

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

Item 8: ~~Cathy Parker and Mayra Patey~~

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, April 7, 2021

Item 1. Presentation of the First 5 California Children and Families Commission Annual Report for Fiscal Year 2019/2020 (Attachment #1)

https://www.cafc.ca.gov/pdf/about/budget_perf/annual_report_pdfs/Annual-Report-19-20.pdf



ATTACHMENT # 2
FIRST 5 Meeting, April 7, 2021

Item 2. Presentation of the Draft Update to the Strategic Plan and Long-Term Financial Plan
(Attachment #2)

<https://www.first5tuolumne.org/wp-content/uploads/Strategic-Plan-and-Financial-Plan-April-2021-Update.pdf>



ATTACHMENT # 1
FIRST 5 Meeting, April 7, 2021

Item 3. First 5 California Children and Families Commission Annual Report for Fiscal Year 2019/2020
(Attachment #1)

https://www.cafc.ca.gov/pdf/about/budget_perf/annual_report_pdfs/Annual-Report-19-20.pdf



ATTACHMENT # 2
FIRST 5 Meeting, April 7, 2021

Item 4. Draft Update to the Strategic Plan and Long-Term Financial Plan (Attachment #2)

<https://www.first5tuolumne.org/wp-content/uploads/Strategic-Plan-and-Financial-Plan-April-2021-Update.pdf>



ATTACHMENT # 3
FIRST 5 Meeting, April 7, 2021

Item 5. Consider action to approve Minutes for February 3, 2021 (attachment #3)

Details: Minutes attached.

Action requested: Approve Minutes from February 3, 2021 Commission Meeting.

First 5 Tuolumne County Commission
Minutes of Meeting February 3, 2021, 1:15 – 3:30 pm
Meeting held via Zoom

Voting Members Present: Michelle Clark, Lisa Hieb-Stock, Dee Keshner, Anaiah Kirk, Cathy Parker, Laura Sunday

Alternates: Donna Fone, David Goldemberg, Pam Orebaugh, Mayra Patey

Commissioners Absent: None

Staff Present: Garcia

Welcome and Introductions

Meeting called to order at 1:18 pm.

Public Comment

none

Action Items

1. Consider action to approve Minutes for December 2, 2020 (attachment #1)

Discussion:

Motion: approve minutes as presented

Moved: Commissioner Parker

Seconded: Commissioner Kirk

Abstain: Hieb-Stock

Motion carried: 5 ayes: (Clark, Keshner, Kirk, Parker, Sunday)

Recusal: none

2. Consider approval of Small Grant Application from CNVC (attachment #2)

Discussion:

Motion: approve Small Grant Application from CNVC

Moved: Commissioner Kirk

Seconded: Commissioner Keshner

Abstain: none

Motion carried: 6 ayes: (Clark, Hieb-Stock, Keshner, Kirk, Fone, Woodruff)

Recusal: Commissioner Sunday and Commissioner Orebaugh

3. Consider action to adjust the time of future First 5 Tuolumne meetings to 2:15pm

Discussion:

Motion: approve adjustment of future First 5 Meetings to 2:15pm

Moved: Commissioner Sunday

Seconded: Commissioner Parker

Abstain: none

Motion carried: 6 ayes: (Clark, Hieb-Stock, Keshner, Kirk, Fone, Woodruff)

Recusal: none

Discussion Items, Information Items and Reports

4. Monthly Financial Report through December 2020, (attachment #3)

5. Small Grants Update

6. Reports from Executive Director, Commissioners and Ex-Officios
 - a. Cathy Parker thanked Public Health for all of their work on the vaccination clinics.
 - b. Nancy- Thanked Public Health
 - c. Pam: Complimented Public Health and TCSOS on vaccine work. CNVC has an education series to talk about sex in the modern age, called “Modern Families.”_It is targeted to parents and caregivers and advised by youth.
 - d. Erika: UCSF Star Smiles is support for children with ASD. Safari Smiles is holding “Give Kids a Smile” on February 13th for free dental work. ATCAA is now going to be helping the Head Start kids find dental homes.
 - e. Mayra-Staff have been working so hard. They continue to be open for in-person school at 3 sites. Wonderful to work on inclusion with Head Start. She appreciates the collaboration. Referrals were down 60%. VMRC has been trying to get the word out about screening. Infant specialist is still serving in distance learning.

