



First 5 Commission, April 3, 2024

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.



**Item 5.** Consider action to approve Minutes for February 14, 2024 (attachment #3)

**Minutes**

**2:15 – 4:30 pm February 14, 2024**

**Physical Location:** Tuolumne County Public Health Conference Room

Welcome and introductions. Meeting opening time: 2:16pm

Public comment None

Open Public Hearing at 2:21pm

1. Public Hearing on Annual Audit and Annual Report for FY 22/23

Paused public hearing: 2:26pm

Reopen public hearing: 2:27pm

Paused public hearing: 2:32pm

Reopen public hearing: 2:34pm

a. Present: First 5 Tuolumne County Audit (attachment #1)

b. Present: Annual Report (Power Point Presentation) for FY 22/23

c. Public comment and discussion Close Public Hearing Time: 2:42pm

Action Items

2. Consider action to adopt Audit for fiscal year 2022/2023(attachment #1)

Discussion: none

Motion: Commissioner Sunday

2<sup>nd</sup>: Commissioner Clark

Abstain: none

All in favor: 7 aye (Clark, Martin, Parker, Sunday, Hieb-Stock, Patey, Woodruff) Recusal: none

3. Consider action to adopt Annual Report for fiscal year 2022/2023

Motion: Commissioner Sunday

2<sup>nd</sup>: Commissioner Hieb-Stock

Abstain: none

All in favor: 7 aye (Clark, Martin, Parker, Sunday, Hieb-Stock, Patey, Woodruff) Recusal: none

4. Consider action to approve the resignation of Dee Keshner, effective December 31, 2023 (attachment #2)

Motion: Commissioner Clark

2<sup>nd</sup>: Commissioner Hieb-Stock

Abstain: none

All in favor: 7 aye (Clark, Martin, Parker, Sunday, Hieb-Stock, Patey, Woodruff)

Recusal: none

5. Consider action to approve the Commissioner application for Nancy Miner effective March 1, 2024 (attachment #3)

Motion: Commissioner Sunday

2<sup>nd</sup>: Commissioner Clark

Abstain: none

All in favor: 7 aye (Clark, Martin, Parker, Sunday, Hieb-Stock, Patey, Woodruff)

Recusal: none

6. Consider action to approve an updated budget for the First 5 Director (attachment #4) Tabled

7. Consider action to approve Minutes for October 4, 2023 (attachment #5)

Motion: Commissioner Sunday

2<sup>nd</sup>: Commissioner Martin

Abstain: none

All in favor: 7 aye (Clark, Martin, Parker, Sunday, Hieb-Stock, Patey, Woodruff)

Recusal: none

8. Consider action to approve Minutes for December 6, 2023 (attachment #6)

Motion: Commissioner Parker

2<sup>nd</sup>: Commissioner Hieb-Stock

Abstain: Commissioner Sunday, Commissioner Clark

All in favor: 5 aye (Martin, Parker, Hieb-Stock, Patey, Woodruff)

