

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.



ATTACHMENT # 1
FIRST 5 Meeting, February 5, 2020

First 5 Tuolumne County Commission
Minutes of Meeting December 4, 2019, 1:15 – 3:30 pm
Tuolumne County Superintendent of Schools Office, Rm 217
175 Fairview Ln, Sonora, CA 95370

Voting Members Present: Cori Allen, Robert Bernstein, Cathy Parker

Alternates: Mayra Patey and Devon Woodruff

Commissioners Absent: Hockett, Kirk, Sunday

Staff Present: Garcia

Members of the public present: Erica Hagstrom Dossi, Beth Barnett, Patricia Aguiar, and Natalie Gray

Welcome and Introductions

Meeting was called to order at 1:30 pm.

Public Comment

none

Open Public Hearing

Public Hearing on Annual Audit and Annual Report for FY 18-19

- a. Present: First 5 Tuolumne County Audit (attachment #1)
 - i. Sarah Garcia 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. The full audit is available on the website www.First5Tuolumne.org
- b. Annual Report (Power Point Presentation) for FY 18-19
 - 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.First5Tuolumne.org
- c. Public comment and discussion
 - i. None

Closed Public Hearing at 1:55 p.m.

Action Items

1. Discussion and action to adopt Audit and Annual Report for FY 18/19
Discussion: Explanation of reports was done during the Public Hearing.
Motion: adopt Audit and Annual Report for FY 18/19
Moved: Commissioner Bernstein
Seconded: Commissioner Allen
Abstain: none
Motion carried: 5 ayes: (Allen, Bernstein, Parker, Patey, Woodruff)
Recusal: none

2. Consider action to approve Minutes for October 2, 2019 (attachment #2)
Discussion: None
Motion: approve Minutes for October 2, 2019
Moved: Commissioner Allen
Seconded: Commissioner Woodruff
Abstain: none
Motion carried: 5 ayes: (Allen, Bernstein, Parker, Patey, Woodruff)
Recusal: none
3. Consideration to accept the application of Donna Fone to the First 5 Commission (attachment #3)
Discussion: Commissioner Allen shared her concern regarding an HSA heavy commission and suggested we consider that when making our decision. Commissioner Parker shared that Donna's experience is very well rounded and would be a good fit on the commission.
Motion: accept the application of Donna Fone to the First 5 Commission
Moved: Commissioner Bernstein
Seconded: Commissioner Patey
Abstain: none
Motion carried: 4 ayes: (Bernstein, Parker, Patey, Woodruff) 1 opposed (Allen)
Recusal: none
4. Consider action to adopt the Executive Director budget for 2019-2022. (attachment #4)
Discussion: The long term budget had been approved but the detailed year budget hadn't been approved yet. There are no changes to the totals.
Motion: Adopt the Executive Director budget for 2019-2022.
Moved: Commissioner Allen
Seconded: Commissioner Patey
Abstain: none
Motion carried: 4 ayes: (Allen, Bernstein, Patey, Woodruff)
Recusal: Parker
5. Consider action to adopt the Infant Child Enrichment Center Raising Healthy Families Budget for 2019/2020. (attachment #5)
Discussion: Natalie Gray from ICES explained the changes between line items in the Raising Healthy Families budget. The total for the year has not changed.
Motion: Adopt the Infant Child Enrichment Center Raising Healthy Families Budget for 2019/2020.
Moved: Commissioner Bernstein
Seconded: Commissioner Allen
Abstain: none
Motion carried: 5 ayes: (Allen, Bernstein, Parker, Patey, Woodruff)
Recusal: none
6. Consider action to allow Director to sign contract between First 5 Tuolumne and Office of Oral Health for Smile Keepers Data Project (attachment #6)
Discussion: Erika Hagstrom Dossi gave some background on the dental data project with the California Office of Oral Health.