Time and location for next meeting:

April 7, 2021 2:15 pm, Via Zoom

Adjournment: 2:04 pm



ATTACHMENT # 4
FIRST 5 Meeting, April 7, 2021

Item 6. Approve the First 5 Director to sign the contract between MHSA and First 5 for \$20,000 to support the SEED program for program year 2021/2022(attachment #4)

History: First 5 has received funding from Mental Health Services Act Prevention and Early Intervention for many years. This funding has been approved for an additional year.

Discussion Requested:

Action requested: Approve the First 5 Director to sign the contract between MHSA and First 5 for \$20,000 to support the SEED program for program year 2021/2022
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ATTACHMENT # 5
FIRST 5 Meeting, April 7, 2021

Item 7. Consider action to adopt budget revision for Smile Keepers for 20/21 (attachment #5)

History:

Smile Keepers is requesting a budget revision within the 2020-2021 FY budget, to help with program brand development and website support. The request for logo development (\$1,222.26) will help Smile Keepers move toward a centrally recognized brand within the TCSOS network of programs. Funding is requested for logo development services and website assistance (\$2,327.77) throughout the school year. All of these services will enhance our reach to families within the 0-5 age group. We plan to promote all program partners as part of the overall brand presentation while incorporating their logo into Smile Keepers banners and flyers, etc.

Additionally, Supply request (\$2,700) will be for banners, flyers, program advertisement.

Our hope is to utilize all local business vendors to strengthen community relations and help support local family business.

Smile Keepers/First 5								
	FY 19-20	19/20 Actuals	ORIGINAL ADOPTED BUDGET FY 20-21	REVISED APPROVED 20/21 Budget including carry-forward	PROPOSED 02/19/2021 BUDGET CHANGE	FY 21-22	FY 22-23	TOTAL
Personnel								
.51 FTE Coordinator Salary	\$33,546.83	\$34,604.43	\$35,208.87	\$36,680.56	\$36,680.56	\$36,954.02	\$38,786.42	\$147,025.42
Benefits	\$13,330.99	\$13,775.89	\$14,707.11	\$14,982.14	\$14,982.14	\$15,607.48	\$16,417.71	\$60,783.22
Website Developer (25 hrs)					\$1,740.39			
Benefits					\$587.35			
Subtotal Personnel:	\$46,877.82	\$48,380.32	\$49,915.98	\$51,662.70	\$53,990.44	\$52,561.50	\$55,204.13	\$207,808.65
Operating/Other Costs								
Contractor	\$3,900.00	\$0.00	\$3,900.00	\$3,900.00	\$0.00	\$2,910.00	\$2,010.00	\$8,820.00
Dental Supplies (OB 4300)	\$1,400.17	\$1,400.17	\$890.00	\$2,100.00	\$2,700.00	\$720.00	\$532.00	\$4,752.17
Travel and Conference (OB 5200)	\$146.95	\$146.95		\$250.00	\$0.00	\$ -	\$ -	\$396.95
Logo/Brand Developer (OB 5800)					\$1,222.26			
Subtotal Operating/Other:	\$5,447.12	\$1,547.12	\$4,790.00	\$6,250.00	\$3,922.26	\$3,630.00	\$2,542.00	\$13,969.12
TOTAL COSTS	\$52,324.94	\$49,927.44	\$54,705.98	\$57,912.70	\$57,912.70	\$56,191.50	\$57,746.13	\$221,777.77
19/20 Indirect Rate - 8.39%								
20/21 Indirect Rate - 7.15%								
Administrative/ Indirect	4,389.91	\$4,188.91	\$4,748.98	\$4,140.76	\$4,140.76	\$4,879.07	\$5,013.84	\$18,222.58
Subtotal Admin/Indirect:	\$4,389.91	\$4,188.91	\$4,748.98	\$4,140.76	\$4,140.76	\$4,879.07	\$5,013.84	\$18,222.58
TOTAL:	\$56,714.85	\$54,116.35	\$59,454.96	\$62,053.46	\$62,053.46	\$61,070.57	\$62,759.97	\$ 240,000
Unspent Balance		\$2,598.50						
NEW 20/21 BUDGET INCLUDING CARRYOVER			\$62,053.46					

18/19 CDE approved 8.58% Indirect rate used for all 4 years (in proposal)

Discussion Requested:

Action requested: Approve budget revision for Smile Keepers for 20/21



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ATTACHMENT # 6

FIRST 5 Meeting, April 7, 2021

Item 8. ~~Consider action to approve First 5 Director Salary Schedule (attachment #6)~~

History: The First 5 Director contract ends on June 30th. The contract will be reviewed and discussed at the next commission meeting.

