

First 5 Tuolumne County Commission  
**Minutes of Meeting October 3, 2018, 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 Vice-Chair Allen, attendees were welcomed.

Voting Members Present: Allen, Bulkin, Brennan, Collie, Parrish, Sunday

Alternates: Patey, Williams

Commissioners Absent: None

Advisory Committee Members Present: Sheila Kruse

Staff Present: Garcia

Members of the public present: Annie Hockett

Welcome and introductions

Open Public Hearing

1. Public Hearing on Annual Audit and Annual Report for FY 17-18
  - a. Present: First 5 Tuolumne County Audit (attachment #1)
    - i. Sarah Garcia reviewed the audit, noted that there were no audit findings, and that the Commission met all legislative and compliance requirements. The revenue and expenditures were explained. The full audit is available on the website [www.First5Tuolumne.org](http://www.First5Tuolumne.org)
      1. Sarah explained the changes to revenues due to QRIS grants that were obtained.
  - b. Annual Report (Power Point Presentation) for FY 17-18
    - i. Sarah Garcia provided a power-point presentation summarizing the service and demographic data in the annual report to First 5 CA. The full report is available on the First 5 Tuolumne website. [www.First5Tuolumne.org](http://www.First5Tuolumne.org)
  - c. Public comment and discussion
    - i. None

Closed Public Hearing at 1:35 p.m.

Closed Session

2. Public Employee Performance Evaluation (Govt. Code 54957)  
Title: Director of First 5  
Public comment was requested prior to closed session: There were none

End Closed Session

3. Report out on closed session
  - a. Next steps were as follows for the Director
    - i. Engage with Leadership Tuolumne County
    - ii. Find a leadership coaching program
    - iii. Work with Commissioner Allen regarding governmental operations

Action Items

4. Consideration of Approval of Director Salary Schedule (Att #2)  
Motion: to approve the 5 step Director Salary Schedule as presented
  - a. Moved: Commissioner Brennan
  - b. Seconded: Commissioner ParrishMotion carried: 5 ayes: (Allen, Brennan, Collie, Parrish, Sunday)  
*Recusal:* Commissioner Bulkin
  
5. Recommendation to Approve Step 2, retroactive July 1, 2018 for Director (Att #2)  
Motion: to approve the Director to Step 2, retroactive to July 1, 2018
  - a. Moved: Commissioner Collie
  - b. Seconded: Commissioner SundayMotion carried: 5 ayes: (Allen, Brennan, Collie, Parrish, Sunday)  
*Recusal:* Commissioner Bulkin
  
6. Discussion and action to adopt Audit and Annual Report for FY 17-18 (Att#1)  
Motion: to approve the Annual Report for FY 2017-2018 as presented
  - a. Moved: Commissioner Bulkin
  - b. Seconded: Commissioner CollieMotion carried: 6 ayes: (Allen, Brennan, Bulkin, Collie, Parrish, Sunday)
  
7. Consideration of approval of Minutes for September 8, 2018 (Att #3)  
Motion: to approve the Minutes as presented
  - a. Moved: Commissioner Bulkin
  - b. Seconded: Commissioner Parrish
  - c. Abstained: BrennanMotion carried: 5 ayes: (Allen, Bulkin, Collie, Parrish, Sunday)
  
8. Consideration of accepting the resignation of Margie Bulkin from Commission (Att #4)  
Motion: to approve the resignation of Margie Bulkin as First 5 Commissioner
  - a. Moved: Commissioner Allen
  - b. Seconded: Commissioner CollieMotion carried: 6 ayes: (Allen, Brennan, Bulkin, Collie, Parrish, Sunday)
  
9. Election of Officers (Att #5)  
Motion: to approve the appointment of officers as follows:  
Chair: Cori Allen  
Vice Chair: Laura Sunday  
Treasurer: Sarah Collie
  - a. Moved: Commissioner Bulkin
  - b. Seconded: Commissioner BrennanMotion carried: 6 ayes: (Allen, Brennan, Bulkin, Collie, Parrish, Sunday)
  
10. Discussion and action to adopt Strategic Plan (Att #6)  
Motion: to approve the Strategic Plan and Long Term Financial Plan for FY 2019-2022
  - a. Moved: Commissioner Bulkin

- b. Seconded: Commissioner Parrish
- Motion carried: 6 ayes: (Allen, Brennan, Bulkin, Collie, Parrish, Sunday)

Discussion Items, Information Items and Reports

11. Financial Report (May/June 2018 and July/August) (Att #7)
12. Grant Committee Presentation
  - a. Three new items were added to the grantee requirements that will be included in the RFA.
  - b. Innovation, Trauma Informed, and Community Outreach
  - c. Commissioner Brennan discussed the importance in finding our families where they are and thinking outside the box.
  - d. Sheila Kruse discussed the option for contracting with Tuolumne County Superintendent of Schools for the coaching for Quality Counts. We will need to set up a meeting very soon to make a recommendation to the Commission regarding the Quality Early Learning grant.
  - e. All competitive grants will open on December 10<sup>th</sup> and are due back to the Commission on January 14<sup>th</sup>, 2019.
13. Recognizing the resignation of Willow Thorpe from the First 5 Commission
  - a. Commissioner Allen commented that Commissioner Thorpe provided good leadership on the commission.
14. Reports from Director, Commissioners and Ex-Officios
  - a. Commissioner Sunday notified the group that CNVC will be providing home visiting and parenting workshops and they need child care providers.
  - b. Commissioner Bulkin discussed how she has appreciated her time on the commission and how she has really learned how valuable our 0-5 children are.
  - c. Erika Hagstrom-Dossi: She expressed how she has appreciated having the First 5 office at TCSOS. She suggested a new slogan for First 5. "Talk, Read, Sing, Brush".
  - d. Commissioner Parrish: The Health Fair is October 16<sup>th</sup> and 17<sup>th</sup> from 7am-1pm. It is the 40<sup>th</sup> anniversary of the event. The cost of the labs has been reduced in celebration of the anniversary.
  - e. Commissioner Brennan expressed how she appreciates all the new Commissioners. She heard that the debate went very well, which was hosted by ICES, Local Childcare Planning Council.
  - f. Commissioner Allen: The emergency children's shelter will be closing starting October 17<sup>th</sup>. ICES has been approved to provide the Foster Bridge program to train child care providers and provide child care for foster children.

Set time and location for next meeting:

December 5, 2018 at 1:15 pm, Tuolumne County Superintendent of Schools Office, Rm 217  
175 Fairview Ln, Sonora, CA 95370

Adjournment: 3:06pm