



## Regular Commission Meeting And Public Hearing

### AGENDA

December 19, 2013, 2:30-4:30pm

Mono County Office of Education Conference Room, Mammoth  
via Polycom: Mono County Office of Education Conference Room, Bridgeport

--public hearing begins--

1. **Public Comment** Members of the public are given the opportunity to address the Commission on items of interest and within the jurisdiction of the Commission as such items are discussed. This time is allowed for public input on any item not on the agenda. Time may be limited, depending on the number of speakers and items of business.
2. **Minutes** Consideration of minutes for the September 26, 2013; August 22, 2013; and October 24, 2013 Commission meetings. **(ACTION)**
3. **Safe Kids California Mono Partners Coordinator Services MOU** Commission will consider authorizing the Executive Director to sign the MOU between First 5 Mono and the Mono County Office of Education for Safe Kids California Mono Partners Coordinator services and supplies in the amount of \$9000 for FY 2013-14. *The Commission shall first determine whether the subject matter of the proposed agreement is consistent with the Commission's strategic plan and fiscal plan.* **(ACTION)**
4. **Childbirth Education MOU** Commission will consider authorizing the Executive Director to sign the MOU between First 5 Mono and Mammoth Hospital to share Lamaze training costs. *The Commission shall first determine whether the subject matter of the proposed agreement is consistent with the Commission's strategic plan and fiscal plan.* **(ACTION)**
5. **Poison Prevention Grant** Commission will consider authorizing the Executive Director to sign the Grant award in the amount of \$1045 to First 5 Mono from Safe Kids California in conjunction with Safe Kids California Mono Partners. *The Commission shall first determine whether the subject matter of the proposed agreement is consistent with the Commission's strategic plan and fiscal plan.* **(ACTION)**
6. **MAA Services Agreement** Commission will consider authorizing the Executive Director to sign the agreement between First 5 Mono and Health Reach for MAA technical assistance services for an amount not to exceed \$2,562.50. *The Commission shall first determine whether the subject matter of the proposed agreement is consistent with the Commission's strategic plan and fiscal plan.* **(ACTION)**
7. **Peapod Contract Termination** Commission will consider terminating the contract between Amy Phillips and the commission for Peapod services in Benton as Amy no longer wants to conduct the groups. **(ACTION)**

8. **First 5 Mono Fund Balance** Commission will consider reallocating the fund balance currently in the assigned category to the committed category, as referenced in the most recent 5 year fiscal plan. **(ACTION)**
9. **Welcome Baby Budget Amendment** Commission will consider amending the Welcome Baby! Budget for Home visitor salary from \$65,000 to \$35,000 to reflect the reallocation of a portion of the Home Visitors' salaries to the CAPIT budget. **(ACTION)**
10. **Revised First 5 Mono County Strategic Plan** Opportunity for the public to comment on proposed revisions to the 2014-2019 First 5 Mono Strategic Plan. The draft revised strategic plan is available for review at the Commission Office in Mammoth Lakes (760-924-7626) or by visiting [www.monokids.org](http://www.monokids.org). **(PUBLIC HEARING)**
- public hearing ends--
- closed session--
11. **Conference with Legal Counsel – Anticipated Litigation** Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code section 54956.9. Number of potential cases: 7.
- end of closed session--
12. **Neely Accounting Letter** Opportunity to discuss the letter to the commission regarding the FY 2012-13 audit from Tom Neely, our independent auditor. **(INFORMATION)**
13. **Program Updates** Staff and Commissioners will report on the following programs. **(INFORMATION)**
- Commission-run Programs**
- a. CARES Plus Program
  - b. Oral Health Initiative
  - c. Child Signature Program
  - d. Welcome Baby! Program
  - e. Parenting Partners (CAPIT Grant)
  - f. Childbirth Education Course
  - g. Breastfeeding Promotion and Outreach
  - h. Peapod Playgroups (Prop. 63 MHSA)
  - i. School Readiness Activities
14. **Budgets** First 5 Mono Revenue and Expenditures-to-date and Year-end totals for FY 2012-13 **(INFORMATION)**
15. **Commissioner Reports** Board members may report about various matters; however, there will be no discussion except to ask questions. No action will be taken unless listed on a subsequent agenda.
16. **Director Report** This information may be reported elsewhere on agenda.

Next meeting: Strategic Planning Retreat January 16<sup>th</sup>, 10:00 a.m. - 3:00 p.m., 286 Ridge Way, Mammoth Lakes

*Note: If you need disability modification or accommodation in order to participate in this meeting, please contact the Commission office at (760) 924-7626 at least 48 hours prior to the start of the meeting. Government Code Section 54954.2(a).*



## Regular Commission Meeting

### Minutes

**Thursday, August 22, 2013**

Mono County Office of Education Conference Room  
451 Sierra Park Rd., Mammoth Lakes, California

Commissioners Present: Stacey Adler, PhD, Chair  
Karin Humiston  
Byng Hunt  
Rick Johnson, MD  
Barbara Miller

Staff Present: Molly DesBaillets, Executive Director  
Shannon Vallejo, Administrative Assistant/Fiscal Specialist

Commissioner Adler welcomed the Commissioners to the first Commission meeting of the 2013-2014 fiscal year.

