

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

There are no agencies or organizations affected today, all items are administrative.

**Conflict of Interest Reminder for Commissioners:**

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.

**Ex-Officio Participation.** Although Ex-Officio members are non-voting members of the Commission, they serve in an advisory capacity to the Commission, and should avoid any perception of influencing the Commissioner's funding decisions affecting their own agencies. Although ex-officio members may speak on any agenda item at any time, in their capacity as advisory members, it is impossible to speak regarding one's own agency without the public perception of bias, and ex-officios are encouraged to avoid doing so. Ex-officio members are also welcome to speak on any agenda items as a member of the public, if they feel that they do not want to participate in a particular meeting in the capacity of an ex-officio member. However, the same caution applies: 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.



First 5 Tuolumne County Commission  
DRAFT Minutes of Meeting 2:00 p.m., June 8, 2011  
Tuolumne County Health Department – Conference Room  
20111 Cedar Road North, Sonora, CA 95370

The meeting was called to order at 1:07 p.m. by Chairperson Ashton.

Attendees were welcomed by Commissioner Ashton, and introductions were made.

Commissioners Present: Ashton, Alford, Bass, Denney, Kearns, Peterson, Sells

Commissioners Absent:

Ex-Officio Members Present: Thompson

Ex-Officio Members Absent: Seegers, Williams

Staff Present: Kruse

Members of the Public Present: Tara Parker, Nancy Andrade, Donna Meiss

Public Comment

There were no comments from the public.

Commissioner Ashton reminded the Commission of conflict of interest issues.

Consent Calendar

1. Ratification of the contract approval on April 13, 2011 for \$407,307 for the Amador-Tuolumne Community Action Agency's Family Learning and Support Services.
2. Ratification of the authorization for the Commission Chairperson to sign a contract amendment with the Amador-Tuolumne Community Action Agency for the creation of classroom space for the Family Learning Center.

Commissioner Alford recused herself from the discussion and vote.

Motion: to approve the two consent calendar actions

Moved: Commissioner Bass

Seconded: Commissioner Kearns

There was no further discussion.

Motion carried: 6 ayes (Ashton, Bass, Denney, Kearns, Peterson, Sells), Commissioner Alford having recused herself from the vote.

Action Items

3. Action on the approval of minutes for April 13, 2011

Motion: to accept the minutes for April 13, 2011

Moved: Commissioner Bass  
Seconded: Commissioner Sells

There was no further discussion.

Motion carried: 6 ayes (Ashton, Alford, Bass, Kearns, Peterson, Sells), Commissioner Denney being absent from the vote.

4. Consideration of a Letter of Intent to approve the carry-over of unspent funds in FY 10-11 to the funding cycle beginning in FY 11-12 for Infant Child Enrichment Service's Raising Healthy Families Program.

Sheila Kruse reviewed the decisions made at the April 2011 meeting in regard to the carry-over of unspent funds, and noted that the Letter of Intent is the mechanisms to advance that decision into formal action. Commissioner Denney asked if this was a change in policy. Sheila Kruse responded that there was no policy in place regarding carry-over funds. She reviewed some of the discussion points made at the April 2011 meeting in regards to permitting grantees to carry-over funds this fiscal year.

Motion: to approve the Letter of Intent to allow carry-over funds for the ICES Raising Healthy Families Program.

Moved: Commissioner Bass  
Seconded: Commissioner Kearns

Motion carried: 6 ayes (Ashton, Alford, Bass, Kearns, Peterson, Sells), Commissioner Alford abstaining from the vote.

5. Consideration of a Letter of Intent to approve the carry-over of unspent funds in FY 10-11 to the funding cycle beginning in FY 11-12 for the Tuolumne County Superintendent of School's Social Emotional Learning Foundations Project.

Motion: to approve the Letter of Intent to allow carry-over funds for the Tuolumne County Superintendent of School's Social Emotional Learning Foundation Project.

Moved: Commissioner Alford  
Seconded: Commissioner Bass

There was no further discussion.

