

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

Item 4: Commissioner Bulkin -Consideration of Approval of Director Salary Schedule (Att #2) Item 5: Commissioner Bulkin - Recommendation to Approve Step 2, retroactive July 1, 2018 for Director (Att #2)

Conflict of Interest Reminder for Commissioners and Alternates:

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

Commissioners who wish to recuse themselves for reason <u>other than</u> 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.



Item 1: Public Hearing on Annual Audit and Annual Report for FY 17-18

See Attachment #1

First 5 Tuolumne County Audit



Item 4: Consideration of Approval of Director Salary Schedule

		F	irst 5 Tuolumne			
		Classified M	anagement Sala			
	Rate	Step 1	Step 2	Step 3	Step 4	Step 5
Level 2	Daily	\$291.30	\$297.12	\$303.63	\$309.13	\$315.31
Director First Five	Hourly	\$36.41	\$37.14	\$37.95	\$38.64	\$39.41
	225 Days	\$65,542.50	\$66,852.00	\$68,316.00	\$69,554.25	\$70,944.00
	*80%	\$52,433.18	\$53,481.84	\$54,551.48	\$55,642.51	\$56,755.36
*Salary benefit pack	age are subje	ct to First 5 fu	nding and app	roved by the Fi	rst 5 Commissio	on

	<u>Total</u>	opted PERS 7/18 Rate	Medicare	H&W	ļ	SUI	 WC	otal Salary d Benefits
First Five Director								
Step 1	\$52,433.18	\$ 8,142.87	\$ 760.29	\$ 7,440.00	\$	26.22	\$ 1,914.89	\$ 70,717.45
Step 2	\$53,481.84	\$ 10,914.46	\$ 760.29	\$ 7,440.00	\$	26.22	\$ 1,914.89	\$ 74,537.71
Step 3	\$54,551.48	\$ 11,346.71	\$ 760.29	\$ 7,440.00	\$	26.22	\$ 1,914.89	\$ 76,039.59
Step 4	\$55,642.51	\$ 13,242.92	\$ 760.29	\$ 7,440.00	\$	26.22	\$ 1,914.89	\$ 79,026.83
Step 5	\$56,755.36	\$ 14,302.35	\$ 760.29	\$ 7,440.00	\$	26.22	\$ 1,914.89	\$ 81,199.11



Current Financial Plan with NO Step Increases

		Current finan	icial plan		Next financia	I plan scenario		
	Actual	Actual	Actual	Proposed	Forecast	Forecast	Forecast	
Forecast Years 2016 - 2023	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Total Beginning Balance	790,603	776,864	814,949	796,577	1,196,968	1,201,272	1,194,652	1,114,386
Revenues								
Tobacco Tax	475,000	475,000	475,000	475,000	475,000	475,000	465,500	465,500
First 5 CA - CARES / IMPACT	35,980	98,570	89,725	98,000	98,000	-	·	·
QRIS CSPP/IT		,	51,047	53,000	53,000	53,000	53,000	53,000
All interest	6,916	7,729	10,685	8,600	12,045	12,088	12,022	11,219
Other Grants - MHSA	10,000	10,000	10,000	12,195				
Other (Fees, Reimb)	24,931	41,023	5,587					
Total Anticipated Revenues	552,827	632,322	642,044	646,795	638,045	540,088	477,522	529,719
Expenses			Transition Yr					
Operations (Detail)								
Staffing: Executive Director	74,132	78,750	89,931	85,479	85,479	85,479	85,479	85,479
Fiscal - Contract				4,430	1,189	_	_	
Operations Costs Direct F5 to auditor	18,260	19,786	18,711	-	18,500	1	18,500	18,500
Subtotal Operations with new numbers	92,392	98,536	108,642	89,909	105,168	•	103,979	103,979
CARES / IMPACT	49,656	132,928	95,312	98,000	98,000	,	,	,
CSPP/IT QRIS		,	51,047	53,000	53,000	53,000	53,000	53,000
Local First 5 - 4 yr grants	-	361,123	405,415	-	370,000	381,100	392,533	404,309
Local First 5 - annual*	2,278	1,650	-	5,495	7,573	8,628	8,276	8,276
Other (Fees, Reimb)	22,993							
Future Expenditures	167,319	594,237	660,416	246,404	633,741	546,707	557,788	569,564
Total Ending Balance	1,176,111	814,949	796,577	1,196,968	1,201,272	1,194,652	1,114,386	1,074,541
Expenditures over Revenues	(385,508)	(38,085)	18,372	(400,391)	(4,304) 6,619	80,266	39,845
	-230%	. , ,	,		-19		, ,	7%



