

Agencies/Organizations affected by Action Items or Discussion Items on the agenda for today's meeting are:

Williams- ATCAA FLC Scope of Work Changes

Conflict of Interest Reminder for Commissioners and Alternates:

Commissioners with a direct financial interest (for themselves or their family members) shall recuse themselves from the decision on the proposal.

Commissioners who wish to recuse themselves for reason other than a financial interest (such as a possible perception of personal or professional bias for or against a proposal), may recuse themselves from the decision. Commissioners are asked to carefully evaluate this if there might be any problem with a quorum.

It is the Commission's practice to ask individuals who are recusing themselves to leave the room while the proposal is being considered. If you recuse yourself, please remain available in the Health Dept. waiting room, so that you can be easily found to rejoin the meeting for subsequent agenda items.

Advisory Committee Members Participation. Advisory Committee members should avoid any perception of influencing the Commissioner's funding decisions affecting their own agencies. Although they may speak on any agenda item at any time, it is impossible to speak regarding one's own agency's First 5 funding without the public perception of bias, and they are encouraged to avoid doing so. Although it is appropriate to answer specific questions of the Commission regarding a proposal affecting their agency, it would be inappropriate to advocate for a proposal affecting their agency.



ATTACHMENT #1
FIRST 5 Meeting, August 8, 2018

Item 1. Consideration of approval of Minutes for June 6, 2018

First 5 Tuolumne County Commission
Minutes of Meeting June 6, 2018, 2017, 1:15pm
Tuolumne County Superintendent of Schools Office, Rm 217
175 Fairview Ln, Sonora, CA 95370

The meeting was called to order at 1:17 p.m. by Chair Thorpe, attendees were welcomed.

Voting Members Present: Allen, Gray, Bulkin, Parrish, Thorpe

Alternates: Sunday

Commissioners Absent: Brennan, Noonan, Williams

Advisory Committee Members Present: Seegers

Staff Present: Garcia

Members of the public present: Sarah Collie, Annie Hockett, Ben Hockett,

Public Comment: there was no public comment.

Action Items

1. Consideration of approval of Minutes for September 4, 2018 (Att #1)

Motion: to approve the Minutes

- a. Moved: Commissioner Bulkin
- b. Seconded: Commissioner Allen

Motion carried: 5 ayes: (Allen, Gray, Bulkin, Parrish, Thorpe, Sunday)

2. Consideration of approval of Minutes for September 4, 2018 (Att #2)

Motion: to approve the Minutes

- a. Moved: Commissioner Bulkin
- b. Seconded: Commissioner Allen

Motion carried: 5 ayes: (Allen, Gray, Bulkin, Parrish, Thorpe, Sunday)

3. Consideration of a budget revision for Executive Director 2017-2018 (Att #3)

Mrs. Garcia explained the changes to budget. There was a decline in spending with the TCSOS contract due to a smaller amount spent on fiscal support and indirect. There was an increase in the office expense due to initial office setup. There was also an increase in travel costs. Overall, the budget was underspent.

Motion: to approve the revised budget for the Executive Director

- a. Moved: Commissioner Bulkin
- b. Seconded: Commissioner Parrish

Motion carried: 5 ayes: (Allen, Gray, Bulkin, Parrish, Thorpe, Sunday)

4. Consider action to approve recommended changes to the 2017-2018 budget (Att #4)
Mrs. Garcia explained the changes to budget. There was a decline in spending with the TCSOS contract due to a smaller amount spent on fiscal support and indirect. There was more spending in Evaluation and less in Program within the Executive Director Salary, which did not change the final numbers but needs to be reflected in the budget.
Motion: to approve the changes to the 2017-2018 budget
 - a. Moved: Commissioner Allen
 - b. Seconded: Commissioner Sunday

Motion carried: 5 ayes: (Allen, Gray, Bulkin, Parrish, Thorpe, Sunday)

5. Consider action the 2018-2019 budget (Att #5)
Mrs. Garcia explained two differences between 17/18 and 18/19 budget. The first being the significant decline in the Director's Salary line item. This is due to the end of Mrs. Kruse's Executive Director contract, that ended December 31, 2017. That item now only reflects the salary of the current Director. Also, there is an additional \$2,195 item that will fund the first year of the Imagination Library, with the full cost of the program being split with the Sonora Area Foundation. They will cover \$2,195 for FY 2018/2019.

Motion: to approve the 2018-2019 as presented
 - a. Moved: Commissioner Bulkin
 - b. Seconded: Commissioner Allen

Motion carried: 5 ayes: (Allen, Gray, Bulkin, Parrish, Thorpe, Sunday)

6. Consideration of approval of the adjusted Long Term Financial Plan (Att#6)

Mrs. Garcia discussed the potential decline of the Small Population Funding Augmentation and how it is reflected in this plan. A 3% decrease is built in, but could be larger or smaller.

Mrs. Seegars discussed the history of the fund balance and how the Commission intentionally spent down the fund balance very carefully and deliberately. Now that we are approaching a balance between income and spending, our plan will need to be created carefully.

Motion: to approve the adjusted Long Term Financial Plan as presented
 - a. Moved: Commissioner Bulkin
 - b. Seconded: Commissioner Parrish

Motion carried: 5 ayes: (Allen, Gray, Bulkin, Parrish, Thorpe, Sunday)

7. Consideration of approval of new Commissioner alternate application (Att #7)
Motion: to approve the new commissioner alternate application of Mayra Patey, employee of the Tuolumne County Superintendent of Schools Office, Special Education Preschool Program Coordinator.
 - a. Moved: Commissioner Allen
 - b. Seconded: Commissioner Parrish

Motion carried: 5 ayes: (Allen, Gray, Bulkin, Parrish, Thorpe, Sunday)

8. Consideration of a budget revision for ICES (Att #8)
Willow Thorpe explained that they were underspent this fiscal year, so their 2018/2019 budget will be increased, not changing the final contracted 4-year budget.
Motion: to approve the budget revision for ICES
 - a. Moved: Commissioner Bulkin
 - b. Seconded: Commissioner Parrish

Motion carried: 5 ayes: (Allen, Gray, Bulkin, Parrish, Sunday)

Recusal: Commissioner Thorpe

9. Consideration of approval for Scope of Work for ICES (Att #9)
Year-round class was discontinued mid-year. Collaborations are in the works to change location for parents with 0-5 kids and to offer a weekly class at alternative sites.
Motion: to approve the Scope of Work for ICES
 - a. Moved: Commissioner Parrish
 - b. Seconded: Commissioner Sunday

Motion carried: 5 ayes: (Allen, Gray, Bulkin, Parrish, Sunday)

Recusal: Commissioner Thorpe

Discussion Items, Information Items and Reports

1. Executive Director salary schedule sub-committee
 - a. Mrs. Bulkin explained how the First 5 Director has its own salary schedule within TCSOS. The salary needs to be created by and agreed upon by the Commission.
2. Grant and Strategic Planning sub-committee
 - a. There will be upcoming meetings to build the next Strategic Plan, which will guide the grant making process, which should open in October.
3. Fiscal Operations
 - a. Mrs. Garcia has investigated alternative fiscal support to supplement that work once Sheila's contract is over. It was built in to the First 5 Director's contract to have TCSOS provide fiscal support but it wasn't the best fit. First 5 Tuolumne then created a contract to extend Sheila's time to aid in the preparation for the audit. The First 5 Director contacted the County Auditor to find out if it was

- possible for them to assist with preparing for the audit and assisting with fiscal work, to ensure accountability and accuracy. Mrs. Bautista, the auditor agreed.
- b. The Commission discussed this option and agreed that it would be a good fit to have the County assist since they currently hold all First 5 Tuolumne accounts.
4. Kindergarten Observation Form/Kindergarten Readiness
- a. Mrs. Garcia brought forward the idea of a data collection tool to measure kindergarten readiness as a means of analyzing the success of our entire county's efforts toward building healthy and well prepared kindergarteners. Many counties throughout the state have been using this tool as a way to track successes and to see where the families may need additional supports.
 - b. Concern came up regarding the potential high cost, the burden on teachers, and the potential of this tool being used improperly.
 - c. Chair Thorpe mentioned that the ASQ-SE may be a better tool that gives us the information we are looking for. We already have staff trained to offer this screening.
5. Alameda County Measure A
- a. Alameda County is proposing a tax measure to assist in the preschool and childcare crisis.
 - b. Supervisor Gray spoke on how tax measures are extremely unlikely to pass in Tuolumne County due to the requirement of a 66% approval.
6. Financial Report (to May 1 2017, Att #7)
Funds are following our fiscal plan and are in order.
7. Reports from Executive Director, Commissioners and Ex-Officios
Commissioner Parrish reported that we have a new Health Officer, Robert Bernstein who is interested in participating in the First 5 Commission.

