



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

First 5 Executive Director

Budget revision for Executive Director 2017-2018

Executive Director Salary Schedule

Tuolumne County Superintendent of Schools

Budget Revisions for Executive Director 2017-2018.

Infant Child Enrichment Services

Budget revision for ICES 2017-2018

Scope of Work revision for ICES

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 6, 2018

First 5 Tuolumne County Commission
Minutes of Meeting April 4, 2018, 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 Vice Chair Thorpe, attendees were welcomed.

Voting Members Present: Allen, Bulkin, Caldwell, Thorpe

Commissioners Absent: Brennan, Noonan

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

Staff Present: Garcia

Public Comment: Deb Bryant addressed the commission to share her appreciation for them and wanted to honor staff for the work they do. Margie Bulkin wanted to acknowledge the Tribe for sharing Deb's talents with First 5 and schools.

Public Hearing

Vice-Chair Thorpe Opened Public Hearing at 1:30 p.m.

1. Public Hearing on the First 5 California Children and Families Commission Annual Report for Fiscal Year 2016-2017 (attachment #1)
 1. Sarah Garcia presented the California First 5's annual report, including Tuolumne's description. The full report is available on our website and in our meeting attachments.
 2. Public comment and discussion
2. Public Hearing on the Draft Update to the Strategic Plan and Long Term Financial Plan (attach #2)
 1. Present: Draft Update to Strategic Plan and Long Term Financial Plan
 - a. Commission officers updated
 - b. Demographic data updated
 - c. Financial plan updated; including building in an additional two years to match the next grant cycle.
 - i. Small Population County augmentation was forecast with a 2% decline after FY 20/21
 - ii. New operations costs reflected for Director transition and fiscal support contract
 2. Public comment and discussion

Close Public Hearing at 1:42 p.m.

Action Items

3. Consideration of approval of Minutes for February 7, 2018 (Att #3)

Motion: to approve the Minutes from the February 7, 2018 meeting

Moved: Commissioner Bulkin

Seconded: Commissioner Allen

4. Consider voluntary contribution to First 5 Association (attachment #4)
 - a. Questions arose from the Commission regarding the role of the Association and how they work to assist the County Commissions. The advocacy, education, and collaboration work they spearhead was discussed by Sarah Garcia.

Motion: To approve the contribution to the First 5 Association

Moved: Commissioner Allen

Seconded: Commissioner Caldwell

5. Consider approval of a preliminary operating budget for Fiscal Year 2018-19 (attachment #5)

Motion: To approve the preliminary operating budget for Fiscal Year 2018-19

Moved: Commissioner Bulkin

Seconded: Commissioner Allen

Discussion Items, Information Items and Reports

6. Discussion with local Kindergarten teachers about kindergarten readiness and needs.
 - a. Sarah Garcia reported that local kindergarten teachers were invited to come speak to the commission regarding the needs of kindergarteners since they are the final product of our 0-5 efforts. Sarah went to Columbia and Summerville Elementary to talk to the teachers who wanted to share their experiences but were not able to attend our meeting. A discussion ensued on the role of kindergarten and what it means to be ready. Through these meetings, Donna and Chris/Suzan will be attending the Summerville Elementary School kindergarten registration to do the ASQ SE (Ages and States Questionnaire, Social Emotional) with parents. The results will be given to the teachers to assist them in building their classrooms.
 - b. Laura Sunday discussed the Calaveras Trauma training "Building a Trauma Sensitive School Community". She wanted to share how valuable it was and wanted to discuss how we can do another one. Marcia Williams mentioned there may be funding to bring community trainings from Strategies.
7. Consideration of a grant application to Sonora Area Foundation and partnership with the Friends of the Tuolumne County Library to bring the Imagination Library to Tuolumne County, (Att #6)
 - a. Presentation was made regarding the number of children that could be served, cost estimations, and potential partnerships. Friends of the Tuolumne County Library is interested in assisting with the administration of the database.
 - b. It was agreed that Sarah proceed with the grant application process and move forward with the program.
 - c. Adrienne Seegers mentioned that her students at Columbia College would be interested in assisting where possible.
8. Financial Report to March 2018, (Att #7)