Discussion Requested:

Action requested: None



ATTACHMENT # 7
FIRST 5 Meeting, April 7, 2021

Item 9. Consider action to approve the reappointment of Laura Sunday the First 5 Commission (attachment #7)

History: Laura Sunday's term is expiring and she has applied to continue her service with First 5.

Discussion Requested:

Action requested: Approve the reappointment of Laura Sunday to the First 5 Commission

COMMITTEE & COMMISSION APPLICATION
County of Tuolumne, California
Office of the Clerk of the Board of Supervisors
2 South Green Street
Sonora, California 95370
(209) 533-5521



Vacancy Applied For: Commissioner - FIRST 5

Name: Laura Sunday Telephone: Res. _____ Bus. 209.588.9305

E-Mail: laurasun@nonviolentcommunity.org Fax. _____ Cell. 209.352.5360

Street Address: 19109 Black Oak Rd., Sonora, CA

Mailing Address: _____

How long have you lived in Tuolumne County? 20 years

Which Supervisorial District do you reside? 5 3 (oops I moved)

Name and address of present employer: Center For A Non Violent Community
542 W. Stockton St., Sonora, 95370

Occupation: Executive Director

Briefly describe the qualifications you possess which you feel would be an asset to the Commission/Committee/ Group for which you are applying. (Attach extra page(s) if needed)

For the past 20 years, led a team at CNVC to promote protective factors including specific programs for children 0-5 year and their parents. Personal thrust for understanding the impact of trauma and how to integrate into our programs. AND... a

passion for children to thrive!

List the community organization(s) and describe participation in which you have been involved.

Leadership Tuolumne County executive committee

YES Partnership executive committee

Tuolumne Resilience Committee member

CA Dept. of Public Health statewide advisory committee

Resource Development Center board member...and many more.

I confirm that I have sufficient time to devote to this responsibility and plan to attend the required meetings if I am appointed to fill a vacancy. I understand that if I am appointed to a commission where a Disclosure of Assets Statement is required by State Law or Board Policy, I shall do so within ten (10) days of assuming office.

I hereby consent that this document is considered a public record and will be available to the public.

2/11/21
Date

Laura Sunday
Signature

Applications not acted upon will expire after two years from the date submitted unless renewed by applicant.

Mail or deliver to the Clerk of the Board of Supervisors, 2 South Green Street, Sonora, California 95370



ATTACHMENT # 8
FIRST 5 Meeting, April 7, 2021

Item 10. Consider action to approve the reappointment of Devon Woodruff to the First 5 Commission (attachment #8)

History: Devon Woodruff's term is expiring and she has applied to continue her service with First 5.

Discussion Requested:

Action requested: Approve the reappointment of Devon Woodruff to the First 5 Commission

COMMITTEE & COMMISSION APPLICATION

County of Tuolumne, California
Office of the Clerk of the Board of Supervisors
2 South Green Street
Sonora, California 95370
(209) 533-5521

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BOARD OF SUPERVISORS

Vacancy Applied For: First 5 Commissioner/Alternate

Name: Devon Woodruff Telephone: Res 209-324-0187 Bus. _____

E-Mail: devon@devonsdelectables.com Fax. _____ Cell. _____

Street Address: 125 Minners Way Sonora, Ca 95370

Mailing Address: same

How long have you lived in Tuolumne County? 20 years

Which Supervisorial District do you reside? 1

Name and address of present employer: self-employed

Chef/Owner Devon's Delectables

Occupation: Chef/Caterer

Briefly describe the qualifications you possess which you feel would be an asset to the Commission/Committee/ Group for which you are applying. (Attach extra page(s) if needed)

Love of children, Mother, Grandmother, former Pre-school Teacher, 2 previous years on Commission

List the community organization(s) and describe participation in which you have been involved.