#### **1. Public Comment**

None

#### **2. Minutes (ACTION)**

Consideration of minutes for the June 27, 2013 Commission meeting.

**ACTION:** Approve the August 22, 2013 Commission meeting minutes.

**MOTION:** Commissioner Johnson

**SECOND:** Commissioner Adler

**VOTE:** Unanimous

**ABSTENTIONS:** None

#### **3. Safe Kids Presentation (ACTION)**

Katie Smith: Presented the work of Safe Kids California, which is a branch of Safe Kids Worldwide, to the Commission.

- The goal of Safe Kids California is to keep kids safe from preventable injuries.
- For kids in Mono and Inyo County, the rate of emergency room visits is 28% higher than the statewide average.

- In 9 of 13 injury risk areas, Mono/Inyo counties were higher than the statewide average. Emergency room visits were more than double the state rate for burns and bicycle-related injuries and were up to 60% higher than the state rates for poisoning, cut/pierce, and natural/environmental injuries.
- Explained the composition and work of the Safe Kids coalitions.
  - Coalitions include law enforcement, fire departments, hospitals, health departments, childcare agencies, rec departments – any organization in the community that works with parents and children should belong to the coalition.
- The coalition must address at least 3 injury risk areas, which are chosen by the coalition.
- Safe Kids does not provide equipment, but can help the County get discounted equipment.
- Safe Kids does not fund the coalitions, but grants are available for specific purposes and the application process is very easy.
- Outlined the tools available to Safe Kids coalition coordinators.

Ms. DesBaillets:

- Already had 3 Safe Kids coalition meetings, even though there is no coalition yet.
- Lori Ciccarelli at the hospital, Public Outreach, is spearheading the effort to start a coalition in Mono County.
- Everyone thinks it's a great idea, but nobody has the money or the staff time.
- The meetings have included the Sheriff's Department, the Mammoth Lakes Police Department, Public Health, the hospital, Mono County Behavioral Health, the Mono County Office of Education, and First 5.
- Referenced the results areas of the Strategic Plan and how Safe Kids fulfills those goals.
  - To have healthy children.
  - To be a leader in a network of support services.
- Would be within the purview of what we consider First 5's responsibility to try to create a coalition in Mono County.
- Also a good opportunity to coordinate events in Mono County, i.e., avoid situations such as the conflicting Kidapalooza and car-seat check at the elementary school this summer that target the same populations.

Commission Comments

- Commissioner Johnson: Asked if Ms. Smith was able to sort out the emergency room visit data by county of residence because the Eastern Sierra has a large number of visitors that comprise the emergency room visits. Noted that we have 6-7 times our resident population on peak weekends, which can really skew the data percentage-wise.
  - Ms. Smith: Acknowledged that the data does include visitors, no way to separate county of residence.
- Commissioner Johnson: Another partner would be the EMS providers, because it's the EMS providers taking kids to the emergency room, not the parents. They're out in the community already.
- Commissioner Hunt: Asked what kind of involvement this would entail, what is the typical contribution for a small county.

- Ms. DesBaillets: For First 5 Placer, which is the county where First 5 sponsors 65% of the Coalition, it's a significant amount. Envisioning approximately \$9000, based on funding half of a 20 hour per week position.
- Commissioner Johnson: Asked where in the budget something up to \$9000 would come from.
  - Ms. DesBaillets: The budget includes a \$10,000 Evaluation line-item that was new last fiscal year and was budgeted out for the next five years. Only approximately \$1000 of that was spent, and she doesn't envision First 5 needing that, so it's a pretty easy transfer for a sum that is used for in-house evaluation and is already in the operations budget.
- Commissioner Hunt: Asked if evaluations are required and if the money will be needed for those.
  - Ms. DesBaillets: Evaluations are required, but First 5 has always performed them without the recent line item in the budget.

**ACTION:** The Commission shall determine whether the subject matter of the proposed funding is consistent with the Commission's Strategic Plan and Fiscal Plan and make a motion to move forward.

**MOTION:** Commissioner Hunt

**SECOND:** Commissioner Johnson

**VOTE:** Unanimous

**ABSTENTIONS:** None

**ACTION:** The Commission may authorize the Director to identify a partner agency or agencies and develop a contract for a portion of the Safe Kids Coalition Coordinator position.