- a. Caldwell asked if there is funding in our budget for the Imagination Library.
 - b. Allen asked for clarification on MHSA and commission meeting expenses line item. The \$10,000 from MHSA (Mental Health Services Act) is a grant that is awarded and goes toward the SELF (Social Emotional Learning Foundations) program. The Commission meeting line item is now at zero because the expenses are built into the Director's contract with Tuolumne County Superintendent of Schools.
9. First 5 Association Leadership Cohort
- a. The First 5 Association is working to bring together First 5 Directors from all over California to collaborate and build a First 5 Network. The Association has requested Directors, who are interested, to interview and sign up for the Leadership cohort. There is a cost associated with the cohort.
 - b. It was brought up that the cost was mistakenly added to the long term financial plan and should have been discussed and approved prior to it having been added. The long term financial plan will be updated and brought back to the commission in June, with this amount removed and the plan will be voted on again with this change.
10. New grant cycle retreat/planning
- a. There are five regular meetings until awards for the next cycle of grants will be completed.
 - b. Sub-committees will be created with careful planning to avoid any conflict of interest issues.
11. Review Commissioner Applications (Att #8)
- a. A review of applications was done.
 - b. Since this wasn't placed on the agenda as an action item all applications will need to be voted on in a special meeting.
12. Ethics Training and Form 700
- a. All of the necessary forms were completed and turned in.
13. Reports from Executive Director, Commissioners and Ex-Officios
- a. Sarah Garcia- A new website is being created and it will be shared with the commission when it is completed. The new address will be www.First5Tuolumne.com
She will be meeting with the Director of Rural Health, Adventist Health, to advocate for developmental screenings to be done at their pediatric offices.
 - b. Willow Thorpe- First 5 Summit in Glendale next week. At the recent statewide QRIS meeting, there is a movement for childcare providers to participate in QRIS rating. Alternative payment subsidies may begin being tied to rating. ICES has a board position available.
 - c. Cori Allen- Community Based Child Abuse Prevention and CAPIT (Child Abuse Prevention Intervention and Treatment) grants are now open on the Tuolumne County Website.
 - d. Ruth Caldwell- The Health Department is happy to announce that they have hired a new Health Officer- Dr. Robert Bernstein. Ruth welcomed Jennifer from the Oral Health Task Force.
 - e. Jennifer Croft- Came from WIC and is now the new Oral Health Program Coordinator from Prop 56. It is a 5-year grant. Begins with a needs assessment. Will focus on prenatal through seniors. She is inviting all to contact her if they have any ideas or needs in regard to oral health in Tuolumne County.
 - f. Laura Sunday- PCATC Luncheon is next Wednesday, April 11.

- g. Adrienne Seegers- She discussed the information from Zero to Three regarding brain development. She shared the information with her OB. She notified the group that she will be stepping away from the Commission for a year.

The meeting was adjourned at 3:06 p.m.

Next meeting scheduled for June 5, 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, June 6, 2018

First 5 Tuolumne County Commission
Minutes of Meeting April 24, 2018, 1:00 p.m.
Tuolumne County Superintendent of Schools Office, Rm 209
175 Fairview Ln, Sonora, CA 95370

The meeting was called to order at 1:00 p.m. by Chair Bryant, attendees were welcomed.

Voting Members Present: Brennan, Parrish, Thorpe, Allen

Commissioners Absent: Bulkin, Noonan

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

Staff Present: Garcia

Public comment: None

Action Items

1. Review and Vote on Commissioner Reappointment Application (Att #1)
Motion: to approve the reappointment of Marcia Williams as a Commission Alternate

Moved: Commissioner Allen
Seconded: Commissioner Parrish
2. Review Applications and Vote on Filling Vacant Position and Alternate(s) (Att #2)
Motion: to approve that application of Laura Sunday to fill vacant position of the First 5 Commissioner role and approve the applications of Sarah Collie and Annie Hockett as alternates

Moved: Commissioner Allen
Seconded: Commissioner Brennan
3. Election of Officers (Att #3)
Chair: *Thorpe* nominated by Brennan
Seconded by Allen
Vice Chair: *Allen* nominated by Brennan
Seconded by Parrish

Discussion Items, Information Items and Reports

None

Adjournment: 1:20 p.m.

