



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

Item 1: 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, June 2, 2021

Item 2. Consider action to approve Minutes for April 7, 2021 (attachment #1)

Action requested: Approve Minutes for April 7, 2021 as presented

First 5 Tuolumne County Commission
Minutes of Meeting April 7, 2021, 1:15 – 3:30 pm
Meeting held via Zoom

Voting Members Present: Michelle Clark, Lisa Hieb-Stock, Dee Keshner, Anaiah Kirk, Cathy Parker, Laura Sunday
Alternates: Davod Gp;de,berg, Pam Orebaugh, Devon Woodruff, Mayra Patey
Staff Present: Garcia

Welcome and Introductions

Public Hearing

Open Public Hearing at 2:22 p.m.

1. Public Hearing on the First 5 California Children and Families Commission Annual Report for Fiscal Year 2019/2020 (Attachment #1)
 - a. Open Public Hearing, present annual report
 - b. Public comment and discussion
 - a. No discussion
2. Public Hearing on the Draft Update to the Strategic Plan and Long-Term Financial Plan (Attachment #2)
 - a. Present: Draft Update to Strategic Plan and Long-Term Financial Plan
 - b. Public comment and discussion
 - a. No discussion

Close Public Hearing at 2:41 p.m.

Public Comment

none

Action Items

3. Consider Action to approve the First 5 California Annual Report for Fiscal Year 19/20 (attachment #1)

Discussion:
Motion: approve the First 5 California Annual Report for Fiscal Year 19/20
Moved: Commissioner Parker
Seconded: Commissioner Sunday
Abstain: None
Motion carried: 6 ayes: (Clark, Hieb-Stock, Keshner, Kirk, Parker, Sunday)
Recusal: none
4. Consider action to approve the updates to the Strategic Plan and Long-Term Financial Plan (Attachment #2)

Discussion:
Motion: approve updates to the Strategic Plan and Long-Term Financial Plan
Moved: Commissioner Clark
Seconded: Commissioner Parker

Abstain: None

Motion carried: 6 ayes: (Clark, Hieb-Stock, Keshner, Kirk, Parker, Sunday)

Recusal: none

5. Consider action to approve Minutes for December 2, 2020 (attachment #1)
Discussion:
Motion: approve minutes as presented
Moved: Commissioner Parker
Seconded: Commissioner Sunday
Abstain: None
Motion carried: 6 ayes: (Clark, Hieb-Stock, Keshner, Kirk, Parker, Sunday)
Recusal: none
6. Approve the First 5 Director to sign the contract between MHSA and First 5 for \$20,000 to support the SEED program for program year 2021/2022(attachment #4)
Discussion: This contract wasn't available for the meeting. It has been tabled until the next commission meeting.
7. Consider action to adopt budget revision for Smile Keepers for 20/21 (attachment #5)
Discussion:
Motion: adopt budget revision for Smile Keepers for 20/21
Moved: Commissioner Sunday
Seconded: Commissioner Keshner
Abstain: none
Motion carried: 5 ayes: (Clark, Hieb-Stock, Keshner, Kirk, Parker, Sunday)
Recusal: Parker
8. Consider action to approve First 5 Director Salary Schedule (attachment #6)
Discussion: This item was not ready for approval prior to the meeting. It will be discussed at a special meeting in May.
9. Consider action to approve the reappointment of Laura Sunday to the First 5 Commission (attachment #7)
Discussion:
Motion: approve the reappointment of Laura Sunday to the First 5 Commission
Moved: Commissioner Clark
Seconded: Commissioner Parker
Abstain: Sunday
Motion carried: 5 ayes: (Clark, Hieb-Stock, Keshner, Kirk, Parker)
Recusal: none
10. Consider action to approve the reappointment of Devon Woodruff to the First 5 Commission (attachment #8)
Discussion:
Motion: approve the reappointment of Devon Woodruff to the First 5 Commission
Moved: Commissioner Clark
Seconded: Commissioner Parker

Abstain: None

Motion carried: 6 ayes: (Clark, Hieb-Stock, Keshner, Kirk, Parker, Sunday)

