



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, January 21, 2026**  
**Agenda**  
**2pm – 4pm**  
**Eric Rood Administrative Center**  
**Providence Room**

- 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 November Regular Commission Meetings.
- 7. Fiscal Review – DISCUSSION – Attachment 3**  
The Commission will review and approve available fiscal reports.
- 8. Policy Review – ACTION – Attachment 4**  
The Commission will review and approve the [Conflict of Interest Policy](#) and assess for necessary changes.
- 9. Policy Review – ACTION – Attachment 5**  
The Commission will review and approve the [Contracts and Procurement Policy](#) and assess for necessary changes.
- 10. Long Range Financial Plan – ACTION – Attachment 6**  
The Commission will review and approve the [2026-2029 Long Range Financial Plan](#).
- 11. Commission Chair and Vice Chair – ACTION**  
The Commission will select a Chair and Vice Chair for 2026. This is a one-year term.
- 12. Executive Director’s Report—DISCUSSION – Attachment 7**  
The Executive Director will share highlights from her [written report](#).
- 13. Adjourn**  
Next meeting: Wednesday, March 18, 2026 @ 2pm – Rood Center Providence Room

---

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



380 Crown Point Circle  
Grass Valley, CA 95945

**Melody Easton**  
**Executive Director**  
Phone: (530) 274-5361  
Fax: (530) 274-5355  
[www.first5nevco.com](http://www.first5nevco.com)

**Regular Meeting**  
**Wednesday, November 19, 2025**  
**Minutes**

**1. Call to Order**

*Meeting was called to order at 2:03 PM*

**2. Approval of Agenda—ACTION – Attachment 1**

*The agenda was amended to allow P.A.R.T.N.E.R.S. First 5 funded contractor to give their presentation early. Scott made the motion to amend the agenda. (Motion, Second, Carry) Scott W. Lay, Ryan Gruver, 5-0*

**3. Introductions**

*Rachel Peña, Robb Tucker, Ryan Gruver, Scott W. Lay, Bobbi Luster, Melody Easton, Rosemary Gonzalez, Sarah Morgan*

**4. Public Comment**

*No Public Comment*

**5. Commissioner Comment**

*No Commissioner Comment*

**6. Review and Approve Minutes – ACTION – Attachment 2**

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

*Ryan Gruver made a motion to approve the minutes from the May Regular Commission. (Motion, Second, Carry) Ryan Gruver, Robb Tucker, 5-0*

**7. Fiscal Review – DISCUSSION – Attachment 3**

*Due to getting a new desktop computer and needing to change to Quickbooks online, the Commission will not review the fiscal reports. In January, the Commission will review fiscal reports through December 2025. The credit card statements through October 2025 are attached for review.*

*No reports because of Quicbooks online update.*

**8. Contractor Presentation – PARTNERS Family Resources**

*The Commission will receive a presentation from Sarah Morgan on the First 5 funded PARTNERS Family Resources programming.*

*Sarah Morgan gave a presentation for the P.A.R.T.N.E.R.S. Family Resources First 5 funded contractor.*

Rachel Peña, LCSW Commission Chair Director, Social Services Nevada County Health & Human Services Agency	Robb Tucker Commission Vice-Chair Nevada County Supervisor, District 2	Ryan Gruver Director, Nevada County Health & Human Services Agency	Scott W. Lay Superintendent, Nevada County Superintendent of Schools	Bobbi Luster Branch Manager Nevada County Public Library Truckee Branch
--	---	--	--	---

**9. PUBLIC HEARING: FY 2024-2025 First 5 Nevada County Audit – ACTION – Attachment 4**

The Commission will publicly accept the 2024-2025 fiscal audit.

*Public hearing opened at 2:35pm.*

*Amendments will be made for accurate date for Bobbi Luster showing April 2024 and Robb Tucker should have Board of Supervisors and Rachel Peña's date will be looked at as well.*

*Scott made a motion to accept the 2024-2025 Fiscal Audit. (Motion, Second, Carry) Scott W. Lay, Bobbi Luster, 5-0*

*Public hearing closed at 2:41pm*

**10. PUBLIC HEARING: FY 2024-2025 Annual Report Submission – ACTION – Attachment 5**

The Commission will publicly accept the 2024-2025 submission to the First 5 California Annual Report.

*Public hearing opened at 2:41pm*

*Bobbi made a request to look at revenue detail. It shows \$6,000 and should be \$5,000. Melody will make the adjustment.*

*Scott made a motion to accept the 2024-2025 submission to the First 5 California Annual Report. (Motion, Second, Carry) Scott W. Lay, Ryan Gruver, 5-0*

*Public hearing closed at 2:49 pm*

**11. Proposed Funding Renewal Amount – ACTION – Attachment 6**

The Commission will determine the dollar amount for external programs for the next contract cycle.

*Ryan made a motion to approve the dollar amount for external programs for the next contract cycle. (Motion, Second, Carry) Ryan Gruver, Scott W. Lay, 5-0*

**12. Proposed Funding Renewal Process – ACTION – Attachment 7**

The Commission will review and approve the proposed funding renewal process for external programs for the next contract cycle.

*Ryan made a motion to approve the proposed funding renewal process. (Motion, Second, Carry) Ryan Gruver, Robb Tucker, 5-0*

**13. Executive Director's Report—DISCUSSION – Attachment 8**

The Executive Director will share highlights from her written report.

*Melody reviewed highlights from her Executive Directors Report.*

**14. Adjourn**

Next meeting: Wednesday, January 21, 2026 @ 2pm – Rood Center Providence Room

*Bobbi Luster made a motion to adjourn the meeting. (Motion, Second, Carry) Bobbi Luster, Scott W. Lay, 5-0*

*Meeting was adjourned at 3:12pm*

Rachel Peña, LCSW Commission Chair Director, Social Services Nevada County Health & Human Services Agency	Robb Tucker Commission Vice-Chair Nevada County Supervisor, District 2	Ryan Gruver Director, Nevada County Health & Human Services Agency	Scott W. Lay Superintendent, Nevada County Superintendent of Schools	Bobbi Luster Branch Manager Nevada County Public Library Truckee Branch
--	---	--	--	---

**January 2026 Statement**

Open Date: 12/04/2025 Closing Date: 01/05/2026

**Visa® Community Card**

FIRST 5 NEVADA COUNTY (CPN 001129238)

<b>New Balance</b>	<b>\$686.32</b>
<b>Minimum Payment Due</b>	<b>\$10.00</b>
<b>Payment Due Date</b>	<b>02/01/2026</b>

**Late Payment Warning:** If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$35.00 Late Fee and your APRs may be increased up to the Penalty APR of 30.74%.

Page 1 of 3

Account Ending in: ##### ##### ##### 6250

**Elan Financial  
Services**

BUS 30 ELN

1

1-866-552-8855

2

**Activity Summary**

Previous Balance	+	\$881.06
Payments	-	\$881.06CR
Other Credits		\$0.00
Purchases	+	\$686.32
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$686.32</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$10.00</b>
Credit Line		\$5,000.00
Available Credit		\$4,313.68
Days in Billing Period		33

**Payment Options:**Mail payment coupon  
with a checkPay online at  
myaccountaccess.comPay by phone  
1-866-552-8855

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



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

. to pay by phone  
 . to change your address

00000015407 000638101486648 P 1



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

<b>Account Ending in</b>	##### ##### ##### 6250
<b>Payment Due Date</b>	2/01/2026
<b>New Balance</b>	\$686.32
<b>Minimum Payment Due</b>	\$10.00

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. If you do not pay your New Balance in full by the Payment Due Date, you will not get an interest-free period on Purchases again until you pay the New Balance in full by the Payment Due Date for two billing cycles in a row.

