

Agencies/Organizations affected by Action Items or Discussion Items on the agenda for today's meeting are: None

**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, June 3, 2020

**First 5 Tuolumne County Commission**  
**Minutes of Meeting April 27, 2020, 10:30 am – 12:00 pm**  
Zoom Meeting

Voting Members Present: Ruth Caldwell, Dee Keshner, Cathy Parker, Laura Sunday  
Alternates: Mayra Patey  
Commissioners Absent: Allen, Kirk, Campbell, Espino, Fone, Woodruff  
Staff Present: Garcia  
Members of the public present: Beth Barnett, Patricia Aguiar, Chris Mackenzie, Nancy Miner, Diana Harford, Kristen Youngman

Public Hearing

Opened at 10:42am

1. Public Hearing on the First 5 California Children and Families Commission Annual Report for Fiscal Year 2018-2019 (Attachment #1)
  1. Open Public Hearing, present annual report
  2. Public comment and discussion
2. Public Hearing on the Draft Update to the Strategic Plan and Long Term Financial Plan (Attachment #2)
  1. Present: Draft Update to Strategic Plan and Long Term Financial Plan
  2. Public comment and discussion

Closed at 10:53am

Welcome and Introductions

Public Comment

none

Action Items

Action Items

3. Consider action to approve Minutes for February 5, 2020 (attachment #3)  
Discussion: There were duplicates on Patricia Aguiar's attendance. It was requested it be amended to show her name only once.  
Motion: approve Minutes for February 5, 2020 with requested amendments.  
Moved: Commissioner Sunday  
Seconded: Commissioner Patey  
Abstain: none  
Motion carried: 5 ayes: (Caldwell, Keshner, Parker, Patey, Sunday)  
Recusal: none

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

Discussion: The family learning staff has turned to telephone and Zoom to connect to community partners. They are working closely with Head Start and including Spanish translations to provide outreach and support.

Motion: approve COVID-19 short term Scope of Work change for ATCAA Family Learning Center

Moved: Commissioner Caldwell

Seconded: Commissioner Keshner

Abstain: none

Motion carried: 5 ayes: (Caldwell, Keshner, Parker, Patey, Sunday)

*Recusal:* none

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

Discussion: Due to continuing natural disasters and major unforeseen events, the Director recommended there be an emergency fund established to be able to quickly respond to the needs of the community. These funds would be rolling account that would reset to \$10,000 each year, similar to our Dental Help Fund. If the funds are not used they do not accumulate. These funds are only to be used at the approval of the First 5 Director and Commission Chair and Co-Chair.

Motion: approve establishing an Emergency Response Fund for \$10,000

Moved: Commissioner Sunday

Seconded: Commissioner Caldwell

Abstain: none

Motion carried: 5 ayes: (Caldwell, Keshner, Parker, Patey, Sunday)

*Recusal:* none

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

Discussion: the group wanted to make sure we thank Annie for her service.

Motion: approve the resignation of Annie Hockett from the First 5 Commission Patey

Moved: Commissioner Sunday

Seconded: Commissioner Patey

Abstain: none

Motion carried: 5 ayes: (Caldwell, Keshner, Parker, Patey, Sunday)

*Recusal:* none

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

Discussion: These revisions are to reflect a more accurate usage of our funds for this year.

Motion: adopt budget revision for FY 2019/2020

Moved: Commissioner Patey

Seconded: Commissioner Caldwell

Abstain: none

Motion carried: 5 ayes: (Caldwell, Keshner, Parker, Patey, Sunday)

*Recusal:* none

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

Discussion:

Motion: Approve a preliminary operating budget for Fiscal Year 2020-2021

Moved: Commissioner Patey

Seconded: Commissioner Keshner

Abstain: none

Motion carried: 5 ayes: (Caldwell, Keshner, Parker, Patey, Sunday)

*Recusal:* none

MOTION TO AMEND THE AGENDA as presented on the slide deck

Moved: Commissioner Caldwell

Seconded: Commissioner Sunday

9. Adopting the:

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)

Discussion:

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

Moved: Commissioner Sunday

Seconded: Commissioner Patey

Abstain: none

Motion carried: 5 ayes: (Caldwell, Keshner, Parker, Patey, Sunday)

