



380 Crown Point Circle
Grass Valley, CA 95945

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

Regular Meeting
Wednesday, September 17, 2025
Agenda
Site Tours – 11am
Lunch – 1pm
Commission Meeting - 2:00 – 4:00pm
Location: 10075 Levon Ave, Truckee, CA 96161, USA

- 1. Call to Order**
- 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 May Regular Commission Meeting.
- 7. Fiscal Review – ACTION – Attachment 3**
The Commission will review and approve the fiscal report and credit card statements through June 2025.
- 8. Contractor Presentation – Community Collaborative of Tahoe Truckee**
Melody Easton will provide an overview of the Community Collaborative of Tahoe Truckee's recent activities.
- 9. Partnership HealthPlan MOU – ACTION – Attachment 4**
The Commission will review the draft MOU with Partnership HealthPlan and authorize the Executive Director to sign it or request additional revisions.
- 10. Proposed Funding Renewal Process – DISCUSSION – Attachment 5**
The Commission will review and discuss the proposed funding renewal process and dollar amount for external programs for the next contract cycle.
- 11. Executive Director's Report—DISCUSSION – Attachment 6**

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

The Executive Director will share highlights from her written report.

12. Adjourn

Next meeting: Wednesday, September 17, 2025 – Truckee – Location TBD

This agenda was posted on the web at www.first5nevco.com. Posted on September 10, 2025

Upon request, First 5 Nevada County will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. A request should include your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service. We will process your request as quickly as possible. Requests should be sent to: Melody Easton at First 5 Nevada County, 380 Crown Point Circle, Grass Valley, CA 95945, or rosemary@first5nevco.org.



Melody Easton
Executive Director

Mailing Address:
380 Crown Point Circle
Grass Valley, CA 95945

Physical Address
250 Sierra College Dr, Bldg N17
Grass Valley, CA 95945

Phone: (530) 274-5361
Fax: (530) 274-5355
www.first5nevco.com

Regular Meeting
Wednesday, May 23, 2024
Minutes

- 1. Call to Order**
2:05 pm
- 2. Approval of Agenda— ACTION – Attachment 1**
A motion was made to approve Agenda. (Motion, Second, Carry) Scott W. Lay, Ryan Gruver (4-0)
- 3. Introductions**
Bobbi Luster, Scott W. Lay, Rachel Peña, Ryan Gruver, Melody Easton, Rosemary Gonzalez, Alyssa Burke, Nicole McNeely
- 4. Public Comment**
No Public Comment
- 5. Commissioner Comment**
No Commissioner Comment
- 6. Approval of Minutes for March Regular Meeting Minutes – ACTION – Attachment 2**
A motion was made to approve the March Regular Meeting. (Motion, Second, Carry) Ryan Gruver, Scott W. Lay (4-0)
- 7. Commissioner Search – Truckee Representative – DISCUSSION**
Welcome Bobbi Luster as the newest First 5 Nevada County Commissioner representing the Truckee area.
Melody introduced Bobbi as the new Commissioner Representing the Truckee area
- 8. Fiscal Review – ACTION – Attachment 3**
The Commission will review and approve the fiscal report and credit card statements through March 2024.
A motion was made to approve the Fiscal Report and Credit Card statements. (Motion, Second, Carry) Scott W. Lay, Ryan Gruver, (4-0)
- 9. Contractor Report – Community Support Network/Child Abuse Prevention Council of Western Nevada County – DISCUSSION**
Alyssa Burke will share highlights about their First 5 funded Community Support Network and Child Abuse Prevention Council programming.
Alyssa shared highlights for CSN and CAPC Programs.

Sue Hoek
Commission Chair
Nevada County
Supervisor,
District 4

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

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

10. Contractor Scopes of Work – DISCUSSION – Attachment 4

The Commission will review the Scopes of Work for the 2024-2026 Contracts.
Melody reviewed the Scopes of Work for the 2024-2026 contracts.

11. 2024-2025 Commission Meeting Schedule - ACTION – Attachment 5

The Commission will review and approve the 2024-2025 Commission Meeting Schedule.
The Commissioners reviewed the 2024-2025 Commission Meeting Schedule. The calendar was amended to reflect to meet on August 29th instead of September 18th and tour the Truckee partners sites. Motion was made to amend the Commission Meeting Schedule. (Motion, Second, Carry) Scott W. Lay, Rachel Peña, (4-0)

12. Salary Schedule– ACTION – Attachment 6

The Commission will review and approve the 2024-2025 Salary Schedule.
A motion was made to approve the Salary Schedule. (Motion, Second, Carry) Ryan Gruver, Scott W. Lay, (4-0)

13. DRAFT Preliminary Budget Review – ACTION – Attachment 7

The Commission will review the 2024-2025 Preliminary Budget. If there are no changes, the Commission has the opportunity to approve the budget as-is.
The commissioners reviewed the 2024-2025 Preliminary Budget and a motion was made to approve it as is. (Motion, Second, Carry) Scott W. Lay, Ryan Gruver, (4-0)

14. Executive Director's Report—DISCUSSION - Attachment 8

The Executive Director will share highlights from her written report.
Melody shared highlights from her Executive Director Report

Adjournment

Motion was made to adjourn the meeting at 3:35 pm (Motion, Second, Carry) Ryan Gruver, Scott W. Lay, (4-0)

Correspondence—

- Subpoena received regarding Persimmony International Inc.
- Melody asked to give a Key Note on ACEs/Toxic Stress/Secondary Trauma during the Sierra Nevada Memorial Hospital Boots on the Ground event in April
- Asked to sign onto a letter opposing the Governor's cuts to the CalWORKs Home Visiting Program

Next meeting: Wednesday, August 29, 2024 – Truckee Library



May 2025 Statement

Open Date: 04/03/2025 Closing Date: 05/02/2025

Visa® Community Card

FIRST 5 NEVADA COUNTY (CPN 001129238)

Page 1 of 3

Account: [REDACTED]

Elan Financial
Services

BUS 30 ELN

1

1-866-552-8855

New Balance	\$3,289.59
Minimum Payment Due	\$133.00
Payment Due Date	06/01/2025

Activity Summary

Previous Balance	+	\$1,986.60
Payments		\$0.00
Other Credits		\$0.00
Purchases	+	\$1,222.73
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	+	\$35.00
Interest Charged	+	\$45.26

New Balance = **\$3,289.59**

Past Due **\$20.00**

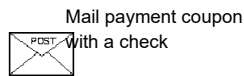
Minimum Payment Due **\$133.00**

Credit Line \$5,000.00

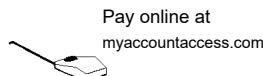
Available Credit \$1,710.41

Days in Billing Period 30

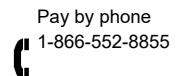
Payment Options:



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



0047985100479662500000133000003289594

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

to pay by phone
to change your address

00000015437 000638967735519 P 1

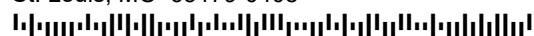
FIRST 5 NEVADA COUNTY
ACCOUNTS PAYABLE
380 CROWN POINT CIR
GRASS VALLEY CA 95945-9089

Account Number	[REDACTED]
Payment Due Date	6/01/2025
New Balance	\$3,289.59
Minimum Payment Due	\$133.00

Amount Enclosed \$ _____

Elan Financial Services

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



What To Do If You Think You Find A Mistake On Your Statement

If you think there is an error on your statement, please call us at the telephone number on the front of this statement, or write to us at: Elan Financial Services, P.O. Box 6335, Fargo, ND 58125-6335.

In your letter or call, give us the following information:

- ▶ Account information: Your name and account number.
- ▶ Dollar amount: The dollar amount of the suspected error.
- ▶ Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement. While we investigate whether or not there has been an error, the following are true:
 - ▶ We cannot try to collect the amount in question, or report you as delinquent on that amount.
 - ▶ The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
 - ▶ While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
 - ▶ We can apply any unpaid amount against your credit limit.

Your Rights If You Are Dissatisfied With Your Credit Card Purchases

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase.

To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: Elan Financial Services, P.O. Box 6335, Fargo, ND 58125-6335. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

Important Information Regarding Your Account

1. **INTEREST CHARGE:** Method of Computing Balance Subject to Interest Rate: We calculate the periodic rate or interest portion of the **INTEREST CHARGE** by multiplying the applicable Daily Periodic Rate ("**DPR**") by the Average Daily Balance ("**ADB**") (including new transactions) of the Purchase, Advance and Balance Transfer categories subject to interest, and then adding together the resulting interest from each category. We determine the **ADB** separately for the Purchases, Advances and Balance Transfer categories. To get the **ADB** in each category, we add together the daily balances in those categories for the billing cycle and divide the result by the number of days in the billing cycle. We determine the daily balances each day by taking the beginning balance of those Account categories (including any billed but unpaid interest, fees, credit insurance and other charges), adding any new interest, fees, and charges, and subtracting any payments or credits applied against your Account balances that day. We add a Purchase, Advance or Balance Transfer to the appropriate balances for those categories on the later of the transaction date or the first day of the statement period. Billed but unpaid interest on Purchases, Advances and Balance Transfers is added to the appropriate balances for those categories each month on the statement date. Billed but unpaid Advance Transaction Fees are added to the Advance balance of your Account on the date they are charged to your Account. Any billed but unpaid fees on Purchases, credit insurance charges, and other charges are added to the Purchase balance of the Account on the date they are charged to the Account. Billed but unpaid fees on Balance Transfers are added to the Balance Transfer balance of the Account on the date they are charged to the Account. In other words, billed and unpaid interest, fees, and charges will be included in the **ADB** of your Account that accrues interest and will reduce the amount of credit available to you. To the extent credit insurance charges, overlimit fees, Annual Fees, and/or Travel Membership Fees may be applied to your Account, such charges and/or fees are not included in the **ADB** calculation for Purchases until the first day of the billing cycle following the date the credit insurance charges, overlimit fees, Annual Fees and/or Travel Membership Fees (as applicable) are charged to the Account. Prior statement balances subject to an interest-free period that have been paid on or before the payment due date in the current billing cycle are not included in the **ADB** calculation.

2. **Payment Information:** We will accept payment via check, money order, the internet (including mobile and online) or phone or previously established automatic payment transaction. You must pay us in U.S. Dollars. If you make a payment from a foreign financial institution, you will be charged and agree to pay any collection fees added in connection with that transaction. The date you mail a payment is different than the date we receive the payment. The payment date is the day we receive your check or money order at Elan Financial Services, P.O. Box 790408, St. Louis, MO 63179-0408 or the day we receive your internet or phone payment. All payments by check or money order accompanied by a payment coupon and received at this payment address will be credited to your Account on the day of receipt if received by 5:00 p.m. CT on any banking day. Payments sent without the payment coupon or to an incorrect address will be processed and credited to your Account within 5 banking days of receipt. Payments sent without a payment coupon or to an incorrect address may result in a delayed credit to your Account, additional **INTEREST CHARGES**, fees, and/or Account suspension. The deadline for on-time internet and phone payments varies, but generally must be made before 5:00 p.m. CT to 8 p.m. CT depending on what day and how the payment is made. Please contact Elan Financial Services for internet, phone, and mobile crediting times specific to your Account and your payment option. Banking days are all calendar days except Saturday, Sunday and federal holidays. Payments due on a Saturday, Sunday or federal holiday and received on those days will be credited on the day of receipt. There is no prepayment penalty if you pay your balance at any time prior to your payment due date.

3. **Credit Reporting:** We may report information on your Account to Credit Bureaus. Late payments, missed payments or other defaults on your Account may be reflected in your credit report.

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.

The minimum payment includes a past due amount which is payable immediately upon receipt of this statement. If this amount has already been mailed, please disregard this notice. If you cannot immediately forward this past due amount, please contact our collection department at 1-877-838-4347 to make other suitable arrangements for payment.

Transactions	EASTON, MELODY C	Credit Limit \$5000
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Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/04	04/02	8349	SAFEWAY #2842 GRASS VALLEY CA	\$181.25	_____
04/07	04/06	4685	WEB*BLUEHOST.COM 888-4014678 UT	\$21.17	_____
04/10	04/09	1864	WIX.COM 1-415-6399034 CA	\$348.00	_____
Total for Account 4 [REDACTED]				\$550.42	

Transactions	GONZALEZ, ROSEMARY	Credit Limit \$5000
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Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/04	04/03	8531	BROOKES PUBLISHING 410-337-9580 MD	\$499.90	_____
04/28	04/24	9576	HILTON ADVPURCH8002367 MEMPHIS TN	\$172.41	_____
Total for Account 4 [REDACTED]				\$672.31	

Transactions	BILLING ACCOUNT ACTIVITY
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Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Fees					
05/01	05/01		LATE FEE - PAYMENT DUE ON 05/01	\$35.00	_____
TOTAL FEES FOR THIS PERIOD				\$35.00	
Interest Charged					
05/02			INTEREST CHARGE ON PURCHASES	\$45.26	_____
TOTAL INTEREST FOR THIS PERIOD				\$45.26	
Total for Account 4 [REDACTED]				\$80.26	

2025 Totals Year-to-Date	
Total Fees Charged in 2025	\$35.00
Total Interest Charged in 2025	\$44.66

May 2025 Statement 04/03/2025 - 05/02/2025
 FIRST 5 NEVADA COUNTY (CPN 001129238)

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Elan Financial Services 1-866-552-8855

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	18.24%	
**PURCHASES	\$3,289.59	\$3,019.25	YES	\$45.26	18.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	28.24%	

Contact Us

 Phone
 Voice: 1-866-552-8855
 TDD: 1-888-352-6455
 Fax: 1-866-807-9053

 Questions
 Elan Financial Services
 P.O. Box 6353
 Fargo, ND 58125-6353

 Mail payment coupon with a check
 Elan Financial Services
 P.O. Box 790408
 St. Louis, MO 63179-0408

 Online
myaccountaccess.com



June 2025 Statement

Open Date: 05/03/2025 Closing Date: 06/03/2025

Visa® Community Card

FIRST 5 NEVADA COUNTY (CPN 001129238)

Page 1 of 3

Account: 4700 5100 [REDACTED]

Elan Financial
Services

BUS 30 ELN



1-866-552-8855

1 7

2

New Balance	\$1,851.64
Minimum Payment Due	\$19.00
Payment Due Date	07/01/2025

Activity Summary

Previous Balance	+	\$3,289.59
Payments	-	\$3,289.59 ^{CR}
Other Credits		\$0.00
Purchases	+	\$1,932.19
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	-	\$35.00 ^{CR}
Interest Charged	-	\$45.55 ^{CR}

New Balance = **\$1,851.64**

Past Due **\$0.00**

Minimum Payment Due **\$19.00**

Credit Line \$5,000.00

Available Credit \$3,148.36

Days in Billing Period 32

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



0047985100479662500000019000001851642

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

. to pay by phone
 . to change your address

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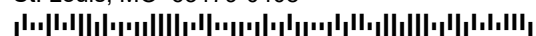
FIRST 5 NEVADA COUNTY
ACCOUNTS PAYABLE
380 CROWN POINT CIR
GRASS VALLEY CA 95945-9089

Account Number	[REDACTED]
Payment Due Date	7/01/2025
New Balance	\$1,851.64
Minimum Payment Due	\$19.00

Amount Enclosed \$ _____

Elan Financial Services

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



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- ▶ Account information: Your name and account number.
- ▶ Dollar amount: The dollar amount of the suspected error.
- ▶ Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement. While we investigate whether or not there has been an error, the following are true:
 - ▶ We cannot try to collect the amount in question, or report you as delinquent on that amount.
 - ▶ The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
 - ▶ While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
 - ▶ We can apply any unpaid amount against your credit limit.

