



Regular Meeting
Wednesday, March 19, 2025

Agenda

2:00 – 4:00pm

Location: Eric Rood Administrative Center
Providence Room

1. Call to Order

Commission Chair Rachel Pena will be attending the meeting remotely via Teams due to a medical need. This is in compliance with the Brown Act's provisions regarding virtual participation.

2. Approval of Agenda— ACTION – Attachment 1

3. Introductions

4. Public Comment

5. Commissioner Comment

6. Review and Approve Minutes – ACTION – Attachment 2

The Commission will review and approve the minutes from the January Regular Commission Meeting.

7. Fiscal Review – ACTION – Attachment 3

The Commission will review and approve the fiscal report and credit card statements through January 2025.

8. Contractor Presentation – Healthy Babies – DISCUSSION – Attachment 4

The Commission will receive a presentation from Susan Duffey Smith from the Child Advocates of Nevada County regarding their First 5 funded Healthy Babies Program.

9. Commission Alternates – ACTION – Attachment 5

The Commission will review and approve revisions to the Bylaws allowing for the nomination and appointment of Commission Alternates. These Alternates shall serve as voting members of the Commission in the event of a regular Commissioner absence.

10. FY 25/26 Long Range Financial Plan – ACTION – Attachment 6

The Commission will review and approve the PRELIMINARY FY 25/26 Long Range Financial Plan. A more detailed LRFP will be approved during the May meeting and will include the most

up-to-date salary/benefits totals and the Small Population County Funding Augmentation amount.

11. 2024-2025 Salary Schedule – ACTION – Attachment 7

The Commission will review and approve minor modifications to the FY 24/25 Salary Schedule, previously approved in May 2024, due to a clerical error.

12. DRAFT 2025-2026 Salary Schedule – DISCUSSION – Attachment 8

The Commission will review a draft of the proposed salary schedule for FY 25/26, representing a 2% COLA increase for staff.

13. Funded Partners Mid-Year Progress Update – DISCUSSION – Attachment 9

The Commission will review a high-level update on the progress of funded partners from July – December 2024.

14. First 5 California Funding Playbook – DISCUSSION – Attachment 10

The Commission will receive a presentation on the Funding Playbook that was recently released by First 5 California as a tool for County First 5s.

15. Executive Director’s Report—DISCUSSION – Attachment 11

The Executive Director will share highlights from her written report.

- Small Population County Augmentation Fund
- First 5 Association
- Partnership HealthPlan MOU
- Car Seats
- Outreach Events

Correspondence—

Next meeting: Wednesday, May 21, 2025 – Eric Rood Administrative Building



Regular Meeting
Wednesday, January 15, 2025
Minutes

1. **Call to Order**
 - 2:01 pm
2. **Approval of Agenda— ACTION – Attachment 1**
 - *Scott made a motion to approve the agenda. (Motion, Second, Carry) Scott W. Lay, Rachel Peña, (5-0)*
3. **Introductions**
 - *Robb Tucker was appointed as the new First 5 Commissioner on January 14, 2025. Melody Easton, Sue Hoek, Rachel Peña, Ryan Gruver, Scott W. Lay, Bobbie Luster, Jenni Toedtmeier, Cindy Maciel.*
4. **Public Comment**
 - *No Public Comment*
5. **Commissioner Comment**
 - *Scott talked about the new building that was purchased by NCSOS and how they are planning on turning the first floor of the building into a central kitchen for all of Nevada County Schools and still partnering with Sierra Harvest*
 - *Rachel mentioned that she thinks it was a great idea and is looking forward to seeing what happens with the new central kitchen.*
6. **Review and Approve Minutes – ACTION – Attachment 2**

The Commission will review and approve the minutes from the November Regular Commission Meeting.

 - *Ryan made a motion to Approve the minutes for the November Regular Commission Meeting. (Motion, Second, Carry) Ryan Gruver, Bobbi Luster, 2 abstain, (3-0)*
7. **Fiscal Review – ACTION – Attachment 3**

The Commission will review and approve the fiscal report and credit card statements through November 2024.

 - *Racel made a motion to approve the Fiscal Report and credit card statements. (Motion, Second, Carry) Rachel Peña, Scott W. Lay, (5-0)*
8. **Contractor Presentation – Read Me a Story – DISCUSSION – Attachment 4**

The Commission will receive a presentation from Jenni Toedtmeier from the Sierra Nevada Memorial Hospital Foundation regarding their First 5 funded Read Me a Story Program.

 - *Jenni Toedtmeier gave a presentation on behalf of Read Me a Story Program.*
9. **Commission Alternates – ACTION – Attachment 5**

The Commission will review and approve revisions to the Bylaws allowing for the nomination and appointment of Commission Alternates. These Alternates shall serve as voting members of the Commission in the event of a regular Commissioner absence.

 - *Scott made a motion to approve the revisions to the bylaws allowing for the nomination and appointment of commission Alternates. (Motion, Second, Carry) Scott W. Lay, Ryan Gruver; (5-0)*
10. **Commission Chair & Vice Chair – ACTION**

Sue Hoek
Commission Chair
Nevada County Supervisor,
District 2

Rachel Peña, LCSW
Commission Vice-Chair
Director, Social Services
Nevada County Health and
Human Services Agency

Ryan Gruver
Director,
Nevada County Health &
Human Services Agency

Scott W. Lay
Superintendent
Nevada County Superintendent
of Schools

Bobbi Luster
Branch Manager
Nevada County Public Library
Truckee Branch

The Commission will select a Chair and Vice Chair for the 2025 meetings. This is a one-year term.

- *Ryan made a motion to select Rachel Peña as the Commission Chair (Motion, Second, Carry) Ryan Gruver, Scott W. Lay, (4-0)*
- *Ryan made a motion to select Robb Tucker as the Commission Vice-Chair (Motion, Second, Carry) Ryan Gruver, Rachel Peña, (4-0)*

11. Partnership HealthPlan MOU – DISCUSSION – Attachment 6

The Commission will receive an update on the First 5 Nevada County collaboration with Partnership HealthPlan and review the template for partnership with local First 5 Commissions.

- *Melody reviewed the update on the First 5 Nevada County collaboration with Partnership HealthPlan and review the template for partnership with local First 5 Commissions*

12. Executive Director’s Report—DISCUSSION – Attachment 7

The Executive Director will share highlights from her written report.

- *Melody shared highlights from her written report.*
 - **Small Population County Augmentation Fund**
 - *Small Population County Funding Augmentation – First 5 California has agreed to fund SPCFA for \$15million over the course of the next 3 years. F5CA is considering changing the funding formula from a birthrate formula (similar to Prop 10) to one coinciding with the 0-5 population in each small county.*
 - **First 5 Association**
 - *Strategic Framework Update*
 - *During the Association Board Retreat in November, it was informed that the Association dues would increase for the first time in 8 years*
 - *First 5 Nevada County staff will be attending the First 5 Association Annual Summit in San Diego February 10-12, 2025*
 - **Car Seats**
 - *Staff is partnering with Nevada County Public Health on an application for funding through California Department of Public Health’s Kids’ Plate program to support car seat safety education and installation*
 - **Outreach Events**
 - *Facebook (facebook.com/first5nevco) - 711 followers*
 - *Instagram (@first5nevadacounty) - 290 followers*

Correspondence – None

Next meeting: *Wednesday, March 19, 2024 – Eric Rood Administrative Building, Providence Mine Room, 2:00pm-4:00pm*

Adjourn – 3:27 pm

**First 5 Nevada County
January 2025**

REVENUE	January 2025	Y-T-D	Budget	% Budget	% Year
Prop. 10 Tobacco Tax	23,007	184,679	452,765	41%	58%
Contribs.-Foundation/Other	0	0	0	0%	58%
Augmentation(Small Pop. Grant)	0	21,267	141,415	15%	58%
HV Coordination Funds	0	0	43,100	0%	58%
Collaborative/CAPC	14,890	26,248	0	0%	58%
Kids Corner	0	500	6,000	8%	58%
IMPACT funding from Placer Cty	0	0	56,850	0%	58%
Other	0	6,730	17,086	39%	58%
Interest Income	0	3,833	2,940	130%	58%
TOTAL REVENUE:	<u>37,897</u>	<u>243,257</u>	<u>720,156</u>	<u>34%</u>	<u>58%</u>

EXPENDITURES

Contracts: External Programs	68,708	178,351	375,000	48%	58%	(1)
Community Programs		0	1,000	0%	58%	
Kids' Corner	0	3,900	6,000	65%	58%	
Comm. Projects/Other	0	348	0	0%	58%	
Impact	5,200	48,250	56,850	0%	58%	
HV Collaborative	1,325	19,984	43,100	46%	58%	
Car Seats	0	217	1,000	22%	58%	
Food for IMPACT	0	0	3,000	0%	58%	
Evaluation Expenses		0	2,000	0%	58%	
Persimmony Databases	0	10,500	10,500	100%	58%	
Salaries & Benefits	0	104,852	172,851	61%	58%	
Services & Supplies	4,992	36,832	48,625	76%	58%	
TOTAL EXPENDITURES:	<u>80,225</u>	<u>403,234</u>	<u>719,926</u>	<u>56%</u>	<u>58%</u>	

EXCESS (DEFICIT) OF REVENUE TO EXPENDITURES:	(42,328)	(159,977)	230
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Planned FY 25- Drawdown 0

Notes:

(1) \$8 Correction to NV Childrens' Museum invoice in Oct.

First 5 Nevada County Profit & Loss by Class January 2025

	CAPC	HV Collaborative	Impact	Program	Sal. Svc. Supl.	TOTAL
Ordinary Income/Expense						
Income						
4150 · Collaborative/CAPC	14,889.60	0.00	0.00	0.00	0.00	14,889.60
4501 · Tobacco Tax Revenue	0.00	0.00	0.00	0.00	23,007.27	23,007.27
Total Income	14,889.60	0.00	0.00	0.00	23,007.27	37,896.87
Expense						
6200 · Grants Expense						
6205 · Contracts	0.00	0.00	0.00	68,708.47	0.00	68,708.47
Total 6200 · Grants Expense	0.00	0.00	0.00	68,708.47	0.00	68,708.47
6380 · County Support Services-1/4-ly	0.00	0.00	0.00	0.00	4,355.78	4,355.78
6400 · Computer Expenses	0.00	0.00	0.00	0.00	69.99	69.99
6421 · Services & Supplies (Impact)						
6422 · Consulting-IMPACT	0.00	0.00	5,200.00	0.00	0.00	5,200.00
Total 6421 · Services & Supplies (Impact)	0.00	0.00	5,200.00	0.00	0.00	5,200.00
6501 · Home Visiting						
6502 · Collaborative Coordinator	0.00	1,325.00	0.00	0.00	0.00	1,325.00
Total 6501 · Home Visiting	0.00	1,325.00	0.00	0.00	0.00	1,325.00
6600 · Professional Development	0.00	0.00	0.00	0.00	95.00	95.00
6660 · Meeting and Event Expenses	0.00	0.00	0.00	0.00	21.78	21.78
6700 · Travel and Training	0.00	0.00	0.00	0.00	449.93	449.93
Total Expense	0.00	1,325.00	5,200.00	68,708.47	4,992.48	80,225.95
Net Ordinary Income	14,889.60	-1,325.00	-5,200.00	-68,708.47	18,014.79	-42,329.08
Net Income	14,889.60	-1,325.00	-5,200.00	-68,708.47	18,014.79	-42,329.08

**First 5 Nevada County
Profit & Loss by Class
July 2024 through January 2025**

	Augmentation	CAPC	HV Collaborative	Impact	Program	Sal. Svc. Supl.	TOTAL
Ordinary Income/Expense							
Income							
4150 - Collaborative/CAPC	0.00	14,889.60	11,358.25	0.00	0.00	0.00	26,247.85
4300 - Kids Corner Contributions	0.00	0.00	0.00	0.00	500.00	0.00	500.00
4501 - Tobacco Tax Revenue	0.00	0.00	0.00	0.00	0.00	184,679.56	184,679.56
4505 - Augmentation(Small County Pop.)	21,267.07	0.00	0.00	0.00	0.00	0.00	21,267.07
4550 - Medicafe Admin.Activity MAA	0.00	0.00	0.00	0.00	0.00	6,730.10	6,730.10
4900 - Interest Income	0.00	0.00	0.00	0.00	0.00	3,833.00	3,833.00
Total Income	21,267.07	14,889.60	11,358.25	0.00	500.00	195,242.66	243,257.58
Expense							
6200 - Grants Expense							
6205 - Contracts	0.00	0.00	0.00	0.00	178,352.37	0.00	178,352.37
6207 - Grants Supplies	0.00	0.00	0.00	0.00	159.90	0.00	159.90
6200 - Grants Expense - Other	0.00	0.00	0.00	0.00	19.99	0.00	19.99
Total 6200 - Grants Expense	0.00	0.00	0.00	0.00	178,532.26	0.00	178,532.26
6240 - Community Project							
6241 - Community Events/Kids Corner	0.00	0.00	0.00	0.00	3,900.02	0.00	3,900.02
6245 - Car Seats	0.00	0.00	0.00	0.00	0.00	216.85	216.85
6240 - Community Project - Other	0.00	0.00	0.00	0.00	0.00	328.07	328.07
Total 6240 - Community Project	0.00	0.00	0.00	0.00	3,900.02	544.92	4,444.94
6300 - Evaluation/Assessment							
6300 - Evaluation/Assessment	0.00	0.00	0.00	0.00	0.00	10,500.00	10,500.00
6380 - County Support Services-1/4-ly							
6380 - County Support Services-1/4-ly	0.00	0.00	0.00	0.00	0.00	5,801.08	5,801.08
6390 - (Indirect) Support to NCSoS-Mo.							
6390 - (Indirect) Support to NCSoS-Mo.	0.00	0.00	0.00	0.00	0.00	9,032.71	9,032.71
6400 - Computer Expenses							
6400 - Computer Expenses	0.00	0.00	0.00	0.00	0.00	1,634.76	1,634.76
6421 - Services & Supplies (Impact)							
6422 - Consulting-IMPACT	0.00	0.00	0.00	46,250.00	0.00	0.00	46,250.00
6421 - Services & Supplies (Impact) - Other	0.00	0.00	0.00	2,000.00	0.00	0.00	2,000.00
Total 6421 - Services & Supplies (Impact)	0.00	0.00	0.00	48,250.00	0.00	0.00	48,250.00
6480 - Insurance							
6480 - Insurance	0.00	0.00	0.00	0.00	0.00	2,671.20	2,671.20
6501 - Home Visiting							
6502 - Collaborative Coordinator	0.00	0.00	6,125.00	0.00	0.00	0.00	6,125.00
6501 - Home Visiting - Other	0.00	0.00	13,769.96	0.00	0.00	0.00	13,769.96
Total 6501 - Home Visiting	0.00	0.00	19,894.96	0.00	0.00	0.00	19,894.96
6520 - Office and Operating Supplies							
6520 - Office and Operating Supplies	0.00	0.00	0.00	0.00	0.00	209.54	209.54
6600 - Professional Development							
6600 - Professional Development	0.00	0.00	0.00	0.00	0.00	95.00	95.00
6620 - Memberships and Subscriptions							
6620 - Memberships and Subscriptions	0.00	0.00	0.00	0.00	0.00	4,500.00	4,500.00
6640 - Website							
6640 - Website	0.00	0.00	0.00	0.00	0.00	216.00	216.00
6660 - Meeting and Event Expenses							
6660 - Meeting and Event Expenses	0.00	0.00	0.00	0.00	0.00	855.55	855.55
6700 - Travel and Training							
6703 - Staff Travel	0.00	0.00	0.00	0.00	0.00	20.07	20.07
6700 - Travel and Training - Other	0.00	0.00	0.00	0.00	0.00	3,470.05	3,470.05
Total 6700 - Travel and Training	0.00	0.00	0.00	0.00	0.00	3,490.12	3,490.12
6800 - Accounting Fees							
6800 - Accounting Fees	0.00	0.00	0.00	0.00	0.00	1,091.25	1,091.25
6840 - Audit							
6840 - Audit	0.00	0.00	0.00	0.00	0.00	7,200.00	7,200.00
6900 - Miscellaneous Expenses							
6900 - Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00	35.00	35.00
7000 - Salaries							
7000 - Salaries	0.00	0.00	12,553.02	0.00	0.00	63,325.05	75,878.07

