

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

Tuolumne County Superintendent of Schools

Budget Revisions for Smile Keepers and SELF.

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, December 6, 2017

First 5 Tuolumne County Commission
Minutes of Meeting October 4, 2017, 1:15 p.m.
Tuolumne County Superintendent of Schools Office, Rm 217
175 Fairview Ln, Sonora, CA 95370

The meeting was called to order at 1:32 p.m. by Chair Bulkin, attendees were welcomed.

Voting Members Present: Espino (for Allen), Brennan, Bulkin, Caldwell (for Parrish)
Commissioners Absent: Bryant, Noonan, Thorpe
Non-Voting (Alternates and Advisory Committee) Members Present: none
Staff Present: Garcia and Kruse

Public Comment: there was no public comment.

Consent Calendar
None

Open Public Hearing

1. Public Hearing on Annual Audit and Annual Report for FY 16-17
 - a. Annual Report (Power Point Presentation) for FY 16-17
 - i. Sarah Garcia provided a power-point presentation summarizing the service and demographic data in the annual report to First 5 CA. The full report is available on the First 5 Tuolumne website. www.tccfc.org
 - b. Present: First 5 Tuolumne County Audit (attachment #1)
 - i. Sheila Kruse reviewed the audit, noted that there were no audit findings, and that the Commission met all legislative and compliance requirements. The revenue and expenditures were explained.
 1. Sheila explained the reason for the fund balance and suggested the Commission may want to have a “wish list” in the case of funds that are not spent at the end of the fiscal year.
 - c. Public comment and discussion
 - i. Margie Bulkin suggested we add the Fund Balance discussion to the next Commission Meeting.

Closed Public Hearing at 2 p.m.

Action Items

2. Discussion and action to adopt Audit and Annual Report for FY 16-17
 - a. Motion to adopt the Audit and Annual Report for 2016/2017
 - i. Moved: Commissioner Caldwell
 - ii. Seconded: Commissioner Brennan
- There was no further discussion.
Motion carried: 4 ayes: (Espino, Brennan, Bulkin, Caldwell)

3. Consideration of approval of Minutes for September 6, 2017 (Att #2)
 - a. Motion to adopt the Minutes from September 6, 2017.
 - i. Moved: Commissioner Caldwell
 - ii. Seconded: Commissioner BulkinThere was no further discussion.
Motion carried: 4 ayes: (Espino, Brennan, Bulkin, Caldwell)
4. Consideration of a budget revision for ICES Raising Healthy Families (Att #3)
 - a. Tabled until the next meeting.
5. Consideration of a budget revision for Smile Keepers (Att #4)
 - a. Margie Bulkin recused herself and due to lack of quorum this action item will be tabled until the next Commission meeting.
6. Consideration of a budget revision for SELF (Att #5)
 - a. Margie Bulkin recused herself and due to lack of quorum this action item will be tabled until the next Commission meeting.
7. Election of Officers (Att #6)
 - a. Due to many missing Commissioners, elections will take place at the next meeting.

Discussion Items, Information Items and Reports

1. QRIS Coordination
 - a. Sheila Kruse recused herself
 - b. Sarah Garcia reported, we will be applying for additional QRIS funds. Director, Garcia is requesting we continue our contract with Sheila Kruse, to coordinate the QRIS program.
 - c. Commissioner Bulkin reported that she finds this a win-win for the current Director and the Commission.
 - d. Sheila Kruse reentered the room.
 - e. S. Kruse reported the QRIS grant should be coming out soon. She reported that her contract is valid through December.
 - f. Commissioner Bulkin reported that we will discuss the continuation of QRIS and Consultant contract in December.
2. Ethics Training reminder
 - a. Any public official/commissioner has to have their bi-annual Ethics Training.
 - b. Commissioner Bulkin suggested we discuss this at the December meeting.
3. Financial Report (to August 2017, Att #7)
 - a. Sarah Garcia presented the financial report.
4. Reports from Executive Director, Commissioners and Ex-Officios

Sarah Garcia

- Sarah and Sheila attended the Small County Summit in South Lake Tahoe.
- Main topics discussed were how to align county commissions.
- It was a great opportunity for Sarah to meet other small county Directors and begin to build a relationship with them, which will be incredibly beneficial to our local commission.

Sheila Kruse

- It has been a delight to work with Sarah Garcia.

Ruth Caldwell

- They do not currently have a Public Health Officer.
- They have two new employees
- Public Health is preparing for the Health Fair.

Donna Meiss

- She is working hard to get the Quality Counts program up and running.
- She is working on recruiting new private sites.

Erika Hagstrom-Dossi

- Erika reported that she is now serving a new preschool, Christian Heights.
- Through Head Start, we have been able to identify a dental office in Amador County that will now provide the dental screenings.

Rebecca Espino

- Family Support Program: a program for homeless families. Social Services got \$199,000 for housing assistance.
- Family Stabilization is used specifically for children to help stabilize the family, such as soccer, gymnastics, or activities for children.

Sherri Brennan

- The County was in need of finding the number of homeless in Tuolumne County. Sonora Area Foundation provided the funds to do a Point In Time count to get an accurate number.
- Sherri reported that the Board of Supervisors has spent a lot of time discussing the marijuana laws. She has asked anyone who is interested to attend the next Board meeting to express their concerns. The meetings will be the second Tuesday in November.

The meeting was adjourned at 2:45 p.m.

Next meeting scheduled for December 6, 2017 at 1:15 p.m. Tuolumne County Superintendent of Schools Office Room 217, 175 Fairview Ln, Sonora, CA 95370



Item 2. Consideration of a budget revision for Smile Keepers

Details: Smile Keepers is proposing to add all (\$4416) funds from the dental consultant category to the project coordinator salary line for the remainder of the grant cycle. In August, 2017, the dental consultant position was eliminated from the program activities in the First 5 Smile Keepers grant due to contract changes and program needs. These duties will now be assumed by the program coordinator. The additional duties for the program coordinator will include adding all Tuolumne County Head Start children (180 children approx.) to the coordinator case load as well as adding 60 additional children from Christian Heights preschool. Additionally, Sierra Waldorf school is adding their TK students (approx. 25 children) to the Smile Keepers family for the first time!