Financial Plan with Step Increases

		Current finar	icial plan		Next financial			
	Actual	Actual	Actual	Proposed	Forecast	Forecast	Forecast	
Forecast Years 2016 - 2023	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Total Beginning Balance	790,603	776,864	814,949	796,577	691,778	688,028	670,030	575,913
Revenues								
Tobacco Tax	475,000	475,000	475,000	475,000	475,000	475,000	465,500	465,500
First 5 CA - CARES / IMPACT	35,980	98,570	89,725	98,000	98,000	-		
QRIS CSPP/IT			51,047	53,000	53,000	53,000	53,000	53,000
All interest	6,916	7,729	10,685	8,600	6,993	6,955	6,775	5,834
Other Grants - MHSA	10,000	10,000	10,000	12,195				
Other (Fees, Reimb)	24,931	41,023	5,587					
Total Anticipated Revenues	552,827	632,322	642,044	646,795	632,993	534,955	472,275	524,334
Expenses			Transition Yr					
Operations (Detail)								
Staffing: Executive Director	74,132	78,750	89,931	86,850	88,481	91,725	94,084	94,084
Fiscal - Contract				4,430	1,189	_	-	
Operations Costs Direct F5 to auditor	18,260	19,786	18,711	18,638	18,500	18,500	18,500	18,500
Subtotal Operations with new numbers	92,392	98,536	108,642	109,918	108,170	110,225	112,584	112,584
CARES / IMPACT	49,656	132,928	95,312	98,000	98,000	-		
CSPP/IT QRIS			51,047	53,000	53,000	53,000	53,000	53,000
Local First 5 - 4 yr grants	399,247	361,123	405,415	485,181	370,000	381,100	392,533	404,309
Local First 5 - annual*	2,278	1,650	-	5,495	7,573	8,628	8,276	8,276
Other (Fees, Reimb)	22,993							
Future Expenditures	566,566	594,237	660,416	751,593	636,743	552,953	566,393	578,169
Total Ending Balance	776,864	814,949	796,577	691,778	688,028	670,030	575,913	522,079
5 11.	40.700	(20.02-1	40.070	404.700	2	47.000	044:-	50.001
Expenditures over Revenues	13,739	(38,085)	18,372	104,798	3,750	17,998	94,117	53,834
	2%	-6%	3%	14%	1%	3%	17%	9%



Item 7: Consideration of approval of Minutes for August 8, 2018

First 5 Tuolumne County Commission Minutes of Meeting August 8, 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 Chair Thorpe, attendees were welcomed.

Voting Members Present: Bulkin, Espino (for Allen), Parrish, Thorpe

Alternates: Sunday, Williams

Commissioners Absent: Allen, Brennan Advisory Committee Members Present: none

Staff Present: Garcia

Members of the public present: Sarah Collie, Mayra Patey, Patricia Aguiar

Welcome and introductions

Presentation/Group Discussion Item:

- 1. Presentation by the ATCAA Family Learning Center
 - a. Marcia Williams gave a presentation about the history of the Family Learning Center and the accomplishments and how the center has evolved.
 - b. The demographics of the participants has changed. There are a large number of families coming in that are English Language Learners.
 - c. Patty Aguiar has rolled out a research based curriculum called Ready Rosie. A video was presented with a demonstration of Ready Rosie.
 - d. Flyers of current classes and programs are attached.

Action Items

1. Consideration of approval of Minutes for June 6, 2018 (Att #1)

Motion: to approve the Minutes

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

Motion carried: 4 ayes: (Bulkin, Espino, Parrish, Thorpe)

2. Consideration of approval of two First 5 Commissioners (Att #2)

Motion: to approve the applications of Sarah Collie and Laura Sunday as Commissioners

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

Motion carried: 4 ayes: (Bulkin, Espino, Parrish, Thorpe)

3. Consideration of approval of three First 5 Commissioner Alternates (Att #2)

Motion: to approve the applications of Marcia Williams, Mayra Patey and Annie

Hockett

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

Motion carried: 4 ayes: (Bulkin, Espino, Parrish, Thorpe)

4. Consideration of approval of Scope of Work changes for the ATCAA Family Learning Center. (Att. #3)

Main difference: ATCAA is no longer providing transportation and the demographics is much more Spanish speaking, including support in citizenship and immigrant services. The number of families served has changed.