2:41 PM

03/11/25

Accrual Basis

First 5 Nevada County
Profit & Loss by Class
 July 2024 through January 2025

	Augmentation	CAPC	HV Collaborative	Impact	Program	Sal. Svc. Supl.	TOTAL
7020 - Fringe Benefits							
7021 - Medical/Health Insurance	0.00	0.00	2,854.23	0.00	0.00	3,547.39	6,401.62
7022 - Medicare	0.00	0.00	165.62	0.00	0.00	880.14	1,045.76
7023 - Retirement	0.00	0.00	3,379.42	0.00	0.00	17,091.03	20,470.45
7024 - Unemployment	0.00	0.00	5.74	0.00	0.00	30.56	36.30
7025 - Worker's Compensation	0.00	0.00	161.01	0.00	0.00	859.06	1,020.07
Total 7020 - Fringe Benefits	0.00	0.00	6,566.02	0.00	0.00	22,408.18	28,974.20
Total Expense	0.00	0.00	39,014.00	48,250.00	182,432.28	133,610.36	403,306.64
Net Ordinary Income	21,267.07	14,889.60	-27,655.75	-48,250.00	-181,932.28	61,632.30	-160,049.06
Net Income	21,267.07	14,889.60	-27,655.75	-48,250.00	-181,932.28	61,632.30	-160,049.06

First 5 Nevada County
Expenses by Vendor Detail 2024-2025
 January 2025

Date	Memo	Account	Class	Amount
All Season Awards				
01/24/2025	Name plate	6660 · Meeting and Event Expenses	Sal. Svc. Supl.	21.78
	Total All Season Awards			21.78
Best Buy Office Supply				
01/19/2025	Renewal for Microsoft	6400 · Computer Expenses	Sal. Svc. Supl.	69.99
	Total Best Buy Office Supply			69.99
Child Advocates of Nevada County				
01/16/2025	L-113 Healthy Babies	6205 · Contracts	Program	7,928.00
	Total Child Advocates of Nevada County			7,928.00
Crisis Intervention Services				
01/28/2025	L-114 Family Support	6205 · Contracts	Program	12,657.16
	Total Crisis Intervention Services			12,657.16
Joy Horsfall				
01/08/2025	Initial Stipend	6422 · Consulting-IMPACT	Impact	1,700.00
	Total Joy Horsfall			1,700.00
Lorraine Weatherspoon				
01/30/2025	January ECE consulting	6422 · Consulting-IMPACT	Impact	3,500.00
	Total Lorraine Weatherspoon			3,500.00
National Child Passenger Safety Cert.				
01/27/2025	Car Seat certification registration Fee	6600 · Professional Development	Sal. Svc. Supl.	95.00
	Total National Child Passenger Safety Cert.			95.00
NCSoS				
01/14/2025	Partners L-116	6205 · Contracts	Program	31,395.81
	Total NCSoS			31,395.81
Nevada County Auditor-Controller				
01/13/2025	1st Qtr 2025	6380 · County Support Services-1/4-ly	Sal. Svc. Supl.	2,055.80
01/13/2025	2nd Qtr 2025	6380 · County Support Services-1/4-ly	Sal. Svc. Supl.	2,299.98
	Total Nevada County Auditor-Controller			4,355.78
Nevada Sierra Connecting Point				
01/13/2025	L-119 Ready to Grow	6205 · Contracts	Program	4,323.45
	Total Nevada Sierra Connecting Point			4,323.45

First 5 Nevada County
Expenses by Vendor Detail 2024-2025
 January 2025

Date	Memo	Account	Class	Amount
Safeway				
01/06/2025	Gift cards - HV	6502 · Collaborative Coordinator	HV Collaborative	1,325.00
	Total Safeway			1,325.00
Sierra Nevada Children's Museum				
01/29/2025	L-117 Kids Reach	6205 · Contracts	Program	3,675.38
	Total Sierra Nevada Children's Museum			3,675.38
Sierra Nevada Mem. Hospital Foundation				
01/29/2025	:L-112 Read Me a Story	6205 · Contracts	Program	144.41
	Total Sierra Nevada Mem. Hospital Foundation			144.41
Southwest Airlines				
01/27/2025	Easton: Ticket to conference in San Diego	6700 · Travel and Training	Sal. Svc. Supl.	237.97
01/27/2025	Gonzalez: ticket to conference in San D...	6700 · Travel and Training	Sal. Svc. Supl.	211.96
	Total Southwest Airlines			449.93
Tahoe Truckee Unified School Dist.				
01/10/2025	L-111	6205 · Contracts	Program	8,584.26
	Total Tahoe Truckee Unified School Dist.			8,584.26
TOTAL				80,225.95

First 5 Nevada County
Expenses by Vendor Detail 2024-2025
January 2025

	Date	Memo	Account	Class	Amount
All Season Awards					
	01/24/2025	Name plate	6660 · Meeting and Event Expenses	Sal. Svc. Supl.	21.78
Total All Season Awards					21.78
Best Buy Office Supply					
	01/19/2025	Renewal for Microsoft	6400 · Computer Expenses	Sal. Svc. Supl.	69.99
Total Best Buy Office Supply					69.99
Child Advocates of Nevada County					
	01/16/2025	L-113 Healthy Babies	6205 · Contracts	Program	7,928.00
Total Child Advocates of Nevada County					7,928.00
Crisis Intervention Services					
	01/28/2025	L-114 Family Support	6205 · Contracts	Program	12,657.16
Total Crisis Intervention Services					12,657.16
Joy Horsfall					
	01/08/2025	Initial Stipend	6422 · Consulting-IMPACT	Impact	1,700.00
Total Joy Horsfall					1,700.00
Lorraine Weatherspoon					
	01/30/2025	January ECE consulting	6422 · Consulting-IMPACT	Impact	3,500.00
Total Lorraine Weatherspoon					3,500.00
National Child Passenger Safety Cert.					
	01/27/2025	Car Seat certification registration Fee	6600 · Professional Development	Sal. Svc. Supl.	95.00
Total National Child Passenger Safety Cert.					95.00
NCSoS					
	01/14/2025	Partners L-116	6205 · Contracts	Program	31,395.81
Total NCSoS					31,395.81
Nevada County Auditor-Controller					
	01/13/2025	1st Qtr 2025	6380 · County Support Services-1/4-ly	Sal. Svc. Supl.	2,055.80
	01/13/2025	2nd Qtr 2025	6380 · County Support Services-1/4-ly	Sal. Svc. Supl.	2,299.98
Total Nevada County Auditor-Controller					4,355.78
Nevada Sierra Connecting Point					
	01/13/2025	L-119 Ready to Grow	6205 · Contracts	Program	4,323.45
Total Nevada Sierra Connecting Point					4,323.45
Safeway					
	01/06/2025	Gift cards - HV	6502 · Collaborative Coordinator	HV Collaborative	1,325.00
Total Safeway					1,325.00
Sierra Nevada Children's Museum					
	01/29/2025	L-117 Kids Reach	6205 · Contracts	Program	3,675.38
Total Sierra Nevada Children's Museum					3,675.38

First 5 Nevada County
Expenses by Vendor Detail 2024-2025
 January 2025

	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
Sierra Nevada Mem. Hospital Foundation					
	01/29/2025	:L-112 Read Me a Story	6205 - Contracts	Program	144.41
Total Sierra Nevada Mem. Hospital Foundation					<u>144.41</u>
Southwest Airlines					
	01/27/2025	Easton: Ticket to conference in San Diego	6700 - Travel and Training	Sal. Svc. Supl.	237.97
	01/27/2025	Gonzalez: ticket to conference in San Diego	6700 - Travel and Training	Sal. Svc. Supl.	211.96
Total Southwest Airlines					<u>449.93</u>
Tahoe Truckee Unified School Dist.					
	01/10/2025	L-111	6205 - Contracts	Program	8,584.26
Total Tahoe Truckee Unified School Dist.					<u>8,584.26</u>
TOTAL					<u><u>80,225.95</u></u>

January 2025 Statement

Open Date: 12/04/2024 Closing Date: 01/03/2025

Account: [REDACTED]



Visa® Community Card

Elan Financial Services

1-866-552-8855

BUS 30 ELN

8

2

FIRST 5 NEVADA COUNTY (CPN 001129238)

New Balance	\$3,168.84
Minimum Payment Due	\$32.00
Payment Due Date	02/01/2025

Activity Summary		
Previous Balance	+	\$2,702.61
Payments	-	\$2,702.61CR
Other Credits		\$0.00
Purchases	+	\$3,168.84
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$3,168.84
Past Due		\$0.00
Minimum Payment Due		\$32.00
Credit Line		\$5,000.00
Available Credit		\$1,831.16
Days in Billing Period		31

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

Please detach and send coupon with check payable to: Elan Financial Services CPN 001129238

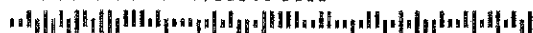


24-Hour Elan Financial Services: 1-866-552-8855

- to pay by phone
- to change your address

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FIRST 5 NEVADA COUNTY
ACCOUNTS PAYABLE
380 CROWN POINT CIR
GRASS VALLEY CA 95945-9089



Account Number	[REDACTED]
Payment Due Date	2/01/2025
New Balance	\$3,168.84
Minimum Payment Due	\$32.00

Amount Enclosed \$ _____

Elan Financial Services

P.O. Box 790408
St. Louis, MO 63179-0408





Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Transactions		EASTON, MELODY C			Credit Limit	\$5000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Purchases and Other Debits						
12/06	12/04	5684	SAFEWAY #2842 GRASS VALLEY CA	\$1,180.76	_____	
12/19	12/18	5057	Google One 650-2530000 CA	\$19.99	_____	
12/23	12/19	6774	STAPLES 00110973 GRASS VALLEY CA	\$997.10	_____	
Total for Account				\$2,197.85		

Transactions		GONZALEZ, ROSEMARY			Credit Limit	\$5000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Purchases and Other Debits						
12/05	12/05	2690	WORDPRESS 6AW91922CT HTTPSWORDPRES CA	\$216.00	_____	
12/06	12/05	4231	TICKETS*FIRST 5 AN HUMANITIX.COM CO	\$685.00	_____	
12/16	12/15	7061	MICROSOFT YEARLY PLAN 888BESTBUY MN	\$69.99	_____	
Total for Account				\$970.99		

Transactions		BILLING ACCOUNT ACTIVITY			Amount	Notation
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Payments and Other Credits						
12/18	12/16	0025	PAYMENT THANK YOU	\$2,702.61	CR _____	
Total for Account				\$2,702.61	CR	

2025 Totals Year-to-Date	
Total Fees Charged in 2025	\$0.00
Total Interest Charged in 2025	\$0.00

BYLAWS
FIRST 5 NEVADA COUNTY
CHILDREN AND FAMILIES FIRST COMMISSION
Adopted by the Commission November 13, 2003
Approved by the Board of Supervisors February 24, 2004.

Article I. Name

The Commission shall be known as the First 5 Nevada County Children and Families First Commission. As used in these Bylaws, the word "Commission" means and refers to First 5 Nevada County Children and Families First Commission.

Article II. Legal Authority

The Commission is formed pursuant to the "California Children and Families First Act of 1998" as amended (hereinafter referred to as the "Act"), which was enacted by the California electorate as Proposition 10 at the November 3, 1998, general election (See Health and Safety Code sections 130100-130150 and Revenue and Taxation Code sections 30131-30131.6), Nevada County Ordinance No 1988, Section A-II 38.

Article III. Purpose

The Commission shall have as its specific purpose to promote, support, and improve the early development of children from the prenatal stage to five (5) years of age. These purposes shall be accomplished through the establishment, institution and coordination of appropriate standards, resources and integrated and comprehensive programs emphasizing community awareness, education, nurturing, childcare, social services, health care and research.

Article IV. Commission Members

- A. The Commission shall consist of five voting members appointed by the Board of Supervisors and shall be composed consistent with Health and Safety code section 130140; as follows:
 - a. One member from among the following Nevada County Department Heads:
 - i. Public Health Department Director;
 - ii. Behavioral Health Department Director;
 - iii. Social Services Department Director
 - b. Director of the Nevada County Health and Human Services Agency
 - c. One member of the Board of Supervisors
 - d. One member from the Greater Truckee Area representing the interests of children
 - e. One member representing the interests of local school districts

~~B. A.~~ No member of the Commission shall take any action on behalf of, or in the name of the Commission unless specifically authorized to do so by the Commission.

~~C. B.~~ When a vacancy occurs, the Commission shall notify the Board of Supervisors to begin the process necessary to fill the position.

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D. C. Members of the Commission shall not be compensated for their services, except they shall be paid actual and necessary cost of transportation for attending meetings and reasonable expenses incurred in discharging other official responsibilities as authorized by the Commission, subject to those limits and procedures as may apply to County officers and employees, from time to time.

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E. Commission Alternates – The Board of Supervisors may appoint Alternate Commissioners as follows:

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- a. The Board of Supervisors may appoint an alternate Commission member of the Board of Supervisors (with no term or term limits until replaced).
- b. The Board of Supervisors may appoint up to two (2) alternates designated by the Human Services Agency Director that represent any of the following categories consistent with the Health and Safety Code § 130140: persons responsible for management of children’s services, public health services, behavioral health services, social services and tobacco and other substance abuse prevention and treatment services (with no term or term limits until replaced).
- c. The Board of Supervisors may appoint up to two (2) Community Representative Alternates that represent any of the following community representation categories, consistent with Health and Safety Code § 130140. One of the Community Representative Alternates should work in the Truckee area, to fulfill the needs of that Commissioner seat. Alternates should not be direct beneficiaries of First 5 Nevada County Funding. The term of office of the Community Representative Alternates shall be for two (2) years and until appointment of their successor. Alternates may be reappointed for additional 2-year2-year terms, and there shall be no limit to the number of 2-year terms served. Alternates can represent any one of these categories, regardless of the representation of current Commissioners and Alternates:
 - i. educators specializing in early childhood development;
 - ii. representatives of a local child-carechildcare, resource or referral agency or a local child care coordinating group;
 - iii. representatives of a local organization for prevention or early intervention for families at risk;
 - iv. representatives of a community-based organization that have the goal of promoting nurturing, and early childhood development;
 - v. representatives of local school districts; and
 - vi. representatives of local health care, medical, pediatric, or obstetric services, associations or societies.
- d. In the event of vacancy or absence of one of the Commissioners the designated Alternate for that Commissioner shall serve to meet quorum requirements and shall fill the vacancy or vote in place of the absent Commissioner.
- e. All sections of these By-laws that apply to Commissioners shall apply equally to Alternates.
- f. Alternates may be nominated by Commissioners to directly fill their seat. Community Representative Alternates may also be nominated by Commission staff or self-nominated.
- g. Alternates will be asked to complete the Commissioner Application and submit it for

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review to Commission Staff. Upon review, the application will be sent to the Board of Supervisors for approval and appointment.

