



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

Tuolumne County Supt. Of Schools Office – Smile Keepers
Infant Child Enrichment Services
Susan Sells
Sheila Kruse

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.



ATTACHMENT #1
FIRST 5 Meeting, February 8, 2012

Mid-Year Benchmark Update on Funded Projects

January 2012

For period ending December 2011

Grants	Benchmarks for the Reporting Period By December 31, 2011	Mid-Year Progress	Achieved = ✓
<p>A-TCAA Family Learning Centers</p>	<p>The program is providing comprehensive and holistic access to learning opportunities for parents and young children to promote family self sufficiency, good parenting, early education, and good health. Specifically:</p> <ul style="list-style-type: none"> • Adult education services targeted to parents who have low literacy levels or low educational levels through direct service, community linkages, or both. • Family Literacy activities • Case management services, including linkages to parenting education, family support services and health services. • ASQ developmental screening for children • Linkages for children to early childhood education • Transportation to school, training, or medical or social services. <p>At least one center is in full operation, offering all program components for a minimum of 15 hours a week, serving an annual minimum of 25 families with children 0-5 years with comprehensive services and an annual minimum of 10 additional families with short-term crisis case management services.</p> <p>There is a system in place for collecting outcome evaluation data.</p>	<p>16 parents</p> <p>34 children / 27 parents</p> <p>27 families - long term case management</p> <p>32 children screened</p> <p>33 children linked to ECE</p> <p>22 families provided with transportation</p> <p>Bluebell Center open with full service to 28 families (34 children, 27 parents)</p> <p>No short-term crisis clients to date.</p> <p>System is in place.</p>	<p><i>On target</i></p> <p><i>On target</i></p> <p><i>On target</i></p> <p><i>On target</i></p> <p><i>On target</i></p> <p><i>On target</i></p> <p><i>On target</i></p> <p><i>Pending</i></p> <p>✓</p>

Grants	Benchmarks for the Reporting Period By December 31, 2011	Mid-Year Progress	Achieved = ✓
ICES Raising Healthy Families	Progress toward annual service benchmarks: <ol style="list-style-type: none"> 1. Twenty families served with in-home services. 2. Collaborative case management with other agencies and programs 3. Fifty families participate in parenting classes offered at parent-friendly or co-located sites. 4. Linkage with the SELF program to provide education and support to parents. 5. There is a system in place for collecting data. 	21 families served (including 2 pregnant women), 26 children served Integrated services 5 classes, 26 (duplicated) parents; A-TCAA Family Learning Center, Shaw's Flat HS 1 family served Evaluation system in place	✓ <i>In progress</i> <i>In progress</i> ✓
Oral Health Access	Dental Help Fund: serve children as identified	1 child served to date this year with treatment (\$1,438); another pending in January 2012, for co-pay assistance of \$500.	✓
Public Health Parent Nurse Partnership	Progress toward annual service benchmarks: <ol style="list-style-type: none"> 1. At least 40 unduplicated First 5 families will be served, annually with nurse home visiting and case management. <ul style="list-style-type: none"> • Nurses shall review medical issues, identify medical complications, and find and coordinate appropriate medical resources. • Parents shall receive education and support in the areas of health and home safety. • Parents shall receive effective referrals to appropriate medical, dental and social 	36 families served to date 28 children, 35 caregivers reviewed; 27 families received liaison, or referrals. 35 families 30 parents received at least one effective referral and accessed services.	<i>On target</i> <i>On target</i> <i>On target</i> <i>On target</i>

Grants	Benchmarks for the Reporting Period By December 31, 2011	Mid-Year Progress	Achieved = ✓
	<p>services, which shall include warm hand-off linkages with parent support programs.</p> <ul style="list-style-type: none"> • Nurses shall work with parents to administer a developmental screening: Ages and Stages or Denver. <p>2. There is a system in place for collecting outcome evaluation data.</p>	<p>24 children received a Denver Screening, program is considering switching to ASQ</p> <p>Evaluation system in place</p>	<p><i>On target</i></p> <p>✓</p>
<p>TCSS SELF</p>	<p>Progress toward annual service benchmarks:</p> <p><u>July – December 2011:</u></p> <p>1. The program has conducted comprehensive outreach and selected sites, based on the program’s needs, the children served and the administrative commitment.</p> <p><u>January 2012 and thereafter:</u></p> <p>2. Five early childhood education sites per year are receiving SELF consultation (150 hours) , with a focus on the implementation of the CSEFEL pyramid model:</p> <ul style="list-style-type: none"> • Planning, preparation, orientation ▪ Site-specific CSEFEL assessments for preschoolers or infant/toddlers, ▪ Development of a site-specific training plan, ▪ CSEFEL Training for teachers and caregivers ▪ On-site coaching and support ▪ Facilitated referrals for children. 	<p>All sites selected (6 sites, 2 to be part-time, to be phased in over the school year.) Prior to January 2012, 4 sites were served: Jamestown Head Start (lead teacher), Columbia College Preschool (3 teachers), Tenaya Parent Preschool (1 teacher and parent volunteers), Shaw’s Flat Head Start (2 teachers).</p> <p>The program got started early:</p> <p>5 orientations held TPOT done at all sites</p> <p>Completed for 3 sites</p> <p>Ongoing at 3 sites</p> <p>259 hours at 4 sites completed No facilitated referrals to date</p>	<p>✓</p> <p><i>On target</i></p> <p><i>On target</i></p> <p><i>On target</i></p> <p><i>On target</i></p> <p><i>On target</i></p> <p><i>On target</i></p>

Grants	Benchmarks for the Reporting Period By December 31, 2011	Mid-Year Progress	Achieved = ✓
	<p>3. Direct services are being provided to children who are exhibiting severe behaviors (up to 400 hours per year):</p> <ul style="list-style-type: none"> • Classroom observations • Meeting with parents/guardian and teachers/caregivers • Teacher training (CSEFEL Module 3) • Development of a positive behavior support plan • Implementation, monitoring and evaluation • Linkages and warm hand-offs • Ongoing collaborative linkages with the ICES Raising Healthy Families program • Crisis intervention as needed. <p>4. There is a system in place for collecting data for the evaluation.</p>	<p>5 children served directly, 26 hours</p> <ul style="list-style-type: none"> • 5 children observed in the classroom • 4 met, one pending • 1 completed, 4 in progress • Not yet needed • N/A • Not yet • 1 parent served by ICES • Not yet needed <p>Evaluation system in place</p>	<p><i>On target</i></p> <p><i>On target</i> <i>On target</i></p> <p><i>On target</i> <i>Pending</i></p> <p><i>Pending</i></p> <p><i>Pending</i> <i>On target</i></p> <p><i>Pending</i></p> <p>✓</p>
<p>TCSS Smile Keepers</p>	<p>1. Progress is demonstrated toward annual service goals: 700 children receive one screening and fluoride treatment annually. 450 children receive two screening and fluoride treatments annually. 200 parents participate in workshops</p> <p>2. There is a system in place for collecting outcome evaluation data.</p>	<p>At least 261 received first screening; WIC component has been initiated with the Health Department for regular monthly visits to begin in January. No second screenings yet.</p> <p>19 parents served in general classes (WIC to begin in January.)</p> <p>Evaluation in place; changes may be pending</p>	<p><i>On Target</i></p> <p><i>On Target</i></p> <p>✓</p>



Item 2: Financial Plan update discussion #1

Discussion Requested: The Commission shall review the language in the current financial plan for updating. The Commission shall review updates to financial figures and consider changes to the financial plan.