**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.

**January 2026 Statement** 12/04/2025 - 01/05/2026  
 FIRST 5 NEVADA COUNTY (CPN 001129238)

Page 2 of 3  
**Elan Financial Services** 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.

<b>Transactions</b>				Credit Limit \$5000	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation

#### **Purchases and Other Debits**

12/19	12/18	6844	GOOGLE *Google One 855-836-3987 CA	\$19.99	_____
12/23	12/22	4384	OPENAI *CHATGPT SUBSCR OPENAI.COM CA	\$20.00	_____
<b>Total for Account ##### ##### ##### 6938</b>				<b>\$39.99</b>	

<b>Transactions</b>				Credit Limit \$5000	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation

#### **Purchases and Other Debits**

12/04	12/03	1579	INTUIT *QBooks Online CL.INTUIT.COM CA	\$9.60	_____
12/05	12/05	6889	WP*WORDPRESS 6QFE1N90L WORDPRESS.COM CA	\$252.00	_____
12/08	12/06	8119	INTUIT *QBooks Online CL.INTUIT.COM CA	\$115.00	_____
12/11	12/10	8958	TARGET.COM * 800-591-3869 MN	\$94.59	_____
12/11	12/10	9815	TARGET.COM WWW.TARGET.CO MN	\$94.59	_____
12/30	12/29	0606	TARGET.COM * WWW.TARGET.CO MN	\$80.55	_____
<b>Total for Account ##### ##### ##### 0426</b>				<b>\$646.33</b>	

<b>Transactions</b>				BILLING ACCOUNT ACTIVITY	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation

#### **Payments and Other Credits**

12/29	12/22	0022	PAYMENT THANK YOU	\$881.06CR	_____
<b>Total for Account ##### ##### ##### 6250</b>				<b>\$881.06CR</b>	

### **2026 Totals Year-to-Date**

Total Fees Charged in 2026	\$0.00
Total Interest Charged in 2026	\$0.00

**January 2026 Statement** 12/04/2025 - 01/05/2026  
 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	17.49%	
**PURCHASES	\$686.32	\$0.00	YES	\$0.00	17.49%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	27.49%	

### 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](http://myaccountaccess.com)

**December 2025 Statement**

Open Date: 11/05/2025 Closing Date: 12/03/2025

**Visa® Community Card**

FIRST 5 NEVADA COUNTY (CPN 001129238)

<b>New Balance</b>	<b>\$881.06</b>
<b>Minimum Payment Due</b>	<b>\$10.00</b>
<b>Payment Due Date</b>	<b>01/01/2026</b>

**Late Payment Warning:** If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$35.00 Late Fee and your APRs may be increased up to the Penalty APR of 30.99%.

Page 1 of 3

Account Ending in: ##### ##### ##### 6250

**Elan Financial Services**  
 BUS 30 ELN

1-866-552-8855

1 4

2

**Activity Summary**

Previous Balance	+	\$1,144.55
Payments	-	\$1,144.55CR
Other Credits		\$0.00
Purchases	+	\$881.06
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	=	<b>\$881.06</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$10.00</b>
Credit Line		\$5,000.00
Available Credit		\$4,118.94
Days in Billing Period		29

**Payment Options:**

Mail payment coupon with a check

Pay online at  
myaccountaccess.comPay by phone  
1-866-552-8855

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



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

to pay by phone  
 to change your address

00000015391 000638083301108 P 1 4

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

Account Ending in	##### ##### ##### 6250
Payment Due Date	1/01/2026
New Balance	\$881.06
Minimum Payment Due	\$10.00

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. If you do not pay your New Balance in full by the Payment Due Date, you will not get an interest-free period on Purchases again until you pay the New Balance in full by the Payment Due Date for two billing cycles in a row.

**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.



December 2025 Statement 11/05/2025 - 12/03/2025  
FIRST 5 NEVADA COUNTY (CPN 001129238)

Page 2 of 3  
Elan Financial Services 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.

Transactions EASTON,MELODY C				Credit Limit \$5000	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
11/24	11/22	7642	OPENAI *CHATGPT SUBSCR OPENAI.COM CA	\$20.00	✓
			<b>Total for Account ##### ##### ##### 6938</b>	<b>\$20.00</b>	

Transactions GONZALEZ,ROSEMARY				Credit Limit \$5000	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
11/07	11/06	5290	INTUIT *QBooks Online CL.INTUIT.COM CA	\$19.00	✓
11/12	11/10	1433	TARGET.COM * 800-591-3869 MN	\$119.75	✓
11/13	11/13	8705	TARGET.COM 800-591-3869 MN	\$118.24	✓
11/17	11/14	2968	TARGET.COM * 800-591-3869 MN	\$40.27	✓
11/19	11/18	9435	TARGET.COM WWW.TARGET.CO MN	\$95.80	✓
11/28	11/26	2286	SMK*SURVEYMONKEY.COM 971-2311154 CA	\$468.00	✓
			<b>Total for Account ##### ##### ##### 0426</b>	<b>\$861.06</b>	

Transactions BILLING ACCOUNT ACTIVITY					
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
11/17	11/14	0003	PAYMENT THANK YOU	\$1,144.55CR	—
			<b>Total for Account ##### ##### ##### 6250</b>	<b>\$1,144.55CR</b>	

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



December 2025 Statement 11/05/2025 - 12/03/2025  
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	17.74%	
**PURCHASES	\$881.06	\$0.00	YES	\$0.00	17.74%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	27.74%	

## 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

Policy Number	A-1
<b>Policy Name</b>	Conflict of Interest Policy
<b>Policy Description</b>	This policy seeks to assure ethical behavior in compliance with California law.
<b>Date Approved</b>	January 7, 2002
<b>Date(s) Amended</b>	March 9, 2005; June 18, 2007; October 2021
<b>Notes Policy Statement</b>	<p><b>Purpose</b></p> <p>The Political Reform Act, Government code Sections 81000 et seq., requires state and local government agencies to adopt Conflict of Interest Policies. The policy described below supersedes any other Conflict of Interest Policy previously adopted by the Commission (Cal. Health &amp; Safety Code §130140). The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference</p> <p><b>Policy</b></p> <p>First 5 Nevada County intends that all commissioners and staff shall act with honesty and uphold the highest ethical standards so that public confidence and trust in the integrity, objectivity and impartiality of the Commission is preserved. Additional obligations of staff are included in the First 5 Personnel Procedures.</p> <ol style="list-style-type: none"> <li>1. No Commissioner or staff person may participate in or use his/her position to influence a decision, which affects his/her economic interest.</li> <li>2. Process for Funding Decisions. 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. See Policy A-2 – Contracts and Procurement for more information.</li> <li>3. Commissioners and designated employees shall file a Statement of Economic Interests (Form 700) annually with the Nevada County Board of Supervisors' Office (Cal. Gov't Code § 87202-87204, 87304; 2 Cal. Code of Regulations § 18722).</li> <li>4. Unless an economic interest exists, 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/herself from participating in or using his/her position to influence the decision (Cal. Gov't Code § 87105).</li> <li>5. Leave the Room Requirement. Anyone who is disqualified from participating in a decision because of a conflict of interest must leave the room when that agenda item is called.</li> <li>6. First 5 Nevada County's executive staff, designated employees, and commissioners will abide by the state law ethics training standard for local officials. The law states that the first training must occur within one year of joining the organization and every two years thereafter. (Cal. Gov't Code § 53235.1).</li> </ol>

