

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, August 3, 2016

First 5 Tuolumne County Commission  
**Draft Minutes of Meeting June 13, 2017, 2017, 8:30 am**  
Tuolumne County Superintendent of Schools Office, Rm 217  
175 Fairview Ln, Sonora, CA 95370

The meeting was called to order at 8:30 am. by Chair Bulkin, attendees were welcomed.

Voting Members Present: Allen, Bryant, Bulkin, Noonan, Parrish, Thorpe

Commissioners Absent: Brennan

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

Staff Present: Kruse

Public Comment: there was no public comment.

Consent Calendar

1. Approve Practice Based Coaching conference expenditures at an estimated total cost of \$19,105, supported by State Funding and Registration fees. (attachment #1)
  - a. Ratify contract agreements with trainers Patricia Snyder and Mary Lou Hemmeter for Practice Based Coaching Training.
2. Action on approval of Minutes for April 5, 2017 (attachment #2)

Cori Allen asked for clarification on the Practice Based Coaching funding source. Sheila Kruse responded.

Motion: to approve the Consent Calendar

Moved: Commissioner Allen

Seconded: Commissioner Parrish

Motion carried: 6 ayes: (Allen, Bryant, Bulkin, Noonan, Parrish, Thorpe) with Commissioner Brennan absent.

Presentation/Discussion Item:

3. Tuolumne Co. Supt. of Schools' (TCSOS) introduces the top candidate under consideration for the First 5 Director position. (Attachment #3)

Commissioner Bulkin introduced the top candidate, Sarah Garcia, and informed the Commission that Sarah had been asked to give a presentation on the First 5 Strategic Plan and to identify the areas that she would like to focus on during her first year on the job, should she be named the new First 5 Director.

Sarah Garcia presented to the Commission, described the key elements of the current Strategic Plan, and identified the following areas for her future focus: (1) work closely with community partners, looking for collaboration and leveraging opportunities; (2) research the cause of the rise of substance abuse and child abuse cases in Tuolumne

County; (3) increase access to trauma informed care trainings in our community; (4) look at opportunities to provide more unit-bearing ECE classes to aid in professional development for local Early Childhood Educators; and (5) look for solutions to address the lack of affordable quality child care for working families.

Commission questions followed. Topics included Sarah's knowledge of local needs and resources, 80% FTE employment, out-of-county travel, relationships in small counties in the context of First 5 funding, conflict resolution, and the relationship between the Director and the Commission.

When the discussion was completed, Sarah Garcia left the meeting.

4. Input from the Commission to TCSOS regarding the top candidate.

The Commission provided input to Commissioner Bulkin regarding their support for the Tuolumne County Supt. of Schools (TCSOS) hiring of the top candidate, Sarah Garcia. They acknowledged that there would be a large learning curve for a new Director, including working with a Commission as the decision making body. They noted that she would have many resources available to help her learn the position. The Commissioners expressed their unanimous support of TCSOS in hiring Sarah Garcia.

#### Action Items

5. Consider approval of a final budget for Fiscal Year 2016-17 (attachment #4)  
Sheila Kruse presented proposed budget changes for year end.

Motion: to approve the final budget for FY 16-17, as presented.

Moved: Commissioner Parrish

Seconded: Commissioner Bryant

There was no further discussion.

Motion carried: 6 ayes: (Allen, Bryant, Bulkin, Noonan, Parrish, Thorpe) with Commissioner Brennan absent.

6. Consider termination of the 4-year IMPACT grant with ATCAA by mutual consent (attachment #5)

Sheila Kruse reviewed the context of the decision to terminate the contract, and noted that the services would continue next year under a new funding methodology. Marcia Williams commented that the new methodology is in better alignment with the CA QRIS Block Grants. Chair Bulkin verified, with Marcia Williams, that ATCAA Early Childhood Services was in full support of the termination, based on future plans for IMPACT funding.

Motion: to approve the contract termination, as written.

Moved: Commissioner Noonan  
Seconded: Commissioner Allen

There was no further discussion.

Motion carried: 6 ayes: (Allen, Bryant, Bulkin, Noonan, Parrish, Thorpe) with Commissioner Brennan absent.