The language following includes changes (in blue) to the narrative approved last year, and initial financial figures to guide the financial plan discussion.

Financial Plan FY 11-12 through FY 14-15

Purpose

First 5 Tuolumne County's Four Year Financial Plan is designed to provide a framework for investing funds from the Children and Families Trust Fund.

The Financial Plan was developed to:

- Evaluate the Commission's capacity to fund programs over a four-year period;
- Analyze and test various funding scenarios;
- Develop a framework to guide strategic planning and annual budgeting.
- Provide a tool to forecast into years beyond.

The Plan does not authorize or appropriate the spending of any funds to specific programs or agencies. It does not replace the annual budget. It does reflect where the Commission has already appropriated funds through budgets and actions.

Background & Process

First 5 is funded through a fifty cents tax on tobacco that is collected by the State of California, under the provisions of the Children and Families Act of 1998. Statewide tax revenue collections began in January 1999. After a portion is used to backfill Proposition 99 funds and to fund Department of Equalization activities, 20% of the revenue goes to the California Children and Families Commission, and the remaining 80% is redistributed to all California counties based on their proportionate share of statewide births.

The Tuolumne County Commission adopted its first Strategic Plan in July 2000 and has funded 3 multi-year funding cycles since its inception. This Financial Plan represents the fourth funding cycle, and makes a forecast of expenditures and revenues through June 2015. The plan will be annually reviewed, amended as needed and adopted.

Objectives

Objective 1: Ensure that funds are available to allocate for executed contracts, Intent to Award Decisions, initiatives and set-asides.

Strategy: Use the plan to annually test funding scenarios. Annually update the plan to reflect Commission decisions on funding.

Objective 2: Address continually declining revenues. Maintain a fund balance adequate to support the following year's planned expenditures.

Strategy: Allocate funds so that the projected year-end fund balance is adequate to cover the following year's planned expenditures, over the term of the granting cycle (for this plan, 4 years).

Objective 3: Allow for flexibility, through annual updates of the plan.

Strategy: By December of each fiscal year, update the plan to reflect real expenditures and revenues from the prior year, and to look at 3-4 months of current year revenue trends and expenditure information. Adjust future planning to reflect significant changes.

Objective 4: Identify future planning issues for the Commission.

Strategy: The financial plan is focused on four years, but also forecasts out for 4 additional years. This allows the Commission time to look ahead and strategize how best to address the future impacts of declining Proposition 10 revenues.

Revenue & Expenditure Assumptions

REVENUE FORECASTS

The Commission's annual revenue forecast is driven by five factors: (1) total tobacco tax sale revenue available to California counties; (2) Tuolumne County's share of statewide births; (3) additional allocations provided to small population counties by the State Commission; (4) partnership grants with the State Commission; and (5) interest earnings. All factors are predicted to decline in the four years covered by this plan:

Tax Revenue: Changes in the amount of revenue generated by taxed tobacco sales is somewhat unpredictable and based on a variety of social, economic and political factors. The [standard](#) projected rate of decline used in this plan is 5%, which is a steeper decline than the 3% rate that the State Commission uses in long term forecasting. Two factors can affect this decline rate: reduction in tobacco sales tax statewide (due to reduced levels of tobacco use, and/or increased level of non-taxed tobacco sales), and the amount that the Board of Equalization reserves for administrative costs and Proposition 99 backfill each year. The backfill for Proposition 99 is currently based on a formula which is somewhat predictable; however the administrative costs claimed by the CA State Board of Equalization have exponentially increased annually. The assumption is made that the Commission will keep a close watch on revenue changes, and will adjust the plan accordingly.

Birth Rates: First 5 funding is allocated to the county based on local birth rates as a percentage of the statewide birthrate. Since the inception of First 5 funding, Tuolumne County births have ranged between .080% and .089% of the total births in the state. Every fluctuation in Tuolumne County birth rates is measured against a backdrop of statewide birth rates, which can either increase or dampen the effect. Although our planning takes into account that birth rates will have an impact, we have found that this is not a factor that can be used to reliably predict revenues. The [standard](#) 5% decrease in revenue rate used for planning will be adjusted annually, as needed, to account for birth rate percentage impacts.

Small County Augmentation: The State Commission provides an annual augmentation to support small county operations, in recognition that small counties must use a proportionately greater share of their tax revenues to provide basic operations, including administrative services, planning, outreach, and evaluation. The State Commission has committed to continuing these augmentations through FY 13-14 for eligible counties. The formula is based on a percentage of the First 5 CA unallocated account with a forecast decline of 3% per year. The allocations in the plan are based on First 5 CA estimates. The plan also assumes that this allocation will continue after FY 13-14, with a 3% annual drop in revenue, based on the stated intent of the First 5 CA Commission.

Other First 5 CA revenue: The plan assumes that First 5 Tuolumne will not enter into matching fund agreements with First 5 California during this cycle of funding. If matching funds become

available that fit with our Strategic Plan, and the Commission authorizes an allocation, this decision will be reflected in the [subsequent](#) annual Financial Plan update.

Interest: Annual interest earnings are assumed at [0.7%](#). [This rate is conservative, and based on recent rates earned.](#) The interest accrued is directly related to the fund balance and the revenues received and will decline as both of these factors decline.

EXPENDITURE FORECASTS

Community Granting:

[On average, \\$506,326 per year, for four years, with annual inflationary allowances, and carry-over allowed when contract benchmarks are met.](#)

Areas of Funding: Nurse Home Visiting, Parent Education and Support, Family Literacy, Oral Health, Social-Emotional Development

Commission-Run Programs:

\$6,150 per year. Kits for New Parents (inserts), [Outreach](#), Dental Help Fund, Behavioral Health Help Fund.