---

7. Commissioners and staff are prohibited from engaging in employment of other compensated activities that are inconsistent, incompatible, or in conflict with their duties as commissioners or staff persons for the commission. (Cal. Gov't Code 1125)
  - a. Incompatible Activities Pursuant to Government Code sections 1125-1127 the Commission, as an appointing power, may formulate rules specifying those activities for compensation, outside of Commission duties, of the employees under the appointing authority's jurisdiction that are inconsistent and incompatible with their duties as Commission employees. The Commission has determined that the outside activities set forth in these rules are inimical to the functions and responsibilities of employees of the Commission and are therefore prohibited:
    - i. Use of Commission Time or Facilities. Any outside activity which involves the use for private gain or advantage of Commission time or facilities, including but not limited to the following:
    - ii. Any outside employment which results in receipt of telephone calls or visitors by the employee while he/she is on duty at his/her Commission employment.
    - iii. Any outside activity which would interfere with the devotion of the full time and attention of the employee during business hours to the duties of the Commission office.
    - iv. The sale of publications or written materials that were prepared on Commission time or utilizing Commission facilities, equipment or materials.
  - b. Use of Prestige or Influence. Any outside activity which involves the use for private gain or advantage of the prestige or influence of the individual's position as a Commission staff member, including but not limited to the following:
    - i. Directly or indirectly soliciting, seeking, or accepting personal loans, gifts, gratuities, business, compensation, or favors from business firms or their agents who deal with the Commission.
    - ii. Using information not readily available to the general public, gained in the course of Commission employment, for private gain or advantage or the gain or advantage of another.
  - c. Receipt of Money or Other Consideration. Any outside activity which involves the receipt by the employee of money or other consideration from private parties for the performance of acts which the employee is expected to render in the regular course of the employee's duties as a Commission employee, including but not limited to the following:
    - i. Any consultation work for a fee concerning work of the Commission
  - d. Conflict with Duties of Office. Any outside activity which conflicts with the duties and responsibilities of the Commission, including but not limited to the following:
    - i. Any outside employment which will impair the employee's independence of judgment as to his/her Commission duties.
    - ii. Any outside activity which will require or induce the employee to disclose confidential information acquired by the employee in the course of his/her Commission duties.
  - e. Outside Activities Subject to Review by Other Employees or Officers. Any work, service, or other counsel for compensation where any part of the employee's efforts may be subject to approval, review, control, or audit by another employee, officer, board, or committee of the Commission. Such activity is disclosed to, and approved by, the Executive Director.
  - f. Time Demands. Any outside activity which involves time demands which render the performance of the employee's Commission duties less efficient.

---

---

8. Disclosure of Outside Activities

Employees of the Commission shall disclose or report to the Executive Director in writing any outside employment or activity where any part of the employee's efforts will be subject to approval by any other officer, employee, board, or committee of the Commission.

If any person employed by the Commission receives an assignment of work that relates to any organization, property, or activity in which the employee or a member of the employee's immediate family has an interest, this interest shall be disclosed and reported in writing to the Executive Director.

If any person employed by the Commission makes a presentation before any officer, board, or committee directly associated or overseen by the Commission that relates to any organization, property, or activity in which the employee or a member of the employee's immediate family has an interest, this interest shall be disclosed and reported in writing to the Commission.

---

<b>Policy Number</b>	<b>A-2</b>
<b>Policy Name</b>	Contracts and Procurement Policy
<b>Policy Description</b>	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.
<b>Date Approved</b>	March 9, 2005
<b>Date(s) Amended</b>	August 9, 2006; April 2, 2007; June 18, 2007; April 29, 2008; October 27, 2010; May 25, 2011; August 29, 2012; October 2021

<b>Notes / Policy Statement</b>	<b>CONTRACT POLICY</b> <b>Section 1: PURPOSE</b> 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.

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.

#### 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 agendized 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.
- 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**

To the extent applicable to any given procurement, the Executive Director (or Commission, if applicable) shall purchase recycled products whenever mandated by state law to do so and shall comply with the requirements of Chapter 3.5 (commencing with Section 22150) of Part 3 of Division 2 of the Public Contract 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.

---

# First 5 Nevada County - Long Range Financial Plan

Financial Planning for Sustainability

Approved:

Projected				
<i>Fiscal Year ending June 30</i>	Approved 25-26	Preliminary 26-27	FY 27-28	FY 28-29
<b>REVENUE</b>				
Prop 10 tax revenue	<b>\$376,092</b>	<b>\$368,147</b>	<b>\$351,432</b>	<b>\$364,899</b>
Small County Augmentation	\$141,415	\$141,415	\$141,415	\$141,415
IMPACT 2020	\$65,000	\$65,000		
Donations	\$5,000	\$5,000	\$5,000	\$5,000
Other Income (MAA)	\$16,588	\$20,896	\$17,000	\$17,000
Interest earned	\$1,757	\$1,757	\$1,560	\$1,166
<b>Total Revenues</b>	<b>\$605,852</b>	<b>\$602,215</b>	<b>\$516,407</b>	<b>\$529,480</b>
<i>Fiscal Year ending June 30</i>	Approved 25-26	Preliminary 25-26	FY 26-27	FY 27-28
<b>EXPENSES</b>				
<b>Prop 10 Programs</b>	<b>\$504,013</b>	<b>\$549,713</b>	<b>\$553,487</b>	<b>\$532,337</b>
Community Projects	\$1,000	\$1,000	\$1,000	\$1,000
Evaluation	\$0	\$0	\$0	\$0
Services/Supplies	\$55,000	\$55,000	\$55,000	\$55,000
Kids Corner at the Fair	\$5,000	\$5,000	\$5,000	\$5,000
Salaries and Benefits (ED and SSS)*	\$185,013	\$188,713	\$192,487	\$196,337
Contracted Program Expenses				
Family Resource Centers	\$183,373			
Cross Agency Collaboration (CCTT, CSN)	\$20,000	\$300,000	\$300,000	\$275,000
School Readiness (TTUSD, KidZone, RMAS)	\$54,627			
<b>SPCFA Programs</b>	<b>\$127,500</b>	<b>\$10,500</b>	<b>\$10,500</b>	<b>\$10,500</b>
Healthy Babies Home Visiting Program	\$117,000			
Persimmon Database	\$10,500	\$10,500	\$10,500	\$10,500
<b>IMPACT Programs</b>	<b>\$66,700</b>	<b>\$66,700</b>	<b>\$1,700</b>	<b>\$1,700</b>
Supplies	\$200	\$200	\$200	\$200
Food for IMPACT	\$1,500	\$1,500	\$1,500	\$1,500
Subcontract for Coaching and Mentoring	\$65,000	\$65,000		
<i>Fiscal Year ending June 30</i>	Approved 25-26	Preliminary 25-26	FY 26-27	FY 27-28
<b>Total Expenditures</b>	<b>\$698,213</b>	<b>\$626,913</b>	<b>\$565,687</b>	<b>\$544,537</b>
Revenues less Expenses	-\$92,361	-\$24,698	-\$49,280	-\$15,057
<b>Total Fund Balance</b>	<b>\$293,085</b>	<b>\$219,675</b>	<b>\$194,977</b>	<b>\$145,697</b>
Withdrawl from Fund Balance	\$73,410	\$24,698	\$49,280	\$15,057
<b>Ending Fund Balance</b>	<b>\$219,675</b>	<b>\$194,977</b>	<b>\$145,697</b>	<b>\$130,640</b>

\* 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](http://www.first5nevco.com)

**To:** Commission  
**From:** Melody Easton  
**Date:** January 21, 2026  
**Re:** Executive Director's Report

---

The early childhood community mourns the tragic loss of Rob Reiner, whose vision led to the 1998 passage of Proposition 10, supporting children ages 0-5. His work fundamentally transformed how California invests in its youngest children, elevating early childhood from an afterthought to a policy priority that continues to benefit families across all 58 counties.