Motion: Approve the Director to sign contract between First 5 Tuolumne and Office of Oral Health for Smile Keepers Data Project

Moved: Commissioner Patey

Seconded: Commissioner Woodruff

Abstain: none

Motion carried: 5 ayes: (Allen, Bernstein, Parker, Patey, Woodruff)

Recusal: none

7. Consider action to approve Small Grant Application from Tuolumne County Library (attachment #8)

Discussion: Patricia Aguiar from ATCAA Family Learning Center gave more information about the history of the program, how it is growing, and how they need funds to help the program continue to expand. The funds will be used for materials and a stipend for the parent volunteer.

Motion: Approve Small Grant Application from Tuolumne County Library in the amount of \$5,000.

Moved: Commissioner Woodruff

Seconded: Commissioner Bernstein

Abstain: none

Motion carried: 5 ayes: (Allen, Bernstein, Parker, Patey, Woodruff)

Recusal: none

8. Consider action to approve Small Grant Application from Tuolumne County Child Welfare (attachment #9)

Discussion: Cori Allen. This request is specifically to the child welfare visitation center. There are many parents and children coming through the center for parenting education and other services. The funds will be used to improve the facility as well as purchase supplies for the children since many have been damaged.

Motion: Approve Small Grant Application from Tuolumne County Child Welfare in the amount of \$7,500.

Moved: Commissioner Bernstein

Seconded: Commissioner Woodruff

Abstain: Allen

Motion carried: 4 ayes: (Bernstein, Parker, Patey, Woodruff)

Recusal: none

Discussion Items, Information Items and Reports

9. Monthly Financial Report through October 2019, (attachment #7)

10. Small Grants Update

a. Sarah Garcia suggested the future applications be simplified and shortened since many applicants had challenges with some of the questions.

11. Tuolumne County Superintendent of Schools presentation- Smile Keepers-

a. Erika Hagstrom-Dossi did a presentation on the Smile Keepers program and how she works with local children and parents. She also discussed the work that Ocean Arellano is now doing since the First 5 grant was expanded. Ocean is able to spend time in the elementary schools and Erika can spend more time with the 0-5 children and parents. The data from Smile Keepers is now going to be studied and the program is going to be reviewed as a potential model for the state.

Reports from Executive Director, Commissioners and Ex-Officios

Cori Allen- Commissioner Allen announced that the new Human Services Agency director is Rebecca Espino.

Dr. Robert Bernstein- A grant is available through the ACES Aware Website focusing on “Whole Person Care”.

Time and location for next meeting:

February 5, 2020 at 1:15 pm, Tuolumne County Superintendent of Schools Office, Rm 217
175 Fairview Ln, Sonora, CA 95370

Adjournment: 3:30pm



ATTACHMENT # 2
FIRST 5 Meeting, February 5, 2020

Item 2. Consider action to adopt amended contract for Sheila Kruse (attachment #2)

Details: The administration of the Quality Counts program was planned to change over to a different agency or person at the beginning of this fiscal year. We were not able to get that finalized as we had hoped and so we have continued to utilize Sheila Kruse. It is our desire to transition those duties to others within the next six months. In the meantime, we will need to extend the time and amount on the existing contract for Mrs. Kruse.

Action requested: Adopt amended contract for Sheila Kruse



FIRST 5 TUOLUMNE COUNTY COMMISSION
SHEILA M. KRUSE CONTRACT REVISION
February 5, 2020

The agreement for Professional Services between the First 5 Tuolumne Commission, an entity of the County of Tuolumne (“Commission”) and Sheila McKenna Kruse, a sole proprietor shall be amended with a new Term, Compensation, Notice, as detailed in Exhibit A below. The Cost Proposal shall be amended as detailed in Exhibit C below.

All other contract stipulations shall remain the same.

IN WITNESS WHEREOF, the parties have hereunder set their hands the day and year first written above.

For Contractor:

Sheila Kruse

Date

For Commission:

Cathy Parker
Chair, First 5 Tuolumne County Commission

Date:

Exhibit A

THIS AGREEMENT (“Agreement”) is made and entered into this 1st day of July, 2016, by and between the First 5 Tuolumne Commission, and entity of the County of Tuolumne (“Commission”) and Sheila McKenna Druse, a sole proprietor, (“Contractor”), pursuant to the following terms and conditions.