Motion: to approve the Scope of Work Changes for the ATCAA Family Learning Center

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

Motion carried: 5 ayes: (Bulkin, Espino, Parrish, Thorpe)

Discussion Items, Information Items and Reports

- 5. Financial Report (to June 2018, will be provided at the meeting)
 - a. Due to the audit being finalized, the June report was not yet available. It will be provided at the October 2018 meeting.
- 6. Review MOU between First 5 Commission of Tuolumne County and Tuolumne County Superintendent of Schools for Director Services.
- 7. Strategic Planning Update
- 8. Grant Committee
- 9. Reports from Executive Director, Commissioners and Ex-Officios
 - a. Sarah Garcia reported the Imagination Library is now live. Registration is available online or using the mail in registration form, which will be inputted by the volunteers by the Friends of the Tuolumne County Library.
 - b. Marsha Williams shared the class on Cultural Competency for service providers that will be coming.
 - c. Mayra Patey shared that they hired a new teacher and they are still looking to hire a new psychologist. Special education referrals are now available on the TCSOS website.
 - d. Rebecca Espino is working on a large grant for the CalWorks program for homeless funding. It can be used for rent subsidy, security deposits, beds, etc.
 - e. Willow Thorpe discussed the possibility of a local ASQ training, using local professionals as the teachers. Parenting classes are happening at the ICES office, Tuesdays 5:30-7pm. ICES will be hiring a staff person to run their Foster Bridge program.

Set time and location for next meeting:

October 3, 2018 at 1:15 p, Tuolumne County Superintendent of Schools Office, Rm 217 175 Fairview Ln, Sonora, CA 95370

Adjournment.,



Item 8: Consideration of accepting the resignation of Margie Bulkin from Commission

Marguerite D. Bulkin
County Superintendent of Schools



Mr. Craig Pedro Tuolumne County Administrator 2 South Green Street Sonora, CA 95370-4618

July 17, 2018

Dear Mr. Pedro,

In anticipation of my retirement at the end of my term of office on December 31, 2018, I respectfully request that the Board of Supervisors accept my resignation as a Commissioner of First Five Tuolumne County, effective October 31, 2018.

It has been my honor and privilege to serve as a commissioner and to support programs in our county that serve to enhance the health, safety, and development of children prenatal to age five. I'm certain that the work of the Commission will continue to thrive and that new commissioners will continue to refresh the mission and vision of First Five Tuolumne County.

marqueret D. Bu

Marguerite D. Bulkin

C: Sarah Garcia



Item 9: Election of Officers

History: The Commission nominates and elects officers annually. The current slate of Commission Officers began their annual officer terms in December 2016 The Commissioners that have served as officers in the last three years are:

	Chair	Vice Chair	Treasurer
FY 17-18	Willow Thorpe	Cori Allen	Melissa Parrish
FY 16-17	Margie Bulkin	Deborah Bryant	Anna Noonan
FY 15-16	Margie Bulkin	Melissa Parrish	Anna Noonan

The By-Laws state:

Qualifications, Selection and Term:

The Chair, Vice-Chair and Treasurer are elected by the Commission at the Annual Meeting from among its own members. Election must be by majority vote of the Commissioners. The Chair, Vice-Chair and Treasurer are elected for a term of one (1) year and shall serve until a successor has been duly elected. No officer shall serve more than two (2) successive years in the same office, but may subsequently serve in a different office. After a break of at least one year, a Commissioner may again serve in an office where she or he has served a full term prior.

The following Commissioners are currently eligible for the officer positions.

Eligible for Chair (All)	Eligible for Vice Chair	Eligible for Treasurer (All)					
	(All)						
Cori Allen	Sherri Brenna	Cori Allen					
Sherri Brennan	Melissa Parrish	Sherri Brennan					
Melissa Parrish	Laura Sunday	Laura Sunday					
Laura Sunday	Sarah Collie	Sarah Collie					
Sarah Collie							

Discussion Requested: Nominations will be taken from the floor at the meeting. Officers will be formally elected at today's meeting, and will begin their terms in December 2017.

Officer duties, as stated in the By-Laws, are as follows:

The Chair shall:

- 1. Preside at all meetings of the Commission;
- 2. Execute correspondence, conveyances, and other written instruments as authorized by the Commission, or authorize staff to do so:
- 3. Appoint chairs of the Commission's committees; and
- 4. Set the agenda, or authorize staff to do so.

The Vice-Chair shall:

- 1. In the absence of the Chair assume the duties of the Chair; and
- 2. Perform such reasonable duties as may be required by the Commission or by the Chair of the Commission.