Operations:

[\\$99,430](#) in FY 11-12, with a 0.5% per year inflationary allowance.

2% inflation for general operating expenses (audit, meeting costs, public hearings, etc.); 0% inflation for Executive Director costs.

If unanticipated revenues become available, the Commission will consider the use of these funds in light of the strategic plan's expenditure and revenue forecasts.

Significant Changes This Funding Cycle

This funding cycle marks a significant change in the Commission's ability to invest in community programs. Due to reductions in tax revenue, elimination of state matching grant revenue, and the draw-down of the fund balance that occurred in the previous funding cycle, the level of granting will be reduced by a factor of 40%. The Commission will continue to fund at a higher level than the predicted revenues will support, by utilizing over \$300,000 (43%) of the fund balance to support the reduced level of granting. The plan assumes that, at the end of the four years, expenditures will have to be reduced another 30%, and will have to be in line with available revenues. At that point, the fund balance will remain at a stable level to ensure adequate cash flow.

Fund Balance Assignment

At year's end, the fund balance shall be assigned to the following categories: (1) nonspendable; (2) restricted; (3) committed; (4) assigned; and (5) unassigned. The rationale for these assignments shall follow the Commission's fund balance policy, which reflects the GASB 54 ruling. This Financial Plan assumes that multi-year contracts will utilize funds from the ending balance as well as from new annual tax revenues. At year's end, the committed portion of the fund balance will reflect funding, to the extent possible, for these multi-year contract commitments, on a fair and proportional basis.

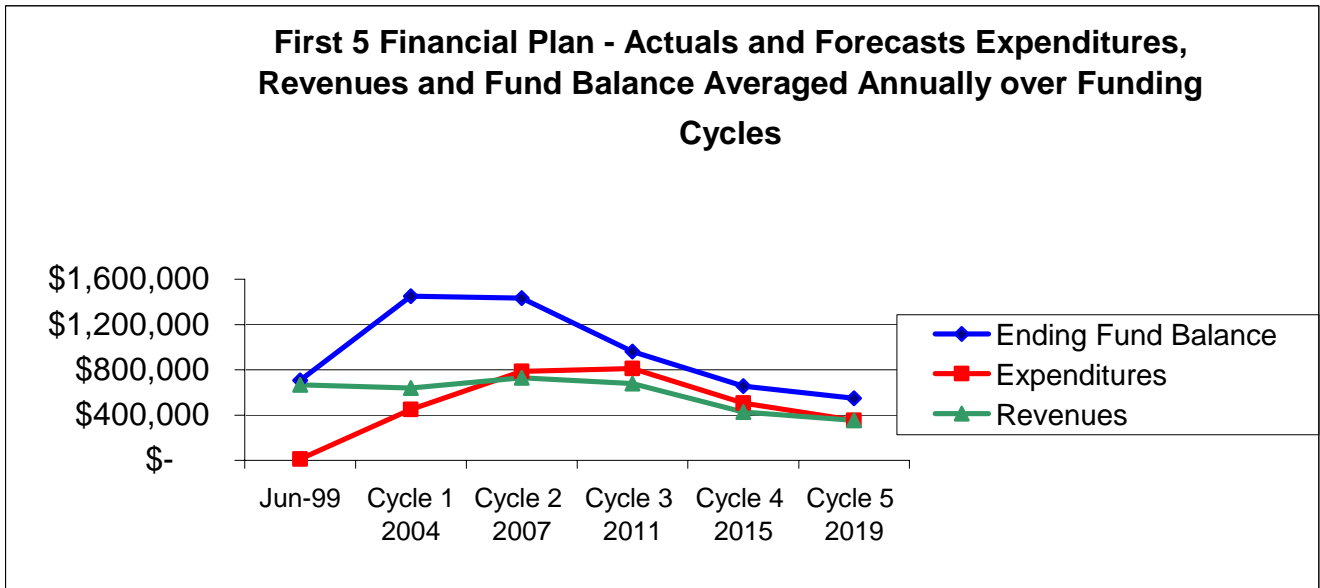
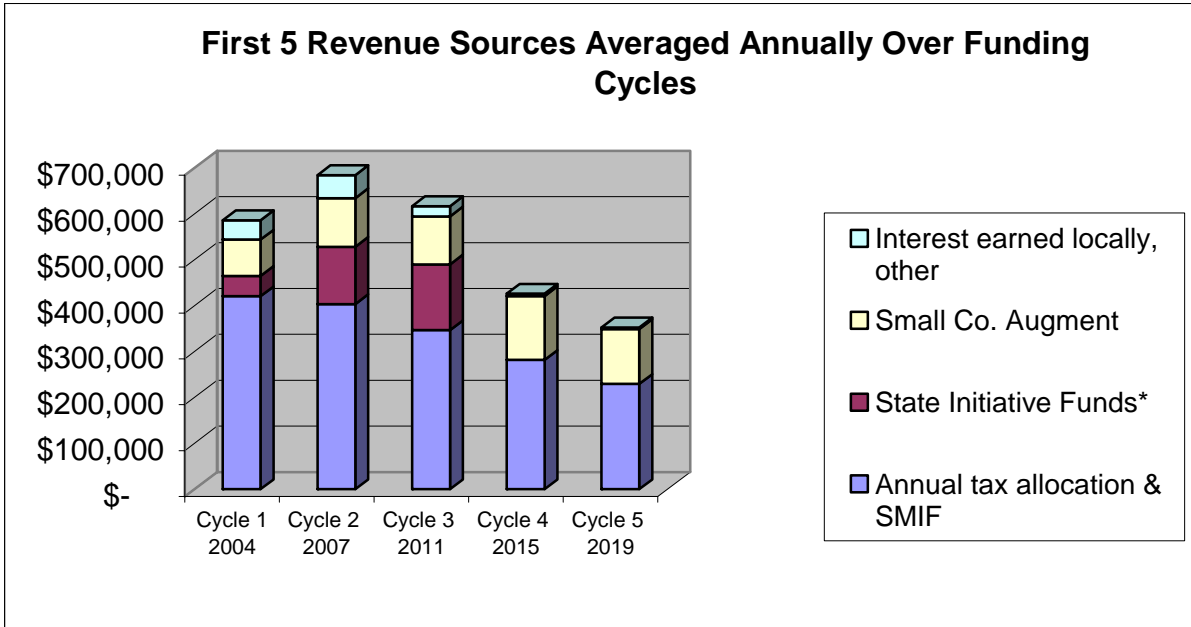
First 5 Tuolumne County 4-Year Financial Plan Detail and 4-Year Forecast
(Updated Feb 2012)

