

First 5 Tuolumne County Commission
 Minutes of Meeting 1:00 p.m., April 14, 2010
 Tuolumne County Health Department – Conference Room
 20111 Cedar Road North, Sonora, CA 95370

The meeting was called to order at 1:05 p.m. by Commissioner Alford.

Attendees were welcomed by Commissioner Alford and introductions were made.

Commissioners Present: Alford, Ashton, Bass, Braia, Branscum, Denney, Kearns

Ex-Officio Members Present: Seegers, Sells, Williams

Ex-Officio Members Absent: Thompson

Staff Present: Kruse, Sprouse

Members of the Public Present: Joe Silva, Brenda Chapman, Kathy Amos

Public Comment

There were no comments from the public.

Consent Calendar

Consent Calendar Action Item and Attachment Number	FY 10-11 Budget	Change in Contract
Action on Approval of:		
1. Contract amendment, including FY 10-11 Budget for A-TCAA's <i>Family Learning Centers Program</i>	\$126,000	\$58,051
2. Contract amendment, including FY 10-11 Budget for Infant Child Enrichment Services' <i>Raising Healthy Families Program</i>	\$145,821	\$67,781
3. Contract amendment, including FY 10-11 Budget for Tuolumne County Superintendent of School's <i>School Readiness Program</i>	\$248,000	\$60,280
4. Contract amendment, including FY 10-11 Budget for Tuolumne County Superintendent of School's <i>Smile Keepers Program</i>	\$25,423	\$12,299

Motion: to approve all items on the Consent Calendar

Moved: Commissioner Ashton

Seconded: Commissioner Braia

Motion carried, 6 ayes, Commissioner Kearns abstaining from the vote

Action Items

5. Action on Approval of Minutes for February 10, 2010

Motion: to accept the minutes

Moved: Commissioner Ashton

Seconded: Commissioner Kearns

Motion carried, 7 ayes

6. Consideration of Tuolumne County Public Health Department's request for \$20,000 to support the Parent Nurse Partnership (PNP) Case Management Program.

Sheila Kruse reviewed the scoring team recommendations and noted that Kathy Amos was present to also answer questions. Commissioner Ashton asked if there was any more available funding to award, which would allow the Health Dept. to address the high caseload issues identified by the scoring team. Sheila Kruse noted that the maximum funds available were being awarded to the program, as allowed for in the RFP process. Commissioner Denney recused herself from further discussion and the vote.

Motion: to award \$20,000 to the Health Department for the PNP Program

Moved: Commissioner Bransum

Seconded: Commissioner Ashton

Motion carried, 6 ayes; Commissioners Denney recusing herself.

7. Action to clarify contract elements regarding benchmarks and evaluation reporting with Tuolumne County Department of Social Services for the Children's Emergency Shelter grant.

Sheila Kruse reviewed the history of the contract and the language that required clarification of benchmarks and evaluation reporting at this time. Commissioner Kearns raised the question as to whether the First 5 grant requirements were the only way that the data on children served at the Emergency Shelter was available to the public. Commissioner Ashton noted that the data would be collected in general, but was now being reported in a specific fashion to First 5 and was available in the county self assessment. Sheila responded to the Commission in regards to the amount of time required for reporting the data. Commissioners Branscum raised questions regarding the value of having the data available for so many years in light of the reporting requirements for CWS and First 5 staff. Commissioner Bass noted that it was of value to have that data available to the public. Susan Sells noted that the data could also be reported in the First 5 Strategic Plan needs assessment and become available through that venue. The Commissioners supported this approach.

Motion: For the existing contract with the County of Tuolumne for the Emergency Children's Shelter, that the following elements be clarified. That:

- (1) Evaluation data shall be collected through FY 10-11 and reported in September of each year;
- (2) The contract end date shall remain August 2011; and
- (3) The benchmarks shall remain the same, except Benchmark # 2 will be modified to read: "Activities at the site will include emergency shelter, comprehensive assessments, and on-site services, including case management services."

Moved: Commissioner Kearns

Seconded: Commissioner Denney

Motion carried, 6 ayes; Commissioner Ashton abstaining

Commissioner Alford opened the Public Hearing

8. Public Hearing on Draft Update to Strategic Plan and Long Term Financial Plan for FY 10-11. Sheila Kruse presented the draft update to the Strategic Plan and Long Term Financial Plan, FY 2007-2008 through 2010-2011. She noted that all of these changes had been initially discussed at the December 2009 Commission meeting. She reviewed the changes to the Long Term Financial Plan, noting that the changes reflected actual figures for the previous fiscal year, budgeted figures for the current fiscal year, and more accurate revenue projections based on year-to-date disbursements.

Motion: to accept the Addendum Update to the Strategic Plan and Long Term Financial Plan for FY 10-11.

Moved: Commissioner Bass

Seconded: Commissioner Denney

Motion carried; 7 ayes

9. Public Hearing on the First 5 California Children and Families Commission Annual Report for Fiscal year 2008-2009.

Sheila Kruse explained that the Public Hearing on the Annual Report is a legislative requirement. She presented the Annual Report and noted that the Report is accompanied by an Audit Oversight Report from the California State Controller. Both documents can be found at

<http://www.cafc.ca.gov/press/pub.asp>

There were no comments from the public.

