
Regular Meeting
Wednesday, August 18, 2021
Agenda
1:00pm – 4:00pm

- 1. Call to Order**
- 2. Approval of Agenda— ACTION – Attachment 1**
- 3. Introductions**
- 4. Public Comment**
- 5. Commissioner Comment**
- 6. Approval of Minutes for June 16, 2021 Regular Meeting – ACTION – Attachment 2**
- 7. Fiscal Review – ACTION – Attachment 3**
The Commission will review the fiscal reports and credit card statements through July 2021.
- 8. Proposal Request – ACTION – Attachment 4**
The Commission will review a proposal from bookkeeper, Julie Austin, for an increase in her hourly rate.
- 9. Revised Budget – ACTION – Attachment 5**
The Commission will review and approve a revised 2021-2022 budget with updated amounts from contract partners.
- 10. Revised Long Range Financial Plan – ACTION – Attachment 6**
The Commission will review and approve the revised Long Range Financial Plan reflecting the new Prop 10 Tobacco Tax projections from First 5 California.
- 11. Implementation Plan – ACTION – Attachment 7**
The Commission reviewed a final draft of the Implementation Plan that will serve as a companion document to the 2021-2024 Strategic Plan. The purpose of this document is to outline the strategies and indicators that will align with the goals and priorities in the Strategic Plan.
- 12. Executive Director’s Report—DISCUSSION - Attachment 8**
The Executive Director will share highlights from her written report.
 - First 5 CA/First 5 Association Updates
 - Contracts Update
 - Persimmony Update

- Kids Corner at the Fair Recap

13. Conflict of Interest Policy—ACTION - Attachment 9

In preparation for our annual audit, the Commission will review the Conflict of Interest policies for any necessary addendum.

Correspondence—**NONE**

Adjournment

Next meeting: Wednesday, October 20, 2021 – Eric Rood Administrative Center 950 Maidu Avenue Nevada City, CA 95959

This agenda was posted on the web at www.first5nevco.com. Posted on August 12, 2021.

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.

As authorized by Governor Newsom's Executive Order, N-25-20, the meeting will be held via teleconferencing with members of the Commission attending from separate remote locations. The meeting will be livecast via Zoom; where members of the public shall have the right to observe and offer public comment. This altered format is in observance of the recommendation by local officials that certain precautions be taken, including social distancing, to address the threat of COVID-19.

**Regular Meeting
Wednesday, June 16, 2021
Minutes**

- 1. Call to Order**
- 2. Approval of Agenda— Sue Hoek Motion, Phoebe Bell 2nd – Approved 3/0**
- 3. Introductions – Commissioners Laura Brown, Supervisor Hoek, Phoebe Bell
Audience – Marina Bernheimer**
- 4. Public Comment - N/A**
- 5. Commissioner Comment – N/A**
- 6. Approval of Minutes for May 19, 2021 Regular Meeting – Phoebe Bell Motion, Sue Hoek 2nd –
Approved 3/0**
- 7. Updated Meeting Calendar - ACTION - Phoebe Bell Motion, Sue Hoek 2nd – Approved 3/0**
The Commission will review and approve the meeting calendar for 2021-2022.
- 8. Roll Over Request – ACTION – Sue Hoek Motion, Phoebe Bell 2nd – Approved 3/0**
The Commission reviewed a rollover request from Child Advocates on behalf of the Healthy Babies program for a total of \$20,500.
- 9. PARTNERS Roll Over Request – ACTION – Sue Hoek Motion, Phoebe Bell 2nd – Approved 3/0**
The Commission reviewed a rollover request from Laura Harter on behalf of the PARTNERS Family Resource Centers.
- 10. Home Visitation Coordination Grant - DISCUSSION**
The Commission received an update on the HV Coordination grant process from Community Collaboration Coordinator Alyssa Burke.
- 11. Implementation Plan – DISCUSSION – Attachment 6**
The Commission reviewed a preliminary draft of the Implementation Plan that will serve as a companion document to the 2021-2024 Strategic Plan. The purpose of this document is to outline the strategies and

Scott W. Lay
Commission Chair
Nevada County
Superintendent of
Schools

Ryan Gruver
Vice-Chair
Director,
Nevada County Health
& Human Services
Agency

Phoebe Bell
Director, Behavioral
Health
Nevada County
Health and Human
Services Agency

Laura Brown
Executive Director,
Excellence in Education
Foundation

Sue Hoek
Nevada County
Supervisor,
District 4

indicators that will align with the goals and priorities in the Strategic Plan

12. Executive Director's Report—DISCUSSION - Attachment 7

The Executive Director shared highlights from her written report.

Correspondence—**NONE**

Adjournment

Next meeting: Wednesday, August 18, 2021 – TTUSD Meeting Room 11063 Donner Pass Rd. Truckee, CA 96161

This agenda was posted on the web at www.first5nevco.com. Posted on June 10, 2021.

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April 2021 Statement

Open Date: 03/04/2021 Closing Date: 04/02/2021

Account: [REDACTED]



Visa® Community Card
FIRST 5 NEVADA COUNTY (CPN 001129238)

Cardmember Service 1-866-552-8855
BUS 30 ELN 68 2

New Balance	\$782.62
Minimum Payment Due	\$10.00
Payment Due Date	05/01/2021

Activity Summary		
Previous Balance	+	\$125.73
Payments	-	\$125.73 ^{CR}
Other Credits		\$0.00
Purchases	+	\$782.62
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$782.62
Past Due		\$0.00
Minimum Payment Due		\$10.00
Credit Line		\$5,000.00
Available Credit		\$4,217.38
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: Cardmember Service CPN 001129238



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24-Hour Cardmember Service: 1-866-552-8855

. to pay by phone
 . to change your address

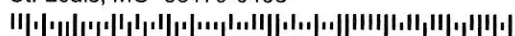
Account Number	[REDACTED]
Payment Due Date	5/01/2021
New Balance	\$782.62
Minimum Payment Due	\$10.00

Amount Enclosed \$ _____

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

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





April 2021 Statement 03/04/2021 - 04/02/2021
 FIRST 5 NEVADA COUNTY (CPN 001129238)

Page 2 of 3

Cardmember Service 1-866-552-8855



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.

Speed through checkout with the added security and convenience of PayPal. Go to the Mobile App or manage your account online. Link your card to PayPal today.

We have added Mobile Authentication and Cellular Phone Contact Policy to and made changes to the Arbitration Agreement in your account agreement. Please visit card.myaccountaccess.com/agreementchanges to review. If you have any questions, call the number on the back of your card.

Transactions		EASTON,MELODY C			Credit Limit	\$5000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Purchases and Other Debits						
04/01	03/31	6055	WIX.COM FIRST5NEVCO. WWW.WIX.COM CA	\$24.85	_____	
04/02	03/31	9449	STAPLES 00110973 GRASS VALLEY CA	\$148.82	_____	
Total for Account				\$173.67		

Transactions		GONZALEZ,ROSEMARY			Credit Limit	\$5000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Purchases and Other Debits						
03/04	03/03	3448	USPS PO 0531200945 GRASS VALLEY CA	\$9.05	_____	
03/26	03/24	5606	SAVEMART #608 GRASS GRASS VALLEY CA	\$100.00	_____	
03/30	03/29	0170	BROOKES PUBLISHING 410-337-9580 MD	\$499.90	_____	
Total for Account				\$608.95		

Transactions		BILLING ACCOUNT ACTIVITY			Amount	Notation
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Payments and Other Credits						
03/26	03/25	0039	PAYMENT THANK YOU	\$125.73CR	_____	
Total for Account				\$125.73CR		

2021 Totals Year-to-Date	
Total Fees Charged in 2021	\$0.00
Total Interest Charged in 2021	\$22.40



May 2021 Statement

Open Date: 04/03/2021 Closing Date: 05/04/2021

Account: [REDACTED]



Visa® Community Card
FIRST 5 NEVADA COUNTY (CPN 001129238)

Cardmember Service 1-866-552-8855
BUS 30 ELN 8 2

New Balance	\$1,033.27
Minimum Payment Due	\$67.00
Payment Due Date	06/01/2021

Activity Summary		
Previous Balance	+	\$782.62
Payments		\$0.00
Other Credits		\$0.00
Purchases	+	\$204.00
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	+	\$35.00
Interest Charged	+	\$11.65
New Balance	=	\$1,033.27
Past Due		\$10.00
Minimum Payment Due		\$67.00
Credit Line		\$5,000.00
Available Credit		\$3,966.73
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: Cardmember Service CPN 001129238



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24-Hour Cardmember Service: 1-866-552-8855

- ☎ . to pay by phone
- ☎ . to change your address

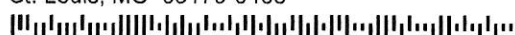
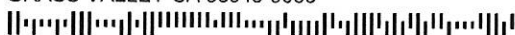
Account Number	[REDACTED]
Payment Due Date	6/01/2021
New Balance	\$1,033.27
Minimum Payment Due	\$67.00

Amount Enclosed \$ _____

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

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





May 2021 Statement 04/03/2021 - 05/04/2021
 FIRST 5 NEVADA COUNTY (CPN 001129238)

Cardmember Service 1-866-552-8855



Important Messages

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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.