Financial Plan Detail	Budget	Plan	Plan	Plan
	FY 11-12	FY 12-13	FY 13-14	FY 14-15
Total Beginning Balance	828,592	767,569	718,847	632,937
Revenues	-8%	-5%	-5%	-5%
Annual Tax Allocations	303,409	288,239	273,827	260,135
SMIF Interest	200	173	164	156
Small County Augmentation	150,255	142,742	135,605	128,825
Interest	6,210	5,373	5,032	4,431
Total Anticipated Revenues	460,074	436,527	414,628	393,547
Expenditures				
Operations	99,430	102,430	102,979	103,538
Multiple-Year Grant Contracts				
<i>Nurse Home Visiting</i>	25,000	26,250	27,562	28,940
<i>Parent Education and Support</i>	108,416	113,400	119,070	125,086
<i>Family Literacy</i>	151,349	99,225	104,186	109,396
<i>Oral Health</i>	27,772	29,046	30,382	31,682
<i>Social Emotional Development</i>	102,980	108,748	110,209	113,630
<i>Other Grant Contracts</i>	-	-	-	-
Commission-Run Programs				
<i>Kits, Special Help Funds</i>	6,150	6,150	6,150	6,150
Total Anticipated Expenditures	521,097	485,249	500,538	518,422
Total Ending Balance	767,569	718,847	632,937	508,062
	<i>Forecast</i>	<i>Forecast</i>	<i>Forecast</i>	<i>Forecast</i>
<i>Nonspendable or Restricted</i>	-	-	-	-
<i>Committed</i>	767,569	718,847	406,734	508,062
<i>Assigned</i>	-	-	226,203	-
<i>Unassigned</i>	-	-	-	-
Expenditures over Revenues	61,023	48,722	85,910	124,875

Forecast Years 2016 - 2019	Forecast FY 15-16	Forecast FY 16-17	Forecast FY 17-18	Forecast FY 18-19
Total Beginning Balance	508,062	556,605	573,013	556,973
Revenues	-5%	-5%	-5%	-5%
Annual Tax Allocations	247,129	234,772	223,033	211,882
School Readiness Funds	-	-	-	-
SMIF Interest	148	141	134	127
Small County Augmentation	124,960	121,211	117,575	114,048
Interest	3,556	3,896	4,011	3,899
Total Anticipated Revenues	375,793	360,021	344,753	329,956
Future Expenditures	327,250	343,613	360,793	378,833
Total Ending Balance	556,605	573,013	556,973	508,096
<i>Nonspendable or Restricted</i>	-	-	-	-
<i>Committed</i>	556,605	573,013	556,973	508,096
<i>Assigned</i>	-	-	-	-
<i>Unassigned</i>	-	-	-	-
Expenditures over Revenues	(48,543)	(16,408)	16,040	48,877

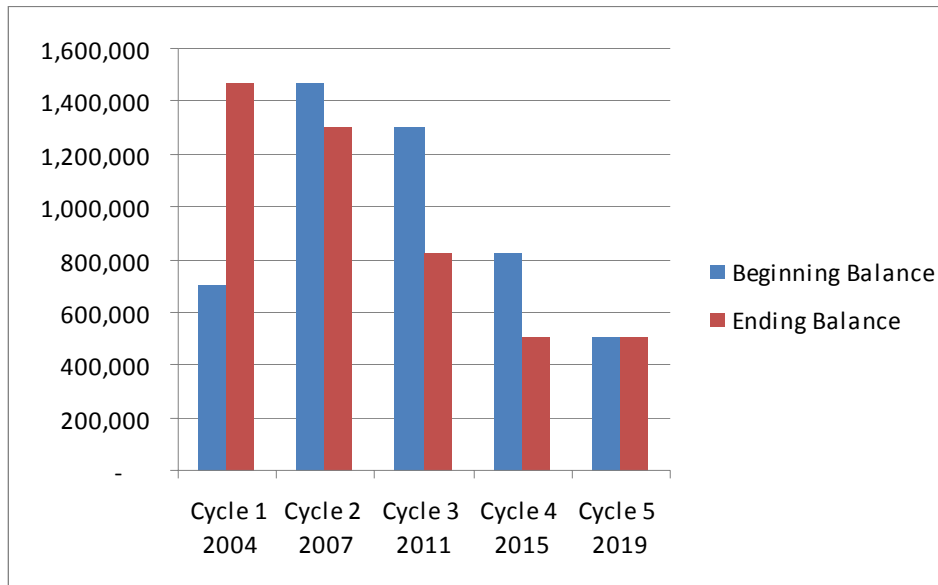
Updated February 2012

Graphs: Revenues, Expenditures & Fund Balance



Utilization of the Fund Balance Over Time

The Commission has adopted a strategy of a gradual, steady spend-down of the fund balance since Cycle 2, in anticipation of declining revenues. The fund balance available at the end of Cycle 3 (June 2011) will help to buffer the reduced expenditures in Cycle 4, the period of this plan. This will be the last cycle where expenditures will significantly exceed revenues, with a fund balance draw-down. In Cycle 5, the fund balance will have the sole purpose of ensuring adequate cash flow throughout the year.



Comparison of Changes	Last Year	This Year	Change	Last Year	This Year	Change
	FY 11-12	FY 11-12		FY 14-15	FY 14-15	
Total Beginning Balance	730,954	828,592	97,638	568,248	632,937	64,689
Revenues						
Annual Tax & SMIF	288,846	303,609	+	247,649	260,291	+
Small County Augmentation	137,071	150,255	+	125,101	128,825	+
Interest	8,771	6,210	-	6,601	4,431	-
Total Revenues	434,689	460,074	25,385	379,352	393,547	14,195
Expenditures						
Operations - non staffing	26,892	24,430	-	28,538	28,538	-
Operations - staffing	75,000	75,000		75,000	75,000	
All Operations	101,892	99,430		103,538	103,538	
Granting	350,000	421,667	+	405,169	414,884	+
Total Expenditures	451,892	521,097	69,205	508,707	518,422	9,715
Total Ending Balance	713,751	767,569	53,818	438,893	508,062	69,169
Expenditures over Revenues	17,203	61,023	43,820	129,355	124,875	(4,480)
Admin rate	14%	12%		13%	13%	

ITEM #3, ATTACHMENT #3
FIRST 5 Meeting, February 8, 2012

First 5 Tuolumne County Commission
Minutes of Meeting 1:15 p.m., December 14, 2011
Tuolumne County Health Department – Conference Room
20111 Cedar Road North, Sonora, CA 95370

The meeting was called to order at 1:20 p.m. by Vice Chair Denney, attendees were welcomed, and introductions were made.

