



First 5 Commission, October 5, 2022

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, October 5, 2022

Item 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)

RESOLUTION
OF THE FIRST 5 COMMISSION OF THE COUNTY OF TUOLUMNE
PROCLAIMING AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF
THE FIRST 5 COMMISSION FOR 30 DAYS PURSUANT TO AB361 BROWN ACT
PROVISIONS.

WHEREAS, the County of Tuolumne is committed to preserving and nurturing public access and participation in meetings of the First 5 Commission; and

WHEREAS, all meetings of First 5 Commission are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the First 5 Commission conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the County's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, a further required condition of Government Code section 54953(e) is that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body holds a meeting to determine or has determined by a majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, on March 4, 2020, the Governor proclaimed pursuant to his authority under the California Emergency Services Act, California Government Code section 8625, that a state of emergency exists with regard to a novel coronavirus (a disease now known as COVID-19); and

WHEREAS, on June 4, 2021, the Governor clarified that reopening of California on June 15, 2021, did not include any change to the proclaimed state of emergency or the powers exercised thereunder; and

WHEREAS, on June 11, 2021, Governor Newsom also issued Executive Order N-08-21, which set expiration dates for certain paragraphs of the State of Emergency Proclamation dated March 4, 2020, and other Executive Orders but did not rescind the proclaimed state of emergency; and,

WHEREAS, as of the date of this Resolution, neither the Governor nor the state Legislature have exercised their respective powers pursuant to Government Code section 8629 to lift the state of emergency either by proclamation or by concurrent resolution the state Legislature; and,

WHEREAS, the California Department of Industrial Relations has issued regulations related to COVID-19 Prevention for employees and places of employment. Title 8 of the California Code of Regulations, Section 3205(5)(D) specifically recommends physical (social) distancing as one of the measures to decrease the spread of COVID-19 based on the fact that particles containing the virus can travel more than six feet, especially indoors; and,

WHEREAS, the First 5 Commission finds that state or local officials have imposed or recommended measures to promote social distancing, based on the California Department of Industrial Relations' issuance of regulations related to COVID-19 Prevention through Title 8 of the California Code of Regulations, Section 3205(5)(D); and,

WHEREAS, the First 5 Commission meetings will be conducted virtually wherein the public may appear remotely to participate in the meeting; and

WHEREAS, on occasion a First 5 Commission member may need to appear and participate in a Commission meeting remotely in order to comply with Public Health guidance, the Commission desires to allow such participation using the requirements of AB361;

NOW, THEREFORE, THE FIRST 5 COMMISSION OF THE COUNTY OF TUOLUMNE DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. The Commission acknowledges the Governor has declared a state of emergency related to the novel coronavirus and hereby proclaims that state officials have imposed or recommended measures to promote social (physical) distancing based on the California Department of Industrial Relations' issuance of regulations related to COVID-19 Prevention through Title 8 of the California Code of Regulations, Section 3205(5)(D).

Section 3. Remote Teleconference Meetings. The Chair of the Commission is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of November 6, 2021, or such time the Commission adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Commission may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.



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

First 5 Tuolumne County Commission
Minutes of Meeting August 3, 2022, 2:15-4:15 p.m.
Meeting held via Zoom and in Room 217

Voting Members Present: Michelle Clark, Lisa Hieb-Stock, Anaiyah Kirk, Dee Keshner, Dr. Kimberly Freeman, Cathy Parker, Laura Sunday
Alternates: 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)
2. Consider action to approve Minutes for June 1, 2022 (Attachment #2)
3. Conflict of Interest Code Approval. (Attachment #3)

Discussion: none

Motion: approve the Consent Agenda

Moved: Commissioner Sunday

Seconded: Commissioner Keshner

Abstain: Commissioner Parker

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

Recusal: None

Closed Session

4. Public Employee Performance Evaluation (Govt. Code 54957) Title: Director of First 5

End Closed Session

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

Discussion: none

Motion: tabled until October

6. Consideration of Approval of a contract between First 5 Tuolumne and Infant Child Enrichment Services for the Help Me Grow Tuolumne program (Attachment #5)

Motion: Approve the contract between First 5 Tuolumne and Infant Child Enrichment Services for the Help Me Grow Tuolumne program.