This increase in salary and time is the justification for the added funds to the coordinator position.

Additionally, in 18/19, the increased salary and benefits costs are due to longevity pay increase for Erika as well as the associated benefits with the increased costs of employers PERS contribution, which will increase from 15.53% in 17/18 to 18.10% in 18/19. Travel and conference costs were reduced in 18/19 to account for the increased salaries/benefits.

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| Action requested: Ratify the budget revision for Smile Keepers |
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Executive Director's Recommendation: Ratify the approval of the Smile Keepers budget.



Item 3. Consideration of a budget revision for Social Emotional Learning Foundations (SELF)

Details: \$5,000 has been reallocated which was previously budgeted for mental health consultation as children who are exhibiting extremely challenging behavior are referred to special education screening more quickly and this line item is no longer necessary. We have increased the supply budget in order to purchase an iPad for use in the field while doing practice based coaching and to purchase materials and supplies for sites when needed.

Additionally, salaries and benefits costs were increased in the current and subsequent years to more accurately reflect the true costs including the longevity increases in salaries and well as the increased employer costs of STRS which increased from 12.58% in 16/17 to 14.43% in 17/18 and will increase to 16.28% in 18/19. All adjustments were made while keeping within the 4 year overall grant funding.

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| Action requested: Ratify the budget revision for SELF |
|---|

Executive Director's Recommendation: Ratify the approval of the SELF budget.

| SELF 4-Year Budget FY 2015-16 through FY 2018-19 approved amendment Dec 2016 | | | | | | | | | |
|--|-------------------|---------------------|---------------------|-------------------|-------------------|-------------------|-------------------------------|-------------------|----------------------|
| | Actual | Actual | Current | Proposed | Current | Proposed | Current | Proposed | |
| | FY 2015-2016 | FY 2016-2017 | FY 2017-2018 | FY 2017-2018 | FY 2018-2019 | FY 2018-2019 | TOTAL 4 Years | TOTAL 4 Years | |
| Expenditures | | | | | | | | | |
| Personnel Costs | | | | | | | | | |
| Certificated Salaries | \$ 67,287 | \$ 72,421 | \$ 72,173 | 74,679.00 | \$ 74,498 | 77,086.00 | \$ 286,379 | 291,473.42 | |
| Consultation | \$ 10,000 | 320 | \$ 5,000 | 0.00 | \$ 5,000 | 0.00 | \$ 20,320 | 10,320.00 | |
| Certificated Sal - Admin/Eval | \$ 3,765 | \$ 3,992 | \$ 3,991 | 5,574.13 | \$ 4,043 | 5,685.14 | \$ 15,791 | 19,016.41 | |
| Classified Salaries | \$ - | \$0 | \$0 | 0.00 | \$0 | 0.00 | \$ - | 0.00 | |
| Total Salaries | \$ 81,052 | \$76,734 | \$81,164 | 80,253.13 | \$83,541 | 82,771.14 | \$ 322,491 | 320,809.83 | |
| Benefits | \$ 20,884 | \$ 23,318 | \$ 23,679 | 25,431.32 | \$ 24,211 | 26,450.97 | \$ 92,092 | 96,083.84 | |
| Total Personnel Costs | \$ 101,936 | \$100,051 | \$104,843 | 105,684.45 | \$107,752 | 109,222.11 | \$414,582 | 416,893.67 | |
| Operating Costs | | | | | | | | | |
| Supplies, Equipment | \$ 1,500 | \$1,346 | \$2,400 | 4,400.00 | \$2,400 | 3,513.94 | \$ 7,646 | 10,759.56 | |
| Travel, Conference, Mileage | \$ 1,500 | \$1,121 | \$1,500 | 1,600.00 | \$1,500 | 1,600.00 | \$ 5,621 | 5,820.77 | |
| Total Operating Costs | \$ 3,000 | \$2,466 | \$3,900 | 6,000.00 | \$3,900 | 5,113.94 | \$13,266 | 16,580.33 | |
| Agency Indirect | \$ 10,000 | \$10,000 | \$ 10,000 | 10,000.00 | \$10,000 | 10,000.00 | \$ 40,000 | 40,000.00 | |
| Total Expenditures | \$ 114,936 | \$112,517.50 | \$118,743.00 | 121,684.45 | \$ 121,652 | 124,336.05 | \$ 467,849 | 473,474.00 | |
| | | | | | | | APPROVED 4 YEAR BUDGET | | \$ 473,474.00 |

**ATTACHMENT #4**

FIRST 5 Meeting, December 6, 2017

Item 4: Election of Officers

History: The Commission nominates and elects officers annually. The current slate of Commission Officers began their annual officer terms in December 2016. The Commissioners that have served as officers in the last three years are:

| | Chair | Vice Chair | Treasurer |
|----------|---------------|-------------------|------------------|
| FY 16-17 | Margie Bulkin | Deborah Bryant | Anna Noonan |
| FY 15-16 | Margie Bulkin | Melissa Parrish | Anna Noonan |
| FY 14-15 | Joan Alford | Margie Bulkin | Melissa Parrish |

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.

| Eligible for Chair (All) | Eligible for Vice Chair (All) | Eligible for Treasurer (All) |
|---------------------------------|--------------------------------------|-------------------------------------|
| Cori Allen | Cori Allen | Cori Allen |
| Sherri Brennan | Sherri Brennan | Sherri Brennan |
| Deborah Bryant | Deborah Bryant | Deborah Bryant |
| Margie Bulkin | Margie Bulkin | Margie Bulkin |
| Anna Noonan | Anna Noonan | Anna Noonan |
| Melissa Parrish | Melissa Parrish | Melissa Parrish |

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 December 2017.