Speed through checkout with the added security and convenience of PayPal. Go to the Mobile App or manage your account online. Link your card to PayPal today.

We have added Mobile Authentication and Cellular Phone Contact Policy to and made changes to the Arbitration Agreement in your account agreement. Please visit card.myaccountaccess.com/agreementchanges to review. If you have any questions, call the number on the back of your card.

Transactions EASTON,MELODY C Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/12	04/09	8195	WIX.COM PREMIUM-PLAN WWW.WIX.COM CA	\$204.00	_____
Total for Account				\$204.00	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Fees					
05/03	05/01		LATE FEE - PAYMENT DUE ON 05/01	\$35.00	_____
TOTAL FEES FOR THIS PERIOD				\$35.00	
Interest Charged					
05/04			INTEREST CHARGE ON PURCHASES	\$11.65	_____
TOTAL INTEREST FOR THIS PERIOD				\$11.65	
Total for Account				\$46.65	

2021 Totals Year-to-Date	
Total Fees Charged in 2021	\$35.00
Total Interest Charged in 2021	\$34.05



June 2021 Statement

Open Date: 05/05/2021 Closing Date: 06/02/2021



Visa® Community Card
FIRST 5 NEVADA COUNTY (CPN 001129238)

Account: [REDACTED]

Cardmember Service (1-866-552-8855
BUS 30 ELN 2

New Balance	\$0.00
Minimum Payment Due	\$0.00
Payment Due Date	07/01/2021

Activity Summary		
Previous Balance	+	\$1,033.27
Payments	-	\$1,033.27 ^{CR}
Other Credits		\$0.00
Purchases		\$0.00
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$0.00
Past Due		\$0.00
Minimum Payment Due		\$0.00
Credit Line		\$5,000.00
Available Credit		\$5,000.00
Days in Billing Period		29

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

No payment is required.

CPN 001129238



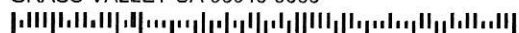
Zero Balance

24-Hour Cardmember Service: 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]
Your account has a zero balance, but please remember that your available credit is \$5,000.00.



June 2021 Statement 05/05/2021 - 06/02/2021
 FIRST 5 NEVADA COUNTY (CPN 001129238)

Cardmember Service ☎ 1-866-552-8855



Important Messages

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Speed through checkout with the added security and convenience of PayPal. Go to the Mobile App or manage your account online. Link your card to PayPal today.

We have added Mobile Authentication and Cellular Phone Contact Policy to and made changes to the Arbitration Agreement in your account agreement. Please visit card.myaccountaccess.com/agreementchanges to review. If you have any questions, call the number on the back of your card.

Account Security is very important to you and to us. When you use your Card to make a purchase, particularly over the phone or online, you may be asked to provide a card security code, sometimes called a CVV. This information is used to help confirm that you are the cardholder.

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
05/10	05/08	0005	PAYMENT THANK YOU	\$782.62CR	_____
06/01	05/28	0047	PAYMENT THANK YOU	\$250.65CR	_____
Total for Account				\$1,033.27CR	

2021 Totals Year-to-Date	
Total Fees Charged in 2021	\$35.00
Total Interest Charged in 2021	\$34.05

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	13.99%	
**PURCHASES	\$0.00	\$0.00	YES	\$0.00	13.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	23.99%	



July 2021 Statement

Open Date: 06/03/2021 Closing Date: 07/02/2021



Visa® Community Card
FIRST 5 NEVADA COUNTY (CPN 001129238)

Account: [REDACTED]

Cardmember Service 1-866-552-8855
BUS 30 ELN 4 8 2

New Balance	\$502.35
Minimum Payment Due	\$10.00
Payment Due Date	08/01/2021

Activity Summary	
Previous Balance	\$0.00
Payments	\$0.00
Other Credits	\$0.00
Purchases	+ \$502.35
Balance Transfers	\$0.00
Advances	\$0.00
Other Debits	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	= \$502.35
Past Due	\$0.00
Minimum Payment Due	\$10.00
Credit Line	\$5,000.00
Available Credit	\$4,497.65
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: Cardmember Service CPN 001129238



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24-Hour Cardmember Service: 1-866-552-8855

- to pay by phone
- to change your address

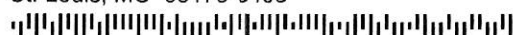
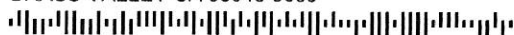
Account Number	[REDACTED]
Payment Due Date	8/01/2021
New Balance	\$502.35
Minimum Payment Due	\$10.00

000009507 01 SP 000638868528193 P Y

Amount Enclosed \$ _____

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

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





July 2021 Statement 06/03/2021 - 07/02/2021
 FIRST 5 NEVADA COUNTY (CPN 001129238)

Cardmember Service 1-866-552-8855



Important Messages

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SKIP THE MAILBOX. Switch to e-statements and securely access your statements online. Get started at myaccountaccess.com/paperless

Transactions GONZALEZ, ROSEMARY Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
06/09	06/08	1697	USPS PO 0531200945 GRASS VALLEY CA	\$15.40	_____
06/14	06/11	8722	FIST 5 SANTA CLARA COU 408-2603744 CA	\$332.78	_____
07/01	06/30	3276	STAPLES DIRECT 800-3333330 MA	\$43.28	_____
07/02	06/30	0547	DISCOUNTSCH 8006272829 800-482-5846 CA	\$110.89	_____
Total for Account				\$502.35	

2021 Totals Year-to-Date	
Total Fees Charged in 2021	\$35.00
Total Interest Charged in 2021	\$34.05

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	13.99%	
**PURCHASES	\$502.35	\$0.00	YES	\$0.00	13.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	23.99%	

Contact Us

Phone

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

Questions

Cardmember Service
 P.O. Box 6353
 Fargo, ND 58125-6353



Mail payment coupon with a check

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



Online

myaccountaccess.com

Julie C. Austin
11492 Bernadine Ct.
Grass Valley, CA 95949

First 5 Nevada County
250 Sierra College Dr.
Grass Valley, CA 95945

June 30, 2021

To Whom It May Concern,

I am a contract bookkeeper and have worked with First 5 Nevada County for almost 8 years. In that time, I have had the pleasure of working with really wonderful people. Also, working with an auditor each year, I am proud to say that there have been no accounting issues reflected in her reports.

I am proposing an increase to my current hourly rate from \$35/hour to \$40/hour beginning July 1, 2021

Thank you.