Commissioners Present: Alford, Bass, Denney, Sells
Commissioners Absent: Ashton, Kearns, Peterson
Ex-Officio Members Present: Seegers, Thompson, Williams
Ex-Officio Members Absent:
Staff Present: Kruse
Members of the Public Present: Debbie Ritchie, Donna Meiss

Public Comment

There were no comments from the public.

Commissioner Ashton reminded the Commission of conflict of interest issues.

Information Items and Reports

1. Report from Debbie Ritchie on the Tuolumne Co. Supt. Of School's SELPA Child Find.

Debbie Ritchie reported that SELPA held a developmental screening on September 28th which was advertised to target children that are suspected to have disabilities and to need further assessment. The first screening had 15 children signed up, 14 completed, and 8 identified for future assessments. Of these eight children, all received additional assessments except one family that moved out of the county. There are plans for 2-3 screenings per year, with a second one scheduled for January 25th. The screening also includes a vision screening, for a total time of 30-40 minutes per child. The program is using a different tool this year, to better tease out differences between problem solving versus language concepts, which are difficult to differentiate in younger children. Commissioner Bass asked how the screening data is used. Debbie Ritchie responded that the information becomes part of the child's confidential file (which is separate from the cumulative file.) Ms. Ritchie noted that there is widespread dissemination of information about the screenings, including information to all school superintendents. The first screening reflected that most children were being referred from existing programs, although 2 came after the parents saw the flier independently. Sheila Kruse noted that a recent review of 4 years of Child Find data showed that 45% of children screened went on to have further screening. Debbie Ritchie noted that this developmental screening is just one element of a larger constellation of Child Find activities that are done. Sheila Kruse

asked about a social-emotional component to the screening, and Ms. Ritchie responded that there is a component that parents are asked to report on involving social-emotional development. She went on to say that there are social-emotional issues that are present for children that are not eligible for special education, and that there are fewer preschool resources to help these children. A discussion ensued on how Head Start is working with behavioral health to address the needs of these children on site and the success of that approach in gaining parent support. It was noted that Donna Meiss could be called in regards to concerns for children not at Head Start.

2. Report from Donna Meiss on the start-up progress of the SELF program.
Donna distributed SELF brochures. She reported on her progress in advertising the program and getting it up and running by the end of September. She attributed the speed of start-up to the wealth of CSEFEL materials available on the website. Her sites this year are Jamestown Head Start, Columbia College preschool, Tenaya Parent Preschool in Groveland, Shaws Flat Head Start, Summerville Head Start, and a private family child care provider. She described the timing and elements of start-up implementation and noted that the system was working well, phasing in centers in a staggered fashion. She noted that, when teachers are engaged and feel supported, and are provided with the hands-on tools that are useful in the classroom, great strides are being made. Adrienne Seegers noted that her teachers report that it is very helpful and useful to have Donna bring in tools tailored to their classroom – it makes it easy to implement in an environment that is already challenging in terms of required paperwork and high student-to-teacher ratios. Donna notes that when she is in a classroom she can run a center, model the CSEFEL strategies, and assist the teacher in writing observations, since she can zero in on the kids she is sitting with. She notes that the professional and personal relationships that she is building with the teachers in the classrooms are critical to the program's success. She has been doing individual observations with 4 children, and there are 4 more that have been brought to her attention. The general approach has been to start with classroom environmental change (including teacher strategies), and then to move on to a referral to the behavioral health consultant (if the child is in Head Start) if the classroom strategies are not working. Donna notes that this approach is very positive and, in retrospect, she wishes that there had been more time for teacher support with the Friendship School model. Marcia Williams reported that Donna is doing a good job integrating with teaching teams at the schools. Adrienne Seegers remarked that Donna's work at Columbia College has been transformational in affecting the way that students in the child development program think about teaching and how they think about themselves as teachers. Susan Sells noted that Behavioral Health has committed to supporting the program with \$5,000 a year for the next two years with MHSA-PEI funds. Evelyn Thompson observed that it was exciting to see last year's planning work coming to fruition, and gave much of the credit to Donna's breadth of experience. She noted that the preschool teacher in Groveland may also run a child care program in the afternoon, thus extending the reach of the classroom consulting.
3. Report from Sheila Kruse on the access changes for 0-5 behavioral health services.
Sheila Kruse reported on key changes for behavioral health access in the community. Dr. Rojas has moved away and the Indian Health Clinic is not longer seeing young children for behavioral

health concerns. Clients are being transferred to the Tuolumne County Behavioral Health Department. School-aged children, formally being seen by TC Behavioral Health, will now be seen by a contractor (Sierra Vista Child and Family Services), via a contract between the Supt. of Schools Office and TC Behavioral Health. (Susan Sells noted that there was also a contract with a private therapist in Groveland.) This is a big service shift at TC Behavioral Health. Because of this new challenge, TC Behavioral Health declined to use PEI contract funds for the SELF program to do the direct service work. The Supt. of Schools Office will contact Sierra Vista to assess their interest in contracting for the SELF behavioral health component. Rita Austin is the new director at TC Behavioral Health.

As far as the Behavioral Health fund, it seems likely that this is not the time to add any new expectations to the TC Behavioral Health Dept. services. Sheila Kruse will inform TC Behavioral Health and the Mind Matters Clinic that funds are available, and they can call if they see a client that is a good fit. Service providers will be informed, as always, to refer families to TC Behavioral Health for an assessment, with the understanding that, if they are not eligible for MediCal services, that the First 5 fund might be a second option. Because of the late start on the logistics of this fund this year, funds may not be fully expended.

Evelyn Thompson noted that there was a recent legal ruling that will result in more behavioral services for foster children. This information is new and it is unknown how it will impact the behavioral health service delivery system locally.

Donna Meiss discussed the importance of having a clinician involved to help address the needs of children in the SELF program. The children that she sees are not all eligible for special education services, but will be the children who will be disrupting classes. A clinician's viewpoint will be slightly different than a school's psychologist, and will bring a new outlook to the services.

Action Items

4. Action on the approval of minutes for August 10, 2011 (attachment #1)

Sheila Kruse noted that Gregory Oliver, county counsel, had advised that Commissions could vote in order to adopt the minutes if there was a quorum issue, even if they had not attended the meeting.

Motion: to approve the minutes for August 10, 2011.

Moved: Commissioner Bass

Seconded: Commissioner Alford

There was no further discussion.