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.



Item 5. Consideration of a proposal for QRIS and Fiscal Coordination for FY 17-18 through FY 19-20.

Consider one or more contracts to provide: (1) QRIS coordination, local system support, evaluation and rating; and (2) preparation of year-end financial statements for FY 17-18 and time-limited audit preparation support in July – September 2018.

History:

QRIS: First 5 Tuolumne has a 5-year contract with First 5 CA to support QRIS activities in Tuolumne County (IMPACT grant). We are currently in year 3 of the contract. First 5 Tuolumne, in conjunction with the Tuolumne County Supt. of Schools, will apply for additional funds to support the local QRIS Consortium in January 2018, with the grant to be retroactive to July 2017. This grant goes through Sept. 2018, and is renewable annually.

First 5 Tuolumne did not budget a new staffing position for the IMPACT grant but, instead, relied on the past practice of dividing the operational work between the Director and contractors. Last year, the First 5 Director spent 714 hours on IMPACT, which represented 43% of total hours worked under her contract. This was much higher than had been anticipated. Some of these hours were billed to First 5 CA, under the IMPACT grant, the rest were considered part of the local match.

This fiscal year, with the transition in Directors, Sheila Kruse has been doing most of the IMPACT work to date. As of mid-November, she has spent 173 hours, under her transition/training contract of 500 hours. The training for IMPACT began in November for Sarah Garcia, after the first quarter training that focused on the audit, annual reports, grantee contracts and billing, evaluation, and legislative requirements.

When the Commission entered into an agreement with TCSOS last year, the agreement was that the position be advertised at an 80% contract, with the candidates informed that, if new funds came in, that the position would be adjusted to 90% or higher. In the meantime, our local QRIS Consortium, recognizing the need for QRIS staffing, recommended that the 17-18 IMPACT budget include staffing time (approving about \$18,000), not knowing whether it would be Director time, consultant time, or a combination of the two.

When the new First 5 Director started work in July 2017, she informed her employer, TCSOS, that she wished to remain with an 80% contract. Therefore, the issue of who would continue to do the IMPACT/QRIS work after December 31, 2017, when Sheila Kruse's contract expires, came before the Consortium. It was recognized that Sarah Garcia will be able to assume a greater share of the duties as time passes, but this year and next year will pose challenges. Our estimate is that 650 hours/yr will be needed, (or 36% time of a FTE at TCSOS). For Sarah, this would represent 45% of her current 80% contract. This is a challenge as she has much to learn about local First 5 operations.

Audit preparation: The current contract between First 5 Tuolumne and Tuolumne Co. Supt. of Schools builds in \$10,000 annually for fiscal support. The original idea was that the new director may not have the fiscal expertise to handle all of the fiscal legislative responsibilities of First 5. When the contract was started this year in July 2017, the fiscal staff at TCSOS was

unable to free up staff time to assist with the audit, because they had their own workload issues. It was jointly decided that Sheila Kruse would train Sarah Garcia on the year-end audit practices, including preparation of financial statements. This was done. TCSOS has said that they will not charge against the \$10,000 set aside for extra fiscal services. Sarah Garcia has been trained and is doing grantee billing, invoicing to the county, and reviewing monthly financial statements. However, she has requested one more year's assistance with budgeting, and going through the audit process, including preparation of the financial statements. It should be noted that the first 4 weeks of her employment were spent in this training, and there was a lot of information coming in very quickly. The funds set aside in the TCSOS contract could be directed to this extra assistance. This could include a quarterly check-in on fiscal transactions, and then targeted year-end audit activities, working closely with Sarah Garcia to complete audit requirements.

Discuss / Action: Below are options for the Commission to consider in addressing these issues.

1. **Extend the current contract with Sheila Kruse through 19-20. Revise the scope of work to detail out more QRIS activities and fiscal audit support through 17-18 in early FY 18-19.** The revision should be retroactive to July 1, 2017. (Detail follows)

Rationale: The QRIS Consortium members have determined that this work is appropriate for a sole source contract, because currently there is no one else in Tuolumne County that has the requisite set of knowledge and skills to begin this work effectively January 1, 2018. The same argument could be had for audit support for the current year.

QRIS budget:

- a. For 17-18: 455 hrs @ \$52/hr = \$23,660 (retroactive to July 1, 2017)
- b. For 18-19; 325 hrs @ \$52/hr = \$16,900
- c. For 19-20, 163 hrs @ \$52/hr = \$8,476

Fiscal Budget: For the period Jan 2018 – September 30, 2019, up to 160 hrs @ \$52/hr = \$8,320 (as needed)

OR

2. **For QRIS, embark on a new competitive process. Consistent with our contracting policies and procedures, do the following:**

- a. Send out a letter to all partners that have a link to early education in Tuolumne County (but who do not receive Quality Count stipends) including grantees, LCCPC, school districts, Supt. of Schools Office, etc. which asks if they are interested in subcontracting for QRIS coordination, local system support, evaluation and rating to begin January 1, 2018:
 - i. Knowledge of CA QRIS required
 - ii. Knowledge of First 5 CA IMPACT required
 - iii. Strong familiarity with the iPinwheel data system required
 - iv. Knowledge of budgeting and financial reporting required.
 - v. Experience with : contract monitoring, state reporting, local First 5 Tuolumne programs, county fiscal systems, ERS and CLASS assessments, QRIS matrix rating, preparing grant applications.

- vi. Entity/individual cannot currently receive or be eligible to receive Tuolumne Quality Counts site stipends.
- vii. Hours and amounts as listed in Item 1.
- b. Letters due by December 31, 2017
- c. If only one letter received, Commission can enter into new contract; and should hold a meeting in early January to approve.
- d. If more than one letter received, Commission shall appoint a committee to meet with interested parties, design fair process for interviewing and selecting contractor in the most timely fashion.