7. Consider approval of a MHSA-PEI contract continuation for \$20,000 for SELF for 2 years (provided at meeting).

Sheila Kruse reported that she had been told the contract would be ready for signature for June; however, it has been delayed. Instead, she asked the Commission to consider giving Chair Bulkin the authority to sign the contract if ready before the August meeting, with a plan to ratify by full Commission approval in August.

Motion: to authorize Commissioner Bulkin to sign the MHSA contract when it becomes available.

Moved: Commissioner Allen  
Seconded: Commissioner Thorpe

There was no further discussion.

Motion carried: 6 ayes: (Allen, Bryant, Bulkin, Noonan, Parrish, Thorpe) with Commissioner Brennan absent.

#### Discussion Items, Information Items and Reports

8. Summerville Parent Nursery School  
Sheila Kruse reviewed the status of Summerville Parent Nursery School. This discussion began last year, when the school grappled with declining revenues from Summerville High School Adult Ed funding, and explored other funding models. The status, this year, includes Kim Angel as the lead teacher and parent educator. Summerville Elementary District charges a modest rent for the site. The school does fund raising, and charges dues, but still has an annual deficit of \$30,000. They have not gone the route of getting licensed because the building cannot be brought up to standards needed for child care licensing. Keturah Wilk provided written information to provide the Commission more detailed information on the program, the costs and the deficit.

Sheila Kruse noted that, from the Commission standpoint, there are limited funding options. IMPACT funds cannot be used for direct service (teacher costs); and only a modest amount of funds would be available to the site for teacher training, which is not where the current needs are. One option would be to fund under the area of parent education, but there are no current grant cycles open for this, and this is already part of our current funding, through ICES.

Adrienne Seegers discussed the history of the preschool, and noted that parent preschools are an important piece of local ECE resources, and their biggest strength is the parent education component.

She noted that the power of the model is in educating parents and children side by side, and observed that this preschool currently meets the need for affordable quality childcare for middle class families, including many working families. She noted that many working parents do a bit of a juggling act to utilize this school as one component of child care.

Anna Noonan expressed her support of the preschool and stated her agreement with Adrienne's description of its strengths and importance in the community.

Margie Bulkin gave a detailed explanation of the history of adult education funding. Originally, when Adult Ed funds were used to support the local parent nursery schools (Sonora and Summerville), the state funds for adult education were categorical and had a broad definition. In 2010, when the school budget crisis hit, legislative changes resulted in all school funds becoming flexible for any educational purpose. At that time, school districts shifted funds to basic school needs such as keeping teachers employed. The next funding shift was that school funding became restructured as a local control funding formula, which also allowed for local control. A few categorical funds returned, one of them, in 2016, was funding for adult education. This time, however, the use of the funding was limited to meet three goals: (1) assist adults to become literate; (2) assist adults who are parents or family members to earn a diploma or GED; and/or (3) assist adults with pathway to college or technical training programs. In Tuolumne County these funds are currently used to provide these services (primarily GED acquisition) in 3 high school districts and the jail adult education program.

Marcia Williams noted that she was on the Summerville High School Board when they had to make difficult budget choices, resulting in notice to the preschool that the funding would be reduced over a five year period, during which time they would need to find other funding mechanisms.

Discussion ensued, including:

- Acknowledgement of the unique characteristics and strengths of the parent preschool model
- Would a sliding fee scale for parents address some of the deficit?
- The challenge of meeting the child care laws under this model through community education: parents have to be on site, or the site has to be licensed, but these do not have to be met if the program is operated by a school district. It is not clear what the status is now on this requirement, or what it will be in the future. Is there a way to engage K-12 superintendents in this discussion?
- Can the Summerville Elementary Board be engaged in a discussion to provide free rent under the Civic Center Act? (Public facilities should be used for public purposes, for free.)
- Is there any way for the licensing issue to be addressed so that Head Start kids could be enrolled, as fully paid students?

- Any First 5 granting in this regard, in the future, has to be competitive, fair, and open to all interested schools. Should the focus be on maintaining child care slots in Tuolumne County or on parent education under this unique parent-child model?

The Commission agreed that a richer, fuller discussion of the Commission's role in supporting quality child care in Tuolumne County was needed in the future. Chair Bulkin suggested agendaing a follow-up discussion in August.

