



First 5 Commission, December 4, 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 4.** Consider action to approve Minutes for August 26, 2024 (Attachment #1)

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**Minutes**

**August 26, 2024 12:30-2pm**

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

Voting Members Present: Clark, Freeman, Parker, Sunday

Commissioners Absent: Kirk, Martin

Alternate Members Present: Patey, Woodruff

Staff Present: Garcia

Welcome and introductions. Meeting opening time: 12:34pm

Public comment

The public may speak on any item not on the printed agenda. No action may be taken by the Commission.

Public Comment is also taken on each agenda item.

No public Comment made.

Action Items

1. Consider action to approve Minutes for June 5, 2024 (Attachment #1)

Discussion: None

Public Comment: None

Motion: Commissioner Sunday

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

Abstain: None

Recusal: None

All in favor: 6 aye (Clark, Freeman, Parker, Sunday, Patey, Woodruff)

2. Consideration of Approval of Director Salary Step 4, retroactive July 1, 2024 (attachment #2)

Discussion: It was noted that the salary schedule was approved two years ago. Sarah received a satisfactory evaluation thus is eligible for a step-increase. Sarah left the room during the remaining discussion.

Public Comment: None

Motion: Commissioner Sunday

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

Abstain: none

Recusal: none

All in favor: 6 aye (Clark, Freeman, Parker, Sunday, Patey, Woodruff)

3. Consider action to approve the application of Tou Yang as alternate for the Health and Human Services Director position designee, Michelle Clark. (attachment #3)

Discussion: Tou would serve on an indefinite term once approved by the Board of Supervisors.

Public Comment: None

Motion: Commissioner Sunday

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

Abstain: None

Recusal: None

All agenda materials and attachments, including late agenda materials, are posted on the First 5 Tuolumne County Commission website, [www.First5Tuolumne.org](http://www.First5Tuolumne.org). Please contact Sarah Garcia for ADA accommodations needed at 536-2070.

All in favor: 6 aye (Clark, Freeman, Parker, Sunday, Patey, Woodruff)

4. Consider action to approve the application of Lisa Heib-Stock as alternate for the Public Health Officer position, currently served by Dr. Kimberly Freeman (attachment #4)

Discussion: None

Public Comment: None

Motion: Commissioner Sunday

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

Abstain: None

Recusal: None

All in favor: 6 aye (Clark, Freeman, Parker, Sunday, Patey, Woodruff)

5. Consider action to approve the resignation of Nancy Miner (attachment #5)

Discussion: The commission commended Nancy for her valuable contribution to our community and children of Tuolumne and Amador Counties.

Public Comment: None

Motion: Commissioner Patey

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

Abstain: None

Recusal: None

All in favor: 6 aye (Clark, Freeman, Parker, Sunday, Patey, Woodruff)

6. Conflict of Interest Code Approval (attachment #6)

Discussion: Maria Sullivan from Tuolumne County Counsel reviewed the COI code and made two suggested changes. These changes were incorporated to the code and submitted to the Commission for approval.

Public Comment: None

Motion: Commissioner Clark

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

Abstain: None

Recusal: None

All in favor: 6 aye (Clark, Freeman, Parker, Sunday, Patey, Woodruff)

#### Discussion Items, Information Items and Reports

7. Monthly Financial Report through June 2024, (available after audit completion)
8. Reports from Executive Director, Commissioners, and community members

Laura Sunday: Blue Zones. ATCAA is working to become Blue Zones approved. Columbia Elementary School installed a Disk Golf Course. Blue Zones is Looking for schools interested in participating in golf courses with no cost involved.

Michelle Clark: Social Services just finalized the approval of a 3-year contract with Unite Us, which is part of the comprehensive prevention plan. Funding was secured to continue the initiatives started by Sarah.

Mayra Patey: Early Start Program Updates- Significant increase in referrals due to changes in eligibility through Valley Mountain Regional Center. 25% projected increase is accurate.

- Approximately 20 pending meetings post-referral.

- 18 new referrals from July to October for children turning 3.

Valley Mountain Regional Center has had some internal changes:

- Coordinators remain with families from age 0 to 5 to reduce transition issues.