For the fiscal piece: discuss options with TCSOS for providing internal support, or discuss options with Debi Bautista for providing these services, or do a small sole source contract with Sheila Kruse for January – Sept. 2018 for the amount listed above.

OR

3. Hybrid:

- a. Extend S Kruse's contract to Sep 30, 2017, recognizing the time issue.
 - i. QRIS Amount for 17-18: 455 hrs @ \$52/hr = \$23,660, retroactive to July 1, 2017.
 - ii. Fiscal amount: \$8,320 for up to 160 hours through Sept. 30, 2018.
- b. Send out letter of interest for QRIS services to begin on July 1, 2018. This would give Sarah Garcia more time to really learn what pieces she can take on and what pieces are best to subcontract for the future.
- c. Recheck on need for fiscal assistance next year.

Detail for QRIS Scope of Work, and Transition Plan:

| Tasks: | Rating Year | | | |
|---|------------------|------------------|------------------|--------|
| | 17-18 | 18-19 | 19-20 | |
| 1. Lead local QRIS Consortium | | | | |
| Schedule meetings, set agendas, communicate | Contractor | Director | Director | |
| Report to First 5 Commission | Director | Director | Director | |
| 2. Set up, adjust, and monitor local QRIS systems | | | | |
| Set up systems for site /individual stipends | Contractor | Both | Director | |
| Track site and individual participation | Both | Director | Director | |
| Coordinate with ICES re contract, AB212, etc. | Both | Director | Director | |
| Monitor subcontracts | Both | Director | Director | |
| Integrate SELF program | Contractor | Both | Director | |
| Pay stipends - site and individual | Director | Director | Director | |
| Plan for following year - budgets, systems, etc. | Both | Both | Both | |
| 3. Meet IMPACT & Block Grant funding guidelines | | | | |
| Train sites on iPinwheel | Contractor | Director | Director | |
| Do input on iPinwheel for participants | Both | Director | Director | |
| Track data on iPinwheel | Both | Director | Director | |
| Manage ongoing iPinwheel caseloading, etc. | Contractor | Both | Director | |
| Ensure all sites have Quality Action Plan input | Contractor | Director | Director | |
| Collect QRIS data for input on iPinwheel as needed | Both | Director | Director | |
| Hub participation, communication, local resource sharing | Both | Director | Director | |
| Arrange for assessments (CLASS, ERS) | Contractor | Contractor | Contractor | |
| Rate sites | Contractor | Contractor | Contractor | |
| Communicate ratings | Director | Director | Director | |
| Reporting - IMPACT and QRIS - fiscal & performance reports | Both | Both | Both | |
| Reporting - budgets to funders; revisions, etc. | Both | Both | Both | |
| Annual QRIS Block Grant application | Contractor | Both | Both | |
| Possibly another IMPACT application? | | | Both | |
| Percent of QRIS hrs allocated to Contractor | 70% | 50% | 25% | of 650 |
| Estimated hours Contractor | 455 | 325 | 162.5 | |
| Estimated Cost Contract (\$52/hr) | \$ 23,660 | \$ 16,900 | \$ 8,476 | |
| Percent of QRIS hrs allocated to First 5 Director | 30% | 50% | 75% | of 650 |
| Estimated hours First 5 Director | 195 | 325 | 487.5 | |
| Estimated Cost as part of sal/ben, operating, indirect (\$58.34/hr) | \$ 11,376 | \$ 18,961 | \$ 28,441 | |
| Total Estimated Costs | \$ 35,036 | \$ 35,861 | \$ 36,917 | |



ATTACHMENT #6

FIRST 5 Meeting, December 6, 2017

Item 7: Financial Report through June 2017

| Sept-Oct | Fiscal Year 2017-2018 | | | | |
|---|-----------------------|------------------|-------------------------|-------------------------------|------------------|
| Total FIRST 5 Trust Fund Balance | | | | | |
| Beginning Balance | 814,949 | | | | |
| Cumulative FY New Revenue | 45,807 | | | | |
| Cumulative FY Expenditures | 95,008 | | | | |
| Adjustments and Transfers | - | | | | |
| Current Balance in Fund | 765,748 | | | | |
| | Budget | General | Small Co Augment | First 5 CA Initiatives | Total |
| Revenues | | | | | |
| Tobacco taxes | \$ 475,000 | \$ 53,148 | | | \$ 53,148 |
| First 5 CA grants | \$ 100,095 | | | \$ - | \$ - |
| Refunds, MHSA Grant, Fees | \$ 10,000 | \$ (9,356) | | | \$ (9,356) |
| Interest Income, local & SMIF est | \$ 6,536 | \$ 2,015 | | | \$ 2,015 |
| Total Revenues | \$ 591,631 | \$ 45,807 | \$ - | \$ - | \$ 45,807 |
| Expenditures | | | | | |
| Professional Services: | | | | | |
| Professional Svcs-Admin | \$ 42,612 | \$ 8,580 | | | \$ 8,580 |
| County Counsel | \$ 3,000 | \$ 1,000 | | | \$ 1,000 |
| Auditor-Controller (local) | \$ 250 | \$ 49 | | | \$ 49 |
| Accounting & Audit (outside audit) | \$ 11,400 | \$ 11,400 | | | \$ 11,400 |
| Travel -Training and Seminars | \$ 400 | \$ 400 | | | \$ 400 |
| Dues and Memberships | \$ 3,438 | \$ 3,438 | | | \$ 3,438 |
| Office Expense | \$ - | \$ - | | | \$ - |
| Advertising | \$ 250 | \$ 88 | | | \$ 88 |
| Communications | \$ 150 | \$ 170 | | | \$ 170 |
| Commission Meeting Exp | \$ - | \$ - | | | \$ - |
| Total Administrative Expenses | \$ 61,500 | \$ 25,125 | \$ - | \$ - | \$ 25,125 |
| | 9% | | | | 26% |
| Grants and Programs | | | | | |
| ATCAA Family Learning Cntrs | \$ 111,384 | \$ - | | | \$ - |
| ICES Raising Healthy Families | \$ 128,107 | \$ 41,500 | | | \$ 41,500 |
| Kits for New Parents - Total | \$ 50 | \$ - | | | \$ - |
| Oral Health Access | \$ 3,000 | \$ - | | | \$ - |
| Outreach Expenses | \$ 300 | \$ - | | | \$ - |
| Public Health PNP | \$ 27,574 | \$ - | | | \$ - |
| TCOE SELF | \$ 118,743 | | \$ 12,812 | | \$ 12,812 |
| TCOE Smile Keepers | \$ 36,396 | | \$ 9,243 | | \$ 9,243 |
| IMPACT | \$ 100,095 | | | \$ 244 | \$ 244 |
| Professional Svcs - ED Program | \$ 70,615 | \$ 5,772 | | | \$ 5,772 |
| Total Program Expenses | \$ 596,264 | \$ 47,272 | \$ 22,055 | \$ 244 | \$ 69,571 |
| | 89% | | | | 73% |
| Total Evaluation Exp (Prof Svcs) | \$ 8,522 | \$ 312 | | | \$ 312 |
| | 1% | | | | 0% |
| Total Expenditures | \$ 666,286 | \$ 72,709 | \$ 22,055 | \$ 244 | \$ 95,008 |