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Article V. Appointment-Terms

The Board of Supervisors shall appoint, with the exception of the Board of Supervisors' members and the Directors of the County departments who shall serve ex-officio, the members to the Commission. ~~Initially, one of these two members shall be appointed for a one-year term, and one member for a two-year term. Thereafter, each of these two members shall be appointed for two-year terms.~~ Each member shall serve at the will and pleasure of the Board, and may be removed at any time, without cause, by the Board of Supervisors.

Article VI. Election of Officers/ Meeting Management

A. The Commission shall elect a Chairperson and a Vice-Chairperson annually. No Commissioner may serve as Chairperson for more than two consecutive terms.

B. Election of officers shall take place in the December meeting of the Commission. Elected officers shall assume their offices at the January meeting.

C. Any officer may be removed as an officer, either with or without cause, by action of the Commission, at any time. Any officer may resign at any time by giving written notice to the Commission. Any such resignation shall take effect at the date of the receipt of such notice or at any later date specified therein, and the acceptance of such resignation shall not be necessary to make it effective.

D. A special election may be called in the event an officer is not able to complete his/her term of office. The newly elected person shall assume office immediately upon election.

E. The Chairperson shall:

1. Preside at all meetings of the Commission.
2. Call special meetings as necessary.
3. Decide on all points of order. Unless two thirds of those present vote – to the contrary, the Chairperson's decision shall stand.
4. Supervise the Commission staff in accordance with Article VIII; and
5. In the absence of the chairperson, the Vice-Chairperson shall call and manage meetings of the Commission.

Article VII. Duties of the Commission

A. Adopt a strategic plan for the support and improvement of early childhood

development within the County of Nevada, which is consistent with and in furtherance of the California Children and Families First Act of 1998, and consistent with the guidelines adopted by the First 5 California Commission.

B. Hold at least one public hearing on the initial strategic plan prior to adoption of the plan and submit the plan to First 5 California and the Board of Supervisors.

C. Review the strategic plan annually and revise the plan as necessary or appropriate, after holding at least one public hearing.

D. Adopt a budget and administer the funds in the First 5 Nevada County Children and Families Trust Fund.

E. Prepare and adopt an annual audit pursuant to Health and Safety Code Section 130150 and conduct at least one public hearing prior to accepting any annual audit and report and issue a written report on the implementation and performance of its functions during the preceding fiscal year.

F. Exercise all powers, duties and functions of a legal public entity as defined in Government Code Section 53051 as prescribed by the California Children and Families Act of 1998, the Board of Supervisors and First 5 California.

Article VIII. Commission Staff

Commission staff shall be employees of the Nevada County Superintendent of Schools (NCSoS), subject to the following:

A. The employer-employee relationship between Commission staff is further defined in the interagency agreement between the Commission and NCSoS.

B. The Commission shall appoint the Executive Director, who shall serve at the will of the Commission, under the supervision of the Chairperson.

C. All other Commission staff are hired and supervised by the Executive Director, with approval of the Chairperson.

D. The Commission shall adopt and maintain its own staff salary schedule.

E. The Commission may adopt its own personnel policies. Until such time as separate policies are adopted, the policies of NCSoS shall control; and

F. The Commission shall be responsible for all costs associated with the employment of Commission staff, including but not limited to, the costs of salary, benefits, and employer retirement contributions. The Commission shall indemnify NCSoS for any cost, loss or liability arising from the actions of the Commission or its

staff in the course and scope of their employment.

Article IX. Committees

Committees shall be appointed by the Chairperson as needed on an ad hoc or Advisory basis.

Article X. Meetings

A. The Commission shall hold at least six (6) monthly meetings annually. Meetings may be canceled by the Chairperson, or action of the majority of the members. Special meetings may be called by the Chairperson, or action of the majority of the members.

B. The Commission shall hold at least one meeting per year in Truckee.

C. A quorum shall be a majority of the total membership of the commission. A meeting may not be held unless a quorum is present at the time and place of the meeting.

D. Action may be taken by an affirmative vote of a majority of a quorum.

E. The regular meeting in December shall be considered the Annual Commission meeting for the purpose of electing the Chairperson.

F. Special meetings of the Commission may be held on call of the Chairperson or by a majority of the members.

G. Unless otherwise indicated by these Bylaws, all Commission meetings may be governed by Robert's Rules of Order (revised).

H. All meetings shall be conducted in compliance with the Ralph M. Brown Act (Government Code Section 54950 et. seq.)

Public comment period. Any person may directly address the Commission at the point indicated on the agenda on any item on the agenda, or on any other items of interest to the public that is within the subject matter jurisdiction of the commission. The Chairperson may reasonably limit the amount of time allowed for each person to speak.

Article XI. Conflict of Interest

The Commission, its members and staff shall comply with the conflict-of-interest laws of the State of California, Nevada County Ordinance Number 1988 and the

Commission's Conflict of Interest Policy.

Article XII. Amendments

These Bylaws may be amended by a majority vote of the full Commission. Intention to amend these Bylaws, setting forth the specific amendments to be proposed, is to be made in writing at least ten days prior to the meeting. Amended bylaws shall be effective upon review and approval of the Board of Supervisors.

First 5 Nevada County - Long Range Financial Plan

Financial Planning for Sustainability

Approved:

Fiscal Year ending June 30	Approved 24-25	Preliminary 25-26	Projected		
			FY 26-27	FY 27-28	FY 28-29
REVENUE					
Prop 10 tax revenue	\$450,512	\$414,619	\$404,852	\$385,521	\$399,424
Small County Augmentation	\$149,033	\$149,033	\$149,033	\$149,033	\$149,033
IMPACT 2020	\$56,850	\$56,850			
Donations	\$6,000	\$5,000	\$5,000	\$5,000	\$5,000
HV Collaborative	\$60,700	Funding ends June 2025			
Other Income (MAA)	\$17,086	\$16,588			
Interest earned	\$2,335	\$2,365	\$2,062	\$2,131	\$2,017
Total Revenues	\$742,516	\$644,455	\$560,947	\$541,685	\$555,474
EXPENSES					
Prop 10 Programs	\$490,476	\$496,308	\$541,834	\$545,431	\$549,099
Community Projects	\$3,000	\$1,000	\$1,000	\$1,000	\$1,000
Evaluation	\$2,000	\$0	\$0	\$0	\$0
Services/Supplies	\$48,625	\$55,000	\$55,000	\$55,000	\$55,000
Kids Corner at the Fair	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Salaries and Benefits (ED and SSS)*	\$172,851	\$176,308	\$179,834	\$183,431	\$187,099
Contracted Program Expenses					
Family Resource Centers	\$183,373	\$183,373			
Cross Agency Collaboration (CCTT, CSN)	\$20,000	\$20,000	\$300,000	\$300,000	\$300,000
School Readiness (TTUSD, KidZone, RMAS)	\$54,627	\$54,627			
SPCFA Programs	\$127,500	\$127,500	\$10,500	\$10,500	\$10,500
Healthy Babies Home Visiting Program	\$ 117,000	\$ 117,000			
Persimmony Database	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500
HV Collaborative	\$60,700	\$0			
Operating Expenses	\$2,700	Funding ends June 2025			
Parent/Workfoce Incentives	\$18,000				
Contractual/Trainings	\$20,000				
Ready to Grow	\$20,000				
IMPACT Programs	\$60,050	\$58,550	\$0	\$0	\$0
Supplies	\$200	\$200			
Food for IMPACT	\$3,000	\$1,500			
Subcontract for Coaching and Mentoring	\$56,850	\$56,850			
Summary					
Total Expenditures	\$738,726	\$682,358	\$552,334	\$555,931	\$559,599
Revenues less Expenses	\$3,790	-\$37,903	\$8,613	-\$14,246	-\$4,126
Total Fund Balance	\$291,857	\$295,647	\$257,744	\$266,357	\$252,111
Withdrawal from Fund Balance	-\$3,790	\$37,903	-\$8,613	\$14,246	\$4,126
Ending Fund Balance	\$295,647	\$257,744	\$266,357	\$252,111	\$247,985

* Staff salaries assume a 2% increase per fiscal year, though that is not guaranteed

Ending fund balance based on audit



380 Crown Point Circle
Grass Valley, CA 95945

Melody Easton
Executive Director
Phone: (530) 274-5361
Fax: (530) 274-5355
www.first5nevco.com

Memo

To: Commission
From: Melody Easton
Date: March 19, 2025
Re: FY 24/25 Salary Schedule

ACTION REQUESTED: The Commission is asked to re-approve the FY 24/25 Salary Schedule due to a clerical error.

JUSTIFICATION: Since December 2020, First 5 Nevada County has served as the “employer of record” for the Child Abuse Prevention Council of Western Nevada County’s (CAPC) Coordinator. CAPC operates with a very small budget, and First 5’s administrative support provides them with access to our own personnel supports through Nevada County Superintendent of Schools office (payroll, benefits, HR etc.) CAPC reimburses First 5 Nevada County for 100% of the employment costs.

Unfortunately, when the FY 24/25 Salary Schedule was approved, it didn’t initially include a salary increase for the Coordinator that the CAPC Board had requested. As a result, the coordinator has been paid at their FY 23/24 rate since the start of the fiscal year. This approval would right-size their salary and allow for the prorated payment back to July 1, 2024.

FISCAL IMPACT: Even though there is an increase to the salary, there would be no fiscal impact to First 5 Nevada County.

Rachel Peña, LCSW
Chair
Director, Social Services
Nevada County Health
and Human Services
Agency

Supervisor Robb Tucker
Vice-Chair
Nevada County Board of
Supervisors
District 2

Ryan Gruver
Director,
Nevada County Health &
Human Services Agency

Scott W. Lay
Nevada County
Superintendent of
Schools

Bobbi Luster
Branch Manager
Nevada County Public
Library
Truckee Branch

NEVADA COUNTY SUPERINTENDENT OF SCHOOLS
First 5 Nevada County FY 2024-2025

Approved:

CLASS	TITLE		step 1	step 2	step 3	step 4	step 5
A/B	Executive Director II	Annual	\$78,853	\$82,930	\$87,027	\$91,312	\$102,586
		Hourly	\$37.91	\$39.87	\$41.84	\$43.90	\$49.32
A	Administrative Assistant	Annual	\$49,030	\$51,428	\$53,931	\$56,519	\$62,338
		Hourly	\$23.57	\$24.72	\$25.93	\$27.17	\$29.97
A	Program Coordinator	Annual	\$44,172	\$46,315	\$48,585	\$50,961	\$52,395
		Hourly	\$21.24	\$22.27	\$23.36	\$24.50	\$25.19

Approved by: Scott W. Lay
 Superintendent of Schools

Melody C. Easton
 Executive Director, First 5 Nevada County

Class	Description	Hours worked	# of Days *note	length of Contract	elig. for health benefits	annual vacation days (1 per month) 0 to 4 years	annual vacation days (1.5 per month) 5 to 9 years	annual vacation days (2 per month) 10+ years
A	Full Time	2080	260	12	yes	12	18	24
B	Limited term employee	up to 1000	up to 150	0-12 mos	no	0	0	0

* includes holidays for employees classified as "A"

Holidays:

Employees shall be entitled to compensation for holidays as stated in NCSoS Board Policy 420.

Health Benefit Cap:

Depends on plan selected by employee.

Employees shall be eligible for a longevity increase equivalent to one step on the salary schedule (4.9%) after serving for ten years.

NEVADA COUNTY SUPERINTENDENT OF SCHOOLS
First 5 Nevada County FY 2024-2025

Approved:

CLASS	TITLE		step 1	step 2	step 3	step 4	step 5
A/B	Executive Director II	Annual	\$78,853	\$82,930	\$87,027	\$91,312	\$102,586
		Hourly	\$37.91	\$39.87	\$41.84	\$43.90	\$49.32
A	Administrative Assistant	Annual	\$49,030	\$51,428	\$53,931	\$56,519	\$62,338
		Hourly	\$23.57	\$24.72	\$25.93	\$27.17	\$29.97
A	Program Coordinator	Annual	\$51,834	\$54,434	\$57,158	\$60,008	\$63,003
		Hourly	\$24.92	\$26.17	\$27.48	\$28.85	\$30.29

Approved by: Scott W. Lay
 Superintendent of Schools

Melody C. Easton
 Executive Director, First 5 Nevada County

Class	Description	Hours worked	# of Days *note	length of Contract	elig. for health benefits	annual vacation days (1 per month) 0 to 4 years	annual vacation days (1.5 per month) 5 to 9 years	annual vacation days (2 per month) 10+ years
A	Full Time	2080	260	12	yes	12	18	24
B	Limited term employee	up to 1000	up to 150	0-12 mos	no	0	0	0

* includes holidays for employees classified as "A"

Holidays:

Employees shall be entitled to compensation for holidays as stated in NCSoS Board Policy 420.

Health Benefit Cap:

Depends on plan selected by employee.

Employees shall be eligible for a longevity increase equivalent to one step on the salary schedule (4.9%) after serving for ten years.

NEVADA COUNTY SUPERINTENDENT OF SCHOOLS
First 5 Nevada County FY 2025-2026

Approved:

CLASS	TITLE		step 1	step 2	step 3	step 4	step 5
A/B	Executive Director II	Annual	\$80,430	\$84,588	\$88,768	\$93,138	\$104,637
		Hourly	\$38.67	\$40.67	\$42.68	\$44.78	\$50.31
A	Administrative Assistant	Annual	\$45,954	\$52,446	\$55,013	\$57,644	\$63,584
		Hourly	\$22.09	\$25.21	\$26.45	\$27.71	\$30.57

Approved by: Scott W. Lay
 Superintendent of Schools

Melody C. Easton
 Executive Director, First 5 Nevada County

Class	Description	worked	# of Days *note	Contract	benefits	days (1 per	days (1.5 per	vacation days
A	Full Time	2080	260	12	yes	12	18	24
B	Limited term employee	up to 1000	up to 150	0-12 mos	no	0	0	0

* includes holidays for employees classified as "A"

Holidays:

Employees shall be entitled to compensation for holidays as stated in NCSoS Board Policy 420.

Health Benefit Cap:

Depends on plan selected by employee.

Employees shall be eligible for a longevity increase equivalent to one step on the salary schedule (4.9%) after serving for ten years.

FUNDED PARTNER MID-YEAR REPORT

Serving the community

March 2025



Program Strengths: A focus on improving overall family and child well-being, including mental health, nutrition, and safety. Offering programs such as emotional support, health education, and the provision of essential resources (e.g., car seats, diapers, books) helps families thrive in challenging circumstances. Strong emphasis on fostering relationships with local organizations, agencies, and partners to deliver holistic support to families. Collaborative efforts like convening resource-sharing meetings, leadership councils, and engaging with trusted community organizations are key strengths.

Key Deliverables

Provided home visiting services to 91 families

906 bilingual books distributed

More than 200 playgroup/family room/socialization activities

10 Community Resource Sharing Meetings

22 Issues of community-driven e-newsletters

1359 referrals to community-based partners

114 Families served through Promotora supports

Demographic information submitted for 850 caregivers and children

~\$188,000 out to the community in support of children and families

Program Challenges: The challenge of finding the right balance between in-person and hybrid meetings, and ensuring consistent accessibility and engagement for clients, particularly with translation/interpretation services and inclusive programming for families with special needs. Programs experience challenges in maintaining client engagement over time, particularly after initial follow-ups. Losing touch with clients limits the ability to assess the effectiveness of services and whether additional support is needed.