The meeting was adjourned at 3:20 p.m.

Next meeting scheduled for August 8, 2018 at 1:15 p.m. Tuolumne County Superintendent of Schools Office Room 217, 175 Fairview Ln, Sonora, CA 95370



Item 3. Consideration of approval of two First 5 Commissioners

History: The First 5 Tuolumne Commission has two open commissioner seats. We have a total of 4 applications that must be reviewed and considered for these two open seats.

Applications have been received from:

Annie Hockett

Laura Sunday

Mayra Patey

Sarah Collie

Action requested: Select two of the four applicants to fill the 2 vacant positions in the commission.

Executive Director's Recommendation: Review the attached applications and make a recommendation to the Board of Supervisors.

COUNTY OF TUOLUMNE
CALIFORNIA
Office of the Clerk of the Board of Supervisors
2 South Green Street Sonoma, CA 95370
(209) 533-5521

Vacancy Applied For: ☒ First 5 Commissioner ☐ First 5 Commissioner Alternate

Name: Annie Hockett Telephone: Residential: 209-352-0415 Business:

E-Mail: Annie.Hockett@gmail.com Fax: NA Cell phone: 209-352-0415

Street Address: 19225 Tanglewood Trail, Twain Harte CA 95383

Mailing Address: P.O. Box 1002, Tuolumne CA 95379

How long have you lived in Tuolumne County? 35 years

Link to Supervisor Districts (Ctrl & Click on link to learn about supervisorial districts)

In which Supervisorial District do you reside? District 3

Name and address of present employer: Tuolumne County Behavioral Health Department

Occupation: Behavioral Health Clinician

Briefly describe the qualifications you possess which you feel would be an asset to the Commission Committee/ Group for which you are applying. (Attach extra page(s) if needed)

I have dedicated my entire professional career to public service. I have worked in multiple work settings, however the focus of my work has always been on children and families. In recent years, I have focused my professional development on expanding my knowledge and expertise in working with those exposed to trauma. I feel my experience, education, and passion for serving our community would make me a good asset to the commission.

List the community organization(s) and describe participation in which you have been involved.

1) Active Member of Prevent Child Abuse Tuolumne County (PCATC). I currently serve as the Professional Development Chair working to provide professional development activities and training in the area of child abuse prevention. 2) Member of Community Resiliency Coalition where I work to infuse Trauma Informed Care into multiple sectors of Tuolumne County. 3) Serve as a Parent Volunteer and Board Member at Summerville Parent Nursery School. Here I collaborate with parents and the lead teacher to implement Early Childhood Education Services and maintain program operation.

I have sufficient time to devote to this responsibility and plan to attend the required meetings if I am appointed to fill a vacancy. I understand that if I am appointed to a commission where a Disclosure of Assets Statement is required by State Law or Board Policy, I shall do so within ten (10) days of assuming office.

I hereby consent that this document is considered a public record and will be available to the public.

Date _____ Signature _____

Applications not acted upon will expire after two years from the date submitted unless renewed by applicant.
Mail or deliver to the Clerk of the Board of Supervisors, 2 South Green Street, Sonoma, California
95370

COUNTY OF TUOLUMNE
CALIFORNIA
Office of the Clerk of the Board of Supervisors
2 South Green Street
Sonora, CA 95370
(209) 533-5521



Vacancy Applied For: First 5 Commissioner

Name: Laura Sunday Telephone: Res. 209.586.5858 Bus. 209.588.9305 x 109

E-Mail: laurasun@nonviolentcommunity.org Fax. 209.588.9272 Cell. 209.352.5360

Street Address: 22540 Confidence Rd. Twain Harte, CA 95383

Mailing Address: Same as above

How long have you lived in Tuolumne County? 17

In which Supervisorial District do you reside? 3

Name and address of present employer: Center For A Non Violent Community (CNVC), 19043-B Standard Rd., Sonora, CA 95370

Occupation: Community Services Director

Briefly describe the qualifications you possess which you feel would be an asset to the Commission/Committee/Group for which you are applying. (Attach extra page(s) if needed)

- With my role at CNVC as Children's Program Manager at the emergency shelter tailored parenting and life skills for women in crises and provided mentoring to at-opportunity children one on one and in support groups.
- Designed and deliver workshops on *Early Childhood Brain Development and the Impact of Trauma* based on Dr. Perry's work to parents, caregivers, and agencies.
- Currently, lead a community services violence prevention team specializing in workshops on Keeping Kids Safe (sexual abuse prevention ages pre-kindergarten) and a parent component for keeping your children safe. Our work is based on primary prevention focusing on building resiliency in children and empathy.
- Designed and conducted a 10-week Strengths-based Parent Leadership Academy fostering change agents in our community.
- 16 years of experience in program management and grant writing 38 years' experience in training design, delivery and project management.
- Passion for collaboration and healing our community in innovative ways.

List the community organization(s) and describe participation in which you have been involved.

- Currently an Executive Director in a shared-leadership model at Center For A Non Violent Community.
- Currently, 1st 5 Commission Alternate (since 2015).
- An active YES Partnership member for 17 years serving as Chair for 2 years, Executive Committee member 8 years, education committee for 14 years.
- Leadership Tuolumne County Executive Board (7 years) includes providing the annual Strengths-based Leadership Retreat for new members.
- Currently, member of the Tuolumne County Resiliency Committee
- Jamestown Family Resource Center sustainability committee member
- Blue Shield's Strong Field to End Domestic Violence Thought Innovation Lab Project Coordinating Committee focused on Equity.
- Past member of Women's Health Fund Board member 3 years.
- Past member of Soroptimist International of Sonora 3 years.
- Past member of AAUW and Home Tour co-chair. Current duties as an annual high school speech coach.
- Past member of TCWN and Newsletter editor.

I have sufficient time to devote to this responsibility and plan to attend the required meetings if I am appointed to fill a vacancy. I understand that if I am appointed to a commission where a Disclosure of Assets Statement is required by State Law or Board Policy, I shall do so within ten (10) days of assuming office.

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Date

3/22/18

Signature

A handwritten signature in blue ink that reads "Laura Sunday".

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Mail or deliver to the Clerk of the Board of Supervisors, 2 South Green Street, Sonora, California 95370

Revised February 16, 2005

W:\Forms\Committee-Commission Application.wpd

COUNTY OF TUOLUMNE
CALIFORNIA
Office of the Clerk of the Board of Supervisors
2 South Green Street Sonora, CA 95370
(209) 533-5521



Vacancy Applied For: ☐ First 5 Commissioner ☒ First 5 Commissioner Alternate

Name: Mayra Patey Telephone: Residential: 209-677-3385 Business: 209-536-2056

E-Mail: mpatey@tcsos.us Fax: 209-536-2002 Cell phone: 209-768-8637

Street Address: 24048 Oxbow Lane, Sonora CA 95370

Mailing Address: same as above

How long have you lived in Tuolumne County? 1 year 11 months

[Link to Supervisor Districts](#) (Ctrl & Click on link to learn about supervisorial districts)

In which Supervisorial District do you reside? Choose an item.