Motion carried: 4 ayes (Alford, Bass, Denney, Sells), Commissioners Ashton, Kearns and Peterson being absent from the vote.

5. Action on the approval of minutes for October 12, 2011 (attachment #2)

Motion: to approve the minutes for October 12, 2011.

Moved: Commissioner Bass

Seconded: Commissioner Sells

There was no further discussion.

Motion carried: 4 ayes (Alford, Bass, Denney, Sells), Commissioners Ashton, Kearns and Peterson being absent from the vote.

6. Consideration of a budget revision (attachment #3)

Sheila Kruse gave a brief presentation on the proposed budget revision. She explained the request for a \$100 budget for outreach. Occasionally, a good opportunity will come up to access outreach materials that can be distributed to local service providers. This was true, recently, with an opportunity to distribute Potter the Otter books to WIC, local Head Start classrooms, and child care providers.

Motion: to approve the budget revision as proposed.

Moved: Commissioner Bass

Seconded: Commissioner Alford

There was no further discussion.

Motion carried: 4 ayes (Alford, Bass, Denney, Sells), Commissioners Ashton, Kearns and Peterson being absent from the vote.

Presentations and Discussion Items

7. Presentation of the Evaluation Summary Report for funded programs in FY 10-11. (attachment #4)

Sheila Kruse presented on the key findings of the outcome evaluation report for FY 10-11, using a Power Point presentation. She reminded the Commission that grantees provide the data by September in each year, and that she does much of the data analysis, which is why the report is presented in December.

Commissioners discussed some of the findings, especially those regarding linkages and referrals for Public Health clients to other services, and shared ideas on helping families to follow through. There was also discussion regarding how best to help inform the public health nurses that are doing the home visiting about the other parent support programs in the community.

Donna Meiss noted that some of the children that had been served at the Friendship School but had not received a special education assessment are now being seen by Liz Bryun in her role as a school psychologist.

Adrienne Seegers noted that the Columbia College Child Development Center is now enrolling for a second toddler classroom with 12 additional spaces, scheduled to open in January. They are proceeding cautiously with expansion plans, to be sure that any expansion can be supported by need and funding. She noted that she is seeing many more families concerned about the cost of gas to drive to the college, and there is more demand for part-time care. For example, one teacher has space for 24 children and is currently serving 33 in a revolving fashion, due to fragmented student schedules. The center is looking closely at eligibility lists and family needs in

considering when to open the second infant classroom. She noted that the teacher for the new toddler classroom is a graduate of their program, and was happy that the opening of the new classroom served as a career pathway in early childhood education.

Commissioner Sells stated that the evaluation report was inspiring. Sheila Kruse observed that the Commission has done well in supporting outcome-based investments and the programs are doing a good job. Evelyn Thompson noted that she had the opportunity recently to attend a parenting class for couples in recovery, and was very impressed with the families and the teaching strategies. She said it was very powerful to see the couples talking about parenting and their hope for the future, and making tangible goals together. She noted that it would be a really good thing for Commissioners to make more site visits, to give them a better sense of program operation. She also mentioned attending portfolio presentations at Columbia College by child development students, and noted that seeing things in action always results in a much richer experience. She suggested that Commissioner input might be a good component of future evaluations.

8. Financial Report (to October 2011; attachment #5)

Sheila Kruse presented the October financial report, with a note that, at December, revenues to date were down 8% from last year. The \$99 credit in the Oral Health account is due to the reimbursement from the Indian Health Clinic.

9. Update on fee-based projects

Sheila Kruse reported on the current fee-based project with A-TCAA. There have been two work orders approved by Adrienne Seegers, to support a Strategic Planning process to be completed by June 2012. Total cost shall not exceed \$6,330. Sheila Kruse met with Debi Russell regarding how best to set up the accounting system for this program. The goal is to set up a separate fund that would zero out, and to avoid having these expenditures reflected as First 5 administrative costs.

10. Discussion of contract for First 5 Director services for FY 12-13. (attachment #6)

Evelyn Thompson led the discussion regarding Commission planning and intent to fill the Executive Director's position next year. She focused on the decision regarding whether to release a competitive RFA or to renew the existing contract. The Commission, by consensus, and led by Commissioner Denney, chose the option to renew Sheila Kruse's contract for four additional years, as was allowed by the RFA released in 2008, which stated: *"The total contract term shall be for four years, with an option to renew for four additional years, based on the successful completion of contract deliverables and the intent of both parties."* The Commissioners stated that contract deliverables had been successfully completed. Sheila Kruse indicated her interest in renewing her contract. Evelyn Thompson suggested that a committee be formed to bring back recommendations to the Commission. Chair Denney appointed an ad-hoc committee to lead the contract renewal process and to come back to the Commission with their recommendations. The committee members are Evelyn Thompson (chair), Susan Sells and Joan Alford. Evelyn asked the Commission if they had any input to the Committee prior to their work. Adrienne Seegers

asked that the committee look closely to make sure that the contract reflects the true costs and value of the services provided.

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

Sheila Kruse

- Reported that AB99 was recently struck down.
- Reported on recent significant staffing changes: the First 5 Los Angeles Executive Director has resigned, and the First 5 Association Executive Director has resigned to take a new position with Kaiser Permanente.
- Commissioner Kearns has stated her desire to resign from the Commission due to time conflicts. She will be sending a letter of resignation shortly. Sheila asked the Commissioners to approach new candidates. Marcia William volunteered to speak with Margie Bulkin from the Tuolumne Co. Supt. Of Schools Office.
- Distribution of the Kit for New Parents is back on track, with the Health Department as a key partner in distribution.
- Attended, along with Commissioner Peterson, the ribbon cutting in October of the new Family Learning and Support Center on Bluebell Rd. She urged Commissioners to visit the new site.
- Relayed a request from the California Family Resource Association to become a member, the Commission showed no interest in this investment at this time.
- Informed the Commission that she would be moving back to live full time in Tuolumne County in January 2012.

Patricia Denney

Public Health will be hiring a new Public Health Programs and Services Manager. The application period will be closed on January 11th. The department has many federally funded programs that cannot be billed fully because there is more work to do than there are people to do it, especially in light of recent retirements.

Dr. Stolp is in Atlanta, Georgia, discussing our local workplan for a community transformation grant in Tuolumne County. The grant will address: (1) tobacco free living with a focus on smoke-free multi-unit housing; (2) healthy eating and active living with a focus on limiting access to sugary beverages and increasing the consumption of healthy beverages, including water; (3) high impact, evidence based, clinical and preventive services, with a focus on chronic disease and self management programs; (4) healthy and safe physical environments, with a focus on safe routes to school; and (5) youth engagement in all of the above goals. There will be a focus on policy change. The BOB Van will receive support for continued operation under these goals. The grant is for \$237,000 per year, with similar awards each year for up to five years. Tuolumne County was one of 12 programs awarded in California. Public Health will be hiring a public health specialist in February to coordinate and implement the program.

