

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.*

**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.



First 5 Tuolumne County Commission  
**Minutes of Meeting December 6, 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 1:20 p.m. by Chair Bulkin, attendees were welcomed.

Voting Members Present: Espino (for Allen), Bryant, Bulkin, Noonan, Thorpe,

Commissioners Absent: Brennan, Allen, Parrish

Non-Voting (Alternates and Advisory Committee) Members Present: Sunday, Williams, Seegers

Staff Present: Garcia and Kruse

Public Comment: there was no public comment.

Action Items

1. Consideration of approval of Minutes for October 4, 2017 (Att #1)
  - a. Sarah suggested to add that Laura Sunday was absent.
  - b. Motion to adopt the minutes with Sarah's changes
    - i. Moved: Commissioner Thorpe
    - ii. Seconded: Commissioner BryantThere was no further discussion.  
Motion carried: 5 ayes: (Espino, Bulkin, Noonan)
2. Consideration of a budget revision for Smile Keepers (Att #2)
  - a. *Margie Bulkin recused herself*
  - b. Sarah explained the changes to the budget, with no additional funds being requested. A part time staff position was eliminated. There was an increase in benefit contributions for staff and a cost of living increase.
  - c. Motion to adopt the budget revision for Smile Keepers
    - i. Moved: Commissioner Noonan
    - ii. Seconded: Commissioner ThorpeThere was no further discussion.  
Motion carried: 4 ayes: (Espino, Bryant)
3. Consideration of a budget revision for SELF (Att #3)
  - a. *Margie Bulkin recused herself*
  - b. Sarah explained the changes to the budget, with no additional funds being requested. There was an increase in benefit contributions for staff and a cost of living increase. Mental Health Consultant position removed.
  - c. Motion to adopt the budget revision for Smile Keepers
    - i. Moved: Commissioner Bryant
    - ii. Seconded: Commissioner Thorpe

There was no further discussion.  
Motion carried: 4 ayes: (Espino, Noonan)

4. Election of Officers (Att #4)
  - a. Commission Chair Bulkin nominated Debra Bryant as Commission Chair
  - b. Commissioner Noonan nominated Willow Thorpe as Vice Chair
  - c. Commission Chair Bulkin nominated Melissa Parrish as Treasurer
  - a. Motion to adopt 2018 First 5 Tuolumne Commissioners as nominated
    - i. Moved: Commissioner Noonan
    - ii. Seconded: Commissioner Alternate Espino

There was no further discussion.  
Motion carried: 5 ayes: (Bryant, Bulkin, Thorpe)
5. QRIS and Fiscal Coordination Proposal (Att #5)
  - a. Item 1: Fiscal Coordination was described by Sheila Kruse. There was \$10,000 budgeted for fiscal coordination that was to be paid to the Tuolumne County Superintendent. We are proposing that we contract outside for assistance with fiscal audit preparation.
  - b. Item 2: IMPACT/QRIS. Last year IMPACT was 40% of Sheila's time. It is complicated and time consuming. This year we applied for the QRIS block grant which would be \$40,000. There will be no local funds used toward QRIS/IMPACT implementation.
  - c. The QRIS consortia will continue to evaluate the needs of additional staffing as the grant proceeds.
  - b. Motion to adopt Option 1 to Extend the current contract with Sheila Kruse through 19-20. The scope of work will be revised to detail out more QRIS activities and fiscal audit support through 17-18.
    - i. Moved: Commissioner Noonan
    - ii. Seconded: Commissioner Bryant

There was no further discussion.  
Motion carried: 5 ayes: (Espino, Bulkin, Thorpe)

#### Discussion Items, Information Items and Reports

6. Ethics Training reminder
  - a. Every 2 years, board members are required to take an Ethics Training. The County held their training last month. Margie asked Sarah to email out the link for the online training.
7. Financial Report (to October 2017, Att #6)
  - a. Sarah Garcia presented the financial report.
8. Evaluation Report for FY 16-17 (Att #7)
  - a. It was suggested that we replace the photo on the front of the Evaluation Report.
9. Reports from Executive Director, Commissioners and Ex-Officios

Sarah Garcia- Sarah attended the First 5 Association Summit in Asilomar. There were over 150 First 5 Directors and other staff. It was a great opportunity to meet other directors. The State

Association is focusing on collaboration between counties. She thanked the Commission for allowing her to travel to this summit. It was extremely useful.