Your Rights If You Are Dissatisfied With Your Credit Card Purchases

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase.

To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

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2. Payment Information: We will accept payment via check, money order, the internet (including mobile and online) or phone or previously established automatic payment transaction. You must pay us in U.S. Dollars. If you make a payment from a foreign financial institution, you will be charged and agree to pay any collection fees added in connection with that transaction. The date you mail a payment is different than the date we receive the payment. The payment date is the day we receive your check or money order at Elan Financial Services, P.O. Box 790408, St. Louis, MO 63179-0408 or the day we receive your internet or phone payment. All payments by check or money order accompanied by a payment coupon and received at this payment address will be credited to your Account on the day of receipt if received by 5:00 p.m. CT on any banking day. Payments sent without the payment coupon or to an incorrect address will be processed and credited to your Account within 5 banking days of receipt. Payments sent without a payment coupon or to an incorrect address may result in a delayed credit to your Account, additional **INTEREST CHARGES**, fees, and/or Account suspension. The deadline for on-time internet and phone payments varies, but generally must be made before 5:00 p.m. CT to 8 p.m. CT depending on what day and how the payment is made. Please contact Elan Financial Services for internet, phone, and mobile crediting times specific to your Account and your payment option. Banking days are all calendar days except Saturday, Sunday and federal holidays. Payments due on a Saturday, Sunday or federal holiday and received on those days will be credited on the day of receipt. There is no prepayment penalty if you pay your balance at any time prior to your payment due date.

3. Credit Reporting: We may report information on your Account to Credit Bureaus. Late payments, missed payments or other defaults on your Account may be reflected in your credit report.

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.

We have made changes to the Arbitration Agreement in your account agreement and the Rewards Forfeiture language. Please visit mycardgtb.com/elanNotification to review the changes. If you have any questions, call the number on the back of your card.

Transactions		GONZALEZ,ROSEMARY				Credit Limit \$5000	
Post Date	Trans Date	Ref #	Transaction Description			Amount	Notation
Purchases and Other Debits							
05/21	05/19	7344	SAFE KIDS WORLDWIDE	202-6620600	DC	\$95.00	_____
05/21	05/19	9177	STAPLES	00110973	GRASS VALLEY CA	\$398.55	_____
05/21	05/20	3324	4IMPRINT, INC	4IMPRINT.COM	WI	\$1,438.64	_____
Total for Account 4798 5101 3393 0426						\$1,932.19	

Transactions		BILLING ACCOUNT ACTIVITY						
Post Date	Trans Date	Ref #	Transaction Description				Amount	Notation
Payments and Other Credits								
05/16	04/15	4045	PAYMENT THANK YOU				\$1,986.60CR	_____
05/21	05/16	0032	PAYMENT THANK YOU				\$1,302.99CR	_____
Fees								
05/19	05/16		REVERSAL OF LATE PAYMENT FEE				\$35.00CR	_____
TOTAL FEES FOR THIS PERIOD							\$35.00CR	
Interest Charged								
05/19	05/16		INTEREST REVERSAL				\$45.55CR	_____
TOTAL INTEREST FOR THIS PERIOD							\$45.55CR	
Total for Account 4798 5101 3393 0426							\$3,370.14CR	

2025 Totals Year-to-Date	
Total Fees Charged in 2025	\$0.00
Total Interest Charged in 2025	\$0.89CR

June 2025 Statement 05/03/2025 - 06/03/2025
 FIRST 5 NEVADA COUNTY (CPN 001129238)

Page 3 of 3
Elan Financial Services 1-866-552-8855

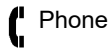
Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	18.24%	
**PURCHASES	\$1,851.64	\$0.00	YES	\$0.00	18.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	28.24%	

Contact Us



Voice: 1-866-552-8855
 TDD: 1-888-352-6455
 Fax: 1-866-807-9053



Questions
 Elan Financial Services
 P.O. Box 6353
 Fargo, ND 58125-6353



Mail payment coupon with a check
 Elan Financial Services
 P.O. Box 790408
 St. Louis, MO 63179-0408



Online
myaccountaccess.com

ATTACHMENT J:

FIRST 5 MEMORANDUM OF UNDERSTANDING TEMPLATE

COVER PAGE

Memorandum of Understanding

between **[Medi-Cal Managed Care Plan]** and **[name of First 5]**

This Memorandum of Understanding (“MOU”) is entered into by *[name of Managed Care Plan]* (“MCP”) and *[name of First 5 County Commission]* (“First 5”), effective as of *[date]* (“Effective Date”). *[Where MCP has a Subcontractor or Downstream Subcontractor arrangement delegating part or all of the responsibilities related to effectuating this MOU to a Knox-Keene licensed health care service plan(s), this Subcontractor or Downstream Subcontractor must be added as an express party to this MOU and named in this MOU as having the responsibilities set forth herein that are applicable to this Subcontractor or Downstream Subcontractor.]* First 5, MCP, and MCP’s relevant Subcontractors and/or Downstream Subcontractors are referred to herein as a “Party” and collectively as “Parties.”

WHEREAS, MCP is required under the Medi-Cal Managed Care Contract, Exhibit A, Attachment III, to enter into this MOU, a binding and enforceable contractual agreement, to enable Medi-Cal beneficiaries enrolled, or eligible to enroll, in MCP (“Members”) are able to access services and connect to a broader array of supports in a coordinated manner from MCP and First 5;

WHEREAS, First 5s were designed to “emphasize local decision making, to provide for greater local flexibility in designing delivery systems”¹ to support children prenatal to age five (5) and their families, and First 5s have broad authority to determine allocation of resources in response to local conditions and as prioritized in their respective strategic plan; and

WHEREAS, the Parties desire to ensure that Members receive services available and benefit from the prenatal to five (5) expertise and family-serving system knowledge and experience of First 5 through coordinating with MCP and to provide a process to continuously evaluate and improve the quality of care coordination provided.

[Notation: This MOU template includes language, notated in italics and bracketed, that the Parties may want to add to this MOU to increase collaboration and communication. MCP and First 5 may also agree to additional provisions, provided that they do not conflict with the requirements of this MOU.]

¹ Cal. Health & Safety Code sections 130100, et seq.

In consideration of the mutual agreements and promises hereinafter, the Parties agree as follows:

1. **Definitions.** Capitalized terms have the meaning ascribed by MCP's Medi-Cal Managed Care Contract with the California Department of Health Care Services ("DHCS"), unless otherwise defined herein. The Medi-Cal Managed Care Contract is available on the DHCS webpage at www.dhcs.ca.gov.

a. "MCP Responsible Person" means the person designated by MCP to oversee MCP coordination and communication with First 5 and ensure MCP's compliance with this MOU as described in Section 4 of this MOU. It is recommended that this person be in a leadership position with decision-making authority and authority to effectuate improvements in MCP practices.

b. "MCP-First 5 Liaison" means MCP's designated point of contact responsible for acting as the liaison between MCP and First 5 as described in Section 4 of this MOU. The MCP-First 5 Liaison must ensure the appropriate communication and care coordination are ongoing between the Parties, facilitate quarterly meetings in accordance with Section 9 of this MOU, and provide updates to the MCP Responsible Person and/or MCP compliance officer as appropriate.

c. "First 5 Responsible Person" means the person designated by First 5 to oversee coordination and communication with MCP and ensure First 5's compliance with this MOU as described in Section 5 of this MOU. It is recommended that this person be in a leadership position with decision-making authority and authority to effectuate improvements in First 5 practices.

d. "First 5 Liaison" means First 5's designated point of contact responsible for acting as the liaison between MCP and First 5 as described in Section 5 of this MOU. The First 5 Liaison should ensure the appropriate communication and care coordination are ongoing between the Parties, facilitate quarterly meetings in accordance with Section 9 of this MOU, and provide updates to the First 5 Responsible Person as appropriate.

e. "First 5 Services" means the services, supports, and efforts made by First 5 to facilitate the creation and implementation of an integrated, comprehensive, and coordinated system to enhance optimal early childhood development. First 5 Services may include, as determined solely by First 5, care navigation, developmental screenings, and pregnancy and postpartum supports, as well as system investments and partnerships to improve access to quality services, reduce barriers to care, and evaluate and analyze related data to inform strategies to improve quality care and, therefore, the conditions of children prenatal to five (5) years old within their jurisdiction. *[This definition may include other services as appropriate.]*

f. “First 5 Providers” means organizations and individuals contracted with or receiving funding from First 5 to provide First 5 Services.

2. **Term.** This MOU is in effect as of the Effective Date and continues for a term of *[The Parties may agree to a term of one year or a longer term.]* or as amended in accordance with Section 14.f of this MOU.

3. **Services Covered by This MOU.** This MOU governs the coordination between First 5 and MCP for the delivery of services for Members who reside in First 5’s jurisdiction and who may be eligible for First 5 Services and supports, as First 5 resources allow.

4. **MCP Obligations.**

a. **Provision of Covered Services.** MCP is responsible for authorizing Medically Necessary Covered Services and coordinating care for Members provided by MCP’s Network Providers and other providers of carve-out programs, services, and benefits. MCP must support Members and/or their caregivers or legal guardian(s) in accessing medically necessary physical, behavioral, developmental, and dental health services for families and children, including those available under the Early and Periodic Screening, Diagnostic and Treatment benefit, such as periodic developmental and behavioral screening.

b. **Oversight Responsibility.** The *[insert title]*, the designated MCP Responsible Person listed in Exhibit A of this MOU, is responsible for overseeing MCP’s compliance with this MOU. The MCP Responsible Person must:

i. Meet at least quarterly with First 5, as required by Section 9 of this MOU;

ii. Report on MCP’s compliance with the MOU to MCP’s compliance officer no less frequently than quarterly. MCP’s compliance officer is responsible for MOU compliance oversight reports as part of MCP’s compliance program and must address any compliance deficiencies in accordance with MCP’s compliance program policies;

iii. Ensure there is sufficient staff at MCP to support compliance with and management of this MOU;

iv. Ensure the appropriate levels of MCP leadership (i.e., persons with decision-making authority) are involved in implementation and oversight of the MOU engagements and ensure the appropriate levels of leadership from First 5 are invited to participate in the MOU engagements, as appropriate;

v. Ensure training and education regarding MOU provisions are conducted annually, and as otherwise described in Section 6 of this MOU, for MCP's employees responsible for carrying out activities under this MOU and, as applicable, for Subcontractors, Downstream Subcontractors, and Network Providers; and

vi. Serve, or may designate a person at MCP to serve, as the MCP-First 5 Liaison, the point of contact and liaison with First 5. The MCP-First 5 Liaison is listed in Exhibit A of this MOU. MCP must notify First 5 of any changes to the MCP-First 5 Liaison in writing as soon as reasonably practical but no later than the date of change and must notify DHCS within five (5) Working Days of the change.

c. **Compliance by Subcontractors, Downstream Subcontractors, and Network Providers.** MCP must require and ensure that its Subcontractors, Downstream Subcontractors, and Network Providers, as applicable, comply with all applicable provisions of this MOU.

5. First 5 Obligations.

a. **Provision of Services.** First 5 is responsible for First 5 Services and supports as appropriate and as resources allow.

b. **Oversight Responsibility.** The *[insert title]*, the designated First 5 Responsible Person, listed in Exhibit B of this MOU, is responsible for overseeing First 5's compliance with this MOU. The First 5 Responsible Person serves, or may designate a person to serve, as the designated First 5 Liaison, the point of contact and liaison with MCP. The First 5 Liaison is listed in Exhibit B of this MOU. The First 5 Liaison may be the same person as the Responsible Person. First 5 may designate a liaison by program or service line. First 5 must notify MCP of changes to the First 5 Liaison as soon as reasonably practical but no later than the date of change, except when such prior notification is not possible, in which case, notice should be provided within five (5) Working Days of the change.

[The Parties may agree to additional requirements, such as:

- *The First 5 Responsible Person must ensure there is sufficient staff at First 5 who support compliance with and management of this MOU.*
- *First 5 must develop and implement MOU compliance policies and procedures for First 5 programs, including oversight reports and mechanisms to address barriers to care coordination.*
- *The First 5 Responsible Person must ensure training and education regarding MOU provisions are conducted annually for First 5, First 5 Providers, and First 5's*

employees, as applicable and as necessary to deliver the services and supports discussed this MOU.

- *The First 5 Liaison must meet MOU compliance requirements, as determined by policies and procedures established by First 5, and must report to the First 5 Responsible Person.]*

6. Training and Education.

a. To ensure compliance with this MOU, MCP must provide training and orientation for its employees who carry out responsibilities under this MOU and, as applicable, for MCP's Network Providers, Subcontractors, and Downstream Subcontractors who assist MCP with carrying out MCP's responsibilities under this MOU. The training must include information on MOU requirements, what services are provided or arranged for by each Party, and the policies and procedures outlined in this MOU. For persons or entities performing these responsibilities as of the Effective Date, MCP must provide this training within *[The Parties may agree to 30, 45, or 60 Working Days.]* of the Effective Date. Thereafter, MCP must provide this training prior to any such person or entity performing responsibilities under this MOU and to all such persons or entities at least annually thereafter. MCP must require its Subcontractors and Downstream Subcontractors to provide training on relevant MOU requirements and First 5 programs and services to its Network Providers. *[The Parties may agree to make this requirement mutual.]*

b. In accordance with health education standards required by the Medi-Cal Managed Care Contract, MCP must provide its Members and Network Providers with educational materials related to accessing Covered Services, including for services provided by First 5. In addition, MCP must provide its Network Providers with training on Medi-Cal for Kids and Teens services, utilizing the newly developed DHCS Medi-Cal for Kids and Teens Outreach and Education Toolkit as required by APL 23-005 or any subsequent version of the APL.

c. MCP must provide First 5, Members, and Network Providers with training and/or educational materials on how MCP's Covered Services and any carved-out services may be accessed, including during nonbusiness hours. For example, MCP and Network Providers should inform Members about First 5 programs and events. In turn, First 5 should share information about MCP open enrollment and services, such as through Medi-Cal for Kids and Teens.