1. TERM

The term of this Agreement shall commence on July 1, 2016, and terminate on June 30, 2020, unless extended as provided by this Agreement.

This Agreement may be extended for a period of time mutually agreed upon by both parties by written amendment signed by both parties.

2. COMPENSATION

Contractor shall be compensated for services performed in an amount not to exceed \$170,750 for fiscal years 16-17 through 19-20 (4 years) for the entire term of this Agreement. The Contractor’s hourly rates are listed in Exhibit B, “Cost Proposal.” The County shall pay Contractor within thirty (30) days of receipt of an approved invoice.

8. NOTICE

Any and all notices, reports or other communications to be given to County of Contractor shall be given to the persons representing the respective parties at the following addresses:

CONTRACTOR:
Sheila McKenna Kruse
19295 South Court
Sonora, CA 95370

FIRST 5 COMMISSION:
Sarah Garcia
First 5 Tuolumne County
175 Fairview Lane
Sonora, CA 95370

Exhibit B
COST PROPOSAL

July 1, 2016-June 30, 2017

1,515 hours x \$52/hour = \$78,780; contract not to exceed \$78,750

Perform full scope of services

July 1, 2017-December 31, 2017

Up to 500 hours x \$52/hour = up to \$26,000

Ensure full scope of services is performed; train and transition new Executive Director into full responsibility of duties.

January 1, 2018-October 31, 2019

1,200 hours x \$55/hour = not to exceed \$66,000

IMPACT/QRIS Coordination; train and transition new Executive Director into full responsibility of IMPACT/QRIS Coordination.

Provide quarterly and fiscal year-end audit preparation assistance.

November 1, 2019-December 31, 2020

730.5 hours x \$55/hour = not to exceed \$40,178

IMPACT/QRIS Coordination



ATTACHMENT # 3
FIRST 5 Meeting, February 5, 2020

Item 3. Consider action to approve changes to the ATCAA Family Learning Center budget for 2019/2020

Details:

	FY 19/20	REVISED 19/20	FY 20/21	FY 21/22	FY 22/23	Total
Personnel						
Family Support Manager	14,675	14,675	15,000	15,375	15,973	61,023
Community & Family Engagement Coord	14,675	14,675	15,000	15,375	15,973	61,023
Total Salaries and Wages	29,350	29,350	30,000	30,750	31,946	122,046
Fringe Benefits	7,201	7,201	7,828	8,008	8,270	31,307
Total Personnel	36,551	36,551	37,828	38,758	40,216	153,353
Operating Costs						
Supplies: Family Literacy	3,500	2,850	3,500	3,500	3,500	14,000
Rent & Utilities	2,800	7,400	2,800	2,800	3,000	11,400
Household Supplies/Maintenance	2,000	2,000	2,000	2,000	2,200	8,200
Communications	4,800	1,500	4,800	5,000	5,000	19,600
Transportation (gas and vehicle maintenance)	1,500	1,200	1,600	1,650	1,650	6,400
Staff Training/Travel	2,000	1,300	2,375	2,500	2,500	9,375
Insurance (vehicle, liability)	250	600.00	250	250	250	1,000
Contractual (detailed below)	5,000	5,000	5,000	5,500	5,500	21,000
GED/ESL (for coverage when College is closed) \$25/hr. for 50 hrs.	1,250	1,250	1,250	1,250	1,250	5,000
Childcare (evenings and summer) 2 providers x \$15/hr. for 125 hours	3,750	3,750	3,750	4,250	4,250	16,000
Total Operations	21,850	21,850	22,325	23,200	23,600	90,975
Total Direct Costs	58,401	58,401	60,153	61,958	63,816	244,328
ATCAA Indirect Costs @ 11.3%	6,599	6,599	6,797	7,001	7,211	27,608
TOTAL REQUEST TO FIRST 5	65,000	65,000	66,950	68,959	71,027	271,936
Increase =			2.91%	2.91%	2.91%	



ATTACHMENT # 3
FIRST 5 Meeting, February 5, 2020

Item 3. Monthly Financial Report through December 2019

Details: Report attached.