Motion carried: 7 ayes (Ashton, Alford, Bass, Denney, Kearns, Peterson, Sells)

6. Consideration of a Letter of Intent to approve the carry-over of unspent funds in FY 10-11 to the funding cycle beginning in FY 11-12 for Tuolumne County Superintendent of School's (TCSS) Smile Keeper's program.

Motion: to approve the Letter of Intent to allow carry-over funds for the Tuolumne County Superintendent of School's Smile Keeper's Program.

Moved: Commissioner Kearns  
Seconded: Commissioner Denney

There was no further discussion.

Motion carried: 7 ayes (Ashton, Alford, Bass, Denney, Kearns, Peterson, Sells)

7. Consideration of an amendment of the current contract with the Amador-Tuolumne Community Action agency to reflect a budget amount of \$142,085 for July 1, 2010 to September 30, 2011.

Joan Alford recused herself from the discussion and the vote.

Sheila Kruse reviewed the history of the current contract amendment, and noted that there was some confusion when the first amendment was negotiated as to whether unspent funds included only the amount unspent from FY 10-11 versus the amount unspent from the entire 4-year contract. She addressed three factors: (1) there are available funds; (2) there are no equity issues, and (3) the additional funds are requested to create additional classroom space and for a room-specific heating/cooling system.

Commissioner Ashton asked about the impact on the construction project should A-TCAA only receive \$45,000 versus the requested \$60,000. Tara Parker discussed the negative impacts of not being able to build separate classrooms or to have separate heating/cooling systems.

Motion: to amend the current contract with A-TCAA to increase the budget to \$142,085, to allow for construction costs of \$60,000 and associated indirect costs.

Moved: Commissioner Bass  
Seconded: Commissioner Denney

Motion carried: 6 ayes (Ashton, Bass, Denney, Kearns, Peterson, Sells), Commissioner Alford having recused herself from the vote.

8. Consideration of a budget amendment to reflect retroactive AIM insurance coverage in FY 08-09 and other year-end clean-up items.

Sheila Kruse reviewed the invoice from First 5 California for retroactive enrollment in the AIM program in Tuolumne County, which was the primary reason for the budget amendment. She noted that the other budget amendments were primarily clean-up items to reflect actual revenues and expenditures at year-end.

Motion: To approve all of the budget amendments presented.

Moved: Commissioner Denney  
Seconded: Commissioner Kearns

There was no further discussion.

Motion carried: 7 ayes (Ashton, Alford, Bass, Denney, Kearns, Peterson, Sells)

9. Consideration of the new Behavioral Health Fund procedures.

Sheila Kruse reviewed the recommendations that resulted from a recent meeting with community providers in regards to the design of the Behavioral Health Fund procedures. The recommendations included details in regards to the maximum allocation per child, limitations, and the process for referral, assessment, and treatment.

Commissioner Sells noted that federal health reform may allow for more families to access behavioral health services, which could result in a decreased need for these funds. Commissioner Ashton noted that there may still be some families who will not qualify financially but who would find the cost of behavioral health services prohibitive, and would need some financial assistance. Commissioner Kearns requested clarification on which providers would do the initial screening and assessment. Sheila Kruse responded that Behavioral Health would do most of these assessments, but if a child was referred by a behavioral health provider (such as Dr. Rojas or Dr. Thompson), then they would do the initial assessment.

Motion: To approve the Behavioral Health Fund procedures as outlined in the staff report, and to authorize the Executive Director to implement the program as of July 1, 2011.

Moved: Commissioner Bass

Seconded: Commissioner Denney

There was no further discussion.

Motion carried: 5 ayes (Ashton, Alford, Bass, Denney, Peterson), Commissioners Kearns and Sells abstaining from the vote.

