



First 5 Commission Special Meeting, August 26, 2024

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



Item 1. Consider action to approve Minutes for June 5, 2024 (attachment #1)

Minutes
June 5, 2024, 2:15-4:15 pm

Tuolumne County Public Health 20111 Cedar Road, Sonora, CA 95370

Voting Members Present: Clark, Martin, Parker, Sunday

Commissioners Absent: Freeman, Kirk, Miner

Alternate Members Present: Hieb-Stock, Patey

Staff Present: Garcia

Welcome and introductions. Meeting opening time: 2:18pm

Public comment

No public comment.

Action Items

1. Consider action to approve the agenda
Discussion: None
Public Comment: None
Motion: Commissioner Sunday
2nd: Commissioner Patey
Abstain: none
All in favor: 5 ayes (Martin, Parker, Sunday, Hieb-Stock, Patey)
Recusal: none

Closed Session

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

End Closed Session

Report out on closed session: Employee Garcia received a satisfactory performance evaluation.

Commission Chair, Parker, excused herself from the remainder of the meeting.

Commission Vice-Chair, Sunday, took over meeting facilitation.

Action Items

3. Consider action to approve Minutes for April 3, 2024 (Attachment #1) Discussion:
Public Comment: None
Motion: Commissioner Martin
2nd: Commissioner Hieb-Stock
Abstain: none
All in favor: 4 (Martin, Sunday, Hieb-Stock, Patey)
Recusal: none

4. Adopt amended final budget for 2023/2024 (Attachment #2)

Discussion: Sarah Garcia shared that there was a math error on the budget submitted for approval at the last meeting. It was in the SEED line item. It has been corrected.

Public Comment: none

Motion: Commissioner Patey

2nd: Commissioner Sunday

Abstain: None

All in favor: 4 (Martin, Sunday, Hieb-Stock, Patey)

Recusal: none

Commissioner Clark joined the meeting at 2:35pm

Presentation

5. Raising Healthy Families/Help Me Grow

- a. Presentation was given on the RHF and HMG programs by Kaitlyn Hanson and Jennifer Reggiardo.

Discussion Items, Information Items and Reports

6. Monthly Financial Report through April 2024 (attachment #3)

7. Reports from Executive Director, Commissioners, and community members

- a. Commissioner Patey shared that preschool promotions had occurred. Also, referrals for special education have increased and that 1:35 children born are diagnosed with Autism.
- b. Commissioner Clark shared that CWS has submitted a grant to increase prevention efforts around rural opioid response similar to the Road to Resilience program.
- c. Commissioner Sunday shared that Columbia Elementary is installing an outdoor garden and classroom.

Time and location for next meeting:

August 7, 2024 at 2:15 pm

Location TBA

Adjournment time: 3:26pm



Item 2. Consideration of Approval of Director Salary Step 4, retroactive July 1, 2024

Details: Step increase available after satisfactory performance evaluation.

		Step 1	Step 2	Step 3	Step 4	Step 5
Daily Rate		\$359.13	\$385.62	\$397.19	\$409.11	\$421.38
Days/Year	182	\$65,361.66	\$70,182.98	\$72,289.04	\$74,457.71	\$76,690.89