9. Financial Report (to April 2017, attachment #7)  
Sheila Kruse presented the financial report.

10. Reports from Executive Director, Commissioners and Advisory Committee

Deborah Bryant reported:

The Tuolumne Me Wok Indian Health Center has hired a new therapist, Sarah Collie to provide school counseling. The clinic is looking to expand its school outreach. Deborah will be supervising two new therapists. Two new secondary providers (who can prescribe medications and provide evaluations) are now working with Dr. Rojas.

Commissioner Bryant gave an update on the project that she is working with to get local teens in Jamestown certified through the American Red Cross Babysitting Certification program. She noted that there is only online training available now in the county, and is thinking of becoming a trainer.

Melissa Parrish reported that Health Dept. is busy with year-end reporting and decisions making. The syphilis rate is still notably high, although the high percentage may be an anomaly of small numbers.

Adrienne Seegers reported that she will report on the Child Care Apprenticeship Program at the August meeting.

Willow Thorpe reported that ICES has revised their salary scale, which acknowledges the difficulty of the work done by staff. She hopes the change will support better staff retention.

Cori Allen noted that Rita Austin has left as the County Behavioral Health Director; a new Commissioner Alternate will need to be appointed. Steve Boyack is currently at the helm of Behavioral Health.

Budget woes are impacting the department, and adjustments will have to be made to support services for families. She will be expanding the AmeriCorps support for Nurturing Parenting, and exploring a succession model for AmeriCorps Members to address the learning curve. The AmeriCorps Member currently volunteering recently received recognition as the AmeriCorps member of the month.

Marcia Williams shared the sad news that Nancy Andrade, long time coordinator at the ATCAA Family Learning Center recently died. Nancy started as a parent participant at the FLC, years ago, where she earned her GED.

ATCAA Early Childhood Services and Family Learning Centers have been doing outreach with the Spanish speaking population. A group of community volunteers has formed, called “Know Your Rights”, with a focus on immigration issues. An immigration lawyer is engaged. The group plans to have a big community event to provide information. Another service being discussed is to provide assistance to help with translations at school sites for parents, so that the children do not have to serve as translators.

Margie Bulkin expressed her sentiments about the end of one school year and the promising beginning of the one to come!

The meeting was adjourned at 10:25 am.

No meeting time was set for August.



**ATTACHMENT # 2**  
FIRST 5 Meeting, August 3, 2016

**Item 2. Ratify the approval of a MHSA-PEI contract continuation**

**History:** In June 2017, the board authorized Margie Bulkin to approve the contract with Behavioral Health contract to continue the \$10,000 per year funding toward the SELF program. It is a 2-year extension of a 3-year contract. It is partial support of our SELF program. The Contract is standard Tuolumne County contract wording. The Scope of Work is detailed below.

Action requested: Ratify the approval of a MHSA-PEI contract continuation for \$20,000 for SELF for 2 years.
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**Executive Director's Recommendation:** Ratify the approval of the MHSA-PEI contract.





Program: Social Emotional Learning Foundations (SELF)	Contractor: First 5 Tuolumne		Contract Amount: \$ 10,000
Planned Activities under MHSA Contract	Desired Outcomes (population, numbers served, evidence of change)	Outcome Measures to be used	Begin/End Dates or Planned Time Period
<p><b>B. Teachers learn to recognize social-emotional delays, and learn how to discuss shared approaches with parents.</b></p> <p>1. Through on-site consultation, Early Childhood Educators will gain skills to effectively communicate with parents in regards to challenging behaviors.</p>	<p>1. ECE professionals that participate in the classroom consultation will complete an annual questionnaire, and report that they have learned new skills in effectively communicating with parents regarding children’s behavioral concerns.</p>	<p>Year-end Survey</p> <p>In addition, frequency of facilitated connections will be tracked.</p>	<p>Academic School Year: Sept 2017 – June 2018.</p>
<p><b>C. Children with significant social emotional developmental concerns receive behavioral health services.</b></p> <p>1. Children will be identified who have need for individual consultation. If parent permission is given, consultation will be provided by the SELF Coordinator, and then, if necessary, by a therapist or special education professional.</p> <p>2. MHSA funds will support 10% of the services provided by the SELF Coordinator.</p>	<p>1. Pre and post- assessments will measure the extent to which children served with targeted consultation improve their social skills.</p> <p>2. Children served with targeted consultation will not be asked to leave their current ECE setting, unless a facilitated placement to another ECE setting is facilitated, and is in their best interest.</p>	<p>Pre- and Post-Social Skills assessment administered by the classroom teacher.</p> <p>Children’s stability in their current classroom will be tracked.</p>	<p>Academic School Year: Sept 2017 – June 2018.</p>