[How Rob Reiner transformed early ed in California \(EdSource\)](#)

### **First 5 California & First 5 Association**

#### First 5 California

First 5 California and the First 5 Association are working to determine the source of a discrepancy with the November Prop 10 allocations. The November allocations were roughly 70% less than October. The Association suspects it may be an accounting error and has requested a meeting with the California Tax and Fee Administration to gather more information. First 5 California feels the discrepancy may be due to the Thanksgiving holiday falling so late in the month. They are choosing a "wait and see" approach to see if the numbers are reconciled with December's Prop 10 allocations.

#### First 5 Association

The Association's response to the Governor's budget revision:

*The First 5 Association of California, representing First 5 commissions across the state that serve more than 1 million children and families each year, issued the following statement regarding Governor Gavin Newsom's January budget proposal.*

*"While we appreciate the Governor's effort to protect vulnerable populations, particularly in light of the increased costs as a result of the Federal Budget (H.R. 1), we are cautious about the direction of the state and federal economy and mounting federal threats to vital safety net programs. If economic conditions worsen, we urge the Administration to uphold its commitment to preserving access to care for California's most vulnerable young children and their families."*

*"We look forward to working with the Legislature and the Administration to ensure that funding for infant and early childhood mental health, and child care, are prioritized, particularly as the need for these services continues to grow. California families are facing compounding and intensifying stressors. Our youngest children cannot wait for care."*

---

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

*"Despite fiscal uncertainty and intensifying federal threats, First 5s remain on the ground every day as trusted, community-rooted partners, coordinating services for young children and their families and improving systemwide collaboration. Our statewide First 5 Network will continue fighting for positive impact in local communities. We call on state leaders to match that commitment with sustained investment in our youngest children."*

The Association has also been actively involved in the launch of the [Choose Children 2026](#) campaign to share policy recommendations with gubernatorial candidates to address issues impacting families with young children. The policy platform includes strengthening economic safety net programs for families with young children, expanding high-quality healthcare options for young children, and increasing access to childcare options. The goal is to make a direct call to action for all gubernatorial candidates to make the well-being of young children and families their top priority.

Attached:

- [First 5 Association Press Release – Response to the Governor's Proposed Budget](#)
- [Choose Children Kick Off Press Release](#)

### **Funding Renewal Process**

The funding renewal announcement was shared with funded partners after the November meeting. The due date is February 19, and we will provide Commissioners with the completed applications the following week. Applications will be scored at the March meeting, with funding notifications sent out before March 31, 2026.

### **Current Events**

Staff attended a briefing on 1/7/26 about the fraud allegations in Minnesota and associated notification to California freezing funds that support child care subsidies. The situation is still developing, but this could impact thousands of families who rely on subsidies in order to receive high quality care for their children, providers who utilize the funds to provide that care, and businesses who rely on staff showing up to work every day – thanks to high quality child care providers.

Attached:

- [Letter from Administration for Children and Families to Governor Newsom re: freezing California Child Care and Development Funds](#)
- [Letter from Administration for Children and Families to Governor Newsom re: restricting TANF funds](#)
- [Letter from Administration for Children and Families to Governor Newsom re: restricting Social Services Block Grant funds](#)

### **Social Media and Outreach**

Facebook ([facebook.com/first5nevco](https://facebook.com/first5nevco)) - 705 people following the page

Instagram (@first5nevadacounty) - 323 followers

Dolly Parton Imagination Library – 926 Children Enrolled

[Partnership HealthPlan Population Data Nevada County](#)



FOR IMMEDIATE RELEASE

Contact: Courtney Armstrong

[courtney@first5association.org](mailto:courtney@first5association.org)

## **First 5 Association Responds to the Governor's Proposed 2026-27 Budget**

SACRAMENTO— The First 5 Association of California, representing First 5 commissions across the state that serve more than 1 million children and families each year, issued the following statement regarding Governor Gavin Newsom's January budget proposal.

*The following can be attributed to Avo Makdessian, Executive Director of First 5 Association of California:*

“While we appreciate the Governor's effort to protect vulnerable populations, particularly in light of the increased costs as a result of the Federal Budget (H.R.1), we are cautious about the direction of the state and federal economy and mounting federal threats to vital safety net programs. If economic conditions worsen, we urge the Administration to uphold its commitment to preserving access to care for California's most vulnerable young children and their families.

“We look forward to working with the Legislature and the Administration to ensure that funding for infant and early childhood mental health, and child care, are prioritized, particularly as the need for these services continues to grow. California families are facing compounding and intensifying stressors. Our youngest children cannot wait for care.

“Despite fiscal uncertainty and intensifying federal threats, First 5s remain on the ground every day as trusted, community-rooted partners, coordinating services for young children and their families and improving systemwide collaboration. Our statewide First 5 Network will continue fighting for positive impact in local communities. We call on state leaders to match that commitment with sustained investment in our youngest children.”

###

### **About First 5 Association of California**

First 5 Association of California represents the state's 58 county First 5 Commissions. Together, First 5 supports over one million children and families each year, advancing policies and investments that ensure young children are healthy, safe, and ready to learn. The Association works to advance state and federal public policies and funding that support California's young children and families. Our policy work is informed by county First 5 Commissions and local communities and is grounded in a whole child / whole family lens. We do this while centering the fact that low-income communities, communities of color, and historically marginalized Californians face disproportionate impacts due to systemic racism, wealth inequality, and environmental hazards.

Learn more at [www.first5association.org](http://www.first5association.org).



**FOR IMMEDIATE RELEASE:** December 4, 2025

**Media Contact:**

Haley Townes  
(909)697-5799  
[haley.townes@slstrategy.com](mailto:haley.townes@slstrategy.com)

**Choose Children 2026 Releases New Data on Key Issues Ahead of California's Governor's Race.**

*This new poll found that 83% of voters want the state's next Governor to prioritize children and families.*

**Los Angeles, CA** – Choose Children 2026, a California coalition of child advocates, community-based organizations, First 5 Commissions, and foundations committed to early childhood investment, has released new polling ahead of the 2026 Governor's race.

Avo Makdessian, Executive Director of the First 5 Association of California, said, “Every day, thousands of California families have to make hard decisions around how best to provide for their young children. That's why we need a leader who will prioritize early childhood investment. Our next governor must be ready to address this chronic underinvestment with real, effective solutions on day one.”