BUDGET				
First 5 Director				
Expenditures				
	22/23	23/24	24/25	25/26
	<i>Budget</i>	<i>Budget</i>	<i>Budget</i>	<i>Budget</i>
	190 days	182 days	182 days	182 days
Expenditures	Step 2	Step 3	Step 4	Step 5
Total Salaries & Wages	\$80,526.86	\$80,625.46	\$82,794.90	\$85,028.04
Total Benefits	\$27,927.05	\$28,548.76	\$29,208.76	\$30,415.50
<i>Total Salaries and Related expenses</i>	\$108,453.91	\$109,174.22	\$112,003.66	\$115,443.54
Office Supplies	\$1,000.00	\$1,000.00	\$2,000.00	\$1,000.00
Non-Capital Equipment	\$750.00	\$750.00	\$1,750.00	\$750.00
Travel and Conference	\$3,000.00	\$3,000.00	\$3,156.00	\$3,000.00
Dues and Memberships	\$60.00	\$60.00	\$60.00	\$60.00
Professional/Consulting Svcs.	\$250.00	\$250.00	\$250.00	\$250.00
Transfer of Indirect Costs	\$10,170.85	\$11,366.31	\$9,501.81	\$11,990.10
Total Administration Expenses	\$123,684.75	\$125,600.53	\$128,721.47	\$132,493.64
PROGRAM				
Salaries/Benefits First 5	\$46,919.61	\$45,349.79	\$51,462.81	\$62,871.50
IMPACT	\$10,000.00	\$4,000.00	\$5,000.00	
Workforce Pathways	\$5,000.00	\$7,000		\$5,000.00
CSPP	\$3,591.00	\$7,731	\$5,000.00	
PDG-r	\$2,516.00			
Home Visiting TA		\$5,000.00	\$5,334.00	
QCC			\$4,000.00	\$5,000.00
Total Program Costs	\$68,026.61	\$69,080.29	\$70,796.81	\$72,871.50
EVALUATION	\$18,552.71	\$18,840.08	\$19,308.22	\$19,874.05
ADMINISTRATIVE				
Prop 10 Funds	\$102,577.75	\$101,870.03	\$109,387.47	\$122,493.64



FIRST 5 Meeting, August 26, 2024

Item 3. Consider action to approve the application of Tou Yang as alternate for the Health and Human Services Director position designee, Michelle Clark.

Application Information

Vacancy Applied For

First 5 Tuolumne County Commission

Applying for Reappointment

--

Mailing Address

20075 Cedar Rd North

City

Sonora

Zip Code

95370

Residential Phone

--

Business Phone

209-533-5705

Cell Phone

[REDACTED]

How long have you lived in Tuolumne County? (years)

0

How long have you lived in Tuolumne County? (months)

0

Which Supervisorial District do you reside?

Out of County

Name of present employer

Health & Human Services Agency

Employer Address

20075 Cedar Rd North

Employer City

Sonora

Employer State

CA

Employer Zip Code

95370

Occupation

Social Services

Briefly describe the qualifications you possess which you feel would be an asset to the Commission/Committee/ Group for which you are applying.

Over the past 16+ years, I have gained extensive experience working both in an elementary school and in social services. In my two years at the elementary school, I supported students in adapting and learning, and when their goals weren't being met, I worked closely with families—especially those facing language barriers—to communicate progress in behavior, engagement, and academic performance. For the past 14 years in social services, I have assisted families in the Tuolumne communities, conducting interviews, interpreting laws, letters and guidelines to provide necessary support and resources. I believe my experience has consistently prioritized the needs of the families I work with, regardless of the various roles I have held.

List the community organization(s) and describe participation in which you have been involved.

Health & Human Services Agency Dept of Social Services - I have spent the last 14 years working for Tuolumne County Social Services, where I've supported families in accessing public assistance, identified resources from local agencies, and collaborated with various organizations serving our community. My experience includes participating in numerous internal workgroups and committees. I've been involved in initiating projects from the ground up, developing charters, and adhering to established guidelines to ensure effective committee operations.

I confirm that I have sufficient time to devote to this responsibility and plan to attend the required meetings if I am appointed to fill a vacancy. I understand that if I am appointed to a commission where a Disclosure of Assets Statement is required by State Law or Board Policy, I shall do so within ten (10) days of assuming office.

Signature

true

Applications not acted upon will expire after two years from the date submitted unless renewed by applicant.

I hereby consent that this document is considered a public record and will be available to the public.



FIRST 5 Meeting, August 26, 2024

Item 4. Consider action to approve the application of Lisa Heib-Stock as alternate for the Public Health Officer position, currently served by Dr. Kimberly Freeman

Committee and Commission Application

BOS-24-28

Submitted On: Aug 8, 2024

Applicant

Lisa Heib-Stock
209-533-7418
lhib@co.tuolumne.ca.us

Application Information

Vacancy Applied For

First 5 Tuolumne County Commission

Applying for Reappointment

--

Mailing Address

20111 Cedar Road North

City

Sonora

Zip Code

95370

Residential Phone

--

Business Phone

--

Cell Phone

[REDACTED]

How long have you lived in Tuolumne County? (years)

33

How long have you lived in Tuolumne County? (months)

6

Which Supervisorial District do you reside?