Fiscal Year 2019-2020	Monthly Itemization				
Nov-Dec					
All Fund Balance & Revenues	Budgeted	Prior Balance	Month 1	Month 2	Cumulative
Balance brought forward					\$ 624,463.14
Outstanding accts payable prior FY					\$ (204,049.67)
Due from State/AR, apply to prior FY					\$ 373,038.78
Prepaid expenditures					\$ 3,125.00
Other adjustments					
Total Balance Brought forward	\$ 796,577.25	\$ -	\$ -	\$ -	\$ 796,577.25
Interest Income	\$ 6,974.85	\$ 2,796.45		\$ 2,807.75	\$ 5,604.20
State - IMPACT	\$ 97,556.00	\$ (82,709.00)	\$ 82,709.00		\$ -
State - Mo. Disb, current FY	\$ 475,000.00	\$ (1,166.91)		\$ 19,839.89	\$ 18,672.98
SMIF (state generated interest)	\$ 100.00	\$ 772.00			\$ 772.00
Refunds/Reimbursements	\$ -	\$ -			\$ -
Other Operating Revenue - Grant	\$ 25,279.00	\$ 4,400.00		\$ 1,000.00	\$ 5,400.00
QRIS CSPP and QCC	\$ 51,074.00	\$ (19,895.50)			\$ (19,895.50)
Revenues This FY Only	\$ 655,983.85	\$ (95,802.96)	\$ 82,709.00	\$ 23,647.64	\$ 10,553.68
Total Funds & Revenues	\$ 1,452,561.10	\$ (95,802.96)	\$ 82,709.00	\$ 23,647.64	\$ 807,130.93
Expenditures	Budgeted	Prior Balance	Month 1	Month 2	Cumulative
Dues and Memberships	\$ 4,000.00	\$ 4,000.00			\$ 4,000.00
Advertising	\$ 250.00	\$ -		\$ 108.00	\$ 108.00
Professional Svcs-Admin	\$ 28,368.09	\$ 6,438.81		\$ 55.00	\$ 6,493.81
County Counsel	\$ 3,000.00	\$ 1,000.00	\$ 250.00	\$ 250.00	\$ 1,500.00
Auditor-Controller (local)	\$ 250.00	\$ 59.50	\$ 14.00	\$ 14.00	\$ 87.50
Accounting & Audit (outside audit)	\$ 11,400.00	\$ 7,000.00	\$ 5,100.00	\$ 2,000.00	\$ 14,100.00
Oral Health Access	\$ 3,000.00	\$ -			\$ -
Prof Services- Program Svcs: ED	\$ 54,358.19	\$ 12,767.63			\$ 12,767.63
Professional Services- Evaluation	\$ 9,059.70	\$ 2,127.94			\$ 2,127.94
Outreach Expenses	\$ 300.00	\$ -			\$ -
Imagination Library	\$ 12,300.00	\$ 3,458.55	\$ 884.73	\$ 886.60	\$ 5,229.88
QRIS Preschool	\$ 43,912.00	\$ 1,650.00		\$ 825.00	\$ 2,475.00
QRIS I/T	\$ 15,553.00	\$ 550.00		\$ 275.00	\$ 825.00
ICES Raising Healthy Families	\$ 135,000.00	\$ -	\$ 73,430.00		\$ 73,430.00
ATCAA Family Learning Cntrs	\$ 65,000.00	\$ -	\$ 17,019.34		\$ 17,019.34
Kits for New Parents - Total	\$ 50.00	\$ -			\$ -
TCOE SEED	\$ 100,000.00	\$ 15,086.59			\$ 15,086.59
TCOE Smile Keepers	\$ 56,715.00	\$ 12,129.25			\$ 12,129.25
IMPACT	\$ 97,556.00	\$ 3,586.25	\$ 2,701.00	\$ 1,856.00	\$ 8,143.25
Local Grants	\$ 13,285.00	\$ -			\$ -
Total Expenses	\$ 653,356.98	\$ 69,854.52	\$ 99,399.07	\$ 6,269.60	\$ 175,523.19
Total all fund balance and revenues					\$ 807,130.93
Total all expenditures					\$ 175,523.19