Recusal: none

#### Presentation

9. Mid-Year Benchmark Report for funded programs in FY 2023/2024 (provided at meeting)

#### Discussion Items, Information Items and Reports

10. Presentation: Smile Keepers

11. Unite Us Contract

12. Monthly Financial Report through December 2023 (attachment #8)

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

#### Time and location for next meeting:

April 3, 2024 at 2:15 pm, Location to be announced

Adjournment time: 3:58pm



**Item 8.** Approve updated budget for 2023/2024

Fiscal Year 2023/2024		
		<b>April 2024</b>
<b>All Fund Balance &amp; Revenues</b>	<b>Original Approved Budget</b>	<b>Update</b>
Interest Income	\$9,732.00	\$18,546.00
State - Prop 10 Children and Fam	\$256,328.00	\$268,273.00
SPCFA- First 5 CA	\$205,466.39	\$206,021.10
State - IMPACT	\$73,800.00	\$73,800.00
Other Operating Revenue - Grant	\$70,000.00	\$110,000.00
State- QRIS	\$75,643.00	\$91,045.00
Revenues This FY Only	\$690,969.39	<b>\$767,685.10</b>
<b>Expenditures</b>		<b>Update</b>
Dues and memberships	\$4,000.00	\$4,000.00
P S & S Auditor-Controller	\$250.00	\$250.00
P S & S-Professional Services (ED)	\$38,358.95	\$37,680.16
P S & S County Counsel	\$3,000.00	\$3,000.00
Office Expense - Advertising	\$250.00	\$250.00
P S & S Accounting and Auditing	\$14,100.00	\$14,100.00
Oral Health Access (Dental Help)	\$3,000.00	\$3,000.00
Prof Svcs-Program Svcs: ED	\$52,792.31	\$56,971.53
P S & S - Evaluations	\$19,179.48	\$18,840.08
Outreach	\$300.00	\$300.00
ICES Raising Healthy Families	\$185,000.00	\$185,000.00
New Parent Kit	\$50.00	\$50.00
Imagination Library	\$9,000.00	\$9,000.00
TCSOS SEED	\$80,000.00	\$80,000.00
TCSOS Smile Keepers	\$71,314.00	\$71,314.08
Workforce Pathways Grant	\$8,669.00	\$28,683.00
IMPACT	\$73,800.00	\$73,800.00
QRIS- PS	\$38,659.00	\$35,305.00
QRIS- IT- Rename "QCC"	\$27,057.00	\$27,057.00
Home Visiting Collaboration	\$50,000.00	\$50,000.00
Emergency Response Fund	\$10,000.00	\$10,000.00
<b>Total Expenses</b>	<b>\$688,779.74</b>	<b>\$708,600.85</b>

## FIRST 5 Meeting, April 3, 2024



## Item 9. Approve a preliminary operating budget for Fiscal Year 2024/2025

Fiscal Year 2023/2024			
		April 2024	24/25 Preliminary
All Fund Balance & Revenues	Original Approved Budget	Update	Operating Budget
Interest Income	\$9,732.00	\$18,546.00	\$19,853.29
State - Prop 10 Children and Fam	\$256,328.00	\$268,273.00	\$248,933.00
SPCFA- First 5 CA	\$205,466.39	\$206,021.10	\$185,231.00
State- IMPACT	\$73,800.00	\$73,800.00	\$73,800.00
Other Operating Revenue - Grant	\$70,000.00	\$110,000.00	\$110,000.00
State- QRIS	\$75,643.00	\$91,045.00	\$89,652.00
Revenues This FY Only	\$690,969.39	<b>\$767,685.10</b>	<b>\$727,469.29</b>
Expenditures		Update	24/25 Proposed
Dues and memberships	\$4,000.00	\$4,000.00	\$4,000.00
P S & S Auditor-Controller	\$250.00	\$250.00	\$250.00
P S & S-Professional Services (ED)	\$38,358.95	\$37,680.16	\$38,786.55
P S & S County Counsel	\$3,000.00	\$3,000.00	\$3,000.00
Office Expense - Advertising	\$250.00	\$250.00	\$250.00
P S & S Accounting and Auditing	\$14,100.00	\$14,100.00	\$14,100.00
Oral Health Access (Dental Help)	\$3,000.00	\$3,000.00	\$3,000.00
Prof Svcs-Program Svcs: ED	\$52,792.31	\$56,971.53	\$55,607.40
P S & S - Evaluations	\$19,179.48	\$18,840.08	\$19,393.28
Outreach	\$300.00	\$300.00	\$300.00
ICES Raising Healthy Families	\$185,000.00	\$185,000.00	\$191,465.00
New Parent Kit	\$50.00	\$50.00	\$50.00
Imagination Library	\$9,000.00	\$9,000.00	\$10,000.00
TCSOS SEED	\$80,000.00	\$80,000.00	\$88,000.00
TCSOS Smile Keepers	\$71,314.00	\$71,314.08	\$74,314.04
Workforce Pathways Grant	\$8,669.00	\$28,683.00	\$27,966.00
IMPACT	\$73,800.00	\$73,800.00	\$73,800.00
QRIS- PS	\$38,659.00	\$35,305.00	\$35,305.00
QRIS- IT- Rename "QCC"	\$27,057.00	\$27,057.00	\$26,381.00
Home Visiting Collaboration	\$50,000.00	\$50,000.00	\$50,000.00
Emergency Response Fund	\$10,000.00	\$10,000.00	\$10,000.00
<b>Total Expenses</b>	<b>\$688,779.74</b>	<b>\$708,600.85</b>	<b>\$725,968.27</b>



**ATTACHMENT #6**  
**April 3, 2024**

**Item 13.** Monthly Financial Reports through February 2024

Available at the meeting