



First 5 Commission, October 1, 2025

Agencies/Organizations affected by Action Items or Discussion Items on the agenda for today's meeting are:
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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 so that you can be easily found to rejoin the meeting for subsequent agenda items.

Advisory and Community Members Participation. 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.



Item 1. Approve Minutes for August 6, 2025 (attachment #1)

Minutes

August 6, 2025 2:15-4:30 pm

Tuolumne County Superintendent of Schools Room 217
175 Fairview Lane, Sonora, CA 95370

Voting Members Present: Michelle Clark, Cathy Parker, Laura Sunday, Jackie Roberts
Alternates: Devon Woodruff
Staff Present: Garcia

Welcome and introductions at 2:15 pm.

Public comment

No Public Comment

Action Items

1. Approve the agenda

Discussion: None

Public Comment: None

Motion: Commissioner Parker

Second: Commissioner Roberts

Abstain: None

Recusal: None

All in favor: 4 ayes (Roberts, Parker, Sunday, Woodruff)

2. Approve Minutes for June 11, 2025 meeting (Att. #1)

Discussion: None

Public Comment: None

Motion: Commissioner Parker

Second: Commissioner Woodruff

Abstain: none

Recusal: none

All in favor: 4 ayes (Roberts, Parker, Sunday, Woodruff)

3. Approve 2025/2026 Association Membership Dues (Att. #2)

Discussion: The dues for the upcoming year were approved to remain the same as the previous year.

Originally, the dues were going to increase significantly (estimated between \$7,000 and \$8,000 more).

After negotiations and discussions, especially considering the uncertainty of future SPCFA funding, the dues were kept at the status quo.

Public Comment: None

Motion: Commissioner Roberts

2nd: Commissioner Woodruff

Abstain: None

Recusal: None

All in favor: 4 ayes (Roberts, Parker, Sunday, Woodruff)

4. Consider the application of Zack Abernathy from the Tuolumne County Superintendent of Schools as a Commissioner fulfilling the position of “representatives of local school districts.” (Att. #3)

Discussion: None

Public Comment: None

Motion: Commissioner Roberts

Second: Commissioner Sunday

Abstain: None

Recusal: None

All in favor: 4 ayes (Roberts, Parker, Sunday, Woodruff)

5. Consider the application of Diana Harford from the Tuolumne County Superintendent of Schools as an Alternate Commissioner fulfilling the position of “representatives of local school districts.” (Att. #4)

Discussion: None

Public Comment: None

Motion: Commissioner Sunday

Second: Commissioner Roberts

Abstain: None

Recusal: None

All in favor: 4 ayes (Roberts, Parker, Sunday, Woodruff)

6. Approve updated First 5 Director Salary Schedule (Att. #5)

Discussion: The updated salary schedule was not ready for approval at the meeting.

The Executive Director met with TCSOS HR and plans to extend the salary schedule from the current 5 years to 10 years to align with the superintendent’s office.

This extension would reduce the frequency of needing to update the schedule.

There is a recommendation to remove the requirement that step increases be contingent on a satisfactory performance evaluation. Instead, step increases would become automatic each July 1st, while still maintaining performance evaluations for other purposes. This change is intended to avoid delays in step increases, which have occurred annually due to the current MOU language.

The Director will work with county schools, the commission’s attorney, and HR to draft appropriate wording for the MOU for the step increase.

The updated salary schedule and MOU changes will be brought back for review and approval at a future meeting.

Public Comment: None

Motion: None: Item tabled for future discussion.

7. Authorize the Executive Director to sign the FY 2025–2026 Grant Award Notification for Small Population Funding Augmentation (Att. #6)

Discussion: Michelle Clark joined the meeting. The grant award notification itself had not yet been received at the time of the meeting due to delays by First 5 California.

The funding amount for the upcoming fiscal year will remain the same as the previous year, with no decrease expected. The previous application process was scrapped because small counties found it unfair and overly burdensome so a new application was submitted, further delaying the process. An extension was granted for this year while the state figures out a new process.

Commissioners and community members from small counties are actively participating in state discussions to advocate for fair treatment and express concerns about the current funding process.

The Director invited commissioners interested in attending these state meetings to reach out for preparation and support.

