



First 5 Commission, February 15, 2023

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 15, 2023

Item 2. Consider action to approve Minutes for December 2022(attachment #1)

First 5 Tuolumne County Commission
Minutes of Meeting December 7, 2022, 2:15 – 4:15 pm
Meeting held at the Tuolumne County Superintendent of Schools Office
175 Fairview Lane, Sonora, CA 95370

Voting Members Present: Michelle Clark, Kimberly Freeman, Anaiah Kirk, Jared Martin, Cathy Parker, Laura Sunday

Alternates: Lisa Hieb-Stock, Mayra Patey

Staff Present: Garcia

Welcome and Introductions

Meeting called to order at 2:16 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 Kirk
Seconded: Commissioner Sunday
Abstain: none
Motion carried: 6 ayes: (Clark, Freeman, Kirk, Parker, Sunday, Patey)
Recusal: None

Open Public Hearing at 2:25pm

2. Public Hearing on Annual Audit and Annual Report for FY 21/22
 - a. Present: First 5 Tuolumne County Audit (attachment #2)
 - b. Present: Annual Report (Power Point Presentation) for FY 21/22
 - c. Public comment and discussion

Close Public Hearing 2:48pm

3. Consider action to adopt Audit for fiscal year 2021/2022(attachment #2)
Discussion: Sarah Garcia presented the Audit for fiscal year 2021/2022 with no findings.
Motion: adopt Audit for fiscal year 2021/2022.
Moved: Commissioner Clark
Seconded: Commissioner Freeman
Abstain: none
Motion carried: 6 ayes: (Clark, Freeman, Kirk, Parker, Sunday, Patey)
Recusal: None

4. Adopt Annual Report for fiscal year 2021/2022
Discussion: Sarah Garcia shared the Annual Report with outcomes for programs in FY 2021/2022.
Motion: Adopt Annual Report for fiscal year 2021/2022
Moved: Commissioner Patey
Seconded: Commissioner Sunday
Abstain: none
Motion carried: 6 ayes: (Clark, Freeman, Kirk, Parker, Sunday, Patey)
Recusal: None
5. Consider action to approve Minutes for November 14, 2022 (attachment #3)
Discussion: None
Motion: approve Minutes for November 14, 2022.
Moved: Commissioner Clark
Seconded: Commissioner Sunday
Abstain: none
Motion carried: 6 ayes: (Clark, Freeman, Kirk, Parker, Sunday, Patey)
Recusal: None
6. Consider action to approve Minutes for October 5, 2022 (attachment #4)
Discussion: Tabled to February
7. Approve Grant Request for Applications opening December 12, 2022 (attachment #5)
Discussion: The Commission reviewed the grant applications.
Motion: Approve Grant Request for Applications opening December 12, 2022
Moved: Commissioner Sunday
Seconded: Commissioner Patey
Abstain: none
Motion carried: 6 ayes: (Clark, Freeman, Kirk, Parker, Sunday, Patey)
Recusal: None

Discussion Items, Information Items and Reports

8. Director Salary increase recommended by TCSOS (attachment #6)
 - a. It was discussed that TCSOS staff bring this item to the next meeting and put it on the agenda as an action item.
9. [Brown Act Changes](#)
10. [Kick It California Presentation](#)
11. Monthly Financial Reports through October 2022, (attachment #7)

Time and location for next meeting:

February 15, 2022 2:15 pm, Location: Tuolumne County Superintendent of Schools Office 175 Fairview Lane, Sonora, CA 95370

Adjournment: 3:43 p.m.



Item 3. Consider action to approve Minutes for October 2022(attachment #2)

First 5 Tuolumne County Commission
Minutes of Meeting October 5, 2022, 2:15 pm-4:30 pm
Meeting held via Zoom and in person in room 217,
175 Favirew Lane, Sonora, CA 95370

Voting Members Present: Michelle Clark, Dr. Kimberly Freeman, Dee Keshner, Cathy Parker, Laura Sunday,
Alternates: Lisa Hieb-Stock, Pam Orebaugh, Mayra Patey, Devon Woodruff
Staff Present: Garcia

Welcome and Introductions

Meeting called to order at 2:15pm

Consent Agenda

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 Resolution Making Findings in Support of Allowing Remote Meetings Pursuant to AB361

Moved: Commissioner Sunday

Seconded: Commissioner Parker

Abstain: none

Motion carried: 7 ayes: (Clark, Freeman, Keshner, Parker, Sunday, Orebaugh, Patey)

Recusal: None

2. Consider action to approve Minutes for August 2, 2022 (attachment #2)

Discussion: none

Motion: Approve Minutes for August 2, 2022

Moved: Commissioner Sunday

Seconded: Commissioner Clark

Abstain: none

Motion carried: 7 ayes: (Clark, Freeman, Keshner, Parker, Sunday, Orebaugh, Patey)

Recusal: None

3. Election of Officers (attachment #3)

Chair: Cathy Parker

Vice Chair: Laura Sunday

Treasurer: Michelle Clark

Motion: Approve Slate of Officers

Moved: Commissioner Patey

Seconded: Commissioner Freeman

Abstain: none

Motion carried: 7 ayes: (Clark, Freeman, Keshner, Parker, Sunday, Orebaugh, Patey)