Time and location for next meeting:

June 6, 2018 at 1:15 pm, Tuolumne County Superintendent of Schools Office, Rm 217
175 Fairview Ln, Sonora, CA 95370

ATTACHMENT # 3
FIRST 5 Meeting, June 6, 2018

Item 3. 2017-2018 Executive Director Budget Revision

	First 5 Director		
	Expenditures		
		FY 17/18	FY 17/18 Revision
		<i>Budget</i>	<i>Budget</i>
	Expenditures		
	Total Salaries & Wages	\$ 52,434	\$ 50,906
	Total Benefits	\$ 18,285	\$ 17,969
	<i>Total Salaries and Related expenses</i>	\$ 70,719	\$ 68,875
	Office Supplies	\$ 1,398	\$ 1,600
	Non-Capital Equipment	\$ 1,302	\$ 1,300
	Travel and Conference	\$ 3,000	\$ 3,000
	Professional/Consulting Svcs.	\$ 9,294	\$ 250
	Transfer of Indirect Costs	\$ 10,036	\$ 6,932
	Total Administration Expenses	\$ 95,749	\$ 81,957
526424	PROGRAM		
	Salaries/Benefits First 5		\$ 11,391.38
	Salaries/Benefits IMPACT		\$ 5,000.00
	Total Program Costs	\$ 44,615.00	\$ 16,391.38
526425	EVALUATION	\$ 8,522.00	\$ 8,195.69
526110	ADMINISTRATIVE	\$ 42,612.00	\$ 57,369.84
	IMPACT Travel and Meeting Expenses		
	<i>Mileage reimb</i>	\$ -	\$ 151.50
	<i>Conferences</i>	\$ -	\$ 1,849.06
	Total Travel & Meeting Expenses	\$ -	\$ 2,000.56
	TOTAL EXPENDITURES:	\$ 95,749	\$ 81,957

ATTACHMENT # 4

FIRST 5 Meeting, June 6, 2018

Item 4. 2017-2018 Budget Revision

Details: UPDATED 6/6/2018 Two items were overspent and two were underspent. Adjustments can be made between line items, while the total will remain the same.