[The Parties may agree to additional requirements, such as:

- *MCP must provide Members and Network Providers with relevant information on First 5 Services and events hosted by First 5 and First 5 Providers for Members.*
- *First 5 must share information and educational materials with First 5 Providers on Medi-Cal programs and services for children and families, including DHCS Medi-Cal for Kids and Teens.*
- *The Parties must together develop training and educational materials covering the services provided or arranged for by the Parties. The Parties must share their training and educational materials with each other to ensure the information in their respective training and educational materials includes an accurate set of services provided or arranged for by each Party and is consistent with MCP and First 5 policies and procedures, and with clinical practice standards.*
- *The Parties must collaborate to educate community-based services and organizations as identified by First 5 and/or First 5 Providers who serve the prenatal to five (5) population about First 5 Services and MCP Covered Services.*
- *The Parties must develop and share outreach communication materials and develop initiatives to share resources about MCP and First 5 with individuals who may be eligible for MCP's Covered Services and/or First 5 Services.*
- *First 5 must provide the First 5 Liaison and First 5 Providers with training and educational materials on MCP's Covered Services to support First 5 in assisting Members with accessing MCP's Covered Services.]*

7. Referrals.

a. **Referral Process.** The Parties must work collaboratively to develop policies and procedures that ensure Members who may be eligible for First 5 Services are referred to First 5 and First 5 Providers, as applicable.

b. First 5 should facilitate referrals from MCP to First 5 Providers if First 5 services are appropriate and assist MCP with identifying the appropriate First 5 Providers for such referrals as needed. *[First 5 may facilitate referrals from MCP to other community-based services and organizations as identified by First 5 that may be able to serve the Member. If First 5 or First 5 Providers make referrals to other community-based services or organizations, First 5 or First 5 Providers must notify the MCP that the referral was made.]*

c. The Parties should establish policies and procedures for how First 5 will notify MCP if First 5 and/or First 5 Providers are at capacity and are unable to accept Member referrals for First 5 Services. The policies and procedures should include notification to referred Members that First 5 Services are not currently available.

d. MCP must refer Members using a patient-centered, shared decision-making process.

e. First 5 should recommend best practices for successful engagement of eligible Members to MCP for MCP's Covered Services and Community Supports services or care management programs for which Members may qualify, including Enhanced Care Management ("ECM") or Complex Care Management ("CCM"). However, if First 5 is also an ECM Provider, provides Community Supports, or provides other services pursuant to a separate agreement between MCP and First 5, this MOU does not govern First 5's provision of ECM, Community Supports, or other services.

f. MCP must require that its CCM care managers, its Transitional Care Services care managers, and contracted ECM Providers refer Members to First 5 as appropriate.

[The Parties may agree to additional requirements, such as:

- *The Parties must work to identify and address barriers to eligible Members' use of Medi-Cal benefits for the prenatal to five (5) individuals and their families based on information provided and best practices recommended by First 5s.*
- *The Parties must work to identify and refer Members to MCP who are receiving First 5 Services and who may be eligible for ECM, including, but not limited to, Members who may meet the criteria for the Birth Equity Population of Focus.*
- *Where a First 5 Provider is aware that a Member is at risk for a developmental disorder or has not received all age-appropriate developmental screenings, the First 5 Provider should, assuming consent from the Member's family, submit a referral for developmental screenings and/or services to the MCP or Member's primary care provider.*

Closed Loop Referrals. *By July 1, 2025, the MCP must develop a process to implement DHCS guidance regarding closed loop referrals to applicable Community Supports, ECM benefits, and/or community-based resources, as referenced in the CalAIM Population Health Management Policy Guide,² DHCS All Plan Letter ("APL") 22-024, or any subsequent version of the APL, and as set forth by DHCS through an APL or other, similar guidance. The Parties must work collaboratively to develop and implement a process to ensure that MCP complies with the applicable provisions of closed loop referrals guidance within 90 Working Days of issuance of this guidance. The Parties must establish a system*

² CalAIM Population Health Management Policy Guide, available at: <https://www.dhcs.ca.gov/CalAIM/Documents/PHM-Policy-Guide.pdf>.

that tracks cross-system referrals and meets all requirements as set forth by DHCS through an APL or other, similar guidance.]

8. Care Coordination and Collaboration.

a. The Parties must adopt policies and procedures for coordinating Members' access to care and services that incorporate all the requirements set forth in this MOU.

b. The Parties must discuss and address systematic and, to the extent possible, individual care coordination issues or barriers to care coordination efforts at least quarterly.

c. MCP must have policies and procedures in place to maintain collaboration with First 5 and to identify strategies to monitor and assess the effectiveness of this MOU. *[For example, MCP and First 5 should collaborate to leverage First 5's expertise at connecting and integrating systems of care to ensure Members are being linked to the appropriate services, such as connecting Members and their families to their medical home, social services, and other supports for the prenatal to five (5) population.]*

d. When a Member enrolled in ECM also receives First 5 Services, the ECM Provider shall coordinate services with First 5 (as appropriate) or First 5 Providers to ensure the Member's needs are addressed. To support the ECM Provider, MCP must ensure that the Member's ECM Providers are aware of First 5 agencies and contacts and consult with, keep informed (as appropriate), and share data with (as appropriate) First 5 or the First 5 Provider that provides First 5 Services to the Member.

[The Parties may agree to additional requirements such as:

- *MCP must provide information to First 5 about opportunities for First 5 and First 5 Providers to contract with MCP as Network Providers and provide support to First 5 and First 5 Providers in addressing any barriers in doing so.*
- *MCP must work with First 5 to identify how MCP's ECM Providers can more effectively coordinate to improve outcomes for the prenatal to five (5) population working with First 5 and First 5 Providers.]*

9. Quarterly Meetings.

a. The Parties must meet as frequently as necessary to ensure proper oversight of this MOU, but not less frequently than quarterly, to discuss community needs and how to partner to meet them and address care coordination, Quality Improvement ("QI") activities, QI outcomes, systemic and case-specific concerns, and

communication with others within their organizations about such activities. *[Parties may agree to meet more frequently.]* These meetings may be conducted virtually.

b. Within 30 Working Days after each quarterly meeting, MCP must post on its website the date and time the quarterly meeting occurred and, as applicable, distribute to meeting participants a summary of any follow-up action items or changes to processes that are necessary to fulfill MCP's obligations under the Medi-Cal Managed Care Contract and this MOU.

c. MCP must invite the First 5 Responsible Person and appropriate First 5 program executives to participate in MCP quarterly meetings to ensure appropriate committee representation, including a local presence, and to discuss and address care coordination and MOU-related issues. Subcontractors and Downstream Subcontractors should be permitted to participate in these meetings, as appropriate.

d. MCP must report to DHCS updates from quarterly meetings in a manner and at a frequency specified by DHCS.

e. **Local Representation.** MCP must participate, as appropriate, in meetings or engagements to which MCP is invited by First 5, such as local county meetings, local community forums, and First 5 engagements, to collaborate with First 5 in equity strategy and wellness and prevention activities. First 5 and First 5 Providers, as appropriate, are encouraged to participate in meetings, engagements, or committees to which they are invited by MCP.

[The Parties may agree to additional requirements such as:

- *MCP must engage First 5, as appropriate, when partnering with local community-based organizations and Network Providers serving families with young children.]*

10. **Quality Improvement.** The Parties must develop QI activities specifically for the oversight of the requirements of this MOU, including, without limitation, any applicable performance measures and QI initiatives, including those to prevent duplication of services and reports that track referrals, Member engagement, and service utilization. *[For example, MCP and First 5 routinely evaluate whether MCP is effectively referring Members for First 5 Services and, if necessary, identify ways to improve this process.]* MCP must document these QI activities in its policies and procedures. Where appropriate, MCP should include First 5 as a resource and partner in QI initiatives.

[The Parties may agree to additional requirements, such as a requirement that the Parties must adopt joint policies and procedures establishing and addressing QI activities for coordinating the care and delivery of services for Members.]

11. Data Sharing and Confidentiality. As applicable, appropriate, and feasible, the Parties must implement policies and procedures to ensure that the minimum necessary Member information and data for accomplishing the goals of this MOU are exchanged timely and maintained securely and confidentially, and in compliance with the requirements set forth below. The Parties must share information in compliance with applicable law, which may include the Health Insurance Portability and Accountability Act and its implementing regulations, as amended (“HIPAA”), 42 Code of Federal Regulations Part 2, and other State and federal privacy laws.

a. **Data Exchange.** MCP must, and First 5 is encouraged to, share the minimum necessary data and information to facilitate referrals and coordinate care under this MOU. The Parties must have policies and procedures for supporting the timely and frequent exchange of Member information and data, which may include behavioral health and physical health data, including receipt of services from and engagement with First 5 Providers; for ensuring the confidentiality of exchanged information and data; and, if necessary, for obtaining Member consent. The minimum necessary information and data elements to be shared as agreed upon by the Parties are set forth in Exhibit C of this MOU. The Parties must annually review and, if appropriate, update Exhibit C of this MOU to facilitate sharing of information and data.

b. **Use of Data by MCP.** MCP must carefully consider data and information, including community and Member feedback, made available by First 5 to address Member needs, provide a broader understanding of the health needs and preferences of Members, and support more meaningful Member engagement.³

[The Parties may agree to additional requirements such as:

- *MCP must use data provided by First 5 and First 5 Providers to identify Members who may be eligible for ECM.*
- *MCP and First 5 must enter into the State’s Data Exchange Framework Data Sharing Agreement for the safe sharing of information.*
- *To the extent the Parties deem it necessary and/or appropriate, they can reference a business associate agreement (“BAA”) to be integrated into the Agreement by a reference in this subsection to a BAA as Exhibit D.]*

³ Per the CalAIM Population Health Management Policy Guide, “Risk Stratification and Segmentation (RSS) means the process of differentiating all Members into separate risk groups and/or meaningful subsets. RSS results in the categorization of all Members according to their care and risk needs at all levels and intensities.”

c. **Interoperability.** MCP must make available to Members their electronic health information held by MCP pursuant to 42 Code of Federal Regulations section 438.10 and in accordance with APL 22-026 or any subsequent version of the APL. MCP must make available an application programming interface that makes complete and accurate Network Provider directory information available through a public-facing digital endpoint on MCP's website pursuant to 42 Code of Federal Regulations sections 438.242(b) and 438.10(h).

[The Parties may agree to additional requirements such as:

Disaster and Emergency Preparedness. *The Parties must develop policies and procedures to mitigate the effects of natural, man-made, or war-caused disasters involving emergency situations and/or broad health care surge events greatly impacting the Parties' health care delivery system to ensure the continued coordination and delivery of First 5 Services and MCP's Covered Services for impacted Members.]*

12. Dispute Resolution.

a. The Parties must agree to dispute resolution procedures such that, in the event of any dispute or difference of opinion regarding the Party responsible for service coverage arising out of or relating to this MOU, the Parties must attempt, in good faith, to promptly resolve the dispute mutually between themselves. MCP must, and First 5 should, document the agreed-upon dispute resolution procedures in policies and procedures. Pending resolution of any such dispute, the Parties must continue without delay to carry out all their responsibilities under this MOU, including providing Members with access to services under this MOU, unless this MOU is terminated. If the dispute cannot be resolved within *[suggested: 15 Working Days]* of initiating such dispute or such other period as may be mutually agreed to by the Parties in writing, either Party may pursue its available legal and equitable remedies under California law.

b. Disputes between MCP and First 5 that cannot be resolved in a good faith attempt between the Parties must be forwarded by MCP and may be forwarded by First 5 to DHCS. Until the dispute is resolved, the Parties may agree to an arrangement satisfactory to both Parties regarding how the services under dispute will be provided.

c. Nothing in this MOU or provision constitutes a waiver of any of the government claim filing requirements set forth in Title I, Division 3.6, of the California Government Code or as otherwise set forth in local, State, or federal law.

13. Equal Treatment.

a. Nothing in this MOU is intended to benefit or prioritize Members over persons served by First 5 who are not Members. Pursuant to Title VI, 42 United States Code section 2000d, et seq., First 5 cannot provide any service, financial aid, or other benefit to an individual that is different, or is provided in a different manner, from that provided to others by First 5.

b. First 5 is prohibited from directing or recommending that an individual choose or refrain from choosing a specific MCP, and MCP is prohibited from directing or recommending that an individual choose or refrain from choosing a specific First 5.

c. First 5 is prohibited from making decisions intended to benefit or disadvantage a specific MCP, and MCP is prohibited from making decisions intended to benefit or disadvantage a specific First 5.

14. General.

a. **MOU Posting.** MCP must post this executed MOU on its website.

b. **Documentation Requirements.** MCP must retain all documents demonstrating compliance with this MOU for at least ten (10) years as required by the Medi-Cal Managed Care Contract. If DHCS requests a review of any existing MOU, MCP must submit the requested MOU to DHCS within ten (10) Working Days of receipt of the request.

c. **Notice.** Any notice required or desired to be given pursuant to or in connection with this MOU must be given in writing, addressed to the noticed Party at the Notice Address set forth below the signature lines of this MOU. Notices must be (i) delivered in person to the Notice Address; (ii) delivered by messenger or overnight delivery service to the Notice Address; (iii) sent by regular United States mail, certified, return receipt requested, postage prepaid, to the Notice Address; or (iv) sent by email, with a copy sent by regular United States mail to the Notice Address. Notices given by in-person delivery, messenger, or overnight delivery service are deemed given upon actual delivery at the Notice Address. Notices given by email are deemed given the day following the day the email was sent. Notices given by regular United States mail, certified, return receipt requested, postage prepaid, are deemed given on the date of delivery indicated on the return receipt. The Parties may change their addresses for purposes of receiving notice hereunder by giving notice of such change to each other in the manner provided for herein.

d. **Delegation.** MCP may delegate its obligations under this MOU to a Fully Delegated Subcontractor or Partially Delegated Subcontractor as permitted under the

Medi-Cal Managed Care Contract, provided that such Fully Delegated Subcontractor or Partially Delegated Subcontractor is made a Party to this MOU. Further, MCP may enter into Subcontractor Agreements or Downstream Subcontractor Agreements that relate directly or indirectly to the performance of MCP's obligations under this MOU. Other than in these circumstances, MCP cannot delegate the obligations and duties contained in this MOU.

e. **Annual Review.** MCP must conduct an annual review of this MOU to determine whether any modifications, amendments, updates, or renewals of responsibilities and obligations outlined within are required. MCP must provide DHCS evidence of the annual review of this MOU and copies of any MOU modified or renewed as a result.

f. **Amendment.** This MOU may only be amended or modified by the Parties through a writing executed by the Parties. However, this MOU is deemed automatically amended or modified to incorporate any provisions amended or modified in the Medi-Cal Managed Care Contract, or as required by applicable law or any applicable guidance issued by a State or federal oversight entity.

g. **Governance.** This MOU is governed by and construed in accordance with the laws of the State of California.

h. **Independent Contractors.** No provision of this MOU is intended to create, nor is any provision deemed or construed to create, any relationship between First 5 and MCP other than that of independent entities contracting with each other hereunder solely for the purpose of effecting the provisions of this MOU. Neither First 5 nor MCP, nor any of their respective contractors, employees, agents, or representatives, is construed to be the contractor, employee, agent, or representative of the other.

i. **Counterpart Execution.** This MOU may be executed in counterparts, signed electronically and sent via PDF, each of which is deemed an original, but all of which, when taken together, constitute one and the same instrument.

j. **Superseding MOU.** This MOU constitutes the final and entire agreement between the Parties and supersedes any and all prior oral or written agreements, negotiations, or understandings between the Parties that conflict with the provisions set forth in this MOU. It is expressly understood and agreed that any prior written or oral agreement between the Parties pertaining to the subject matter herein is hereby terminated by mutual agreement of the Parties.