Recusal: None

4. Consider action to approve the grant from California Health and Wellness for \$25,000 for the Help Me

Grow outdoor area at Infant Child Enrichment Services. (attachment #4)

Discussion: none

Motion: Approve the grant from California Health and Wellness for \$25,000 for the Help Me Grow outdoor area at Infant Child Enrichment Services

Moved: Commissioner Paker

Seconded: Commissioner Patey

Abstain: none

Motion carried: 7 ayes: (Clark, Freeman, Keshner, Parker, Sunday, Orebaugh, Patey)

Recusal: None

5. Consideration of Approval of Director Salary Step 4, retroactive July 1, 2022 (attachment #5)

Discussion: Commissioner Parker suggested the Commission have a discussion of increasing the salary by 4.25% ongoing, above the step increases.

Motion: Approve Director Salary Step 4, retroactive July 1, 2022

Moved: Commissioner Clark

Seconded: Commissioner Sunday

Abstain: none

Motion carried: 7 ayes: (Clark, Freeman, Keshner, Parker, Sunday, Orebaugh, Patey)

Recusal: None

Discussion Items, Information Items and Reports

6. Help Me Grow Presentation

7. Strategic Planning Update

8. Update Signature Card with new commission officers

9. February Meeting Date Change Needed, Recommend February 15, 2023

10. Ethics Training Reminder and Form 700 <https://locaethics.fppc.ca.gov/login.aspx> (link to training)

11. Monthly Financial Reports through August 2022, (attachment #6)

12. Reports from Executive Director, Commissioners and Ex-Officios

Time and location for next meeting:

December 7, 2022 2:15 pm, Zoom and Room 217 at TCSOS

Adjournment: 4:15pm



ATTACHMENT # 3
FIRST 5 Meeting, February 15, 2023

Item 4. Consider approval of a 4.25% ongoing increase for First 5 Director, retroactive to July 1, 2022. (attachment #3)

		First 5 Tuolumne				
		Classified Management Salary Schedule				
		Step 1	Step 2	Step 3	Step 4	Step 5
Current Rate	Daily Rate	\$359.13	\$369.90	\$381.00	\$392.43	\$404.20
4.25% increase			\$385.62	\$397.19	\$409.10	\$421.37
Days/Year	225	\$80,804.25	\$83,228	\$85,725	\$88,296	\$90,945
	180	\$64,642.51	\$66,582	\$68,580	\$70,637	\$72,756
	190	\$68,234.70	\$70,281	\$72,390	\$74,561	\$76,798.
4.25% increase	190 days		\$73,267	\$75,466	\$77,730.	\$80,061



ATTACHMENT # 7
FIRST 5 Meeting, February 15, 2023

Item 8. Accept the resignation from Pam Orebaugh as a First 5 Commissioner Community Alternate (attachment #7)



Item 9. Consider action to approve \$3,398.38 of additional funds to Smile Keepers for FY 22/23 for oral health supplies and staffing cost increase (attachment #8)

SMILE KEEPERS DENTAL DISEASE PREVENTION PROGRAM

TUOLUMNE COUNTY SUPERINTENDENT OF SCHOOLS

175 FAIRVIEW LANE

SONORA, CA 95370

PHONE (209) 536-2014 FAX (209) 536-2003

January 3, 2023

Dear Sarah and First 5 Commission,

I am writing to request additional funds from First 5 to help purchase infant oral health supplies for distribution to families giving birth at Adventist Health Sonora. We hope to supply the birthing center with these kits to send home with each new birth. Previous supplies were distributed through in person birthing classes but these classes have been eliminated due to lack of staffing. Adventist is averaging 40-50 births a month and we plan to supply the hospital with infant oral kits for distribution. These are the same dental supplies that we have used in previous years. The dental supply budget for Smile Keepers has grown significantly due to growth and supply price increases. These supplies will be enough to finish the current grant cycle through June 2023.

Additionally, due to staffing cost increases, we are in deficit spending and are requesting \$1,523.38 to help balance the grant through the end of this grant period. Indirect costs are included in this amount.

I estimate the cost will not exceed \$1875 for dental supplies. Dental supplies will include toothbrushing supplies for parents, imprinted **First 5 Tuolumne** washcloths for infant oral care, finger brush for infant oral care, toothbrush kit from Safari Smiles, First 5 new parent box, printed educational materials and Tuolumne County Health Department resource directory. Please see attached budget for clarification.

Thank you for your consideration and please contact me if you have any questions.