Fiscal Year 2017-2018		Monthly Itemization	
March-April			
All Fund Balance & Revenues		Budgeted	6/6/18 Update
441110	Interest Income	\$ 6,436.00	\$ 8,500.00
452122	State - IMPACT	\$ 100,095.00	\$ 95,281.00
454114	State - Mo. Disb, current FY	\$ 475,000.00	\$ 475,000.00
454167	SMIF (state generated interest)	\$ 100.00	\$ 100.00
454169	State - CARES Plus	\$ -	\$ -
472311	Refunds/Reimbursements	\$ -	\$ -
486115	Other Operating Revenue - Grant	\$ 10,000.00	\$ 10,000.00
528394	QRIS CSPP	\$ 43,912.00	\$ 43,912.00
528391	QRIS I/T	\$ 10,849.00	\$ 10,849.00
	Revenues This FY Only	\$ 646,392.00	\$ 643,642.00
	Total Funds & Revenues	\$ 646,392.00	\$ 643,642.00
Expenditures		Budgeted	Update
521310	Communications	\$ 150.00	\$185.00
523210	Dues and Memberships	\$ 3,438.00	\$ 3,438.00
525124	Advertising	\$ 250.00	\$215.00
526110	Professional Svcs-Admin	\$ 42,612.00	\$ 42,612.00
526123	County Counsel	\$ 3,000.00	\$ 3,000.00
526124	Auditor-Controller (local)	\$ 250.00	\$ 250.00
526180	Accounting & Audit (outside audit)	\$ 11,400.00	\$ 11,400.00
526251	Public Health PNP	\$ 27,574.00	\$ 27,574.00
526405	Oral Health Access	\$ 3,000.00	\$ 3,000.00
526424	Prof Services- Program Svcs: ED	\$ 70,615.00	\$65,137.00
526425	Professional Services- Evaluation	\$ 8,522.00	\$14,000.00
528287	Commission Meeting Exp	\$ -	\$ -
528297	Outreach Expenses	\$ 300.00	\$ 300.00
528394	QRIS Preschool	\$ 43,912.00	\$ 43,912.00
528391	QRIS Infant/Toddler	\$ 10,849.00	\$ 10,849.00
528517	ICES Raising Healthy Families	\$ 128,107.00	\$ 128,107.00
528576	ATCAA Family Learning Cntrs	\$ 111,384.00	\$ 111,384.00
528555	Kits for New Parents - Total	\$ 50.00	\$ 50.00
528576	TCOE SELF	\$ 118,743.00	\$ 121,684.00
528595	TCOE Smile Keepers	\$ 36,396.00	\$ 37,751.00
528610	IMPACT	\$ 100,095.00	\$ 95,281.00
529120	Travel -Training and Seminars	\$ 400.00	\$ 400.00
	Fee Based Professional Services-admin	\$ -	\$ -
	Fee Based Professional Services Program	\$ -	\$ -
526110	Total Expenses	\$721,047.00	\$720,529.00

Item 5. Approval of 2018-2019 Budget

Details: **UPDATED 6/6/2018**

Budget Planning Sheet For FY 17-18			
Funds and Revenues	Budgeted 17-18	Estimated FY 17-18	Recommend FY 18-19
State - Prop 10 Children and Fam	\$ 475,000	475,000	475,000
State - IMPACT	\$ 98,000	95,281	98,000
Interest Income: local and SMIF	\$ 6,756	8,600	8,600
QRIS CSPP/IT	\$ 54,761	54,761	53,000
Other Operating Revenue - Grant	\$ 10,000	10,000	10,000
Refunds/Reimbursements	\$ -	-	-
Total Revenues	\$ 644,517	643,642	644,600
Expenditures	Budgeted 17-18	Estimated FY 17-18	Recommend FY 18-19
Operations: Services and Supplies			
Communications (website costs)	150	185	-
Dues and Memberships (F5 Assoc)	3,438	3,438	3,438
Advertising (Public notices)	250	215	250
Out of County Travel/Training	400	400	-
Contracted professional svcs			
Executive Director	121,749	119,372	85,479
Fiscal Contract	2,377	2,377	4,430
County Counsel	3,000	3,000	3,000
Auditor-Controller (local)	250	250	250
Accounting & Audit (outside audit)	11,400	11,400	11,400
Subtotal Services and Supplies	143,014	140,637	108,247
Grants and Programs			
Grant Contracts			
Public Health Case Management	27,574	27,574	27,574
ICES Raising Healthy Families	128,107	128,107	132,159
A-TCAA Family Learning Cntrs	111,384	111,384	114,737
SELF Program	118,143	121,684	124,336
Smile Keepers Program	37,751	37,751	36,938
IMPACT	100,095	95,281	98,000
QRIS	54,761	54,761	53,000
Commission-Run Programs			
Dental Help Fund	3,000	3,000	3,000
Imagination Library			2,195
Outreach+New Parent Kit	350	350	350
Subtotal Grants and Programs:	581,165	579,892	592,289
Total Expenditures for Budget	724,179	720,529	700,536

Item 6. Long Term Financial Plan Review

Details: **UPDATED 6/6/2018** See Attached Long Term Financial Plan Document

- 3% decrease anticipated for our Small County Funding Augmentation from \$475,000 to \$460,750
- IMPACT funding cycle ends after 2019/2020.
- Director Salary to be acted upon by the commission. Total includes salary and benefits
- ED Operation: Includes indirect expenses to TCSOS, office supplies, and travel.
- Local First 5- 4 year grants: Total expended each year for the upcoming grant cycle will need to be decided by the commission. Numbers currently listed utilize a 3% decrease from the final year of the current grant cycle with an addition \$10,000 less, due to potential ending of MHSA grant.