2

Name of present employer

Tuolumne County

Employer Address

2 S. Green Street

Employer City

Sonora

Employer State

CA

Employer Zip Code

95370

Occupation

Deputy Director

Briefly describe the qualifications you possess which you feel would be an asset to the Commission/Committee/ Group for which you are applying.

I am applying to be the alternate for the Public Health Officer for the First 5 commission. I have a Masters in Public Administration, a Bachelors of Science in Clinical Nutrition and am a Registered Dietitian. My current role is the Public Health Deputy Director. I have over 20 years of program management with Public Health, with proven experience in overseeing health programs including the Women, Infants, and Children (WIC) program, Maternal Child and Adolescent Health (MCAH) Program, the California Home Visiting Program of which we follow the evidence based model of Parents as Teachers, and multiple other programs which affect the health and well being of children and families in Tuolumne County.

List the community organization(s) and describe participation in which you have been involved.

Tuolumne County Breastfeeding Coalition - President, Vice president, and member at large since 2007
Tuolumne Resiliency Coalition (TRC) - Member and currently the Membership Chair
First Five Coalition - Member/alternate

I confirm that I have sufficient time to devote to this responsibility and plan to attend the required meetings if I am appointed to fill a vacancy. I understand that if I am appointed to a commission where a Disclosure of Assets Statement is required by State Law or Board Policy, I shall do so within ten (10) days of assuming office.

Signature

true

Applications not acted upon will expire after two years from the date submitted unless renewed by applicant.

I hereby consent that this document is considered a public record and will be available to the public.



Item 5. Consider action to approve the resignation of Nancy Miner

Hi Sarah and Cathy,

As you are aware, my daughter, Bethany passed away on June 5, 2024, shortly after giving birth to my granddaughter, Brynley. As a result, the past couple of months have been incredibly challenging for me and my family. Bethany's death was totally unexpected and heartbreaking, and the resulting paperwork and processes surrounding probate, guardianship, and settling the estate are ongoing, complex, time consuming and often frustrating.

Beyond this, Brynley is a delight and a happy and very welcome addition to our family. We have been busy restructuring our lives and our home to care for her and meet her needs. Due to all these changes, my children and I recently discussed where we are in terms of grieving, working through bureaucratic processes, what we need to do in the future for Brynley, and our state/sense of wellness as individuals and as a family. The conclusion we came to is that I need to retire from ATCAA and Head Start and resign from the coalitions, commissions and councils that I belong to in the community.

This was not an easy decision to make. I believe strongly in what ATCAA, Head Start, and First 5 do for children, families and our community. When Bethany died, I intended to come back to work and continue my participation in community groups. Since that time, I have come to a gradual realization that I can't give everything that my position at work, and my involvement in community groups, needs and deserves and do what is needed for my family and myself. If I try to do so, I will burn out and not be able to enjoy life or help anyone else.

To that end, this email serves as my resignation from my position as First 5 Commissioner. Again, my apologies about the timing of this decision and the effects it will/may have on you and the commission as a whole. I feel badly that I couldn't serve in the role for a longer period of time, but this is the right decision for my family. It has been an absolute pleasure to work with you and I appreciate the good you do for the vulnerable populations in our community.

With the highest regards for you and everyone affiliated with First 5,
Nan



Item 6. Conflict of Interest Code Approval

FAIR POLITICAL PRACTICES COMMISSION

2024 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

By July 1, 2024: The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

By October 1, 2024: The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2024 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in *more than one county* and will contact them.

The Local Agency Biennial Notice is not forwarded to the FPPC.

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body.

If you answer yes, to any of the questions below, your agency's code probably needs to be amended.

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you have any questions or are still not sure if you should amend your agency's conflict of interest code, please contact the FPPC. Additional information including an online webinar regarding how to amend a conflict of interest code is available on [FPPC's website](#).