**MOTION:** Commissioner Hunt

**SECOND:** Commissioner Miller

**VOTE:** Unanimous

**ABSTENTIONS:** None

#### **4. Contract Approval – Fiscal Audit Services for FY 2012-2013 (ACTION)**

Ms. DesBaillets:

- Same auditor First 5 has used for at least the last four years.
- He's used to dealing with small counties, he's very efficient.
- Thinks he's done a good job from what she's seen.

Commission Comments

- Commissioner Hunt: Noted the amount is the same and asked if Mr. Neely tried to raise the price this year.
  - Ms. DesBaillets: No.
- Commissioner Johnson: Asked if First 5 has been happy with his services.
  - Ms. DesBaillets: Yes.

**ACTION:** The Commission shall determine whether the subject matter of the proposed contract with Thomas Neely, CPA, for audit services is consistent with the strategic plan and fiscal plan and authorize the Director to sign and administer the contract.

**MOTION:** Commissioner Hunt  
**SECOND:** Commissioner Johnson  
**VOTE:** Unanimous  
**ABSTENTIONS:** None

## **5. Strategic Plan Revision Suggestions (ACTION)**

Ms. DesBaillets:

- Talked to Executive Directors and looked at a lot of other strategic plans.
- A lot of commissions have opted to try to streamline – to make their documents shorter and accessible to more people.
  - If it sounded simplistic that was intentional.
- Wants to have a document to give to the public that is easy to read and understand.
- Went over the proposed changes and suggestions from Commissioners Adler and Humiston.

**ACTION:** Have the Director make the suggested revisions and continue with the Strategic Plan process.

**MOTION:** Commissioner Johnson  
**SECOND:** Commissioner Hunt  
**VOTE:** Unanimous  
**ABSTENTIONS:** None

## **6. Contract Approval – Mono County Behavioral Health Dept., Peapod Program (ACTION)**

Ms. DesBaillets:

- Behavioral Health has been very happy with the services First 5 has provided through their contractors.
- Very similar to what has been signed in the last two fiscal years.
- One addition that has to do with the County being listed as an additional insured based on County's experience with a lawsuit.
- Has been reviewed and signed by County Counsel for both First 5 and Behavioral Health.

**ACTION:** Approve the contract with Mono County Behavioral Health.

**MOTION:** Commissioner Hunt  
**SECOND:** Commissioner Johnson  
**VOTE:** Unanimous  
**ABSTENTIONS:** None

## **7. MAA Update (INFORMATION)**

Ms. DesBaillets:

- Haven't started MAA claiming, but the State wants to check out First 5 anyway.
- Requested that they provide training on the time studies First 5 is required to do instead of paying Paradigm, the agency that was contracted before.
  - Will do the training while they're here, September 12 and 13.

## 8. Special Commission Meeting Date (ACTION)

Ms. DesBaillets:

- Can be a really short meeting, just need a quorum, which is four Commissioners.
- Just received the CAPIT Grant contract today, but wasn't in the packet for the meeting today so need to have a special meeting to approve the contract.
  - Two-year contract for \$29,000 and change.
- Kathy Peterson will take it to the Board of Supervisors to have it approved.
- Will have the money in time for the travel that's written into the budget for early October.

Commission Comments

- Commissioner Adler: Works for her.
- Commissioner Hunt: Can attend.
- Commissioner Johnson: Will be out of town at a training, but can get him on the phone.
- Commissioner Miller: Will be here.

**ACTION:** Four Commissioners can attend, so the Special Meeting will be put on the calendar.

## 11. Program Report (INFORMATION)

### a. ***CARES Plus Program***

Ms. DesBaillets:

- Lara planning orientation for childcare trainers for this fiscal year.
- She is new and the IMACA people are new, so there's a lot of learning going on in our office.
- Met with her counterparts in Inyo County to go over what they do.
- The dinner will be held at the same place as last year and all the same participants are invited.

### b. ***Oral Health Initiative***

Ms. DesBaillets:

- Claudia Molina has had two home visits, has one more today with families signed up at Kidapalooza.
- Have ordered dental supplies for her, including adult and kid toothbrushes and timers.
- Lara Walker attending the oral health task force meetings because Cathy Young did a lot of oral health outreach through CARES in the past.

### c. ***Child Signature Program***

Ms. DesBaillets:

- Verna Sisk, who works in early childhood development in the Inyo County Superintendents Office, came up and thoroughly explained the program.
- CSP is a childcare quality program.
  - 3 employees from Inyo County that go to all childcare centers in Inyo, Mono, and Alpine Counties and assess the centers.
    - Determining eligibility for Power of Preschool, if funding ever comes down for that.
    - To be eligible, classrooms must have a very high quality rating.
- \$57,000 line item in our budget that goes to Inyo County.