	Current financial plan				Next financial plan scenario			
	Actual	Actual	Proposed	Proposed	Forecast	Forecast	Forecast	
Forecast Years 2016 - 2023	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Total Beginning Balance	790,603	776,864	814,949	738,062	682,176	638,614	594,751	536,551
Revenues								
Tobacco Tax	475,000	475,000	475,000	475,000	475,000	475,000	460,750	460,750
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	8,600	8,600	6,897	6,461	6,023	5,441
Other Grants - MHSA	10,000	10,000	10,000	10,000				
Other (Fees, Reimb)	24,931	41,023						
Total Anticipated Revenues	552,827	632,322	643,642	644,600	632,897	534,461	466,773	466,191
Expenses			<i>Transition Yr</i>					
Operations (Detail)								
Staffing: Executive Director	74,132	78,750	82,837	73,275	73,275	73,275	73,275	73,275
Executive Director Operations			13,082	12,204	12,250	12,250	12,250	12,250
Fiscal - Contract			2,377	4,430	1,189	-	-	
Operations Costs Direct F5 to auditor	18,260	19,786	18,888	18,338	18,500	18,500	18,500	18,500
Subtotal Operations with new numbers	92,392	98,536	121,749	108,247	105,214	104,025	104,025	104,025
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	426,500	435,744	412,672	412,672	412,672	412,672
Local First 5 - annual*	2,278	1,650	3,350	5,495	7,573	8,628	8,276	8,276
Other (Fees, Reimb)	22,993							
Future Expenditures	566,566	594,237	720,529	700,486	676,458	578,325	524,973	524,973
Total Ending Balance	776,864	814,949	738,062	682,176	638,614	594,751	536,551	477,769
<i>Expenditures over Revenues</i>	<i>13,739</i>	<i>(38,085)</i>	<i>76,887</i>	<i>55,886</i>	<i>43,562</i>	<i>43,864</i>	<i>58,200</i>	<i>58,782</i>
	2%	-6%	11%	8%	6%	8%	11%	11%

Item 7. Review of Commissioner Alternate Application

Details: The Commission currently has one open space for an additional Community Representative Alternate. We have received an application from Mayra Patey, who is the Special Education Preschool Program Specialist from the Tuolumne County Superintendent of Schools Office.

COUNTY OF TUOLUMNE
CALIFORNIA
Office of the Clerk of the Board of Supervisors
2 South Green Street Sonora, CA 95370
(209) 533-5521



Vacancy Applied For: ☐ First 5 Commissioner ☒ First 5 Commissioner Alternate

Name: Mayra Patey Telephone: Residential: 209-677-3385 Business: 209-536-2056

E-Mail: mpatey@tcsos.us Fax: 209-536-2002 Cell phone: 209-768-8637

Street Address: 24048 Oxbow Lane, Sonora CA 95370

Mailing Address: same as above

How long have you lived in Tuolumne County? 1 year 11 months

Link to Supervisor Districts (Ctrl & Click on link to learn about supervisorial districts)

In which Supervisorial District do you reside? Choose an item.

Name and address of present employer: Tuolumne County Superintendent of Schools, 175 Fairview Lan, Sonora CA 95370

Occupation: Program Specialist, Early Childhood Special Education Department

Briefly describe the qualifications you possess which you feel would be an asset to the Commission/Committee/ Group for which you are applying. (Attach extra page(s) if needed)

I am an educational leader currently holding a position as a program specialist and previously working as an educational specialist serving moderate/severe children with autism spectrum disorders for eight years. My work and education experience makes me excel in:

- Providing consultation, technical assistance, and training to faculty, staff, school districts, families and the public concerning special education program and services.
- Assisting faculty, administrators and staff in the development instructional material guidelines and requirements, curriculum development and instructional strategies according to student needs.
- Assisting program staff by observing, assessing, and recording data to develop individualized strategies to address behavior challenges, sensory regulation, and classroom environment modifications.
- Serve as a liaison and coordinate special education programs, services, communications, and student information between administrators, personnel, school districts, outside organizations, and families.
- Assisting educational specialist incorporate evidence based practices into the classroom and developing and implementing individualized education program goals for each student.
- Developing and implementing of Individualized Education Program (IEP) and various other educational programs, goals, and objectives for designated special education students.

List the community organization(s) and describe participation in which you have been involved.

The following are community organization I am currently involved with:

- 2017-current County Offices of Education Program Administrators of Child Development Committee member – As a member, I represent the Tuolumne County Superintendent of Schools and use my expertise to provide information that will help gear decisions relating to prekindergarten, early care and education, and child development policies, funding, programs, services, delivery systems and related issues.

The following are committee specific to the special education programs for Riverside County not community organizations, but demonstrate my team collaboration skills:

- 2015/2016 Riverside County/Professional Development Committee – As a member, I facilitated input on coordination of professional development trainings and parent involvement plans for the special education department.
- 2015/2016 Riverside County/Professional Learning Community Facilitator/Trainer – As a member, I was the facilitator and trainer for curriculum medication trainings, data collection training, and evidenced based practices in the classroom setting.
- 2015/2016 Riverside County/Assistive Technology Committee Support team member – As a member, I was part of developing an action plan to improve the use of assistive technology in the classroom and in developing effective assessment procedures for student to obtain assistive technology supports.

I have sufficient time to devote to this responsibility and plan to attend the required meetings if I am appointed to fill a vacancy. I understand that if I am appointed to a commission where a Disclosure of Assets Statement is required by State Law or Board Policy, I shall do so within ten (10) days of assuming office.

I hereby consent that this document is considered a public record and will be available to the public.

Date 5-17-2018 Signature Margie Raley

Applications not acted upon will expire after two years from the date submitted unless renewed by applicant.

Mail or deliver to the Clerk of the Board of Supervisors, 2 South Green Street, Sonoma, California 95370



ATTACHMENT # 8
FIRST 5 Meeting, June 6, 2018

Item 8: ICES Budget Revision

Details: We had unexpended funds due to employee medical leave, employee pregnancy leave, and personnel turnover. Please note I am not able to make the numbers any more “even” as it is contingent on our budget and planned personnel, operating and program expenses. Also, we may need to make minor adjustments in the future depending on the outcome of other pending grant proposals for RHF, but we believe this adjustment will allow us to do even more for the families in our community with children 0-5.

We will be utilizing the majority of the carryover to accommodate increases in personnel and benefit costs while also expanding the capacity to serve those families. The only other significant adjustment is in our IT expenses, as we have increased those significantly since the grant was first proposed due to needed improvements in our IT capacity and securities.