Marcia Williams

- Head Start is seeing a dip in the demand for preschool, with enrollment in both counties down this year. This has to do with both demographics as well as the fact that more parents are not working, and are seeking options for part-time care. For the first time in years, preschool centers are having a hard time keeping full enrollment. At the same time, there is a huge waiting list for Early Head Start (0-3) services, with waiting lists that would support 3 new centers. Therefore, the program will initially move some spaces in Head Start to Early Head Start at the Bluebell Center. Marcia is also exploring a successful and appropriate Early Head Start model that would serve children through a partnership with licensed Family Child Care providers, where the providers would receive payment from Head Start, participate in training, and where Early Head Start would provide on-site health care services. Marcia feels that this might be a win-win approach in Tuolumne County due to the high quality of local private family child care providers balanced against the high cost of operating a new center. She will be speaking with ICES in exploring the feasibility of this service model.

Evelyn Thompson

- Reported on the ICES Winter Jamboree for ICES clients. The city provided the building space, and many community service providers volunteered their efforts in entertainment and hosting food booths and activities for parents and children.
- This week, CA Finance Dept reported that the state has less revenue than anticipated and that trigger cuts would go into effect. Effective January 1st, childcare revenues will be reduced an additional 4%. ICES has already made substantial staff reductions, and is now looking at where else they can cut. Evelyn noted that she agreed with the sentiment that, the programs had already been cut to the bone, and the trigger cuts were "cutting into the bone." The biggest cuts are in CalWorks Stage 3 funding, which supports childcare for parents that are working, that have not received CalWorks funds for two years, but that still need childcare support to make ends meet. There have already been reductions in Stage 3, but the new ruling will terminate the parents from the program, with funds ending in March. Parents have the ability to appeal. ICES hope that they will be able to help the relatively small number of Stage 3 families in Tuolumne County with enrollment in other programs through the end of the fiscal year, while not enrolling any new families.

Liz Bass

- Noted that many of the people in the county who meet to discuss economic development think about the issue as an abstraction, and not in the context of the issues that local families face in a struggling economy. These observations generated some Commission discussion on how to bring forward family issues to elected officials, who do not understand how issues such as childcare can have a significant impact on the local economy and on working families.

Adjournment: The meeting was adjourned at 3:31 p.m.

The next meeting is scheduled for February 8th, 2011, at 1:15 pm.

ATTACHMENT #4

FIRST 5 Meeting, February 8, 2012

Item 4. Consideration of request from Smile Keepers for \$8,000 for 4 years of evaluation.

First 5 has always required an evaluation component from Smile Keepers. The program tracks individual children on a database that includes demographic information as well as services received, status of teeth, and whether referrals were made.

In the recent past, Smile Keepers was able to provide the data input with an AmeriCorps member (partially subsidized by First 5), or with general Smile Keeper funds, as the data was collected for children of all ages.

With services for K-12 now supported only through community donations, the data input has had to be discontinued, and Smile Keepers is only inputting data for children up to age 5 and in kindergarten, solely for the use of First 5 evaluation. However, no funds were built into the budget for this activity. The current budget ranges from \$25,500 in year one to \$29,410 in year four and is very conservative.

Erika Hagstrom-Dossi is requesting that the Commission consider adding \$8,000 to the 4 –year contract for the following services:

1. Data input for children 0-5 that receive Smile Keepers services (along with the requisite data organization, coordination, and communication with First 5).
2. Potential follow-up assistance for children needing dental care
3. Organizing and maintenance of Smile Keepers database.
4. Additional duties as time permits, including organizing oral car bags, health fair information, and kindergarten registration packets.

Costs: \$2,000/year for 4 years, starting this fiscal year. (Contractor to be hired at \$11.00/hour for approximately 5.5 hours per week over the school year.)

The current contract budget is on the page following.

<p>Action Requested: Approval of increasing the Smile Keeper’s 4-year contract, beginning in FY 11-12, by \$8,000.00 for data entry and other duties to assist the program coordinator.</p>
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Staff Recommendation: Approve the request, based on reasonableness, program history, and the value of the data. Funds are available, due to more revenue than anticipated last year.

Attachment #4 Smile Keepers Evaluation Request

	FY 11-12	FY 12-13	FY 13-14	FY 14-15	TOTAL
Personnel					
Salary Coordinator*	\$ 10,184	\$ 10,693	\$ 11,227	\$ 11,788	\$ 43,892
Benefits	\$ 3,200	\$ 3,360	\$ 3,528	\$ 3,704	\$ 13,792
Subtotal Personnel:	\$ 13,384	\$ 14,053	\$ 14,755	\$ 15,492	\$ 57,684
Costs					
RDH Consultant**	\$ 8,626	\$ 9,057	\$ 9,509	\$ 9,984	\$ 37,176
Dental Supplies	\$ 1,600	\$ 1,680	\$ 1,764	\$ 1,852	\$ 6,896
Travel / Conference	\$ 900	\$ 945	\$ 992	\$ 1,041	\$ 3,878
Operating/Other:	\$ 11,126	\$ 11,682	\$ 12,265	\$ 12,877	\$ 47,950
Indirect	\$ 990	\$ 1,039	\$ 1,090	\$ 1,041	\$ 4,160
Admin/Indirect:	\$ 990	\$ 1,039	\$ 1,090	\$ 1,041	\$ 4,160
TOTAL:	\$ 25,500	\$ 26,774	\$ 28,110	\$ 29,410	\$ 109,794

* Registered Dental Assistant, 0.25 FTE

**Registered Dental Hygienist at \$50/hr x 172 hours

ATTACHMENT #5

FIRST 5 Meeting, February 8, 2012

Item 5. Consideration of request from ICES for \$1,320 for Stage 3 (birth-5) childcare gap funds for FY 11-12.

Issue: Do to the State of California “trigger cuts” to balance the budget for FY 1-12, Stage 3 Child Care funds have been discontinued. A letter from State Superintendent of Schools, Tom Torlakson, is attached. Stage 3 funds support childcare costs for parents who have previously received CalWorks support, have been off cash aid for 2 years, and are either working, seeking work, or going to school and are income eligible.