- Preparing for this year; gearing up to go visit all the classrooms like they did last year.

d. ***Welcome Baby! Program***

Ms. DesBaillets:

- Great to have Kathy Peterson at Social Services, which has resulted in a lot of collaboration with CPS.
  - They've been consulting with First 5 about typical child development.
  - Referring a lot of families in.
- Home visitors now have desks in the office, which has been rewarding in terms of being able to touch base and collaborate more often.

e. ***Parenting Partners (CAPIT Grant)***

Ms. DesBaillets:

- Received the draft of the contract from Kathy Peterson, but it hasn't been completely approved by legal counsel.
- Provides for two years now instead of a single year.
- Budget provides for another Spanish-speaking home visitor.
  - Lara currently has all of the Spanish-speaking families, which has been a huge caseload for her and leaves her little time for outreach.
  - Will expand First 5's capacity for Spanish-speaking families.
  - The job will be posted on edjoin.org and in all local newspapers.
- Travel budget for the PAT conference was approved, as well as training for the new home visitor.

f. ***Childbirth Education Course***

Ms. DesBaillets:

- Transitioned to Deanna Clark being the sole childbirth educator.
  - Scheduled her training for Lamaze class to become a certified childbirth educator.
  - Should greatly improve the quality of the class.
- Class starts on August 28.
  - 4 people signed up so far.
  - Usually a lot of last-minute sign-ups as well.

g. ***Breastfeeding Promotion and Outreach***

Ms. DesBaillets:

- Marta Smith has done an incredible amount of work in the past month putting together an ad in Mammoth Times and writing an article with Kristin Wilson, the pediatrician, in support of breastfeeding.
- There has been a huge shift in Mammoth Hospital being supportive of breastfeeding.
  - Ms. DesBaillets visited a new mom who related that the bags given out no longer include formula but are now breastfeeding bags, which has been a change since her last child only around 3 years ago.
- L&D nurses are going to take the lactation course.
  - Commissioner Sassin suggested that Ms. DesBaillets ask if the hospital could help offset the costs of the childbirth education class.
  - Not in their education budget this year, but they did agree to pay for Deanna Clark's travel back to Palo Alto next year to take a test to become



- certified.
- Great partnership with the hospital.

h. **Peapod Playgroups (Prop. 63 MHSA)**

Ms. DesBaillets:

- Jora Fogg, the new leader in Lee Vining/June Lake, has a consistent group of a few families.
  - This playgroup has been canceled several times in the past due to lack of participation.
- Will be putting out a Request for Applications for the Crowley leader because Ms. DesBaillets had a call from someone who is interested in leading the playgroup.
  - Hopefully this pans out because Crowley Lake was a well-attended group.

i. **School Readiness Activities**

Ms. DesBaillets:

- All of the Summer Bridges have finished, and almost all of the evaluations have been received.
- ESUSD used the Brigance screening tool for the first time instead of the older tool.
  - They really liked it.
  - Ms. DesBaillets has some very detailed data about school readiness.
  - Can really see what areas were challenges in terms of school readiness for these kids.
    - Screenings can go into their school files.
  - Hoping to move Mammoth Elementary in that direction as well.

**12. Budget and Expenditures (INFORMATION)**

Ms. DesBaillets: Presented the budget and expenditures for the year-end and year-to-date.

- A completed year-end budget will be presented at the October meeting.
- There will be around \$88,000 that was budgeted for this year that wasn't spent.
  - A result of all of the changes this year.
  - With the exception of the childbirth education line item, which Ms. DesBaillets will ask to move forward, the rest will remain in the County trust fund.
- Plan to update the current year budget because of dramatic staffing changes.
  - Will be saving approximately \$50,000 in salary costs.

**Meeting adjourned at 3:43 pm.**

The next scheduled Commission meeting will be a Special Commission Meeting and will take place on Thursday, September 26, 2013 in the MCOE Conference Room, Mammoth Lakes, California.



## Regular Commission Meeting and Public Hearing

### Minutes

**Thursday, October 24, 2013**

Mono County Office of Education Conference Room  
37 Emigrant St., Bridgeport, California

Commissioners Present: Jeanne Sassin, Chair  
Karin Humiston  
Byng Hunt  
Kim Escudero  
Barbara Miller

Staff Present: Molly DesBaillets, Executive Director  
Shannon Vallejo, Administrative Assistant/Fiscal Specialist

Commissioner Sassin, acting Chair, called the meeting to order and opened the public hearing at 2:30 pm.

#### **1. Public Comment**

Danielle Dublino of Bridgeport commented on the lack of licensed childcare and early childhood education in Bridgeport and noted that there is a need for childcare in this community.

- MCOE used to provide daycare.
- Children who participated in the MCOE program went into kindergarten very prepared.
  - The kindergarten teacher that Ms. Dublino knows has been very satisfied with how those children have performed once they start school. They are more kindergarten-ready and have a better knowledge base.