ICES RHF- First 5 Grant
Budget Revision, Proposed for 2017-18

	Actuals FY 15-16	Actuals FY 16-17	Current B FY 17-18	Proposed FY 17-18	Current B FY 18-19	Proposed FY 18-19
Personnel						
Salary Coordinator	\$ 63,456	\$ 50,323	\$ 68,723	\$ 72,253	\$ 70,785	\$ 75,866
Benefits	\$ 19,296	\$ 17,865	\$ 21,512	\$ 23,095	\$ 22,158	\$ 24,450
Subtotal Personnel:	\$ 82,752	\$ 68,188	\$ 90,235	\$ 95,348	\$ 92,943	\$ 100,316
Operating/Other Costs						
Contracted Services	\$ 892	\$ 2,421	\$ 492	\$ 2,436	\$ 507	\$ 2,557
Supplies and Office Expense	\$ 4,874	\$ 5,612	\$ 5,219	\$ 4,550	\$ 5,376	\$ 4,777
Facility and Equipment Expense	\$ 3,880	\$ 4,790	\$ 4,793	\$ 3,914	\$ 4,955	\$ 4,110
Travel and Meeting Expenses	\$ 2,948	\$ 3,596	\$ 3,164	\$ 4,080	\$ 3,259	\$ 4,284
Other Expenses	\$ 1,070	\$ 1,874	\$ 3,053	\$ 2,154	\$ 3,145	\$ 2,262
Fix Asset Purchases (share)	\$ 1,545	\$ 579	\$ 600		\$ 600	\$ 600
Operating/Other:	\$ 15,209	\$ 18,872	\$ 17,321	\$ 17,134	\$ 17,842	\$ 18,590
Management and General allocati	\$ 20,837	\$ 19,400	\$ 20,551	\$ 22,534	\$ 21,374	\$ 23,660
Subtotal Admin/Indirect:	\$ 20,837	\$ 19,400	\$ 20,551	\$ 22,534	\$ 21,374	\$ 23,660
TOTAL:	\$ 118,798	\$ 106,460	\$ 128,107	\$ 135,016	\$ 132,159	\$ 142,566



ATTACHMENT # 9
FIRST 5 Meeting, June 6, 2018

Item 9. ICES Scope of Work Revision

Details: SCOPE OF WORK

Service Description - Benchmarks - Documentation & Reporting - Evaluation

SERVICE DESCRIPTION

Infant Child Enrichment Services Raising Healthy Families Home Visiting Parenting Support and Education Program (RHF)

Home Visiting Element: The RHF Program will provide paraprofessional home visiting and case management to high risk families with pregnant women or children birth to five. The target population is parents throughout Tuolumne County who are overburdened and whose children are developing in stressful, unresponsive, under-stimulating or violent environments. Parents are self-referred or referred by community agency/organizations. Parents receive a comprehensive intake, complete the Adult –Adolescent Parenting Inventory, and then are assigned to a Home visitor as an opening occurs. Appropriate referrals are made in the interim. Visits generally occur in the home when children are present. Visits start at a weekly frequency, and then become less frequent as the family becomes stabilized. The curriculum used is Nurturing Parenting, and the strategies align with the Protective Factors’ Framework. Key home visit elements include:

- Incorporating family needs and family engagement into the action plan;
- Using evidence-based curriculum (Nurturing Parenting);
- Conducting ASQ screenings on children, where a screening has not already been done;
- Building elements of the Protective Factor’s Framework into the service model;
- Making appropriate referrals and following up;
- Teaching parents about children’s early brain development and engaging them in activities to promote early learning.

Parenting Classes and Workshops Element: Parenting classes will be targeted to the general populace with children ages birth to five, and will be provided at parent-friendly locations, or co-located with other services. The classes will serve a minimum of 50 ~~unduplicated~~ parents/year, and will include:

- A year-round weekly class ~~at the ATCAA Bluebell Center~~ for parents of children 0-5, with 8-week sessions on specific topics aligned with the Protective Factors.
- ~~Two five-week Nurturing Parenting Classes~~
- ~~Two 5 week Nurturing Parenting classes~~
- Monthly workshops specifically for 0-5 families, including two workshops on trauma and resiliency and strengthening families
- Additional theme-based classes and workshops offered in response to partner requests.

Evidence-Based or Promising Practice:

1. The Five Protective Factors Framework
2. Nurturing Parenting

Funding Sources:

- First 5 Tuolumne County supports the services outlined in this contract for families with children 0-5;
- Similar services for families with children ages 6-18, as well as additional services for families with children 0-5 are funded with ~~Differential Response Services, State Child Abuse Prevention funds (CAPIT and CBCAP)~~ and Mental Health Services Act funding (Prevention and Early Intervention funds).