Name and address of present employer: Tuolumne County Superintendent of Schools, 175 Fairview Lan, Sonora CA 95370

Occupation: Program Specialist, Early Childhood Special Education Department

Briefly describe the qualifications you possess which you feel would be an asset to the Commission/Committee/ Group for which you are applying. (Attach extra page(s) if needed)

I am an educational leader currently holding a position as a program specialist and previously working as an educational specialist serving moderate/severe children with autism spectrum disorders for eight years. My work and education experience makes me excel in:

- Providing consultation, technical assistance, and training to faculty, staff, school districts, families and the public concerning special education program and services.
- Assisting faculty, administrators and staff in the development instructional material guidelines and requirements, curriculum development and instructional strategies according to student needs.
- Assisting program staff by observing, assessing, and recording data to develop individualized strategies to address behavior challenges, sensory regulation, and classroom environment modifications.
- Serve as a liaison and coordinate special education programs, services, communications, and student information between administrators, personnel, school districts, outside organizations, and families.
- Assisting educational specialist incorporate evidence based practices into the classroom and developing and implementing individualized education program goals for each student.
- Developing and implementing of Individualized Education Program (IEP) and various other educational programs, goals, and objectives for designated special education students.

List the community organization(s) and describe participation in which you have been involved.

The following are community organization I am currently involved with:

- 2017-current County Offices of Education Program Administrators of Child Development Committee member – As a member, I represent the Tuolumne County Superintendent of Schools and use my expertise to provide information that will help gear decisions relating to prekindergarten, early care and education, and child development policies, funding, programs, services, delivery systems and related issues.

The following are committee specific to the special education programs for Riverside County not community organizations, but demonstrate my team collaboration skills:

- 2015/2016 Riverside County/Professional Development Committee – As a member, I facilitated input on coordination of professional development trainings and parent involvement plans for the special education department.
- 2015/2016 Riverside County/Professional Learning Community Facilitator/Trainer – As a member, I was the facilitator and trainer for curriculum medication trainings, data collection training, and evidenced based practices in the classroom setting.
- 2015/2016 Riverside County/Assistive Technology Committee Support team member – As a member, I was part of developing an action plan to improve the use of assistive technology in the classroom and in developing effective assessment procedures for student to obtain assistive technology supports.

I have sufficient time to devote to this responsibility and plan to attend the required meetings if I am appointed to fill a vacancy. I understand that if I am appointed to a commission where a Disclosure of Assets Statement is required by State Law or Board Policy, I shall do so within ten (10) days of assuming office.

I hereby consent that this document is considered a public record and will be available to the public.

Date 5.17.2018 Signature Marya Paley

Applications not acted upon will expire after two years from the date submitted unless renewed by applicant.

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COUNTY OF TUOLUMNE
CALIFORNIA
Office of the Clerk of the Board of Supervisors
2 South Green Street
Sonora, California 95370
(209) 533-5521

Vacancy Applied For: First 5 Commission

Name: Sarah Collie Telephone: Res. 209-928-3350
E-Mail: sarah.collie@tmwinc.org Fax: 209-206-9163 Cell: 209-206-8015

Street Address: 18880 Cherry Valley Hl. Tuolumne CA 95399

Mailing Address: PO Box 988 "

How long have you lived in Tuolumne County? 16 years

Which Supervisorial District do you reside? District 3

Name and address of present employer: Tuolumne MeWuk Indian Health Center
18880 Cherry Valley Hl. Tuolumne

Occupation: Licensed Marriage Family Therapist

Briefly describe the qualifications you possess which you feel would be an asset to the Commission/Committee/Group for which you are applying. (Attach extra page(s) if needed)

I was an elementary school teacher for 6 years and school counselor for 4 years
Currently I am a LMFT working mainly with children and youth. These positions have made me
keenly aware of the need for early interventions and prevention for our children

List the community organization(s) and describe participation in which you have been involved.

Special Olympics Volunteer - current
Yes Partnership - Past for 4 years

I have sufficient time to devote to this responsibility and plan to attend the required meetings if I am appointed to fill a vacancy. I understand that if I am appointed to a commission where a Disclosure of Assets Statement is required by State Law or Board Policy, I shall do so within ten (10) days of assuming office.

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Date 4/4/18 Signature Sarah S. Collie

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Mail or deliver to the Clerk of the Board of Supervisors, 2 South Green Street, Sonora, California 95370



Item 4. Consideration of approval of two First 5 Alternate Commissioners

History: The First 5 Tuolumne Commission has 3 open commissioner alternate positions. We have a total of 4 applications that must be reviewed and considered for these two open seats.

Applications have been received from:

Annie Hockett

Mayra Patey

Marcia Williams

Sarah Collie

Action requested: Select three of the four applicants to fill the 3 vacant positions in the commission.

Executive Director's Recommendation: Review the attached applications and make a recommendation to the Board of Supervisors.

COUNTY OF TUOLUMNE
CALIFORNIA
Office of the Clerk of the Board of Supervisors
2 South Green Street Sonoma, CA 95370
(209) 533-5521

Vacancy Applied For: ☒ First 5 Commissioner ☐ First 5 Commissioner Alternate

Name: Annie Hockett Telephone: Residential: 209-352-0415 Business:

E-Mail: Annie.Hockett@gmail.com Fax: NA Cell phone: 209-352-0415

Street Address: 19225 Tanglewood Trail, Twain Harte CA 95383

Mailing Address: P.O. Box 1002, Tuolumne CA 95379

How long have you lived in Tuolumne County? 35 years

Link to Supervisor Districts (Ctrl & Click on link to learn about supervisorial districts)

In which Supervisorial District do you reside? District 3

Name and address of present employer: Tuolumne County Behavioral Health Department

Occupation: Behavioral Health Clinician

Briefly describe the qualifications you possess which you feel would be an asset to the Commission Committee Group for which you are applying. (Attach extra page(s) if needed)

I have dedicated my entire professional career to public service. I have worked in multiple work settings, however the focus of my work has always been on children and families. In recent years, I have focused my professional development on expanding my knowledge and expertise in working with those exposed to trauma. I feel my experience, education, and passion for serving our community would make me a good asset to the commission.

List the community organization(s) and describe participation in which you have been involved.

1) Active Member of Prevent Child Abuse Tuolumne County (PCATC). I currently serve as the Professional Development Chair working to provide professional development activities and training in the area of child abuse prevention. 2) Member of Community Resiliency Coalition where I work to infuse Trauma Informed Care into multiple sectors of Tuolumne County. 3) Serve as a Parent Volunteer and Board Member at Summerville Parent Nursery School. Here I collaborate with parents and the lead teacher to implement Early Childhood Education Services and maintain program operation.

I have sufficient time to devote to this responsibility and plan to attend the required meetings if I am appointed to fill a vacancy. I understand that if I am appointed to a commission where a Disclosure of Assets Statement is required by State Law or Board Policy, I shall do so within ten (10) days of assuming office.

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Date _____ Signature _____

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Vacancy Applied For: ☐ First 5 Commissioner ☒ First 5 Commissioner Alternate

Name: Mayra Patey Telephone: Residential: 209-677-3385 Business: 209-536-2056

E-Mail: mpatey@tcsos.us Fax: 209-536-2002 Cell phone: 209-768-8637

Street Address: 24048 Oxbow Lane, Sonora CA 95370

Mailing Address: same as above

How long have you lived in Tuolumne County? 1 year 11 months

Link to Supervisor Districts (Ctrl & Click on link to learn about supervisorial districts)

In which Supervisorial District do you reside? Choose an item

Name and address of present employer: Tuolumne County Superintendent of Schools, 175 Fairview Lan, Sonora CA 95370

Occupation: Program Specialist, Early Childhood Special Education Department

Briefly describe the qualifications you possess which you feel would be an asset to the Commission/Committee/ Group for which you are applying. (Attach extra page(s) if needed)

I am an educational leader currently holding a position as a program specialist and previously working as an educational specialist serving moderate/severe children with autism spectrum disorders for eight years. My work and education experience makes me excel in:

- Providing consultation, technical assistance, and training to faculty, staff, school districts, families and the public concerning special education program and services.
- Assisting faculty, administrators and staff in the development instructional material guidelines and requirements, curriculum development and instructional strategies according to student needs.
- Assisting program staff by observing, assessing, and recording data to develop individualized strategies to address behavior challenges, sensory regulation, and classroom environment modifications.
- Serve as a liaison and coordinate special education programs, services, communications, and student information between administrators, personnel, school districts, outside organizations, and families.
- Assisting educational specialist incorporate evidence based practices into the classroom and developing and implementing individualized education program goals for each student.
- Developing and implementing of Individualized Education Program (IEP) and various other educational programs, goals, and objectives for designated special education students.