Discussion Items, Reports, and Information Items

10. SELF program staffing

Sheila Kruse reviewed the discussion with Tuolumne County Superintendent of Schools regarding proposed staffing changes (from 2 half time to one full time positions starting July 1, 2011). As a result of this information, Sheila convened a meeting with an advisory group and a follow-up meeting with Joseph Silva, Superintendent. These meetings resulted in key program issues being raised, primarily around the need for additional behavioral health consultation services. Four recommendations for future direction were made: (1) discuss today at the Commission meeting; (2) with Commission approval, authorize that Donna Meiss increase her hours to a full time academic contract as of July 1, 2011; (3) meet with Margie Bulkin in the summer of 2011 to discuss the need for behavioral health consultation; (4) make contract changes, as needed, in August or October of 2011.

Commissioner Sells noted that \$5,000 in MHSA funds will be available for that program, also, and may help supplement the behavioral health consultant hours.

The Commission directed Sheila Kruse to proceed with the recommended next steps.

11. Discuss the meeting schedule for FY 11-12

The Commission directed Sheila Kruse to set the next FY meeting schedule on the second Wednesday of every other month (beginning in August) , with meetings to begin at 1:15 p.m..

12. CA State Budget update

Sheila Kruse reviewed the status of AB 99 in light of the May revise. The revised figures for the state budget do not utilize First 5 funds. However, the May revise language states that AB99 will still stand unless county Commissions voluntarily contribute a half billion dollars to the state budget. The county lawsuits challenging AB 99 are still pending.

13. Public records request from California Watch

Sheila Kruse reviewed a recent public records request from California Watch requesting the audited financial reports for FY 2009-10 with a budget that lists actual compensation of each position. She informed the Commission that the response was available for review. Because First 5 Tuolumne had contracted services only in FY 2009-10, some of the breakdown had to be estimated.

14. Financial Report for April 2010.

Sheila Kruse presented the report, noting that, locally, we were above what we had estimated for revenue to date. Evelyn Thompson requested that the information generated for the California Watch report be attached to the next financial report.

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

Sue Peterson noted that she was glad to be back.

Evelyn Thompson reported:

- She attended a regional child care meeting where First 5 Commission issues were raised. She noted that she reported favorably on our First 5 Commission, but that the child care community was mixed in their responses regarding their local First 5 Commissions.
- ICES just sponsored a very successful conference for ECE providers with Linda Brault presenting. Ms. Brault, who trains on the CSEFEL model, focused on working with children with behavioral issues by looking at the environment first, at the teacher second, and then at the child.
- ICES has a number of parenting classes in the community scheduled in the near future, some of which are funded by First 5. Classes include *Parenting your Baby through Touch*, and *Communicating with Respect (for parents with teens)*. ICES just finished three workshops in collaboration with Columbia College, including one for grandparents.

- The ICES Parent Leadership Academy, which successfully served 12 parents, is coming to a close. Many community organizations contributed as presenters. Next year ICES will focus on evaluating the program and providing follow up and support.

Commissioner Ashton noted that she had some ASQ kits to provide in the community, and informed Tara Parker that she could provide some for the Family Learning Center.

Commissioner Denney reported on the upcoming 8<sup>th</sup> Annual Pregnancy and Baby Fair to be held Saturday, June 11<sup>th</sup>, at the Fairgrounds Manzanita Building from 2-5 pm. Many organizations are participating. Topics include education, resource and referral, demonstrations on car seat safety, infant CPR, baby wearing, breast feeding, infant massage, and oral care. First 5 kits will be distributed.

Commissioner Sells reported that the MHSA PEI funding for year 3 will follow last year's funding pattern. There will be some small decreases, but the funding will remain focused on community-based programs.

Commissioner Kearns reported on the California Inclusion Network Project, which provides support for early childhood educators/providers who are state-subsidized, including licensed family child care providers. The program will provide on site consultation for providers who serve any child that is at risk of not being successful in an early childhood education environment. Donna Meiss and Judy Schroeter are two local consultants. Jan noted that summer time would be a nice time to spread the word about these services and get providers engaged.

Adjournment: The meeting was adjourned at 2:15 p.m.

The next meeting is scheduled for August 10, 2011, at 1:15 pm.