(Remainder of this page intentionally left blank)

The Parties represent that they have authority to enter into this MOU on behalf of their respective entities and have executed this MOU as of the Effective Date.

MCP CEO or Responsible Person

First 5 Director or Responsible Person

Signature:

Name:

Title:

Notice Address:

Signature:

Name:

Title:

Notice Address:

[Subcontractor or Downstream Subcontractor]

Signature:

Name:

Title:

Notice Address:

[MCP, if multiple MCPs in County]

Signature:

Name:

Title:

Notice Address:

Exhibits A and B

[Placeholder for Exhibits to Contain MCP Responsible Person, MCP-First 5 Liaison, First 5 Responsible Person, and First 5 Liaison as Referenced in Sections 4.b and 5.b of this MOU]

Exhibit C

Data Elements

Examples of data elements to include in this Exhibit are:

- i. Member demographic information; and
1. Known changes in condition that may adversely impact the Member's health and/or welfare and that are relevant to the services. Partnership and First 5 may share the following data elements:
 - a. Member demographic information;
 - b. Behavioral and physical health information;
 - c. Diagnoses and assessments;
 - d. Medications prescribed;
 - e. Laboratory results; and
 - f. Known changes in condition that may adversely impact the Member's health and/or welfare and that are relevant to the services.
2. First 5 and Partnership will work collaboratively within the first year of executing the MOU on to develop protocols for sharing information in accordance with this MOU and state and federal privacy laws. Examples of the type of information that may be shared include:
 - a. From the First 5 to the Partnership:
 - i. List of providers delivering services
 - ii. Additional data required to facilitate referrals and coordinate care, such as:
 1. Member demographic information
 2. Member contact information
 3. Behavioral and physical health information

First 5 Nevada County

Guidelines for Renewal of FY 2025–26 Grant Funding

Purpose

Due to a decline in revenue, First 5 Nevada County will be reducing overall grant allocations for FY 2025–26. Currently funded partners are invited to apply for renewal at **reduced funding levels**. The renewal process is designed to ensure that limited funds are invested strategically, supporting programs that most closely align with Commission priorities and demonstrate strong outcomes.

Renewal Application Requirements

Currently funded agencies may submit a **Renewal Proposal** that includes the following:

1. **Project Outcomes Chart** – including any adjustments to strategies, activities, measurable outcomes, and data sources in light of reduced funding.
2. **Updated Budget** – reflecting reduced funding levels (agencies should provide a proposed scope of services achievable under a lower funding amount).
3. **Sustainability and Leveraging Plans** – outlining how the program will continue to operate with decreased First 5 funding, including other funding streams or in-kind supports.
4. **Scope of Work and Timeframe** – highlighting modifications to service delivery that maintain impact while adapting to reduced funding.
5. **Brief Synopsis of Previous Year's Accomplishments** – demonstrating effectiveness and progress toward Commission priorities.

Renewal Process

- Renewal proposals are due two weeks **prior** to the March 2026 Commission meeting.
- New program requests from currently funded partners will not be considered through this renewal process.
- Renewal requests will be reviewed by Commission staff for completeness and alignment with Commission goals.
- The Commission will make funding determinations **during the March 2026 Commission meeting**. Agencies will be notified within one week of the Commission's decision.

- The Commission will approve the FY 26/27 Budget at the May 2026 Commission meeting.

Funding Considerations

- All renewal awards will be subject to **reduced funding amounts** due to decreased revenues.
- Final funding levels will be determined by the Commission based on:
 1. Alignment with First 5 Nevada County Strategic Plan and priority areas
 2. Demonstrated outcomes and impact in prior years
 3. Ability to leverage other resources and sustain services
 4. Responsiveness to community needs

Handling Concerns & Accountability

- Continuous feedback will be maintained through twice-yearly reports submitted in Persimmony.
- Substantive concerns may be raised with the Executive Director between reporting periods

First 5 Nevada County

FY 2025–26 Renewal Application

Agency Name: _____

Program Name: _____

Contact Person / Title: _____

Phone / Email: _____

Section 1: Program Overview

1. **Brief Summary of Program** (2–3 sentences):

2. **Previous Year Accomplishments:**

- Please summarize major outcomes, successes, or milestones achieved.

Section 2: Outcomes & Scope of Work

1. **Updated Outcomes Chart**

Goal/Outcome	Key Activities	Measurable Indicators	Data Source	Correlation to First 5 Nevada County Strategic Plan

2. **Changes to Program Scope or Services (if any):**

Section 3: Budget & Funding

1. **Total Amount Requested from First 5 Nevada County:** \$_____

(Please note: All renewal awards will be at reduced funding levels.)

2. **Updated Budget Summary**

3. **If funded at a reduced level, describe how your program will adjust to maintain impact:**

Section 4: Sustainability & Leveraging

1. **Other Funding Sources (secured or anticipated):**

2. **Plan for Sustaining Services Beyond First 5 Support:**

Section 5: Partnerships

1. **Key Collaborative Partners (list any updates):**

Signature: _____

Date: _____

Subject: Renewal Application for FY 2025–26 Grant Funding – First 5 Nevada County

Dear [Partner Name],

First 5 Nevada County greatly values your partnership and the work you do to support young children and families in our community. Together, we have made significant strides toward improving child health, development, and family well-being.

As you may know, First 5 Nevada County is experiencing a decline in revenues in the coming fiscal year. As a result, we will need to **reduce the total amount of grant funding available** for FY 2025–26. In order to allocate funds as equitably and strategically as possible, we are asking all currently funded partners to submit a **Renewal Application at reduced funding levels**.

Attached, you will find the **FY 2025–26 Renewal Application Form**. Please complete and return the form by **March 1, 2026**. Renewal applications will be reviewed by the Commission, with final funding decisions made during the March Commission meeting.

When preparing your application, please keep in mind:

- Renewal awards will be at **reduced funding levels** compared to the current year.
- Proposals should outline how your program will adjust to decreased funding while maintaining impact.
- Applications should also describe any other leveraged funds, partnerships, or sustainability strategies that will help support program continuity.

We recognize the challenge that reduced funding presents, and we remain committed to supporting programs that demonstrate strong outcomes and align with Commission priorities. We deeply value your dedication to children and families in Nevada County and appreciate your flexibility as we navigate these fiscal realities together.

If you have any questions about the renewal process, please contact Melody Easton, Executive Director, melody@first5nevco.org.

With gratitude,
Melody Easton
Executive Director
First 5 Nevada County

First 5 Nevada County - Long Range Financial Plan

Financial Planning for Sustainability

Approved:

			Projected		
Fiscal Year ending June 30	Approved 24-25	Preliminary 25-26	FY 26-27	FY 27-28	FY 28-29
REVENUE					
Prop 10 tax revenue	\$411,890	\$376,092	\$368,147	\$351,432	\$364,899
Small County Augmentation	\$149,033	\$149,033	\$141,415	\$141,415	\$141,415
IMPACT 2020	\$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	\$15,072			
Interest earned	\$2,335	\$1,987	\$1,290	\$1,128	\$799
Total Revenues	\$703,894	\$547,184	\$515,852	\$498,975	\$512,113
Fiscal Year ending June 30	Approved 24-25	Preliminary 25-26	FY 26-27	FY 27-28	FY 28-29
EXPENSES					
Prop 10 Programs	\$499,163	\$505,013	\$525,713	\$529,488	\$533,337
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)*	\$181,538	\$185,013	\$188,713	\$192,488	\$196,337
Contracted Program Expenses					
Family Resource Centers	\$183,373	\$183,373	\$275,000	\$275,000	\$275,000
Cross Agency Collaboration (CCTT, CSN)	\$20,000	\$20,000			
School Readiness (TTUSD, KidZone, RMAS)	\$54,627	\$54,627			
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	\$1,700	\$0	\$0	\$0
Supplies	\$200	\$200			
Food for IMPACT	\$3,000	\$1,500			
Subcontract for Coaching and Mentoring	\$56,850				
Fiscal Year ending June 30	Approved 24-25	Preliminary 25-26	FY 26-27	FY 27-28	FY 28-29
Total Expenditures	\$747,413	\$634,213	\$536,213	\$539,988	\$543,837
Revenues less Expenses	-\$43,519	-\$87,029	-\$20,361	-\$41,013	-\$31,724
Total Fund Balance	\$291,857	\$248,338	\$161,309	\$140,948	\$99,935
Withdrawl from Fund Balance	\$43,519	\$87,029	\$20,361	\$41,013	\$31,724
Ending Fund Balance	\$248,338	\$161,309	\$140,948	\$99,935	\$68,211

* 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

To: Commission
From: Melody Easton
Date: September 17, 2025
Re: Executive Director's Report

First 5 California & First 5 Association

First 5 California

- SPCFA - The Release for Applications for the Small Population County Funding Augmentation (SPCFA) was sent to the 21 Small Population Counties on June 5th, with a July 3rd due date. Upon review, the RFA did not reflect any of the requests and recommendations that Small Counties, and the First 5 Association, had made over more than a year of meetings. Additionally, the funding table that was shared reflected a formula that was not transparent and resulted in several counties seeing large decreases over the 3-year contract, while others saw significant increases. Finally, \$1.5 million were carved out of the total funding to pay for an external evaluator – and the parameters of the evaluation had not yet been designed. The 21 Small Counties and the First 5 Association pushed back on the RFA, resulting in a revision.

The revised RFA was released on July 3rd, with a July 11th due date. The new RFA was for a one-year renewal at the currently funded amounts. However, it maintained the carve out for evaluation and did not reconcile the funding formula for FY 26/27 and FY 27/28. We submitted our application and associated documents successfully.

There was a First 5 California Commission meeting on August 14th. Many Small Counties attended in person, with more calling in. Prior to this meeting, Small County Executive Directors met with individual First 5 California Commissioners and First 5 California staff to share our experiences and frustrations throughout this process. As a result, First 5 California Executive Director Wong publicly apologized for the mishandling of this process and committed to ongoing collaboration moving forward.

Our Grantee Award Notification (GAN) was signed and submitted on September 3, 2025.

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

- **May Prop 10 Disbursement** – In July we were made aware of an overpayment of the May Prop 10 revenues. We did not initially catch the overpayment because the amount was similar to revenue we typically receive throughout the year (\$27,000 compared to \$21,000 that was owed to us). Please find attached a memo from First 5 California explaining the error. This was communicated with our auditor quickly.

First 5 Association

Following this report, you will find the recently developed Commissioner Onboarding Guide. This document, created in partnership between the First 5 Association and First 5 counties, provides an overview for new and seasoned Commissioners. Topics outlined include, background of Prop 10, Commissioner responsibilities, and helpful resources. There is also a 3-page summary document attached.

The First 5 Association is working with Leadership Cohort alum to develop a First 5 Leadership Academy. We have participated in several development meetings to help shape this leadership opportunity. This will be a great opportunity for new and emerging First 5 leaders to work on shared projects, participate in REDI Affinity Groups, and allow seasoned First 5 staff to mentor new staff. There will be chances for Commissioners to participate in the leadership opportunities, we will keep you in the loop.

Dolly Parton Imagination Library

A lot of work has happened since the last meeting towards the launch of the Dolly Parton Imagination Library in Nevada County! Staff worked closely with volunteers from the Rotary Club of Nevada City to fundraise for the program. At the end of July, we reached our goal of \$20,000 to cover roughly two years of programming. The program launched in Nevada County on August 1, 2025. In the first month, we have enrolled over 550 children. We are working hard to spread the word about the program to the community and family-serving organizations.

Kids Corner at the Nevada County Fair

Kids Corner 2025 was a huge success! Families were excited to see the familiar, traditional activities as well as new features. We signed up several families throughout the week and talked to countless families who had heard that we launched and were very excited. This year, we partnered with First 5 California's Stronger Start campaign for the last two days of the fair. This amazing campaign had information for parents about toxic stress, and provided kids with engaging sensory opportunities. We would gladly have them back in the future.

Commission Alternates

We finally had the revision to our bylaws approved by the Board of Supervisors and have begun the process of identifying alternates and getting them through the approval process.

Car Seats

Thanks to former Commissioner, Jill Blake, we received a \$5000 donation to purchase car seats for local families in need. Rosmary has received her recertification and is busy installing car seats and educating families on appropriate car seat safety.

Nevada County Public Health has received a grant for \$38,000 to train new car seat technicians and purchase car seats beginning in October.

Social Media and Outreach

Facebook (facebook.com/first5nevco) - 705 people following the page

Instagram (@first5nevadacounty) - 300 followers

Dolly Parton Imagination Library – 557 Children Enrolled

Upcoming Outreach Events:

9/16/25 – Truckee Community Baby Shower

9/18/25 – Latino Family Festival

9/24/25 – Grass Valley Community Baby Shower

10/31/25 – 6th Annual Spooky Boooky @ Eric Rood Administrative Center



Memorandum

Date: September 8, 2025

To: First 5 County Commission Executive Directors

From: Reyлина Ruiz, Deputy Director of Administration

Subject: Proposition 10 Revenue Allocation Error – May 2025

Dear First 5 County Executive Directors:

In July, First 5 CA communicated an error that was discovered in Proposition (Prop) 10 county revenue allocations for May 2025. First, we acknowledge the inconvenience and burden this error has caused the county commissions. There was an error in the birth data posted to the Department of Finance's (DOF) webpage in June 2025, which is the source utilized to determine the formula-based local revenue allocation. By the time the data was verified to be incorrect due to the significant variances in the number of births recorded for each county in comparison to the DOF September 2024 data, the State Controller's Office had processed claims for disbursement.

We acknowledge the impact this may have towards year-end reporting and assure counties that resolving this matter is our top priority, alongside our partners from other State agencies. The State has worked through the necessary steps to reconcile the allocations, returning to the 2023 baseline last utilized for the Prop 10 revenue disbursements (updated September 2024) and notifying counties of the amount either underpaid or overpaid. Our webpage has also been updated to reflect the May Prop 10 adjustments: [WEBPAGE FISCAL 2024-25 12 Posted August 15.pdf](#).

Any Prop 10 revenue transferred into the Counties Children & Families (CCF) fund account is immediately allocated and disbursed to local county commissions leaving a zero balance in the fund account. As a result, First 5 CA is required to wait for counties who received overallocated disbursements to return funds to the CCF fund account before we are able to issue adjustments to local county commissions who received insufficient disbursements for May 2025. As monies are returned to the CCF fund, we are working expeditiously, with our State partners, to process the adjustments. First 5 CA is committed to financial accuracy and transparency and is working with our internal team and State partners to ensure this type of error does not occur in the future.