List the community organization(s) and describe participation in which you have been involved.

The following are community organization I am currently involved with:

- 2017-current County Offices of Education Program Administrators of Child Development Committee member – As a member, I represent the Tuolumne County Superintendent of Schools and use my expertise to provide information that will help gear decisions relating to prekindergarten, early care and education, and child development policies, funding, programs, services, delivery systems and related issues.

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- 2015/2016 Riverside County/Assistive Technology Committee Support team member – As a member, I was part of developing an action plan to improve the use of assistive technology in the classroom and in developing effective assessment procedures for student to obtain assistive technology supports.

I have sufficient time to devote to this responsibility and plan to attend the required meetings if I am appointed to fill a vacancy. I understand that if I am appointed to a commission where a Disclosure of Assets Statement is required by State Law or Board Policy, I shall do so within ten (10) days of assuming office.

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Date 5-17-2018 Signature Marya Paley

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CALIFORNIA
Office of the Clerk of the Board of Supervisors
2 South Green Street Sonora, CA 95370
(209) 533-5521

Vacancy Applied For: ☐ First 5 Commissioner ☒ First 5 Commissioner Alternate

Name: Marcia Williams Telephone: Residential: Business: 209.533.0361x241

E-Mail: mwilliams@atcaa.org Fax: 209.533.0470 Cell phone: _____

Street Address: 427 N. Highway 49, Sonora, CA 95370

Mailing Address: ATCAA, 427 N. Highway 49, Suite 305, Sonora, CA 95370

How long have you lived in Tuolumne County? 22 years

Link to Supervisor Districts (Ctrl & Click on link to learn about supervisorial districts)

In which Supervisorial District do you reside? District 3

Name and address of present employer: ATCAA, 427 N. Highway 49, Suite 305, Sonora, CA 95370

Occupation: Head Start Director

Briefly describe the qualifications you possess which you feel would be an asset to the Commission/Committee/ Group for which you are applying. (Attach extra page(s) if needed)

I have served as an ex-officio member of the First 5 Commission since 2009 and have regularly attended meetings and served on committees. As a Head Start Program Director, and as a Family Literacy Director before that, I have always worked closely with low-income children and families from birth to five years old and know the population well. I do my best to stay current on research and best practices that are related to serving the birth to five population.

List the community organization(s) and describe participation in which you have been involved.

Local Childcare Planning Council, Member since 2009, (Chair for 4 years.) Summerville Union High School District Trustee, 10 years.

I have sufficient time to devote to this responsibility and plan to attend the required meetings if I am appointed to fill a vacancy. I understand that if I am appointed to a commission where a Disclosure of Assets Statement is required by State Law or Board Policy, I shall do so within ten (10) days of assuming office.

I hereby consent that this document is considered a public record and will be available to the public.

Date 3/20/18 Signature Marcia Williams

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Vacancy Applied For: First 5 Commission

Name: Sarah Collie Telephone: Res. 209-928-3350
E-Mail: sarah.collie@tmwinc.org Fax: 209-206-4163 Cell: 209-206-8015

Street Address: 18880 Cherry Valley Blvd Tuolumne CA 95379

Mailing Address: PO Box 985 11

How long have you lived in Tuolumne County? 16 years

Which Supervisorial District do you reside? District 3

Name and address of present employer: Tuolumne MeWick Indian Health Center
18880 Cherry Valley Blvd. Tuolumne

Occupation: Licensed Marriage Family Therapist

Briefly describe the qualifications you possess which you feel would be an asset to the Commission/Committee/Group for which you are applying. (Attach extra page(s) if needed)

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keenly aware of the need for early interventions and prevention for our children.

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I have sufficient time to devote to this responsibility and plan to attend the required meetings if I am appointed to fill a vacancy. I understand that if I am appointed to a commission where a Disclosure of Assets Statement is required by State Law or Board Policy, I shall do so within ten (10) days of assuming office.

I hereby consent that this document is considered a public record and will be available to the public.

Date 4/4/18 Signature Sarah S. Collie

Applications not acted upon will expire after one year from the date submitted unless renewed by applicant.

Mail or deliver to the Clerk of the Board of Supervisors, 2 South Green Street, Sonora, California 95370



ATTACHMENT #3

Item 5: Consideration of approval of Scope of Work changes for the ATCAA Family Learning Center.

History: There have been some funding changes to the program and reporting changes that need to be reflected in the Scope of Work.

Action requested: Approve the changes to the Family Learning Center Scope of Work for the contract ending in June 2019.

Executive Director's Recommendation: Approve the proposed changes to the FLC Scope of Work.

ATCAA Family Learning Center

SCOPE OF WORK

Revised ~~November 2017~~ July 2018

Service Description - Benchmarks - Documentation & Reporting - Evaluation

SERVICE DESCRIPTION

~~A-TCAA~~ATCAA Family Learning Center in Tuolumne County

The ATCAA Family Learning Center serves approximately 40 families /year with children aged birth-5 through a Family Literacy Model. The program provides on-site parenting classes, GED preparation, substance abuse counseling, Life Skills classes, ESL classes and training for parents to support their role as their child(ren)'s first and most important teacher. ~~Children aged 0-5 receive transportation to Early/Head start classes as well as a family literacy enrichment camp during the summer.~~ Program provides transportation to ~~and from classes,~~ medical and dental appointments, counseling appointments and other services. Program also provides translation services for Spanish speaking families to help them access services. Community Information events are also offered once a month during the school year to help families understand and access community services. Examples include: Housing information, Immigrant Rights information, and health information.

Evidence-Based or Promising Practice:

1. The Five Protective Factors Framework
1. Even Start Family Literacy Model (CA Education Code)
2. *Family Support Principles*: CA Family Resource Center Association; *Guidelines (TCM)*: Welfare and Institution Code Sec 14132.44, CA CSD

Funding Sources: First 5 Tuolumne County; Welfare to Work; ~~Targeted Case Management Funds, MHSA~~
~~Promotores de Salud, Head Start~~

Community Partners Providing Services: Columbia College, CNVC, Tuolumne County Department of Social Services, Tuolumne County Public Health, *People Helping People Volunteers.*

BENCHMARKS

The following benchmarks shall be demonstrated each quarter:

1. The program is providing comprehensive and holistic access to learning opportunities for parents and young children to promote family self-sufficiency, good parenting, early education, and good health. Specifically:
 - Adult education services (Skills Development strand and English Learner strand) targeted to parents who have low literacy levels or low educational levels through direct service, community linkages, or both.
 - Parenting Education and Support
 - Support groups and individual counseling.
 - Pregnant women are co-enrolled in Early Head Start (when there are openings) and receive prenatal education, and linkages to medical and lactation support
 - Family Literacy activities, including a summer Family Literacy Camp.
 - Case management services, including linkages to parenting education, family support services and health education and services.

- Access to developmental screening for children
- Linkages for children to early childhood education; co-enrollment in Early/Head Start whenever possible.
- Transportation to school, training, or medical or social services.
- Education on community resources
- Citizenship and Immigrant Rights Support and Education

One center is in full operation, offering all program components year round, with at least 15 hours/week devoted to class time. The program provides comprehensive services to at least 40-35 primary caregivers/year who are pregnant or have children ages birth-five. The program also provides limited services to another 10 primary caregivers of children aged birth through five through the Immigrant Rights program, and Community Service and Referrals.

2. At least one staff member with decision making authority will attend a minimum of 10 Contractor Joint Service Planning meetings in FY 15-1618-19.
3. There is a system in place for collecting data for the evaluation which is due in September of each year.

The benchmarks may be renegotiated with the mutual consent of both parties at the annual review, without requiring an amendment to this contract.