Erika Hagstrom Dossi, RDA
Smile Keepers Program Director
Tuolumne County Superintendent of Schools
175 Fairview Lane
Sonora, CA 95370

Smilekeepers	FY 22-23		
	Total Budget	Requested Budget	Requested additional funds
Expenditures	Budgeted at .51 FTE	Actual cost due to negotiated increase	Requested additional funds
<i>Personnel Costs</i>		<i>Fills Automatically</i>	
<i>Salary- Coordinator</i>	\$38,783.94	\$39,516.44	\$732.50
<i>Benefits</i>	\$17,509.57	\$18,020.99	\$511.42
Total Personnel Costs	\$56,293.51	\$57,537.43	\$1,243.92
<i>Operating/Other Costs</i>			
<i>Consultant</i>	\$0.00	\$0.00	\$0.00
<i>Dental Supplies</i>	\$1,305.58	\$3,180.58	\$1,875.00
<i>Travel/Conference</i>	\$0.00	\$0.00	\$0.00
<i>Data Contractor</i>	\$0.00	\$0.00	\$0.00
<i>Dues and Memberships</i>	\$0.00	\$0.00	\$0.00
<i>Professional/Consulting Svcs</i>	\$0.00	\$0.00	\$0.00
Total Operating Costs	\$1,305.58	\$3,180.58	\$1,875.00
Agency Indirect (8.96%)	\$5,160.88	\$5,440.33	\$279.46
Total Expenditures	\$62,759.97	\$66,158.34	\$3,398.38



ATTACHMENT #9

February 15, 2023

Item 10. Monthly Financial Reports through December 2022, (attachment #9)

Fiscal Year 2022-2023	Monthly Itemization				
November/December					
All Fund Balance & Revenues	Budgeted	Prior Balance	Month 1	Month 2	Cumulative
Balance brought forward					\$918,477.00
Outstanding accts payable prior FY					
Due from State/AR, apply to prior FY					
Prepaid expenditures					
Other adjustments					
Total Balance Brought forward	\$918,477.00	\$-	\$-	\$-	\$918,477.00
Interest Income	\$8,400.00	\$3,321.00		\$3,822.73	\$7,143.73
State - IMPACT	\$136,078.05	\$-		\$14,137.00	\$14,137.00
State - Mo. Disb, current FY	\$282,254.00	(\$80,576.79)	\$59,075.44	\$20,446.51	(\$1,054.84)
Prop 56	\$-	\$-			
SPCFA First 5 CA	\$200,106.73	\$-		\$55,082.96	\$55,082.96
SMIF (state generated interest)	\$153.08	(\$153.08)			(\$153.08)
Refunds/Reimbursements	\$-	\$-			\$-
Other Operating Revenue - Grant	\$20,000.00	\$5,000.00			\$5,000.00
QRIS CSPP and QCC	\$69,448.00	(\$32,416.00)			(\$32,416.00)
					\$-
Revenues This FY Only	\$716,439.86	(\$104,824.87)	\$59,075.44	\$93,489.20	\$47,739.77
Total Funds & Revenues	\$1,634,916.86	(\$104,824.87)	\$59,075.44	\$93,489.20	\$966,216.77
Expenditures	Budgeted	Prior Balance	Month 1	Month 2	Cumulative
Dues and Memberships	\$4,000.00	\$4,000.00			\$4,000.00
Advertising	\$250.00	\$-			\$-
Professional Svcs-Admin	\$35,822.45	\$9,311.53		\$8,466.42	\$17,777.95
County Counsel	\$3,000.00	\$1,000.00	\$250.00	\$250.00	\$1,500.00
Auditor-Controller (local)	\$250.00	\$24.50	\$10.50	\$3.50	\$38.50
Accounting & Audit (outside audit)	\$14,100.00	\$9,000.00		\$3,800.00	\$12,800.00
Oral Health Access	\$3,000.00	\$-			\$-
Prof Services- Program Svcs: ED	\$51,795.91	\$813.14		\$11,930.76	\$12,743.90
Professional Services- Evaluation	\$11,940.82	\$4,655.77		\$4,233.21	\$8,888.98
Outreach Expenses	\$300.00	\$-			\$-
Imagination Library	\$18,000.00	\$11,880.75			\$11,880.75
QRIS Preschool	\$32,464.00	\$-		\$3,591.00	\$3,591.00
QCC	\$27,057.00	\$5,000.00			\$5,000.00
Workforce Pathways Grant	\$8,669.00	\$1,258.00			\$1,258.00
Prof. Dev. Grant Renewal	\$1,258.00	\$-			\$-
ICES Raising Healthy Families	\$170,000.00	\$-	\$35,186.00		\$35,186.00
ATCAA Family Learning Cntrs	\$71,027.19	\$-	\$2,890.34		\$2,890.34
Kits for New Parents - Total	\$50.00	\$-			\$-
TCSOS SEED	\$119,272.87	\$30,367.89		\$17,937.81	\$48,305.70
TCSOS Smile Keepers	\$62,759.97	\$17,620.56		\$16,325.29	\$33,945.85
IMPACT	\$136,078.05	\$10,000.00	\$4,917.00	\$10,000.00	\$24,917.00
Local Grants	\$-	\$-			\$-
Help Me Grow	\$43,001.00	\$-	\$5,304.00		
Emergency Response Fund	\$10,000.00	\$-			\$-
Total Expenses	\$824,096.26	\$104,932.14	\$48,557.84	\$76,537.99	\$224,723.97
Total all fund balance and revenues					\$966,216.77
Total all expenditures					\$224,723.97