



First 5 Commission, August 7, 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 1. Consider action to approve Minutes for June 5, 2024 (attachment #1)

**Minutes
June 5, 2024, 2:15-4:15 pm**

Tuolumne County Public Health 20111 Cedar Road, Sonora, CA 95370

Voting Members Present: Clark, Martin, Parker, Sunday

Commissioners Absent: Freeman, Kirk, Miner

Alternate Members Present: Hieb-Stock, Patey

Staff Present: Garcia

Welcome and introductions. Meeting opening time: 2:18pm

Public comment

No public comment.

Action Items

1. Consider action to approve the agenda
Discussion: None
Public Comment: None
Motion: Commissioner Sunday
2nd: Commissioner Patey
Abstain: none
All in favor: 5 ayes (Martin, Parker, Sunday, Hieb-Stock, Patey)
Recusal: none

Closed Session

2. Public Employee Performance Evaluation (Govt. Code 54957) Title: Director of First 5

End Closed Session

Report out on closed session: Employee Garcia received a satisfactory performance evaluation.

Commission Chair, Parker, excused herself from the remainder of the meeting.

Commission Vice-Chair, Sunday, took over meeting facilitation.

Action Items

3. Consider action to approve Minutes for April 3, 2024 (Attachment #1) Discussion:
Public Comment: None
Motion: Commissioner Martin
2nd: Commissioner Hieb-Stock
Abstain: none
All in favor: 4 (Martin, Sunday, Hieb-Stock, Patey)
Recusal: none
4. Adopt amended final budget for 2023/2024 (Attachment #2)

Discussion: Sarah Garcia shared that there was a math error on the budget submitted for approval at the last meeting. It was in the SEED line item. It has been corrected.

Public Comment: none

Motion: Commissioner Patey

2nd: Commissioner Sunday

Abstain: None

All in favor: 4 (Martin, Sunday, Hieb-Stock, Patey)

Recusal: none

Commissioner Clark joined the meeting at 2:35pm

Presentation

5. Raising Healthy Families/Help Me Grow
 - a. Presentation was given on the RHF and HMG programs by Kaitlyn Hanson and Jennifer Reggiardo.

Discussion Items, Information Items and Reports

6. Monthly Financial Report through April 2024 (attachment #3)
7. Reports from Executive Director, Commissioners, and community members
 - a. Commissioner Patey shared that preschool promotions had occurred. Also, referrals for special education have increased and that 1:35 children born are diagnosed with Autism.
 - b. Commissioner Clark shared that CWS has submitted a grant to increase prevention efforts around rural opioid response similar to the Road to Resilience program.
 - c. Commissioner Sunday shared that Columbia Elementary is installing an outdoor garden and classroom.

Time and location for next meeting:

August 7, 2024 at 2:15 pm

Location TBA

Adjournment time: 3:26pm



ATTACHMENT # 2
First 5 Meeting, August 7, 2024

Item 2. Consideration of Approval of Director Salary Step 4, retroactive July 1, 2024

Details: Step increase available after satisfactory performance evaluation.

	Step 1	Step 2	Step 3	Step 4	Step 5	
Daily Rate	\$359.13	\$385.62	\$397.19	\$409.11	\$421.38	
Days/Year	182	\$65,361.66	\$70,182.98	\$72,289.04	\$74,457.71	\$76,690.89

BUDGET					
First 5 Director Expenditures					
	21/22	22/23	23/24	24/25	25/26
	<i>Budget</i>	<i>Budget</i>	<i>Budget</i>	<i>Budget</i>	<i>Budget</i>
	190 days	190 days	182 days	182 days	182 days
Expenditures	Step 1	Step 2	Step 3	Step 4	Step 5
Total Salaries & Wages	\$ 75,625.65	\$ 80,526.86	\$ 80,625.46	\$ 82,794.90	\$ 85,028.04
Total Benefits	\$ 23,355.30	\$ 27,927.05	\$ 28,548.76	\$ 29,733.56	\$ 30,498.59
<i>Total Salaries and Related expenses</i>	\$ 98,980.95	\$ 108,453.91	\$ 109,174.22	\$ 112,528.46	\$ 115,526.63
Office Supplies	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Non-Capital Equipment	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
Travel and Conference	\$ 1,320.55	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Dues and Memberships	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00
Professional/Consulting Svcs.	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
Transfer of Indirect Costs	\$ 9,018.05	\$ 10,170.85	\$ 11,366.31	\$ 11,700.05	\$ 11,998.37
Total Administration Expenses	\$ 111,379.55	\$ 123,684.75	\$ 125,600.53	\$ 129,288.51	\$ 132,585.00
PROGRAM					
Salaries/Benefits First 5	\$ 45,192.75	\$ 46,919.61	\$ 45,349.29	\$ 48,274.68	\$ 62,921.75
IMPACT	\$ 5,000.00	\$ 10,000.00	\$ 4,000.00	\$ 5,000.00	
QCC- Workforce	\$ 5,000.00	\$ 5,000.00	\$ 7,000.00	\$ 2,500.00	\$ 5,000.00
CSPP	\$ 3,591.00	\$ 3,591.00	\$ 7,731.00	\$ 5,000.00	
PDG-r	\$ 2,475.00	\$ 2,516.00			
QCC				\$ 5,000.00	\$ 5,000.00
Home Visiting			\$ 5,000.00	\$ 5,334.00	
Total Program Costs	\$ 61,258.75	\$ 68,026.61	\$ 69,080.29	\$ 71,108.68	\$ 72,921.75
EVALUATION	\$ 16,706.93	\$ 18,552.71	\$ 18,840.08	\$ 19,393.28	\$ 19,887.75
ADMINISTRATIVE	\$ 33,413.87	\$ 37,105.43	\$ 37,680.16	\$ 38,786.55	\$ 39,775.50
Prop 10 Funds	\$ 95,313.55	\$ 102,577.75	\$ 101,869.53	\$ 106,454.51	\$ 122,585.00

Item 3. Conflict of Interest Code Approval

FAIR POLITICAL PRACTICES COMMISSION

2024 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

By **July 1, 2024**: The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

By **October 1, 2024**: The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2024 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in *more than one county* and will contact them.

The Local Agency Biennial Notice is not forwarded to the FPPC.

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body.

If you answer yes, to any of the questions below, your agency's code probably needs to be amended.

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you have any questions or are still not sure if you should amend your agency's conflict of interest code, please contact the FPPC. Additional information including an online webinar regarding how to amend a conflict of interest code is available on [FPPC's website](#).