DOCUMENTATION AND REPORTING

The Contractor shall provide quarterly service data and demographic data on children up to age five and their caregivers served. This data shall include individual client data if available, where clients are identified with unique identifiers. The Contractor shall ensure that agency confidentiality protocols shall allow for the sharing of this non-identifiable data. The Contractor shall report on each individual's participation in program services, including but not limited to adult education, family literacy, case management, transportation services, linkages for children to early education services and developmental screenings. The Contractor shall report on successful linkages to other programs. The Contractor will report attendance at Community Events.

The Commission shall provide quarterly benchmark reporting forms to the Contractor prior to the due date of the reports.

There will be four benchmark reports due each contract year (to be submitted with the financial reports) as follows:

	For period:	Report Due:
Quarter 1	Jul 1-Sep 30	Oct 31
Quarter 2	Oct 1 – Dec 31	Jan 31
Quarter 3	Jan 1 – Mar 31	Apr 30
Quarter 4	Apr 1 – Jun 30	Jul 31

EVALUATION

The Contractor shall collect data to measure its progress toward the desired outcomes. Annual evaluation data and data summaries shall be provided to the Commission by **September 1st following each contract year**. Individual client evaluation data shall be made available upon request. The Commission shall provide evaluation reporting forms to the Contractor no later than one month prior to the due date of the report.

The evaluation plan may be renegotiated with the mutual consent of both parties without requiring an amendment to this contract.

Desired Outcomes and Indicators, aligned with the Protective Factors Framework

- 1. Primary caregivers will have the supports and resources they need to break the cycle of generational poverty, substance abuse, trauma and dysfunction.**

Indicators and Data Collection:

1.1 Caregivers work toward financial stability as evidenced by their participation in job skills training and /or adult education, obtaining drivers' licenses, and/or enrolling in college.
Protective Factor: <u>Parental Resilience</u> Data: 1. Number of parents that met or made measurable progress on their educational and/or employment goals.
1.2 Caregivers expand their supportive social connections.
Protective Factor: <u>Social Connections</u> Data: Parents regularly attend support groups, <u>community events and classes</u> , with a goal of 80% attendance.
1.3 Caregivers are effectively linked to concrete supports and resources, including food, shelter, domestic violence prevention services, medical services, and addiction treatment and recovery support.
Protective Factor: <u>Concrete Supports in Times of Need</u> Data: Referral records, participation rates in services offered on site, or transportation to off-site services.

2. **Primary caregivers will have the supports and resources they need to be their child's first and best teacher.**

Indicators and Data Collection:

1.2 Caregivers learn about developmental milestones, and early brain development and are linked to appropriate services.

Protective Factor: Knowledge of Parenting and Child Development; Social and Emotional Competence in Children

Data:

1. Number of children age 1 month – 5.5 years that receive an ASQ or other developmental screening, done jointly with the primary caregiver.
2. Number of children, ages 2 months – 5.5 years that receive an ASQ-SE or other developmental screening, done jointly with the primary caregiver.
3. Number of young children that do not receive an ASQ because they have recently received a screening from another provider.
4. Number of parents that engage in a discussion of developmental milestones specific to their child as part of the ASQ or in another context.
5. Number of parents that are assisted with warm hand-off referrals to services when the screenings identify a need for further assessment or services.
6. Number of caregivers that participate in Growing Great Kids, home activities, and/or Family Literacy Camp.

(Goal, where feasible, is for all children of parents enrolled to receive at least one developmental screening (ASQ, Brigance, DRDP, or other valid tool), either from ATCAA or from another provider. Goal is for all parents of children receiving ASQ on site, to engage in a discussion of developmental milestones.)

3. **Children will have the supports and resources they need to develop in a healthy fashion and to enter kindergarten ready to learn.**

Indicators and Data Collection:

3.1 Children are enrolled in a quality early learning program.

Protective Factors: Knowledge of Parenting and Child Development, Social and Emotional Competence in Children

Data:

1. Number of children from participating families that are enrolled in Early Head Start, Head Start, or another licensed, quality ECE setting or put on a waiting list for these programs. (Goal: 90%)



ATTACHMENT #4

Item 6: Financial Report through June 2018

Will be available for review at the August 8th meeting.



Item 7: Review MOU between First 5 Commission of Tuolumne County and Tuolumne County Superintendent of Schools for Director Services.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
FIRST 5 COMMISSION OF TUOLUMNE COUNTY
AND
TUOLUMNE COUNTY SUPERINTENDENT OF SCHOOLS
FOR
DIRECTOR SERVICES**

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is made and entered into this 21st day of March, 2017, by and between the First 5 Tuolumne County Commission, ("Commission"), and the Tuolumne County Superintendent of Schools, ("TCSOS").

WITNESSETH:

WHEREAS, the voters of the State of California have enacted the California Children and Families First Act of 1998 (hereinafter "the Act"), codified in Health and Safety Code Section 130100 et seq.; and

WHEREAS, the Board of Supervisors of the County of Tuolumne pursuant to the Act established the First 5 Tuolumne County Commission, and the First 5 Tuolumne County Trust Fund through enactment of Tuolumne County Ordinance Code Chapter 8.40; and

WHEREAS, the Commission, by County ordinance, has the power to enter into contracts necessary to implement its strategic plan for the purposes of promoting, supporting, and improving the early development of children within the County as outlined in the Act; and

WHEREAS, the Commission requires "Director Services" including but not limited to administrative, internal fiscal services, evaluation, facilitation, and planning services in order to operate effectively as a Commission and implement its strategic plan; and

WHEREAS, TCSOS has special expertise in the management of governmental entities and has worked with the Commission in mobilizing the community to develop the strategic plan that is required to expend First 5 funds in Tuolumne County; and

WHEREAS, TCSOS proposes to provide staff support (1) to assist the Commission in supporting early childhood development programs and services for eligible Tuolumne County children ages birth to five; (2) to assist the Commission in developing and maintaining community partnerships to support families; and (3) to assist the Commission maintain an updated and relevant strategic plan. In furtherance of these objectives, TCSOS proposes to provide to the Commission and the Commission agrees to accept, certain services set forth herein.

NOW, THEREFORE, in consideration of their mutual covenants and conditions, the parties hereto agree as follows:

1. PURPOSE

- 1.1 The purpose of this MOU is for the TCSOS to provide Director Services to the Commission as set forth herein and in more detail in Exhibit A, attached hereto and incorporated herein.

2. TERM

- 2.1 The term of this MOU shall commence on February 8, 2017, and terminate on June 30, 2021, unless extended as provided by this MOU.

3. COMMISSION'S RESPONSIBILITIES

- 3.1 The Commission shall reimburse the TCSOS for services, equipment, staff time, and ancillary support provided to the Commission pursuant to this MOU. Each fiscal year the Commission shall budget an annual compensation for the Director services based on the funding it receives. The annual compensation paid to the TCSOS shall be negotiated between the Commission and the TCSOS and shall be set forth in an amendment to this MOU.
- 3.2 Oversight: The Commission, acting through the majority will of its Commissioners, shall at all times exercise ultimate control over the assets and operations of the Commission. TCSOS shall perform the functions described in this MOU in accordance with the policies, directives, and bylaws adopted by the Commission to the extent they are consistent with the policies of state law, including but not limited to Health and Safety Code Section 130100 et seq. and the County of Tuolumne Ordinance Code, Chapter 8.40. Commission retains the final authority and responsibility regarding the powers, duties, and responsibilities vested in the Commission by law and applicable regulation including but not limited to: Strategic plan development, implementation and evaluation, contractual terms of all Commission contracts and operating and capital budgets.
- 3.3 Commission shall continue to seek legal services from the County of Tuolumne, Office of the County Counsel for all Commission related legal advice or representation and shall be charged directly to the Commission. TCSOS shall continue to seek all personnel and employment related legal advice and/or representation from its counsel of record.
- 3.4 First 5 Funds shall be received and held by the County of Tuolumne Treasurer. First 5 accounting shall be provided by the County of Tuolumne Auditor's Office, under the provisions of the MOU between the County of Tuolumne and the

Commission. The required outside annual fiscal and performance audit shall be contracted for by the County of Tuolumne Auditor and shall be charged directly to the Commission.