The Treasurer shall:

- 1. Be responsible for overseeing the First 5 Tuolumne County Trust Fund;
- 2. Be responsible for ensuring that periodic and annual financial reports of the First 5 Tuolumne County Trust Fund are provided to the Commission;
- 3. Be responsible for ensuring that a true and accurate accounting of all financial transactions of the Commission is made and kept;
- 4. Be responsible for delegating ministerial duties consonant with his/her responsibilities to the Commission.

The treasurer's duties have been delegated to the Executive Director, with oversight and periodic review of the fiscal systems by the Treasurer.



Item 10: Discussion and Action to Adopt Strategic Plan 2019-2022

Review Attached Strategic Plan



Item 11: Financial Report (May/June 2018 and July/August)

Fiscal Year 2017-2018		Мо	nthly Itemizati	on				
May-June								
All Fund Balance & Revenues	Budgeted	Pr	ior Balance		Month 1	Month 2	(Cumulative
Balance brought forward							\$	716,095.84
Outstanding accts payable prior FY							\$	(78,541.89
Due from State/AR, apply to prior FY							\$	177,395.08
Prepaid expenditures								
Other adjustments								
Total Balance Brought forward	\$ 814,949.03	\$	-	\$	-	\$ -	\$	814,949.03
Interest Income	\$ 6,436.00	\$	7,134.54	\$	-	\$ 3,155.98	\$	10,290.52
State - IMPACT	\$ 95,281.00	\$	8,022.00	\$	2,130.00	\$ 79,573.00	\$	89,725.00
State - Mo. Disb, current FY	\$ 475,000.00	\$	144,763.43	\$	20,658.53	\$ 121,620.00	\$	287,041.96
SMIF (state generated interest)	\$ 100.00	\$	-	\$	-	\$ 394.82	\$	394.82
State - CARES Plus	\$ -	\$	-				\$	-
Refunds/Reimbursements	\$ -	\$	-	\$	-	\$ 5,587.08	\$	5,587.08
Other Operating Revenue - Grant	\$ 10,000.00	\$	-	\$	-	\$ 10,000.00	\$	10,000.00
QRIS CSPP	\$ 43,912.00	\$	-	\$	-	\$ 40,198.00	\$	40,198.00
QRIS I/T	\$ 10,849.00	\$	9,764.10	\$	-	\$ 1,085.00	\$	10,849.10
Revenues This FY Only	\$ 641,578.00	\$	169,684.07	\$	22,788.53	\$ 261,613.88	\$	454,086.48
Total Funds & Revenues	\$ 1,456,527.03	\$	169,684.07	\$	22,788.53	\$ 261,613.88	\$.	1,269,035.51
Expenditures	Budgeted	Pr	ior Balance		Month 1	Month 2	(Cumulative
Communications	\$ 185.00	\$	184.87	\$	-	\$ -	\$	184.87
Dues and Memberships	\$ 3,438.00	\$	3,438.00	\$	3,125.00	\$ (3,125.00)	\$	3,438.00
Office Expense	\$ -	\$	-	\$	-	\$ -	\$	-
Advertising	\$ 215.00	\$	170.98	\$	-	\$ -	\$	170.98
Professional Svcs-Admin	\$ 42,612.00	\$	38,385.98	\$	17,102.27	\$ 6,907.51	\$	62,395.76
County Counsel	\$ 3,000.00	\$	2,500.00	\$	250.00	\$ 250.00	\$	3,000.00
Auditor-Controller (local)	\$ 250.00	\$	77.00	\$	17.50	\$ 22.50	\$	117.00
Accounting & Audit (outside audit)	\$ 11,400.00	\$	11,400.00	\$	-	\$ -	\$	11,400.00
Public Health PNP	\$ 27,574.00	\$	12,064.00	\$	-	\$ 10,212.51	\$	22,276.51
Oral Health Access	\$ 3,000.00	\$	-	\$	-	\$ -	\$	-
Prof Services- Program Svcs: ED	\$ 65,137.00	\$	16,573.24	\$	2,139.06	\$ 944.46	\$	19,656.76
Professional Services- Evaluation	\$ 14,000.00	\$	7,644.69	\$	6,354.54	\$ (6,119.98)	\$	7,879.25
Commission Meeting Exp	\$ -	\$	-	\$	-	\$ -	\$	-
Outreach Expenses	\$ 300.00	\$	-	\$	-	\$ -	\$	-
ICES Raising Healthy Families	\$ 128,107.00	\$	106,089.00	\$	10,000.00	\$ 3,067.00	\$	119,156.00
ATCAA Family Learning Cntrs	111,384.00	\$	57,189.91	\$	20,876.97	\$ 33,317.40	\$	111,384.28
Kits for New Parents - Total	\$ 50.00	\$	-	\$	-	\$ -	\$	-
TCOE SELF	\$ 121,684.00	\$	82,466.09	\$	-	\$ 33,142.53	\$	115,608.62
TCOE Smile Keepers	\$ 37,751.00	\$	30,490.76	\$	-	\$ 6,498.77	\$	36,989.53
IMPACT	\$ 95,281.00	\$	8,337.45	\$	14,960.76	\$ 72,013.53	\$	95,311.74
QRIS Infant/Toddler	\$ 10,849.00		\$6,349.00		\$0.00	\$4,500.00		\$10,849.0
QRIS Preschool	\$ 43,912.00		\$15,420.00		\$2,200.00	\$22,578.00		\$40,198.00
		T .		Φ.			_	
Travel -Training and Seminars	\$ 400.00	\$	400.00	\$	-	\$ -	\$	400.00



