

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

Item 2: Laura Sunday and Pam Orebaugh

**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 3, 2021

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

**Details:** Minutes attached.

Action requested: Approve Minutes from December 2, 2020 Commission Meeting.
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First 5 Tuolumne County Commission  
**Minutes of Meeting December 2, 2020, 1:15 – 3:30 pm**  
Meeting held via Zoom

Voting Members Present: Michelle Clark, Dee Keshner, Anaiah Kirk, Laura Sunday  
Alternates: Donna Fone, Pam Orebaugh, Devon Woodruff,  
Commissioners Absent: Cathy Parker  
Staff Present: Garcia

Welcome and Introductions

Meeting called to order at 1:18 pm.

Public Comment

none

Open Public Hearing

1. Public Hearing on Annual Audit and Annual Report for FY 19/20
  1. Present: First 5 Tuolumne County Audit (attachment #1)
  2. Present: Annual Report (Power Point Presentation) for FY 19/20
2. Public comment and discussion

Close Public Hearing

Action Items

1. Discussion and action to adopt Audit (attachment #1)  
Discussion: Nothing to report  
Motion: approve Audit  
Moved: Commissioner Sunday  
Seconded: Commissioner Woodruff  
Abstain: None  
Motion carried: 7 ayes: (Clark, Keshner, Kirk, Fone, Orebaugh, Sunday, Woodruff)  
Recusal: none
2. Consider action to adopt Annual Report for FY 19/20  
Discussion: None  
Motion: approve Annual Report as presented  
Moved: Commissioner Orebaugh  
Seconded: Commissioner Kirk  
Abstain: none  
Motion carried: 7 ayes: (Clark, Keshner, Kirk, Fone, Orebaugh, Sunday, Woodruff)  
Recusal: none
3. Consider action to approve Minutes for October 2, 2020 (attachment #2)  
Discussion: None  
Motion: approve minutes as presented  
Moved: Commissioner Woodruff  
Seconded: Commissioner Keshner  
Abstain: Sunday

Motion carried: 6 ayes: (Clark, Keshner, Kirk, Fone, Orebaugh, Woodruff)  
Recusal: none

Discussion Items, Information Items and Reports

4. Monthly Financial Report through October 2020, (attachment #3)
5. Small Grants Update
6. Reports from Executive Director, Commissioners and Ex-Officios
  - a. Sarah reported that First 5 was awarded a Covid 19 response grant. The funds were able to purchase computer equipment to allow our office to continue to work remotely. We also were able to purchase cleaning solution, hand washing timers, and air purifiers for our local child care providers.
  - b. Commissioner Orebaugh reported on the Keeping Kids Safe Storytime. 10 community members have done stories that are posted on the CNVC YouTube channel. She invited all commissioners to read.
  - c. Commissioner Kirk shared his appreciation for a thorough fiscal report.

Time and location for next meeting:

February 3, 2020 at 1:15 pm, Via Zoom

Adjournment: 1:56 pm



**ATTACHMENT # 2**  
FIRST 5 Meeting, February 3, 2021

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

**History:** The Center For A Non Violent Community has been providing the Keeping Kids Safe Program (KKS) to pre-school through 3rd grade students since 1997. This program utilizes puppet shows, songs, books, videos and guided discussions to help children learn the following: how to stay safe, identification of private body parts, the difference between a safe touch and a hurtful touch, and “Say No, Get Away, and Tell Someone” strategies for staying safe and getting help.

We would like to expand this trauma-informed program to provide parents of children ages 0-5 with age-appropriate tools, information, and resources to teach children:

- How to maintain body safety rights and boundaries
- Skill building to communicate of feelings and needs
- Strategies for getting help, what to do when you are not believed, and identifying support systems

**Discussion Requested:**

Action requested: Approve application from CNVC in the amount of \$7,500
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Item 3. Monthly Financial Report

Details:

Fiscal Year 2020-2021	Monthly Itemization				
Nov-Dec					
<b>All Fund Balance &amp; Revenues</b>	<b>Budgeted</b>	<b>Prior Balance</b>	<b>Month 1</b>	<b>Month 2</b>	<b>Cumulative</b>
Balance brought forward					\$ 899,954.94
Outstanding accts payable prior FY					
Due from State/AR, apply to prior FY					
Prepaid expenditures					
Other adjustments					
Total Balance Brought forward	\$ 899,954.94	\$ -	\$ -	\$ -	\$ 899,954.94
Interest Income	\$ 8,400.00	\$ 1,815.42		\$ 2,469.81	\$ 4,285.23
State - IMPACT	\$ 82,000.00	\$ (103,486.00)	\$ 103,486.00	\$ -	\$ -
State - Mo. Disb, current FY	\$ 475,000.00	\$ (96,591.41)	\$ 23,423.29	\$ 157,645.19	\$ 84,477.07
SMIF (state generated interest)	\$ 100.00	\$ -		\$ -	\$ -
Refunds/Reimbursements	\$ -	\$ -		\$ -	\$ -
Other Operating Revenue - Grant	\$ 27,300.00	\$ -	\$ 2,000.00	\$ 4,000.00	\$ 6,000.00
QRIS CSPP and QCC	\$ 52,655.00	\$ (15,697.30)	\$ -	\$ -	\$ (15,697.30)
<b>Revenues This FY Only</b>	<b>\$ 645,455.00</b>	<b>\$ (213,959.29)</b>	<b>\$ 128,909.29</b>	<b>\$ 164,115.00</b>	<b>\$ 79,065.00</b>
<b>Total Funds &amp; Revenues</b>	<b>\$ 1,545,409.94</b>	<b>\$ (213,959.29)</b>	<b>\$ 128,909.29</b>	<b>\$ 164,115.00</b>	<b>\$ 979,019.94</b>
<b>Expenditures</b>	<b>Budgeted</b>	<b>Prior Balance</b>	<b>Month 1</b>	<b>Month 2</b>	<b>Cumulative</b>
Dues and Memberships	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -
Advertising	\$ 250.00	\$ -	\$ -	\$ 90.00	\$ 90.00
Professional Svcs-Admin	\$ 27,198.78	\$ 6,456.11	\$ -	\$ 4,000.00	\$ 10,456.11
County Counsel	\$ 3,000.00	\$ 1,000.00	\$ 250.00	\$ 250.00	\$ 1,500.00
Auditor-Controller (local)	\$ 250.00	\$ 35.00	\$ 7.00	\$ 7.00	\$ 49.00
Accounting & Audit (outside audit)	\$ 11,400.00	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
Oral Health Access	\$ 3,000.00	\$ 800.00	\$ -	\$ -	\$ 800.00
Prof Services- Program Svcs: ED	\$ 54,397.56	\$ 11,836.21	\$ -	\$ -	\$ 11,836.21
Professional Services- Evaluation	\$ 9,066.26	\$ 3,228.06	\$ -	\$ -	\$ 3,228.06
Outreach Expenses	\$ 300.00	\$ -	\$ -	\$ -	\$ -
Imagination Library	\$ 14,626.00	\$ 8,090.21	\$ -	\$ -	\$ 8,090.21
QRIS Preschool	\$ 35,659.00	\$ -	\$ -	\$ -	\$ -
QRIS I/T	\$ 30,617.00	\$ -	\$ -	\$ -	\$ -
ICES Raising Healthy Families	\$ 146,025.00	\$ 41,500.00	\$ 28,199.00	\$ -	\$ 69,699.00
ATCAA Family Learning Cntrs	\$ 75,370.43	\$ -	\$ 11,803.22	\$ -	\$ 11,803.22
Kits for New Parents - Total	\$ 50.00	\$ -	\$ -	\$ -	\$ -
TCOE SEED	\$ 111,727.12	\$ 22,061.73	\$ -	\$ -	\$ 22,061.73
TCOE Smile Keepers	\$ 62,053.46	\$ 13,219.92	\$ -	\$ -	\$ 13,219.92
IMPACT	\$ 82,000.00	\$ -	\$ 4,338.00	\$ -	\$ 4,338.00
Local Grants	\$ 12,500.00	\$ -	\$ -	\$ -	\$ -
Emergency Response Fund	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 693,490.60</b>	<b>\$ 118,227.24</b>	<b>\$ 44,597.22</b>	<b>\$ 4,347.00</b>	<b>\$ 167,171.46</b>
<b>Total all fund balance and revenues</b>					<b>\$ 979,019.94</b>
<b>Total all expenditures</b>					<b>\$ 167,171.46</b>