#### Commission Comments

- Commissioner Escudero: Asked what types of resources are currently available.
  - Ms. Dublino: There are none – no childcare centers, preschool-based centers, or even licensed childcare providers. There are people who watch children. She would prefer to have someone who is more qualified watch her children.
- Commissioner Miller: Noted that it's difficult to recruit someone to go through the whole licensing process and take classes.
  - Ms. Dublino: There was someone in the past who watched multiple children in her home; she may not have been licensed though, and she has since left the area.

There is space available at the church and at the school. It's hard for families to make it here; there are mothers who want to work and can't.

- Commissioner Humiston: Asked what the demographic is for 3- to 5-year olds in Bridgeport.
  - Ms. Dublino: There are 1-2 children that will qualify for kindergarten next year. There are probably 6 children in the 3-4 range, and quite a few -1 and 2-year-olds; Bridgeport had a boom the last couple years. The need is increasing, and she wants those parents' voice to be heard.
- Commissioner Humiston: None of the faith-based groups have anything?
  - Ms. Dublino: There is a pre-school center at the Baptist church, but they don't currently have anyone running the facility.
  - Ms. DesBaillets: Their hurdle was insurance and costs. They were already struggling to make ends meet and then insurance costs went up and that was it.
- Commissioner Sassin: Bridgeport used to have the only preschool in the area but has recently gone through a population bottleneck with the elementary-age population decreasing. It sounds like the population is coming back though.
- Commissioner Humiston: Asked if there are any particular grants that could be applied for in order to re-open the Baptist church.
  - Ms. Dublino: Parents have wondered why there isn't an IMACA facility. What they would like is to have some kind of state-funded preschool come in. There have been recent changes in [Bridgeport's] economic income status -- she thinks there are different tiers for how communities qualify for state preschools -- and they may have dropped down to Tier 1, or the highest of the low tier. She hasn't looked into it further though. The young families tend to be the most economically disadvantaged.
- Commissioner Miller: Offered to look into funding through her school-age contract with the state, but there has been no money, everything has been frozen; all of their contracts were reduced. Start-up money has been nonexistent. There is money for the preschool in Mammoth [Lakes], so if there was extra or they weren't filled up, but I think they're pretty booked.
  - Ms. DesBaillets: Noted that there is the model of a co-op facility that was used in Bridgeport previously. She has information to share regarding this type of facility.
- Commissioner Humiston: She's not sure if it would apply in this situation, but in Arizona the Department of Education received money from the Bureau of Indian Affairs and the Department of Health due to the high incidence of diabetes and the prevalence of depressed economic states.
  - Ms. Dublino: There is an Indian colony in Bridgeport that is becoming more organized, but she hasn't talked to anyone there in a while.

## 2. Minutes (ACTION)

Consideration of minutes for the August 22 and September 26, 2013 Commission meetings.

**ACTION:** Carry forward both sets of minutes to the December 19, 2013 Commission meeting, as there is not a quorum from either meeting present.

**MOTION:** N/A

**SECOND:** N/A

**VOTE:** N/A

**ABSTENTIONS:** N/A

### 3. Commission Member Reappointment (ACTION)

Ms. DesBaillets: For the category in which Commissioner Miller serves, the first term is a one year term, and she can now be reappointed for a three-year term.

**ACTION:** Recommend to the Board of Supervisors the reappointment of Barbara Miller to serve a three-year term as a First 5 Mono County Commissioner.

**MOTION:** Commissioner Hunt

**SECOND:** Commissioner Escudero

**VOTE:** Unanimous

**ABSTENTIONS:** None

### 4. Evaluation Activities Report for FY 2011-12 (INFORMATION)

Ms. DesBaillets presented a compilation of the results of the evaluation of all Commission-run programs for FY 2011-12 and the results of the fiscal audit for FY 2012-13. For the program evaluation portion of the presentation Ms. DesBaillets reviewed the demographic and service data for First 5's programs and presented the feedback provided by program participants. For the audit portion of the presentation, she reviewed comparisons of revenues and expenses, financial facts, program expenditures, and discussed committed vs. assigned funds and future impacts to the First 5 Mono budget.

#### Commission Comments

- Commissioner Sassin and Miller: Asked what a high needs family is and how that is determined.
  - Ms. DesBaillets: They have a list of categories that are considered high needs,
    - First 5 created a list that seemed like it would be fitting for this community when they started the program, but they now know a lot more about the national standards for high needs. This list includes teen parents, parent or child with a disability, unstable environment – there are about 8 of them.
    - They may try to move to the nationally-approved high needs categories, which would probably be wise. Actually, just switched to a new database, so have begun using the national categories.
    - Offered to provide the Commissioners with a list, which includes recent immigrants, English as a second language, and low-income families.
    - This could provide an additional challenge in terms of providing more services for more families that qualify as high needs when they may or may not have the capacity.
  - Ms. Dublino: Asked about the frequency of high needs visits.
    - Ms. DesBaillets: Visits are monthly, and in some cases for CPS referrals, the visits are weekly.
  - Commissioner Humiston: Asked if First 5 would like Probation referrals and how to connect clients with First 5.
    - Ms. DesBaillets: Would welcome clients from Probation.
  - Ms. DesBaillets: Teen moms are some of the most rewarding clients.
    - Living with the client's parents is another high needs characteristic. Supporting the mom in being a mom and not having her authority bypassed by the grandparents is important for the home visitors.