ANNUAL EVALUATION REPORT FY 2016-2017

Prepared By: Sarah Garcia, Director November 2017

Table of Contents

| | |
|--|----|
| <u>Results – First 5 Tuolumne Highlights For FY 16-17</u> | 3 |
| <u>Parental Resilience</u> | 5 |
| <u>Social Connections</u> | 5 |
| <u>Concrete Supports in Time of Need</u> | 5 |
| <u>Knowledge of Parenting and Child Development</u> | 6 |
| <u>Social and Emotional Competence in Children & Pyramid Model</u> | 7 |
| <u>Health Services</u> | 8 |
| <u>Challenges</u> | 9 |
| <u>Conclusion:</u> | 10 |

Results – First 5 Tuolumne Highlights For FY 16-17

Desired Outcome 1:

Primary Caregivers will have the supports and resources they need to be their child's first and best teacher.

In FY 16-17, progress was measured by primary caregivers in:

1. Education and skill building on early brain development & early literacy
2. Engagement in ASQ screening.
3. Education and skill building on positive parenting techniques
4. Engagement with children's therapists, and supportive activities at home

Funded programs: ATCAA Family Learning and Support Services, ICES Raising Healthy Families, TCSS Social Emotional Learning Foundations



Desired Outcome 2:

Primary Caregivers will have the supports and resources they need to break the cycle of generational poverty, substance abuse, trauma and dysfunction.

In FY 16-17, progress was measured by primary caregivers in:

1. Progress on educational or employment goals
2. Expansion of supportive social connections
3. Linkages to community supports and resources
4. Engagement in support services following a child abuse report.

Funded programs: ATCAA Family Learning and Support Services, ICES Raising Healthy Families, Public Health Outreach and Case Management.



Desired Outcome 3:

Children will have the supports and resources they need to develop in a healthy fashion and to enter kindergarten ready to learn.

In FY 16-17, progress was measured by young children as follows:

1. Enrollment in a high quality early learning program.
2. Appropriate and timely medical screenings, immunizations and medical treatment.
3. Oral health education, screening and fluoride treatments and access to treatment.
4. Behavioral health services addressing significant social emotional developmental concerns.

Funded programs: ATCAA Family Learning and Support Services, ICES Raising Healthy Families, Public Health Outreach and Case Management, TCSS Social Emotional Learning Foundations, TCSS Smile Keepers



Desired Outcome 4:

Early Childhood Educators will have the supports and resources they need to optimally engage children in quality early childhood learning, including children with difficult and challenging behaviors.



In FY 16-17, progress was measured by:

1. Completion of eligible professional development activities under IMPACT.
2. Coaching for teachers, including a focus on promoting early social-emotional competencies.
3. Training in recognition of social-emotional delays and skill building for discussing issues with parents.
4. Engagement of the local QRIS Consortium and enrollment of IMPACT sites.

Funded programs: TCSS Social Emotional Learning Foundations and IMPACT

All First 5 Tuolumne Programs operated under 3 Best Practice frameworks:

1. Strengthening Families 5 Protective Factors

- a. Parental Resilience;
- b. Social Connections;
- c. Concrete Supports in Time of Need;
- d. Knowledge of Parenting and Child Development; and
- e. Social & Emotional Competence in Children

2. Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children (CSEFEL)