County First 5 Commission Common Funding Source Matrix (Non-Prop 10 Funds)

Medi-Cal/CalAIM Resources				
Funding Source	Federal	Federal	Federal	Federal
Name of Source/Grant	Enhanced Case Management (ECM)	Community Health Workers (CHW)	Targeted Case Management (TCM)	Dyadic Benefit
Amount	Varies	Varies	Varies	Varies
Purpose	ECM may include home visiting for recipients who meet certain criteria, which could enable First 5 commissions that offer home visiting services to expand services. Care is needed to avoid duplication of services/funding.	CHWs provide system navigation support for families whose children are at risk of or have identified health and/or developmental needs. This is a newly covered service provider under the Medi-Cal program pursuant to the CalAIM Waiver.	TCM is funded with local and federal Title XIX (Medicaid) funds. The program reimburses participating counties for the federal share of costs (typically 50%) for case management services provided to Medi-Cal beneficiaries in specific target populations.	This Medi-Cal funded service allows for reimbursement for specified behavioral health related services provided to child and parent/caregiver.
Source	Federal: Title XIX (CalAIM) State or Local Match	Federal: Title XIX (CalAIM) State or Local Match	Federal: Title XIX Local Match via Certified Public Expenditure (CPE)	Federal: Title XIX State or Local Match
Eligibility	To be eligible for ECM, members must be enrolled in Medi-Cal Managed Care and meet the criteria in the Populations of Focus definitions.	A licensed care provider (i.e., a doctor, dentist, behavioral health provider, nurse, midwife) determines that a Medi-Cal member would benefit from CHW services.	A Medi-Cal eligible individual in one of the six target populations may receive TCM services to gain access to needed medical, social, educational, and other services.	Dyadic services are available to Medi-Cal members in fee-for-service (FFS) and through managed care plans (MCPs), when delivered according to the periodicity schedule for behavioral/social/emotional screening and when medically necessary.
How to Access	Contract with Managed Care Plan (MCP)	Contract with MCP or a Fee for Service (FFS) provider	Through a local county or city that contracts with DHCS	Contract with MCP, a provider in the MCP's network, or a FFS provider
Allowable Activities	Service providers conduct intensive care coordination for members with significant needs.	In general, services may include: <ul style="list-style-type: none"> • Health education • Navigation • Screenings and assessments • Prevention-focused individual support or advocacy • Asthma preventative services • Violence prevention services 	TCM pays for: <ul style="list-style-type: none"> • Comprehensive Assessment • Periodic Reassessment • Development and Periodic Revision of Specific Care Plan • Referral and Related Activities • Monitoring and Follow-Up Activities 	The benefit covers a number of behavioral health services delivered to a child and parent/caregiver across a variety of settings, including, but not limited to, pediatric primary care settings, doctor's offices or clinics, inpatient or outpatient settings in hospitals, the Member's home, school-based sites, or community settings.
Notes/Source of Info	https://www.dhcs.ca.gov/CalAIM/ECM/Pages/Home.aspx	https://www.dhcs.ca.gov/community-health-workers	https://www.dhcs.ca.gov/provgovpart/Pages/TCM.aspx	https://www.dhcs.ca.gov/provgovpart/Pages/Dyadic-Services.aspx

Home Visiting-Specific Funding				
Funding Source	State/Federal	Federal	State/Federal	
Name of Source/Grant	CalWORKs Home Visiting	Early Head Start – Home Based Options (EHS-HBO)	California Home Visiting Program	
Amount	Varies	Varies	Varies	
Purpose	Funded through the CalWORKs program, this is a voluntary service administered by California counties that supports positive development and well-being outcomes for pregnant and parenting people, families, and infants.	Programs are designed to promote child development and to enable their parents to fulfill their roles as parents and to move toward self-sufficiency. EHS has a broad set of target service populations for at-risk families and children.	CHVP offers evidence-based home visiting models, such as Nurse Family Partnership, Healthy Families America, and Parents as Teachers.	
Source	Federal: Temporary Assistance to Needy Families block grant (TANF) State: General Fund (Varies)	Federal: Head Start	Federal: Maternal, Infant, and Early Childhood Home Visiting (MIECHV) State: General Fund (Varies)	
Eligibility	Families may be eligible to receive home visiting services for up to 24 months or until the child's second birthday, whichever is later.	Services can be provided until the child is 3 years old, with no age requirements for when families should begin services.		
How to Access	Through county partnership			
Allowable Activities	Limited to models that are considered evidence-based.	Weekly home visits during which the visitors and parents work together to engage the child using household materials and incorporating daily routines.	One-on-one home visits during which families can ask questions, discuss concerns and gain information to help them support their child's development. Limited to three models that are considered evidence-based.	
Notes/Source of Info	https://www.cdss.ca.gov/calworks-home-visiting-program	https://eclkc.ohs.acf.hhs.gov/programs/article/home-based-option	https://www.cdph.ca.gov/Programs/CFH/DMCAH/CHVP/Pages/default.aspx	

Behavioral Health Specific Funding				
Funding Source	State/Federal	State/Federal	Local/Federal	
Name of Source/Grant	Behavioral Health Services Act	Children and Youth Behavioral Health Initiative (CYBHI)	Realignment	
Amount				
Purpose	Also known as Proposition 1, previously the Mental Health Services Act (MHSA). Funded by a 1% tax on personal income that is more than \$1 million per year. Counties are working through the implications and outcomes of the changes enacted by voters.	This five-year, \$4.6 billion initiative seeks to expand and enhance behavioral health services to children and youth across California through several rounds of targeted grants, increased outreach, and reduction of stigma. Note that this initiative is in the final year of implementation.	Created and governed by state law changes enacted in 1991 and 2011 and Proposition 30 enacted by voters in 2012, counties receive dedicated taxes and fees to cover the costs of specified health and human services programs, including the provision of behavioral health care to their residents.	
Source	State: Proposition 1 (2024) and Proposition 63 (2004) Federal: Medicaid when services and individuals are eligible	State: General Fund Federal: Medicaid when services and individuals are eligible	State: 1991 and 2011 Realignment and Proposition 30 (2012) Federal: Medicaid when services and individuals are eligible	
Eligibility	Proposition 1 requires counties to spend at least 17.85% of funding on early intervention services for Californians aged 25 and under.	CYBHI is a broad-based initiative that is aimed at expanding services, increasing the behavioral health workforce, reducing stigma and raising awareness about emotional, mental and behavioral health.		
How to Access	County Behavioral Health Agencies, California Department of Health Care Services.	Funding opportunities have been announced periodically through the Department of Health Care Services and California Health and Human Services Agency.	County Behavioral Health Agencies	
Allowable Activities	Funds can be used for mental health or substance use disorder services. Proposition 1 places new requirements on the use of funds including prioritizing services for those most in need of treatment.	Based on funding opportunities.	These funds are relatively flexible in their use within the requirements of the law, but can fluctuate from one year to the next as they are tied to consumer spending and the economy.	
Notes/Source of Info	https://www.dhcs.ca.gov/BHT/Pages/FAQ-Prop1.aspx	https://www.dhcs.ca.gov/cybhi https://cybhi.chhs.ca.gov/	https://www.counties.org/sites/main/files/file-attachments/307_course_materials_-_realignment_101.pdf	

Child Welfare Services				
Funding Source	Federal/State/Local	Federal/State/Local	Federal/State/Local	Local
Name of Source/Grant	Family First Prevention Services Program	Rate Reform – Strengths Building Activities	Rate Reform – Immediate Needs	Realignment
Amount				
Purpose	Makes available state and federal funding for participating counties and tribes to provide prevention services to reduce the likelihood of children and families being more formally engaged in the child welfare system.	When implemented (likely in 2026), a child assessed as needing these services, and their family, will work with a spending plan manager to develop a plan for purchasing goods and services in the community.	Upon implementation (likely in 2026), county child welfare agencies will receive an allocation to contract for or otherwise arrange services to meet the immediate needs of children, including children aged 0-5 who are assessed as benefiting from immediate needs services.	Created and governed by state law changes enacted in 1991 and 2011 and Proposition 30 enacted by voters in 2012, counties receive dedicated taxes and fees to cover the costs of specified health and human services programs, including the provision of child welfare services to children and families.
Source	Federal: Title IV-E, Medicaid State: General Fund Local: Realignment	Federal: Title IV-E, Medicaid State: General Fund Local: Realignment	Federal: Title IV-E, Medicaid State: General Fund Local: Realignment	Local: Realignment
Eligibility	Set forth in California state plan.	Based on child’s assessed level of need using Child and Adolescent Needs and Strengths (CANS) tool.	Based on child’s assessed level of need using Child and Adolescent Needs and Strengths (CANS) tool.	Set forth in Realignment statute.
How to Access	Through County Child Welfare Services Agencies	TBD	Through County Child Welfare Services Agencies	Through County Child Welfare Services Agencies
Allowable Activities	Prevention and early intervention services rated as “promising,” “supported,” and/or “well-supported” in the federal Evidence-Based Practice Clearinghouse, depending on the source of funds.	Wn individualized and flexible set of services including strengths-building activities such as participation in enrichment activities, sports, extracurricular activities, mentoring, tutoring, respite care, etc.	Intended to be a broad range of services in the community and home-based services to address needs assessed through the CANS tool.	These funds are relatively flexible in their use within the requirements of the law, but can fluctuate from one year to the next as they are tied to consumer spending and the economy.
Notes/Source of Info	https://www.cdss.ca.gov/inforesources/cdss-programs/ffpsa-part-iv/ffps-program	https://www.cdss.ca.gov/Portals/9/FosterCare/FCRR/cdss-foster-care-rates-reform-proposal-faqs.pdf	https://www.cdss.ca.gov/Portals/9/FosterCare/FCRR/cdss-foster-care-rates-reform-proposal-faqs.pdf	https://www.counties.org/sites/main/files/file-attachments/307_course_materials_-_realignment_101.pdf

A key source for additional information on child welfare prevention funding is the Comprehensive Prevention Funding Guide published by the California Department of Social Services at: <https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fcdss.ca.gov%2FPortals%2F9%2FCRR%2FFFPSA%2FComprehensive%2520Prevention%2520Funding%2520Guide.docx&wdOrigin=BROWSELINK>

Sustainability, Diversification & Capacity Building



October 2024

A Playbook for Local First 5 Commissions

Developed
by

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For

First 5 California

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Purpose of This Document

The young children of California and their families have benefited from a variety of First 5-supported services for 25 years, since the passage of Proposition 10. The First 5 system is now at a critical juncture in its history as it reaches this important anniversary - with local commissions seeking ways to shore up budgets and continue serving their communities effectively in the face of declining revenues.

This Playbook is designed to share promising practices that local commissions have undertaken around the state, as well as newer and upcoming opportunities, with action steps to put these practices into play locally. Each section of the document will discuss a type of play, give concrete examples of how the play can benefit your commission and the communities you serve, and provide a practical planning guide with resources and key questions to get you started on a similar effort in your county.

We hope this practical Playbook helps stimulate discussion, excitement and - ultimately - drives changes and improvements across the state for our early childhood education system!

Overview: The Plays

This document provides a roadmap for new directions. Every idea listed in the playbook may not be right for your organization - but all of them can give you ideas to build on. The goal is to enable each local commission to take steps forward towards strategic planning, diversification of funding and services, and overall sustainability in a way that works for your team and community. Capacity building work may also be needed in order to take full advantage of these opportunities. Ideally, this document will spur discussions about how those efforts can be undertaken and supported in partnership at multiple levels.

Play #1	Play #2	Play #3
<p>Develop and Implement Sustainability Plans</p> <p>A key way to determine potential paths forward is through a formal effort to map out a local commission's best strategic pathways towards long-term sustainability, working with commissioners, local partners, families who have benefited from the services provided by First 5 commissions, and other potential allies and thought partners. While there is no formal requirement for local commissions to adopt strategic sustainability plans, taking steps to develop, implement and monitor such plans is both timely and forward-thinking. Supporting grantees to plan for their own sustainability is also an important play.</p>	<p>Diversify Funding Streams</p> <p>Both governmental and community-based organizations have long sought to diversify their sources of revenue to guard against cyclical downturns and potential generational shifts of priority and focus over time. Some revenue streams can be sustained, while others may be one-time in nature or available over a limited period of time. Demonstrating successful outcomes during that time frame could lead to ongoing funding, however, so even a one-time allocation may be worth pursuing if it can be parlayed into ongoing funding in a future budget year.</p>	<p>Seize New Service Opportunities</p> <p>Being aware of new opportunities to either refinance existing services or shift services to fit funding availability is critical to developing a sustainable organization. Recent changes in long-standing programs such as Medicaid (known as Medi-Cal in California), Child Welfare Services and the Behavioral Health system present potential opportunities to leverage funding. In each case, these opportunities come with new organizational and operational requirements that will need thoughtful planning and execution.</p>

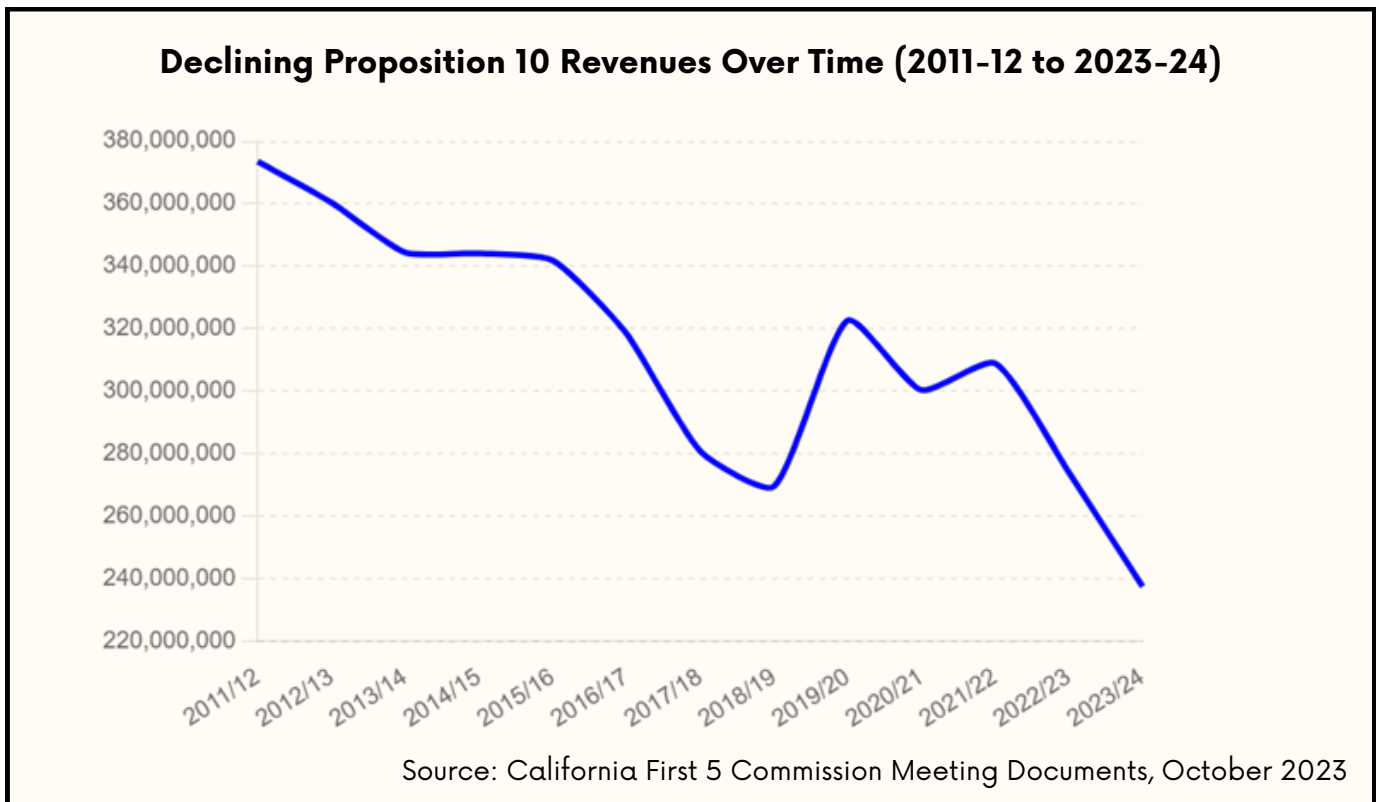
Background on Proposition 10

A Flexible but Declining Fund Source.