Proposition 10 Revenue Allocation Error – May 2025

September 8, 2025

Page 2

Please contact Marcia Thomas, Director of the Fiscal Services Office, at mthomas@ccfc.ca.gov or (916) 263-2536 if you have questions or require further clarification.

Sincerely,

A handwritten signature in black ink that reads "Reyлина Ruiz". The signature is written in a cursive style with a large, stylized 'R' and a long, sweeping underline.

Reyлина Ruiz

Deputy Director of Administration

cc: Jackie Thu Huong Wong, Executive Director, First 5 CA
Anthony Pane, Chief Counsel, First 5 CA
Marcia Thomas, Director of Fiscal Services Office, First 5 CA
Avo Makedessian, Executive Director, First 5 Association of CA



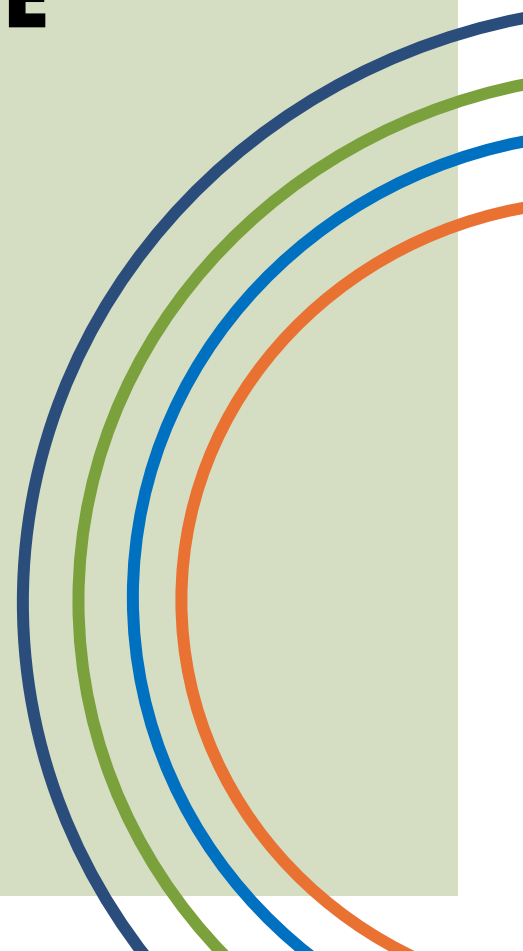
FIRST 5 NETWORK COMMISSIONER ORIENTATION GUIDE

Welcome to the First 5 family! As a newly appointed First 5 Commissioner, you are stepping into a vital role that champions the well-being of California's youngest children and their families.

This orientation guide is designed to provide you with a foundational understanding of the transformative work of First 5 and the essential role Commissioners play in shaping early childhood systems and investments. Through this guide, you will gain insight into the First 5 structure, your responsibilities as a Commissioner, and the critical importance of early childhood development as a cornerstone of community well-being. With this knowledge, you will be better equipped to govern effectively, provide informed oversight, and contribute to a system that helps all children in California thrive.

If you have any questions, suggestions, or need clarification, please contact Lilea Duran at lilea@first5association.org.

LAST UPDATED JANUARY 2025



Acknowledgements

This Commissioner Orientation Guide was made possible through the support and collaboration of First 5 California and the First 5 Association. We extend our gratitude to Social Entrepreneurs Inc., the consulting firm that facilitated the development of this guide with the expertise and dedication of the First 5 Association.

Through thoughtful engagement with key partners and a comprehensive approach, the creation of this resource reflects the shared mission of supporting California's youngest children and their families. We also acknowledge the input and feedback from First 5 leaders and Commissioners across the state, whose insights were invaluable in shaping this guide. Together, we strive to empower Commissioners with the tools and knowledge needed to lead with purpose and impact.

Funded by:



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This document draws on a variety of information sources to provide Commissioners with information to help them understand and navigate their roles. Links to such information sources are provided in green boxes like this one and are titled “Additional Resources on the Topic.” These links are being provided so that the reader can explore topics in more detail should they desire. If you have problems accessing any of the links found in these green boxes, please contact Lilea Duran at lilea@first5association.org

History and Structure of the First 5 Movement

The Case for Public Investment in the First 5 Years of Life

Public investments in the first five years of a child's life are among the most effective and equitable strategies for fostering societal well-being and economic prosperity. During this critical period, children's brains undergo rapid development, forming the foundation for cognitive, emotional, and social skills that influence lifelong outcomes. Without adequate support, children—particularly those in low-income or underserved communities—are at risk of falling behind, perpetuating cycles of poverty and inequality. Public investment in early childhood development is not just a moral imperative; it is a practical and evidence-based approach that benefits individuals, families, and society as a whole.

The Science Behind Early Childhood Investment

The first five years of life are a critical period for brain development and overall human growth, laying the foundation for lifelong learning, behavior, and health. During this time, children's brains develop at an astonishing rate—more than one million new neural connections are formed every second, according to research from the Center on the Developing Child at Harvard University. This rapid growth is influenced by genetics and profoundly shaped by a child's environment and interactions with caregivers. By age five, a child's brain has already reached about 90% of its adult size, underscoring the importance of nurturing experiences during these early years.

Economic Benefits of Investing in Early Childhood

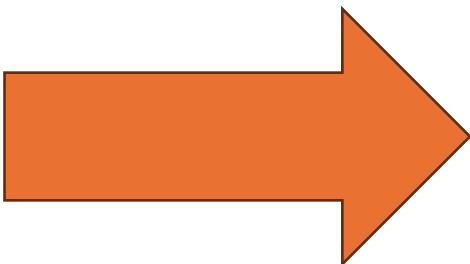
Economic research strongly supports the value of investing in early childhood. Nobel laureate economist James Heckman has shown that programs targeting young children deliver a return on investment of up to 13% annually, outperforming later-stage interventions. This return comes from improved outcomes in education, employment, and health, as well as reduced costs in areas such as special education, welfare, and criminal justice. For example, children who participate in quality early education programs are more likely to graduate high school, earn higher wages, and avoid the need for social supports.

Societal Benefits of Investing in Early Childhood

Investing in early childhood is a proven strategy for reducing inequality and promoting social mobility. Programs that address early developmental disparities, such as universal pre-kindergarten or family support services, help level the playing field for children from disadvantaged backgrounds. Moreover, public investment in early childhood has a multiplier effect: healthier, better-educated individuals contribute more to the economy and are less likely to require public assistance.

The Moral Imperative of Investing in Early Childhood

Beyond the economic and societal arguments, there is a fundamental moral case for ensuring all children have a strong start in life. Every child deserves the opportunity to reach their full potential, and public investment is a means of fulfilling this responsibility. By prioritizing the first five years, we create a society that values equity, opportunity, and the well-being of future generations.



The science is clear that nurturing care, stimulating environments, and early interventions during the first five years of life can lead to stronger communities and a more equitable society. By prioritizing early childhood development, we ensure that every child has the best start in life, setting the stage for lifelong success.

Background of Proposition 10

Proposition 10, known as the California Children and Families Act of 1998, was enacted to enhance early childhood development from prenatal stages to age five. Funded by a tobacco tax, it established a comprehensive framework for distributing resources to support health, education, and family services for young children.

Origins and Purpose of Proposition 10

Approved by California voters in November 1998, Proposition 10 imposed a \$0.50 per pack tax on cigarettes and a proportional tax on other tobacco products. The primary objectives were:

- **Integrated Service Delivery:** Creating a comprehensive and integrated delivery system of information and services to promote early childhood development.
- **Support for Families:** Providing parenting education, child health and wellness services, early childcare, and family support.
- **Public Education:** Raising awareness about the importance of early childhood development and smoking cessation.

The overarching goal was to improve early growth experiences, enabling children to succeed in school and life.

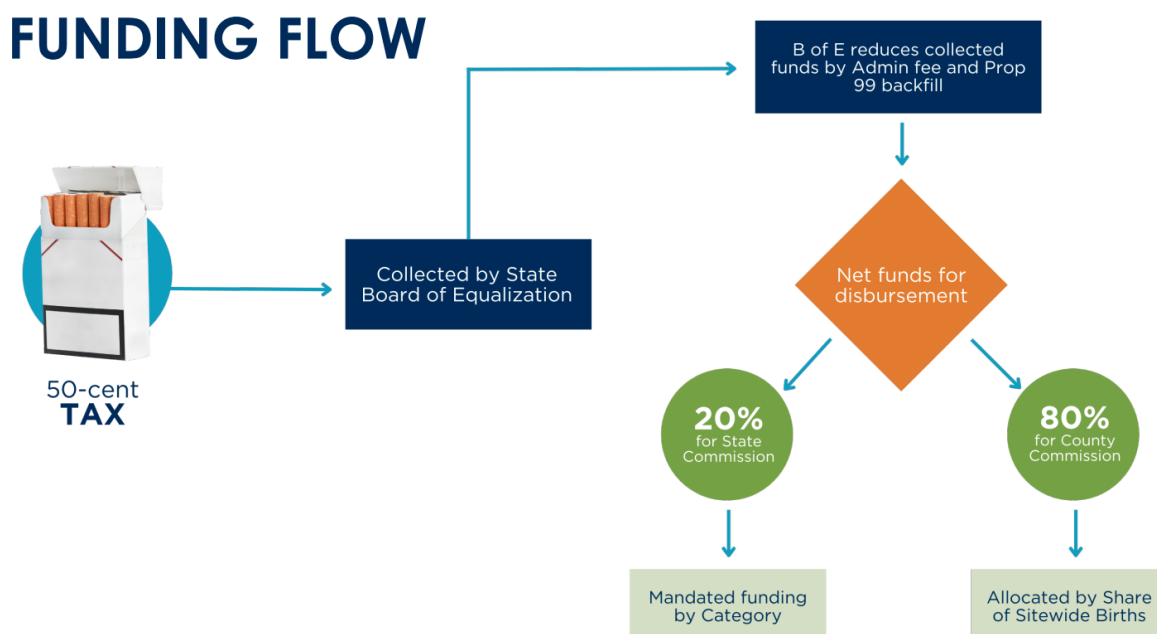
Framework for Distribution of Funds

Tobacco tax revenues are collected at the state level by the Board of Equalization (B of E). The B of E then reduces the amount available for allocation to account for administrative fees and a Proposition 99 backfill requirement. The remaining funds are allocated as follows:

- **80% to County Commissions:** Distributed based on the number of live births in each county, these funds support local programs tailored to community needs.
- **20% to First 5 California:** Directed toward statewide initiatives, including public education campaigns, research, and overarching programs.

Proposition 99, passed in 1988, imposed a tobacco tax to fund health programs and anti-smoking initiatives. To ensure these programs are not underfunded due to reduced tobacco sales caused by Proposition 10's additional tax, the backfill requirement mandates that lost Proposition 99 revenues are compensated using Proposition 10 funds.

The funding flow of Prop 10 funds is depicted in the graphic below.



Strategic Initiatives

Proposition 10 emphasizes four strategic areas:

1. **Improved Health and Development:** Children who are healthy in mind, body, and spirit grow up confident in their ability to live a fulfilling, productive life. Prop 10 invests in ensuring children receive adequate nutrition, healthcare, nurturing, guidance, and mental stimulation and that they live within supportive families and communities that value them.
2. **Improved Early Education:** Preparing children for success in school is critical. Prop 10 invests in early childhood education settings as well as community and parental activities that support children in their ability to solve problems and think creatively.
3. **Improved Family Resilience:** Young children are entirely dependent upon caregivers for survival, and nurturing parents and caregivers provide the foundation for a child's ability to create successful relationships, solve problems, and carry out responsibilities. Prop 10 invests in building strong and resilient families so that they are able to provide for the physical, mental, and emotional development of their children.
4. **Improved Systems:** Many parents and caregivers with young children have difficulty accessing existing forms of assistance, much less learning about and utilizing new services that are introduced. Prop 10 invests in efforts to enhance accessibility and cultural competence of services, especially for families with children who have disabilities or special needs.

These initiatives guide the effective use of funds to maximize positive outcomes for children.

Implications for First 5 Commissioners

As a First 5 Commissioner, understanding the origins, purpose, and funding framework of Proposition 10 is crucial. This knowledge enables informed decision-making and strategic planning to ensure that programs align with the act's objectives and effectively serve the community's needs.

By focusing on integrated service delivery, family support, public education, and the strategic initiatives outlined, Commissioners can work toward the shared goal of providing equitable opportunities for all children to thrive.

For a comprehensive understanding, refer to the full text of Proposition 10 found in the box below.



Additional Resources on the Topic:

- [California Health and Safety Code Division 108](#): This link offers the comprehensive California Health and Safety Code, Division 108—also known as the California Children and Families Act of 1998. The code outlines the governance, funding, and operational structure of First 5 California and County Commissions.
- [Acronyms used within the First 5 Network](#): This resource provides a comprehensive list of acronyms commonly used within the First 5 Network, including those related to early childhood development, healthcare, funding mechanisms, and organizational structures. Examples include F5CA (First 5 California), REDI (Race, Equity, Diversity, Inclusion), and CYBHI (Children and Youth Behavioral Health Initiative). This document serves as a quick reference guide for Commissioners to navigate terminology and abbreviations used in discussions, reports, and communications within the First 5 Network and related initiatives.

Network Structure

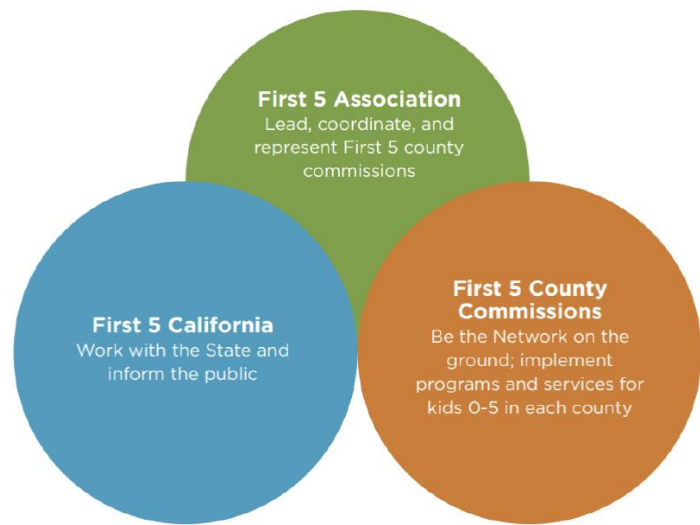
The First 5 Network operates as a cohesive system encompassing First 5 California, County Commissions, and the First 5 Association. Each entity plays a distinct yet interconnected role:

First 5 California provides statewide leadership, manages large-scale programs, and raises public awareness.

County Commissions implement localized strategies tailored to community needs, focusing on outcomes aligned with statewide priorities.

First 5 Association facilitates collaboration, advocates for public policies supporting children aged 0–5, and provides resources for counties.

Guided by a shared vision that California's success is measured by the well-being of its youngest residents, the Network focuses on advancing policies, programs, and partnerships that prioritize the health, development, and resilience of children ages 0-5.