- Commissioner Sassin: Asked if there is an expectation from Behavioral Health for a percentage of referrals from the Peapod Program.
  - Ms. DesBaillets: The goal is 10 per year for all sites.
    - Way below that for the Peapod Program, but when Home Visiting referrals are included the number is closer.
    - Peapod leaders are trained to try to get 1 per 10-week session.
    - Has been a challenge to meet those numbers.
  - Ms. Dublino: It's hard to make referrals without fishing for that information from Peapod participants.
- Ms. Dublino: Would like to use a survey for Peapod that evaluates how the participants feel their parenting has improved rather than what is currently used.
  - Ms. DesBaillets: Offered to have Ms. Dublino test out a new survey at the Bridgeport Peapod playgroup.
- Commissioner Miller: Expressed interest in the evaluation of reading ability at the third grade level. (Response to Ms. DesBaillet explaining that according to the website Children Now, which gives a reading scorecard for every county in California, the 3<sup>rd</sup> grade reading scores in Mono County are extremely low and have decreased)
  - Ms. DesBaillets: Explained that 3<sup>rd</sup> grade is a benchmark people use for reading.
    - In early childhood, we often think that if we're working with the children from birth to five, that that outcome would manifest by 3<sup>rd</sup> grade.
    - Have had the Raising a Reader program longer than 3 years.
    - She is thinking about how to address the low scores.
  - Commissioner Sassin: Noted that it's very difficult to track home visiting and Raising a Reader once they get into school and to determine the outcomes for children when they reach 3<sup>rd</sup> grade.
    - Ms. DesBaillets: Stated that it should be a population shift, not just a change for the children who participated in the programs

## **5. Revised First 5 Mono County Strategic Plan (PUBLIC HEARING)**

Opportunity for the public to comment on the draft revised First 5 Mono County Strategic Plan. Draft reports were available for review at the Commission Office in Mammoth Lakes (365 Sierra Park Road, Bldg. M), at the Mono County Office of Education in Mammoth Lakes (451 Sierra Park Rd.) or Bridgeport (37 Emigrant St.), or by calling 760/924-7626.

No public comment was made.

## **6. First 5 Mono County FY 2012-13 Annual Report and Independent Fiscal Audit (PUBLIC HEARING)**

Opportunity for the public to comment on the draft FY 2012-13 First 5 Mono County Children and Families Commission Annual Report and Independent Fiscal Audit. Draft reports were available for review at the Commission Office in Mammoth Lakes (365 Sierra Park Road, Bldg. M), at the Mono County Office of Education in Mammoth Lakes (451 Sierra Park Rd.) or Bridgeport (37 Emigrant St.), or by calling 760/924-7626.

No public comment was made.

Close public hearing at 3:46 pm.

## **7. First 5 Mono County FY 2012-13 Annual Report (ACTION)**

Ms. DesBaillets reviewed the components of the Annual Report packet with the Commission, including the costs and demographics for each of the Commission-run programs.

The Commission discussed the format of the Annual Report presentation and decided to continue providing the Commissioners with the full packet and to also provide a printout of the slides from the presentation.

**ACTION:** Approve the First 5 Mono County FY 2012-13 Annual Report for Submission to First 5 California.

**MOTION:** Commissioner Hunt

**SECOND:** Commissioner Escudero

**VOTE:** Unanimous

**ABSTENTIONS:** None

## **8. First 5 Mono County FY 2012-13 Fiscal Audit (ACTION)**

Ms. DesBaillets reviewed the draft FY 2012-13 Independent Fiscal Audit with the Commission.

- Page 16 was revised to reflect the change during this fiscal year to having both committed and assigned funds.
- She then explained the difference between committed and assigned funds. Committed funds represent the highest level of designation for a governing body and can only be changed through an action item on the agenda. Assigned funds refer to money that is intended to be used for a particular purpose but that have not been committed via an action item.
- Proposed adding an action item to the next agenda to commit all of First 5's funds.

### Commission Comments

- Commissioner Hunt: Explained that the Commission has kept the funds committed in the past because it secures them in the Commission's bank account and makes it more difficult for the state to take money from First 5.
- Commissioner Sassin: Asked for the reason to keep them as is.
  - Ms. DesBaillets: It's easier to move money around, but she would rather commit them and tell the Commission if there is going to be any variation from the budget.