The newly released data highlights the most pressing issue facing California's children and families: affordability. Affordability remains the #1 issue for California voters, underscoring the state's chronic underinvestment in early childhood support programs. This same poll found that more than a third of California parents feel child care is a “significant financial strain” on their family finances and 1 in 4 California parents are sacrificing medical care because they simply cannot afford it.

Choose Children has released its list of policy recommendations for candidates to address these issues and alleviate the financial struggle for families with young children. The policy platform includes strengthening economic safety net programs for families with young children, expanding high-quality healthcare options for young children, and increasing access to affordable childcare options. Together, the data and the platform serve as a direct call to action for all the gubernatorial candidates to make the well-being of young children and families their top priority.

“Parents are feeling the strain, not support, of the cost of raising a family in California. That's why I am proud to stand with Choose Children and the 83% of likely voters who want our next Governor to prioritize policies that make California a place where families with young children can live and thrive,” said Mayra Alvarez, President of The Children's Partnership.

Having worked with representatives at all levels of state government to advocate for more effective early childhood investments since 2018, Choose Children stands ready to work with the next administration to turn these policy recommendations into real progress for all of California's children and families.



"We will not stand by as nearly half of California parents with children under the age of 12 struggle to afford housing. In a state with the fourth largest economy in the world, the health and housing security of our children should be a guarantee. We need leaders who will fight for our children, not work against them", said Makdessian.

To learn more about Choose Children 2026, its platform and the polling released today, visit [this link](#).



Office of the Assistant Secretary | 330 C Street, S.W., Suite 4034  
Washington, DC 20201 | [www.acf.gov](http://www.acf.gov)

January 6, 2026

Governor Gavin Newsom  
Office of the Governor  
1021 O Street, Suite 9000  
Sacramento, CA 95814

Dear Governor Newsom,

The Trump Administration has made clear its commitment to rooting out fraud, protecting taxpayer dollars, and ensuring program integrity across all federal benefit programs. The Administration for Children and Families (ACF) is concerned by the potential for extensive and systemic fraud in California Child Care and Development Fund (CCDF) services that rely on federal funding. These concerns have been heightened by recent federal prosecutions and additional allegations that substantial portions of federal resources were fraudulently diverted away from the American families they were intended to assist. Additionally, ACF has reason to believe that the State of California is illicitly providing illegal aliens with CCDF benefits intended for American citizens and lawful permanent residents.

ACF will be conducting a thorough review of the State's use of funding for compliance and alignment with statutory requirements. ACF is placing the State on temporarily restricted drawdown of CCDF funds until additional fiscal accountability requirements are implemented and necessary information is provided for ACF to complete its review.

Specifically, to facilitate a timely review, ACF requests that the State of California immediately begin implementing additional fiscal accountability requirements to improve compliance with relevant statutes and program regulations. For the CCDF program, the State must always have sufficient fiscal controls and accounting procedures to establish that funds have not been used in violation of the Child Care and Development Block Grant (CCDBG) Act of 1990, as amended (42 U.S.C. §§ 9857 *et seq.*), and the CCDF regulations at 45 C.F.R. Part 98. 45 C.F.R. § 98.67(c)(2). Enhancements of fiscal accountability requirements are clearly necessary to mitigate fraudulent activity. These additional fiscal accountability requirements now requested by ACF must include submission of verified attendance documentation for subsidized child care services to the State prior to further draw down of federal CCDF funding through the Payment Management System (PMS). This verified attendance documentation must, at least, establish: (1) actual units of service delivered (e.g., days, hours, or other units consistent with the Lead Agency's approved payment practices); and (2) contemporaneous payment information maintained by the provider or State. The State must ensure this verified

attendance documentation is sufficient for ACF to determine that the drawdown amount is reasonable, allowable, and allocable.

Until ACF determines that the State has established and implemented these and other internal controls sufficient to ensure that all future drawdown requests are supported by reliable, non-identifiable attendance documentation, the State must report this verified attendance information to ACF in an aggregated, non-identifiable format prior to further drawing down CCDF funding. This information will facilitate ACF's review of the State's compliance with the CCDF program, grant terms, and federal law.

To maintain strong protections for every child involved, the State must aggregate or otherwise de-identify such verifiable attendance documentation so that no personally identifiable information (PII) or identifiable child-level data is disclosed, consistent with the confidentiality protections required under the CCDBG Act. Such information and data include the names of children or parents, Social Security numbers, dates of birth, addresses, and any other information that directly identifies an individual child or family.

CCDF funds shall be temporarily placed on restricted drawdown until these additional fiscal accountability requirements are implemented. ACF must be able to determine that the attendance documentation submitted adequately supports the amount requested, demonstrates that services were delivered to eligible children consistent with the CCDBG Act, and meets all applicable federal fiscal control and accounting requirements.

My staff will coordinate directly with the appropriate state officials to establish a secure reporting method and confirm technical specifications.

The State of California will be placed on this temporary restricted drawdown for all CCDF funds provided by ACF until further notice, pending successful and satisfactory review of the requested information. These additional fiscal accountability requirements may help avoid delayed drawdowns, disallowances, or other corrective actions necessary to further mitigate fraud in the CCDF program.

Thank you for your attention to this critical matter. Please contact my office with any questions or to arrange next steps.

Sincerely,



Alex J. Adams  
Assistant Secretary  
Administration for Children and Families  
U.S. Department of Health and Human Services

CC: Kim Johnson, Secretary, California Health & Human Services Agency  
Jennifer Troia, Director, California Department of Social Services  
Lupe Jaime-Mileham, of Fresno, Deputy Director, Child Care and Development Division

ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of the Assistant Secretary | 330 C Street, S.W., Suite 4034  
Washington, DC 20201 | [www.acf.gov](http://www.acf.gov)

January 6, 2026

Governor Gavin Newsom  
Office of the Governor  
1021 O Street, Suite 9000  
Sacramento, CA 95814

Dear Governor Newsom,

The Trump Administration has made clear its commitment to rooting out fraud, protecting taxpayer dollars, and ensuring program integrity across all federal benefit programs. The Administration for Children and Families (ACF) is concerned by the potential for extensive and systemic fraud in Temporary Assistance for Needy Families (TANF) services that rely on federal funding. These concerns have been heightened by recent federal prosecutions and additional allegations that substantial portions of federal resources were fraudulently diverted away from the American families they were intended to assist. Additionally, ACF has reason to believe that the State of California is illicitly providing illegal aliens with TANF benefits intended for American citizens and lawful permanent residents.

Effective today, ACF is reviewing California's TANF State Plan for completeness and for program compliance with applicable laws. As a result, ACF is placing the state TANF program on a restricted drawdown in accordance with 2 C.F.R. § 200.339.

To aid ACF in a timely review, I am requesting that the State of California provide the complete universe of TANF administrative data that exist and are in the state's possession for all recipients for all available years, and at least 2022 to 2025. This includes recipient name, address, Social Security Number (if collected), date of birth, A-number (as applicable), and any state identification numbers used for program administration. This information, requested pursuant to 45 C.F.R. § 98.90, is necessary for ACF to conduct a thorough review of program operations and to assess the extent of any irregularities that may have occurred.

ACF also requests documentation demonstrating that the State of California has verified the eligibility of all TANF applicants and recipients in accordance with the requirements of the Personal Responsibility and Work Opportunity Reconciliation Act, 8 U.S.C. § 1611, which limits TANF eligibility to United States citizens and qualified aliens. This documentation should include the policies, procedures, system controls, and verification records used by California to confirm citizenship or qualified alien status during the application and recertification processes.