Proposition 10, enacted in California in 1998, created a tobacco tax aimed at funding early childhood development programs across the state. This measure added a 50-cent tax per pack of cigarettes and an equivalent tax on other tobacco products, creating a substantial revenue stream dedicated to supporting young children and their families.

The resources generated by this tax are divided between the California state commission (First 5 California) and the 58 county First 5 commissions. The allocation is structured as follows:

- 80% of the funds is distributed to the county First 5 commissions based on the number of live births in each county. This ensures that the majority of the funding directly supports local early childhood programs and services such as health supports, early learning, parent education, and family services, which are tailored to the specific needs of each community.
- 20% of the funds is allocated to the state commission, First 5 California. This portion is used for statewide initiatives, research, public education campaigns, and support for the county commissions. First 5 California aims to enhance the overall impact of early childhood programs across the state by providing resources, training, and advocacy efforts.



Unfortunately, the sustainability of these vital services faces challenges as tobacco consumption declines. While the decrease in smoking rates is a public health victory, it simultaneously reduces the revenue generated by the Proposition 10 tax.

This decline in funding poses a threat to the continuity and expansion of early childhood programs. As a result, First 5 agencies across California are exploring alternative funding sources and innovative strategies to maintain their crucial support for children and families, ensuring that the progress made over the past decades is not undermined by the diminishing tobacco tax revenue.

Why a Playbook?

A playbook-style report is an exceptionally practical tool, particularly in complex or dynamic environments where clear, actionable guidance is crucial. Unlike traditional reports, which often focus heavily on data analysis and theoretical insights, a Playbook is designed to provide a step-by-step guide to action, making it immediately useful to its readers.

- **Action-Oriented Structure:** The playbook format breaks down strategies and processes into clear, manageable steps. This action-oriented structure ensures that users can quickly grasp what needs to be done, how to do it, and when to do it, minimizing ambiguity and enabling rapid decision-making.
- **Consistent Execution:** By providing a standardized approach to tasks and challenges, a playbook helps ensure consistency across teams or departments. This uniformity is particularly valuable in organizations where different teams must coordinate closely, as it helps align efforts and reduces the risk of miscommunication or conflicting approaches.
- **Adaptability:** Playbooks can be easily updated to reflect new information, changing conditions, or evolving strategies. This flexibility makes them invaluable in fast-paced environments where quick pivots may be necessary.
- **Ease of Use and Accessibility:** The straightforward, often bullet-pointed format of a playbook makes it easy to use. Its accessibility ensures that even complex strategies or processes are broken down into understandable parts, making it easier for all team members, regardless of their experience level, to follow and implement the guidance provided.

In summary, a playbook-style report is not just a collection of best practices or guidelines but a dynamic, user-friendly tool that empowers organizations to execute strategies effectively, maintain consistency, and adapt to change. Its emphasis on clarity, actionability, and usability makes it an indispensable resource for any team or organization striving for operational excellence.

Play 1: Plan for Sustainability

With the projected continued decline in Proposition 10 tax revenues, local First 5 commissions are increasingly finding themselves at a turning point. Some have reduced services; others have taken steps to diversify their program offerings and revenue streams, some of which are presented in this document.

Changing program offerings and seeking new funding streams may both require capacity building efforts, depending on the size and expertise of existing staff and the availability of specialized service providers such as grant writers. Thinking upfront about the operational and programmatic impacts of potential pathways is even more critical when long-term revenue is uncertain and community well-being could be positively or negatively impacted by the choices that are made.

Play 1.1: Develop & Implement a Sustainability Plan

A key way to determine potential paths forward is through a formal effort to map out a local commission's best strategic pathways towards long-term sustainability, working with commissioners, local partners, families who have benefited from the services provided by First 5 commissions, and other potential allies and thought partners.

While there is no formal requirement for local commissions to adopt strategic sustainability plans, taking steps to develop, implement and monitor such plans is both timely and forward-thinking. Some have already done so, and their work could provide a road map for others who wish to do so as well.

Formal Sustainability Planning: How To Get Started

1. Set the Stage. Work with your local commission to develop basic information supporting the need for a sustainability plan. This stage may end with the commission adopting a resolution or otherwise directing staff to undertake a formal planning effort.

2. Create a Sustainability Steering Committee. The committee should review sustainability efforts that other commissions have undertaken to identify key components of the effort and potential sustainability pathways that could be relevant to the focal commission. Having a diverse and inclusive steering committee that represents a variety of key stakeholder voices is critical to success.

3. Brainstorm and Research. Gathering information about what potential changes, funding streams, programmatic and funding opportunities exist – and talking with experts in health, human services, early childhood education and other relevant fields about how those options could change over time is critical to developing a list of potential pathways for the organization.

4. Analyze, Analyze, Analyze. Map out the requirements, investments, time constraints, and overall pros/cons of various pathways that could be undertaken.

5. Talk to stakeholders who aren't a part of the steering committee. Find out what they most value from the organization today and what they would like to see it do in the future. Understanding the commission's value to the communities it serves is helpful to understanding what is important to keep and what might be less mission-critical if difficult decisions must be made.

6. Think about shorter- and longer-term options. Are there some ideas that could be undertaken and implemented more quickly than others? Would some efforts potentially lay the groundwork for more costly or complex efforts later on?

7. Develop a proposed Sustainability Strategy for the commission. Provide time for commissioners, partners and other stakeholders to review, digest and comment on the proposal and for changes to be made. Identify milestones and metrics to keep an eye on progress and regular opportunities to discuss and, if needed, make adjustments to the plan.

8. Adopt, implement and monitor the plan. Regular updates and reviews will be critical see what actually happens and what changes may need to be made going forward.

Case Study: First 5 Contra Costa Sustainability Work

First 5 Contra Costa has undertaken a targeted sustainability effort focusing on ensuring the organization continues to have capacity to support the network of services and organizations it has historically supported. In order to achieve this, the organization will convene an Ad Hoc Committee of Commissioners, staff, and content experts including consultants, and other local system leaders to develop a 5-year plan with a goal of launching the planning and data collection efforts in early 2025.

An excellent discussion of the need for sustainability planning begins on page 15 of the current strategic plan, available [here](#). Specifically, the document notes:

"Since its inception, First 5 Contra Costa has strategically focused on building, sustaining, and/or growing the Commission's investments in early childhood systems — over \$140 million over the last two decades. Now, faced with the accelerated decline in Proposition 10 revenue prompted by the flavor ban, First 5 Contra Costa is taking a bold approach to redefine long-term sustainability. This new sustainability approach reframes the paradigm of the doomed revenue cliff that has overshadowed First 5's destiny since its inception.

"Instead, our new sustainability approach is based on the premise that a financially healthy First 5 Contra Costa is critical for the services and systems enhancements that our investments support. While the needs of young children prenatal to age 5 and their families will remain First 5 Contra Costa's priority, **ensuring the sustainability of our organization is imperative to achieve our targeted outcomes in the community.**"

Play 1.2: Support Grantees' Sustainability Planning

In addition to internal planning for your First 5 commission's sustainability, supporting those you fund to plan for ongoing sustainability will help ensure their services continue to be available to children and their families. Many local commissions mention grantee sustainability as part of their strategic plans. Formalizing these policies and adding focused efforts to monitor and reward planning and implementation of sustainability efforts can enhance relationships between First 5 commissions and their partners in the community.

Grantee Sustainability Planning: Key Considerations and Activities

The preparatory work for a sustainability effort aimed at commission grantees is similar to that listed above - getting support from the commission members, identifying a committee or other set of staff and partners to work on the project, understanding and using data, and setting clear goals are all crucial steps. In this case, gaining buy-in from the organizations funded by the commission is also critical.

1. Engage Grantees and Other Commissions. Provide information to your grantee partners about the funding challenges the commission is facing, and explain how a targeted sustainability effort can help to better leverage existing funding and identify new opportunities to bridge current and expected gaps. Consider inviting other commissions that have undertaken sustainability efforts to present on their lessons learned.

2. Develop a Project Timeline and Plan. Including an achievable timeline with opportunities for a cohort of grantees to build capacity together is important. Consider whether engaging outside consultants would be a good idea, and seek recommendations locally.

3. Set Aside or Otherwise Obtain Funding for the Effort. This may include identifying funding in your annual budget and/or seeking grant funding from potential community partners. Your staff, the staff of your grantee organizations, and potential consultant time all may cost more than you would typically have in your budget for this development work, but shortchanging the effort may result in it being less productive than it otherwise could be.

4. Kick off the Project and Begin Work! It's typically a great idea to gather participants together to mark the official start of a multi-month project. Making sure to level-set with the organizations and ensuring no one is surprised by any expectations you are setting can go a long way towards achieving success.

5. Monitor Progress and Celebrate Milestones. With planning should come consideration of how to measure success as well as how to mark progress along the way. Keep organizations engaged in the process by offering group learning activities as well as individual check-ins.

Case Study: First 5 Sacramento “Certified Sustainable”

First 5 Sacramento has evolved its sustainability work over the past decade to develop a Systems Optimization and Sustainability (SOS) Committee, formerly known as the Sustainability Committee. The committee has developed a Systems Improvement and Sustainability Plan to outline ways the commission can act to sustain its programs, services and outcomes in the face of declining Proposition 10 revenues.

The commission’s sustainability work began in 2015 with its Certified Sustainable effort, in which it partnered with two outside consultants to engage grantees in a process to develop sustainability plans, culminating with a public certification of those plans being deemed complete and achievable. After significant preparatory work, the team convened an all-grantee meeting in May 2018 to kick off the year-long effort.

In June 2019, a Certification Event was held to honor the 24 agencies that participated in the development of 20 certified plans, covering 23 programs funded through First 5 Sacramento. During the project, 90 agency staff participated in capacity-building workshops and events sponsored by Impact Foundry, and 150 hours of technical assistance and one-on-one coaching were provided by Storywalkers Consulting.

The work has continued in a number of ways. From 2020 through 2025, the First 5 Sacramento Commission is actively investing in 16 unique Systems Improvement & Sustainability Programs. Of these, 7 are 100% funded with leveraged resources, 3 are funded with a combination of First 5 Sacramento funding and leveraged resources, and 6 are 100% funded by First 5 Sacramento with the majority resourced by staff time.

The sustainability work at First 5 Sacramento is intertwined with the commission’s racial equity and social justice work, as well. The commission’s 2024-27 strategic plan recognizes the critical role that the commission can play in systems change and takes a bold step forward by centering Racial Equity, Diversity, Inclusion and Cultural Responsiveness (REDI+CR) in all aspects of the plan.

Grantee Sustainability Planning Resource Links

- **First 5 Sacramento County SOS Committee** - <https://www.dhcs.ca.gov/provgovpart/Pages/Dyadic-Services.aspx>
- **Certified Sustainable Final Report** - https://first5sacramento.saccounty.gov/Meetings/Documents/SOS/CertifiedSustainable_FinalReport%20wHighlights-MS.pdf

Play 2: Seek Alternative Revenue Streams

Both governmental and community-based organizations have long sought to diversify their sources of revenue to guard against cyclical downturns and potential generational shifts of priority and focus over time. Some revenue streams can be sustained, while others may be one-time in nature or available over a limited period of time. Demonstrating successful outcomes during that time frame could lead to ongoing funding, however, so even a one-time allocation may be worth pursuing if it can be parlayed into ongoing funding in a future budget year.

Play 2.1: Go for a Federal Funding Earmark

Some First 5 Commissions have been able to secure funding in the federal budget through an “earmark” initiative in partnership with their local congressional representative’s office. This entails a number of steps, including working with a federal lobbyist and/or developing a direct relationship with at least one congressional office in your service area, making a case for the specific funding request, and being able to document the need and how the funding would be used.

Federal Earmarks: How to Get Started

1. Understand the Process. If your county has a federal lobbyist, it can be helpful to start by connecting with them to discuss the timing, process, and potential success of a request. Follow any local procedures that are required to get permission to engage with the lobbyist and make sure your proposal is part of the federal priorities set forth by the county or other governing body. This step also includes:

- Conducting research to understand the earmark process, including eligibility criteria, timelines, and submission requirements. Review past earmarks to identify successful projects and trends.
- Familiarizing yourself with the appropriations process and relevant legislative committees. This includes understanding the committees your local representatives sit on and what their interests are, and how they align with your needs and ideas. Through this process, you can identify particular members of your delegation to target for support.

2. Identify and Define the Project. This is your opportunity to scope out the program or project you’re seeking funds for, including the objectives, costs, timelines and impact. Develop detailed documentation including budgets, potential pitfalls and likely benefits. Think about how the project aligns with federal priorities and the goals of any appropriations bill you may be considering targeting. Make sure to get early input and regular feedback from interested parties, including those your programs serve as well as those providing the services, to ensure you are hitting the mark on what is really needed and can make a compelling case.

3. Build Relationships. Reach out to organizations and individuals in your service area who will support your project, especially those who appear to have the ear of your local representatives. It's important to note that it can be too late to start this process only when you have something to ask for. Be on the lookout for opportunities to network with local government officials, CBOs and others who just seem to "get things done." Developing a network of contacts and maintaining those contacts with regular check-ins, invitations to coffee, site visits, or other methods is always a good idea – ideally, before you need to ask them for help.

4. Prepare a Compelling Proposal. This step includes development of:

- **Executive Summary:** Create a concise and compelling executive summary highlighting the project's importance and alignment with federal priorities. Legislators likely won't have time to read your entire proposal, so make this compelling and also short enough to skim.
- **Detailed Proposal:** Develop a thorough proposal, including project descriptions, budgets, timelines, expected outcomes, and any supporting data or research. This is a document primarily aimed at staff and others who will be digging into the details. Try to pre-emptively answer questions you think they may have.
- **Demonstrated Community Support:** Gather letters of support from local governments, community organizations, and other stakeholders to show widespread backing.

5. Submit the Request. On your own or with the help of your federal lobbyist, put forward the request to the congressional offices you are seeking assistance from. Make it clear you are not only seeking their support but want them to actively "champion" this issue on your behalf and explain why you think they are the best champion for your proposal. Make sure you are meeting any deadlines they have set and covering all bases in terms of the details and information required.

6. Advocate and Monitor the Process. Set reminders to follow up with these offices regularly to ensure the request is understood and remains in contention for inclusion in the lawmaker's requests for that particular appropriations bill or budget cycle. This could be done through in-person or virtual meetings, phone calls, emails and other communication methods. Also be sure to monitor the appropriations process to track the status of your request, as well as any relevant legislative developments.

During this phase, you may want to consider:

- **Engaging with the media** to raise awareness and generate public support. This should be done with the knowledge of your congressional representative's office and communications staff.
- **Making a trip to Washington, DC** or piggybacking on another trip, such as a national conference or other event, that allows you to visit the lawmaker's office in person and meet with key staff to the appropriate committees in the House and Senate to discuss the proposal. Again, this can be done in coordination with your champion's office and ideally your federal lobbyist.

7. Post-Success Activities. Once the funding is included in the appropriations package, it's important to continue working closely with your champion's office to ensure ongoing support. Key activities include:

- Publicly acknowledging the support of legislators and the federal government if the earmark is awarded.
- Implementing the project as planned and ensuring compliance with any reporting requirements.
- Providing regular updates to stakeholders, including lawmakers, on the progress and impact of the funded project.