ATTACHMENT #3

Item 3: Financial Report through June 2017

May-June	Fiscal Year 2016-17					
<b>Total FIRST 5 Trust Fund Balance</b>						
Beginning Balance	776,864					
Cumulative FY New Revenue	641,679					
Cumulative FY Expenditures	603,594					
Adjustments and Transfers	-					
<b>Current Balance in Fund</b>	<b>814,949</b>					
	<b>Budget</b>	<b>General</b>	<b>Small Co Augment</b>	<b>First 5 CA Initiatives</b>	<b>Fee-Based</b>	<b>Total</b>
<b>Revenues</b>						
Tobacco taxes	\$ 475,000	\$ 291,506	\$ 183,494			\$ 475,000
First 5 CA grants	\$ 100,500			\$ 98,570		\$ 98,570
Refunds, MHSA Grant, Fees	\$ 18,520	\$ 20,602		\$ 34,358	\$ 5,420	\$ 60,380
Interest Income, local & SMIF est	\$ 6,600	\$ 7,730				\$ 7,730
<b>Total Revenues</b>	<b>\$ 600,620</b>	<b>\$ 319,837</b>	<b>\$ 183,494</b>	<b>\$ 132,928</b>	<b>\$ 5,420</b>	<b>\$ 641,679</b>
<b>Expenditures</b>						
<b>Professional Services:</b>						
Professional Svcs-Admin	\$ 27,900	\$ 25,383			\$ 271	\$ 25,654
County Counsel	\$ 3,000	\$ 3,000				\$ 3,000
Auditor-Controller (local)	\$ 250	\$ 237				\$ 237
Accounting & Audit (outside audit)	\$ 11,400	\$ 11,400				\$ 11,400
<b>Travel -Training and Seminars</b>	\$ 800	\$ 655				\$ 655
<b>Dues and Memberships</b>	\$ 3,125	\$ 3,125				\$ 3,125
<b>Office Expense</b>	\$ 250	\$ 238				\$ 238
<b>Advertising</b>	\$ 300	\$ 197				\$ 197
<b>Communications</b>	\$ 150	\$ 139				\$ 139
<b>Commission Meeting Exp</b>	\$ 100	\$ -				\$ -
<b>Total Administrative Expenses</b>	<b>\$ 47,275</b>	<b>\$ 44,374</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 271</b>	<b>\$ 44,645</b>
	8%					7%
<b>Grants and Programs</b>						
ATCAA Family Learning Cntrs	\$ 108,150	\$ 69,232	\$ 35,768			\$ 105,000
ICES Raising Healthy Families	\$ 110,299	\$ 106,460				\$ 106,460
Kits for New Parents - Total	\$ 50	\$ -				\$ -
Oral Health Access	\$ 3,000	\$ 1,650				\$ 1,650
Outreach Expenses	\$ 300	\$ 166.46				\$ 166
Public Health PNP	\$ 27,574	\$ 27,574				\$ 27,574
TCOE SELF	\$ 118,382		\$ 112,518			\$ 112,518
TCOE Smile Keepers	\$ 35,209		\$ 35,209			\$ 35,209
IMPACT	\$ 112,128			\$ 112,128		\$ 112,128
<b>Professional Svcs - ED Program</b>	<b>\$ 47,837</b>	<b>\$ 27,037</b>		<b>\$ 20,800</b>	<b>\$ 5,149</b>	<b>\$ 52,986</b>
<b>Total Program Expenses</b>	<b>\$ 562,929</b>	<b>\$ 232,119</b>	<b>\$ 183,494</b>	<b>\$ 132,928</b>	<b>\$ 5,149</b>	<b>\$ 553,690</b>
	91%					92%
<b>Total Evaluation Exp (Prof Svcs)</b>	<b>\$ 5,500</b>	<b>\$ 5,259</b>				<b>\$ 5,259</b>
	1%					1%
<b>Total Expenditures</b>	<b>\$ 615,704</b>	<b>\$ 281,752</b>	<b>\$ 183,494</b>	<b>\$ 132,928</b>	<b>\$ 5,420</b>	<b>\$ 603,594</b>