Recusal: none

11. Consider action to adopt budget revision for FY 2020/2021 (attachment #9)

Discussion:

Motion: adopt budget revision for FY 2020/2021

Moved: Commissioner

Seconded: Commissioner

Abstain: none

Motion carried: 6 ayes: (Clark, Hieb-Stock, Keshner, Kirk, Parker, Sunday)

Recusal: none

12. Approve a preliminary operating budget for Fiscal Year 2021-2022 (attachment #10)

Discussion:

Motion: approve preliminary operating budget for Fiscal Year 2021-2022

Moved: Commissioner Sunday

Seconded: Commissioner Keshner

Abstain: none

Motion carried: 6 ayes: (Clark, Hieb-Stock, Keshner, Kirk, Parker, Sunday)

Recusal: none

Discussion Items, Information Items and Reports

13. Monthly Financial Report through February 2021 (attachment #11)

14. American Recovery Act Funding

Discussion: Sarah Garcia hosted a brainstorming meeting for the American Rescue Plan funding that will be coming to the county. It was a great discussion and the plan will be submitted to Tuolumne County Administration.

15. Developmental Screening Day- Sarah Garcia suggested we work with ICES to have a booth or building to provide developmental screenings and information about developmental milestones at the next Children's Fair.

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

a. Commissioner Park shared the details of the upcoming Tea Party fundraiser for the Columbia College Child Development Center.

b. Jamestown School was awarded \$1million to develop infrastructure to support "Whole Child Learning".

c. Adventist Health is working toward universal ACES screenings at Pediatric visits.

17. Michelle Clark shared that April is Child Abuse Prevention month. Friday April 23rd the Tuolumne County Resiliency Coalition is screening the movie "Rewind".

Time and location for next meeting:

June 2, 2021 2:15 pm, Via Zoom

Adjournment: 3:46 p.m.



ATTACHMENT # 2
FIRST 5 Meeting, June 2, 2021

Item 3. Consider action to approve Minutes for May 18, 2021 (attachment #2)

Discussion:

Action requested: Approve the Minutes for May 18, 2021 as presented

First 5 Tuolumne County Commission
Minutes of Meeting May 18, 2021, 12:45 – 2:15 pm
Meeting held via Zoom

Voting Members Present: Michelle Clark, Dee Keshner, Cathy Parker, Laura Sunday
Alternates: Donna Fone, Pam Orebaugh
Staff Present: Garcia

Welcome and Introductions

Meeting called to order at 12:55 pm.

Action Items

1. Consider Action to approve the contract for Director Services between First 5 Tuolumne and the Tuolumne County Superintendent of Schools (attachment #1)
Discussion: Discussion held while Commissioner Parker and Director Garcia, removed themselves from the meeting.
Motion: approve the contract for Director Services between First 5 Tuolumne and the Tuolumne County Superintendent of Schools
Moved: Commissioner Sunday
Seconded: Commissioner Fone
Abstain: None
Motion carried: 5 ayes: (Clark, Keshner, Fone, Orebaugh, Sunday)
Recusal: Parker, Garcia

2. Consider action to approve the reappointment of Mayra Patey to the First 5 Commission (attachment #2)
Discussion: Commissioner Patey's experience on the commission was discussed and recommended to continue her term.
Motion: approve updates to the reappointment of Mayra Patey to the First 5 Commission
Moved: Commissioner Sunday
Seconded: Commissioner Parker
Abstain: None
Motion carried: 6 ayes: (Clark, Keshner, Parker, Fone, Orebaugh, Sunday)
Recusal: none

3. Consider action to approve the reappointment of Dee Keshner to the First 5 Commission (attachment #3)
Discussion: Commissioner Keshner's experience on the commission was discussed and recommended to continue her term.
Motion: approve the reappointment of Dee Keshner to the First 5 Commission
Moved: Commissioner Sunday
Seconded: Commissioner Fone
Abstain: None
Motion carried: 5 ayes: (Clark, Parker, Fone, Orebaugh, Sunday)
Recusal: Keshner

4. Consider action to approve the reappointment of Donna Fone to the First 5 Commission (attachment #4)

Discussion: Commissioner Fone's experience on the commission was discussed and recommended to continue her term.

