

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 2, 2022

**Item 1.** Adopt a Resolution Making Findings in Support of Allowing Remote Meetings Pursuant to AB361 (Modified Brown Act Procedures During a Declared Emergency) based on the CalOSHA regulations recommending social distancing to prevent the spread of COVID-19. (attachment #1)

Action requested: Adopt a Resolution Making Findings in Support of Allowing Remote Meetings Pursuant to AB361

**RESOLUTION**  
OF THE FIRST 5 COMMISSION OF THE COUNTY OF TUOLUMNE  
PROCLAIMING AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF  
THE FIRST 5 COMMISSION FOR 30 DAYS PURSUANT TO AB361 BROWN ACT  
PROVISIONS.

WHEREAS, the County of Tuolumne is committed to preserving and nurturing public access and participation in meetings of the First 5 Commission; and

WHEREAS, all meetings of First 5 Commission are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the First 5 Commission conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the County's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, a further required condition of Government Code section 54953(e) is that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body holds a meeting to determine or has determined by a majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, on March 4, 2020, the Governor proclaimed pursuant to his authority under the California Emergency Services Act, California Government Code section 8625, that a state of emergency exists with regard to a novel coronavirus (a disease now known as COVID-19); and

WHEREAS, on June 4, 2021, the Governor clarified that reopening of California on June 15, 2021, did not include any change to the proclaimed state of emergency or the powers exercised thereunder; and

WHEREAS, on June 11, 2021, Governor Newsom also issued Executive Order N-08-21, which set expiration dates for certain paragraphs of the State of Emergency Proclamation dated March 4, 2020, and other Executive Orders but did not rescind the proclaimed state of emergency; and,

WHEREAS, as of the date of this Resolution, neither the Governor nor the state Legislature have exercised their respective powers pursuant to Government Code section 8629 to lift the state of emergency either by proclamation or by concurrent resolution the state Legislature; and,

WHEREAS, the California Department of Industrial Relations has issued regulations related to COVID-19 Prevention for employees and places of employment. Title 8 of the California Code of Regulations, Section 3205(5)(D) specifically recommends physical (social) distancing as one of the measures to decrease the spread of COVID-19 based on the fact that particles containing the virus can travel more than six feet, especially indoors; and,

WHEREAS, the First 5 Commission finds that state or local officials have imposed or recommended measures to promote social distancing, based on the California Department of Industrial Relations' issuance of regulations related to COVID-19 Prevention through Title 8 of the California Code of Regulations, Section 3205(5)(D); and,

WHEREAS, the First 5 Commission meetings will be conducted virtually wherein the public may appear remotely to participate in the meeting; and

WHEREAS, on occasion a First 5 Commission member may need to appear and participate in a Commission meeting remotely in order to comply with Public Health guidance, the Commission desires to allow such participation using the requirements of AB361;

NOW, THEREFORE, THE FIRST 5 COMMISSION OF THE COUNTY OF TUOLUMNE DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. The Commission acknowledges the Governor has declared a state of emergency related to the novel coronavirus and hereby proclaims that state officials have imposed or recommended measures to promote social (physical) distancing based on the California Department of Industrial Relations' issuance of regulations related to COVID-19 Prevention through Title 8 of the California Code of Regulations, Section 3205(5)(D).

Section 3. Remote Teleconference Meetings. The Chair of the Commission is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of November 6, 2021, or such time the Commission adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Commission may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.



**ATTACHMENT # 2**  
FIRST 5 Meeting, February 2, 2022

**Item 3.** Consider action to approve Minutes for December 1, 2021 (attachment #2)

Action requested: to Approve Minutes for December 1, 2021

First 5 Tuolumne County Commission  
**Minutes of Meeting December 1, 2021, 2:15 – 4:15 pm**  
Meeting held via Zoom

Voting Members Present: Michelle Clark, Lisa Hieb-Stock, Dee Keshner, Jared Martin, Cathy Parker

Alternates: Pam Orebaugh, Mayra Patey, Devon Woodruff

Staff Present: Garcia

Welcome and Introductions

Meeting called to order at 2:17 pm.

