



First 5 Tuolumne



Commission Meeting

April 27, 2020
10:30-12:00pm

- We will all start the meeting on mute.
- You will be unmuted every time there is time for public comment or discussion.
- The chat box will be monitored. Feel free to put questions or comments in that chat.
- All votes must be done by roll call

Mission

- The First 5 Tuolumne County Commission promotes and supports the development of integrated resources that will:
- strengthen families and support safe home environments,
- strengthen early care and education environments, and
- improve children's health.

Vision

- Tuolumne County is child friendly, values families and respects and honors the diversity of its residents.
- Citizens of Tuolumne County recognize that home and child care settings are critical contexts for children's development in the early years.
- All Tuolumne County children will thrive in supportive, nurturing and loving family and community environments, enter school healthy and ready to learn and become productive members of the community.

Values

- *Collaboration*: We work cooperatively with established systems, service, and the community on common goals to maximize effectiveness for children and families.
- *Innovation*: We apply what has been proven to work elsewhere to find fresh solutions to the specific needs of our community.
- *Excellence*: We seek to attain the highest quality outcomes, measured against established best practices and the most credible current research.
- *Accountability*: We are responsible and results-driven with the resources the public entrusts to us.
- *Respect*: We embrace input and assistance from all facets of the community, so we can span all cultures and languages to support every child and family.

Welcome and Introductions

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 Superintendent of School's seating area, outside of the conference room, so that you can be easily found to rejoin the meeting for subsequent agenda items.

Public Comment

- *The public may speak on any item not on the printed agenda. No action may be taken by the Commission. Public Comment is also taken on each agenda item.*

Public Hearing

Item 1: Public Hearing on the First 5 California Children and Families Commission Annual Report for Fiscal Year 2018-2019 ([attachment #1](#))

- a) Open Public Hearing
- b) Public Comment and Discussion

Item 2: Public Hearing on the Draft Update to the Strategic Plan and Long Term Financial Plan ([attachment #2](#))

- a) Open Public Hearing
- b) Public Comment and Discussion

Close Public Hearing

Item 3: Consider action to approve Minutes for February 5, 2020 (attachment #3)

Suggested recusal: None

Action requested: Approve Minutes for February 5, 2020

Item 4. Consider action to approve COVID-19 short term Scope of Work change for the ATCAA Family Learning Center for 2019/2020 (attachment #4)

- **Details:** Due to the significant challenges faced by the current pandemic, the Family Learning center is having to change the methods they are connecting with families. It has also impacted the number of families they can serve.
- The new Scope of Work is attached.

Action requested:

- a. Approve changes to the ATCAA Family Learning Center Scope of Work for the remainder of the 2019/2020 fiscal year.

Item 5. Consider approval of establishing an Emergency Response Fund (attachment #5)

- **Details:** Due to the unexpected outbreak of Covid-19, the Executive Director is requesting the establishment of an Emergency Response Fund. This fund could be used during an unexpected crisis such as the existing one or in the case of future emergencies like wildfires or extended power outages.
- This fund could be used at the discretion of the First 5 Director, with approval from the Commission Chair and Vice-Chair.
- Review the Long Term Financial Plan budget for reference.

Action requested:

- a. Approve establishment of the First 5 Tuolumne Emergency Response Fund in the amount of \$ _____ per fiscal year.

	Current financial plan		Next financial plan scenario	
	Forecast	Forecast	Forecast	
Forecast Years 2016 - 2023	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Total Beginning Balance	\$ 728,689	\$ 723,658	\$ 710,364	\$ 674,038
Revenues				
Tobacco Tax	\$ 475,000	\$ 475,000	\$ 465,500	\$ 465,500
First 5 CA - CARES / IMPACT	\$ 97,556	\$ 82,000	\$ 82,000	\$ 82,000
QRIS CSPP/IT/QCC	\$ 51,074	\$ 66,276	\$ 65,565	\$ 64,854
All interest	\$ 8,500	\$ 8,500	\$ 7,179	\$ 6,815
Other Grants - MHSA, SAF, AH, First5CA	\$ 27,300	\$ 24,400	\$ 25,000	\$ 25,000
Other (Fees, Reimb)				
Total Anticipated Revenues	\$ 659,430	\$ 656,176	\$ 645,244	\$ 644,169
Expenses				
Operations (Detail)				
Staffing: Executive Director	\$ 90,397	\$ 90,663	\$ 91,860	\$ 94,615
Fiscal - Contract	\$ 1,189	\$ -	\$ -	
Operations Costs Direct F5 to auditor	\$ 22,900	\$ 21,900	\$ 18,500	\$ 18,500
Subtotal Operations with new numbers	\$ 114,486	\$ 112,563	\$ 110,360	\$ 113,115
CARES / IMPACT	\$ 97,556	\$ 82,000	\$ 82,000	\$ 82,000
CSPP/IT QRIS	\$ 59,465	\$ 66,276	\$ 65,565	\$ 64,854
Local First 5 - 4 yr grants	\$ 356,715	\$ 368,455	\$ 379,341	\$ 390,578
Local First 5 - annual*	\$ 26,240	\$ 30,176	\$ 34,304	\$ 34,304
Emergency Response Fund	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Future Expenditures	\$ 664,461	\$ 669,470	\$ 681,570	\$ 694,851
Total Ending Balance	\$ 723,658	\$ 710,364	\$ 674,038	\$ 623,356
<i>Expenditures over Revenues</i>	<i>\$ 5,031</i>	<i>\$ 13,294</i>	<i>\$ 36,326</i>	<i>\$ 50,682</i>