Public Comment: None

Motion: Commissioner Parker

Second: Commissioner Roberts

Abstain: None

Recusal: None

All in favor: 5 ayes (Clark, Roberts, Parker, Sunday, Woodruff)

Discussion Items, Information Items and Reports

8. Review Records Retention Policy (Att. #7)

- The current record retention policy was reviewed, revealing it mostly addresses paper records.
- There is a need to update the policy to allow for digital record retention in compliance with state laws, as many contracts and documents are now digital with electronic signatures.
- The draft policy includes provisions for audio recording meetings to aid note-taking, as well as emergency access protocols to ensure operational continuity if key personnel are unavailable.
- Questions were raised about who ultimately owns the records and how access is managed, especially in emergencies.
- It was clarified that financial records access is managed annually through the county, and the commission chair would have access to necessary documents.
- Concerns about privacy were addressed, confirming that the commission does not have access to sensitive student records.
- The draft policy will be reviewed by County Council for legal compliance and brought back for further discussion and approval.
- Commissioners emphasized the importance of clear, simple procedures for accessing records and maintaining continuity.

9. Extension of First 5 Director Salary Schedule

Discussed on item 6

10. MOU with Medi-Cal Health Plans Discussion

- Ongoing discussions about a Memorandum of Understanding with Medi-Cal managed care plans.
- The draft MOU currently does not require any commitments or funding from the commission.
- Medi-Cal plans want to be a resource and liaison for zero to five population data and community connections.
- Commissioners requested that representatives from the managed care plans attend a future meeting to explain their role and the purpose of the MOU.
- The representatives would likely join via Zoom due to distance.

11. Monthly Financial Reports through May 2025 (Att. #7)

- Financial reports show stable finances with no major issues.

- A large erroneous deposit of \$110,000 from the California Tax and Fee Administration was made and promptly refunded.
- Quality Counts funding and other grants are being managed well, with a focus on directing funds to early childhood educators and sites rather than administration.
- Imagination Library funding is partially matched by First 5 California.
- Commissioners reviewed the reports and had no major questions.

12. Reports from Executive Director, Commissioners, and guests

- Director shared updates about donated Yosemite Area Rapid Transit Service (YARTS) passes for families and staff, with plans to distribute more.
- Commissioners shared updates about upcoming events like the ICES Children's Fair and training sessions.
- Behavioral Health Services Act community survey was mentioned and encouraged for participation.
- New ICE director to be introduced at a future meeting.

Time and location for next meeting:

Date October 1, 2025 2:15 pm, Tuolumne County Superintendent of Schools Office,
Room 217, Sonora, CA 95370

Adjournment.: 3:01pm



ATTACHMENT # 2
FIRST 5 Meeting October 1, 2025

Item 2: Election of Officers (attachment #2)

History: The Commission nominates and elects officers annually.

The current slate of Commission Officers began their annual officer terms in December 2024. The Commissioners that have served as officers in the last five years are:

	Chair	Vice Chair	Treasurer
FY 24-25	Laura Sunday	Mayra Patey	Jackie Roberts
FY 23-24	Cathy Parker	Laura Sunday	Michelle Clark
FY 22-23	Cathy Parker	Laura Sunday	Michelle Clark
FY 21-22	Michelle Clark	Anaiah Kirk	Dee Keshner
FY 20-21	Michelle Clark	Dee Keshner	Laura Sunday

The By-Laws state:

Qualifications, Selection and Term:

The Chair, Vice-Chair and Treasurer are elected by the Commission at the Annual Meeting from among its own members. Election must be by majority vote of the Commissioners. The Chair, Vice-Chair and Treasurer are elected for a term of one (1) year and shall serve until a successor has been duly elected. No officer shall serve more than two (2) successive years in the same office, but may subsequently serve in a different office. After a break of at least one year, a Commissioner may again serve in an office where she or he has served a full term prior.

The following Commissioners are currently eligible for the officer positions.

Eligible for Chair	Eligible for Vice Chair (All)	Eligible for Treasurer (All)
Zack Abernathy	Zack Abernathy	Zack Abernathy
Michelle Clark	Michelle Clark	Michelle Clark
Kim Freeman	Kim Freeman	Kim Freeman
Anaiah Kirk	Anaiah Kirk	Anaiah Kirk
Cathy Parker	Cathy Parker	Cathy Parker
Jackie Roberts	Jackie Roberts	Jackie Roberts
Laura Sunday	Laura Sunday	Laura Sunday

Discussion Requested: Nominations will be taken from the floor at the meeting. Officers will be formally elected at today's meeting and will begin their terms in December 2025.

Action requested: Approve officers as follows:

Chair:

Vice Chair:

Treasurer:

With a term to last 1 year.

Officer duties, as stated in the By-Laws, are as follows:

The Chair shall:

1. Preside at all meetings of the Commission;
2. Execute correspondence, conveyances, and other written instruments as authorized by the Commission, or authorize staff to do so;
3. Appoint chairs of the Commission's committees; and
4. Set the agenda, or authorize staff to do so.