Local Campaigns

Kids Fair at the Fairgrounds

Meals on Wheels / Senior Center

I confirm that I have sufficient time to devote to this responsibility and plan to attend the required meetings if I am appointed to fill a vacancy. I understand that if I am appointed to a commission where a Disclosure of Assets Statement is required by State Law or Board Policy, I shall do so within ten (10) days of assuming office.

I hereby consent that this document is considered a public record and will be available to the public.

2/26
Date

Devon Woodruff
Signature

Applications not acted upon will expire after two years from the date submitted unless renewed by applicant.

Mail or deliver to the Clerk of the Board of Supervisors, 2 South Green Street, Sonora, California 95370



ATTACHMENT # 9
FIRST 5 Meeting, April 7, 2021

Item 7. Consider action to adopt budget revision for FY 2020/2021 (attachment #9)

History: Each year, as we reach the end of the fiscal year, we review and evaluate the current budget to see if there are any changes needed. This year, the items that need adjustments are in yellow.

Discussion Requested:

Action requested: Approve budget revision for 20/21

All Fund Balance & Revenues	Current Year
Interest Income	\$ 8,400.00
State - IMPACT	\$ 82,000.00
State - Mo. Disb, current FY	\$ 476,531.87
SMIF (state generated interest)	\$ 100.00
Refunds/Reimbursements	\$ -
Other Operating Revenue - Grant	\$ 30,000.00
Quality Counts	\$ 66,276.00
Revenues This FY Only	\$ 663,307.87
Total Funds & Revenues	\$ 663,307.87

Oral Health Access	\$ 3,000.00
Prof Services- Program Svcs: ED	\$ 54,397.56
Professional Services- Evaluation	\$ 9,066.26
Outreach Expenses	\$ 1,300.00
Imagination Library	\$ 14,626.00
QRIS Preschool	\$ 35,659.00
QRIS Infant/Toddler	\$ 30,617.00
ICES Raising Healthy Families	\$ 146,025.00
ATCAA Family Learning Cntrs	\$ 75,370.43
Kits for New Parents - Total	\$ 50.00
TCSOS SEED	\$ 111,727.12
TCOE Smile Keepers	\$ 62,053.46
IMPACT	\$ 82,000.00
Local Grants	\$ 12,500.00
Emergency Response Fund	\$ 10,000.00
Total Expenses	\$ 697,190.60



UPDATED

ATTACHMENT # 10

FIRST 5 Meeting, April 7, 2021

Item 12. Approve a preliminary operating budget for Fiscal Year 2021-2022 (attachment #10)

History:

Discussion Requested:

Action requested: Approve preliminary operating budget for Fiscal Year 2021-2022

All Fund Balance & Revenues	2021-2022
Interest Income	\$8,400.00
State - IMPACT	\$82,000.00
State - Mo. Disb, current FY	\$542,069.82
SMIF (state generated interest)	\$0.00
Refunds/Reimbursements	\$0.00
Other Operating Revenue - Grant	\$25,000.00
Quality Counts	\$65,565.00
Revenues This FY Only	\$723,034.82
Total Funds & Revenues	\$723,034.82
Expenditures	2021-2022
Communications	\$0.00
Dues and Memberships	\$4,000.00
Advertising	\$250.00
Professional Svcs-Admin	\$27,557.87
County Counsel	\$3,000.00
Auditor-Controller (local)	\$250.00
Accounting & Audit (outside audit)	\$14,100.00
Oral Health Access	\$3,000.00
Prof Services- Program Svcs: ED	\$45,115.75
Professional Services- Evaluation	\$9,185.96
Outreach Expenses	\$300.00
Imagination Library	\$18,399.00
QRIS Preschool	\$35,659.00
QRIS Infant/Toddler	\$29,906.00
ICES Raising Healthy Families	\$143,221.50
ATCAA Family Learning Cntrs	\$68,958.50
Kits for New Parents - Total	\$50.00
TCSOS SEED	\$106,090.00
TCOE Smile Keepers	\$61,071.00
IMPACT	\$82,000.00
Local Grants	\$12,500.00
Emergency Response Fund	\$10,000.00
Total Expenses	\$674,614.58