Together, the First 5 Network seeks to ensure that every child in California has the opportunity to thrive in safe, nurturing, and supportive environments.

Additional Resources on the Topic:



- [First 5 California Website](#): The First 5 California website serves as a central hub for information, resources, and updates related to the state's early childhood development initiatives. It provides access to statewide reports, program highlights, funding opportunities, research on early learning and health, and tools for public education.
- [Composition of First 5 California Commission](#): This document outlines the structure and membership of the First 5 California State Commission. It details the appointment process, with members selected by the Governor, Speaker of the Assembly, and Senate Rules Committee, and provides a list of current members and their roles as of August 2024.
- [First 5 Association Website](#): The First 5 Association website is a key resource, providing advocacy updates, policy briefs, and tools to support local First 5 County Commissions. It highlights statewide initiatives, collaborative efforts, and success stories, offering valuable insights into early childhood policy and system development. The site also facilitates knowledge sharing and supports counties in aligning with the broader Network strategy.
- [First 5 Association Board Roster](#): This workbook contains the member names and contact information for the First 5 Association Board, Regional Representatives, and member participants on the Budget and Finance Committee as well as the Nominating and Governance Committee.
- [First 5 County Commission Contact List](#): This workbook contains the contact information for each County Commission Executive Director as well as a description of the six regions within the state and the counties that belong to each of those regions.
- [First 5 County Regional Map](#): This interactive map, separated into the six regions of the State, provides links to each of the County Commissions (as available).

Commissioner Roles and Responsibilities

Governance Framework

The governance of First 5 entities is grounded in transparency, accountability, and adherence to legislative mandates, including Proposition 10 and the Brown Act. These principles require public decision-making, strategic alignment with early childhood goals, and fiscal responsibility. Commissioners must ensure that programs comply with all legal requirements and contribute to measurable outcomes that align with the strategic priorities of Proposition 10 and county commissions.

Mandates from the California Children and Families Act (Proposition 10)

As a First 5 Commissioner, the California Children and Families Act of 1998 (Proposition 10) is the foundational legislation that defines your responsibilities and the structure of First 5 Commissions. This act established the framework to promote, support, and improve the early development of children ages 0-5 through a combination of state and county-level initiatives. Below are the key mandates from Proposition 10 tailored to guide Commissioners in fulfilling their governance roles effectively:

Strategic Planning (Section 130140 (C), (D), (E), (F))

Each county commission is required to develop and adopt a **comprehensive strategic plan** tailored to local community needs. This plan must:

- Align with Proposition 10's overarching goals to enhance early childhood development, focusing on health, education, and family support.
- Include measurable objectives, reliable indicators, and descriptions of programs to be funded.
- Be consumer-oriented, creating a seamless and accessible system of services for families.

The Proposition 10 mandates County Commissions “on at least an annual basis... review its county strategic plan and to revise the plan as may be necessary or appropriate.” The intent behind this mandate is to ensure the strategic plan remains relevant and effective. Public hearings must be held to gather community input and maintain transparency during plan adoption and revisions.

To support adherence to this as well as other statutory requirements, County Commissions must submit form ASD-035, the County Certification of Compliance. For more information on this, please refer to the green reference box at the end of this section.

Outcome-Based Accountability (Section 130100 (b), Section 130140 (C) (ii), (iv))

Proposition 10 mandates County Commissions “measure the outcomes of county funded programs, through the use of applicable reliable indicators and review that information on a periodic basis as part of the public review of its county strategic plan.” First 5 California and many County Commissions have chosen to utilize the results-based accountability best-practice framework to address this mandate. Regardless of the framework chosen to measure outcomes, Commissioners are responsible for:

- Monitoring program effectiveness through reliable data and performance indicators.
- Ensuring that funds are allocated to initiatives that demonstrate measurable impacts on children's health, development, and readiness for school.

More information about results-based accountability can be found [here](#).

Transparency and Public Accountability (Section 130140, Section 130151)

The act requires all activities of First 5 Commissions to be transparent and accountable to the public. As a Commissioner, this includes:

- Conducting public meetings and hearings to ensure openness in decision-making. Public hearing are required of Commissions in the following instances:
 - When adopting, reviewing and/or revising the Commission Strategic Plan (**Section 130140 (E)**)

- When reviewing and approving/adopting the annual audit and annual reports (**Section 130140 (G), (H)**)
- When reviewing and adopting policies that 1) are consistent with conflict of interest requirements, 2) outline contracting and procurement processes, 3) places limits on administrative costs, and 4) outline salaries and benefits of Commission employees (**Section 130140 (H)**)
- Reporting on program outcomes and expenditures annually to the public as well as to First 5 California to demonstrate alignment with Proposition 10 goals. (**Section 130140 (H)**)

Comprehensive and Integrated Service Delivery (Section 130140 (C) (ii))

The act calls for the creation of a **coordinated system of services and information** that enhances early childhood development. As Commissioners, your role includes:

- Ensuring local programs contribute to an integrated network that connects families to necessary services, such as health care, early education, and parenting support.
- Reducing service duplication and fostering collaboration among local agencies and providers.

Non-Supplantation (Section 130140 (d)(3))

One of the key principles outlined in Proposition 10 is the prohibition against supplanting existing funding with First 5 funds. This mandate ensures that funds allocated under Proposition 10 are used to enhance and expand services for children ages 0-5 and their families, rather than replacing or reducing existing public funding sources. The no-supplanting requirement ensures that First 5 funding serves as an investment in innovation and expansion rather than a substitute for existing public funding streams. This safeguards the integrity of the First 5 mission and reinforces the Commission's role in creating sustainable, long-term improvements for children and families.

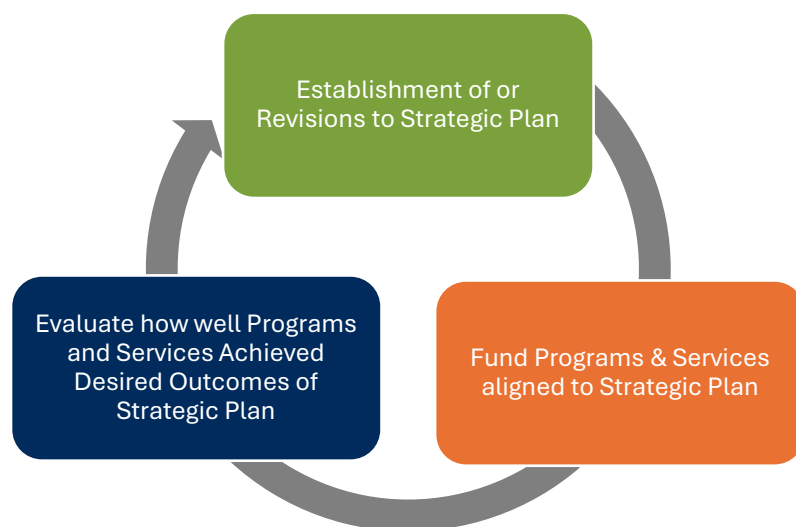
Commissioner's Role in Upholding These Mandates and Best Practices

As a steward of Proposition 10, your role is to ensure the effective implementation of its mandates at the level with which you are working (county or state). By actively participating in strategic planning, monitoring program outcomes, and engaging with the community, you uphold the core principles of transparency, equity, and accountability.

Proposition 10 was designed with the spirit of local empowerment and equity, providing County Commissions the flexibility to develop programs and allocate resources that reflect the unique needs of their communities.

While the legislation mandates accountability and transparency, it also encourages best practices that promote collaboration, inclusivity, and responsiveness.

County Commissions are entrusted to balance local priorities with state-level goals, engaging families, service providers, and community organizations to shape decisions that fill gaps in services. Additionally, the legislation underscores the importance of equitable access, inspiring Commissions to champion culturally competent and inclusive programs that meet the needs of diverse and underserved populations.



Brown Act: Open Meeting Law Requirements for First 5 Commissioners

The **Brown Act**, officially titled the Ralph M. Brown Act, is California's open meeting law that governs the conduct of public meetings for local legislative bodies and their subcommittees, including First 5 Commissions. As a Commissioner, adherence to the Brown Act is essential to ensuring transparency, accountability, and public trust in your decision-making processes.

Enacted in 1953, the Brown Act requires that the actions and deliberations of local legislative bodies, such as First 5 Commissions, are conducted openly. This ensures that the public has access to information about decisions impacting the community and an opportunity to participate in the process.

Legislative Bodies Required to Adhere to the Brown Act

- Local Government Agencies to include City Councils, County Board of Supervisors, or School District Boards
- Other Local Bodies to include Commissions, Committees, or Boards created by charter, ordinance or formal resolution
- Nonprofits that are created by a public agency or receiving funds from a public agency to perform public functions

Meetings Must Be Open and Public

All regular, special, and emergency meetings of the Commission must be open to the public, except under specific circumstances where closed sessions are allowed (e.g., personnel or legal matters). The public must be given the opportunity to observe and address the Commission during these meetings.

Agenda Posting

A written agenda must be posted at least **72 hours before a regular meeting** and **24 hours before a special meeting**. The agenda must clearly describe each item to be discussed or acted upon, ensuring that the public is adequately informed.

Public Participation

The Commission must provide an opportunity for members of the public to comment on agenda items and other topics within the Commission's jurisdiction. Time limits may be imposed on public comments, but they must be applied uniformly and allow for meaningful participation.

Prohibition on Serial Meetings

Commissioners cannot discuss, deliberate, or decide on Commission business outside of a public meeting if a quorum (typically a majority) is involved. This includes serial communications, where discussions occur among members via email, phone, or intermediaries that collectively involve a majority of the Commission.

Closed Sessions

Closed sessions are permitted only under specific, narrowly defined circumstances, such as personnel evaluations or legal matters. The agenda must clearly state the reason for a closed session, and any reportable actions taken must be disclosed publicly after the session.

Meeting Location and Accessibility

Meetings must be held in locations accessible to the public, including compliance with the Americans with Disabilities Act (ADA). Remote or virtual meetings are subject to additional requirements to ensure public access and participation.

Violating California's Brown Act can result in legal, civil, and reputational consequences for the Commission and its members. Key consequences include:

- **Nullification of Actions** (Government Code § 54960.1). Courts can invalidate decisions made in violation of the Brown Act, rendering them null and void. For example, if the Commission improperly approved a contract in a closed meeting, the court could overturn the decision.
- **Civil Lawsuits** (Government Code § 54960). Violations may lead to injunctions or court orders requiring compliance with the law. Courts can also issue declaratory relief to determine whether an action violated the Brown Act.
- **Criminal Penalties** (Government Code § 54959). Intentional violations, such as knowingly participating in an illegal closed meeting, can result in misdemeanor charges. Offenders may face fines and imprisonment.
- **Attorneys' Fees** (Government Code § 54960.5). Agencies may be required to pay attorneys' fees and court costs if a plaintiff wins a Brown Act lawsuit. These costs can add up quickly and strain public resources.
- **Public Distrust and Reputational Damage**. Violations often lead to negative publicity and loss of public trust in the agency. Media coverage and public scrutiny can damage relationships with key constituents.
- **Required Corrective Actions**. Agencies may need to redo meetings that were conducted improperly to comply with transparency rules. In some cases, they may also need to disclose details of prior closed-session discussions.

Adherence to the Brown Act is vital for maintaining public confidence in First 5 Commissions. It ensures that:

- Decisions regarding early childhood programs and funding are made transparently.
- The community can engage in discussion about policies/initiatives that impact children and families.
- The Commission operates with integrity, avoiding any perception of secrecy or exclusion.

As a First 5 Commissioner, your responsibilities include:

1. **Familiarizing yourself with the law:** Understand the requirements of the Brown Act and seek clarification when needed. It is strongly recommended that Commissions connect with their legal counsel annually to understand any changes to Brown Act requirements.
2. **Avoiding inadvertent violations:** Refrain from discussing Commission business outside of public meetings, including through casual conversations or electronic communications. When in doubt, seek legal counsel when questions arise about compliance, especially for complex issues like closed sessions, public record requests, and new legislative updates.
3. **Promoting accessibility:** Ensure that meeting agendas are clear and inclusive, enabling meaningful public participation.
4. **Transparency and disclosure:** If involved in a closed session, ensure that only authorized matters are discussed and report actions as required.

By following the principles of the Brown Act, you uphold the values of openness, equity, and accountability that are central to the mission of First 5.

Additional Resources on the Topic:



- [California Legislative Information Relative to The Brown Act](#): This link goes to Chapter 9, Sections 54950–54963, of the California Government Code, commonly known as the Ralph M. Brown Act. It outlines the state's open meeting laws and offers definitions, requirements for public meetings, agenda postings, allowances for closed sessions, and the rights of the public to access and participate in meetings.
- [Open & Public VI: A Guide to the Ralph M. Brown Act](#): Published by the League of California Cities, this document offers a comprehensive overview of California's open meeting laws, detailing the requirements of the Brown Act for local government bodies. The guide includes practical explanations of meeting transparency, public participation, agenda preparation, closed session rules, and compliance strategies.

Decision-Making Responsibilities of First 5 Commissioners

First 5 Commissioners are entrusted with critical decision-making responsibilities that shape the direction, impact, and accountability of their Commissions. These responsibilities ensure that resources are effectively used to support the well-being of children ages 0-5 and their families.

Key decision-making responsibilities include:

Strategic Direction

Commissioners are responsible for guiding the development and approval of the Commission's strategic plan, ensuring alignment with Proposition 10 objectives and community needs. A part of that process should include the establishment of priorities for funding and programmatic focus areas based on data, key partner input, and long-term goals.

Budget Approval

Commissioners are responsible for reviewing and approval of annual budgets to allocate funds effectively to programs and initiatives that align with the strategic plan. Additionally, Commissioners should evaluate the financial sustainability of proposed expenditures and ensure compliance with fiscal policies and regulations.

Program Oversight

Commissioners are responsible for approving the launch or continuation of programs, services, and initiatives that support early childhood development. This should include the use of evidence-based data to determine the effectiveness of existing programs and adjusting when needed.

Policy Decisions

Commissioners are responsible for making informed decisions about policies and procedures that govern the Commission's operations and partnerships. They are tasked with approving guidelines for grant-making, funding allocations, and program evaluations to ensure consistency and equity.

Community Engagement and Public Hearings

Commissioners should call for and consider feedback from key partners, including families, service providers, and community members. Commissioners are responsible for the approval of revisions to strategic plans and budgets following public hearings and should ensure transparency in the decision-making process.

Risk and Compliance Management

Commissioners are responsible for addressing potential risks or compliance issues by making decisions that uphold ethical standards and regulatory requirements. They should also ensure programs and expenditures meet the objectives and mandates outlined in Proposition 10.

Collaboration and Advocacy

Commissioners should make decisions on partnerships and advocacy efforts that align with the Commission's goals and strengthen early childhood systems. They should also support statewide initiatives by aligning local decisions with broader First 5 Network priorities.