Moved: Commissioner Clark

Seconded: Commissioner Keshner

Abstain: none

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

Recusal: None

Discussion Items, Information Items and Reports

7. Monthly Financial Report through June 2022, (attachment #6)
8. Strategic Planning Committee needed
9. Reports from Executive Director, Commissioners and Ex-Officios

Time and location for next meeting:

October 5, 2022 2:15 pm, Location To Be Announced

Adjournment: 3:00



ATTACHMENT # 3
FIRST 5 Meeting, October 5, 2022

Item 3. Election of Officers (attachment #3)

The current slate of Commission Officers began their annual officer terms in December 2020. The Commissioners that have served as officers in the last three years are:

	Chair	Vice Chair	Treasurer
FY 21-22	Michlle Clark	Dee Keshner	Laura Sunday
FY 20-21	Michelle Clark	Dee Keshner	Laura Sunday
FY 19-20	Cathy Parker	Anaiah Kirk	Cori Allen/Laura Sunday
FY 18-19	Cori Allen	Laura Sunday	Sarah Collie

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.

Eligible for Chair	Eligible for Vice Chair	Eligible for Treasurer
Dr. Kimberly Freeman	Dr. Kimberly Freeman	Dr. Kimberly Freeman
Anaiah Kirk	Michelle Clark	Michelle Clark
Dee Keshner	Anaiah Kirk	Anaiah Kirk
Jared Martin	Jared Martin	Jared Martin
Cathy Parker	Cathy Parker	Dee Keshner
Laura Sunday	Laura Sunday	Cathy Parker

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 2022.

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.



Item 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)

Details: Details available in attachment #4.



Item 5. Consideration of Approval of Director Salary Step 4, retroactive July 1, 2022

Details: Step increase available after satisfactory performance evaluation.

		First 5 Tuolumne				
		Classified Management Salary Schedule				
		Step 1	Step 2	Step 3	Step 4	Step 5
Director First Five	Daily Rate	\$359.13	\$369.90	\$381.00	\$392.43	\$404.20
Days/Year	225	\$80,804.25	\$83,228.38	\$85,725.23	\$88,296.99	\$90,945.90
	180	\$64,642.51	\$66,582.70	\$68,580.18	\$70,637.59	\$72,756.72
	190	\$68,234.70	\$70,281.00	\$72,390.00	\$74,561.70	\$76,798.00



Item 11. Monthly Financial Report through August 2022 (attachment #8)

