



CHAIRMAN OF THE ORANGE COUNTY BOARD OF SUPERVISORS  
400 W. CIVIC CENTER DRIVE, SIXTH FLOOR  
SANTA ANA, CALIFORNIA 92701  
714-834-3330  
DONWAGNERCA.COM

March 16, 2023

Greetings,

The Orange County Board of Supervisors is seeking candidates to serve on the First 5 Orange County Commission. First 5 Orange County oversees the allocation of funds from Proposition 10, which added a 50-cent tax on tobacco products sold in California. Funds help pay for education, health care and child development programs for children from the prenatal stage to age five, along with their families. In particular, we are very interested in individuals that would like to improve health disparities and the opportunity gap and for Orange County families so that all children can reach their full potential and support [First 5 OC's Strategic Plan](#).

First 5 OC's board meets six times a year on the first Wednesday of February, April, June, August, October, and December. Board members may also serve on ad-hoc committees to review programs and services, participate in program site visits, or represent First 5 OC at community events. The recruitment is open to new applicants and current members, and we are looking to fill three seats for a two-year term from 2023-2025.

Two open positions are in the education category, and one is in the health category. Candidates must have relevant expertise or experience in one of these categories. Examples of candidates that fall within the education category include representatives from community-based organizations that serve young children and families, individuals in the child care sectors, or a parent or caregiver receiving early education services. Examples of candidates that fall within the health category include representatives who deliver health or medical services prenatally and to young children and their families, medical organizations, medical doctors, dentists, or a parent or caregiver of a young child receiving health services.

Applications for these positions will be accepted until 5:00 p.m. on March 22, 2023 (application attached). Applications are also available online at [www.first5oc.org](http://www.first5oc.org). To be considered, an application and resume must be emailed to:

First 5 Orange County  
1505 East 17<sup>th</sup> Street, Suite 230 -- Santa Ana, CA 92705  
Attention: Tiffany Alva  
[First5OC@cfcoc.ocgov.com](mailto:First5OC@cfcoc.ocgov.com)

Please share this information with qualified individuals that may be interested in serving on the First 5 Orange County board. Recruitment questions may be directed to Tiffany Alva at [Tiffany.Alva@cfcoc.ocgov.com](mailto:Tiffany.Alva@cfcoc.ocgov.com)

Sincerely,

Donald P. Wagner  
Chairman, Orange County Board of Supervisors  
Third District

# BOARD POSITION DESCRIPTION

There are nine members on the First 5 Orange County board, all of whom are appointed by the Orange County Board of Supervisors and serve as “at-will” appointments.

One of the positions is always filled by a member of the Board of Supervisors, annually appointed in January by the Chair and approved by the full Board of Supervisors. Two additional positions are filled automatically, designated by the Board of Supervisors by position, and include the Director of the Orange County Health Care Agency (or designee) and County Executive Officer (or designee).

The remaining six positions are at-large members, who serve staggered two-year terms that begin April 1 and expire March 31 of the second year. Each year, three of these positions must be filled through a recruitment and reappointment process. Qualified candidates are nominated by designated members of the Orange County Board of Supervisors.

## WHAT ARE THE REQUIREMENTS TO BE A COMMISSIONER?

Candidates for the at-large positions must have relevant expertise or experience in one of the following two categories: education and early intervention, or healthy children and early intervention. Specific requirements for each category are included on the membership application. Candidates must either live within Orange County or be an officer, director, or employee of an organization or agency doing business within Orange County.

Examples of candidates that fall within the education category include representatives from community-based organizations that serve young children and families, individuals in the child care sectors, or a parent or caregiver receiving early education services.

Examples of candidates that fall within the health category include representatives who deliver health or medical services prenatally and to young children and their families, medical organizations, medical doctors, dentists, or a parent or caregiver of a young child receiving health services.

## RECRUITMENT AND SELECTION PROCESS/SCHEDULE FOR 2023

The recruitment is open to new applicants and current members to fill three seats for the 2023-2025 term. Two in the category of Education and Early Intervention and one in the category of Health and Early Intervention. Applications will be accepted by 5:00 p.m. on March 22, 2023. Applications will be screened to ensure candidates meet the minimum qualifications. Applications from qualified candidates will be submitted to the Clerk of the Board of Supervisors. The designated members of the Board of Supervisors will nominate at least two, but no more than three candidates for the Commission. The appointments or reappointments will be made by the full Board of Supervisors at a public meeting on or before the first Board of Supervisors meeting in April.