Sincerely,
Julie C. Austin

First 5 Nevada County

CHILDREN AND FAMILIES FIRST COMMISSION

Adopted budget for 20-21 and Preliminary budget for 21-22

	FY 20-21 Budget	FY 20-21 Actuals	FY 21-22 Budget
Carryover			
Carryover from prior year	19,600		61,167 (1)
Revenue			
Annual Tobacco Tax Revenue	\$ 484,695		\$ 577,742
Small Population County Funding Augmentation	\$ 127,079		\$ 149,199
Donations for Kids' Corner at the Fair	\$ -		\$ 10,000
Interest	\$ 3,399		\$ 2,358
Other Income	\$ -		\$ -
IMPACT funding from Local Planning Council	\$ 18,000		\$ 18,000
HV Coordination Funds	\$ 61,654		\$72,314
Total Revenue	\$ 694,827	\$ -	\$ 829,613
Total Funds Available	\$ 714,427	\$ -	\$ 890,780

NOTES:

(1) Carry over includes Moving Beyond Depression, Children's Behavioral Health, Healthy Babies, and PARTNERs FRC

First 5 Nevada County
CHILDREN AND FAMILIES FIRST COMMISSION
Adopted budget for 20-21 and Preliminary budget for 21-22

Expenses	FY 20-21 Budget	FY 20-21 Actuals	FY 21-22 Budget
Persimmony Database	\$ 24,000		\$ 10,500
Evaluation	\$ 7,000		\$ 7,000 (1)
Community Investments			
External Community Investments (detailed on pg. 4)	\$ 505,349		\$ 528,699
Internal Community Investments (detailed on pg. 4)	\$ 44,800		\$ 23,800
Continuing Investments			
Community Projects	\$ 1,000		\$ 1,000
Kids' Corner at the Fair	\$ 6,000	\$ -	\$ 6,000 (2)
Total Expenses Page 1	\$ 588,149	\$ -	\$ 576,999

NOTES

- (1) Includes \$5000 from Prop 10 and \$2000 from HV Coordination funds
- (2) Not to exceed donations plus \$1,000 from First 5 Nevada County

First 5 Nevada County

CHILDREN AND FAMILIES FIRST COMMISSION

Adopted budget for 20-21 and Preliminary budget for 21-22

Expenses, continued	FY 20-21 Budget	FY 20-21 Actuals	FY 21-22 Budget
Salaries and Benefits			
Medical/Health	\$ 12,660		\$ 22,460
Medicare	\$ 2,143		\$ 2,234
Salaries	\$ 147,788		\$ 154,042
PERS (Retirement)	\$ 30,592		\$ 31,887
Unemployment	\$ 74		\$ 76
Worker's Compensation	\$ 1,315		\$ 1,358
Total Salaries and Benefits	\$ 194,572	\$ -	\$ 212,057
Services and Supplies			
Accounting Fees	\$ 5,000		\$ 5,000
Audit	\$ 6,500		\$ 6,500
Computer Software, Hardware, Training & Support	\$ 3,500		\$ 3,250
Indirect to County Treasury for check writing	\$ 3,500		\$ 3,500
Indirect Support to NCSoS for payroll	\$ 13,000		\$ 13,000
Insurance	\$ 1,700		\$ 1,700
Memberships and Subscriptions	\$ 3,988		\$ 3,988
Meetings and Events	\$ 250		\$ 250
Office Supplies	\$ 750		\$ 750
Postage	\$ 150		\$ 150
Printing and Copying	\$ 75		\$ 75
Professional Development	\$ 1,500		\$ 1,500
Travel, Commissioners	\$ 500		\$ 500
Travel, Staff	\$ 3,600		\$ 3,600
County Counsel Legal Fees	\$ 250		\$ 250
Total Services and Supplies	\$ 44,263		\$ 44,013
Total Expenses	\$ 826,984	\$ -	\$ 833,069

NOTES:

(1) Includes additional salary funds for HV Coordination efforts

(2)

First 5 Nevada County

Community Investments

Budget for FY 21-22 (Preliminary)

Accepted: May 2021

Revenue Source	FY 21-22
Community Investments	739,299
IMPACT funding	18,000
HV Coordination Funding from First 5 CA	72,314
Total:	829,613
External Programs	
Whole County	
Healthy Babies	170,500 (2)
Public Health: Moving Beyond Depression	25,000 (3)
Nevada County Children's Behavioral Health	10,942 (3)
Read Me a Story	3,000
Ready to Grow	23,695
Truckee Programs	
CCTT Collaborative	12,500
KidsReach	10,000
Sierra Community House (formerly Truckee Family Resource Center)	55,000
TTUSD: School Readiness	41,627
Western County Programs	
NCSoS: PARTNERS Family Resource Centers	163,935 (2)
Western County Collaborative	12,500
Total for External Programs:	528,699
Internal Programs	
Car Seats	1,000
IMPACT	18,000 (1)
Food for IMPACT Trainings	3,000
KidsCorner Donation	1,000
Parent Incentives for HV Collaborative	800
Total for Internal Programs:	23,800
Program TOTAL	552,499

NOTES:

- (1) IMPACT funds decreased due to reallocation of funds as a result of the Covid-19 Pandemic. Additionally, we no longer receive funds to offset salary costs - those are taken out on the front end since NCSOS has contracts with both the Local Planning Council and First 5
- (2) Rollover funds approved by Commission June 2021
- (3) Contract extensions approved by Commission March 2021

First 5 Nevada County - Long Range Financial Plan

Financial Planning for Sustainability

Approved May 2021

Fiscal Year ending June 30	Approved 2020-21	Proposed 2021-22	Projected 2022-23	Projected 2023-24
REVENUE				
Prop 10 tax revenue	\$484,695	\$577,742	\$523,451	\$456,803
Small County Augmentation	\$127,097	\$149,199	\$149,199	\$149,199
IMPACT 2020	\$18,000	\$18,000	\$18,000	
Donations		\$10,000	\$5,000	\$5,000
HV Collaborative	\$61,654	\$72,314		
Interest earned	\$3,399	\$2,358		
Total Revenues	\$694,845	\$829,613	\$695,650	\$611,002

Fiscal Year ending June 30	Approved 2020-21	Projected 2021-22	Projected 2022-23	Projected 2023-24
EXPENSES				
Prop 10 Programs	\$589,012	\$559,599	\$523,109	\$523,109
Community Projects	\$2,000	\$3,000	\$1,000	\$1,000
Evaluation	\$5,000	\$5,000	\$5,000	\$5,000
Services/Supplies	\$41,263	\$41,263	\$41,263	\$41,263
Kids Corner at the Fair	\$6,000	\$6,000	\$6,000	\$6,000
First 5 Director Wages/Benefits .95 FTE	\$113,945	\$115,603	\$115,615	\$115,615
Service Support Secretary .45 FTE	\$33,455	\$34,791	\$36,231	\$36,231
Step Up to Kindergarten	\$20,000			
Persimmony Database	12000			
Contracted Program Expenses				
Family Resource Centers	\$212,318	\$214,678	\$214,678	\$214,678
Cross Agency Collaboration	\$25,000	\$25,000	\$25,000	\$25,000
Behavioral and Mental Health	\$45,000	\$35,942		
School Readiness (TTUSD, KidZone, RMAS)	\$38,000	\$54,627	\$54,627	\$54,627
Bilingual Child Care Training	\$11,336			
Ready to Grow	\$23,695	\$23,695	\$23,695	\$23,695

SPCFA Programs	\$162,000	\$160,500	\$160,500	\$150,000
Healthy Babies Home Visiting Program	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Persimmony Database	\$ 12,000	\$ 10,500	\$ 10,500	
HV Collaborative	\$52,972	\$67,213		
Community Collaborative Coordinator .83 FTE	\$47,172	\$61,663	\$61,663	\$61,663
Services/Supplies	\$1,500	\$1,250		
Parent Incentives	\$800	\$800		
Evaluation	\$2,000	\$2,000		
Travel	\$1,500	\$1,500		
IMPACT Programs	\$21,000	\$21,000	\$21,000	\$0

Supplies	\$200	\$200	\$200	
Food for IMPACT	\$3,000	\$3,000	\$3,000	
Subcontract for Coaching and Mentoring	\$17,800	\$17,800	\$17,800	
<i>Fiscal Year ending June 30</i>	Proposed 2020-21	Projected 2021-22	Projected 2022-23	Projected 2023-24
Total Expenditures	\$824,984	\$808,312	\$704,609	\$673,109
Revenues less Expenses	-\$130,139	\$21,301	-\$8,959	-\$62,107
Total Fund Balance	\$424,901	\$294,762	\$316,063	\$316,063
Withdrawal from Fund Balance	\$130,139	-\$21,301	\$8,959	\$62,107
Ending Fund Balance	\$294,762	\$316,063	\$307,104	\$253,956

(1) .17FTE of CCC position comes from CAPC-CSN Contract

Long Range plan only reflects the rollover from Behavioral Health and Moving Beyond Depression

Our 2021-2024 Initiative Implementation Plan: Our Strategies

The First 5 Nevada County Commission has approved a Strategic Plan for the period of 2021-2024. The Strategic Plan outlines the Vision and Mission for the First 5 Nevada County Commission and the goals and priorities designed to help meet that vision in Nevada County. This Implementation Plan will highlight the community-based and internally funded programs selected to further these goals and priorities; and the metrics by which progress will be measured.