Motion: approve the reappointment of Donna Fone to the First 5 Commission

Moved: Commissioner Sunday

Seconded: Commissioner Keshner

Abstain: none

Motion carried: 5 ayes: (Clark, Keshner, Parker, Orebaugh, Sunday)

Recusal: Fone

Discussion Items, Information Items and Reports

5. American Recovery Act Funding- There has been no update on the status of this funding.

6. Innovation Retreat- Retreat will be held June 16th at Savanna Gardens at the Barn, on Lyons Bald Mountain Road. It will be from 9am-1pm and breakfast and lunch is included.

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

None

Time and location for next meeting:

June 2, 2021 2:15 pm, Via Zoom

Adjournment: 1:12 p.m.



ATTACHMENT # 3
FIRST 5 Meeting, June 2, 2021

Item 5. Consider action to approve the grant modification request from the Child Welfare Family Visitation Center (attachment #3)

Action requested: Approve the grant modification request from the Child Welfare Family Visitation Center



ATTACHMENT # 4
FIRST 5 Meeting, June 2, 2021

Item 5. Consider action to approve the reappointment of Pamela Orebaugh to the First 5 Commission (attachment #4)

Action requested: Approve the reappointment of Pamela Orebaugh to the First 5 Commission



Item 6. Consider action to approve a budget revision from ICES for the Raising Healthy Families program (attachment #5)

Action requested: Approve the budget revision from ICES for the Raising Healthy Families program

	FY 21-22	FY 21-22 REV	% Change
Personnel			
Salary Coordination	\$ 84,195	\$ 80,090	-4.88%
Benefits	\$ 17,547	\$ 35,097	100.02%
Subtotal Personnel:	\$ 101,742	\$ 115,187	13.21%
Operating/Other Costs			
Contracted Services	\$ 8,735	\$ 7,477	-14.41%
Supplies and Office Expense	\$ 5,043	\$ 5,540	9.86%
Facility and Equipment Expense	\$ 4,466	\$ 3,651	-18.25%
Travel and Meeting Expenses	\$ 4,777	\$ 3,824	-19.95%
Other Expenses	\$ 1,817	\$ 4,993	174.81%
Fix Asset Purchases	\$ -	\$ -	
Subtotal Operating/Other:	\$ 24,838	\$ 25,485	2.60%
Management and General allocations	\$ 16,641	\$ 16,455	-1.12%
Subtotal Operating/Admin:	\$ 41,479	\$ 41,940	1.11%
TOTAL:	\$ 143,222	\$ 157,127	9.71%



Item 7. Consider action to approve a budget revision from ATCAA for the Family Learning Center (attachment #6)

Action requested: Approve the budget revision from ATCAA for the Family Learning Center

ATCAA Family Learning Center			
Expenditures	Budget	Amended Budget	Carryover Request
Personnel Expenses		2021	2022
Total Salaries & Wages	36,231.12	34,387.00	1,415.00
Total Fringe Benefits	10,017.31	10,022.00	143.00
Subtotal Personnel:	\$ 46,248.43	\$ 44,409.00	\$ 1,558.00
Non Personnel Expense			
Supplies: Family Literacy	\$ 2,500.00	\$ 2,500.00	
Rent & Utilities	\$ 8,000.00	\$ 11,712.00	
Household Supplies/Maintenance	\$ 2,000.00	\$ 2,421.00	
Communications	\$ 1,500.00	\$ 1,410.00	
Transportation (gas and vehicle maintenance)	\$ 500.00	\$ 6.00	
Staff Training/Travel	\$ 500.00	\$ -	
Insurance (vehicle, liability)	\$ 2,500.00	\$ 3,521.00	
Contractual	\$ 3,848.37	\$ 60.00	
Subtotal Operating:	\$ 21,348.37	\$ 21,630.00	
Total Direct Expenses	\$ 67,596.80	\$ 66,039.00	
Indirect @11.3% NOW @ 11.5%	7,773.63	7,594.00	179.00
Total Expenditures	\$ 75,370.43	\$ 73,633.00	\$ 1,737.00
	\$ 75,370.43	\$ 75,370.00	



Item 8. Consider Action to approve the contract for the Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) grant between First 5 Tuolumne and the Tuolumne County Behavioral Health Department.