Sheila Kruse- Sarah made a Facebook page.

Willow Thorpe- ICES is in 2 different HUBs for QRIS. She went to a meeting in Merced. She shared with that other HUB what Tuolumne County is doing and now they are going to be offering stipends to their providers. ICES is doing a survey that she will be sent out to the Commission.

Laura Sunday- The Children's Friendship Conference is coming. They are looking for facilitators. It will be February 23<sup>rd</sup> and March 2<sup>nd</sup>. Two days of 3<sup>rd</sup> graders. 9:30-11:30

Marcia Williams- Nothing new to report.

Adrienne Seegers- 2<sup>nd</sup> Annual Columbia College Child Development Tea Party on February 23, 2018 3:30-5:30pm in the Columbia College Maple Classrooms. Funds raised go on to support student teachers in the Child Development Center who are seeking their Child Development Teaching Permits. The Child Development apprenticeship program will start January 8<sup>th</sup>. There are apprentices that will be working at ATCAA, Resource Connection, and at Columbia Childcare Center. There are about 20 enrolled. She went to the National 0-3 Conference. Healthy Steps is a program that is underway for the last 20 years on the East Coast and Zero-Three is working to scale the program nationwide. This project pairs a Pediatrician and a Child Development specialist during the Well-Baby visits. Margie Bulkin asked that we add the Zero to Three conference as an action item in June.

Rebecca Espino- Affordable Care Act open enrollment is Nov 1-Jan 31. There is no open enrollment for Medi-Cal.

Deborah Bryant- TMIHC is adding more providers and interviewing for another psychiatrist. As soon as the building will have room to expand they will be adding more providers. If a child is going to be seen in a school, they must have Medi-Cal or be a member of the Tribe.

Margie Bulkin- She will be sitting on the panel to hire the new Public Health Director. On December 12 at the Board of Supervisors Chambers there is a hearing on marijuana. She asked that we attend to speak on banning marijuana legalization in the County.

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

***Next meeting scheduled for February 7, 2018 at 1:15 p.m. Tuolumne County Superintendent of Schools Office Room 217, 175 Fairview Ln, Sonora, CA 95370***



**ATTACHMENT # 2**  
FIRST 5 Meeting, February 7, 2018

**Item 2. Consideration of a budget revision for Smile Keepers**

**Details:**

January 3, 2018

Dear Sarah,

I am writing to request additional funds from First 5 to help purchase 125 dental supply kit bags and supplies for use in the childbirth education classes held at Adventist Health Sonora. These are the same dental bags that have been used for this activity for the past several years. We use a local print company with competitive rates and fast service. The dental supply budget for Smile Keepers has grown significantly due to a growth in program participation and I will need to request additional funds to help offset this cost. These bags will be enough to finish the next 18 months of the grant period.

I estimate the cost will not exceed \$1300 for 125 dental supply kit bags for new parents. Kit includes imprinted denim tote bag with **Tuolumne County First 5 logo**, toothbrushes and covers for parents, imprinted (same as tote bag) washcloth for infant oral care, finger brush for infant oral care, toothbrush kit from Safari Smiles, First 5 new parent box, printed educational materials, resource directory and postcard that is mailed to new parents at 6 months of age.