1. School readiness programs:

- a. **Tahoe Truckee Unified School District (TTUSD) Early Learning:** TTUSD Early Learning provides support, collaboration, and implementation for a variety of community activities designed to benefit school readiness outcomes for children and families in the Truckee community.
 - b. **KidsReach:** Through outreach and partnerships, KidZone Museum helps support high-promise children ages 5 and under and their families achieve school readiness through hands-on and virtual learning opportunities.
 - c. **Read Me a Story:** The Sierra Nevada Memorial Hospital Foundation created the Read Me a Story program to expose children to reading at a very young age. Children are provided with age- and language-appropriate books at each of their whole-child visits with a pediatrician.
2. **Home visiting:** Healthy Babies is an evidence-based program that provides in-home services to families alleviate transportation issues and reach hard-to-reach families. Provides intensive home visiting for vulnerable families, providing both prevention and intervention.
3. **Family resource centers:** Family resource centers act as a “first stop” for families and include services that they provide, that they house, and that they refer families to with a warm hand-off. FRCs will work to create connections among families, build community, and offer both formal and informal supports; offer parenting classes, community events, and parent-child activities; and offer case-management for some families. The lead agencies for the Family Resource Centers are PARTNERS Family Resource Centers (western county) and Sierra Community House (eastern county).
4. **Ready to Grow:** Ready to Grow provides a central call number (2-1-1) for parents and/or caregivers to call to access screening services for child development as well as resources for children with developmental differences or positive screens that indicate a need for further assessment.
5. **Community collaboratives:** Support for general operations and trainings for eastern and western county collaboratives that include child-serving agencies. The two community collaboratives funded by First 5 Nevada are the Community Collaborative of Tahoe Truckee (eastern county) and the Community Support Network (western county).
6. **Behavioral health programs:** First 5 Nevada provides Nevada County Behavioral Health with funds to augment other funding streams; such as paying for evening operations for the Children’s Behavioral Health program and paying for treatment for children with no insurance. Additionally, Children’s Behavioral Health provides outreach to parents and staff in shelter housing.

7. **Moving Beyond Depression program:** Moving Beyond Depression provides in-home cognitive-behavioral therapy services for women with pre- or post-partum depression.
8. **Public education and advocacy:** Website; Facebook page; trainings for providers and community; community events. The Commission takes action on pending important legislation that would impact children 0 to 5 and their families and uses media to advocate for and educate about young children. The Commission makes presentations for local service clubs, local governments, local business organizations and the like. The Commission is actively involved with local groups and organizations that advocate for children, including Child Abuse Prevention Council, Adult and Family Services Commission, and the community collaboratives.
9. **Sustainability - Commission assistance with leveraging funds:** Commission staff will work with funded partners to leverage additional funds when appropriate, particularly state and federal funds. Additionally, during this Strategic Plan period, Commission staff will work with funded partners to develop Sustainability Plans.
10. **Commission assistance with identifying and negotiating about shared funds, resources and evaluations:** Commission staff will work with funded partners to identify opportunities for sharing and ongoing collaboration.

ACCESSIBLE AND INTEGRATED SERVICES

It is the goal of First 5 Nevada County that programs, services, and projects relating to early childhood development within the county will be integrated into a consumer-oriented and easily accessible system. To this end, the Commission incorporates the following strategies:

1. The Commission provides operational support to two collaboratives of family service agencies, one in the eastern and one in the western part of the county. Each collaborative is made up of member organizations and utilizes e-newsletters to inform the community of their work and upcoming opportunities. These collaboratives' primary goal is: *That all families in Nevada County have ready access to a well-integrated and coordinated support network that is easily available and well-funded.* Each collaborative convenes monthly meetings of service providers to highlight available services, identify gaps in services, advocate for families, identify funding opportunities, provide trainings, and generally oversee the service landscape for families on each end of the county.
2. The Commission supports four family resource centers (FRCs) around the county; these family resource centers act as a first stop for families and provide multiple direct services as well as referral to a full network of available resources that are generally in the form of a warm hand-off. The family advocates at the FRCs are deeply knowledgeable about local resources and, because ours is a small county, often have personal relationships with service providers to whom they are referring families. The Commission supports bilingual (Spanish/English) in areas where the vast majority of Spanish-speaking families live.
3. Wherever possible, the Commission asks grantees to show diversified funding sources for programs and looks for new opportunities to leverage funds and resources.

EXPENDITURE PLAN

INTRODUCTION

Expenditures begin and end with the Goals and Objectives in the Nevada County Strategic Plan. All funds shall be allocated to further a Goal in the Strategic Plan and outcomes shall be measured in terms of progress on selected indicators. The Evaluation Plan outlines the manner in which performance is measured and accountability ensured.

Nevada County's Objectives fall within the four Goals as outlined in the Strategic Plan. First 5 Nevada County's approach to investment can be found in the Guiding Principles and Investment Guidelines section of the Strategic Plan.

The Long-Range Financial Plan delineates categories of expenditures used in Nevada County, and withdraws funds from a fund balance to ensure relatively level expenditures within each funding cycle, despite an anticipated reduction in tobacco tax revenue. It is understood that, because virtually all of the revenue for First 5 Nevada County comes from tobacco tax, that there is substantial revenue risk; because of this, all of our contracts contain wording that legislative change could make the revenue no longer available; the contract language reads, in part: The State of California, through legislative change, may alter or repeal the law, which provides funds for this agreement.

INVESTMENTS

CONTRACTED PROGRAM INVESTMENTS

Contracted Program Investments is a category of the Long-Range Financial Plan which includes allocations for programs funded by the Commission through competitive grant processes, through Commission-directed initiatives, or through other procurement processes.

For the 2021-2024 funding period these include:

- Home Visiting
- Community Collaboratives
- Family Resource Centers
- School Readiness (TTUSD and KidZone)
- Family Literacy
- Developmental Screening (2-1-1)

Local tobacco tax dollars fund Community Investments, which are often matched with funds provided by local partners. All Community Investment funds are expended through contracts to community partners in accordance with the First 5 Nevada County policies and procedures. First 5 staff provides contract management and monitoring, and oversees evaluation.

INTERNAL PROGRAM INVESTMENTS

Internal programs are those that are coordinated directly by First 5 Nevada County and include:

- Car seat safety program – coordinated with local California Highway Patrol (CHP). Providing car seats to low-income families; providing certified car seat installation checks and parent education on correct car seat installation and use
- IMPACT Peer Mentoring – funded with money from First 5 California. First 5 California matching-grant program to improve child care quality, including assessment and rating of child care entities, professional development for early childhood educators, and development of a system for enhancing the quality of early childhood settings in Nevada County. Nevada County’s Local Planning Council serves as the program lead. Local First 5 Nevada County funds used to provide food at trainings.

OTHER INVESTMENTS

Community Events

The Commission has traditionally allocated funds for Community Events to support a variety of efforts, as they arise during the year. The Executive Director expends community events funds to further Commission priorities, in furtherance of the Strategic Plan. First 5 staff monitors accountability for Community Events.

Kids’ Corner at the Fair

Kids’ Corner at the Nevada County Fair is a free area for young children where they can get a free picture book and engage in age-appropriate activities; the activities demonstrate for parents’ the kinds of activities they can do easily at home and illustrate what children learn from the various activities. The Kids’ Corner is funded by community donations and run by a coalition of agencies with First 5 as the fiscal agent.

LONG-RANGE FINANCIAL PLAN

The Long-Range Financial Plan serves several purposes in Nevada County. It documents a plan to reserve and withdraw funds to assure a continued investment over the lifespan of the First 5 Commission. It provides an overarching policy grid, so the Commission can determine the categories of its investments over time. And the plan ensures funds are projected to adequately support programs, evaluation, and administration. The Commission’s annual budget is guided by the Long-Range Financial Plan.