Play 2.2: Seek a State Budget Member Request

Similar to seeking federal funding for your projects, the California Legislature also considers member-sponsored funding requests during most budget cycles. These are also sometimes called "district requests." The process is similar to seeking a federal earmark, but does have some notable differences.

- California has a **more clearly delineated budget cycle** than the federal government. The California Constitution requires legislators to pass a balanced budget by June 15 of each calendar year, or lose pay for every day the budget is late. The process begins early each year, with the Governor putting forth a budget proposal by January 10, and a second version of this budget by May 15, known as the May Revision, which includes updated caseload, spending and revenue assumptions.
- The Senate and Assembly have **different processes** for considering requests that will benefit members' home districts, and those processes can change each year. If you have a state lobbyist, they can guide you in the process details and help put forth your request at the proper time and in the proper format. Whether you have help from a lobbyist or are doing it all yourself, **reaching out to your local members' district offices** to request information early in the year and get your project on their radar is a good place to start.
- Plan for at least one trip to Sacramento to meet with the appropriate staff to the Senate and Assembly budget committees as well as staff to the chairs and members of both committees. While online meetings are also an option, in-person meetings are also very helpful if you can manage them.
- Note that it will be extremely difficult at either the state or federal level to secure funds for your organization's routine operations. Having a **proposed project or new program** that these funds will be used for, being able to explain **exactly how much funding is needed** and what the state's contribution will be used to purchase, as well as knowing what the **outcomes and benefits** will be for the member's district, is very important. Data and details are critical.

Case Study: Vallejo Early Learning Center

First 5 Solano County is spearheading the redevelopment of a surplus school site in Vallejo into an Early Learning Center, which will bring together multiple service providers in a first-of-its-kind project located in a community with significant service needs.

The project grew out of the need to find a new location for a local Head Start program, resulting in the identification of a shuttered elementary school no longer in use by the Vallejo City Unified School District as a potential location. First 5 Solano County will purchase and rehabilitate the site with support from a number of funders. The Early Learning Center will not only house Head Start programming but also provide a safe and up-to-date location for multiple child care providers to operate, providing much-needed child care for working parents.

Multiple funding sources are being brought to bear for the project, including a successful campaign to secure a federal funding earmark of 500,000 through the office of Congressman John Garamendi as well as receipt of a 1 million grant from the Syar Foundation to renovate and outfit a multipurpose room as part of the project. The grant was requested by Solano County Supervisor Erin Hannigan.

The half-million-dollar federal earmark and million-dollar foundation donation were key parts of an overall 16 million fundraising effort, which also included 5 million in state funds secured by Senator Bill Dodd; local funds through the Solano County Board of Supervisors, the Solano County Office of Education, the Vallejo City Council, First 5 Commission and Child Start, Inc. The project has raised the funds needed to complete the Vallejo Early Learning Center and is now fundraising to build a new 4 million community resource center on the property.

Vallejo Early Learning Center Resource Links

- Rep. Garamendi Member Request - <https://garamendi.house.gov/sites/evo-subsites/garamendi.house.gov/files/evo-media-document/fy24-member-certification-for-solano-early-learning-center.pdf>
- County Receives 1 million Foundation Grant for Early Learning Center - <https://www.solanocounty.com/news/displaynews.asp?NewsID=2536&TargetID=1>
- Senator Bill Dodd secures 5M budget allocation for Early Learning Center in Vallejo - <https://solanocounty.com/news/displaynews.asp?NewsID=2442&TargetID=1>

Play 2.3: Support a Local District Tax Measure

In California, local governments, such as cities and counties, can place “transaction and use tax” measures on the ballot for voter consideration. These measures, collectively referred to as District Taxes and sometimes more generally called “sales taxes,” are subject to specific rules and requirements in state law and regulations regarding authorization, vote thresholds, collection and use.

Authorization and Approval:

- A District Tax Measure must be authorized by the governing body of the local government, such as a city council or county Board of Supervisors, in order to be placed before the voters.

Types of District Tax Measures:

- **General Purpose Tax:** The proceeds can be used for any purpose. This type of tax requires a 2/3 vote of the Board of Supervisors to put on the ballot, and requires a simple majority (50% + 1) voter approval.
- **Specific Purpose Tax:** The proceeds are earmarked for specific purposes, such as transportation projects, public safety, child care, health care, or education. This type requires a two-thirds vote of the Board of Supervisors to be placed onto the ballot and also requires a two-thirds majority (66.7%) for voter approval. However, California courts have found that specific purpose tax measures that originate via a citizens initiative process require only a majority of voters to approve, not two-thirds, as they are not considered to be proposals from the government (see for example, *Cnty of Alameda v Alameda Cnty Taxpayers’ Assn* (317 Cal. Rptr. 3d 690 (Cal. Ct. App. 2024))).

Usage of Proceeds:

- The proceeds from a general purpose tax can be used for a wide range of municipal purposes, including public safety, infrastructure, parks and recreation, libraries, and other general governmental functions.
- The proceeds from a special purpose tax must be used only for the specific purposes outlined in the measure and in accordance with any rules and processes set forth in the authorizing measure’s language.

Voter Approval Process:

- Once the local government approves placing a measure on the ballot, it is presented to voters during an election, which can be a regular election or a special election.
- The measure must receive the required level of voter support (simple majority for general taxes, two-thirds for special taxes) to be enacted.
- Upon approval, the tax is administered through the California Department of Tax and Fee Administration, which charges the local government fees to cover its costs and passes the remainder through on a monthly basis, with quarterly true-ups based on actual collections.

Sales Tax (District Tax) Measures: How to Get Started

There are a number of planning steps that need to be followed, and some important threshold questions that should be considered, to place a sales tax measure before local voters.

Threshold Questions

- Will this measure be put forth by a local community group or coalition or groups via an initiative petition, or will the effort be led by one or more members of the County Board of Supervisors? If the former, what are the county's rules and timelines regarding submission of petitions?
- What level of tax rate will be levied through this measure? For how many years?
- What will be the allowable uses of the funds?
- What entity or entities should govern the funding and be responsible for the development of plans and procedures for its use? In the case of Measure C, First 5 Alameda County is specifically named as the implementing agency.
- What role should citizens or other affected entities and organizations play in developing priorities and providing input into planning processes?
- What should be the requirements for reporting on the use of funds and the outcomes of funding that is provided?

Necessary Steps

1. Develop coalition or begin process of putting forth transaction and use tax proposal via county method, depending on how the measure will be put forth. Establish roadmap and key timelines. Consider best election to target (i.e., should you target a primary ballot or November ballot? Presidential or non-Presidential election year?)
2. Identify and retain an attorney with knowledge of ballot measures, transaction and use tax law and requirements, and related processes to help review and manage the process.
3. Write proposed ballot initiative and vet details with key stakeholders (within coalition, if that's the chosen route, or with other partners if it is to be county-led).
4. Finalize ballot measure language. Follow all necessary requirements to gain approval for measure to be placed on ballot. This may include retention of a signature-gathering contractor, if an initiative is the chosen route.
5. Develop public relations campaign for ballot measure; fundraise as needed for media buys, mailers, advertising and other methods.

Resources: State Laws and Guidance

- The California Department of Tax and Fee Administration (CDTFA) has a comprehensive guide for localities seeking to place a sales tax measure on the ballot. This guide can be found at: <https://www.cdtfa.ca.gov/industry/local-jurisdictions-and-districts/>
- California law governing the special purpose tax can be found in the Revenue and Taxation Code, Division 2, Part 1.7, Chapter 2, at: <https://www.cdtfa.ca.gov/lawguides/vol1/alt/additional-local-taxes-ch2.html>

Case Study: Alameda County Measure C

One example of a recently enacted special district tax measure that is being administered by a First 5 commission is Measure C in Alameda County. This 0.5% transaction and use tax measure was put forth by citizen initiative, passed by 64 percent of county voters in 2020, and was upheld by the California Supreme Court in 2024 following legal challenges from multiple organizations. Parent Voices Oakland was the lead entity in shepherding the measure through the initiative process and as a citizen initiative, the measure required a majority vote to pass.

"We wanted to administer Measure C because it's a crucial investment in our County's children and families. Our providers will benefit, as well, in terms of infrastructure improvements, staff development, and higher wages. Having First 5 Alameda County administer this gives the local public system the opportunity to utilize our administrative flexibility, in addition to our programmatic expertise, as an independent governmental entity. The additional resources will allow First 5 to leverage the existing investments in neighborhoods and early childhood; stabilize our data, finance, and policy infrastructure; and scale Early Care and Education programming -- operationalizing a whole community, whole family, whole child approach."

*-- Kristin Spanos, Executive Director
First 5 Alameda County*

The funds are designated for expanding access to high-quality early learning programs, improving child-centered spaces like parks and libraries, enhancing child care access, supporting training for early educators, and funding pediatric health care. The measure is expected to generate around 150 million annually.

Of the total funds collected, 20 percent is earmarked for pediatric health care and the remaining 80 percent is earmarked for early childhood education (ECE).

First 5 Alameda County is the legally designated entity administering the ECE portion of the funding. Currently, First 5 Alameda County is developing data analyses, collecting input from ECE providers in the county via a survey, establishing a Community Advocacy Council with diverse voices to inform implementation of the measure, and developing necessary outreach and informational materials.

Alameda County Measure C Resource Links

- Measure C Text: https://www.acgov.org/board/bos_calendar/documents/DocsAgendaReg_12_05_19/GENERAL%20ADMINISTRATION/Regular%20Calendar/ROV_288363.pdf
- Appellate case opinion: <https://casetext.com/case/cnty-of-alameda-v-alameda-cnty-taxpayers-assn>
- Alameda County Guide to Filing Initiative Petition: https://www.acvote.org/acvote-assets/04_resources/PDFs/Guide-FilingInitiatives-v3.pdf
- Parent Voices Oakland Measure C Archives: <https://pvoakland.org/tag/measure-c/>

Play 3: Seize New Service Opportunities

Being aware of new opportunities to either refinance existing services or shift services to fit funding availability is critical to developing a sustainable organization. Recent changes in long-standing programs such as Medicaid (known as Medi-Cal in California) the Child Welfare Services system and the Behavioral Health services area present potential opportunities to leverage funding. In each case, these opportunities come with new organizational and operational requirements that will need thoughtful planning and execution to successfully implement.

Play 3.1: Access Medicaid Funding via CalAIM

The CalAIM waiver is a multi-year, comprehensive waiver that the California Department of Health Care Services has negotiated with the federal government. A number of provisions in the waiver open up potential service delivery opportunities, and concomitant funding opportunities, for local First 5 commissions.

In addition to the potential for new services and system supports, First 5 commissions are also a required partner for MCPs in the implementation of CalAIM. Specifically, every Medi-Cal MCP is required to enter into MOUs with the First 5 commission or commissions within their service area. This is not a requirement to contract, per se, but offers an opportunity for First 5 commissions to share the work they do, explain how their services can fit with the requirements of CalAIM, and (if interested) potentially seek a contractual relationship.

It can be daunting to navigate the process of contracting with a MCP, especially for an organization that has not previously done so. Additionally, there are historic challenges related to providing the types of services envisioned by CalAIM to children and youth enrolled in Medi-Cal. However, there are materials and tools available that can support the communication and contracting process. In particular, local Collaborative Planning and Implementation (PATH-CPI) groups exist in most counties that, if your First 5 is not already included, should be seen as a resource and place to learn and make connections. Information about local PATH-CPI groups is available at the link below. Participation in these facilitated groups is available at no cost; registration may be required.

Specific Areas for Exploration

1. Community Health Worker Benefit: Help Me Grow Programs

The Help Me Grow program is based on a national model and is administered in 29 counties. In 28 of the 29 counties, the administering agency is the county First 5 commission (the exception is Fresno County where the Fresno Superintendent of Schools is the primary administrator).

The program offers a number of family-centered services that appear to fit well with the PATH model, especially system navigation support for families whose children are at risk of or have identified health and/or developmental needs delivered by individuals who qualify as Community Health Workers, a newly covered service provider under the Medi-Cal program. Most children in California receiving Medi-Cal will likely qualify for this benefit.

Community Health Worker (CHW) Benefit: Staff in the Help Me Grow program could potentially be considered Community Health Workers, which include individuals known by a variety of job titles, including promotores, community health representatives, navigators, and other non-licensed public health workers, including violence prevention professionals, who meet qualifications set forth by DHCS and the Health Care, specifically:

1. Demonstrate minimum qualifications via 1) a certificate of completion or 2) work experience (2,000 hours);
2. Have lived experience that aligns with and provides a connection between the CHW and the community or population being served; and,
3. Be supervised by a licensed provider, clinic, hospital, CBO, or Local Health Jurisdiction who is enrolled in the Medi-Cal program.

As noted above, a CHW must be connected to a “supervising provider” – an enrolled Medi-Cal provider who submits claims for services provided by CHWs. The supervising provider ensures a CHW meets the qualifications and directly or indirectly oversees the CHW. The supervising provider can be a licensed provider, a hospital, an outpatient clinic, a local health jurisdiction (LHJ), or a community-based organization (CBO) – including a First 5 Commission. Importantly, CHWs may be supervised by a CBO or LHJ that does not have a licensed provider on staff.

CHW services are considered medically necessary for beneficiaries with one or more chronic health conditions (including behavioral health) or exposure to violence and trauma, who are at risk for a chronic health condition or environmental health exposure, who face barriers meeting their health or health-related social needs, and/or who would benefit from preventive services.

These services require a written recommendation by a physician or other licensed practitioner of the healing arts within their scope of practice under state law. The recommending licensed provider does not need to be enrolled in Medi-Cal or be a network provider within the beneficiary’s managed care plan.

2. Enhanced Care Management: Home Visiting Programs

Many First 5 commissions offer home visiting as part of their services. Under the CalAIM waiver, home visiting services can be reimbursed as Enhanced Care Management (ECM) benefits provided to targeted Medi-Cal recipients. To the extent that a commission already receives funding for some of its home visiting services from one or more other sources, such as the CalWORKs Home Visiting Program, care would need to be taken to avoid duplication of funding.

Commissions that do not already draw funds from outside programs for home visiting could potentially do so in partnership with their managed care plans, and those with existing contracts with other county agencies could supplement those contracts to potentially serve more families and children using ECM.

The ECM home visiting benefit is available to adults and youth who (1) Are pregnant or are postpartum through 12 months, and (2) Are subject to racial and ethnic disparities as defined by California public health data on maternal morbidity and mortality.

There are no limitations on who may be an ECM provider for this population of focus. Additionally, the ECM Provider Manual (linked below) notes that an individual who may be already receiving home visiting services could receive additional services if needed through the ECM benefit in accordance with provisions in the manual. The provider manual also notes that ECM providers do not have to have previous experience serving Medi-Cal MCP members in order to be considered a good potential partner. DHCS expects MCPs to work in close collaboration with, and prioritize contracting with, counties, including specifically noting counties in their role as payers and providers of services to children.

3. CHW and/or ECM: Family Resource Centers

Many First 5 Commissions operate Family Resource Centers (FRCs) that connect children and their families with important resources in the community, conducting or supporting screenings and other activities that could fit within the Community Health Worker benefit or be considered for inclusion in Enhanced Case Management services. In addition to the Home Visiting benefit mentioned above, other services are available to children and youth through ECM if they fall within a Population of Focus for ECM benefits, as listed in the below table.