**ACTION:** Approve the First 5 Mono County Independent Fiscal Audit for the year ending June 30, 2013 for submission to the California State Controller's Office and First 5 California, including the revised page 16.

**MOTION:** Commissioner Escudero

**SECOND:** Commissioner Hunt

**VOTE:** Unanimous

**ABSTENTIONS:** None

## **9. Award and Agreement Between First 5 Mono and First 5 California for Small County Augmentation (ACTION)**

Ms. DesBaillets explained that First 5 California has changed their format so that the Small County Augmentation must be authorized every year.

- Makes budgeting a bit more difficult because the amount is announced on an annual basis.
- Mono County will be receiving \$20,000 less than last year, but the budget has decreased this year so First 5 won't have to cut any programs.
- If they decided to stop doing the Small County Augmentation it would kill First 5 Mono; a large portion of First 5's budget comes from the Augmentation.

**ACTION:** Authorize funding from First 5 California to First 5 Mono for a Small Population County Augmentation.

**MOTION:** Commissioner Hunt

**SECOND:** Commissioner Miller

**VOTE:** Unanimous

**ABSTENTIONS:** None

**ACTION:** Approve the agreement between First 5 California and First 5 Mono in the amount of \$184,603.88 for the period July 1, 2013 through June 30, 2014, and authorize the Executive Director to sign.

**MOTION:** Commissioner Hunt

**SECOND:** Commissioner Miller

**VOTE:** Unanimous

**ABSTENTIONS:** None

## 10. Peapod Leader Agreement (ACTION)

Ms. DesBaillets finally found someone to do the Crowley Peapod group.

- Ms. Calhoun has a Master's in Education with an emphasis in child development and a B.A. in Cognitive Sciences with a minor in Early Childhood.
- First time having a Crowley leader from Crowley.
- Hope to start by the end of November at the latest.
- Pointed out on the budget page that although \$2300 is budgeted for insurance, costs have dropped to approximately \$950 per leader, which leaves more money for playgroups.

### Commission Comments

Commissioner Escudero: Pointed out a typo on Page 1; Kathy Peterson's name was left in place in the contract.

- Ms. DesBaillets: Will amend the contract.

**ACTION:** With the exception of changing Kathryn Peterson to Molly DesBaillets on Page 1, approve the contract with automatic annual renewal unless terminated by either party for the following independent contractor: Annaliesa Calhoun of Crowley Lake for the Crowley Playgroup in an amount not to exceed \$5,900 annually.

**MOTION:** Commissioner Escudero

**SECOND:** Commissioner Miller

**VOTE:** Unanimous

**ABSTENTIONS:** None

## 11. FY 2013-14 Budget Update (ACTION)

Ms. DesBaillets reviewed the proposed budget update with the Commission.

- The document includes a third column that presents justification for the proposed changes.
- There are many line items that do not have a budget, those will simply be removed.
- Overall budget is approximately \$30,000 less than the previously approved budget.

### Commission Comments

Commissioner Escudero: Asked where the \$5000 for Childcare Availability is located.

- Ms. DesBaillets: It is in the trust fund and has been a line item for at least three years but hasn't been used. It will remain in the trust fund.
- Commissioner Sassin: Recalled that the Commission was holding onto that money for the planned childcare facility just in case something popped up, but can't remember what that exactly that money was for. Commissioner Adler has stated in the past that that particular project is not currently moving forward at all, so there's no point in hanging onto that chunk of money.
- Ms. DesBaillets: Still committed to trying to move that project forward, but that would be staff time and would come out of the operations budget.

**ACTION:** Approve the revised FY 2013-14 Budget.

**MOTION:** Commissioner Hunt

**SECOND:** Commissioner Escudero

**VOTE:** Unanimous

**ABSTENTIONS:** None

## 12. Program Updates (INFORMATION)

Postponed until the December 19, 2013 Commission meeting due to lack of time.

## 13. Budgets (INFORMATION)

Ms. DesBaillets: Reviewed the revenues and expenditures to-date for FY 2013-14. The year-end totals for FY 2012-13 will be reviewed at the next Commission meeting in December.

## 14. Meeting Date Amendment (Action)

Commissioner Sassin: Explained the rationale for omitting the November meeting.

- Last year there was a meeting in October, November, and December, but typically the Commission meets every other month.

**ACTION:** Amend the adopted Commission meeting schedule to omit the November 21, 2013 meeting.

**MOTION:** Commissioner Escudero

**SECOND:** Commissioner Miller

**VOTE:** Unanimous

**ABSTENTIONS:** None



## **15. Commissioner Reports**

Commissioner Miller: Asked for an explanation of the process of revising the Strategic Plan. Other commissions she has served on have hired outside consultants to guide the process and paid big fees.