Nevada County’s Long-Range Financial Plan is a living document. It is adjusted annually to reflect unanticipated revenues or expenditures and changed Commission priorities. The Plan is regarded as long-term, however.

COST ALLOCATION POLICY

The First 5 Nevada County Cost Allocation Policy contains a limit of the percentage of the annual operating budget that may be spent on administration, definitions, and a methodology for tracking and reporting on administrative, program and evaluation costs, and provisions for periodic review of the administrative cost limit.

The Cost Allocation Policy is developed in accordance with the California Children and Families Act and the First 5 Financial Management Guidelines adopted by First 5 California. The Commission’s last-adopted version of the Cost Allocation Policy includes a 20% cap on administrative costs.

Family Strengthening Initiative

GOAL NUMBER ONE:

Nevada County children will live with supported, nurturing parents

OBJECTIVE	STRATEGY	OUTCOMES	INDICATORS
Enhanced parenting support to promote strong families, including parenting classes and enhancement of parent knowledge of child development	Home Visiting	Parents connected to resources	<p>Receive 440 HFA Self-screens from eligible parents</p> <p>Successfully enroll 10% of referred families to Healthy Baby Home Visiting services</p> <p>Provide home visiting services to 100 unduplicated parents in eastern and western county</p> <p>Complete the CHEERS Check-in Tool to assess, promote, and address parent-child interaction: Year 1 – 25 families Year 2 – 50 families Year 3 – 85 families</p>
Opportunities for parents to receive concrete support in times of need	Family Resource Centers: Parenting Classes	<ol style="list-style-type: none"> Enhanced parent knowledge of resources Enhanced parenting sense of competence Enhanced positive parenting practices 	<p>PARTNERS - Conduct the Protective Factors Survey with 75 parents who have received at least 6 hours of direct service</p> <p>PARTNERS - Conduct the Parenting-Ladder self-assessment with 40 parents</p> <p>Sierra Community House – Provide family advocacy and resource/referral services to 350 duplicated families</p> <p>PARTNERS - Report an increase in Protective Factors for 75% of parents surveyed</p>
Enhanced social	Family Resource Centers: support	Families have access to concrete support	Sierra Community House – facilitate 4 parent

OBJECTIVE	STRATEGY	OUTCOMES	INDICATORS
connections among parents	Parent Cafes	Parents connecting with others	café sessions
	Family Resource Centers: group/community activities	Parents connecting with others	PARTNERS - Facilitate at least 150 sessions of developmentally appropriate playgroups
	Family Resource Centers: Parenting Classes	Parents connecting with others	Conduct at least 12 evidence-based or evidence-informed parenting education workshops
Enhanced parental resilience	Home visiting	Mothers are screened and treated for depression	Conduct the Edinburgh Post Natal Depression screen with 85 unduplicated mothers
		Mothers are screened for domestic violence	Conduct the Relational Assessment Tool for domestic violence with 50 mothers
			100% of mothers with high scores on the assessment tools will be referred to appropriate services
	Family Resource Centers: Resource referrals	Families are linked to resources	Provide 175 referrals to outside community resources
Enhanced social-emotional competence of children	Home Visiting	Children will be screened for social-emotional development delays and referred to appropriate services when necessary	Conduct the Ages and Stages Questionnaire with 85 unduplicated children
			100% of children with high scores on the Ages and Stages Questionnaire will be referred to appropriate services
Consistent messaging on early learning and development	Public education and advocacy: website, newsletter, Facebook presence; push-out messaging through grantees	Increased public messaging about early learning and development	Provide information and resources to 2400 duplicated families who self report having a child 0-5 in the home
	Ready to Grow		

Early Learning Initiative

GOAL NUMBER TWO: Nevada County children are ready to enter school

OBJECTIVE	STRATEGY	OUTCOMES	INDICATORS
Improved child care quality	Project IMPACT	TBD	TBD
Enhanced knowledge, skills, materials, and capacity of providers who serve children 0 to 5	TTUSD School Readiness: Child Development Conference	Early childhood educators will gain skills and knowledge	Conduct 1 child development conference
	TTUSD School Readiness: ECE trainings/workshops	Early childhood educators will gain skills and knowledge	Convene 4 articulation meetings
	Read Me a Story	Health services providers will gain knowledge about early childhood literacy	Conduct at least 3 professional development workshops for early learning professionals
Increased developmental screening of children	Central call number for access to ASQ & ASQ-SE screenings and for referrals to assessments and services	Children routinely screened and referred to appropriate services	Provide 2 outreach presentations/educational meetings to new sites or those who have seen a decline in book distribution
	Ready to Grow	Families will be connected with and educated about health services and child safety resources	Track number of books and where they're being distributed from
Supports for child health & wellness (behavioral, physical, and dental health & child safety)	Ready to Grow	Children ride safely in vehicles	Provide the Ages and Stages Questionnaire to 20 children between the ages of 0-5
	First 5 car seat safety program	Parents read to children regularly	Case manage 45 families with children ages 0-5
Improved family literacy	TTUSD school readiness	Parents read to children regularly	First 5 staff will work with local California Highway Patrol (CHP) to ensure the provision and delivery of car seats and car seat safety education
	TTUSD school readiness	Parents read to children regularly	Provide 2400 bilingual books to families to

OBJECTIVE	STRATEGY	OUTCOMES	INDICATORS
	TTUSD school readiness	Low-income young children visit the library	build home libraries and increase family literacy
	Read Me a Story	Parents read to children regularly	Assist 60 families with obtaining library cards
Improved school readiness	KidsReach	Children show improved literacy, numeracy and social-emotional development	Provide books and educational materials to 1000 families with children ages 0-5
	Family Resource Centers: Story times & play groups	Children show improved literacy, numeracy and social-emotional development	Distribute 86 developmentally appropriate activity kits to families with children 0-5
Increased opportunities for child socialization	KidsReach	Children attending groups	PARTNERS - Facilitate at least 150 sessions of developmentally appropriate playgroups
	Family Resource Centers: story times, play groups, group activities & classes	Children attending groups	Sierra Community House – Serve 35 unduplicated parents and 35 unduplicated children through family room activities
Decreased achievement gap for Latino and socioeconomically disadvantaged populations	Family Resource Centers	Latino and low-income parents will receive connection to community-based resources through the Promotora program	Provide 6 opportunities for child socialization (virtually or in person)
	TTUSD school readiness program	Children will engage in high-quality story times at their low-income housing developments	Facilitate at least 150 sessions of developmentally appropriate playgroups
Consistent Messaging on Early Development and Learning	Public education/ advocacy: website, newsletter, Facebook; push-out messaging through grantees	Increased public messaging about early learning and development	PARTNERS - Serve 15 families annually through the promotora program
			Sierra Community House – Provide 100 unduplicated referrals to Sierra Community House services through the promotora program
			Provide 2400 bilingual books to families to build home libraries and increase family literacy
			Messaging on early learning developed and distributed through at least three avenues
			Conduct at least 4 meetings of the Read Me a Story Committee to review and assess the quality of the RMAS program and materials

Communications and Outreach Initiative

GOAL NUMBER THREE:

Nevada County children and families are represented in the larger community

OBJECTIVE	STRATEGY	OUTCOMES	INDICATORS
Commission engagement in advocacy for and education about children 0 to 5 and their families	First 5 public education and advocacy	Increased advocacy and education work of First 5	# of legislative contacts (letters, e-mails, calls, visits) # of presentations to community groups, local governments # of articles, letters in newspapers
Increased community knowledge of and engagement in the needs of children 0 to 5	Community collaboratives	Collaboratives discuss needs of young children and families	CCTT – facilitate 10 resource sharing meetings CSN – facilitate 9 resource sharing meetings
Consistent messaging on early development and learning	First 5 public education and advocacy Public education and advocacy: website, newsletter, Facebook presence; push-out messaging through grantees	Increased advocacy and education work of First 5 Increased public messaging about early learning and development	# of presentations to community groups, local governments # of articles, letters in newspapers Messaging on early learning developed and distributed through at least three avenues KidsReach – Provide parenting resources through 4 bilingual newsletters CCTT – Release 24 issues of the e-news to inform the community of the Collaborative’s work CSN – Release 48 issues of the e-news to inform the community of the Collaborative’s work