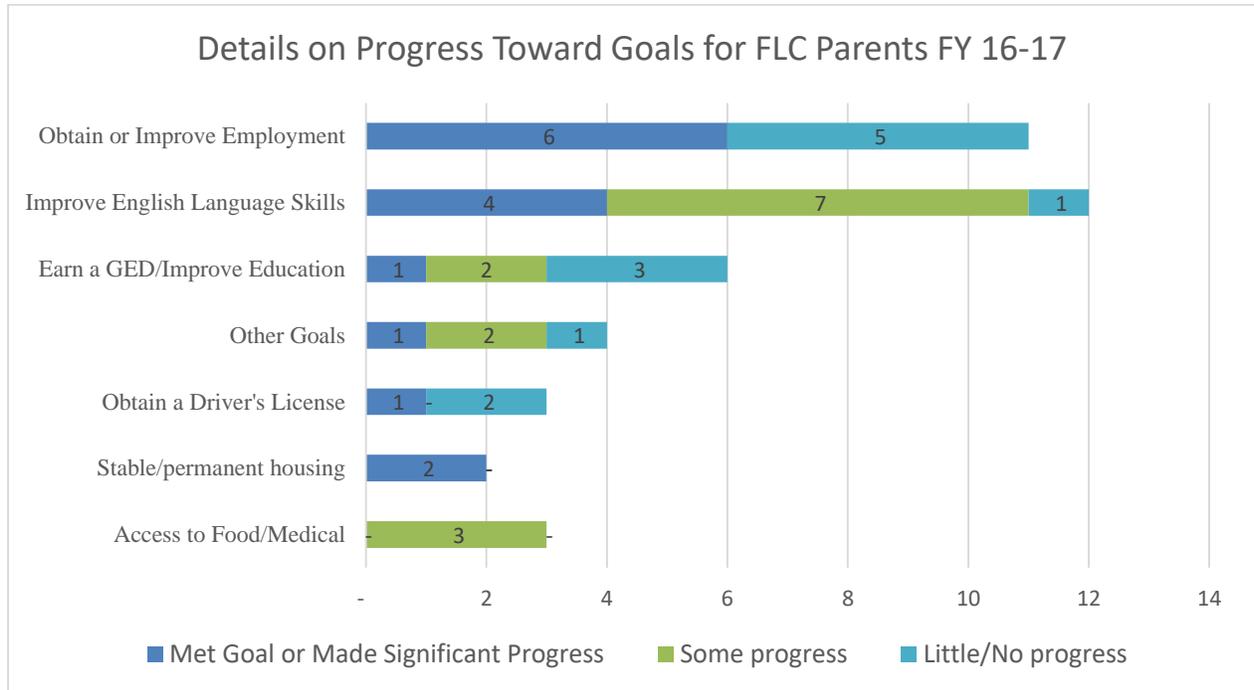
3. Health Services – Professional Standards of Practice

More detailed information on outcome highlights is presented in the following sections, organized under these framework elements.

Specific, detailed information on individual programs is provided in Appendix 2, which includes logic models and the annual evaluation report findings for each program.

Parental Resilience

37% of parents participating in ATCAA Family Learning Center met or made substantial progress on at least one of their annual goals. The most frequently met goals were linked to employment and improved English language skills.



Social Connections

- 28% of parents at the Family Learning and Support program participated in support groups.
- 69% of parents served with ICES home visiting expanded their positive support network.

Concrete Supports in Time of Need

Intensive parent support programs provided referrals and followed up on outcomes. Combined data from the Family Learning Center and Raising Healthy Families shows that the following percentages of parents received services, as follows:

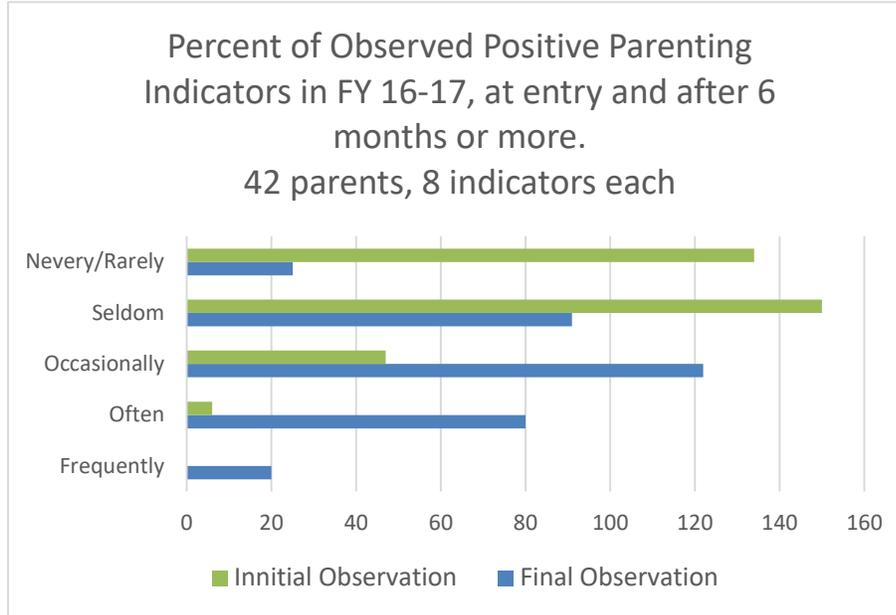
- 57% received food/nutrition services
- 66% received educational or job skill training services
- 25% received medical, dental or behavioral health services
- 13% received assistance in finding housing
- 40% received assistance in finding early childhood education
- 34% received assistance in finding other basic needs

In addition, the public health outreach and case management program provided a large number of referrals to medical services; however, no tracking was done on outcomes.