In addition to individual-level recipient data, ACF is requesting a comprehensive list of all organizations, subcontractors, service providers, local agencies, community groups, and any other entities that received TANF funds from the State of California, directly or indirectly, during the period from 2019 through 2025. For each organization, to the extent the information exists and is in the state's possession, I request the amount of TANF funding provided, the purpose for which the funds were awarded, and documentation describing the State's oversight mechanisms, monitoring activities, and verification processes used to ensure proper use of TANF dollars.

I request that this information be transmitted to ACF by January 20, 2026. My staff will coordinate directly with the appropriate state officials to establish a secure transfer method and confirm technical specifications.

The State of California is placed on a temporary restricted drawdown for all TANF funds provided by ACF until further notice, pending review of the state's current TANF plan for completeness and ACF confirming compliance with applicable laws.

Thank you for your attention to this critical matter. Please contact my office with any questions or to arrange next steps.

Sincerely,



Alex J. Adams  
Assistant Secretary  
Administration for Children and Families  
U.S. Department of Health and Human Services

CC: Kim Johnson, Secretary, California Health & Human Services Agency  
Jennifer Troia, Director, California Department of Social Services

ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of the Assistant Secretary | 330 C Street, S.W., Suite 4034  
Washington, DC 20201 | [www.acf.gov](http://www.acf.gov)

January 6, 2026

Governor Gavin Newsom  
Office of the Governor  
1021 O Street, Suite 9000  
Sacramento, CA 95814

Dear Governor Newsom,

The Trump Administration has made clear its commitment to rooting out fraud, protecting taxpayer dollars, and ensuring program integrity across all federal benefit programs. The Administration for Children and Families (ACF) is concerned by the potential for extensive and systemic fraud in Social Services Block Grant (SSBG) programs that rely on federal funding. These concerns have been heightened by recent federal prosecutions and additional allegations that substantial portions of federal resources were fraudulently diverted away from the American families they were intended to assist. Additionally, ACF has reason to believe that the State of California is illicitly providing illegal aliens with SSBG benefits intended for American citizens and lawful permanent residents.

ACF will be conducting a thorough review of the State's use of funding. As a result, ACF is notifying your office that the State is not authorized to further draw down SSBG funding without complying with the terms of a temporary restricted draw down until this review is complete.

To aid ACF in a timely review, I am requesting that the State of California provide the complete universe of SSBG administrative data that exist and are in the state's possession for all grantees, their recipients and subrecipients, for all available years and at least 2022 through 2025. This includes recipient name, address, Social Security Number (if collected), date of birth, A-number (as applicable), and any state identification numbers used for program administration. This information is necessary for ACF to conduct a thorough review of program operations and to assess the extent of any irregularities that may have occurred.

ACF also requests documentation demonstrating that the State of California has verified the eligibility, where applicable, of all recipients and subrecipients of SSBG-funded entities in accordance with the requirements of the Personal Responsibility and Work Opportunity Reconciliation Act, 8 U.S.C. §1611, which limits the eligibility of federal public benefits to United States citizens and qualified aliens. This documentation should include the policies, procedures, system controls, and verification records used by Minnesota to confirm citizenship or qualified alien status during the application and recertification processes.

ACF is requesting a comprehensive list of all organizations, subcontractors, service providers, local agencies, community groups, and any other entities that received SSBG funds from the State of California, directly or indirectly, during the period from 2019 through 2025. For each organization, to the extent the information exists and is in the state's possession, I request the amount of SSBG funding provided, the purpose for which the funds were awarded, and documentation describing the state's oversight mechanisms, monitoring activities, and verification processes used to ensure proper use of SSBG dollars.

I request that this information be transmitted to ACF by January 20, 2026. My staff will coordinate directly with the appropriate state officials to establish a secure transfer method and confirm technical specifications.

The State of California will be placed on a temporary restricted drawdown for all SSBG funds provided by ACF until further notice, pending successful and satisfactory review of the requested information.

Thank you for your attention to this critical matter. Please contact my office with any questions or to arrange next steps.

Sincerely,

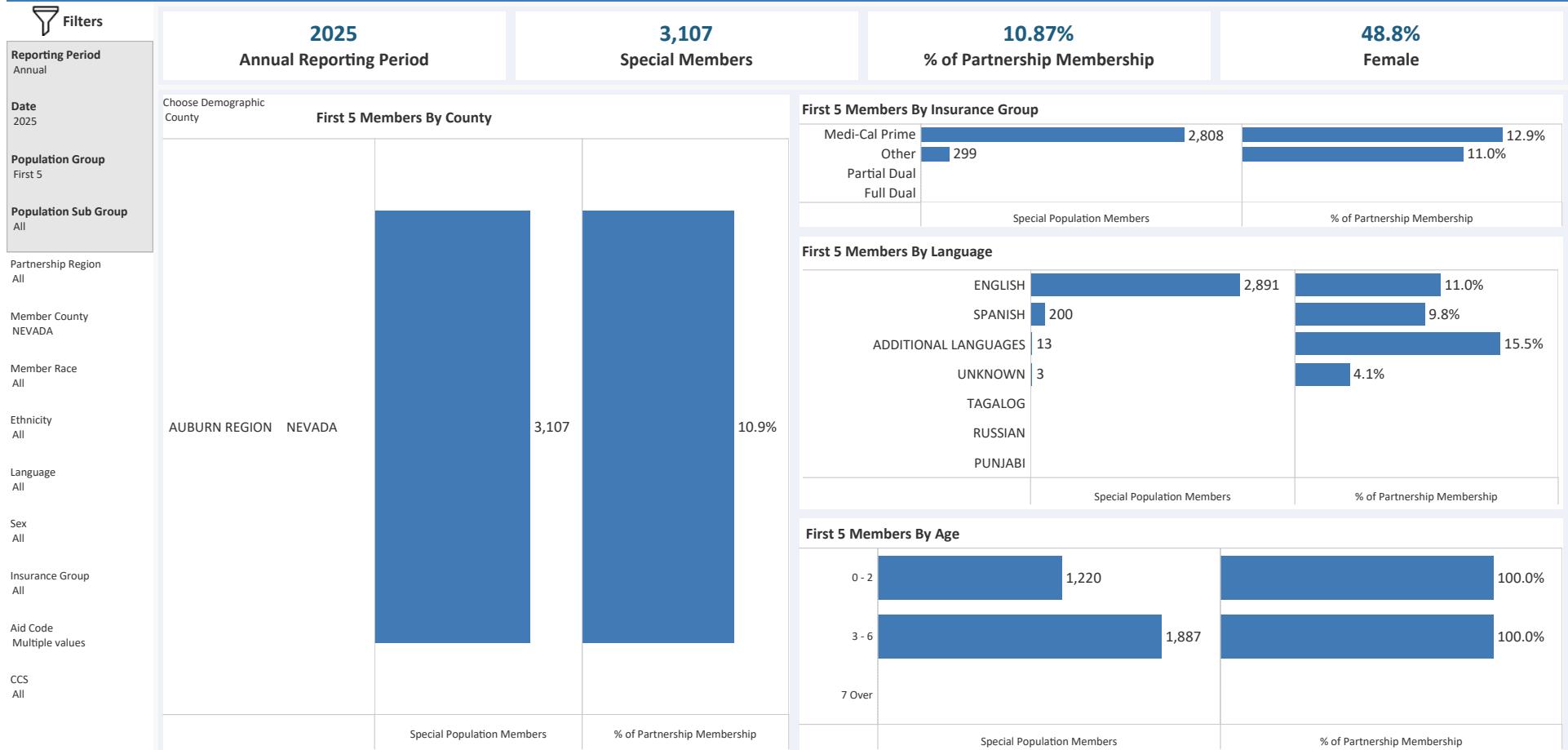


Alex J. Adams  
Assistant Secretary  
Administration for Children and Families  
U.S. Department of Health and Human Services