Communications and Outreach Initiative

GOAL NUMBER FOUR:

Nevada County families have access to integrated, collaborative and sustainable services

OBJECTIVE	STRATEGY	OUTCOMES	INDICATORS
Increased communication and collaboration among agencies and organizations that serve the 0 to 5 population	Community collaborative of Tahoe Truckee Community Support Network	Agencies that serve young children engage with the collaboratives	CCTT – track at least 25 child-serving agencies actively participating in the collaborative CSN – track at least 15 child-serving agencies actively participating in the collaborative
Increased sharing of funds, resources, and evaluations among agencies and programs	Commission assistance with identifying and negotiating about shared funds, resources and evaluations	Commission staff convenes grantees to discuss potentials for sharing funds, resources and evaluations	Commission staff to conduct quarterly contractor meetings
Strengthened evaluation practices and communication of those findings	Commission assistance with evaluation	Grantees create and carry out strong evaluation plans for their funded programs	Grantee reports reference measurable impact of First 5 funding Ready to Grow – Convene at least 4 meetings with community service providers for the development of the Community Data Exchange
Increased access to linguistically and culturally appropriate family services for Spanish speakers	Commission support and advocacy for linguistically and culturally appropriate family services for Spanish speakers	Grantees provide linguistically and culturally appropriate services	Grantees will report maintaining staff to meet the cultural and linguistic needs of the families they serve



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Grass Valley, CA 95945

Melody Easton
Executive Director
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Memo

To: Commission
From: Melody Easton
Date: August 18, 2021
Re: Executive Director's Report

First 5 California & First 5 Association

In July, the First 5 Association hosted a webinar in partnership with First 5 CA to update the membership regarding the five-year Prop 10 projections recently developed by the state Department of Finance.

The new five-year projections are done with and without the flavors ban. The flavors ban was passed and signed into law last year, followed by a signature campaign by the opposition to place a referendum on the ballot to undo the measure. The flavors ban referendum will be on the November 2022 ballot. If the flavors ban is upheld, it would be implemented in November 2022. The First 5 Association supported the flavors ban due to the positive public health impacts of reducing tobacco use. The Policy Committee will be considering at its upcoming meeting whether to oppose the referendum and support upholding the flavors ban.

On the fiscal call, the Department of Finance provided information on the assumptions used for their analyses to develop the five-year projections. The assumptions provided by the Department of Finance for the flavor ban impact to cigarette, tobacco and e-cigarettes were factored into the revised tobacco tax revenue projections released May 14, 2021 in the May Revision to the Governor's Budget. First 5 California utilized the revised revenue projections provided by the Department of Finance, to prepare the 5 Year "First 5 California County Tax Revenue Projections for 2021-22 through 2025-26 with Flavor Ban" that went out to counties on June 9th. If SB 793 is upheld, the flavor ban would be implemented November 16, 2022 impacting revenue for 2.5 quarters for fiscal year 2022-23. Full year impact would begin fiscal year 2023-24.

The new projections are included with this report.

Scott W. Lay
Commission Chair
Nevada County
Superintendent of
Schools

Ryan Gruver
Commission Vice Chair
Director,
Nevada County Health
& Human Services
Agency

Phebe Bell
Director, Behavioral
Health, Nevada
County Health &
Human Services
Agency

Laura Brown
Executive Director,
Excellence in Education
Foundation

Sue Hoek
Nevada County
Supervisor,
District 4

Contracting Update

All contracts and budgets have been signed and filed away for the programs funded for the 2021-2024 Strategic Plan period. We are still waiting on the updated, signed contract extensions to come back for the Children's Behavioral Health and Moving Beyond Depression programs.

Persimmony Update

On August 2nd, we held a training with all contractors on how to use the Persimmony database for quarterly reporting. Most of the programs were present and anyone who missed will have a one-on-one training with staff. Programs responded favorably to the new database. We also developed a "cheat sheet" that will be provided to all programs to refresh them on the data entry processes.

Persimmony will allow us to report a clean, "unduplicated" number of individuals served at the end of the year through the following process:

At the start of each year, all individuals count as "new" – quarter one represents all individuals served during the quarter. In following quarters, programs will only report the number of new individuals that were not previously counted. However, they'll have the opportunity to report the total number of individuals served in their narrative.

In addition to their contracted deliverables, each program will continue to report the demographics of the children/parents/providers served as well as narratives for their Strengths, Challenges, and Successes for the quarter.

We will have an additional training later in August with the fiscal staff on the procedures for submitting their quarterly reimbursement and backup documentation in Persimmony.

PARTNERs FRC is working directly with the Persimmony developers to build out their direct client level data entry platform. This will allow them to capture data not only for those families served through First 5 funds, but those served through their other funding streams as well. In the coming months, Commission staff will work with other programs to develop a process for uploading their existing data into Persimmony.

Kids Corner at the Fair

We were able to host the Kids Corner at the Fair once again. This year looked a little different due to Covid safety precautions. Families were still able to do the traditional painted hand print activity; but they were provided with a small cup of paint and a paint brush to use; rather than having a large station. Additionally, they were provided with a baggie of play dough and a craft to take home; rather than the play stations that are normally set up. Thanks to a large donation from Kids Community, we were able to provide bags to families with a bilingual book, hand sanitizer, and a dental kit from the Nevada County Dental Coalition.

While we were unable to do the water play station, we were able to provide families with cold water and a shady spot to take a cool break during the excitement of the fair.

Social Media and Outreach

- Facebook (facebook.com/first5nevco) - 677 people following the page (17 increase from June)
- Instagram (@first5nevadacounty) - 170 followers (20 increase from June)

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COUNTY OF NEVADA

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August 28, 2017

Dr. Lindsay Dunckel, Executive Director
First Five Nevada County
Children & Families First Commission
Champion Mine Family Resource Center
400 Hoover Lane
Nevada City, CA 95959

Re: Compliance Letter Regarding the Commission's Conflict of Interest Policy (Policy A-1), as Amended June 18, 2007 and Contract and Procurement Policy (Policy A-2), as Amended August 29, 2012

Dear Dr. Dunckel:

Pursuant to your request, I have reviewed the above-referenced policies for Government Code consistency, in light of AB 2932.

The Conflict of Interest Policy (Administrative Policy A-1) is consistent with the Government Code as follows:

- Article 4 (commencing with Section 1090) of Chapter 1 of Division 4 of Title 1 of the Government Code,
- Article 4.7 (commencing with Section 1125) of Chapter 1 of Division 4 of Title 1 of the Government Code, and
- Chapter 7 (commencing with Section 87100) of Title 9 of the Government Code.

The Contracting and Procurement Policy (Administrative Policy A-2) is consistent with the Government Code and Public Contract Code, as follows:

- Article 7 (commencing with Section 54201) of Chapter 5 of Part 1 of Division 2 of Title 5 of the Government Code,
- Chapter 2 (commencing with Section 2000) of Part 1 of Division 2 of the Public Contract Code,
- Section 3410 of the Public Contract Code, and

Dr. Lindsay Dunckel
August 28, 2017
Page 2 of 2

- Chapter 3.5 (commencing with Section 22150) of Part 3 of Division 2 of the Public Contract Code

Please let me know if you need any additional assistance on this matter. Thank you.

Very truly yours,



Alison A. Barratt-Green
County Counsel

ABG/ch

Policy Number	A-2
Policy Name	Contracts and Procurement Policy
Policy Description	This policy is adopted as a guide to issuing contracts for Programs, Mini-Grants and Professional Development Scholarships, monitoring contract performance and reviewing expenditures to our community contractors and vendors and purchase of goods and services.
Date Approved	March 9, 2005
Date(s) Amended	August 9, 2006; April 2, 2007; June 18, 2007; April 29, 2008; October 27, 2010; May 25, 2011; August 29, 2012

Notes / Policy Statement **CONTRACT POLICY**

Section 1: PURPOSE
The Contract Policy shall guide the processes undertaken by First 5 Nevada County related to the issuance, signing, enforcement, maintenance, and closing of contracts.
This Contract Policy is intended to assure adherence with the First 5 Financial Management Guide adopted by First 5 California. That guide reflects best practices in public contracting and the flexibility necessary to accommodate Commissions that vary in structure and size.
All contracts shall emanate from allocations made by the Commission to further Goals within the Strategic Plan in accordance with the First 5 California Financial Management Plan and the California Children and Families Act. Contracts shall accomplish Commission policies and directives through agreements with partners selected in compliance with the Procurement Policy.