Action Items

1. Adopt a Resolution Making Findings in Support of Allowing Remote Meetings Pursuant to AB361 (Modified Brown Act Procedures During a Declared Emergency) based on the CalOSHA regulations recommending social distancing to prevent the spread of COVID-19. (attachment #1)
  - Discussion: none
  - Motion: approve a Resolution in Support of Allowing Remote Meetings
  - Moved: Commissioner Parker
  - Seconded: Commissioner Keshner
  - Abstain: none
  - Motion carried: 7 ayes: (Clark, Hieb-Stock, Keshner, Parker, Martin, Patey, Woodruff)
  - Recusal: None

Open Public Hearing at 2:24pm

2. Public Hearing on Annual Audit and Annual Report for FY 20/21
  - a. Present: First 5 Tuolumne County Audit (attachment #2)
  - b. Present: Annual Report (Power Point Presentation) for FY 20/21Public comment and discussion

Close Public Hearing at 2:48pm

3. Consider action to adopt Audit for fiscal year 2020/2021(attachment #2)
  - Discussion: There were no finding in this year's audit although the auditing company finished our audit a full month late. We are under contract with this auditing company for one more year. During that time, the Director will be researching other auditing companies that we can use to save money and hopefully avoid another situation like this again.
  - Motion: adopt Audit for fiscal year 2020/2021
  - Moved: Commissioner Clark
  - Seconded: Commissioner Patey
  - Abstain: none
  - Motion carried: 7 ayes: (Clark, Hieb-Stock, Keshner, Parker, Martin, Patey, Woodruff)
  - Recusal: None
4. Consider action to adopt Annual Report for fiscal year 2020/2021
  - Discussion: none

Motion: adopt Annual Report for fiscal year 2020/2021

Moved: Commissioner Patey

Seconded: Commissioner Keshner

Abstain: none

Motion carried: 7 ayes: (Clark, Hieb-Stock, Keshner, Parker, Martin, Patey, Woodruff)

Recusal: None

5. Consider action to approve Minutes for October 6, 2021 (attachment #3)

Discussion: none

Motion: approve Minutes for October 6, 2021

Moved: Commissioner Keshner

Seconded: Commissioner Clark

Abstain: none

Motion carried: 7 ayes: (Clark, Hieb-Stock, Keshner, Parker, Martin, Patey, Woodruff))

Recusal: None

#### Discussion Items, Information Items and Reports

6. Update Signature Card with new commission officers
7. Small Grant Discussion
8. Reports from Executive Director, Commissioners and Ex-Officios

#### Time and location for next meeting:

February 2, 2022 12:15 pm, Location To Be Announced

Adjournment: 3:21 p.m.



**ATTACHMENT # 3**  
FIRST 5 Meeting, February 2, 2022

**Item 4.** Consider approval of a one-time, off the salary schedule retention and recruitment supplemental payment for First 5 Director, payable in February and in June. (attachment #3)

**History:** The Tuolumne County Superintendent of Schools Office offered a 2% retention and recruitment supplemental payment to all staff. The First 5 Director salary and all payments must be approved by the First 5 Commission.

If approved by the Commission, the amount paid to the First 5 Director would be \$1,454.19. This amount can fit within the current budget because there are unspent funds in the areas of Office Expenses, Non-capital Equipment, and Travel and Conference for 2021/2022. It is unlikely there will be any significant expenses in these budget areas for the remainder of this fiscal year.

<b>First 5 Director</b>					<b>FY 21-22</b>	
<b>Expenditures</b>						
		<b>Total YTD</b>	<b>Qtr 1</b>	<b>Qtr 2</b>	<b>Qtr 3</b>	<b>Qtr 4</b>
	<b>FY 21/22</b>		<b>Jul-Sep</b>	<b>Oct-Dec</b>	<b>Jan-Mar</b>	<b>Apr-Jun</b>
	<i>Budget</i>					
<b>Expenditures</b>						
Total Salaries & Wages	\$75,625.65	\$37,807.08	\$18,903.51	\$18,903.57	\$-	\$-
Total Benefits	\$23,355.30	\$11,511.38	\$5,756.95	\$5,754.43	\$-	\$-
<b>Total Salaries and Related expenses</b>	<b>\$98,980.95</b>	<b>\$49,318.46</b>	<b>\$24,660.46</b>	<b>\$24,658.00</b>	<b>\$-</b>	<b>\$-</b>
Office Supplies	\$1,000.00	\$182.99	\$-	\$182.99	\$-	\$-
Non-Capital Equipment	\$750.00	\$-	\$-	\$-	\$-	\$-
Travel and Conference	\$1,320.55	\$-	\$-	\$-	\$-	\$-
Dues and Memberships	\$60.00	\$-	\$-	\$-	\$-	\$-
Professional/Consulting Svcs.	\$250.00	\$60.00	\$60.00	\$-	\$-	\$-
Transfer of Indirect Costs 21/22 - 8.81%	\$9,018.05	\$4,366.36	\$2,177.87	\$2,188.49	\$-	\$-
<b>Total Administration Expenses</b>	<b>\$111,379.55</b>	<b>\$53,927.81</b>	<b>\$26,898.33</b>	<b>\$27,029.48</b>	<b>\$-</b>	<b>\$-</b>