**ATTACHMENT #2**  
FIRST 5 Meeting, August 10, 2011

**Action Item 2.** Nomination of Officers.

**History:** The Commission nominates and elects officers annually. The current slate of Commission Officers began their annual officer terms in October 2010 (Treasurer) or December 2010 (Chair and Vice Chair). The Commissioners that have served as officers in the last three years are:

	<b>Chair</b>	<b>Vice Chair</b>	<b>Treasurer</b>
FY 10-11	Cori Ashton	Patricia Denney	Jan Kearns
FY 09-10	Joan Alford	Liz Bass	Emily Branscum
FY 08-09	Emily Branscum	Susan Peterson	Bonnie Tuel

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 eligible for the officer positions.**

*\* Names with astericks indicate current office holders*

<b>Eligible for Chair</b>	<b>Eligible for Vice Chair</b>	<b>Eligible for Treasurer</b>
Joan Alford	Joan Alford	Joan Alford
Cori Ashton*	Cori Ashton	Cori Ashton
Liz Bass	Liz Bass	Liz Bass
Patricia Denney	Patricia Denney*	Patricia Denney
Jan Kearns	Jan Kearns	Jan Kearns*
Susan Peterson	Susan Peterson	Susan Peterson
Susan Sells	Susan Sells	Susan Sells

*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 Children and Families First Trust Fund;
2. Be responsible for ensuring that periodic and annual financial reports of the Children and Families First 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.*

**Action Requested:**

Nominations will be taken from the floor at the meeting, or may be submitted prior to or after the meeting on the form following. Officers will be formally elected at the October 12, 2011 meeting, and will begin their terms on December 14, 2011.

**Nomination Form for First 5 Officers for Election at October 2010 Commission meeting**  
**This form may be used in lieu of nominations from the floor, if you wish.**

Please check your nominations and turn in to the Executive Director

*\* Names with astericks indicate current office holders*

<b>Eligible for Chair</b>	<b>Eligible for Vice Chair</b>	<b>Eligible for Treasurer</b>
Joan Alford	Joan Alford	Joan Alford
Cori Ashton*	Cori Ashton	Cori Ashton
Liz Bass	Liz Bass	Liz Bass
Patricia Denney	Patricia Denney*	Patricia Denney
Jan Kearns	Jan Kearns	Jan Kearns*
Susan Peterson	Susan Peterson	Susan Peterson
Susan Sells	Susan Sells	Susan Sells

**Item 3.** A-TCAA interest in contracting for services

Shelly Hance, Executive Director of the Amador-Tuolumne Community Action Agency, has indicated an interest in contracting with the Commission to procure a variety of services related to A-TCAA programs. These services could include research and analysis of financing options for Bluebell and other properties, Needs Assessment and community data projects, grant and report writing, policy research and drafting, and strategic planning. A-TCAA is interested in the First 5 Commission contracting, in turn, with the Executive Director to complete the contract scope of work. This request is made with the understanding that the Commission has reduced the contract hours (to an equivalent 80% time) for the Executive Director position. County counsel has indicated that such an arrangement would not violate conflict of interest rules, as long as A-TCAA does not use any First 5 funds to contract back with the Commission and that the scope of services is outside the existing scope of services in the contract with the Executive Director. The existing scope of work, in alignment with the new Strategic Plan, allows for the Executive Director to support efforts toward sustainability in key 0-5 programs, as time allows. Therefore, any new contracted work with A-TCAA in regards to 0-5 programs would be above and beyond that already available under the Commission contract.

Requested discussion points:

- Is the Commission interested in this opportunity?
- If so, are there any parameters that it wishes to build in to any contract negotiations? For example, types of services, length of contract, hours per year, cost per hour, etc? Are there considerations around contract management?
- Any next steps

Item 4. Financial Report to June 2011.