Through these decision-making responsibilities, Commissioners play a pivotal role in driving impactful outcomes and ensuring that resources are used efficiently and equitably to benefit children and families.

Oversight Requirements

First 5 Commissioners play a critical role in ensuring transparency, accountability, and the effective use of resources to meet the goals of Proposition 10. Their oversight responsibilities span several key areas, including performance evaluation, compliance with state reporting requirements, and financial management.

Assessing Performance Indicators

- **Data Driven Performance and Outcomes Management:**

Commissioners must oversee the use of measurable performance indicators to evaluate the impact of programs and services. This includes:

- Reviewing progress toward achieving goals outlined in the strategic plan.
- Ensuring programs demonstrate measurable benefits for children and families.
- Using data-driven decision-making to allocate resources effectively.

More information about results-based accountability, a method that can be used to assess performance, can be found [here](#).

- **Regular Program Evaluations:**

Commissioners should review annual program evaluations that detail outcomes, service quality, and areas for improvement. These evaluations help ensure that initiatives are achieving their intended objectives.

- **Key Partner Feedback:**

Incorporate feedback from families, providers, and other key community partners to assess how programs meet the needs of diverse populations, including underserved and special-needs groups.

Compliance with Annual Reporting Requirements

- **Annual Reports to First 5 California:**

County Commissions are required to submit an annual report to First 5 California, summarizing:

- How funds were used to support local initiatives.
- Outcomes of funded programs based on performance data.
- Alignment of local activities with state-level priorities and mandates.

- **Audits and Compliance Checks:**

Commissioners must review annual independent audits that assess the financial and programmatic integrity of the Commission. These audits ensure that funds are used appropriately and comply with Proposition 10 requirements.

- **Public Hearings:**

Oversight includes conducting public hearings to discuss audit findings and the annual report. This provides an opportunity for transparency and community engagement.

Financial Management and Reporting

- **Budget Approval and Monitoring:**

Commissioners approve annual budgets, ensuring that funds are allocated effectively to support strategic priorities. Oversight includes:

- Monitoring expenditures to prevent overspending or misallocation.
- Ensuring administrative costs remain within guidelines established by First 5 California.

- **Audited Financial Statements:**

Commissioners must review and approve independent financial audits to verify that:

- Revenues and expenditures comply with Proposition 10 requirements.
- Financial practices align with state and county policies.

- **Financial Sustainability:**

Oversight includes ensuring the financial sustainability of initiatives by exploring opportunities for additional funding and partnerships to supplement Proposition 10 revenues.

Risk and Compliance Management

- **Adherence to Proposition 10 Mandates:**

Commissioners must ensure all programs and services comply with the legislative mandates, including:

- Developing comprehensive strategic plans.
- Promoting equity and accessibility.
- Using results-based accountability frameworks.

- **Ethical Oversight:**

Monitor for potential conflicts of interest among staff or Commissioners and ensure compliance with conflict-of-interest laws and regulations.

- **Grant and Contract Management:**

Review and approve grants and contracts, ensuring they align with strategic goals and meet required standards.

Collaboration and Alignment with State Priorities

- **Coordination with First 5 California:**

Commissioners should seek to align local strategic plans with First 5 California's statewide priorities, such as early learning, health, family resilience and systems change.

- **Statewide Reporting Contributions:**

Provide accurate and timely data for inclusion in First 5 California's statewide annual report to the Governor and Legislature. This report highlights the collective impact of First 5 investments.

- **Network Engagement:**

Collaborate with the First 5 Association and other county commissions to share best practices, address shared challenges, and contribute to policy advocacy efforts.

The oversight responsibilities of First 5 Commissioners ensure the integrity and effectiveness of local programs while maintaining accountability to the public and First 5 California. By closely monitoring performance, compliance, and financial stewardship, Commissioners safeguard the mission of First 5 to improve outcomes for children and families across California.



Additional Resources on the Topic:

- [Certification of Compliance](#): This document is the First 5 California Annual County Certification of Compliance form for the fiscal year 2024–2025. It serves as an official attestation by County Commissions that they have fulfilled the statutory requirements outlined in the California Health and Safety Code Section 130140. These requirements include reviewing or adopting a county strategic plan, conducting public hearings on annual audits and reports, and ensuring alignment with Proposition 10 mandates. This certification is mandatory for counties to remain eligible to receive tax revenue allocations from First 5 California. The form requires documentation of compliance actions, including meeting dates and agenda items, and must be submitted by July 1st.
- [First 5 California Annual Report System](#): This link goes to the annual reporting system used by First 5 County Commissions to provide annual report data to First 5 California. It also provides access to Annual Report Guidelines, examples of annual evaluation reports for reference, and contact information to access technical assistance.



Additional Resources on the Topic:

- [First 5 Financial Management Guide](#): This guide, published by the First 5 Association of California, provides comprehensive financial management guidance for County Commissions. It covers essential topics such as contracting, investment management, planning and budgeting, accounting, financial reporting, internal controls, and administrative cost management. Developed with input from financial professionals and aligned with best practices, the guide offers detailed procedures and policies to ensure compliance with Proposition 10 requirements and effective stewardship of public funds.
- [State of California Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act \(First 5 Program\)](#): This document, prepared by the California State Controller's Office, provides comprehensive standards and procedures for conducting annual audits of local entities administering the California Children and Families Act (First 5 Program). It outlines compliance requirements, audit objectives, and specific procedures for reviewing financial management, program evaluations, administrative costs, conflict-of-interest policies, and long-range financial planning. It also includes illustrative auditor's reports and detailed instructions for audit report submission to ensure consistency and transparency in financial oversight.
- [First 5 California Expanded Audit Guide – Frequently Asked Questions](#): This document addresses common questions about the expanded audit requirements for the First 5 California (Children and Families) Program, as outlined by the State Controller's Office. Topics include compliance with AB 2932, definitions of audit findings, materiality standards, management representation letters, and procedural details for independent audits. It also provides guidance on updates to audit guidelines and submission procedures. This resource is valuable for First 5 Commissioners and auditors, offering clarity on audit expectations, statutory requirements, and best practices for financial and programmatic accountability.

Ethics and Compliance

As stewards of public funds and leaders in shaping early childhood development policies, First 5 Commissioners are held to high standards of ethical behavior and compliance with legal requirements. These responsibilities ensure public trust, transparency, and accountability in decision-making and governance.

Managing Conflicts of Interest

A conflict of interest arises when a Commissioner's personal, financial, or professional interests could influence, or appear to influence, their decision-making on behalf of the Commission. Common examples include contracts, grants, or decisions involving organizations with which the Commissioner has a financial relationship or affiliation.

Key Legal Provisions:

- **California Government Code Section 1090**: Prohibits Commissioners from being financially interested in contracts made by the Commission.
- **Political Reform Act (Government Code Section 87100)**: Prohibits public officials from participating in decisions where they have a financial interest.

Guidance for Commissioners:

- ✓ Identify and disclose any potential conflicts of interest before discussions or decisions are made.
- ✓ Recuse yourself from participating in discussions or voting on matters where a conflict exists.
- ✓ Consult legal counsel or the Commission's conflict-of-interest policy to clarify potential conflicts.

Filing Statements of Economic Interest (Form 700)

As required under the **Political Reform Act**, Form 700 provides transparency by disclosing Commissioners' financial interests, ensuring decisions are free from personal financial influence.

Filing Requirements:

- **Initial Filing:** New Commissioners must file Form 700 within 30 days of assuming office.
- **Annual Filing:** Commissioners must file annually by April 1, covering the prior calendar year.
- **Leaving Office Filing:** A final Form 700 must be submitted within 30 days of leaving the position.

What to Disclose:

- Investments, real estate holdings, income sources, gifts, and financial interests related to the Commission's jurisdiction.
- The level of disclosure depends on the specific Conflict of Interest Code adopted by the Commission.

Failure to file Form 700 or inaccuracies in reporting can result in fines and legal consequences.

Regular Ethics Training

Commissioners are required to complete ethics training every two years under **Assembly Bill 1234 (AB 1234)**. The training covers topics such as conflicts of interest, transparency, and financial accountability.

Anti-Nepotism and Incompatible Activities

- **Anti-Nepotism:** Commissioners must avoid any actions that create or appear to create favoritism toward family members in hiring, contracts, or grant decisions.
- **Incompatible Activities:** Ensure that external activities or employment do not conflict with your duties as a Commissioner or undermine the Commission's mission.

Whistleblower Protections and Reporting Violations

Commissioners must ensure that policies are in place to allow staff and key partners to report unethical behavior without fear of retaliation. They must also act promptly to investigate and address any reports of misconduct or non-compliance.

Clear adherence to these standards strengthens the integrity and impact of First 5's work, ensuring long-term success and community confidence in its programs and services.



Additional Resources on the Topic:

- [Fair Political Practices Commission \(FPPC\) Section 1090 Webpage](#): This webpage offers detailed information on California Government Code Section 1090, which prohibits public officials from having a financial interest in contracts they make or influence. It explains the law's scope, applicable scenarios, and exceptions, and provides guidance for public officials, including First 5 Commissioners, to identify and manage potential conflicts of interest. Resources include case summaries, advisory opinions, and FAQs to help officials comply with Section 1090 and maintain ethical standards.
- [California Government Code Title 9, Chapter 7, Article 1 Webpage](#): This webpage provides the full text of California Government Code Title 9, Chapter 7, Article 1, which governs the Political Reform Act of 1974. It outlines rules related to conflicts of interest, campaign finance, lobbying, and governmental ethics. The content is relevant to public officials, including First 5 Commissioners, as it details requirements for transparency and accountability, such as filing Statements of Economic Interests (Form 700) and avoiding financial conflicts in decision-making.



Additional Resources on the Topic:

- [Fair Political Practices Commission \(FPPC\) Form 700 Webpage](#): This webpage provides comprehensive information about Form 700 – Statement of Economic Interests, required for public officials in California, including First 5 Commissioners. It explains the purpose of the form, which is to disclose financial interests and avoid conflicts of interest in decision-making. The page includes filing instructions, deadlines, FAQs, and resources like downloadable forms, filing tools, and educational materials.
- [Fair Political Practices Commission \(FPPC\) Ethics Training Webpage](#): This webpage provides information about AB 1234 Ethics Training, which is mandatory for public officials and employees in California, including First 5 Commissioners. The training covers laws and principles related to conflicts of interest, transparency, and proper use of public resources. The page offers resources such as online training modules, instructions for compliance, and FAQs to help public officials understand and meet their ethical responsibilities.

Key Resources

Local Resource Documents

New First 5 Commissioners should familiarize themselves with key local Commission documents to understand the organization's operations, goals, and compliance requirements. Below is a summary of essential documents and their purpose:

Strategic Plan

The Strategic Plan is a critical document outlining the Commission's goals, objectives, and strategies to enhance outcomes for children aged 0-5 and their families. It serves as a roadmap for decision-making and resource allocation, ensuring alignment with Proposition 10 priorities and addressing local community needs. Familiarizing yourself with this plan is essential for guiding your work as a Commissioner.

Annual Budget

The Annual Budget outlines the Commission's financial plan for the fiscal year, detailing projected revenues and expenditures. It provides a critical framework for managing funds and ensuring resources are allocated effectively to support programs and operations. Familiarizing yourself with the budget is essential for informed decision-making and responsible financial oversight as a Commissioner.

Annual Report

The Annual Report provides a summary of the Commission's activities, outcomes, and financial performance according to the First 5 California report requirements. Commissioners should review this document to understand past performance and inform future decisions.

Local Evaluation Report

First 5 Commissions are required to develop local evaluation reports to measure the impact of their funded programs and initiatives on the well-being of children aged 0-5 and their families. These reports are essential for demonstrating accountability, ensuring compliance with Proposition 10 requirements, and validating that public funds are being used effectively to achieve measurable outcomes.

Audit Report

The Audit Report is an independent financial review that evaluates the Commission's fiscal practices and compliance with Proposition 10 regulations. It ensures financial integrity and highlights any areas requiring improvement. Commissioners should review this report to uphold accountability and ensure sound financial management.

Conflict of Interest Code

The Conflict of Interest Code outlines policies and procedures to identify and address potential conflicts of interest among Commissioners and staff. It ensures ethical governance by preventing personal interests from influencing decision-making. Familiarizing yourself with this code is essential to uphold integrity and public trust in the Commission's work.

Bylaws

The Commission Bylaws are the rules governing the Commission's structure, roles, and decision-making processes. The bylaws provide a framework for operations, ensuring consistency and adherence to legal requirements.

Local Ordinance Establishing the Commission

The local ordinance establishing the Commission is the legal document that defines the Commission's purpose and authority under Proposition 10. It establishes the Commission's legitimacy and outlines its scope of responsibility. Commissioners should review this ordinance to understand the foundational framework guiding their work.

Funding Guidelines and Policies

The Funding Guidelines and Policies detail the criteria and processes for awarding grants and funding programs. These documents ensure transparency and consistency in funding decisions while aligning with the Commission's strategic plan. Commissioners should familiarize themselves with these guidelines to make informed, equitable, and strategic funding decisions.

Administrative Cost Policies

The Administrative Cost Policies provide guidelines for managing and capping administrative expenses. These policies ensure that the majority of funding is directed toward programs and services rather than overhead costs. Commissioners should review these policies to support responsible financial stewardship and maximize the impact of resources.

Equity and Inclusion Framework

Your Commission may have a document outlining the Commission's commitment to equity, diversity, and inclusion in its programs and policies. These kinds of policies or practices guide decision-making to ensure services are accessible and equitable for all families, especially those in underserved communities.

By understanding these documents, new Commissioners can effectively fulfill their roles, make informed decisions, and contribute to the Commission's mission of supporting young children and their families.



Sample County Documents for Reference:

- Strategic Plan: [First 5 Contra Costa Strategic & Long-Range Financial Plan 2023-2026](#)
- Annual Budget: [First 5 San Bernardino Annual Budget 2024-2025](#)
- Annual Report: [First 5 Riverside Annual Report to First 5 California FY 2022-2023](#)
- Local Evaluation Report: [First 5 Santa Clara Local Evaluation Report FY 2022-2023](#)
- Audit Report: [First 5 Kern Annual Audit FY 2023-2024](#)
- Conflict of Interest Code: [First 5 San Diego Conflict of Interest Code \(2016\)](#)
- Bylaws: [First 5 Alameda Bylaws](#)
- Local Ordinance Establishing the Commission: [First 5 Merced County Ordinance](#)
- Funding Guidelines and Policies: [First 5 San Diego Commission Funding Process 2021](#)
- Administrative Cost Policy: [First 5 Ventura County Administrative Cost Policy](#)
- Equity and Inclusion Policy: [First 5 San Bernardino Equity Policy](#)

Results Based Accountability Framework

The Results-Based Accountability (RBA) framework is a performance management methodology designed to improve program outcomes by focusing on results. Created by Mark Friedman, RBA uses data to track progress, measure impact, and drive decision-making. For First 5 Commissions, RBA ensures that initiatives funded under Proposition 10 achieve measurable improvements in the health, development, and well-being of children aged 0-5 and their families.