**ATTACHMENT # 4**  
FIRST 5 Meeting, February 2, 2022

**Item 5.** Monthly Financial Report through December 2021 (attachment #4)

Fiscal Year 2021-2022	Monthly Itemization				
Sept-Oct					
All Fund Balance & Revenues	Budgeted	Prior Balance	Month 1	Month 2	Cumulative
Balance brought forward					\$854,983.22
Outstanding accts payable prior FY					
Due from State/AR, apply to prior FY					
Prepaid expenditures					
Other adjustments					
Total Balance Brought forward	\$854,983.22	\$-	\$-	\$-	\$854,983.22
Interest Income	\$8,400.00	\$-	\$2,800.72		\$2,800.72
State - IMPACT	\$82,112.00	(\$35,402.86)	\$35,402.86		\$-
State - Mo. Disb, current FY	\$347,173.31	(\$19,832.37)	\$19,832.37		\$0.00
SPCFA First 5 CA	\$194,896.51	(\$194.58)			(\$194.58)
SMIF (state generated interest)	\$100.00	\$-			\$-
Refunds/Reimbursements	\$-	\$-			\$-
Other Operating Revenue - Grant	\$25,000.00	\$-			\$-
QRIS CSPP and QCC	\$79,892.00	(\$78,823.56)		\$51,432.18	(\$27,391.38)
		\$-			\$-
<b>Revenues This FY Only</b>	<b>\$737,573.82</b>	<b>(\$134,253.37)</b>	<b>\$58,035.95</b>	<b>\$51,432.18</b>	<b>(\$24,785.24)</b>
<b>Total Funds &amp; Revenues</b>	<b>\$1,592,557.04</b>	<b>\$720,729.85</b>	<b>\$58,035.95</b>	<b>\$51,432.18</b>	<b>\$830,197.98</b>
		\$-			
Expenditures	Budgeted	Cumulative	Month 1	Month 2	Cumulative
Dues and Memberships	\$4,000.00	\$-	\$4,000.00		\$4,000.00
Advertising	\$250.00	\$-			\$-
Professional Svcs-Admin	\$33,413.87	\$-		\$8,069.50	\$8,069.50
County Counsel	\$3,000.00	\$500.00	\$250.00	\$250.00	\$1,000.00
Auditor-Controller (local)	\$250.00	\$28.00		\$7.00	\$35.00
Accounting & Audit (outside audit)	\$14,100.00	\$-			\$-
Oral Health Access	\$3,000.00	\$-			\$-
Prof Services- Program Svcs: ED	\$45,192.75	\$-		\$9,794.08	\$9,794.08
Professional Services- Evaluation	\$16,706.93	\$-		\$4,034.75	\$4,034.75
Outreach Expenses	\$300.00	\$-			\$-
Imagination Library	\$18,000.00	\$16,413.12			\$16,413.12
QRIS Preschool	\$35,659.00	\$-			\$-
QCC	\$27,689.00	\$-			\$-
Workforce Pathways Grant	\$8,669.00	\$-			\$-
Prof. Dev. Grant Renewal	\$7,875.00	\$-			\$-
ICES Raising Healthy Families	\$157,127.00	\$-		\$29,035.00	\$29,035.00
ATCAA Family Learning Cntrs	\$75,370.63	\$-		\$19,012.08	\$19,012.08
Kits for New Parents - Total	\$50.00	\$-			\$-
TCOE SEED	\$123,849.03	\$-	\$27,906.65		\$27,906.65
TCOE Smile Keepers	\$65,094.45	\$-	\$14,349.45		\$14,349.45
IMPACT	\$82,112.00	\$-		\$10,861.14	\$10,861.14
Local Grants	\$12,500.00	(\$425.22)			(\$425.22)
Emergency Response Fund	\$10,000.00	\$-			\$-
<b>Total Expenses</b>	<b>\$744,208.67</b>	<b>\$16,515.90</b>	<b>\$46,506.10</b>	<b>\$81,063.55</b>	<b>\$144,085.55</b>



**Item 6.** Unite Tuolumne County

**History:** The First 5 Director has been working for approximately two years on finding a data system that could bridge different community partners, improve referrals and case management, as well as have clear data that shows where we are successful and where there are gaps in our services. After much research and connecting with First 5s across California, a clearer path emerged.

Additionally, funding became available through Anthem Medi-Cal managed Care and the Tuolumne County American Rescue Plan. Additional funding will also be available through First 5 California Home Visiting Coordination Grant. This will bring our total to over \$150,000 available for this project.

First 5 Tuolumne does not have the capacity to manage this county wide system alone. It is the recommendation of the First 5 Director to create an RFP to county agencies who would like to take on this project.

Please review the draft Scope of Work and Job Description for more complete details. These are only drafts and the final RFP will be created by the Commission and approved at our meeting in April 2022, to begin accepting applicants.



**ATTACHMENT # 6**  
FIRST 5 Meeting, February 2, 2022

**Item 7.** Strategic Plan Review

[Click here to review our existing Strategic Plan](#)