CC: Kim Johnson, Secretary, California Health & Human Services Agency  
Jennifer Troia, Director, California Department of Social Services

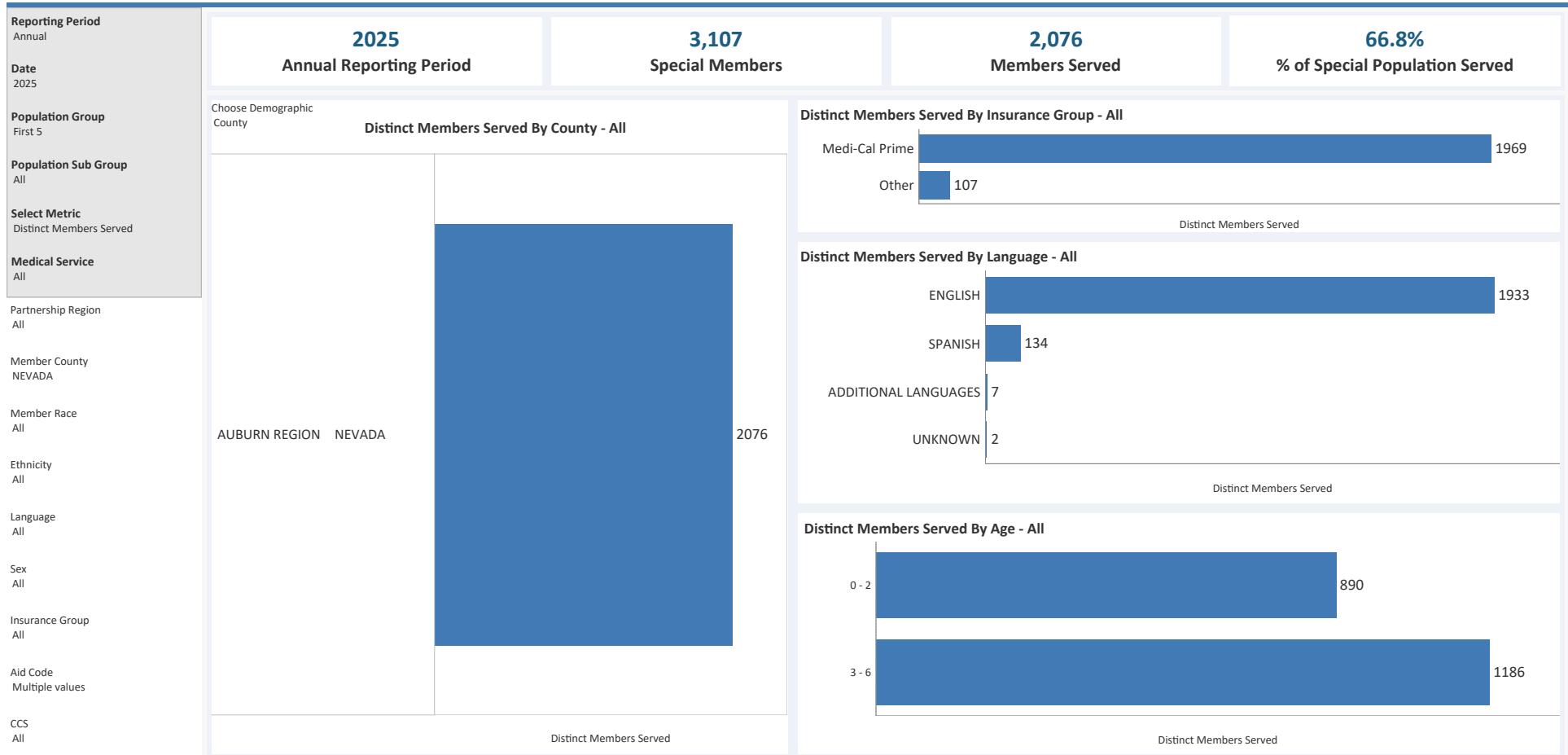
# First 5 Population Summary

The population summary view provides insight into the First 5 population group compared to Partnership's overall membership. Select the either Quarterly or Annual reporting periods to gain further insights into the First 5 group.



