

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 April 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 April 24, 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)
Commission Chair 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