BENCHMARKS

Measurable progress toward the following benchmarks shall be demonstrated each quarter:

1. At least ~~twenty~~ **thirty** First 5 families per year (families with pregnant women or children up to age five) will receive intensive in-home services, as described in the “Service Description” section above.
2. At least ~~fifty~~ **forty** First 5 families per year (families with pregnant women or children up to age five) will participate in parenting classes, as described in the “Service Description” section above.
3. The program will provide case management services, including linkages to other family support, educational and health services, and will participate in collaborative case management with other agencies and programs, where appropriate. This will include an active partnership with the First 5 SELF program operated by the Tuolumne County Supt. Of Schools Office.
4. At least one staff member with decision making authority will attend a minimum of 10 Contractor Joint Service Planning meetings in FY 15-16.
5. There is a system in place for collecting data for the evaluation, which is due in September of each year.

The benchmarks may be renegotiated with the mutual consent of both parties at the annual review, without requiring an amendment to this contract.



ATTACHMENT # 10
FIRST 5 Meeting, June 6, 2018

Item 15. Financial Report to May 1, 2018

March-April	Fiscal Year 2017-2018				
Total FIRST 5 Trust Fund Balance					
Beginning Balance	814,949				
Cumulative FY New Revenue	159,920				
Cumulative FY Expenditures	399,181				
Adjustments and Transfers	-				
Current Balance in Fund	575,688				
	Budget	General	Small Co Augment	First 5 CA Initiatives	Total
Revenues					
Tobacco taxes	\$ 475,000	\$ 144,763			\$ 144,763
First 5 CA grants	\$ 100,095			\$ 8,022	\$ 8,022
Refunds, MHSA Grant, Fees	\$ 10,000	\$ -			\$ -
Interest Income, local & SMIF est	\$ 6,536	\$ 7,135			\$ 7,135
QRIS I/T	\$ 10,849				
QRIS CSPP	\$ 43,912				
Total Revenues	\$ 591,631	\$ 151,898	\$ -	\$ 8,022	\$ 159,920
Expenditures					
Professional Services:					
Professional Svcs-Admin	\$ 42,612	\$ 38,386			\$ 38,386
County Counsel	\$ 3,000	\$ 2,500			\$ 2,500
Auditor-Controller (local)	\$ 250	\$ 77			\$ 77
Accounting & Audit (outside audit)	\$ 11,400	\$ 11,400			\$ 11,400
Travel -Training and Seminars	\$ 400	\$ 400			\$ 400
Dues and Memberships	\$ 3,438	\$ 3,438			\$ 3,438
Office Expense	\$ -	\$ -			\$ -
Advertising	\$ 215	\$ 171			\$ 171
Communications	\$ 185	\$ 185			\$ 185
Commission Meeting Exp	\$ -	\$ -			\$ -
Total Administrative Expenses	\$ 61,500	\$ 56,557	\$ -	\$ -	\$ 56,557
	9%				15%
Grants and Programs					
ATCAA Family Learning Cntrs	\$ 111,384	\$ 57,190			\$ 57,190
ICES Raising Healthy Families	\$ 128,107	\$ 106,089			\$ 106,089
Kits for New Parents - Total	\$ 50	\$ -			\$ -
Oral Health Access	\$ 3,000	\$ -			\$ -
Outreach Expenses	\$ 300	\$ -			\$ -
Public Health PNP	\$ 27,574	\$ 12,064			\$ 12,064
TCOE SELF	\$ 118,743		\$ 82,466		\$ 82,466
TCOE Smile Keepers	\$ 36,396		\$ 30,491		\$ 30,491
IMPACT	\$ 100,095			\$ 8,337	\$ 8,337
QRIS Infant/Toddler	\$ 10,849				
QRIS Preschool	\$ 43,912				
Professional Svcs - ED Program	\$ 65,137	\$ 16,573			\$ 16,573
Total Program Expenses	\$ 645,547	\$ 191,916	\$ 112,957	\$ 8,337	\$ 313,210
	90%				83%
Total Evaluation Exp (Prof Svcs)	\$ 14,000	\$ 7,645			\$ 7,645
	2%				2%
Total Expenditures	\$ 721,047	\$ 256,118	\$ 112,957	\$ 8,337	\$ 377,412