Section 2: TRANSACTIONS THAT RESULT IN CONTRACTS
The First 5 Commission annually awards funds for Programs and Professional Development Scholarships. Such awards result in contracts between the Commission and the grantee. Purchase of goods and services may also be by contract.

Programs
Contracts shall be awarded through a public Request for Proposal (RFP) process, informal process or sole source justification. Contracts for Programs shall be awarded by the Commission and total dollar amount of contracts will only be modified by Commission action; PAK Scholarships shall be awarded at the discretion of the Executive Director.

The Commission's large allocations are awarded annually based on Commission priorities and fit with the Strategic Plan. Though a funding process or contract may be for multiple years, all multi-year contracts shall be expressly contingent on the annual allocation of funds by the Commission and the actual receipt and availability of Federal, State and local funding and, in the case of continuing programs, contract compliance including reporting and performance of the scope of work.

In the case when there are multiple entities who could carry out the work for an enumerated priority for which the Commission has allocated funds, the Commission shall launch a Request for Proposals (RFP) process. The RFP shall contain a clear statement of work or purpose, a description of the selection process, the RFP time schedule, restrictions or terms related to payment, and contractor requirements. Proposals will be evaluated according to announced criteria related to the Goals, Objectives, Strategies and Guiding Principles from the Strategic Plan.

In the case where the Commission determines that there is only a single entity who could carry out the work for an enumerated priority for which the Commission has allocated funds, Commission staff shall work directly with that entity to develop a contract, scope of work, program budget, and evaluation plan to bring forward for Commission approval. In these cases, the Commission shall follow the guidelines of the Sole Source Procurement Policy, below.

The Commission may choose to create a program to be managed directly by First 5; this may be because of the expertise of Commission staff in the program area and/or because it is cost efficient to do so. In such a case, Commission staff shall develop a scope of work, program budget, and evaluation plan to bring forward for Commission approval.

The Commission may also issue contracts for projects using leveraged funding, building capacity or addressing a special need. Such projects target selected Objectives in the Strategic Plan and may be proposed by a Commissioner or staff, or by a community member or organization. Most funding for such projects is awarded to vendors selected by the Commission during the approval process, but some procurements are made by staff, with specified Commission oversight and within the allocated amounts.

The Procurement Policy shall guide contract selection in situations where the Commission has not selected the contractor.

Professional Development for Kids (PAK) Scholarships

PAK Scholarships shall be funded in accordance with Commission-approved criteria. The PAK Scholarship Program is for Nevada County professionals who work with children under age 6. They may receive up to \$300 to support professional development. The Executive Director may approve applications, which become the contract. The applicant agrees, by signing the application, to send in documentation of the professional development expenses. Those individuals who were awarded PAK Scholarships in the prior fiscal year are not eligible to apply in the current fiscal year.

Goods and Services

Additional contracts for services or the purchase of goods shall be administered by staff in accordance with authorization obtained from the Commission through budget. Purchasing is done in accordance with the staff-adopted First 5 Fiscal Policy and Procedures Manual and the Contract and Procurement Process. Most of these transactions are by invoice, but larger contracts for goods or services often involve contracts.

Revenue

Revenue contracts occur when First 5 receives a grant or administers a program on behalf of another agency. Revenue may be accepted by staff to support Commission-approved programs or projects. Staff shall administer revenue in accordance with the First 5 Fiscal Policy and Procedures Manual and the Procurement Process.

SECTION 3: MINIMUM REQUIREMENTS FOR CONTRACTS

All contracts shall identify the contracting parties and include five major elements: (1) scope of work, (2) contract term, (3) contractor payment, (4) reporting requirements and (5) terms and conditions. The First 5 Funding Policies describe payment methods and other rules related to contracts that shall be followed.

SECTION 4: MONITORING AND REPORTING

The First 5 Nevada County Evaluation Plan describes the means by which contractors report performance and fiscal contract compliance. Methods for monitoring shall be outlined in the contract itself and shall, at a minimum, require thorough progress reports on Goals and Indicators from the Strategic Plan, as well as full documentation of all expenditures of contract funds. Progress reports shall be reviewed in a timely manner by program and fiscal staff, and release of payment shall be approved by both program and fiscal staff. Contracts shall include the right of the Commission to audit contractors and/or conduct site visits. In accordance with California Health and Safety Code Section 130140, the Commission

will receive reports at least annually on the outcomes of investments.

PROCUREMENT POLICY

Section 1: PURPOSE

The purpose of this policy is to adopt policies and procedures governing purchases of supplies and equipment by written rule or regulations, and to make the rules available for public distribution, consistent with Article 7 (commencing with Section 54201) of Chapter 5 of Part 1 of Division 2 of Title 5 of the Government Code .

Section 2: AUTHORITY

The First 5 Nevada County Commission has the power to employ personnel, contract for personnel, and enter into contracts necessary or appropriate to carry out the provisions of the California Children and Families Act. No individual may contract on behalf of First 5 unless he or she has been specifically delegated authority by this policy, state law, or other act of the Commission. (*References: Health and Safety Code sections 130100 et seq.*)

This Contracts and Procurement Policy is intended to comply with AB 2932 (2006), which amends Section 130140(d)(4)(B) of the Health and Safety Code to specify which sections of California law must be complied with by a county First 5 Commission.

The Executive Director or his or her designee has the authority to purchase goods (supplies, materials, equipment or other personal property) or services required by the Commission, in accordance with the procedures delineated herein.

Section 3: HIRING

The First 5 Commission is responsible for the hiring and supervision of staff. The Commission hires the Executive Director, and the Executive Director hires and supervises all other staff, with approval by the Chair. Each staff person shall occupy a position authorized by the Commission, except that the Executive Director may hire temporary, hourly workers retained to pursue authorized activities within budgeted allocations. (*References: First 5 Nevada County Bylaws, Article VII; First 5 Personnel Procedures, Chapter 3, The Nevada County Board of Education Personnel Policies BP 4100 et seq.*)

Section 4: CONSTRUCTION CONTRACTS

Construction contracts are unlikely under current First 5 practices, but in the event of such an undertaking, relevant portions of the California Public Contract Code shall be followed.

Section 5: PURCHASE OF GOODS OR SERVICES—REQUIRED APPROVALS

All purchases of goods or services covered by this policy shall be within funding allocations voted by the Commission.

Exception: The Commission Chair may, for good cause, approve a purchase not to exceed \$25,000, for which funding has not been authorized by the Commission. In the event of such a purchase, the matter shall be agendaized for the next regular meeting. Commissioners shall be informed of the purchase and the facts that constitute good cause.

Section 6: PURCHASE OF GOODS OR SERVICES—COMPETITIVE PROCESS REQUIREMENTS

The Executive Director or his or her designee has the authority to purchase goods or services required by the Commission, without approval and without a competitive bid process, in an amount less than \$5,000. Purchases for \$5,000 or greater, but for less than \$25,000, may be approved by the Chair, and Commission approval is required for purchases

of \$25,000 or greater. In addition, the bid processes described herein shall be followed.

Informal Competitive Bids: All purchases of goods or services covered by this policy, which are \$5,000 or greater, but which are less than \$50,000, shall be purchased through an informal competitive bid process.

Informal Process:

- Staff shall contact at least three local vendors to solicit bids, offering the vendors a minimum of ten days to submit bids. The lowest responsible bidder shall be selected to fulfill the scope of work.
- Written or documented oral quotations and statements of capacity must be obtained and presented to the Chair or Commission for approval prior to contracting for these goods or services.
- Purchases of goods or services of \$5,000 or more, but less than \$25,000, may be approved by the Chair.
- Purchases of \$25,000 or greater, but less than \$50,000, may be selected only with approval of the Commission.

Formal Competitive Bids: A formal bid process shall be used for purchases of \$50,000 or greater.

Formal Process: Competition must be secured by quotations from vendors/contractor/vendors who normally deal in the goods or services to be obtained.