## APPLICATION

To be considered for an appointment, please email a completed application and resume to:

First 5 Orange County Children and Families Commission  
1505 East 17<sup>th</sup> Street, Suite 230 -- Santa Ana, CA 92705  
Attention: Tiffany Alva  
email: First5OC@cfcoc.ocgov.com  
For application and recruitment information call (714) 206-0216

## COMMISSION MEETINGS, DUTIES AND COMPENSATION

The Commission members meet the first Wednesday of the following months: February, April, June, August, October, and December. The Commission administers the program funds that are consistent with the mission, goals and objectives of the [Strategic Plan](#). An annual half-day planning meeting may be scheduled in February. Commission members may also serve on ad-hoc committees to review programs and services, participate in program site visits, or represent First 5 Orange County at community events. Compensation is required by law and is limited to a per diem and reimbursement of out-of-pocket expense up to \$100.00 per meeting.

## CONFLICT OF INTEREST

Statements of Economic Interests (SEIs or Form 700s) are required for all Commission members. They are an important means for the official that files them, the media, and the public to help gauge where potential conflicts of interest may exist. These state mandated forms include information about the sources of an official's income, investments, business positions, real property holdings and gifts. Merely reporting an economic interest is not a conflict in itself; a conflict arises when an official governmental decision, made by the official, impacts their economic interests.

## GIFT BAN ORDINANCE

The County of Orange Gift Ban Ordinance applies to First 5 Orange County:

- No person who is doing business with the First 5 Orange County shall make any gift to any First 5 Orange County officer.
- No First 5 Orange County Officer shall solicit or accept any gift from any person whom they know, or has reason to know, is doing business with First 5 Orange County.
- "Doing business with First 5 Orange County" is defined as:
  - Seeking the award of a contract or grant from First 5 Orange County.
  - Having sought the award of a contract or grant from First 5 Orange County in the past 12 months.
  - Being engaged as a lobbyist from the time of such engagement until 12 months after the award of the contract or grant which was the subject of the engagement.
  - Having an existing contractual relationship with First 5 Orange County, until 12 months after the contractual obligations of all parties have been completed.



FIRST 5 ORANGE COUNTY COMMISSONER APPLICATION - 2023

Name \_\_\_\_\_
Home Address: \_\_\_\_\_
City \_\_\_\_\_ Zip \_\_\_\_\_
Phone \_\_\_\_\_ Email \_\_\_\_\_
Business/Agency \_\_\_\_\_ Title \_\_\_\_\_
Business/Agency Address \_\_\_\_\_
City \_\_\_\_\_ Zip \_\_\_\_\_
Phone \_\_\_\_\_ Email \_\_\_\_\_

CATEGORIES FOR APPOINTMENT

Please indicate all the categories with which you are currently affiliated as cited in County Ordinance Sec. 1-2-334 First 5 Orange County Strategic Plan

- Category 1 - Education and Early Intervention [Please check all that apply]
- Representative of a local child care resource or referral agency.
- Representative of a local organization working with families in early childhood education or early intervention.
- A parent or caregiver of a young child participating in early learning and/or receiving early intervention services.
- Representative from a subsidized or tuition-based infant and toddler childcare program or provider.
- Educator with expertise and experience in early childhood.
Category 2 - Healthy Children and Early Intervention [Please check all that apply]
- Representative of a community-based organization that promotes early childhood health and well-being.
- Representative of a local organization working on health prevention or early intervention for families.
- A parent or caregiver of a young child receiving health services.
- A representative of a local medical, pediatric, or obstetric association or society.

Please describe and provide examples of your qualifications and/or experiences that make you eligible for the category(ies) for which you are applying:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Please describe your experience and expertise working directly with communities from diverse (racial, ethnic, and socioeconomic, linguistic, socio-economic, etc.) backgrounds and how your experience and expertise improve equitable outcomes for Orange County families so that all children can reach their full potential and support [First 5 OC's Strategic Plan](#).

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Please explain why you wish to serve on the First 5 Orange County Commission and the skills that you would bring to First 5.

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Please describe what you would like to accomplish while on the Commission or a specific issue related to young children and families that you would like to champion in Orange County, and how it aligns with First 5 Orange County's [Strategic Plan](#)

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Please describe how you would personally/professionally support and promote the work of First 5 Orange County, including your networks and any strategies for advancing policies that support young children and families.

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**CONFLICT OF INTEREST**

Do you have any direct economic interest in programs or other services that may seek funding from First 5 Orange County Children and Families Commission?

- No
- Yes Please explain

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**RESUME**

Attach a current resume including educational and employment history and mail or email with membership application to:

First 5 Orange County,  
1505 East 17th Street, Suite 230,  
Santa Ana, CA 92705;  
email: [First5OC@cfcoc.ocgov.com](mailto:First5OC@cfcoc.ocgov.com)  
Attention: Tiffany Alva

To be considered, an application and resume must be emailed by March 22, 2023 by 5:00 pm

Signature \_\_\_\_\_ Date \_\_\_\_\_