*Recusal:* none

#### Discussion Items, Information Items and Reports

10. Monthly Financial Report through February 2020 (attachment #9)

11. Reports from Executive Director, Commissioners and Ex-Officios

- a. Chris Mackenzie- Staff is doing virtual play dates. There are now childcare subsidies for essential workers, through June 30.
- b. Cathy Parker- Meals are available at all schools for any child under age 18, including preschoolers and babies. She has been attending regular meetings with Public Health on reopening plan for schools and childcare. The decisions are based on science and data.
- c. Ruth Caldwell- There is a new Health Officer, Liza Ortiz. Stay the course with Social Distancing.
- d. Laura Sunday- CNVC is using Zoom for Girl's Circle and The Council.

#### Time and location for next meeting:

June 3, 2020 at 1:15 pm, Location To Be Announced

Adjournment: 11:47 am



**ATTACHMENT # 2**  
FIRST 5 Meeting, June 3, 2020

**Item 2.** Consider action to approve COVID-19 short term Scope of Work change for Smile Keepers (attachment #2)

**Details:** During the emergency situation, it is impossible for the Smile Keepers staff to carry on business as outlined in the original scope of work. The temporary scope of work addresses the duties of staff to attend to the current need of families.

Action requested: Approve COVID-19 short term Scope of Work change for Smile Keepers
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May 19, 2020

Dear Sarah, Cathy, and First 5,

As many of us have felt the effect of COVID 19, Smile Keepers is also working toward the modification of duties due to COVID 19 limitations. This interruption of services has definitely caused a halt to our school visits but has enabled us to get creative, work together, and still serve family needs.

Smile Keepers has met regularly with the other First 5 grantees during this time to offer support to each other and develop cohesive strategies for outreach for our mutually served families. Additionally, our Executive Director has been in consistent communication with all grantees and this support has been wonderful.

Smile Keepers is in the process of a media based teaching model for 0-5 families. This information, if approved, can be used in future program outreach with local hospital and or TCSOS web based learning site. We will work collaboratively with TCSOS on development of the video based lesson with referral to other avenues via link information. We have continued the 6 month and 1 year birth postcards on infant oral care to parents attending our infant oral care classes through Adventist Health Sonora.

Our hope, once we return to school and duties, is to reinforce the need for Smile Keepers services even more at this time. Students have been eating and snacking more than ever in the past few months and we anticipate many new dental issues on the rise...plus a new approach to dental services in school settings etc. Nothing can replace the face to face encounter with a child for their dental visits... however, we hope enough of the information we have shared with families will encourage parents to be watchful of brushing habits and will encourage structure in this area.

Smile Keepers is helping to distribute the baby care packages from First 5.California. Packages include diapers and wipes for families 0-5 who are struggling with basic care needs. We hope to coordinate with the Adventist Health Labor and Delivery department for donations to their families as well.

Also, we will have unfilled hours in the Dental Consultant position for the remainder of this year. As discussed in our Zoom meeting, we will address this funding once we are back to regular duties. Smile Keepers data will be entered very soon.

These numbers reflect our activity up to March 13, 2020. We will continue with our postcard mailings every month.

## Exhibit A

### SCOPE OF WORK COVID 19 Response REVISION

Service Description - Benchmarks - Documentation & Reporting - Evaluation

#### SERVICE DESCRIPTION

##### Tuolumne County Superintendent of Schools Smile Keepers Program

###### Services

Smile Keepers will provide twice yearly dental education, screening, and fluoride varnish application for approximately 500 children (age birth – 5) per year at area preschools and service sites, including services to special education preschool classrooms. Children will receive services in accordance with parent permission slips. Services will be provided by a Registered Dental Assistant or a Registered Dental Hygienist (required by Head Start). All screening results will be sent home with children. Dental referrals will be provided for children with moderate to urgent dental needs, with follow up phone calls to families as necessary.

Smile Keepers will also provide preventive dental education for families in prenatal classes at Sonora Regional Medical Center, serving up to 75 parents per year. Parents will be provided with take home kits for good oral hygiene habits for baby and new parents. Follow up post cards will be sent to families at baby's 6 month and 1 year birthday with reminders to begin fluoride drops, daily oral care and visiting the dentist at 1 year of age.