Please let me know if you have questions

Thanks so much,

Erika  
Smile Keepers

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 # 2 Smile Keepers Budget Revision/Addition

Smile Keepers - First 5 Grant							
Fiscal year 2017-18							
DRAFT REVISION-Feb 2018							
				Proposed			Proposed
	FY 15-16	FY 16-17	FY 17-18	FY 17-18	FY 18-19	TOTAL	NEW TOTAL
<b>Personnel</b>							
Salary Coordinator	\$18,479.00	\$ 18,831.66	\$ 22,574	\$ 22,574	\$ 23,039	\$ 82,924	\$ 82,924
Benefits	\$ 5,629.00	\$ 6,796.45	\$ 8,109	\$ 8,109	\$ 9,034	\$ 29,568	\$ 29,568
<b>Subtotal Personnel:</b>	<b>\$24,108.00</b>	<b>\$ 25,628.11</b>	<b>\$ 30,683</b>	<b>\$ 30,683</b>	<b>\$ 32,073</b>	<b>\$ 112,492</b>	<b>\$112,492</b>
<b>Operating/Other Costs</b>							<b>\$ -</b>
RDH Consultant	\$ 3,666.63	\$ 4,400.00	\$ -	\$ -	\$ -	\$ 8,067	\$ 8,067
Dental Supplies	\$ 2,934.48	\$ 2,921.76	\$ 2,909	\$ 4,209	\$ 2,530	\$ 11,295	\$ 12,595
Travel / Conference	\$ 927.26	\$ 622.58	\$ 1,189	\$ 1,189	\$ 650	\$ 3,389	\$ 3,389
Data contractor	\$ 735.00	\$ 540.00	\$ 540	\$ 540	\$ 540	\$ 2,355	\$ 2,355
<b>Operating/Other:</b>	<b>\$ 8,263.37</b>	<b>\$ 8,484.34</b>	<b>\$ 4,638</b>	<b>\$ 5,938</b>	<b>\$ 3,720</b>	<b>\$ 25,106</b>	<b>\$ 26,406</b>
<b>Administrative/ Indirect</b>	\$ 1,060.00	\$ 1,096.29	\$ 1,130	\$ 1,130	\$ 1,145	\$ 4,432	\$ 4,432
<b>Admin/Indirect:</b>	<b>\$ 1,060.00</b>	<b>\$ 1,096.29</b>	<b>\$ 1,130</b>	<b>\$ 1,130</b>	<b>\$ 1,145</b>	<b>\$ 4,432</b>	<b>\$ 4,432</b>
<b>TOTAL:</b>	<b>\$33,431.37</b>	<b>\$ 35,208.74</b>	<b>\$ 36,452</b>	<b>\$ 37,751</b>	<b>\$ 36,938</b>	<b>\$142,030</b>	<b>\$143,329</b>
					4 yr approved:	<b>\$ 142,030</b>	
					Increase of .45%	<b>\$ 143,329</b>	



### Item 3. Strategic and Financial Plan Review

**Details:** See Attached Strategic Plan and Long Term Financial Plan Document

	Current financial plan				Next financial plan scenario	
	Actual	Actual	Proposed	Proposed	Forecast	Forecast
<b>Forecast Years 2016 - 2019</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>
Total Beginning Balance	790,603	776,864	814,949	805,437	796,478	763,730
<b>Revenues</b>						
Tobacco Tax	475,000	475,000	475,000	475,000	475,000	475,000
First 5 CA - CARES / IMPACT	35,980	98,570	95,281	98,000	98,000	-
QRIS CSPP/IT			54,761	53,000	53,000	53,000
All interest	6,916	7,729	8,224	8,129	8,040	7,712
Other Grants - MHSA	10,000	10,000	10,000	10,000		
Other (Fees, Reimb)	24,931	41,023				
<b>Total Anticipated Revenues</b>	<b>552,827</b>	<b>632,322</b>	<b>643,266</b>	<b>644,129</b>	<b>634,040</b>	<b>535,712</b>
<b>Expenses</b>			<i>Transition Yr</i>			
<b>Operations (Detail)</b>						
Staffing: Executive Director	74,132	78,750	109,711	95,749	95,749	95,749
Fiscal - Contract			2,377	4,430	1,189	-
Operations Costs Direct F5 to auditor	18,260	19,786	18,500	18,500	18,500	18,500
Subtotal Operations with new numbers	92,392	98,536	130,588	118,679	115,438	114,249
CARES / IMPACT	49,656	132,928	95,281	98,000	98,000	-
CSPP/IT QRIS			54,761	53,000	53,000	53,000
Local First 5 - 4 yr grants	399,247	361,123	423,559	433,060	450,000	450,000
Local First 5 - annual*	2,278	1,650	3,350	3,350	3,350	3,350
Other (Fees, Reimb)	22,993					
<b>Future Expenditures</b>	<b>566,566</b>	<b>594,237</b>	<b>652,778</b>	<b>653,089</b>	<b>666,788</b>	<b>567,599</b>
<b>Total Ending Balance</b>	<b>776,864</b>	<b>814,949</b>	<b>805,437</b>	<b>796,478</b>	<b>763,730</b>	<b>731,843</b>
<i>Expenditures over Revenues</i>	13,739	(38,085)	9,512	8,960	32,748	31,887
	2%	-6%	1%	1%	5%	6%