4. OBLIGATIONS RELATED TO TCSOS PERSONNEL:

- 4.1 TCSOS shall recruit and employ a qualified individual for the classified management position of Director.
- 4.2 TCSOS shall include at least two members of the Commission on the Interview Screening Committee.
- 4.3 TCSOS retains final authority to employ the individual it deems best able to perform the duties of this assignment.
- 4.4 TCSOS shall develop a job description for the position of Director based on Exhibit "A." TCSOS shall provide a copy of the job description to the Commission for their review and approval.
- 4.5 The individual employed by TCSOS for the Director shall be a classified employee of TCSOS and shall be subject to all policies and procedures of TCSOS. TCSOS shall be responsible for evaluating and making all employment-related decisions.
- 4.6 The Commission retains the right to provide input to TCSOS regarding the Director's performance. If the Commission and TCSOS shall disagree regarding the quality of the Director's performance, the Commission retains the right to terminate this MOU by providing written notice to TCSOS pursuant to Section 6.2.

5. COMPENSATION

- 5.1 Payment Schedule: Funds shall be provided through a reimbursement schedule. TCSOS shall submit quarterly reimbursement requests. The Commission shall reimburse TCSOS within thirty (30) days of approved reports. The funds shall be reimbursed for line items attached as Exhibit B in this MOU, and in annual approved budgets thereafter.
- 5.2 Accounting and Cash Management: TCSOS shall have in place established fiscal controls, record keeping and fund accounting procedures to ensure the proper disbursement of, and accounting for, program funds paid to it and disbursed by it, under this Agreement.
- 5.3 Audit and Access to Records: TCSOS shall maintain and make available to auditors, accounting and program records including supporting source documentation and shall cooperate with the County's auditor. TCSOS and/or auditors performing audits of the TCSOS or its subcontracting service providers shall immediately report to the Commission any incidents of fraud, abuse, or other

criminal activity in relation to this MOU, or to the Children and Families Act of 1998. TCSOS shall retain all records pertinent to this MOU for a period of three years from the date of final payment of this MOU. If, at the end of three years, there is litigation or an audit involving those records, TCSOS will retain the records until the resolution of such litigation or audit. The Commission or their designee will have access to and right to examine, monitor, and audit all records, documents, conditions, and activities related to services provider under this MOU, unless such records or documents are confidential pursuant to State or Federal law.

6.TCSOS'S RESPONSIBILITIES

- 6.1 Provide a staff member to function as the Director to support the Commission activities and be a central contact person for the Commission, who in conjunction with TCSOS and the Commissioners, will liaison with County of Tuolumne staff, community partners, state representatives, and other counties. The Director will support and oversee the work of other staff and consultants serving the Commission and will be responsible for overall coordination of the planning, implementation, evaluation, and administrative activities including annual budget management.
- 6.2 The Director shall assume the responsibility for arranging and supporting meetings of the Commission and its committees.
- 6.3 TCSOS shall provide office and meeting space, telephone, internet access, voice mail service, copy and fax machine, desktop, computers, materials and supplies for TCSOS staff carrying out assignments for the Commission.
- 6.4 Under the direction of the Director, TCSOS shall purchase any equipment required by it (TCSOS) to carry out its contractual obligations under this Agreement in accordance with the policies adopted by the Commission and will then be reimbursed by the Commission for those purchases. Title to such property shall be held by the Commission.
 - 6.4.1 Fixed Asset Provision: Fixed assets are those tangible assets of significant value having a utility which extends beyond the current year that are broadly classified as land, buildings and improvements, and equipment. Significant value is defined as a cost of \$5,000.00 or more. Commission shall consider those items costing less than \$5,000.00 per unit, but whose total cost for units purchased for the project exceeds an aggregate amount of \$5,000.00, to qualify for this provision. This MOU shall not be used for the purchase of any fixed assets without prior consent by the Commission.
 - 6.4.2 Other Property: All property which is not considered a fixed asset, including finished or unfinished documents, data, studies and reports

prepared or purchased by the TCSOS under this MOU, will be disposed of in accordance with the direction of the Commission. Any small tools and/or equipment (not considered fixed assets) furnished to the TCSOS by the Commission and/or purchased by the TCSOS with funds pursuant to this MOU, will be limited to use within the activities outlined in this MOU and will remain the property of the Commission. Upon termination of this MOU, TCSOS shall dispose of such small tools and/or equipment in accordance with the direction of the Commission.

- 6.5 The Director will oversee preparation, negotiation, coordination and management of the terms of the Commission agreements.
- 6.6 The Director shall provide supervision for Consultants hired by the Commission that provide services to the Commission.
- 6.7 TCSOS shall provide support necessary to carry out its functions, including computer or technical support.
- 6.8 The Director shall prepare an annual budget that sets forth major spending categories, anticipated revenue, expenses and capital expenditures to be presented to the Commission for its approval; shall coordinate the preparation of required fiscal audits and provide internal fiscal and accounting functions of the Commission with direction provided by the Chair of the Commission. The Director will coordinate with the County of Tuolumne Auditor/Controller for all financial transactions and reports and provide additional accounting services if needed to carry out Commission business.
- 6.9 The Director shall monitor the fiscal activity of the Tuolumne County First 5 trust account and shall work closely with the Tuolumne County Auditor to make deposits, prepare disbursement documents, and prepare other accounting documents in accordance with the policies and procedures of the County of Tuolumne. The Director shall be assisted in these actions by TCSOS fiscal staff, as allowed by the annual budget agreement.

7. TERMINATION

- 7.1 If either party materially breaches any covenant, term, and/or condition of this MOU in any manner, the breaching party shall have a period of thirty (30) business days in which to cure the breach after written notice thereof is presented specifying the nature of the breach and requesting it be cured. In the event the breach remains uncured at the end of the 30-day period after written notice is given, this MOU may be terminated by either party by giving 30 days written notice of termination to the other party.
- 7.2 This MOU may be terminated without cause by either party by giving a minimum of sixty (60) days written notice of termination to the other party.

- 7.3 Certification of Funds; Budget and Fiscal Provisions; Termination in the Event of Non-Appropriation: This MOU is entered into with the assumption that the first source of funding will come from that portion of the Commission's trust fund that is committed for expenditures under this MOU. The remainder of the funding will come from tobacco tax revenues that are projected to be available in future fiscal years, under the provisions of the guiding state legislation, Health and Safety Code Section 130100-130155, and through Agreements with the California Children and Families Commission. This information is published in the annually adopted First 5 Tuolumne County Commission Long Term Financial Plan.
- 7.4 If there is a legal ruling that renders the Commission unable to disburse the funds in the Commission's trust fund, this MOU will terminate, without penalty, liability or expense of any kind on the date defined by that legal ruling.
- 7.5 If sufficient tobacco tax funds are not made available to the Commission at the funding level provided in this MOU, and if there are no longer Commission trust funds committed for this MOU, this MOU will terminate, without penalty, liability or expense of any kind, at the end of the term for which sufficient funds are appropriated.
- 7.6 This MOU will terminate, without penalty, liability or expense of any kind to the Commission, at the end of any fiscal year in the event that: (1) funds are not appropriated for the next succeeding fiscal year; and (2) there are no remaining Commission trust funds committed for this MOU. If funds are appropriated for a portion of the fiscal year, this MOU will terminate, without penalty, liability or expense of any kind at the end of the term for which funds are appropriated, when there are no remaining trust funds committed for this Agreement.
- 7.7 If the Commission's budget precludes the continued employment of the Director's position, the Commission needs to provide notice in writing to TCSOS. TCSOS agrees to immediately discontinue the services of the Director's position pursuant to this MOU. Since the Director would be entitled to sixty (60) calendar days' notice of the discontinuation of his or her position, the Commission agrees to reimburse TCSOS for the Director's position through the end of those 60-calendar day period.

8. NON-ASSIGNMENT

- 8.1 Neither party shall assign, transfer or sub-contract this MOU nor their rights or duties under this MOU without the prior written consent of the other party.