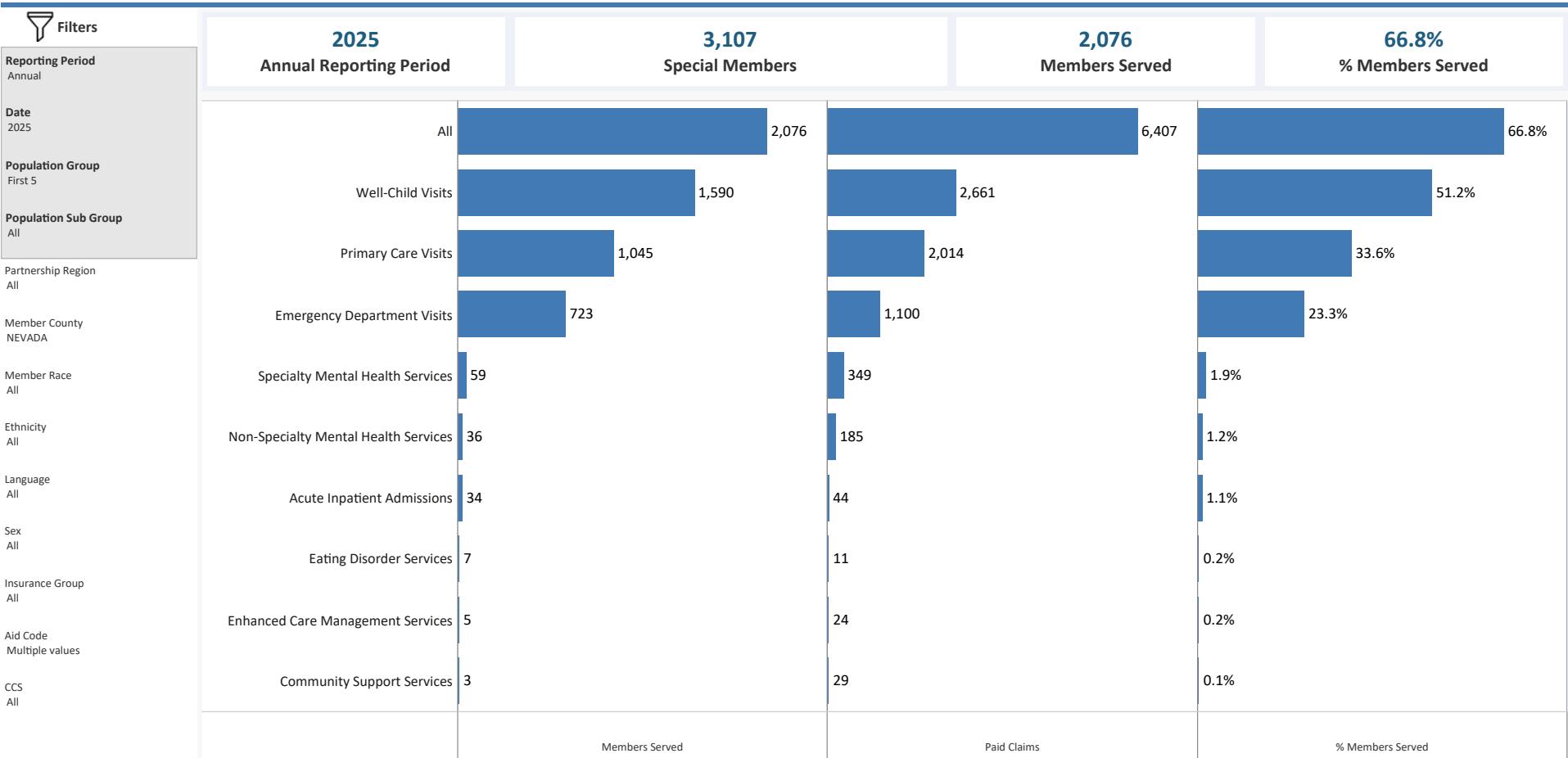
## First 5 Medical Utilization Metrics

The medical utilization view provides insight into the utilization of specific medical services for the First 5 group. Each medical service provides the number of unique members, number of paid claims, and % of the First 5 population who received or were served services. Select the either Quarterly or Annual reporting periods to gain further insights into the population.



## First 5 Medical Utilization Breakdown

The utilization breakdown gives a broad view of each medical service received by First 5 members to compare the frequency and utilization of each service. Select the either Quarterly or Annual reporting periods to gain further insights into the population.



Refresh Frequency: Monthly Last Refresh On: 12/17/2025 11:03:06 PM Next Refresh Date: 2/1/2026 Prepared by: Alexander Brito abrito@partnershiphp.org

## First 5 CalAIM Authorizations

The CalAIM authorizations for First 5 members. Select the either Quarterly or Annual reporting periods to gain further insights into the population.



### Community Supports & Enhanced Care Management Authorizations

Reporting Period	Annual
Date	2025
Population Group	First 5
Population Sub Group	All
Partnership Region	All
Member County	NEVADA
Member Race	All
Ethnicity	All
Language	All
Sex	All
Insurance Group	All
Aid Code	Multiple values
CCS	All

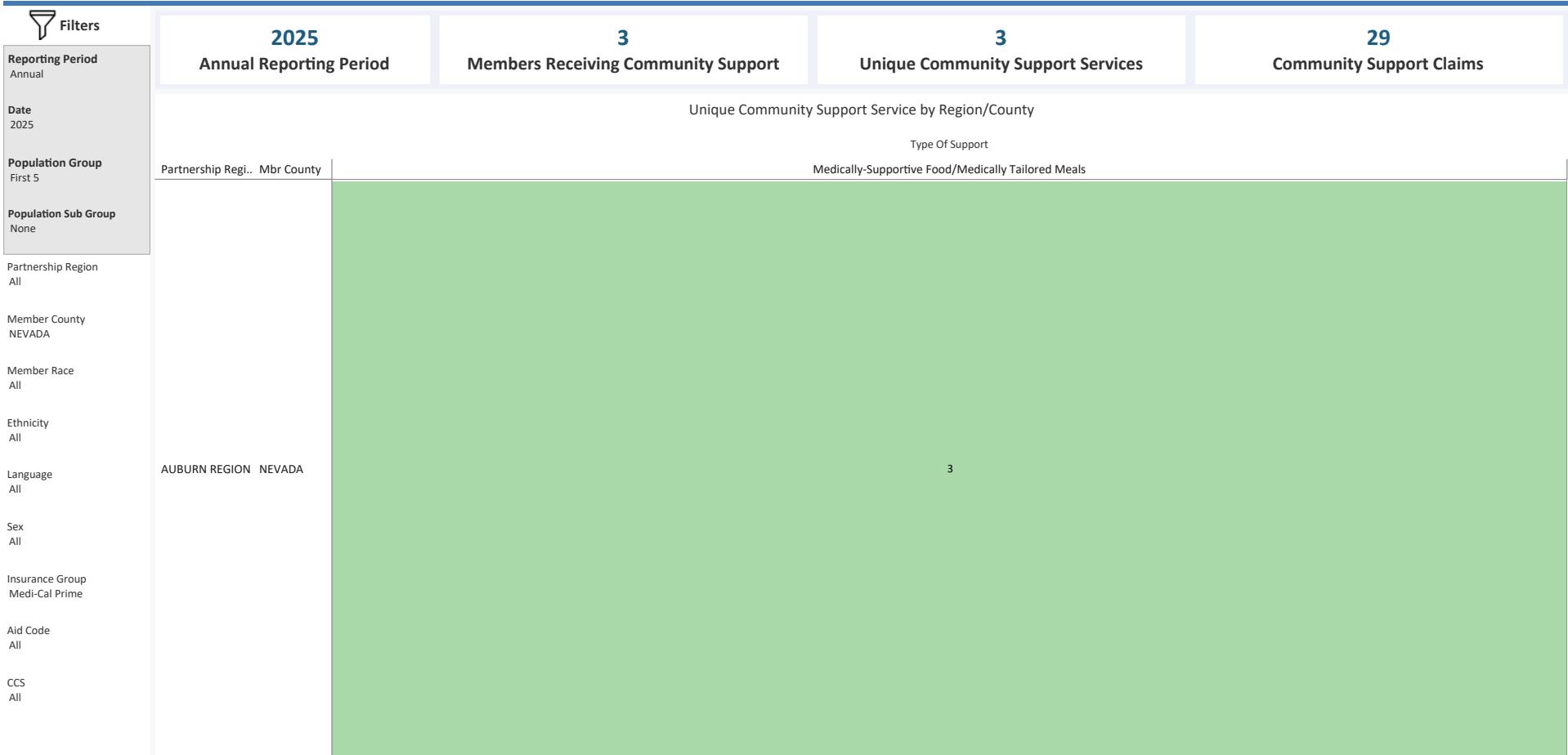
		Community Supports						Enhanced Care Management					
		Authorizations	Auths Billed	% Billed	CalAIM Avg Auth DOS	CalAIM Median Auth DOS	CalAIM STD Auth Dos	Authorizations	Auths Billed	% Billed	CalAIM Avg Auth DOS	CalAIM Median Auth DOS	CalAIM STD Auth Dos
AUBURN REGION	NEVADA	34	13	38.2%	28.80	31.00	1.11	27	11	40.7%	19.70	24.00	0.00

Refresh Frequency: Monthly Last Refresh On: 12/17/2025 11:03:06 PM Next Refresh Date: 2/1/2026 Prepared by: Alexander Brito abrito@partnershiphp.org

# First 5 Community Support Services



This view provides a breakdown of community supports by type of support for First 5 members who were enrolled in the CalAIM program. In the chart the counts seen are the number of unique members who received that specific community support type.



Refresh Frequency: Monthly Last Refresh On: 12/17/2025 11:03:06 PM Next Refresh Date: 2/1/2026 Prepared by: Alexander Brito abrito@partnershiphp.org