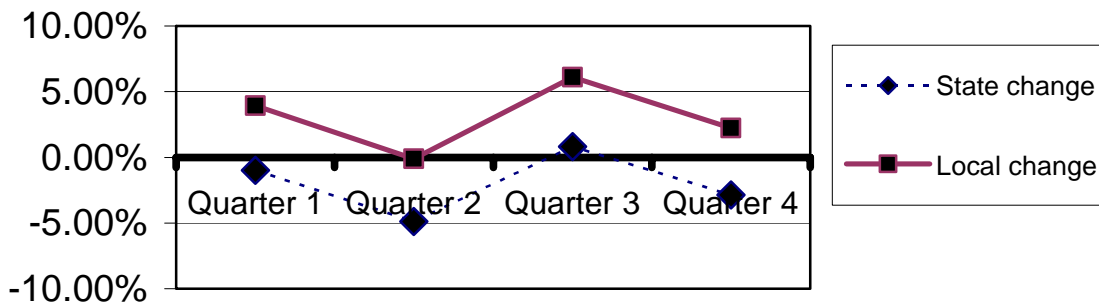
June

Fiscal Year 2010-2011

Total FIRST 5 Trust Fund Balance			
	Admin	Grants, Program, & Eval	Total
Beginning Balance - Audit Balance	29,143	865,504	894,647
Cumulative FY New Revenue	75,557	490,351	565,908
Cumulative FY Expenditures	75,557	556,407	631,964
Adjustments and Transfers	(29,143)	29,143	0
<b>Current Balance in Fund</b>	<b>-</b>	<b>828,592</b>	<b>828,592</b>

**Revenue Differences  
between FY 09-10 and FY 10-11**

**Net State-Wide Change = - 1.90%**  
**Net Local Change = +3.12% (+ \$9,964)**



<b>Revenues</b>		<b>Total Received</b>	<b>Budget</b>	<i>Difference</i>
<b>Tobacco taxes:</b>				
454114	Allocation	\$ 329,792	\$ 303,837	
454167	State interest disbursed (SMIF)	\$ 176	\$ 200	
<b>Intergovernmental:</b>				
454125	State Initiatives - First 5 CA funds	\$ 228,307	\$ 225,000	
441110	<b>Interest Income</b>	\$ 7,633	\$ 10,500	
483110	<b>Other (Miscellaneous Income)</b>	\$ -	\$ -	
<b>Total Revenues</b>		<b>\$ 565,908</b>	<b>\$ 539,537</b>	\$ 26,371
<b>Expenditures</b>		<b>Total Expended</b>	<b>Budget</b>	
<b>Administrative Expenditures</b>				
<b>Professional Services:</b>				
526110	Professional Services	\$ 54,115	\$ 55,636	
526123	County Counsel	\$ 6,000	\$ 6,000	
526124	Auditor-Controller	\$ 108	\$ 180	
526180	Accounting and Audit	\$ 10,350	\$ 10,350	
529120	<b>Travel - Training and Seminars</b>	\$ 603	\$ 800	
523210	<b>Dues and Memberships</b>	\$ 2,400	\$ 2,400	
<b>Office:</b>				
525110	Office Expense	\$ 1,052	\$ 1,000	
528305	Bank Charges	\$ 219	\$ 325	
525124	<b>Advertising</b>	\$ 375	\$ 400	
521310	<b>Communications</b>	\$ 137	\$ 300	
528287	<b>Commission Meeting Exp</b>	\$ 198	\$ 200	
<b>Total Admin</b>		<b>\$ 75,557</b>	<b>\$ 77,591</b>	\$ (2,034)
		12%	11%	
<b>Program Expenditures</b>				
<b>Grants and Programs</b>				
528535	A-TCAA Family Learning Cntrs	\$ 85,236	\$ 125,510	\$ (40,274)
528560	A-TCAA Homeless Shelter	\$ 9,605	\$ 9,605	\$ 0
528517	ICES Raising Healthy Families	\$ 132,412	\$ 135,821	\$ (3,409)
528555	Kits for New Parents - Total	\$ -	\$ 50	\$ (50)
526413	Mind Matters	\$ 950	\$ 950	\$ -
528589	MRMIB	\$ 332	\$ 332	\$ (0)
526405	Oral Health Access (Dental Help Fund)	\$ 490	\$ 3,000	\$ (2,510)
526251	Public Health PNP	\$ 20,000	\$ 20,000	\$ -
526412	TCOE School Readiness	\$ 243,526	\$ 244,580	\$ (1,054)
528595	TCOE Smile Keepers	\$ 24,334	\$ 25,423	\$ (1,089)
528563	Technical Assistance Support	\$ -	\$ 300	\$ (300)
<b>Professional Services</b>				
526424	Operations - Program Svcs - ED	\$ 26,764	\$ 20,000	\$ 6,764
<b>Total Program</b>		<b>\$ 543,650</b>	<b>\$ 585,571</b>	\$ (41,921)
		86%	86%	
<b>Total Evaluation</b>		<b>\$ 12,757</b>	<b>\$ 18,000</b>	\$ (5,243)
		2%	3%	
<b>Total Expenditures</b>		<b>\$ 631,964</b>	<b>\$ 681,162</b>	\$ (49,198)