9. RECORDS

- 9.1 All Parties subject to this MOU shall maintain a record of services provided in sufficient detail to permit an evaluation of the MOU. All such records shall be made available during normal business hours to authorized representatives of Commission, TCSOS, State, and Federal governments during the term of this

MOU and during the period of record retention for the purpose of program review and/or fiscal audit.

10. COMPLIANCE WITH LAWS/POLICIES

- 10.1 The parties shall comply with all applicable rules and regulations set forth in Health and Safety Code Section 130100 et seq. and Tuolumne County Ordinance Code Chapter 8.40 and any subsequent reporting requirements as directed by the State.

11. CONFIDENTIALITY

- 11.1 The parties shall act in strict conformance with all applicable Federal, State of California and/or local laws and regulations relating to confidentiality, including but not limited to, California Civil Code section 56 et seq., Welfare and Institutions Code sections 5328, 10850 and 14100.2, Health and Safety sections 11977 and 11812, 22 California Code of Regulations section 51009, and 42 Code of Federal Regulations sections 2.1 et seq., and Education Code Section 44031. The parties shall ensure that no list of persons receiving services under this MOU is published, disclosed, or used for any other purpose except for the direct administration of the program or other uses authorized by law that are not in conflict with requirements for confidentiality.

12. NON-DISCRIMINATION

- 12.1 During the performance of this MOU, the parties shall not unlawfully discriminate against any employee or applicant for employment, or recipient of services, because of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age, gender or sexual orientation or identity, pursuant to all applicable State and Federal statutes and regulations.

13. RELATIONSHIP OF PARTIES

- 13.1 It is understood that this is a Memorandum of Understanding by and between two (2) separate public agencies and is not intended to and shall not be construed to create a relationship of agent, servant, employee, partnership, joint venture or association.

14. NO THIRD PARTY BENEFICIARIES

- 14.1 The Commission and TCSOS agree it is their specific intent that no other person or entity shall be a party to or a third-party beneficiary of this MOU or and attachment or addenda to this MOU.

15. INDEMNIFICATION

- 15.1 Each party hereto agrees to be responsible and assume liability for its own wrongful or negligent acts or omissions, or those of its officers, agents, or employees to the full extent required by law.

16. NOTICE

- 16.1 Any and all notices, reports or other communications to be given to Commission or TCSOS shall be given to the persons representing the respective parties at the following addresses:

TCSOS:	COMMISSION:
Marguerite D. Bulkin County Superintendent of Schools Tuolumne County Superintendent of Schools 175 Fairview Lane Sonora, CA 95370 (209) 536-2000	Deborah Bryant First 5 Commission Vice Chair (current) PO Box 3322 Sonora, CA 95370-3322 (209) 768-6812 <i>All communications should be provided to the current First 5 Chair or Vice Chair. This information shall be available and current on the First 5 website at www.tccfc.org, or can be provided by the First 5 Director.</i>

17. PUBLIC RECORDS ACT

- 17.1 TCSOS is aware that this MOU and any documents provided to the Commission may be subject to the California Public Records Act and may be disclosed to members of the public upon request. It is the responsibility of TCSOS to clearly identify information in those documents that it considers to be confidential under the California Public Records Act. To the extent that the Commission agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.

18. ENTIRE AGREEMENT AND MODIFICATION

- 18.1 This MOU contains the entire agreement of the parties relating to the subject matter of this MOU and supersedes all prior agreements and representations with respect to the subject matter hereof. This MOU may only be modified by a written amendment hereto, executed by both parties. If there are exhibits attached hereto, and a conflict exists between the terms of this MOU and any exhibit, the terms of this MOU shall control.

19. ENFORCEABILITY AND SEVERABILITY

- 19.1 The invalidity or enforceability of any term or provisions of this MOU shall not, unless otherwise specified, affect the validity or enforceability of any other term or provision, which shall remain in full force and effect.

20. DISPUTES

- 20.1 The parties agree to use good faith efforts to resolve any disputes prior to bringing any action to enforce the terms of this MOU.
- 20.2 Should it become necessary for a party to this MOU to enforce any of the provisions hereof, the prevailing party in any claim or action shall be entitled to reimbursement for all expenses so incurred, including reasonable attorney's fees.
- 20.3 It is agreed by the parties hereto that unless otherwise expressly waived by them, any action brought to enforce any of the provisions hereof or for declaratory relief hereunder shall be filed and remain in a court of competent jurisdiction in the Commission of Tuolumne, State of California.

21. CAPTIONS

- 21.1 The captions of this MOU are for convenience in reference only and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this MOU.

22. COUNTERPARTS

- 22.1 This MOU may be executed simultaneously and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.

23. OTHER DOCUMENTS

- 23.1 The parties agree that they shall cooperate in good faith to accomplish the object of this MOU and, to that end, agree to execute and deliver such other and further instruments and documents as may be necessary and convenient to the fulfillment of these purposes.

24. CONTROLLING LAW

- 24.1 The validity, interpretation and performance of this MOU shall be controlled by and construed under the laws of the State of California.

25. AUTHORITY

- 25.1 Each party and each party's signatory warrant and represent that each has full authority and capacity to enter into this MOU in accordance with all requirements

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding on the day and year first herein above written.

<p>First 5 Tuolumne County Commission:</p> <hr/> <p>Deborah Bryant, Commission Vice Chair</p>	<p>Tuolumne County Superintendent of Schools:</p> <hr/> <p>Marguerite D. Bulkin County Superintendent of Schools Tuolumne County Superintendent of Schools</p>
<p>APPROVED AS TO LEGAL FORM:</p> <hr/> <p>Sarah Carrillo, Commission Counsel</p>	<hr/> <p>Byron C. Smith, General Counsel for TCSOS</p>

Exhibit A

PAYMENT FOR SERVICES UNDER THIS AGREEMENT

All costs incurred by the TCSOS for salary and benefits for the Director and staff authorized by the Commission shall be reimbursed by the Commission. The Director shall report percentage of time spent in activities considered administrative, program, or evaluation, as described by the Commission Policy and Procedure Manual, and these percentages shall be broken down in the invoice.

Copying, postage, travel reimbursement, supplies and other direct charges incurred for office support of Commission staff shall be reimbursed by the Commission. Fiscal services, not to exceed budgeted amounts, shall be reimbursed to TCSOS by the Commission. TCSOS will apply an indirect support charge of 11.71 percent (11.71%) to all direct costs.

Invoices shall be attached to prepared warrants, signed by an authorized Commission Officer, and submitted to the County of Tuolumne's Auditor's Office for payment.

Charges incurred as part of the normal work of the Director or the Commission and identified in the Commission operating budget, such as First 5 Association dues, meeting costs, public notices, outside website maintenance fees and other costs not directly linked to personnel or office support shall be charged directly to the Commission by approved staff through claims and warrants to the County Auditor's Office.

All charges to the Commission will be billed quarterly under this agreement and shall be paid by the Commission within 30 days of presentation of an invoice by the TCSOS.

SERVICE INDICATORS

Indicators for all duties and responsibilities under this agreement.

ADMINISTRATIVE SERVICES

Commission Operations Support. Work with the Commission to fulfill the responsibilities outlined in the Children and Families First Act, Tuolumne County Ordinance Chapter 8.40, and the Commission's bylaws.

Indicators/Deliverables:

- Commission meeting agendas set and distributed in a timely manner;
- Commission meeting minutes taken and maintained;
- All Commission records maintained according to the provisions regarding records retention in the Commission's *Policy and Procedure Manual*;
- All public meeting notice requirements met, including posting of the agenda according to the Ralph M. Brown Act, and required public hearing notices;

- Evidence of smooth coordination of services with other contractors, as applicable;
- Training opportunities, technical assistance and consultation provided, as appropriate, to members of the Commission and any committees established by the Commission.
- Systems in place to promote timely and effective communication between the Commission, the Director, and other contractors;
- Policies and procedures manual for the Commission monitored and updated.
- Recruitment of new commissioners and Ex-Officio Commissioners, advisement of deadlines for terms and renewals, coordination with the Board of Supervisors in advertising new openings, and ensuring Commission process for input.
- Orientation for New Commissioners
- All Commissioners advised and assisted with requirements of holding office, including required filings of Form 700.
- Services provided by other contractors are directed and reviewed for quality and timely completion.