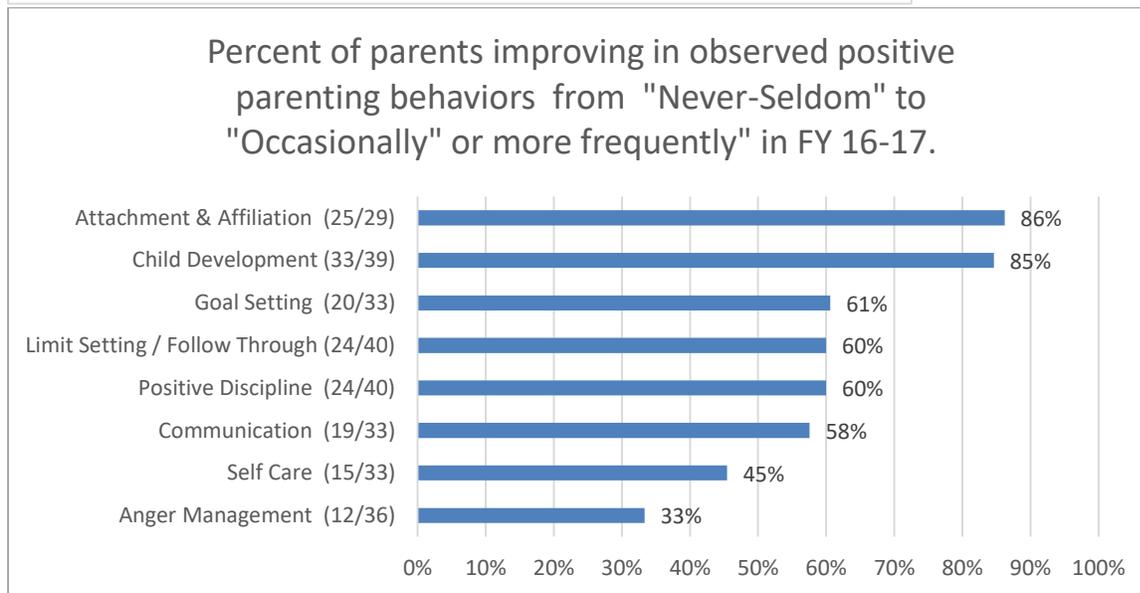
Knowledge of Parenting and Child Development

Parents receiving In-Home Support improved their parenting skills.

The highest-risk families receiving In-Home Parent Support measurably increased their positive behaviors with their children. (ICES Raising Healthy Families program, Parent Observations).



Most parents were observed never, rarely, or seldom demonstrating positive parenting practices at entry to the program. After 6 months or more, the frequency of positive parenting behaviors rose to a higher level of observed frequency.

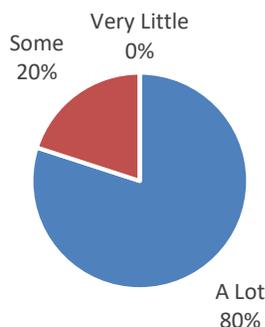


Parents completing parenting classes improved their skills and knowledge.

(ICES Raising Healthy Families program, Parenting Class evaluations)

32 parents participating in parenting classes reported a strong level of agreement with the relevance of the information learned, the quality of the facilitator, and an increased level of confidence in parenting skills. Most reported learning "a lot" in specific concept areas, and 90% were able to identify at least one new skill that they were using at home.

Parents Responded to how much they learned, in relation to specific Nurturing Parenting topic areas FY 16-17.



- *Time with each child is so important, listening to them more, talking not yelling, and so much more*
- *Learn better ways to respond to children's behavior. I hope to change the cycle and refrain from bringing my trauma to my son's life.*
- *Learn not to hit. Take care of myself or I won't be able to handle my children.*

100% of parents reported that the general parenting classes were valuable for:

- Learning new ways of thinking about children's behavior
- Learning new ways of thinking about parenting and new approaches to try
- Learning how to feel more calm and in control and less reactive to situations
- Learning from other parents
- Learning specific, practical things to try at home with their children

Social and Emotional Competence in Children & Pyramid Model

Teachers learned new skills to teach children social-emotional competencies, and incorporated those practices. Administrators continued to support implementation of social-emotional curriculum.

"Meeting with parents along with Donna (the SELF Coordinator) and using observations and anecdotal notes helped when communicating concerns with families."

"Most definitely we will continue use CSEFEL practices in our program. The strategies and ideas that Donna shares with the staff are vital to be able to successfully implement best practices."

Children served with individual consultation increased the frequency of positive behaviors over time.

- 100% of the 23 children with matched scores improved in at least 1 positive behavior domain, regardless of the time between pre and post- tests (which ranged from 1 month to 8 months). Two years of pooled data.
- The children had, on average, 5 behavior indicators out of 16 score at "not at all" or "rarely" (scores 1-2) at pre-test. Most of these children (76%) moved at least half of their

low indicators to a score of 3 or higher (“occasionally” – “frequently”), with 8 children moving all of their low indicators to a score of 3 or higher.

- The three indicators that children scored the lowest in were: (1) constructively manages strong emotions (i.e. expresses anger in an appropriate way); (2) Is able to solve social problems; and (3) stops an activity when asked to do so. Transitions and circle time also proved to be difficult for many children.

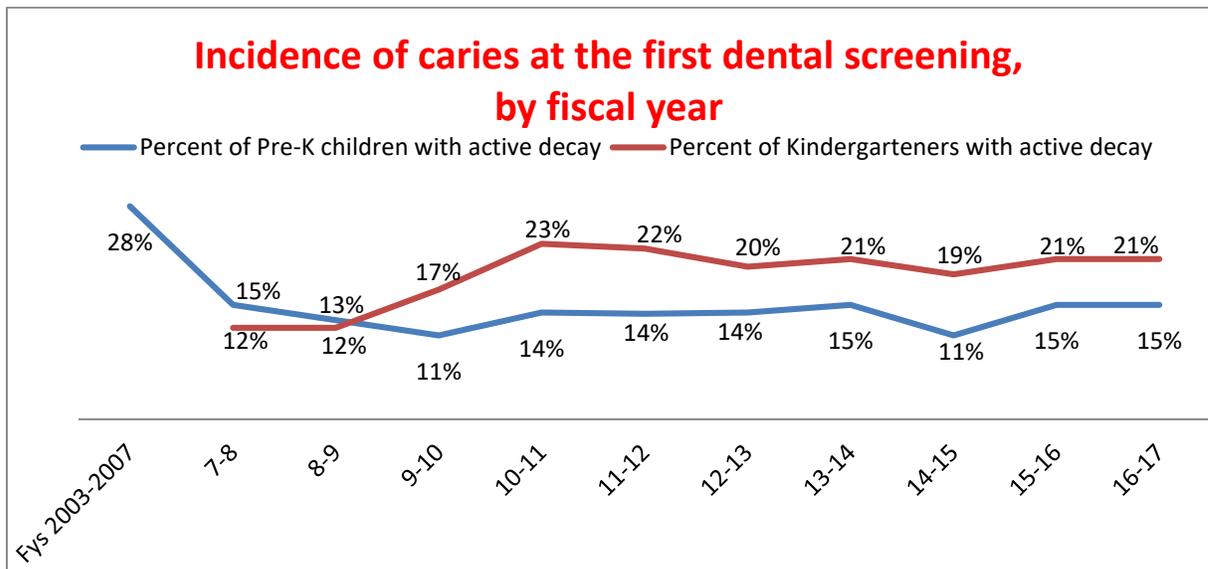
Other indicators for identifying children’s needs early included (in FY 16-17):