Item 6. Approve the resignation of Annie Hockett from the First 5 Commission (attachment #6)

- **Details:** Due to responsibilities at the Probation Department, Annie has chosen to not reapply at the end of her term.

Action requested:

- a. Approve the resignation of Annie Hockett from the First 5 Commission.

Item 7. Consider action to adopt budget revision for FY 2019/2020 (attachment #7)

- **Details:** We are needing to revise the budget, as we do close to the end of every fiscal year with closer to the actual costs.

Action requested:

- a. Adopt budget revision for FY 2019/2020

Funds and Revenues	Budgeted 19-20	Updated FY 19-20
State - Prop 10 Children and Fam	\$ 475,000	475,000
State - IMPACT	\$ 98,000	97,556
Interest Income: local and SMIF	\$ 8,600	8,500
QRIS CSPP/IT	\$ 53,000	51,074
Other Operating Revenue - Grant	\$ 12,195	27,300
Refunds/Reimbursements	\$ -	-
Total Revenues	\$ 646,795	659,430

Expenditures	Budgeted 19-20	Updated FY 19-20
Operations: Services and Supplies		
Dues and Memberships (F5 Assoc)	4,000	4,000
Advertising (Public notices)	250	250
Contracted professional svcs		
Executive Director	90,597	90,597
Fiscal Contract	1,189	1,189
County Counsel	3,000	3,000
Auditor-Controller (local)	250	250
Accounting & Audit (outside audit)	11,400	14,100
Subtotal Services and Supplies	110,686	113,386

Grants and Programs		
Grant Contracts		
ICES Raising Healthy Families	135,000	135,000
A-TCAA Family Learning Cntrs	65,000	65,000
SEED Program	100,000	100,000
Smile Keepers Program	57,367	57,367
IMPACT	97,556	97,556
QRIS CSPP	43,912	43,912
QRIS QCC	15,553	15,553
Commission-Run Programs		
Dental Help Fund	3,000	3,000
Imagination Library	10,556	10,556
Outreach and New Parent Kit	350	1,350
Local Grants	12,634	12,634
Emergency Response Fund		10,000
Subtotal Grants and Programs:	540,927	551,927
Total Expenditures for Budget	651,613	665,313

Item 8. Approving a preliminary operating budget for Fiscal Year 2020-2021 (attachment #8)

- **Details: Review attached budget**

Action requested:

- a. Approve preliminary operating budget for Fiscal Year 2020-2021

Funds and Revenues	Updated FY 19-20	Recommend FY 20-21
State - Prop 10 Children and Fam	475,000	475,000
State - IMPACT	97,556	82,000
Interest Income: local and SMIF	8,500	8,500
QRIS CSPP/IT	51,074	66,276
Other Operating Revenue - Grant	27,300	24,400
Refunds/Reimbursements	-	-
Total Revenues	659,430	656,176
Expenditures	Updated FY 19-20	Recommend FY 20-21
Operations: Services and Supplies		
Dues and Memberships (F5 Assoc)	4,000	4,000
Advertising (Public notices)	250	250
Contracted professional svcs		
Executive Director	90,597	90,663
Fiscal Contract	1,189	-
County Counsel	3,000	3,000
Auditor-Controller (local)	250	250
Accounting & Audit (outside audit)	14,100	14,100
Subtotal Services and Supplies	113,386	112,263

Grants and Programs		
Grant Contracts		
ICES Raising Healthy Families	135,000	139,050
A-TCAA Family Learning Cntrs	65,000	66,950
SEED Program	100,000	103,000
Smile Keepers Program	57,367	59,455
IMPACT	97,556	82,000
QRIS CSPP	43,912	
QRIS QCC	15,553	66,276
Commission-Run Programs		
Dental Help Fund	3,000	3,000
Imagination Library	10,556	14,626
Outreach and New Parent Kit	1,350	350
Local Grants	12,634	12,500
Emergency Response Fund	10,000	10,000
Subtotal Grants and Programs:	551,927	557,207
Total Expenditures for Budget	665,313	669,470