Fiscal Year 2022-2023	Monthly Itemization				
July-August					
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	\$-			\$-
State - IMPACT	\$136,078.05	\$-	(\$35,713.47)		(\$35,713.47)
State - Mo. Disb, current FY	\$233,497.77	\$-	(\$80,576.79)		(\$80,576.79)
Prop 56	\$78,307.97	\$-			
SPCFA First 5 CA	\$200,106.73	\$-			\$-
SMIF (state generated interest)	\$153.08	\$-	(\$153.08)		(\$153.08)
Refunds/Reimbursements	\$-	\$-			\$-
Other Operating Revenue - Grant	\$20,000.00	\$-			\$-
QRIS CSPP and QCC	\$69,448.00	\$-	(\$62,246.20)		(\$62,246.20)
					\$-
Revenues This FY Only	\$745,991.60	\$-	(\$178,689.54)	\$-	(\$178,689.54)
Total Funds & Revenues	\$1,664,468.60	\$-	(\$178,689.54)	\$-	\$739,787.46
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	\$35,874.46	\$-			\$-
County Counsel	\$3,000.00	\$-	\$250.00	\$250.00	\$500.00
Auditor-Controller (local)	\$250.00	\$-		\$14.00	\$14.00
Accounting & Audit (outside audit)	\$14,100.00	\$-			\$-
Oral Health Access	\$3,000.00	\$-			\$-
Prof Services- Program Svcs: ED	\$51,899.92	\$-			\$-
Professional Services- Evaluation	\$11,958.15	\$-			\$-
Outreach Expenses	\$300.00	\$-			\$-
Imagination Library	\$18,000.00	\$-		\$958.93	\$958.93
QRIS Preschool	\$32,464.00	\$-			\$-
QCC	\$27,057.00	\$-			\$-
Workforce Pathways Grant	\$8,669.00	\$-			\$-
Prof. Dev. Grant Renewal	\$1,258.00	\$-			\$-
ICES Raising Healthy Families	\$170,000.00	\$-			\$-
ATCAA Family Learning Cntrs	\$71,027.19	\$-			\$-
Kits for New Parents - Total	\$50.00	\$-			\$-
TCOE SEED	\$109,272.87	\$-			\$-
TCOE Smile Keepers	\$62,759.97	\$-			\$-
IMPACT	\$136,078.05	\$-			\$-
Local Grants	\$12,500.00	\$-			\$-
Help Me Grow	\$70,270.46	\$-			\$-
Emergency Response Fund	\$10,000.00	\$-			\$-
Total Expenses	\$854,039.08	\$-	\$4,250.00	\$1,222.93	\$5,472.93
Total all fund balance and revenues					\$739,787.46
Total all expenditures					\$5,472.93

ACTUALS		
All Fund Balance & Revenues	Budgeted	Actual
Balance brought forward	\$854,983.00	
Outstanding accts payable prior FY		
Due from State/AR, apply to prior FY		
Prepaid expenditures		
Other adjustments		
Total Balance Brought forward		\$854,983.00
Interest Income	\$8,400.00	\$8,978.29
State - IMPACT	\$82,112.00	\$60,163.65
State - Mo. Disb, current FY	\$347,173.31	\$321,254.64
SPCFA	\$194,896.51	\$194,591.84
SMIF (state generated interest)	\$-	\$153.08
Refunds/Reimbursements	\$-	
Other Operating Revenue - Grant	\$125,000.00	\$143,850.00
QRIS CSPP and QCC	\$79,892.00	\$64,500.30
Revenues This FY Only	\$837,473.82	\$793,491.80
Total Funds & Revenues	\$837,473.82	\$793,491.80
	Budgeted	Actual
Dues and Memberships	\$4,000.00	\$4,000.00
Advertising	\$4,423.00	\$4,423.00
Professional Svcs-Admin	\$33,413.86	\$33,385.29
County Counsel	\$3,000.00	\$3,000.00
Auditor-Controller (local)	\$315.00	\$315.00
Accounting & Audit (outside audit)	\$14,800.00	\$14,800.00
Oral Health Access	\$3,000.00	\$-
Prof Services- Program Svcs: ED	\$45,192.75	\$37,351.39
Professional Services- Evaluation	\$16,706.93	\$16,692.65
Outreach Expenses	\$300.00	
Imagination Library	\$18,000.00	\$16,413.12
Workforce Pathways	\$8,700.00	\$8,200.00
QRIS CSPPreschool	\$35,659.00	\$32,416.00
PDGR	\$7,875.00	\$5,675.00
QCC I/T	\$28,689.00	\$27,689.00
ICES Raising Healthy Families	\$157,127.00	\$132,310.00
ATCAA Family Learning Cntrs	\$77,107.00	\$75,370.01
Kits for New Parents - Total	\$50.00	\$-
TCOE SEED	\$123,850.93	\$123,849.06
TCOE Smile Keepers	\$65,095.00	\$65,094.45
IMPACT	\$63,348.00	\$60,163.65
Local Grants	\$12,500.00	\$-
Unite Tuolumne/Help Me Grow	\$100,000.00	\$68,849.90
Emergency Response Fund	\$10,000.00	\$-
Total Expenses	\$833,152.47	\$729,997.52
Total all fund balance and revenues		\$918,477.28
Total all expenditures		