## June

## Breakdown By Audit Category

Fiscal Year 2010-2011		General	School Readiness	Small County Augmentation	Total
<b>Revenues</b>					
<b>Tobacco taxes:</b>					
	Allocation	\$ 329,792			\$ 329,792
	State interest disbursed (SMIF)	\$ 176			\$ 176
<b>Intergovernmental:</b>					
	State Initiatives - First 5 CA funds	\$ -	\$ 125,000	\$ 103,307	\$ 228,307
<b>Interest Income</b>		\$ 7,633			\$ 7,633
<b>Other (Miscellaneous Income)</b>		\$ -			\$ -
<b>Total Revenues</b>		<b>\$ 337,601</b>	<b>\$ 125,000</b>	<b>\$ 103,307</b>	<b>\$ 565,908</b>
<b>Expenditures</b>					
<b>Administrative Expenditures</b>					
<b>Professional Services:</b>					
526110	Professional Services			\$ 54,115	\$ 54,115
526123	County Counsel			\$ 6,000	\$ 6,000
526124	Auditor-Controller			\$ 108	\$ 108
526180	Accounting and Audit			\$ 10,350	\$ 10,350
529120	<b>Travel - Training and Seminars</b>			\$ 603	\$ 603
523210	<b>Dues and Memberships</b>			\$ 2,400	\$ 2,400
<b>Office:</b>					
525110	Office Expense			\$ 1,052	\$ 1,052
528305	Bank Charges			\$ 219	\$ 219
525124	<b>Advertising</b>			\$ 375	\$ 375
521310	<b>Communications</b>			\$ 137	\$ 137
528287	<b>Commission Meeting Exp</b>			\$ 198	\$ 198
<b>Total Admin</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,557</b>	<b>\$ 75,557</b>
<b>Program Expenditures</b>					
<b>Grants and Programs</b>					
528535	A-TCAA Family Learning Cntrs	\$ 31,236	\$ 54,000		\$ 85,236
528560	A-TCAA Homeless Shelter	\$ 9,605			\$ 9,605
528517	ICES Raising Healthy Families	\$ 75,412	\$ 57,000		\$ 132,412
528555	Kits for New Parents - Total	\$ -			\$ -
526413	Mind Matters	\$ 950			\$ 950
528589	MRMIB	\$ 332			\$ 332
526405	Oral Health Access (Dental Help Fund)	\$ 490			\$ 490
526251	Public Health PNP	\$ 20,000			\$ 20,000
526412	TCOE School Readiness	\$ 139,526	\$ 104,000		\$ 243,526
528595	TCOE Smile Keepers	\$ 14,334	\$ 10,000		\$ 24,334
528563	Technical Assistance Support	\$ -			\$ -
<b>Professional Services</b>					
526424	Operations - Program Svcs - ED	\$ 11,771		\$ 14,993	\$ 26,764
<b>Total Program</b>		<b>\$ 303,657</b>	<b>\$ 225,000</b>	<b>\$ 14,993</b>	<b>\$ 543,650</b>
<b>Total Evaluation</b>					
526425				\$ 12,757	\$ 12,757
<b>Total Expenditures</b>		<b>\$ 303,657</b>	<b>\$ 225,000</b>	<b>\$ 103,307</b>	<b>\$ 631,964</b>