ECM Children and Youth Populations of Focus
Children (up to age 21) experiencing homelessness.
Children who are considered high utilizers of care, including children or youth who are frequently hospitalized and those who regularly use emergency rooms as a source of care.
Children with significant behavioral health needs, such as those with serious emotional disturbance, identified to be at clinical high risk for psychosis, or experiencing a first episode of psychosis.
Children enrolled in California Children’s Services (CCS) or the CCS Whole Child Model who have additional needs beyond the CCS qualifying condition.
Children involved in (or with a history of involvement in) child welfare, including foster care up to age 26.
Children transitioning from incarceration.

CalAIM Service Opportunities: How to Get Started

1. MCP Research: Identify the MCP or MCPs in your county if you are not already familiar with the plans. Review their websites and program materials to see what services they offer and how they are approaching CalAIM. Each plan is required to publicly post details about its Medi-Cal network of providers on its website, and that network listing must now include providers of Enhanced Care Management services. This will allow you to see what types of CBOs they contract with and consider how your services may fit within their areas of need.

2. CalAIM Review: Review materials from DHCS (links below) to familiarize yourself with the potential benefits available through CalAIM and how they fit with services that your First 5 commission provides, brokers, or may be interested in providing. For example, you might not be operating a Help Me Grow program but could identify other opportunities within your agency or within a partner organization for CHW or ECM services.

3. MOU Preparation Work: When the template MOU is released (comments on the draft were due July 8-10), review the details with your team and consider how you would like to engage the MCP in developing the local MOU. As mentioned, the MOU is not a contract but opens the door for discussion of partnership and potential contracting opportunities.

4. MCP Relationship Work: Begin to build a relationship, or strengthen existing relationships, with your MCPs. Consider inviting MCP officials to a site visit with your team so they can see the types of services you provide. Use this as an opportunity to focus on areas that you could support the provision of services to MCP members, such as home visiting, system navigation, behavioral health, developmental screenings, and so forth.

5. Free Help Available: Connect with your local PATH CPI group (see directory linked below) to begin attending meetings and talk with the consultant facilitating your group to understand what has already been discussed and get their thoughts about the role your First 5 commission could play – both in the group, as well as the broader effort in your community. DHCS also operates a Technical Assistance marketplace where providers may be available to help you develop a roadmap for providing CHW or ECM services at no cost to you.

6. Join the First 5 Center Medi-Cal Transformation Learning Community: As linked below, the First 5 Center for Children's Policy has established a Learning Community for First 5 Commissions to support the development of local and regional partnerships with managed care plans and provides guidance on the organizational structures necessary to be a contracted partner with plans. The Medi-Cal Learning Community meets monthly and offers 1:1 technical assistance for participants with either First 5 Center staff or consultants.

7. Medi-Cal Billing Support: The documentation of services and billing for reimbursement are two of the most complicated and time-consuming aspects of becoming a Medi-Cal provider. It is

a good idea to consider whether your First 5 wants to handle that on your own or work with a billing partner to handle this aspect. Talking with other First 5 commissions that may be exploring how best to handle billing for their local health plan, including through the Learning Community mentioned above, may also be helpful here, especially those working with the same managed care plan as the one in your county.

CalAIM Resource Links

- DHCS Managed Care Plan CalAIM MOU Information - <https://www.dhcs.ca.gov/Pages/MCPMOUS.aspx>
- DHCS YouTube Recording of July 2, 2024 Draft First 5 MOU Webinar - <https://www.youtube.com/watch?v=DFVqgXpECEA>
- Community Health Worker Provider Manual: https://mcweb.apps.prd.cammis.medi-cal.ca.gov/assets/03BBA223-8762-4A94-A268-209510E15E37/chwprev.pdf?access_token=6UyVkRRfByXTZEWlh8j8QaYlPyP5ULO
- CalAIM Enhanced Care Management Policy Guide - <https://www.dhcs.ca.gov/Documents/MCQMD/ECM-Policy-Guide.pdf>
- ECM Provider Toolkit - <https://www.dhcs.ca.gov/CalAIM/ECM/Documents/ECM-Provider-Toolkit.pdf>
- Collaborative Planning and Implementation Directory - <https://www.ca-path.com/collaborative/collaborative-group-directory>
- PATH Technical Assistance Marketplace - <https://www.ca-path.com/ta-marketplace>
- First 5 Center for Children’s Policy Blog on CHW Opportunities for First 5 - <https://first5center.org/blog/community-health-worker-medi-cal-benefit-implementation-and-the-role-of-community-partners-like-first-5>
- First 5 Center for Children’s Policy Blog on Learning Community: <https://first5center.org/blog/the-first-5-medi-cal-learning-community-first-5s-partner-with-managed-care-plans-on-medi-cal-transformation>

Counties with a Help Me Grow Program

Alameda, Butte, Contra Costa, Fresno, Inland Empire (Riverside & San Bernardino), Kern, Los Angeles, Marin, Mendocino, Orange, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Barbara, Santa Clara, Shasta, Siskiyou, Solano, Sonoma, Sutter, Tehama, Ventura, Yolo, Yuba

Play 3.2: Engage With Child Welfare Rate Reform

The child welfare system is undergoing significant changes in how it approaches families and children who may be struggling. The system at all levels is placing a larger emphasis on equitable approaches to family and child well-being, connecting families with culturally responsive services, and strengthening families and communities in lieu of removing children from their biological parents and placing them into foster care under court order.

The Legislature this year approved an Administration-driven overhaul of the services available to families and children and the means by which those services are accessed, to be called the Tiered Rate Structure. Importantly, the new rate system will shift funding away from being tied to the type of placement a child is in, and instead is connected to the assessed needs of the child. The new structure is statutorily required to take effect on July 1, 2027 at the earliest.

The rate system includes two key areas where First 5 commissions could play a potentially major local role. Specifically, First 5 commissions should be prepared to support the implementation of **Strengths-Building Activities** and/or **Immediate Need Services** for Children Aged 0-5 and their Families.

- **Strengths Building Activities:** The child and their family will work with a spending plan manager to develop a plan for purchasing goods and services in the community, which could include family-based enrichment activities, parenting classes, and other culturally responsive, family centered and permanency focused goods, services, activities, and/or supports. The family will receive a monthly amount of funding to use towards these activities, based on the child's level of need as assessed by the county using the IP-CANS tool, which is the statewide assessment tool used by child welfare services agencies. These assessments and the subsequent rates to be paid are age-based and include specified rates for children aged 0-5, consistent with the focus of First 5 commissions.
- **Immediate Need Services:** County child welfare agencies will receive an allocation to contract for or otherwise arrange services to meet the immediate needs of children, including children aged 0-5 whose IP-CANS assessments find that they are in a tier in which immediate needs are identified. The goal is to develop a coordinated, timely, and trauma-informed system of care that builds partnerships between caregivers, community-based service providers, and county and tribal placing agencies. Again, services targeted to children aged 0-5 are needed in this component, as well.

The First 5 system has been providing and/or brokering services to meet the needs of children aged 0-5 for 25 years and should be a critical partner both at the state level and at the table locally to help determine the best way to bring together service providers to serve children aged 0-5 and their families who are engaged in the types of "strengths building" and "immediate needs" activities that will be funded through the new rate structure.

For example, First 5 agencies could dedicate staff and/or identify contractors to provide or arrange these services, possibly located at sites such as Family Resource Centers and Help Me Grow programs, depending on the local First 5's service array. A First 5 may also be able to serve as a spending plan manager for families engaged in strengths building activities, though it is unclear how the state will approach the contracting of these services (i.e., whether it will concentrate the work with fewer agencies or have more, locally based providers).

The California Department of Social Services will be developing guidance, materials, and training for all of these aspects of the rate reform changes over the coming two years. Ensuring that First 5 commissions have a seat at the table and an opportunity to provide input to these state-level conversations is important, as is developing or strengthening local relationships that will be needed in order to play a role in implementing these changes.

Child Welfare Rate Reform: How to Get Started

1. Understand the Tiered Rate Structure. Understanding the child welfare system, how rates are structured today, and how they are changing through participating in training, webinars and other research will be important to help plan efforts around local engagement. Resource links are at the end of this section to help start that process.

2. Engage with County Child Welfare Services. As the county child welfare agency will be receiving an allocation for Immediate Needs services, ensuring you are talking regularly with your counterparts at CWS and explaining the value of partnering with First 5, so that you can regularly engage in their planning efforts, will be critical. First 5 in particular can play a connective role in identifying services and supports for families with children aged 0-5.

3. Develop Data and Research on Community Needs. Many First 5 commissions make use of geographic data to pinpoint the communities of greatest need, and locate their services in those communities to the extent possible or otherwise direct activities towards those areas. If you do not already have data analysis capacity, developing those skills in your staff is an important step. Connecting your existing data with data from the child welfare system, if you have not already done so, will also be important to understand where demand may be greatest for the kinds of services that will be supported by the new rate structure.

4. Provide Input to California Department of Social Services. The department will be the lead entity on developing guidance and rulemaking, as well as soliciting input from stakeholders. Ensuring that First 5 commissions have a seat at the table and volunteering your time to be a part of those meetings and discussions is a great way to provide input, develop relationships, and gain insights into opportunities.

5. Partner Locally to Identify and Develop Programs and Services to Strengthen Families.

This could include:

- Starting new services or bringing programs and services to local family resource centers or other sites. For children aged 0-5, activities that strengthen bonds with their parents, improve socialization with other children, focus on early development needs, and similar activities are all potential options.
- Applying to serve as a spending plan manager, assuming the state structure provides the opportunity.
- Identifying and planning for staffing increases and/or contracting for services.

Tiered Child Welfare Rate Structure: Resource Links

- California Department of Social Services: The Permanent Foster Care Rate Structure Page - <https://www.cdss.ca.gov/inforesources/cdss-programs/foster-care/foster-care-audits-and-rates/foster-care-rate-reform-proposal>
- AB 161: Trailer Bill Language on Tiered Rate Structure - https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240AB161
- PowerPoint presentation by Angie Schwartz, Deputy Director, Children and Family Services Division, CDSS, to the Child Welfare Policy Roundtable (April 5, 2024) - <https://www.childrennow.org/wp-content/uploads/2024/04/a.-dss-foster-care-rate-reform-proposal-2024.04.05-ppt.pdf>
- California Child Welfare Council – Mandated Reporting to Community Supporting Task Force Recommendations (June 5, 2024) - https://www.caltrin.org/wp-content/uploads/2024/05/MRCS-TF-Recommendations_June_2024_CWC_Final-.pdf

Play 3.3: Expand Child Welfare Prevention Services

Significant efforts are underway across multiple child-serving systems in California to focus more resources on strengthening families and communities to help avoid foster care system engagement. Strengthening child and family well-being through multiple primary, secondary, and tertiary initiatives is a goal of the state's federally approved Family First Prevention Services Act Five-Year State Prevention Plan. Enabling legislation, AB 153 (Chapter 86, Statutes of 2021) encouraged counties to take a holistic view of child maltreatment prevention including early intervention and upstream, community-based services as well as services and supports for families with identified risks.

As part of the state's investment in prevention work, counties (including child welfare agencies and/or probation departments) and tribes wishing to receive state block grant funding for prevention were required to develop and submit a three-year, comprehensive prevention plan to CDSS by January 31, 2023. While many First 5 commissions are already engaged locally with their child welfare systems, not all were at the table during the development of these plans. Of the 51 county plans approved as of this writing, all but two expressly mentioned First 5 as a partner and potential/planned prevention service provider.

Potential areas in which services that First 5 commissions directly provide, or fund, could play a role in the comprehensive prevention plan implementation include:

- Home Visiting/Evidence Based Family Strengthening Programs
- Help Me Grow Outreach and Expansion
- Training for caregivers, county staff and community-based organizations
- Care navigation through Family Resource Centers

These services may be created or expanded using funds available through the federal government, state augmentations, or selected local funds listed in the "Comprehensive Prevention Funding Guide" and "California Prevention Services Funding Chart." Note that counties are not yet able to claim federal Title IV-E funding made available under the Families First Prevention Services Act (FFPSA) due to a lack of automation. This lag time provides an opportunity for local planning and capacity building to begin services upon availability of federal funds. Importantly, several services provided by, or funded through, First 5 commissions are potentially eligible for federal Title IV-E funding.

Child Welfare Prevention – How to Get Started

As most local First 5 commissions have been involved in some way in the initial development of their local county Comprehensive Prevention Plans, ensuring that the plans are implemented, and continue to evolve, in a way that includes First 5 engagement is critical. Some ideas for this include:

1. Attend local CPP governance meetings regularly and engage in service planning. Think about how other opportunities in this playbook might connect with the prevention plan and related funding, and how transition and planning funds that counties have received might be used to help First 5 develop capacity to grow existing services such as home visiting, family resource centers, care navigation, and other program offerings. Counties must spend their transition funds within a prescribed timeline or risk losing those funds, so ensuring that First 5 is part of the planning for these funds is important.

2. Develop local data sharing agreements and prevention metrics to ensure tracking of services across systems. While the county plans for prevention services to be provided using federal funds, agencies that may be engaged in that work should be working together to ensure that processes are in place to develop and monitor service plans, delivery of services, outcomes and spending for individual children and families as required under the federal FFPSA. Being able to hit the ground running once federal Title IV-E can be accessed is important. If data sharing agreement exist for other purposes, review those agreements to determine if changes or expansions are needed in order to implement FFPSA-funded activities.

3. Review local intake and family engagement processes with contractors and staff, and include community organizations and parents receiving services in the development of materials. Providing more services to families in collaboration with county child welfare offices could raise questions and concerns for families accepting those services. Ensuring that the receipt of prevention services is not confused with formal engagement in the child welfare system is important to developing and preserving trust, especially in communities that have historically been disproportionately represented in child welfare and foster care.

Child Welfare Prevention Spending: Resource Links

- CDSS Child Welfare Prevention Homepage: <https://www.cdss.ca.gov/inforesources/cdss-programs/ffpsa-part-iv/californias-vision-for-prevention>
- AB 153 - Child Welfare Trailer Bill Creating Child Welfare Prevention Program Structure: https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB153
- Federally Approved California State Five-Year Prevention Plan: <https://www.cdss.ca.gov/inforesources/cdss-programs/ffpsa-part-iv/californias-five-year-state-prevention-plan>
- California Prevention Services Funding Chart: <https://bit.ly/3TZkuL0>
- Comprehensive Prevention Funding Guide: <https://bit.ly/3zVRSvm>

Play 3.4: Embrace Enhanced First 5 Role in Supporting Behavioral Health Services for Children and Families

Driven by the pandemic and recognition of a behavioral health crisis among the nation's children and youth, as well as a deeper understanding of the lasting impact of childhood trauma and adverse experiences, California has seen a renewed energy for investments in promising behavioral health interventions for children, including young children and their parents. These efforts have resulted in recent state-level attention and investments in this area, such as:

- The **Child and Youth Behavioral Health Initiative** (CYBHI) is the collective name for a series of investments over multiple years and across multiple child-serving systems. The CYBHI was established in the Budget Act of 2021. The CYBHI follows a 5-year timeline, with investments totaling \$4.6 billion. The California Department of Health Care Services (DHCS) has awarded grants in five of six planned rounds of funding; those receiving grants are participating in data collection and reporting to show the benefits of the services provided. Several local First 5 commissions have received funding through the grant process.
- In March 2024, California voters approved **Proposition 1**, making major changes to the Mental Health Services Act, including refocusing the act on greater services to those at risk of homelessness, as well as adding substance use disorder treatment services to the original mental health focus of the Act, renaming it the **Behavioral Health Services Act**. The newly rewritten Act requires that 35 percent of county funds be used for behavioral health services and supports, with a minimum of 51 percent of these dollars (i.e., at least 17.85% of the county's BHSA funds) being directed towards early intervention supports for Californians who are 25 years and under.