Planning. Annually update the Commission's Strategic Plan and the Long Term Financial Plan.

Indicators/Deliverables:

- Strategic Plan updated annually.
- Long-term Financial Plan updated annually.
- Appropriate level of research conducted and shared with the Commission on local indicators, as well as promising practices and programs with demonstrated successful outcomes for young children and their families.

Fiscal Management. Provide overall tracking and management of funds in the County's Children and Families Trust Fund.

Indicators/Deliverables:

- Annual budget developed and administered according to the guidelines established by the Commission.
- All expenditures, including those incurred by other contractors, entered into the county accounting system by approved budget category.
- Accurate and appropriate records maintained regarding income, expenditures, and the balance of the Trust Fund, in close cooperation with the County of Tuolumne's Auditor's office. Financial status report provided at Commission meetings in an easily accessible format.
- Outside Auditor is provided with all the financial and programmatic information necessary to respond to the audit guidelines issued by the State Controller's Office, including prepared year-end financial statements.
- Opportunities to blend or leverage funds investigated and brought to the Commission's attention.
- Applications for public and private funds completed, as requested by the Commission.

Fund Allocation. Assist the Commission in the allocation of funds accumulated in the County's Children and Families Trust Fund.

Indicators/Deliverables:

- Documented process and timetable in place for making funding decisions on programs and services outlined in the strategic plan.
- Fund allocation process conducted smoothly, through Commission directed strategies, which may include: collaborative community processes, issuance of competitive RFPs, receiving and managing proposals and applications, and coordination of the proposal review process.

Contract Management – Financial Monitoring. Administer grants and contracts to ensure strict accountability over the use of funds and ensure compliance with contract provisions.

Indicators/Deliverables:

- Contracts established in a timely manner with each organization funded by the Commission.
- Documentation recorded on quarterly contract monitoring for financial accountability.

Oversight of Outside Funding Initiatives, As Needed. Ensure that all initiatives with outside funding are implemented in a timely fashion, are monitored and evaluated, and meet the conditions of the contract agreement.

Indicators/Deliverables:

- Appropriate subcontracts for services negotiated in a timely manner, and monitored for contract compliance.
- Contract deliverables completed in accordance with contract stipulations and in a timely manner.

Public and Provider Relations. Oversee the development of a communication system that facilitates information sharing between the Commission, the general public, and with consumers and providers of early childhood development services.

Indicators/Deliverables:

- FIRST 5 Tuolumne Website maintained with current information.
- Commission funding opportunities, training events and planning efforts are widely publicized, through mailings, web site announcements, and other outreach, as appropriate.
- As time permits, local media outreach is conducted for specific, targeted events or issues.

Legal Requirements, Tracking, and Compliance. Ensure that the Commission is in compliance with all state statutes and local ordinances.

Indicators/Deliverables:

- An annual fiscal and compliance audit is completed, in cooperation with the County of Tuolumne's Auditor's Office and the outside auditor.
- Commission is informed on changes in state and local laws and regulations affecting the Commission. New policies and practices are implemented to ensure compliance.

State-level Involvement and Advocacy. Access information from the First 5 California Children and Families Commission, and the First 5 Children and Families Association. Link the Commission with resources and programs available through these entities and represent the Commission at state-wide meetings.

Indicators/Deliverables:

- Commission is informed regarding activities of the State Commission, the First 5 Association of California, and regional First 5 workgroups, with specific focus on rural county issues.
- Commission is informed about all relevant state Commission and Association resources for counties, and linked, where appropriate, to these resources.
- Rural issues and concerns are represented in statewide planning efforts to guide program development, training events, augmentations, evaluation requirements and/or financial reporting requirements.

PROGRAM SERVICES

Contract Management -- Program Monitoring Administer grants and contracts to ensure compliance with contract provisions for quarterly benchmarks.

Indicators/Deliverables:

- Documentation recorded on quarterly contract monitoring for performance.
- Documentation on site visits, contract performance meetings, technical assistance, and other program related monitoring and assistance activities provided where indicated.

Collaboration and Integration of Services. As time permits, assist the Commission in promoting coordinated planning, service delivery, information sharing and other initiatives with and among providers of early childhood development, health services, and family support services.

Indicators/Deliverables:

- As, directed, represent the Commission through involvement in local initiative planning, convening of groups or other collaborative planning efforts for critical 0-5 efforts.

Program Duties For Outside Funding Initiatives, As Needed. Ensure that coordination and program monitoring for all initiatives with outside funding meet the conditions of the contract agreement. These duties can be jointly assumed by TCSOSs or wholly assumed by Commission staff.

Indicators/Deliverables:

- Act as the lead agency for Tuolumne County QRIS.
- Coordinate seamless services and integration between sites, funding sources, evaluation requirements and database.

Technical Assistance. Directly provide (or link) grantees with the technical assistance resources necessary to provide quality and responsive 0-5 services.

Indicators/Deliverables:

- As directed or prioritized by the Commission, grantees are assisted with requests for grant writing, fundraising, or other capacity-building activities.
- Grantees are provided with information on technical assistance resources appropriate to their service strategies.

EVALUATION SERVICES

Evaluation. Define and report measurable outcomes of the commission's programs, services and projects using appropriate, reliable indicators.

Indicators/Deliverables:

- Work with the Commission to annually review the best strategy for providing evaluation services and to ensure that either contracts or an internal staffing plan is in place for full coverage of evaluation needs and responsibilities outlined in the guiding legislation. Develop an evaluation strategy that seamlessly links with the state commission evaluation strategy.
- Develop criteria to evaluate the performance of each funded project. Provide technical assistance to all grantees in the development of an evaluation strategy specific to their project that will provide outcome information to the Commission as well as meet the First 5 California criteria for evaluation reporting.
- Develop or acquire data collection instruments, information systems and other tools necessary to implement the County's evaluation plan.
- Where necessary or appropriate, conduct data analysis of funded programs for year-end report.
- Generate timely, reliable periodic reports that show the performance of individual contracts, as well as the outcomes being achieved for young children and their families.
- Ensure that subcontractors participate in all required state evaluation systems.
- Prepare an annual report in compliance with the state statutes and guidelines for the First 5 California Children and Families Commission and submit in a timely fashion.

Exhibit B BUDGET

The budget, following, is for the period of February 28, 2017 through June 30, 2018. An annual budget for the subsequent years covered under this agreement shall be mutually agreed upon annually, no later than May 15th of each fiscal year, by Commission action.

For the period of February 28, 2017 through June 30, 2017, no costs shall be charged for the work of recruiting and hiring a First 5 Director.

For the period of July 1, 2017 through June 30, 2018:

FY 17-18	12-month budget
Expenditures	
<i>Personnel Costs</i>	
<i>Classified Management Salary – Director</i>	\$ 50,906
<i>Benefits, total</i>	\$ 20,107
Total Personnel Costs	\$ 71,013
<i>Operating Costs</i>	
<i>Supplies- Start Up Office Costs</i>	\$ 1,700
<i>Supplies, Copying, Postage</i>	\$1,000
<i>Travel and Conference</i>	\$ 3,000
<i>Professional Services: Fiscal</i>	\$ 9,000
Total Operating Costs	\$14,700
Agency Indirect at 11.71% of Direct Expenses	\$ 10,036
Total Expenditures	\$ 95,749

Budget Detail

Annual rate for Fiscal Services: \$9,000

The Director shall be hired and start at a contract for 180 days (80%). If CA QRIS funds are awarded in August 2017, contract shall be increased to 202.5 days (90% FTE). The Commission will compensate TCSOS for the Director position based on the annual funding it receives. Upon the mutual agreement of the Commission and TCSOS, the Director's assignment may be reduced or increased on an annual basis. Any such adjustment shall be made in writing and signed by both Parties as an amendment to the MOU. If any such adjustment results in a reduction in the Director's assignment, the reduction shall not be effective for sixty (60) calendar days from the date of the signed addendum so that TCSOS may provide the Director with notice pursuant to Education Code section 45117.