Commissioner Alford closed the Public Hearing

Discussion Items, Reports, and Information Items

10. Commission- run program status report: Kit For New Parents, Dental Help Fund
Sheila Kruse presented an annual update on the Kits for New Parents distributed in Tuolumne County, by provider, and the funds disbursed, to date, through the Dental Help Fund.
11. Support Services contract with the Tuolumne County Public Health Department for FY 2010-11.
Sheila Kruse presented estimated time and activities for operations support for the Commission for FY 10-11, estimated at 10% FTE. She shared information from the Health Dept. administration in regards to a time tracking method that will be used by the employee who provides these services next fiscal year. The annual attachment to the contract that details scope of services and amount will come to the Commission in June, 2010.
12. Discuss draft budget for FY 2010-11.
The Commission reviewed and discussed a draft budget. The final budget will come to the Commission for action in June, 2010.
13. Review of draft meeting schedule for FY 2010-11
The Commission reviewed and discussed a draft meeting schedule for next fiscal year. Marcia Williams noted that there have been times when winter meetings have been cancelled due to stormy conditions and associated county building closures, and that the Dec-Jan-Feb timeline will be critical for the next funding cycle decisions. It was decided to schedule monthly meetings during Nov-Dec-Jan-Feb, in the event that one had to be cancelled.
14. Strategic Planning and Financial Planning Discussion #3 (for FY 11-12 and beyond)
The Commission continued discussion the process for determining funding in the next cycle beginning in FY 11-12. Sheila Kruse updated the Commission on pending decisions before the CA First 5 Commission regarding future small population county augmentations. The Commission advised Sheila Kruse on: (1) the process and timeline of the upcoming meetings; (2) service selection guidelines; (3) a process to prioritize funding areas; (4) the amount of funding available; and (5) estimated staffing percentages.. The Commission directed Sheila Kruse to seek advice from county counsel regarding scheduling the meetings to allow for participation of interested Commissioners without violating the Brown Act, and to seek clarity on the level of participation of ex-officio members.

Key decisions were:

1. If possible, hold planning meetings monthly, during the regularly scheduled time for Commission meetings (second Wednesday of the month), agendize the meetings as First 5 Commission meetings under the Brown Act; check with county counsel on conflict of interest issues;
2. Use the criteria for funding that are already in place in the Strategic Plan and scoring rubric;
3. Enter into a process to narrow down funding priorities for the next cycle of funding;
4. Start with the amount of \$350,000 to be available for program funding in year 1, with a 5% increase through year 3, and a possibility of holding that funding steady for year 4;
5. Estimated staffing percentages will be for a 10% support services position across all years and an Executive Director position of 85% in year 1 and 75% for subsequent years, to be re-evaluated annually.

15. Financial Report: Jan and Feb 2010

The financial reports were shared with the Commission. The consistent decline in revenue was noted.

16. Executive Director Report

Sheila Kruse reported:

- First 5 funds are no longer being considered as a solution to the state budget crisis for the current fiscal year, but are still being considered to address the financial challenges for next fiscal year. A new Cox bill was to be heard on April 14, 2010.
- The new oral health webpage is now fully posted on the First 5 website, and the next step will be to inform local providers.
- Sheila has been contacted by the Sonora Area Foundation about a grant proposal that they received from Mind Matters Clinic, Inc, and she received the Commission's permission to offer to provide administrative oversight through a shared funding approach.
- Jan Kearns was appointed by the Board of Supervisors for a new full term as a Commissioner in April. Sheila read a letter from Tim Hoffman-Brady and from Judy Schroeter, both of whom must step down as Ex-Officio members of the Commission, due to work conflicts. Sheila noted that Tim served the Commission for 10 years and Judy served for 8 years, both as Commissioners and then as Ex-Officios, and shared how much they had contributed to Commission decision making over those years. Sheila reminded the Commission that Emily Branscum would be stepping down in June, and encouraged recruitment efforts for a new Commissioner.
- The NE Regional Technical Assistance project has ended. Sheila provided a brief recap of the events that the funds had supported in Tuolumne County in the last two years.
- Dave Schmees, representative for Tuolumne County Parent Magazine requested a meeting with Sheila to discuss advertising opportunities. Sheila shared samples of the magazine, and noted how First 5 Calaveras had utilized advertising space in their county version of the magazine. She noted that, if the Commission wished to purchase advertising space, they would need to direct her to do so prior to the June meeting. The Commissioners responded that this was not a funding priority for them at this time.

17. Commission Reports

- Commissioner Kearns reported that she would be retiring from the Tuolumne County Office of Education at the end of the year, but would still be continuing as a First 5 Commissioner.

- Commissioner Ashton reported that the Dept. of Social Services had recently released 2 RFPs for OCAP services, and that they could be accessed through the county website, social services page..

18. Ex-Officio Reports

There were no reports.

Time and location for next meeting: 1:00 p.m., May 26, Tuolumne County Health Department Conference Room.

Adjournment: The meeting was adjourned at 4:28 p.m.