A number of First 5 commissions have been participating in the CYBHI, including receipt of services-focused grant funding from the California Department of Health Care Services (DHCS) to implement specific evidence-based practices for children, youth and their families.

This includes a number of First 5 commissions receiving funds in Round 1 of the grants, spread across three evidence based programs: Positive Parenting Program (Triple-P), Parent-Child Interaction Therapy, and HealthySteps. Importantly, all three of these programs, as well as some others, are reimbursable by Medi-Cal under a relatively new **dyadic benefit** implemented in January 2023 as part of the initiative. A dyadic program is one that includes behavioral health services for both children and their parents or caregivers (a.k.a, a "dyad"), with a goal of creating supportive family environments and helping children reach their potential.

In addition to very broad eligibility standards for the dyadic benefit, there are no service location limitations. Services may be provided through telehealth or in-person and at a variety of sites including schools and community settings, in addition to doctor's offices and other clinical locations. Clinics may be eligible to draw down Fee For Services payments for these services.

First 5 commissions that already support programs offering dyadic services may seek to fund and potentially expand those services through agreements with their county mental health plans (MHPs), Medi-Cal managed care plans (MCPs), and/or local clinics (or clinic networks).

Program Offered	First 5 Commissions Receiving Grants
Positive Parenting Program https://www.triplep.net/glo-en/find-out-about-triple-p/triple-p-in-a-nutshell/	Butte, Contra Costa, Humboldt, Mendocino, Santa Cruz, Tehama
Parent Child Interaction Therapy https://www.pcit.org/what-is-pcit.html	San Benito
HealthySteps https://www.healthysteps.org/wp-content/uploads/2022/01/E_HS-Exploration-Guide.pdf	Santa Clara, Ventura

Additionally, home visiting programs, as noted above, are another way to provide wellness support for parents and caregivers as well as conduct screenings and support early intervention with babies and young children.

Behavioral Health Supports: How to Get Started

1. Connect with Peer First 5 Agencies – Learning from those on the list of grantees for the programs that are reimbursable under Medi-Cal is an important first step, as it will help you understand more about the programs and how these agencies are partnering with MCPs, MHPs or other providers. Part of the grant project was to ensure sustainability of these programs beyond the grant funding, so understanding the development of future funding plans by these participants would be very helpful to planning for similar activities in your locality.

2. Discuss Potential Partnerships with MCPs and local clinics – As part of the MOU process, your MCP may be interested in discussing a variety of services, as noted earlier; screening for potential eligibility for benefits, providing care coordination, supporting dyadic benefit provision, and making referrals could fall within the scope of a First 5. In addition, providing an accessible, community-based location for the delivery of certain covered services by clinical staff is an option that could support First 5 operations. Similar conversations could be had with the Federally Qualified Health Clinics, Tribal Clinics and/or Rural Health Clinics in your county or service area.

3. Meet with MHP to discuss Potential Services Under Proposition 1 – As noted above, county mental health plans are required to utilize a minimum of 17.85 percent of their funding for the Behavioral Health Services Act for early intervention supports for Californians aged 25 and younger. However, it is very early in the planning for these efforts, and how the entire system will make the shift from the previous breakdown of fund usage and various requirements under the MHSA to the new BHSA requirements is still unclear.

4. Expect Uncertainty - Many counties and existing providers are concerned about potential cuts to services for this age group rather than potential increases as a result of Proposition 1. However, the First 5 system offers a ready-made connection to very young children and their families and can be an important partner to MHPs in identifying needs, making referrals, either operating or funding home visiting programs and other related services, and more generally supporting service delivery efforts. Having a meeting with your MHP to discuss their approach to implementing Proposition 1 and what opportunities that a connection with First 5 programs may provide is an important first step in navigating the new behavioral health landscape.

Behavioral Health Resource Links

- DHCS Dyadic Benefit Implementation – Main Page - <https://www.dhcs.ca.gov/provgovpart/Pages/Dyadic-Services.aspx>
- DHCS Dyadic Benefit Implementation – All-Plan Letter 22-029 - <https://www.dhcs.ca.gov/formsandpubs/Documents/MMCDAPLsandPolicyLetters/APL2022/APL22-029.pdf>
- Proposition 1 Overview by California Budget Center - <https://calbudgetcenter.org/resources/qa-understanding-california-prop-1/#:~:text=California%20voters%20will%20decide%20on,the%20Mental%20Health%20Services%20Act.>

Summary and Next Steps

This Playbook has sought to provide new ideas, updates on recent changes in the programs and agencies that First 5 commissions often partner with and a roadmap for implementing these ideas if your First 5 commission is interested in doing so. This is intended to be a living document and additional plays, case studies and resource links may be added from time to time.

While by no means comprehensive, the Playbook shows how some promising practices can be put to work to expand opportunities for First 5 funding, services and cross-system collaboration. These practices include:

- Developing relationships across state and local partner agencies with an eye towards demonstrating how the First 5 network can support meaningful change in service delivery for children and their families in a variety of settings and programs.
- Stepping outside traditional roles to seek funding for the types of services that First 5 commissions have long provided to help strengthen and support children aged 0-5.
- Harnessing opportunities to build capacity within First 5 agencies to utilize data, track metrics, support partnerships and planning, and serve a connective role within communities when it comes to serving children and families.

We hope you continue to do great things for the youngest children of California!

Acknowledgements

Many thanks are in order to numerous colleagues who served as guides to the First 5 system as well as thought partners on how First 5 commissions can thrive even in the face of a primary revenue source that continues to decline. A non-exhaustive list is below - apologies for any omissions.

First 5 California
First 5 Association of California & First 5 Center for Children's Policy
Child and Family Policy Institute of California
California Alliance of Child and Family Services
California Department of Health Care Services
California Department of Social Services
Transform Health
Alameda Health Consortium and Community Health Center Network
Representatives from the First 5 Commissions of Alameda, Contra Costa, Humboldt, Los Angeles, Monterey, Orange, Sacramento, Solano and Yolo Counties

Potential Funding Sources for First 5 Services and Capacity Building

Medicaid / CalAIM		Child Welfare Services		Home Visiting		Behavioral Health
<p><u>Enhanced Case Management (ECM)</u> - This is a newly covered set of benefits pursuant to the CalAIM Waiver. ECM may include home visiting for recipients who meet certain criteria, which could enable First 5 commissions that offer home visiting services to expand services. Care is needed to avoid duplication of services/funding.</p>	<p><u>Targeted Case Management (TCM)</u> - TCM is funded with local and federal Title XIX (Medicaid) funds. The program reimburses participating counties for the federal share of costs (typically 50%) for case management services provided to Medi-Cal beneficiaries in specific target populations.</p>	<p><u>Family First Prevention Services Program</u> - Makes available state and federal funding for participating counties and tribes to provide prevention services to reduce the likelihood of children and families being more formally engaged in the child welfare system.</p>	<p><u>Rate Reform - Strengths Building Activities</u> - When implemented (likely in 2026), a child assessed as needing these services, and their family, will work with a spending plan manager to develop a plan for purchasing goods and services in the community.</p>	<p><u>CalWORKs Home Visiting</u> - Services are funded through the CalWORKs program. Eligible families may be able to receive home visiting services for up to 24 months or until the child's second birthday, whichever is later.</p>	<p><u>Early Head Start—Home Based Option (EHS-HBO)</u> - Funded by the Federal Office of Head Start at the U.S. Department of Health and Human Services. Programs are designed to promote child development and to enable their parents to fulfill their roles as parents and to move toward self-sufficiency.</p>	<p><u>Behavioral Health Services Act (BHSA)</u> - Also known as Proposition 1, previously the Mental Health Services Act (MHSA). Requires counties to spend at least 17.85% of funding on early intervention services for Californians age 25 and under. Funds are very flexible and can be used for either mental health or substance use disorder services.</p>
<p><u>Community Health Workers (CHW)</u> - CHWs provide system navigation support for families whose children are at risk of or have identified health and/or developmental needs. This is a newly covered service provider under the Medi-Cal program pursuant to the CalAIM Waiver. First 5 commissions may wish to work with managed care plans to offer CHW services.</p>	<p><u>Dyadic Benefit</u> - This Medi-Cal funded service allows for reimbursement for specified behavioral health related services provided to child and parent/caregiver. Programs include: Positive Parenting Program, Parent-Child Interaction Therapy, HealthySteps.</p>	<p><u>Realignment</u> - Created and governed by state law changes enacted in 1991 and 2011 and Proposition 30 enacted by voters in 2012, counties receive dedicated taxes and fees to cover the costs of specified health and human services programs, including the provision of child welfare services to children and families. These funds are relatively flexible in their use within the requirements of the law, but can fluctuate from one year to the next as they are tied to consumer spending and the economy.</p>	<p><u>Rate Reform - Immediate Needs</u> - Upon implementation (likely in 2026), county child welfare agencies will receive an allocation to contract for or otherwise arrange services to meet the immediate needs of children, including children aged 0-5 who are assessed as benefiting from immediate needs services.</p>	<p><u>California Home Visiting Program (CHVP)</u> - This program is funded by the California State General Fund and the federal Maternal, Infant, and Early Childhood Home Visiting (MIECHV) program. CHVP offers evidence-based home visiting models, such as Nurse Family Partnership, Healthy Families America, and Parents as Teachers.</p>	<p><u>Children and Youth Behavioral Health Initiative (CYBHI)</u> - This five-year, \$4.6 billion initiative seeks to expand and enhance behavioral health services to children and youth across California through several rounds of targeted grants, increased outreach, and reduction of stigma. Note that this initiative is in the final year of implementation.</p>	<p><u>Realignment</u> - Created and governed by state law changes enacted in 1991 and 2011 and Proposition 30 enacted by voters in 2012, counties receive dedicated taxes and fees to cover the costs of specified health and human services programs, including the provision of behavioral health care to their residents. These funds are relatively flexible in their use within the requirements of the law, but can fluctuate from one year to the next as they are tied to consumer spending and the economy.</p>

Potential Funding Sources for First 5 Services and Capacity Building

Other State Sources	Other Federal Sources	Other Local Sources				
<p>State General Fund — Most budget requests for local programs are funded via State General Fund (SGF). This refers to the primary operating funds for the state government, and includes funding received by the Treasurer’s office that is not required by law to be deposited into another fund.</p>	<p>Federal Earmarks - Refers to receipt of funds in the federal budget through an “earmark” requested by a congressional office. This entails a number of steps, including working with a federal lobbyist and/or developing a direct relationship with at least one congressional office, making a case for the request, and being able to document the need and how funds will be used.</p>	<p>County General Fund — This is the primary operating fund for the county, and consists of revenue received by the county that is not required to be used for specific purposes or deposited into specified funds.</p>	<p>Local Property Taxes - Counties can raise property taxes for various purposes. This includes various parcel taxes, taxes on commercial properties, and taxes on vacant properties. On June 5, 2018, San Francisco voters passed Proposition C, a Commercial Rent Tax for Childcare and Early Education, that authorizes an additional tax on the lease of commercial property for certain landlords.</p>			
<p>State Budget District Requests - Refers to receipt of funds in the state budget in partnership with a local Assembly and/or Senate representative’s office. Similar steps as for federal earmark, including working with a state lobbyist and/or developing a direct relationship with at least one member, making a case for the request, and being able to document the need and how funds will be used. Also called “member requests.”</p>	<p>Health Services Initiative (HSI) - Allows states to utilize up to 10 percent of their Children’s Health Insurance Program (CHIP) funding to administer programs focused on improving the health of children in low-income households. California’s use of the HSI option has been limited; several other states have examples of programs aimed at children aged 0-5.</p>	<p>Transaction and Use Taxes (TUTs) - Counties can seek approval from voters to increase taxes on sales in their jurisdiction, and dedicate the funds for purposes such as early child education. Alameda County’s Measure C, a 0.05% TUT approved by voters, will be used to fund early childhood education system enhancements and children’s health care.</p>	<p>County Cannabis Tax - Section 34021.5 of the Revenue and Taxation Code specifies that a county to impose a tax on a licensed cannabis producer. Such a tax may be imposed for general governmental purposes or for purposes specified by the Board of Supervisors. Several counties have imposed taxes on various aspects of cannabis production, including but not limited to: flat rate and sliding scale fees for annual business licenses, tax rates levied per square foot of growing space for cultivators, and various percentage fees on receipts.</p>			



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To: Commission
From: Melody Easton
Date: March 19, 2025
Re: Executive Director's Report

First 5 California & First 5 Association

First 5 Association

- Melody and Rosemary attended the First 5 Association Summit in February. There were keynote addresses by [former] United States Secretary of Health and Human Services, Xavier Becerra, Isabelle Hau – who spoke about Artificial Intelligence and the Early Childhood Field, and Catherine Goins – who spoke about equitable evaluations. There were breakout sessions dedicated to “The Future of Medi-Cal in California”, “Power Building and Civic Engagement”, integrating parent leadership, and the current State and Federal fiscal landscapes.
- First 5 Association Member Dues – at the last meeting, we shared the projected increase in dues to the First 5 Association. The proposed budget, shared at the May Commission meeting, will reflect the increase. The Association has offered to do a “stepped up” increase in dues over the next 3 fiscal years for counties who need it. The stepped up model would be: FY 25/26 - \$6000 + live births x \$2.60, FY 26/27 - \$8,000 + live births x \$2.60, and FY 27/28 - \$10,000 + live births x \$2.60. In developing the proposed FY 25/26 budget, I will conduct an analysis with and without the stepped up dues increase.

First 5 California

- Small Population County Funding Augmentation – At the January 30th First 5 California Commission meeting, the State Commission approved \$15million to support core operating support to the 21 smallest counties. While many of our requests were not heard, First 5 California has committed to co-development of the Request for Applications and contract parameters with the First 5 Association. At this time, County First 5s are not invited into these development conversations due to a “conflict of interest” (as reported by First 5 California staff). However, the Association is advocating for Small Population County (SPCs) involvement in the development of the RFA and contracts. In the meantime, the Association holds regular meetings with the SPCs to gather our input. First 5 California staff is still exploring the benefits of changing from the

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current funding model (based on live births) to a model reflecting actual children ages 0-5 in our counties. While it is anticipated that this would more accurately reflect the costs associated with serving families, there are no clear formulas to calculate these numbers in small and rural counties, where evaluation metrics are often too small to report, or combined with other counties. At this time, we do not know what our allocations will be for the next contract cycle.

Partnership HealthPlan MOU

At the January Commission meeting, we shared the draft MOU between Partnership HealthPlan and First 5s. So far, there have not been any additional additions or changes to the MOU. I did ask what the process looks like for sharing referrals and client-level data, and have not received an answer yet. The First 5 Association has scheduled a meeting with all 24 First 5s that have Partnership HealthPlan on March 24th to discuss the MOU and collaborative development of the MOU deliverables.

Car Seats

The inaugural meeting of the Car Seat and Child Safety Partnership coalition was on January 22nd. We began by sharing the context with the providers about the 3 unfortunate incidents of children being struck by vehicles on their property. We also discussed the deficit of car seats and certified car seat installation technicians in our county. Finally, we discussed the collaborative application for Child Safety and Unintentional Injury funds through CDPH. Ultimately, Public Health was not selected to receive those funds, so we are back to the drawing board. First 5 Nevada County will be applying for funds through the local Soroptimist International of the Sierra Foothills for a \$5000 mini grant to support car seat safety education, driver awareness education, and purchasing car seats. That grant is due in April.

Social Media and Outreach

Facebook (facebook.com/first5nevco) - 705 people following the page
Instagram (@first5nevadacounty) - 295 followers

Recent Outreach Events: We have not participated in any outreach events since the last meeting. Though, Melody participated in the Community Collaborative of Tahoe Truckee's Annual Youth Forum.