Item 9. Adopting:

- First 5 California Children and Families Commission Annual Report for Fiscal Year 2018-2019 (Attachment #1)
- Update to the Strategic Plan and Long Term Financial Plan (Attachment #2)

Action requested:

Adopt First 5 California Children and Families Commission Annual Report for Fiscal Year 2018-2019
And the 2020 Update to the Strategic Plan and Long Term Financial Plan

Discussion Items, Information Items and Reports

10. Financial Report through February 2020

Fiscal Year 2019-2020	Monthly Itemization				
Jan-Feb					
All Fund Balance & Revenues	Budgeted	Prior Balance	Month 1	Month 2	Cumulative
Balance brought forward					\$ 624,463.14
Outstanding accts payable prior FY					\$ (204,049.67)
Due from State/AR, apply to prior FY					\$ 373,038.78
Prepaid expenditures					\$ 3,125.00
Other adjustments					
Total Balance Brought forward	\$ 796,577.25	\$ -	\$ -	\$ -	\$ 796,577.25
Interest Income	\$ 8,400.00	\$ 5,604.20			\$ 5,604.20
State - IMPACT	\$ 97,556.00	\$ -			\$ -
State - Mo. Disb, current FY	\$ 475,000.00	\$ 18,672.98	\$ 23,590.87	\$ 45,709.76	\$ 87,201.61
SMIF (state generated interest)	\$ 100.00	\$ 772.00		\$ (772.00)	\$ -
Refunds/Reimbursements	\$ -	\$ -			\$ -
Other Operating Revenue - Grant	\$ 27,300.00	\$ 15,400.00		\$ 900.00	\$ 16,300.00
QRIS CSPP and QCC	\$ 51,074.00	\$ (19,895.50)	\$ 11,047.40		\$ (8,848.10)
Revenues This FY Only	\$ 659,430.00	\$ 19,781.68	\$ 34,638.27	\$ 45,837.76	\$ 100,257.71
Total Funds & Revenues	\$ 1,456,007.25	\$ 19,781.68	\$ 34,638.27	\$ 45,837.76	\$ 896,834.96

Expenditures	Budgeted	Prior Balance	Month 1	Month 2	Cumulative
Dues and Memberships	\$ 4,000.00	\$ 4,000.00			\$ 4,000.00
Advertising	\$ 250.00	\$ 108.00			\$ 108.00
Professional Svcs-Admin	\$ 28,368.09	\$ 6,493.81	\$ 7,151.41		\$ 13,645.22
County Counsel	\$ 3,000.00	\$ 1,500.00	\$ 250.00	\$ 250.00	\$ 2,000.00
Auditor-Controller (local)	\$ 250.00	\$ 87.50	\$ 3.50	\$ 10.50	\$ 101.50
Accounting & Audit (outside audit)	\$ 11,400.00	\$ 14,100.00			\$ 14,100.00
Oral Health Access	\$ 3,000.00	\$ -			\$ -
Prof Services- Program Svcs: ED	\$ 54,358.19	\$ 12,767.63	\$ 14,302.82		\$ 27,070.45
Professional Services- Evaluation	\$ 9,059.70	\$ 2,127.94	\$ 2,383.80		\$ 4,511.74
Outreach Expenses	\$ 300.00	\$ -			\$ -
Imagination Library	\$ 10,556.00	\$ 5,229.88	\$ 1,027.88	\$ 1,072.31	\$ 7,330.07
QRIS Preschool	\$ 43,912.00	\$ 2,475.00			\$ 2,475.00
QRIS I/T	\$ 15,553.00	\$ 825.00			\$ 825.00
ICES Raising Healthy Families	\$ 135,000.00	\$ 73,430.00		\$ 33,095.00	\$ 106,525.00
ATCAA Family Learning Cntrs	\$ 65,000.00	\$ 17,019.34		\$ 12,416.06	\$ 29,435.40
Kits for New Parents - Total	\$ 50.00	\$ -			\$ -
TCOE SEED	\$ 100,000.00	\$ 15,086.59	\$ 27,079.00		\$ 42,165.59
TCOE Smile Keepers	\$ 57,366.50	\$ 12,129.25	\$ 14,536.79		\$ 26,666.04
IMPACT	\$ 97,556.00	\$ 8,143.25		\$ 3,660.00	\$ 11,803.25
Local Grants	\$ 12,633.50	\$ -			\$ -
Total Expenses	\$ 651,612.98	\$ 175,523.19	\$ 66,735.20	\$ 50,503.87	\$ 292,762.26

Discussion Items, Information Items and Reports

7: Reports from Executive Director, Commissioners and Ex-Officios
Postponed: First 5 Retreat



Time and location for next meeting:

June 3, 2020 at 1:15 pm

Location To Be Announced