History: This is a grant for \$20,000 between Behavioral Health and First 5 to support the SEED program. This contract is mostly unchanged from last year.

Discussion:

Action requested: Approve the contract for the MHSA PEI grant between First 5 Tuolumne and the Tuolumne County Behavioral Health Department



ATTACHMENT # 8
FIRST 5 Meeting, June 2, 2021

Item 9. Approve an updated preliminary operating budget for Fiscal Year 2021-2022
(attachment #8)

History: Budget adjustments were requested by ATCAA and ICES. Also, an increase in Social Security Unemployment required contributions for the Director were underestimated for 21-22. These three items are included in this budget.

Discussion:

Action requested: Approve the updated preliminary operating budget for Fiscal Year 2021-2022

Budget Planning Sheet For FY 20-21

Funds and Revenues	Budget 20/21	Budget Update	Recommend FY 21-22
State - Prop 10 Children and Fam	\$ 475,000	\$ 476,532	\$ 347,173
SPCFA- F5CA			\$ 194,897
State - IMPACT	\$ 82,000	\$ 82,000	\$ 82,112
Interest Income: local and SMIF	\$ 8,500	\$ 8,400	\$ 8,400
QRIS CSPP/IT	\$ 52,655	\$ 74,945	\$ 79,892
Other Operating Revenue - Grant	\$ 27,300	\$ 30,000	\$ 25,000
Refunds/Reimbursements	\$-		\$-
Total Revenues	\$ 645,455	\$ 671,877	\$ 737,474
Expenditures	Budget 20/21	Budget Update	Recommend FY 21-22
Operations: Services and Supplies			
Dues and Memberships (F5 Assoc)	\$ 4,000	\$ 4,000	\$ 4,000
Advertising (Public notices)	\$ 250	\$ 250	\$ 250
Contracted professional svcs			
Executive Director	\$ 90,663	\$ 90,663	\$ 111,374
Fiscal Contract	-		-
County Counsel	\$ 3,000	\$ 3,000	\$ 3,000
Auditor-Controller (local)	\$ 250	\$ 250	\$ 250
Accounting & Audit (outside audit)	\$ 14,100	\$ 14,100	\$ 14,100
Subtotal Services and Supplies	\$ 112,263	\$ 112,263	\$ 132,974
Grants and Programs			
Grant Contracts			
ICES Raising Healthy Families	\$ 146,025	\$ 149,050	\$ 157,127
A-TCAA Family Learning Cntrs	\$ 75,370	\$ 75,370	\$ 77,107
SEED Program	\$ 111,727	\$ 111,727	\$ 106,090
Smile Keepers Program	\$ 62,053	\$ 62,053	\$ 61,071
IMPACT	\$ 82,000	\$ 8,200	\$ 82,112
CSPP QRIS	\$ 35,659	\$ 35,659	\$ 35,659
QRIS QCC	\$ 30,617	\$ 30,616	\$ 27,689
Workforce Pathways		\$ 8,669	\$ 8,669
Prof. Dev. Grant Renewal			\$ 7,875
Commission-Run Programs			
Dental Help Fund	\$ 3,000	\$ 3,000	\$ 3,000
Imagination Library	\$ 14,626	\$ 16,000	\$ 18,000
Outreach and New Parent Kit	\$ 1,350	\$ 1,350	\$ 350
Local Grants	\$ 12,500	\$ 12,500	\$ 12,500
Emergency Response Fund	\$ 10,000	\$ 10,000	\$ 10,000
Subtotal Grants and Programs:	\$ 584,928	\$ 524,195	\$ 607,249
Total Expenditures for Budget	\$ 697,191	\$ 636,458	\$ 740,223



Item 11. Monthly Financial Report through April 2021 (attachment #9)

