000	22	Funds to support the Fatherhood Summit, October 2023
California Wellness Foundation	20,000	-	20,000	23	Funds to support the Fatherhood Summit, October 2023, received in previous fiscal year
Heising-Simons Foundation	20,000	-	20,000	24	Funds to support the Fatherhood Summit, October 2023, received in previous fiscal year
<b>Total Grants</b>	3,393,513	70,000	3,463,513		
<b>Fiscal Leveraging - MediCal Administrative Activities</b>	2,500,000	-	2,500,000	25	MAA FY2023-24 projected revenue from FY2022-23 invoices (paid a year in arrears).
<b>Other Income</b>					
Investment Revenue	324,000	-	324,000	26	Projected investment revenue for FY2023-24.
Miscellaneous Revenue - Contributions	-	60,000	60,000	27	Committed funds to support the Fatherhood Summit, October 2023, from First 5 CA \$10K, East Bay Community Foundation \$5K, UCSF \$1K, Golden State Warriors \$5K, Alameda Alliance for Health \$5K, CA Dept of Social Services \$10K, Supervisor Carson \$5K, Supervisor Marquez \$1.5K, Supervisor Miley \$2.5K, Kaiser Foundation \$15K
<b>TOTAL REVENUE</b>	44,605,770	300,171	44,905,941		
<b>RESERVES</b>					
<b>Proposition 10 - Sustainability Funds</b>	5,960,933	-	5,960,933		
<b>TOTAL REVENUES &amp; AVAILABLE FUNDS</b>	50,566,703	300,171	50,866,874		

**First 5 Alameda County**  
**Proposed FY 2023-24 Operating Expenditure Budget By Strategy**  
**October 2023 Updates**

AGENDA ITEM 9.2

	Parent Partnership	Pediatric Care Coordination	Quality Early Childhood Education	Fatherhood	Neighborhoods Ready for School	Policy & Advocacy	Data & Evaluation	Training	Communications	Operational Support (Finance, Human Resources, Technology & Admin/Facilities)	Children's Health Initiative and Expansion	TOTAL PROPOSED BUDGET
	<b>FY2023-24 BUDGET - OCTOBER 2023 UPDATE</b>											
	FY 2023-24	FY 2023-24	FY 2023-24	FY 2023-24	FY 2023-24	FY 2023-24	FY 2023-24	FY 2023-24	FY 2023-24	FY 2023-24	FY 2023-24	FY 2023-24
Original Budget FY 2023-24	2,378,545	4,525,360	5,243,902	863,800	3,200,000	2,334,703	1,378,411	700,000	843,000	9,187,000	19,911,981	50,566,703