Item 11: Financial Report (May/June 2018 and July/August)

Fiscal Year 2018-2019			Мо	nthly Itemizati	ion				
July-Aug				,					
All Fund Balance & Revenues		Budgeted	Р	rior Balance		Month 1	Month 2	-	Cumulative
Tana Balanoo a November		Daagetea	_	nor Balance		MOHEN 1	WOTHER 2		Junialative
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	\$	-	\$	-	\$ -	\$	796,577.2
Interest Income	\$	6,436.00	\$	-	\$	-		\$	-
State - IMPACT	\$	100,095.00	\$	(81,703.00)	\$	81,703.00		\$	-
State - Mo. Disb, current FY	\$	475,000.00	\$	(98,018.51)	\$	61,341.99		\$	(36,676.52
SMIF (state generated interest)	\$	100.00	\$	(394.82)	\$	394.82		\$	-
State - CARES Plus	\$	=	\$	-				\$	-
Refunds/Reimbursements	\$	-	\$	-				\$	-
Other Operating Revenue - Grant	\$	10,000.00	\$	-				\$	-
QRIS CSPP	\$	43,912.00	\$	(40,198.00)	\$	40,198.00		\$	-
QRIS I/T	\$	10,849.00	\$	(1,085.00)	\$	-	\$ 1,085.00	\$	-
Revenues This FY Only	\$	591,631.00	\$	(180,116.33)	\$	143,439.81	\$ -	\$	(36,676.52
Total Funds & Revenues	\$	1,388,208.25	\$	(180,116.33)	\$	143,439.81	\$ -	\$	759,900.73
Expenditures		Budgeted	Р	rior Balance		Month 1	Month 2	(Cumulative
Communications	\$	150.00	\$	-	\$	25.42		\$	25.42
Dues and Memberships	\$	3,438.00	\$	-	\$	3,125.00		\$	3,125.00
Office Expense	\$	-	\$	-				\$	-
Advertising	\$	250.00	\$	-				\$	-
Professional Svcs-Admin	\$	42,612.00	\$	-				\$	-
County Counsel	\$	3,000.00	\$	-	\$	250.00		\$	250.0
Auditor-Controller (local)	\$	250.00	\$	-	\$	31.50		\$	31.50
Accounting & Audit (outside audit)	\$	11,400.00	\$	-				\$	-
Public Health PNP	\$	27,574.00	\$	-				\$	-
Oral Health Access	\$	3,000.00	\$	-				\$	-
Prof Services- Program Svcs: ED	\$	70,615.00	\$	-				\$	-
Professional Services- Evaluation	\$	8,522.00	\$	-				\$	-
Commission Meeting Exp	\$	-	\$	-				\$	-
Outreach Expenses	_	300.00	\$	-				\$	-
Imagination Library	\$	2,195.00	\$	-	\$	2,000.00		\$	2,000.0
QRIS Preschool									
QRIS I/T									
ICES Raising Healthy Families	\$	128,107.00	\$	-	\$	41,500.00		\$	41,500.0
ATCAA Family Learning Cntrs		111,384.00	\$	-				\$	-
Kits for New Parents - Total	\$	50.00	\$	-				\$	-
TCOE SELF		118,743.00	\$	-				\$	-
TCOE Smile Keepers		36,396.00	\$	-				\$	-
IMPACT		100,095.00	\$	-				\$	-
Travel -Training and Seminars	\$	400.00	\$	-				\$	-
Total Expenses	\$	668,481.00	\$	-	\$	46,931.92	\$ -	\$	46,931.92