The Vice-Chair shall:

1. In the absence of the Chair assume the duties of the Chair; and
2. Perform such reasonable duties as may be required by the Commission or by the Chair of the Commission.

The Treasurer shall:

1. Be responsible for overseeing the First 5 Tuolumne County Trust Fund;
2. Be responsible for ensuring that periodic and annual financial reports of the First 5 Tuolumne County Trust Fund are provided to the Commission;
3. Be responsible for ensuring that a true and accurate accounting of all financial transactions of the Commission is made and kept;
4. Be responsible for delegating ministerial duties consonant with his/her responsibilities to the Commission.

The treasurer's duties have been delegated to the Executive Director, with oversight and periodic review of the fiscal systems by the Treasurer.



ATTACHMENT # 3
FIRST 5 Meeting October 1, 2025

Item 3: Annual Meeting Calendar

Meetings are from 2:15-4:30pm
at Tuolumne County Superintendent of Schools, 175 Fairview Lane, Sonora, CA

- December 3, 2025
- February 4, 2026
- April 8, 2026 (Originally scheduled April 1st. Reschedule due to Spring Break)
- June 3, 2026
- August 5, 2026
- October 7, 2026
- December 2, 2026



ATTACHMENT # 4
FIRST 5 Meeting October 1, 2025

Item 4: First 5 Director Salary Schedule Discussion

History: To align with the County Superintendent of Schools standard salary schedules, it is recommended that we create a 10 step, or longer schedule for the First 5 Director.

This extension would reduce the frequency of needing to update the schedule while also reducing administrative time.

Should this formula be approved, this item will be brought back to the Commission for final approval.

First 5 Tuolumne Classified Management Salary Schedule											
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Level 2	Daily	\$384.22	\$396.10	\$408.35	\$420.98	\$434.02	\$447.02	\$460.43	\$474.24	\$488.47	\$503.12
Director First Five	Hourly	\$48.03	\$49.51	\$51.04	\$52.62	\$54.25	\$55.88	\$57.55	\$59.28	\$61.06	\$62.89
	225 Days	\$86,448.84	\$89,122.52	\$91,878.89	\$94,720.50	\$97,654.50	\$100,579.50	\$103,596.89	\$106,704.79	\$109,905.94	\$113,203.11
	182 Day	\$69,927.51	\$72,090.21	\$74,319.81	\$76,618.36	\$78,991.64	\$81,357.64	\$83,798.37	\$86,312.32	\$88,901.69	\$91,568.74
Level 2, 3% between Steps 1-10, 1.5% between Steps 11-15											
Effective 7/1/2025 3% increase. * Salary approved at 182 days											
Effective 2/15/2023 4.25% ongoing increase retroactive to 7/1/2022											
Effective 5/18/2021 Schedule Recreated											
effective 7/1/2021 3% increase * Salary approved at 190 days											
Effective 7/1/2020 3% increase											
Effective 7/1/2019 3% increase											
Effective 7/1/2018 3% increase											
Effective 7/1/2017 * Salary approved at 80%Created March 21, 2017											

Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
\$503.12	\$510.67	\$518.33	\$526.11	\$534.00	\$542.01
\$62.89	\$63.83	\$64.79	\$65.76	\$66.75	\$67.75
\$113,203.11	\$114,901.16	\$116,624.68	\$118,374.05	\$120,149.66	\$121,951.90
\$91,568.74	\$92,942.27	\$94,336.41	\$95,751.45	\$97,187.72	\$98,645.54

Draft MOU Language for Director Salary/Step increases

Compensation

Step Progression

~~Step increase completed upon a satisfactory performance evaluation.~~

Effective July 1 of each fiscal year, the Director advances one (1) step on the First 5 Director Salary Schedule. Step progression is administered by TCSOS under its personnel policies and is not contingent on the outcome of the annual performance evaluation. Implementation remains subject to Commission budget appropriation and availability of funds under this MOU.

General Salary Adjustments (TCSOS Management Unit)

Any across-the-board salary increase and/or cost-of-living adjustment (COLA) negotiated for and granted to the TCSOS management unit applicable to this position shall apply to the Director, provided that the Commission has appropriated sufficient funds and expressly approves such adjustment for the fiscal year. Nothing in this section limits the Commission's authority over its budget or TCSOS's authority as the Director's employer.

Annual Performance Evaluation

An annual performance evaluation will be completed each year by June 30 and presented to the Commission. The evaluation is for feedback, goal-setting, and professional development, and does not determine eligibility for step progression or general salary adjustments. Personnel actions, if any, are taken by TCSOS as the Director's employer, with the Commission retaining oversight and input under the MOU.

Modifications

Any change to compensation provisions shall be made only by written amendment executed by both parties.