Financial Report through December 2017

November-December	Fiscal Year 2017-2018				
<b>Total FIRST 5 Trust Fund Balance</b>					
Beginning Balance	814,949				
Cumulative FY New Revenue	105,541				
Cumulative FY Expenditures	185,746				
Adjustments and Transfers	-				
<b>Current Balance in Fund</b>	<b>734,744</b>				
	<b>Budget</b>	<b>General</b>	<b>Small Co Augment</b>	<b>First 5 CA Initiatives</b>	<b>Total</b>
<b>Revenues</b>					
Tobacco taxes	\$ 475,000	\$ 101,177			\$ 101,177
First 5 CA grants	\$ 100,095			\$ -	\$ -
Refunds, MHSA Grant, Fees	\$ 10,000	\$ -			\$ -
Interest Income, local & SMIF est	\$ 6,536	\$ 4,364			\$ 4,364
<b>Total Revenues</b>	<b>\$ 591,631</b>	<b>\$ 105,541</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 105,541</b>
<b>Expenditures</b>					
<b>Professional Services:</b>					
Professional Svcs-Admin	\$ 42,612	\$ 20,288			\$ 20,288
County Counsel	\$ 3,000	\$ 1,500			\$ 1,500
Auditor-Controller (local)	\$ 250	\$ 60			\$ 60
Accounting & Audit (outside audit)	\$ 11,400	\$ 11,400			\$ 11,400
<b>Travel -Training and Seminars</b>	<b>\$ 400</b>	<b>\$ 400</b>			<b>\$ 400</b>
<b>Dues and Memberships</b>	<b>\$ 3,438</b>	<b>\$ 3,438</b>			<b>\$ 3,438</b>
<b>Office Expense</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>
<b>Advertising</b>	<b>\$ 250</b>	<b>\$ 88</b>			<b>\$ 88</b>
<b>Communications</b>	<b>\$ 150</b>	<b>\$ 170</b>			<b>\$ 170</b>
<b>Commission Meeting Exp</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>
<b>Total Administrative Expenses</b>	<b>\$ 61,500</b>	<b>\$ 37,344</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 37,344</b>
	9%				20%
<b>Grants and Programs</b>					
ATCAA Family Learning Cntrs	\$ 111,384	\$ 19,288			\$ 19,288
ICES Raising Healthy Families	\$ 128,107	\$ 75,399			\$ 75,399
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			\$ 17,997	\$ 17,997
<b>Professional Svcs - ED Program</b>	<b>\$ 70,615</b>	<b>\$ 9,448</b>			<b>\$ 9,448</b>
<b>Total Program Expenses</b>	<b>\$ 596,264</b>	<b>\$ 104,135</b>	<b>\$ 22,055</b>	<b>\$ 17,997</b>	<b>\$ 144,187</b>
	89%				78%
<b>Total Evaluation Exp (Prof Svcs)</b>	<b>\$ 8,522</b>	<b>\$ 4,215</b>			<b>\$ 4,215</b>
	1%				2%
<b>Total Expenditures</b>	<b>\$ 666,286</b>	<b>\$ 145,694</b>	<b>\$ 22,055</b>	<b>\$ 17,997</b>	<b>\$ 185,746</b>