Fiscal Year 2020/2021	Monthly Itemization				
March-April					
All Fund Balance & Revenues	Budgeted	Prior Balance	Month 1	Month 2	Cumulative
Balance brought forward					\$ 788,825.00
Outstanding accts payable prior FY					
Due from State/AR, apply to prior FY					
Prepaid expenditures					
Other adjustments					
Total Balance Brought forward	\$ 788,825.00	\$ -	\$ -	\$ -	\$ 788,825.00
Interest Income	\$ 8,400.00	\$ 4,285.23	\$ 1,656.00		\$ 5,941.23
State - IMPACT	\$ 82,000.00	\$ -			\$ -
State - Mo. Disb, current FY	\$ 475,000.00	\$ 235,756.46	\$ 27,545.67	\$ 5,965.79	\$ 269,267.92
SMIF (state generated interest)	\$ 100.00	\$ -			\$ -
Refunds/Reimbursements	\$ -	\$ -			\$ -
Other Operating Revenue - Grant	\$ 30,000.00	\$ 26,000.00		\$ 5,000.00	\$ 31,000.00
QRIS CSPP and QCC	\$ 72,649.00	\$ (15,305.10)	\$ 1,307.40		\$ (13,997.70)
Revenues This FY Only	\$ 668,149.00	\$ 250,736.59	\$ 30,509.07	\$ 10,965.79	\$ 292,211.45
Total Funds & Revenues	\$ 1,456,974.00	\$ 250,736.59	\$ 30,509.07	\$ 10,965.79	\$ 1,081,036.45
Expenditures	Budgeted	Prior Balance	Month 1	Month 2	Cumulative
Dues and Memberships	\$ 4,000.00	\$ 4,000.00			\$ 4,000.00
Advertising	\$ 250.00	\$ 90.00			\$ 90.00
Professional Svcs-Admin	\$ 27,198.78	\$ 16,971.56		\$ 6,485.24	\$ 23,456.80
County Counsel	\$ 3,000.00	\$ 2,000.00	\$ 250.00	\$ 250.00	\$ 2,500.00
Auditor-Controller (local)	\$ 250.00	\$ 66.50		\$ 10.50	\$ 77.00
Accounting & Audit (outside audit)	\$ 11,400.00	\$ 10,000.00			\$ 10,000.00
Oral Health Access	\$ 3,000.00	\$ 1,600.00			\$ 1,600.00
Prof Services- Program Svcs: ED	\$ 54,397.56	\$ 21,392.20		\$ 10,106.16	\$ 31,498.36
Professional Services- Evaluation	\$ 9,066.26	\$ 6,485.78		\$ 3,242.62	\$ 9,728.40
Outreach Expenses	\$ 300.00	\$ -			\$ -
Imagination Library	\$ 14,626.00	\$ 15,040.21			\$ 15,040.21
QRIS Preschool	\$ 35,659.00	\$ -		\$ 1,106.00	\$ 1,106.00
QRIS I/T	\$ 39,286.00	\$ -		\$ 12,500.00	\$ 12,500.00
ICES Raising Healthy Families	\$ 146,025.00	\$ 98,028.00			\$ 98,028.00
ATCAA Family Learning Cntrs	\$ 75,370.43	\$ 29,188.91			\$ 29,188.91
Kits for New Parents - Total	\$ 50.00	\$ -			\$ -
TCOE SEED	\$ 111,727.12	\$ 51,745.58		\$ 21,109.57	\$ 72,855.15
TCOE Smile Keepers	\$ 62,053.46	\$ 26,884.74		\$ 16,723.09	\$ 43,607.83
IMPACT	\$ 82,000.00	\$ 11,322.00		\$ 8,366.44	\$ 19,688.44
Local Grants	\$ 12,500.00	\$ -		\$ 7,500.00	\$ 7,500.00
Emergency Response Fund	\$ 10,000.00	\$ -			\$ -
Total Expenses	\$ 692,159.60	\$ 294,815.48	\$ 250.00	\$ 87,399.62	\$ 382,465.10
Total all fund balance and revenues					\$ 1,081,036.45
Total all expenditures					\$ 382,465.10