ICES faces the difficult prospect of stopping all new Stage 3 childcare enrollment, and disenrolling 5 Tuolumne County families currently on the program, through the current fiscal year. ICES has looked at all possible strategies to find other sources to subsidize child care costs for these families, including coordinating with Tuolumne County Social Services.

ICES has identified 2 Tuolumne County families with children age 5 and under who will be disenrolled from the Stage 3 child care program, and for whom there are no other options. Of these two families, ICES believes that one family truly faces a hardship. This parent is a student at a technical college in the valley seeking training in a highly employable field. She would no longer be able to attend school if she lost the child care subsidy for her 4-year old. She is not eligible to apply for “Diversion” services from the County Department of Social Services, as these referrals are only open to parents who are employed and who have not exhausted their 48 months CalWORKS time limit. ICES has adequate funding to pay her child care costs through April and would need funding to pay for her May and June child care. At this point, ICES anticipates receiving a Stage 3 contract for the State to provide services for FY 12-13, and she would be then transferred back into Stage 3 in July.

Request: Provide ICES with \$1,320 to cover the cost of one family’s Stage 3 childcare costs for May and June, projected at \$660 per months, for 2 months.

Action Requested: Approve a one-time Stage 3 subsidy request from ICES for \$1,320 for Fiscal Year 11-12 to cover the cost of childcare for one family for 2 months.

Director recommendation: Approve the request. The Commission has available funds, and ICES has shown due diligence in finding all other funding sources to assist the families. Under the First 5 Tuolumne County definition of supplantation this one-time assistance would be allowed. Although the Commission does not make it a practice to support individual families, this is a different situation. There is precedence, through emergency repayable grants, to assist critical services continue in the face of unanticipated State budget cuts or delays. Although this request is not for a repayable loan, it falls within the purview of the Commission’s intent to provide short-term and targeted critical safety net services, where feasible, in the face of state budget cuts.

ATTACHMENT #6

FIRST 5 Meeting, February 8, 2012

Item 8. Elect Commission Treasurer

Jan Kearns has resigned from the Commission, and the Treasurer Office is open. The duties, as per the Commission By-Laws, are as follows:

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.

Action Requested: Commissioners are asked to nominate and elect a Treasurer.

ATTACHMENT #7

FIRST 5 Meeting, February 8, 2012

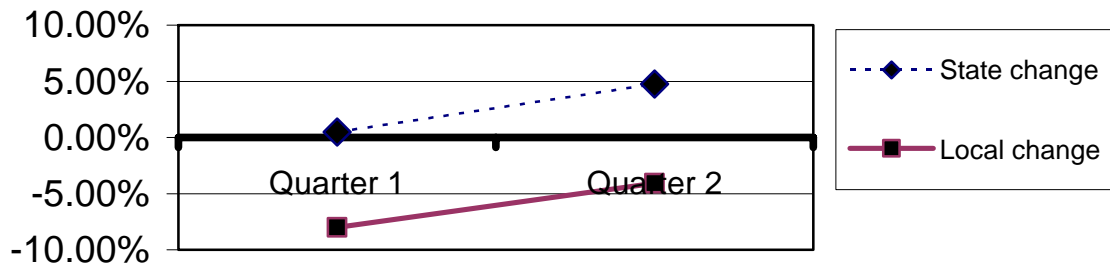
Item 10. Financial Report to December 2011

November-December **Fiscal Year 2011-2012**

Total FIRST 5 Trust Fund Balance	
	All
Beginning Balance - Audit Balance	828,592
Cumulative FY New Revenue	264,383
Cumulative FY Expenditures	148,452
Adjustments and Transfers	-
Current Balance in Fund	944,522

**Revenue Differences in July- December
between FY 10-11 and FY 11-12**

Net State-Wide Change = 2.32%
Net Local Change = - 6.32% (- \$10,200)



Revenues	Budget	General	Small County Augmentation	Total Revenues
Tobacco taxes:				
Allocation	\$ 303,409	\$ 110,508		\$ 110,508
State interest disbursed (SMIF)	\$ 200	\$ -		\$ -
Intergovernmental:				
State Initiatives - First 5 CA funds	\$ 150,255		\$ 150,256	\$ 150,256
Interest Income	\$ 6,210	\$ 3,619		\$ 3,619
Total Revenues	\$ 460,074	\$ 114,127	\$ 150,256	\$ 264,383
Expenditures	Budget	General	Small County Augmentation	Total Expenses
Administrative Expenditures				
Professional Services:				
Professional Svcs-Admin	\$ 37,500		\$ 13,413	\$ 13,413
County Counsel	\$ 6,000		\$ 3,000	\$ 3,000
Auditor-Controller (local)	\$ 180		\$ 39	\$ 39
Accounting and Audit (outside audit)	\$ 10,850		\$ 10,850	\$ 10,850
Travel -Training and Seminars	\$ 3,000		\$ 79	\$ 79
Dues and Memberships	\$ 2,500		\$ 2,500	\$ 2,500
Office:				
Office Expense	\$ 700		\$ 96	\$ 96
Bank Charges and Discounts	\$ 325		\$ 152	\$ 152
Advertising	\$ 300		\$ -	\$ -
Communications	\$ 300		\$ -	\$ -
Commission Meeting Exp	\$ 175		\$ -	\$ -
Total Admin	\$ 61,830	\$ -	\$ 30,129	\$ 30,129
	12%			20%
Program Expenditures				
Grants and Programs				
A-TCAA Family Learning Cntrs	\$ 151,349	\$ 53,121		\$ 53,121
ICES Raising Healthy Families	\$ 108,416	\$ 30,164		\$ 30,164
Kits for New Parents - Total	\$ 50	\$ -		\$ -
Oral Health Access (Dental Help Fund)	\$ 3,000	\$ (99)		\$ (99)
Public Health PNP	\$ 25,000	\$ 6,403		\$ 6,403
TCOE SELF	\$ 102,980	\$ 11,717		\$ 11,717
TCOE Smile Keepers	\$ 25,772	\$ 5,429		\$ 5,429
Behavioral Health Fund	\$ 3,000	\$ -		\$ -
Outreach Expenses	\$ 100	\$ -		\$ -
Professional Services				
Prof Services- Program Svcs: ED	\$ 22,500		\$ 6,315	\$ 6,315
Total Program	\$ 442,167	\$ 106,736	\$ 6,315	\$ 113,051
	85%			76%
Total Evaluation (Prof Svcs Eval)	\$ 15,000		\$ 5,272	\$ 5,272
Professional Services- Evaluation	3%			4%
Total Expenditures	\$ 518,997	\$ 106,736	\$ 41,716	\$ 148,452