- Intake coordinators aligned for children over 6.

- Delays in processing due to increased referrals and translation service needs.
- Virtual meetings continue to be an option.
- Staffing turnover causing minor delays.
  - Preschool Assessment and Referral
- Encouraged referrals to the county office (TCSOS) for ages 3-5.
- Administrative assistant for Special Education is trained to fill referral forms online with verbal consent.
- Programs for structured preschool have commenced with adequate staffing secured.

Dr. Kim Freeman: Public Health Updates

Upcoming Health Care Event:

- Date: October 26th, Location: Fairgrounds, Time: 7 AM to 2 PM.
- Flu shots and intervention coaching.

Life Hope Clinic:

- Dates: October 11th-12th.
- Location: 7th Adventist Church.
- Free services include ears, eyes, and dentistry.
- First-come, first-served basis.

Time and location for next meeting:

October 4, 2024, at 2:15 pm

Tuolumne County Superintendent of Schools Conference Room 217

Adjournment time: 1:04pm



Item 5: Annual Meeting Calendar

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Meetings are from 2:15-4:30pm  
at Tuolumne County Superintendent of Schools, 175 Fairview Lane, Sonora, CA

- August 7, 2024 (Special Meeting held August 26, 2024, at Public Health)
- October 2, 2024
- December 4, 2024
- February 5, 2025
- April 9, 2025 (Regularly scheduled April 2<sup>nd</sup>. Change requested due to Spring Break)
- June 4, 2025
- August 6, 2025
- October 1, 2025
- December 3, 2025



ATTACHMENT # 4  
FIRST 5 Meeting, December 4, 2024

Item 6: Consider action to approve resignation of Commissioner Jared Martin effective November 1, 2024.  
(attachment #4)

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Good morning Sarah and Nina,

I hope this email find you both well. I wanted to share with you that November 1, 2024 will be my last day with Anthem Blue Cross. I have accepted a role with Kaiser Permanente on their MOU contracting team. Sarah, this effectively removes me from Tuolumne County as Tuolumne County is not in Kaiser's service area. Unfortunately, I suspect I will need to resign from my Commissioner role 😞 Please let me know what actions I should complete. On a more positive note; it is my understanding that part of my responsibilities will be for the First 5 MOUs so, I'm sure we'll have a chance to reconnect again in the very near future 😊 Of course, if there's anything I can help with in the interim, my personal info is below.

Respectfully,  
Jared



**ATTACHMENT # 5**  
FIRST 5 Meeting, December 4, 2024

Item 7: Consider the appointment of Mayra Patey to complete the term vacated by Commissioner Martin, fulfilling the position of “educator specializing in early childhood development.” (attachment #5)




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Committee and Commission  
Application

**BOS-24-31**

Submitted On: Sep 16, 2024

**Applicant**

 Mayra Patey  
 209-536-2056 ext. \_\_\_\_\_  
 mpatey@tcsos.us

**Application Information**

**Vacancy Applied For**

First 5 Tuolumne County Commission

**Mailing Address**

**Zip Code**

95370

**Business Phone**

209-536-2045

**How long have you lived in Tuolumne County? (years)**

8

**Which Supervisorial District do you reside?**

3

**Employer Address**

175 Fairview Lane

**Employer State**

California

**Occupation**

Director II Special Education & Early Childhood

**Applying for Reappointment**

true

**City**

Sonora

**Residential Phone**

--

**Cell Phone**

[REDACTED]

**How long have you lived in Tuolumne County? (months)**

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**Name of present employer**

Tuolumne County Superintendent of Schools

**Employer City**

Sonora

**Employer Zip Code**

95370

**Briefly describe the qualifications you possess which you feel would be an asset to the Commission/Committee/ Group for which you are applying.**

I am an educational leader currently holding a position as a Director II of Special Education and Early Childhood Education at Tuolumne County Superintendent of Schools. I previously served as Director of Early Childhood for 3 years, program specialist for 3 years an educational specialist serving moderate/severe children with autism spectrum disorders for nine years. My work and education experience makes me excel in:

1. Serve as a liaison and coordinate early intervention and early education for the special education programs, services, communications, and student information between administrators, personnel, school districts, outside organizations, and families.
2. Providing consultation, technical assistance, and training to faculty, staff, school districts, families and the public concerning early intervention and inclusion in early childhood for students with special abilities.
3. Serve as a coordinator for program improvement and coordination of service to promote inclusion opportunities in early education.
4. Assisting educational specialist incorporate evidence based practices into the early education classroom and developing and implementing individualized education plans that focus of school readiness.
5. Assisting faculty, administrators and staff in the development instructional material guidelines and requirements, curriculum development and instructional strategies according to student needs.
6. Developing and implementing of Individualized Education Program (IEP) and early education and inclusive educational programs, goals, and objectives for all students who may require specialized services.



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

1. 2023 – current Special Education Administrators of County Offices (SEACO) committee member
2. 2023 – current UPK Coordinators Community Circle (UPKCCC) group member
3. 2019 – current Tuolumne County Child Care Planning Council Discretionary Representative
4. 2018 – current Columbia College Child Development Advisory committee member
5. 2017- current County Offices of Education Program Administrators of Child Development (COEPACD) committee member

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.

**Signature**

true

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

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



**ATTACHMENT # 6**  
FIRST 5 Meeting, December 4, 2024

Item 8: Consider approving the application of Jackie Roberts from ATCAA as a Commissioner fulfilling the position of “representatives of community-based organizations that have the goal of promoting nurturing and early childhood development.” (attachment #6)



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**Committee and Commission Application**

**BOS-24-34**

Submitted On: Nov 15, 2024

**Applicant**

 Jackie Roberts  
 209-533-0361 ext. 243  
 jroberts@atcaa.org

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**Application Information**

**Vacancy Applied For**

First 5 Tuolumne County Commission

**Applying for Reappointment**

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**Mailing Address**

427 North Highway 49, Suite 202

**City**

Sonora

**Zip Code**

95370

**Residential Phone**

209-533-0361 ext. 243

**Business Phone**

209-533-0361

**Cell Phone**

209-628-5890

**How long have you lived in Tuolumne County? (years)**

40

**How long have you lived in Tuolumne County? (months)**

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**Which Supervisorial District do you reside?**

3

**Name of present employer**

Amador Tuolumne Community Action Agency

**Employer Address**

427 North Highway 49, Suite 202

**Employer City**

Sonora

**Employer State**

CA

**Employer Zip Code**

95370

**Occupation**

ATCAA ECS Operations & Budget Manager

**Briefly describe the qualifications you possess which you feel would be an asset to the Commission/Committee/ Group for which you are applying.**

I have been working with ATCAA Head Start in the Early Childhood Education field for over 15 years.

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

I also serve as an Alternate on the Tuolumne County Local Childcare Planning Council.

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.

**Signature**

true

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

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



Item 9: Election of Officers (attachment #7)

**History:** The Commission nominates and elects officers annually.

The current slate of Commission Officers began their annual officer terms in December 2023. The Commissioners that have served as officers in the last three years are:

	<b>Chair</b>	<b>Vice Chair</b>	<b>Treasurer</b>
FY 23-24	Cathy Parker	Laura Sunday	Michelle Clark
FY 22-23	Cathy Parker	Laura Sunday	Michelle Clark
FY 21-22	Michelle Clark	Anaiah Kirk	Dee Keshner
FY 20-21	Michelle Clark	Dee Keshner	Laura Sunday

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.**

<b>Eligible for Chair</b>	<b>Eligible for Vice Chair (All)</b>	<b>Eligible for Treasurer (All)</b>
Michelle Clark	Michelle Clark	Kim Freeman
Kim Freeman	Kim Freeman	Anaiah Kirk
Anaiah Kirk	Anaiah Kirk	Jackie Roberts
Jackie Roberts	Jackie Roberts	Cathy Parker
Laura Sunday	Cathy Parker	Laura Sunday
Mayra Patey	Mayra Patey	Mayra Patey

**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 January 2025.

Action requested: Approve officers as follows:

Chair:

Vice Chair:

Treasurer:

With a term to last 1 year.

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.*