Smile Keepers will provide trainings to 20 educators and health care providers on oral health care.

Smile Keepers will identify children in need of the First 5 Dental Help Fund and will facilitate families' applications, and coordinate treatment with local dentists.

Smile Keepers will provide outreach on dental prevention and treatment at the ICES Children's Fair, kindergarten registrations, and Give Kids a Smile with Safari Smiles Dental.

Evidence-Based or Promising Practice: First Smiles

Funding Sources: First 5 Tuolumne County for 0-5 program; the larger Smile Keepers program infrastructure is supported by Denti-Cal billing and other funding for children ages 6-18 (Sonora Area Foundation and local donations).

#### BENCHMARKS

**The following benchmarks shall be demonstrated each quarter:**

1. Grantee will demonstrate steady progress in scheduling and performing dental screenings, dental treatment and parent education, and will report on activities quarterly.

2. The grantee shall demonstrate a good faith effort to provide the following service levels. The numbers below may be duplicated between the years.
  - a. 500 children receive at least one First 5 screening and fluoride treatment annually
  - b. All service sites receive two visits/year, with a goal for 50% of screened children to receive two First 5 screenings and fluoride treatments annually.
  - c. 75 parents participate in prevention education annually.
  - d. 20 educators and health care providers will receive training in oral health care.
  - e. Due to COVID 19, the second screening will not be required March-June 30, 2020.
3. At least one staff member with decision making authority will attend a minimum of 4 Grantee Joint Service Planning meetings in FY 19-20, and quarterly thereafter.
4. 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.





**Item 3.** Monthly Financial Report through April 2020 (attachment #3)

March-April					
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	\$ 2,817.65	\$ -	\$ 8,421.85
State - IMPACT	\$ 97,556.00	\$ -			\$ -
State - Mo. Disb, current FY	\$ 475,000.00	\$ 86,429.61	\$ 187,780.46	\$ -	\$ 273,438.07
SMIF (state generated interest)	\$ 100.00	\$ 772.00	\$ 1,544.00	\$ -	\$ 2,316.00
Refunds/Reimbursements	\$ -	\$ -			\$ -
Other Operating Revenue - Grant	\$ 27,300.00	\$ 16,300.00	\$ 1,000.00	\$ -	\$ 17,300.00
QRIS CSPP and QCC	\$ 51,074.00	\$ (8,848.10)			\$ (8,848.10)
Revenues This FY Only	\$ 659,430.00	\$ 99,485.71	\$ 193,142.11	\$ -	\$ 292,627.82
Total Funds & Revenues	\$ 1,456,007.25	\$ 99,485.71	\$ 193,142.11	\$ -	\$ 1,089,205.07
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	\$ 13,645.22		\$ 6,317.68	\$ 19,962.90
County Counsel	\$ 3,000.00	\$ 2,000.00	\$ 250.00	\$ 250.00	\$ 2,500.00
Auditor-Controller (local)	\$ 250.00	\$ 101.50	\$ 7.00	\$ 7.00	\$ 115.50
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	\$ 27,070.45		\$ 12,635.35	\$ 39,705.80
Professional Services- Evaluation	\$ 9,059.70	\$ 4,511.74		\$ 2,105.89	\$ 6,617.63
Outreach Expenses	\$ 300.00	\$ -	\$ 192.84		\$ 192.84
Imagination Library	\$ 10,556.00	\$ 7,330.07	\$ 1,074.52	\$ 2,250.00	\$ 10,654.59
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	\$ 106,525.00			\$ 106,525.00
ATCAA Family Learning Cntrs	\$ 65,000.00	\$ 29,435.40			\$ 29,435.40
Kits for New Parents - Total	\$ 50.00	\$ -			\$ -
TCOE SEED	\$ 100,000.00	\$ 42,165.59		\$ 23,251.73	\$ 65,417.32
TCOE Smile Keepers	\$ 57,366.50	\$ 26,666.04		\$ 12,328.19	\$ 38,994.23
IMPACT	\$ 97,556.00	\$ 11,803.25		\$ 2,681.00	\$ 14,484.25
Local Grants	\$ 12,633.50	\$ -		\$ 7,500.00	\$ 7,500.00