Item 13. Monthly Financial Report

Details:

Fiscal Year 202-2021	Monthly Itemization				
Jan-Feb					
All Fund Balance & Revenues	Budgeted	Prior Balance	Month 1	Month 2	Cumulative
Balance brought forward					\$ 788,825.00
Outstanding accts payable prior FY					
Due from State/AR, apply to prior FY					
Prepaid expenditures					
Other adjustments					
Total Balance Brought forward	\$ 788,825.00	\$ -	\$ -	\$ -	\$ 788,825.00
Interest Income	\$ 8,400.00	\$ 4,285.23			\$ 4,285.23
State - IMPACT	\$ 82,000.00	\$ -			\$ -
State - Mo. Disb, current FY	\$ 475,000.00	\$ 84,477.07	\$ 82,658.61		\$ 167,135.68
SMIF (state generated interest)	\$ 100.00	\$ -			\$ -
Refunds/Reimbursements	\$ -	\$ -			\$ -
Other Operating Revenue - Grant	\$ 30,000.00	\$ 6,000.00	\$ 10,000.00		\$ 16,000.00
QRIS CSPP and QCC	\$ 66,276.00	\$ (15,697.30)		\$ 392.20	\$ (15,305.10)
Revenues This FY Only	\$ 661,776.00	\$ 79,065.00	\$ 92,658.61	\$ 392.20	\$ 172,115.81
Total Funds & Revenues	\$ 1,450,601.00	\$ 867,890.00	\$ 92,658.61	\$ 392.20	\$ 960,940.81
Expenditures	Budgeted	Cumulative	Month 1	Month 2	Cumulative
Dues and Memberships	\$ 4,000.00	\$ -	\$ 4,000.00		\$ 4,000.00
Advertising	\$ 250.00	\$ 90.00			\$ 90.00
Professional Svcs-Admin	\$ 27,198.78	\$ 10,456.11		\$ 6,515.45	\$ 16,971.56
County Counsel	\$ 3,000.00	\$ 1,500.00	\$ 250.00	\$ 250.00	\$ 2,000.00
Auditor-Controller (local)	\$ 250.00	\$ 49.00	\$ 7.00	\$ 10.50	\$ 66.50
Accounting & Audit (outside audit)	\$ 11,400.00	\$ 10,000.00			\$ 10,000.00
Oral Health Access	\$ 3,000.00	\$ 800.00		\$ 800.00	\$ 1,600.00
Prof Services- Program Svcs: ED	\$ 54,397.56	\$ 11,836.21		\$ 9,555.99	\$ 21,392.20
Professional Services- Evaluation	\$ 9,066.26	\$ 3,228.06		\$ 3,257.72	\$ 6,485.78
Outreach Expenses	\$ 300.00	\$ -			\$ -
Imagination Library	\$ 14,626.00	\$ 8,090.21	\$ 6,950.00		\$ 15,040.21
QRIS Preschool	\$ 35,659.00	\$ -			\$ -
QRIS I/T	\$ 30,617.00	\$ -			\$ -
ICES Raising Healthy Families	\$ 146,025.00	\$ 69,699.00		\$ 28,329.00	\$ 98,028.00
ATCAA Family Learning Cntrs	\$ 75,370.43	\$ 11,803.22		\$ 17,385.69	\$ 29,188.91
Kits for New Parents - Total	\$ 50.00	\$ -			\$ -
TCOE SEED	\$ 111,727.12	\$ 22,061.73		\$ 29,683.85	\$ 51,745.58
TCOE Smile Keepers	\$ 62,053.46	\$ 13,219.92		\$ 13,664.82	\$ 26,884.74
IMPACT	\$ 82,000.00	\$ 4,338.00		\$ 6,984.00	\$ 11,322.00
Local Grants	\$ 12,500.00	\$ -		\$ -	\$ -
Emergency Response Fund	\$ 10,000.00	\$ -		\$ -	\$ -
Total Expenses	\$ 693,490.60	\$ 167,171.46	\$ 11,207.00	\$ 116,437.02	\$ 294,815.48
Total all fund balance and revenues					\$ 960,940.81
Total all expenditures					\$ 294,815.48