Key Components of the RBA Framework:

1. Focus on Results

RBA prioritizes the desired outcomes (or "results") that programs aim to achieve, such as school readiness, improved family resilience, or enhanced early learning opportunities. Results are defined as conditions of well-being for children and families, expressed in plain language and measurable terms.

2. Data-Driven Decision-Making

RBA relies on quantitative and qualitative data to measure the effectiveness of programs. Commissioners use indicators and performance measures to assess progress toward results.

3. Accountability for Actions and Outcomes

The framework distinguishes between accountability for:

- Population Results: Outcomes for entire communities, such as improved early literacy rates in a county.
- Program Performance: The specific impact of services delivered by First 5-funded programs.

4. Backward Mapping (Turn the Curve Thinking)

RBA starts with the desired result and works backward to determine the actions and strategies needed to achieve it. This involves identifying root causes of problems and developing targeted solutions.

5. Three Key Questions

RBA simplifies performance evaluation with three core questions:

- How much did we do? (Quantity of services delivered)
- How well did we do it? (Quality of service delivery)
- Is anyone better off? (Impact on participants' lives)

How RBA Applies to First 5 Commissions

Strategic Planning

RBA can be the method used in the development and revision of county strategic plans. Commissioners may use RBA to set measurable objectives and select performance indicators that align with local needs and Proposition 10 priorities.

Program Evaluation

RBA can help Commissioners assess the effectiveness of funded programs by measuring outputs (e.g., number of families served) and outcomes (e.g., improvements in child health or school readiness). Regular performance reviews using RBA metrics ensure continuous improvement and accountability.

Funding Decisions

RBA informs resource allocation by identifying programs that deliver measurable results and align with strategic goals. Commissioners can prioritize funding for initiatives that demonstrate clear, positive outcomes.

Public Reporting

RBA metrics can be used to create transparent and accessible reports for key partners, including the annual report submitted to First 5 California. These reports showcase the impact of First 5 investments and highlight progress toward strategic objectives.

Collaborative Impact

By focusing on population-level results, RBA encourages collaboration among First 5 Commissions, community organizations, and government agencies. Commissioners can use RBA to align local efforts with statewide priorities, such as reducing disparities in early childhood outcomes

Continuous Improvement

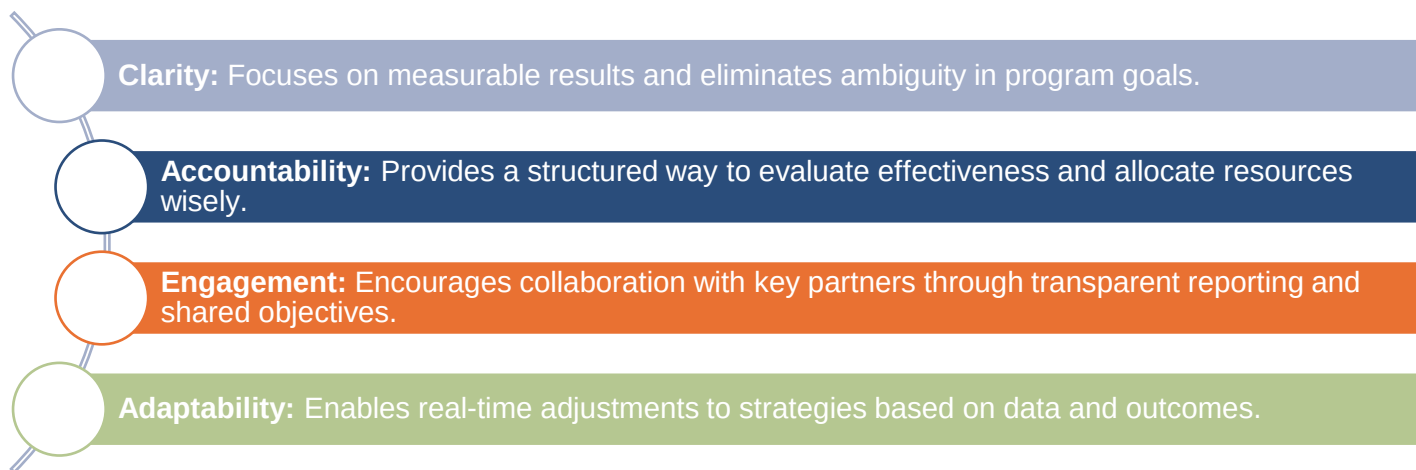
RBA's emphasis on performance measurement allows Commissioners to identify areas for improvement and adapt strategies to enhance impact.

Example of RBA in Action

A First 5 Commission aiming to improve kindergarten readiness might use RBA to:

- Define the result: "All children enter kindergarten ready to learn."
- Identify indicators: Percentage of children meeting developmental milestones at age five.
- Measure performance: Track the number of children receiving early literacy support (quantity), assess the quality of services through parent satisfaction surveys (quality), and evaluate how many children improved literacy skills (impact).

Benefits of RBA for First 5 Commissions



By embedding RBA into governance and operations, First 5 Commissions ensure that their efforts contribute to meaningful and measurable improvements for children and families, enhancing the long-term impact of Proposition 10 investments.

Race, Equity, Diversity and Inclusion (REDI) Efforts

First 5 Commissions across the state have prioritized **Race, Equity, Diversity, and Inclusion (REDI)** to ensure equitable opportunities and outcomes for all children and families. These efforts focus on addressing systemic inequities and creating inclusive systems that reflect the diverse communities served.

Key Elements of REDI Efforts

1. **Equity-Centered Policies and Programs:** Commissioners ensure that initiatives are designed to eliminate disparities and meet the unique needs of underserved populations.
2. **Data-Informed Decision-Making:** Equity data is used to identify gaps in access and outcomes, driving strategic adjustments to better serve marginalized communities.
3. **Inclusive Engagement:** Commissioners promote key partner participation by amplifying the voices of historically underrepresented groups, including families, providers, and community leaders.
4. **Organizational Commitment:** REDI principles are embedded in governance, hiring, funding decisions, and partnerships to create an equitable internal and external culture.

Commissioners play a pivotal role in advancing Race, Equity, Diversity, and Inclusion (REDI) by leading with inclusive and culturally competent practices within the Commission. They advocate for resources and policies that address racial and social disparities in early childhood development, ensuring that underserved populations receive equitable support. Additionally, Commissioners use equity metrics to evaluate program performance, holding the Commission accountable for fostering meaningful and measurable improvements in equity outcomes.



Additional Resources on the Topic:

- [First 5 Association of California Race, Equity, Diversity, and Inclusion \(REDI\) Journey:](#) This webpage provides a comprehensive overview of the First 5 Network's journey in advancing REDI efforts from 2021 to 2023. The report details key activities, including assessments, training, workshops, and regional learning exchanges, alongside insights into challenges and successes. It outlines the REDI Theory of Change, emphasizing collaboration, data-driven strategies, and community engagement to create lasting impact. Additionally, the document offers recommendations for sustaining and expanding REDI efforts within the First 5 Network.

COMMISSIONER ORIENTATION QUICK REFERENCE GUIDE



The Case for Public Investment in the First 5 Years of Life

Public investments in the first five years of a child's life are among the most effective and equitable strategies for fostering societal well-being and economic prosperity. During this critical period, children's brains undergo rapid development, forming the foundation for cognitive, emotional, and social skills that influence lifelong outcomes.

Without adequate support, children—particularly those in low-income or underserved communities—are at risk of falling behind, perpetuating cycles of poverty and inequality. Public investment in early childhood development is not just a moral imperative; it is a practical and evidence-based approach that benefits individuals, families, and society as a whole.

Background of Proposition 10

Proposition 10, known as the California Children and Families Act of 1998, was enacted to enhance early childhood development from prenatal stages to age five.

Funded by a tobacco tax, it established a comprehensive framework for distributing resources to support health, education, and family services for young children.

The primary objectives for this initiative include:

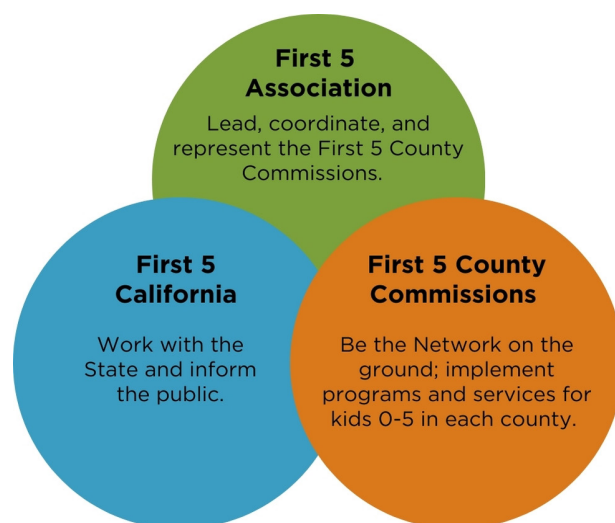
- **Integrated Service Delivery:** Creating a comprehensive and integrated delivery system of information and services to promote early childhood development.
- **Support for Families:** Providing parenting education, child health and wellness services, early childcare, and family support.
- **Public Education:** Raising awareness about the importance of early childhood development and smoking cessation.

The overarching goal of Proposition 10 is to improve early growth experiences, enabling children to succeed in school and life.

First 5 Network

The First 5 Network operates as a cohesive system encompassing First 5 California, County Commissions, and the First 5 Association.

Guided by a shared vision that California's success is measured by the well-being of its youngest residents, the Network focuses on advancing policies, programs, and partnerships that prioritize the health, development, and resilience of children ages 0-5.



Together, the First 5 Network seeks to ensure that every child in California has the opportunity to thrive in safe, nurturing, and supportive environments.

COMMISSIONER ORIENTATION QUICK REFERENCE GUIDE

Decision-Making Responsibilities of First 5 Commissioners



STRATEGIC DIRECTION

Commissioners are responsible for guiding the development and approval of the Commission's strategic plan, ensuring alignment with Proposition 10 objectives and community needs.



BUDGET APPROVAL

Commissioners are responsible for reviewing and approval of annual budgets to allocate funds effectively to programs and initiatives that align with the strategic plan.



PROGRAM OVERSIGHT

Commissioners are responsible for approving the launch or continuation of programs, services, and initiatives that support early childhood development.



POLICY DECISIONS

Commissioners are responsible for making informed decisions about policies and procedures that govern the Commission's operations and partnerships.



COMMUNITY ENGAGEMENT & PUBLIC HEARINGS

Commissioners are responsible for the approval of revisions to strategic plans and budgets following public hearings and should ensure transparency in the decision-making process.



RISK & COMPLIANCE MANAGEMENT

Commissioners are responsible for addressing potential risks or compliance issues by making decisions that uphold ethical standards and regulatory requirements.



COLLABORATION & ADVOCACY

Commissioners should make decisions on partnerships and advocacy efforts that align with the Commission's goals and strengthen early childhood systems.

Statutory Mandates

1

Commissions are required to **develop and adopt a strategic plan** tailored to local community needs

2

First 5 Commissions must adhere to **results-based accountability** including submission of an annual report to First 5 California.

3

The act calls for the creation of a **coordinated system of services and information** that enhances early childhood development.

4

Proposition 10 emphasizes **local control** enabling Commissions to design programs and allocate resources based on community needs.

5

The act requires all Commission activities be **transparent and accountable** to the public. This includes adherence to the Brown Act.

6

Proposition 10 prioritizes **equitable access** to services for all children and families, including those in underserved or diverse communities.

Ethics and Compliance

As stewards of public funds and leaders in shaping early childhood development policies, First 5 Commissioners are held to high standards of ethical behavior and compliance with legal requirements.

- **Managing Conflict of Interest:** Commissioners must disclose any potential conflicts of interest before discussions or decisions are made. They must refrain from participating in discussions or voting on matters where a conflict exists.
- **Filing Statements of Economic Interest:** As required under the Political Reform Act, Form 700 provides transparency by disclosing Commissioners' financial interests.
- **Regular Ethics Training:** Commissioners are required to complete ethics training every two years under Assembly Bill 1234 (AB 1234).
- **Anti-Nepotism:** Commissioners must avoid any actions that create or appear to create favoritism toward family members in hiring, contracts, or grant decisions.
- **Protections and Reporting Violations:** Commissioners must ensure that policies are in place to allow staff and key partners to report unethical behavior without fear of retaliation.

COMMISSIONER ORIENTATION QUICK REFERENCE GUIDE



Local Resource Documents

New First 5 Commissioners should familiarize themselves with key local Commission documents to understand the organization's operations, goals, and compliance requirements. Below is a summary of essential documents and their purpose as well as a link to examples of each.



Strategic Plan: The Strategic Plan serves as a roadmap for decision-making and resource allocation, ensuring alignment with Proposition 10 priorities and addressing local community needs.
Strategic Plan: [First 5 Contra Costa Strategic & Long-Range Financial Plan 2023-2026](#)



Annual Budget: The Annual Budget outlines the Commission's financial plan for the fiscal year, detailing projected revenues and expenditures.
Annual Budget: [First 5 San Bernardino Annual Budget 2024-2025](#)



Annual Report: The Annual Report provides a summary of the Commission's activities, outcomes, and financial performance according to the First 5 California report requirements.
Annual Report: [First 5 Riverside Annual Report to First 5 California FY 2022-2023](#)



Local Evaluation Report: First 5 Commissions are required to develop local evaluation reports to measure the impact of their funded programs and initiatives on the well-being of children aged 0-5.
Local Evaluation Report: [First 5 Santa Clara Local Evaluation Report FY 2022-2023](#)



Audit Report: The Audit Report is an independent financial review that evaluates the Commission's fiscal practices and compliance with Proposition 10 regulations.
Audit Report: [First 5 Kern Annual Audit FY 2023-2024](#)



Conflict of Interest Code: The Conflict of Interest Code outlines policies and procedures to identify and address potential conflicts of interest among Commissioners and staff.
Conflict of Interest Code: [First 5 San Diego Conflict of Interest Code \(2016\)](#)



Bylaws: The Commission Bylaws are the rules governing the Commission's structure, roles, and decision-making processes.
Bylaws: [First 5 Alameda Bylaws](#)



Local Ordinance Establishing the Commission: The local ordinance establishing the Commission is the legal document that defines the Commission's purpose and authority under Proposition 10.
Local Ordinance Establishing the Commission: [First 5 Merced County Ordinance](#)



Funding Guidelines and Policies: The Funding Guidelines and Policies detail the criteria and processes for awarding grants and funding programs.
Funding Guidelines and Policies: [First 5 San Diego Commission Funding Process 2021](#)



Administrative Cost Policy: The Administrative Cost Policies provide guidelines for managing and capping administrative expenses.
Administrative Cost Policy: [First 5 Ventura County Administrative Cost Policy](#)



Equity and Inclusion Policy: Your Commission may have a document outlining the Commission's commitment to equity, diversity, and inclusion in its programs and policies.
Equity and Inclusion Policy: [First 5 San Bernardino Equity Policy](#)