- Out of 16 children served in 2016-2017, 9 received new or expanded special education services. This indicates that SELF is a very effective in early identification and intervention. These services included speech services, occupational therapy, autism intervention, and behavioral support.
- 3 children participated in a Child Find Screening, and 11 received social-emotional developmental screening.

Health Services

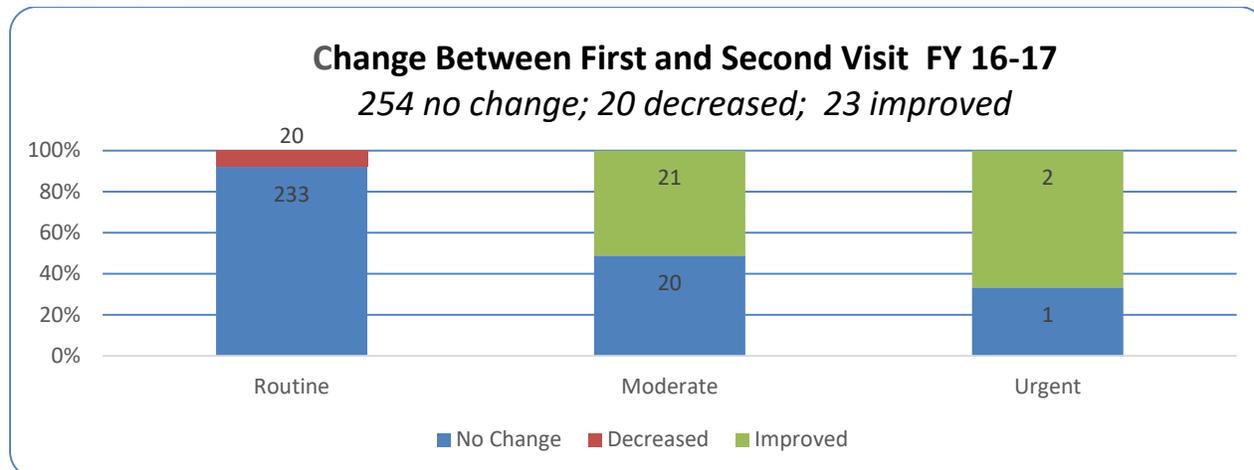
First 5 support increased access to dental health preventative treatment and strengthened community capacity for an effective comprehensive prevention approach.

- *First 5 funds supported oral screening and fluoride varnish for at least 48% of the county’s 3-4 year old pre-K children.*
- *Data from Smile Keepers over 14 years suggests that the comprehensive prevention approach has sustained a reduction in the incidence of active caries (cavities) in the pre-K population.*



- *Of the 88 Kindergarten children with caries, 74 (84%) had not had a Smile Keepers visit in the previous year. This accounts for almost all of the difference in ongoing caries rate between the kindergarten and Pre-K children, and has been measured in past years as well. This is strong evidence for the power of early prevention.*

Most children who received two visits/year sustained good oral health or improved their oral health status.



Children had greater access to developmental screening and parents engaged with these assessments. Children who were identified with disabilities and special needs received further referrals or services.

Across all programs, 49 children received an ASQ and 60 children received an ASQ-SE. For these children, 52 parents/caregivers were engaged in a discussion of developmental milestones. 16 children who were served by the Social Emotional Learning Foundations program received additional assessments. The Family Learning Center reported an additional 30 children who attend their program had screenings done at Head Start or Early Head Start.

Children at risk were referred to services including, but not limited to, Child Find, Behavioral Health, medical services, and special educational resources.

Case Management is provided through home visits and site-based visits.

Additional referrals and linkages are made as well as medical assessments and health education.

22 caregivers were served with case management (with 11 pregnant women and 22 children birth to two).

Challenges

- Unexpected staffing changes affected 1 of our funded programs in a significant way in FY 16-17. Staff worked internally to continue to provide uninterrupted services and informed First 5 staff of the challenge.
- External factors affected client base. For example, programs depending on Welfare to Work clients were affected by regulations regarding eligibility and retention as well as staffing shortages at CWS. The nurse home visiting program continues to be affected by the number of high risk families who refuse to allow visits in their homes or sign up for intensive case management. In all cases, programs implemented alternative service strategies to engage families.

- The implementation of IMPACT required re-looking at all ECE professional development strategies county-wide, including the social-emotional mentoring funded by First 5. Once again, alternate service strategies were discussed for the year ahead. New strategies for leveraging were put into place.

Conclusion:

- First 5 funded programs in FY 16-17 were able to measure progress toward the Commission's desired outcomes. Children ages birth to five and their caregivers clearly benefitted from these funded programs.
- The programs used strategies consistent with the required best practice service frameworks.
- The programs continue to refer families to each other, and to strive to coordinate services to maximize family outcomes.
- First 5 funding continues to be a critical factor for the continuation of these services in the community. All programs operate with some degree of leveraged funding, but First 5 funding remains a required component for continued operations.
- Many of our funded programs faced challenges during the fiscal year with staffing changes or external changes affecting client engagement. The programs all continued to adapt, change, and adjust to best serve the families that were engaged with services. Ongoing changes will be monitored in FY 17-18.