- The written quotations from bidders must include budgets detailed by line item and include specific information as to the capacity of the vendor/contractor/vendor.
- Written scoring criteria must be provided in a published request for bids. The request for bids shall be published a minimum of three times in the *Union* and *Sierra Sun* newspapers, and may be published in Sacramento, in trade publications or by other means likely to lead to good competition and quality bids.
- Selection of the vendor/contractor/vendor shall be made with consideration of the bid price and the capacity of the bidder to fulfill the scope of work, to select the lowest responsible bidder.

Sole Source Procurement: Sole source procurement shall only be used when competitive procurement procedures are deemed infeasible for at least one of the following reasons:

- There is only one viable provider of the required service in the community.
- After solicitation of a number of sources, competition is determined to be inadequate.
- All local providers of a particular service will receive funding.
- The commission is contemplating an effort that has not previously been done in the community and is therefore unable to either develop an RFP with sufficient specificity or to identify potential providers.

Sole Source Process: Whenever sole source procurement is used, the rationale must be fully justified in writing and approved by the commission or executive director before a contract is signed. The documentation justifying a sole source procurement should include the following:

- The effort made to solicit competitive bids or proposals, if any.
 - A summary outlining the reason for the sole source, based on the allowable exceptions set forth above.
 - Cost information in sufficient detail to support and justify the cost of the contract as reasonable and fair.
 - Cost information for similar services and differences that should be noted and explained.
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- Special factors affecting the cost under the contract.
 - An explanation of why the commission believes the cost is appropriate.

Section 7: PURCHASE OF GOODS OR SERVICES—SPECIAL SITUATIONS

When the Commission Chair determines that it is impracticable to secure competition, and the unit price is \$5,000 or greater, a "Waiver of Competition Determination" shall be made in writing with a specific justification for the determination, prior to the purchase. No Waiver of Competition may be approved for purchases of goods or services that are \$25,000 or greater.

Section 8: COMPLIANCE WITH CHAPTER 3.5 (COMMENCING WITH SECTION 22150) OF PART 3 OF DIVISION 2 OF THE PUBLIC CONTRACT CODE

First 5 Nevada County shall purchase recycled products, instead of non-recycled products, whenever recycled products are available at the same or lesser total cost than non-recycled items.

All business, including bidders, contractors and other interested parties that provide services, or propose to provide services to, sell products or propose to sell products to, First Five Nevada County shall certify in writing the minimum, if not exact, percentage of postconsumer materials in the products, materials, goods, or supplies, offered or sold. All contract provisions impeding the consideration of recycled products shall be deleted in favor of performance standards.

The certification of printer or duplication cartridges required by this section includes certification that the cartridge is not subject to any restriction on the recycling or remanufacturing of the cartridge by any other person.

The certification requirement may be waived if the percentage of postconsumer material in the products, materials, goods, or supplies can be verified in a written advertisement, including, but not limited to, a product label, a catalog, or a manufacturer or vendor Internet Web site.

All printing contracts shall require that the paper used shall consist of at least 30 percent, by fiber weight, of postconsumer fiber.

Reference:

Public Contract Code Section 12209 and 22150 *et seq.*

Section 9: COMPLIANCE WITH SECTION 3410 OF THE PUBLIC CONTRACTS CODE

First 5 Nevada County shall give preference to United States-grown produce and United States-processed foods when there is a choice and it is economically feasible to do so. Spending in any category must stay within budgetary guidelines.

Policy Number	A-1
Policy Name	Conflict of Interest Policy
Policy Description	This policy seeks to assure ethical behavior in compliance with California law.
Date Approved	January 7, 2002
Date(s) Amended	March 9, 2005; June 18, 2007
Notes / Policy Statement	<p>Section 1: Purpose</p> <p>It is the intent of this policy to prohibit conflicts of interest consistent with the following sections of the Government Code:</p> <ul style="list-style-type: none"> • Article 4 (commencing with Section 1090) of Chapter 1 of Division 4 of Title 1 of the Government Code • Article 4.7 (commencing with Section 1125) of Chapter 1 of Division 4 of Title 1 of the Government Code • Chapter 7 (commencing with Section 87100) of Title 9 of the Government Code

Section 2: Conflict of Interest in Contracts

Commissioners shall not be financially interested in any contract made by him or her in his or her official capacity or by First Five Nevada County. Contracts made in violation of this provision are void if:

- (a) The contract or grant directly relates to services to be provided by a commissioner or an entity the commissioner represents, or the contract or grant financially benefits a commissioner or the entity he or she represents, and
- (b) The commissioner fails to recuse himself or herself from making, participating in making, or attempting to influence a decision on the contract or grant.

Reference:

Government Code Section 1090 *et seq.*

Section 3: Prohibited Financial Interests

Commissioners are prohibited from making, participating in making, or in any way attempting to use their official position to influence an agency decision in which they have a financial interest.

- (1) A commissioner has a financial interest in a decision within the meaning of this paragraph if it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on the commissioner, a member of his or her immediate family, or on any of the following:
 - (a) Any business entity in which the commissioner has a direct or indirect investment worth two thousand dollars (\$2,000) or more.
 - (b) Any real property in which the commissioner has a direct or indirect interest worth two thousand dollars (\$2,000) or more.
 - (c) Any source of income, except gifts or loans by a commercial lending institution made in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided or promised to, received by, the commissioner within 12 months prior to the time when the decision is made.
 - (d) Any business entity in which the commissioner is a director, officer, partner, trustee, employee, or holds any position of management.
 - (e) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating two hundred fifty dollars (\$250) or more in value provided to, received by, or promised to the commissioner within 12 months prior to the time when the decision is made. The amount of the value of gifts specified by

this subdivision shall be adjusted biennially as determined by the Fair Political Practices Commission pursuant to subdivision (f) of Government Code Section 89503.

For purposes of this section, indirect investment or interest means any investment or interest owned by the spouse or dependent child of a commissioner, by an agent on behalf of a commissioner, or by a business entity or trust in which the commissioner, the commissioner's agents, spouse, and dependent children own directly, indirectly, or beneficially a 10-percent interest or greater.

- (2) Disclosure of financial interest; Recusal from discussing and voting on issue:
 - (a) A commissioner who has a financial interest in a decision within the meaning of Section 3 shall, upon identifying a conflict of interest or a potential conflict of interest and immediately prior to the consideration of the matter, do all of the following:
 - (1) Publicly identify the financial interest that gives rise to the conflict of interest or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
 - (2) Recuse himself or herself from discussing and voting on the matter, or otherwise acting in violation of this policy.
 - (3) Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.
 - (4) Notwithstanding paragraph (3), the commissioner may speak on the issue during the time that the general public speaks on the issue.
- (3) Commissioners are required to file a Statement of Economic Interests annually with the Nevada County Board of Supervisors' Office.
- (4) Unless an economic interest exists, as defined above (Section 3.1), First 5 Commissioners have only a "remote" interest in contracts made by the Commission to agencies they represent, according to Government Code Section 1091.3. No conflict of interest exists as to a remote interest if the following process is followed. When the Commission is making a decision to fund an agency a Commissioner represents, the Commissioner shall declare his/her relationship to that agency and recuse him or herself from participating in or using his/her position to influence the decision.

Reference:

Government Code Section 87100 *et seq.* and Government Code Section 1091.

Section 4: Incompatible Employment

Commissioners shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to his or her duties as a commissioner, or with the duties, functions, or responsibilities of First Five Nevada County. A commissioner shall not perform any work, service, or counsel for compensation outside of his or her agency employment where any part of his or her efforts will be subject to approval by any other officer, employee, board, or commission of First Five Nevada County.

A commissioner's employment, activity, or enterprise is prohibited if it: (1) involves the use for private gain or advantage of his or her agency time, facilities, equipment and supplies; or the badge, uniform, prestige, or influence of his or her office, or, (2)

involves receipt or acceptance by the officer or employee of any money or consideration from anyone other than First Five Nevada for the performance of an act which the officer, if not performing such act, would be required or expected to render in the regular course or hours of his or her duties as a commissioner or, (3) involves the performance of an act in other than his or her capacity as a commissioner which act may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement of any other officer or employee of First Five Nevada County, or (4) involves time demands as would render performance of his or her duties as a commissioner less efficient.

Reference:

Government Code Section 1125 *et seq.*