- Commissioner Hunt: Have used outside help in the past, but the last couple times the Commission has met and guided themselves. Doesn't see a need for spending extra money to bring in consultants; on a good track, have good programs and know they want to continue funding those programs with the limited funds available. The Commissioners know the needs of the community better than an outside consultant.
- Commissioner Sassin: If this was the first Strategic Plan, it might be valuable to have outside support, but agrees with Commissioner Hunt. Does think it's good to have as much community input as possible.
- Ms. DesBaillets: Have focus groups planned and strategic planning meetings scheduled and will have a lot of community input for revising the Strategic Plan.

## **16. Director Report**

None at this meeting.

**Meeting adjourned at 4:30 pm.**

The next scheduled Commission meeting will be a Regular Commission Meeting and will take place on Thursday, December 19, 2013 in the MCOE Conference Room, Mammoth Lakes, California.



## Special Commission Meeting

### **Minutes**

**Thursday, September 26, 2013**

Mono County Office of Education Conference Room  
451 Sierra Park Rd., Mammoth Lakes, California

Commissioners Present: Stacey Adler, PhD, Chair  
Byng Hunt  
Kim Escudero, MD  
Jeanne Sassin

Staff Present: Molly DesBaillets, Executive Director  
Shannon Vallejo, Administrative Assistant/Fiscal Specialist

Commissioner Adler called the meeting to order at 2:45 pm.

#### **1. Public Comment**

None

#### **2. Minutes (*ACTION*)**

Consideration of minutes for the August 22, 2013 Commission meeting.

**ACTION:** Carry forward to next Commission meeting because a quorum from the previous meeting was not present.

**MOTION:** Commissioner Hunt

**SECOND:** N/A

**VOTE:** N/A

**ABSTENTIONS:** N/A

#### **3. Commission Member Reappointment (*INFORMATION*)**

The Mono County Board of Supervisors approved the reappointment of Commissioner Stacey Adler to serve a three-year term on the First 5 Commission.

#### **4. Contract Approval – Mono County Department of Social Services, CAPIT (*ACTION*)**

Ms. DesBaillets: Provided an overview of the contract with the Mono County Department of Social Services for the CAPIT Grant.

- DSS offered a grant for two years.
- The budget includes training and travel.
- The big shift is that the grant now covers part of the home visitors' salaries and allows First 5 to hire a Spanish-speaking bilingual home visitor at no additional cost to the existing Welcome Baby! budget.
- Dollar amount is the same for each fiscal year.
- This year money for the CAPC Coordinator is not included; that amount is going directly to the Mono County Office of Education.
- The reporting for this contract was formalized and is included in the last two pages.

**ACTION:** Determine that the subject matter of the proposed contract is consistent with the Commission's Strategic Plan and fiscal plan and at the same time approve the contract.

**MOTION:** Commissioner Hunt

**SECOND:** Commissioner Escudero

**VOTE:** Unanimous

**ABSTENTIONS:** None

**Meeting adjourned at 2:50 pm.**

The next scheduled Commission meeting will take place on Thursday, October 24, 2013 in the MCOE Conference Room in Bridgeport, California.

**MEMORANDUM OF UNDERSTANDING BETWEEN THE  
MONO COUNTY CHILDREN AND FAMILIES COMMISSION AND THE MONO  
COUNTY OFFICE OF EDUCATION**

This Memorandum of Understanding (MOU) is between The Mono County Children and Families Commission (First 5) and the Mono County Office of Education (MCOE), the latter of which, is the lead agency of Safe Kids California Mono Partners (SKC Mono Partners).

SKC Mono Partners is operating as a partner of Safe Kids California (SKC), a member of Safe Kids Worldwide (SKW), in conducting child injury prevention activities and education consistent with the principles of SKW. The mutual goal of these organizations is the prevention of unintentional injuries to children aged 1-19 years.

It is expressly understood and agreed by both parties to this agreement that the purpose of this MOU is to set the terms for the one-time transfer of funding in the total amount of nine thousand dollars (\$9,000) from First 5 to MCOE to both supplement the salary paid to the Safe Kids Coordinator (Coordinator) of SKC Mono Partners as well as to provide for the purchase of car seats and bike helmets as outlined below.

**NOW, THEREFORE, FIRST 5 AND MCOE AGREE AS FOLLOWS:**

1. In consideration of the promises made by MCOE, and subject to the terms of this MOU, First 5 agrees to pay up to a total of \$5,000 to MCOE based on semi-annual invoices with the understanding that this portion of funding will be exclusively used to supplement up to 12 hours of the Coordinator's monthly salary at a rate not to exceed \$35.00 per hour for salary and benefits combined.
2. MCOE agrees to use the \$5,000 provided by First 5 to supplement the necessary portion of the Coordinator's monthly salary and, accordingly, that the Coordinator will adhere to all the duties and responsibilities outlined in Attachment A.
3. Additionally, \$4,000 will be given to the Coordinator to be used to buy car seats and bike helmets for children birth to five years old to be dispersed at Safe Kids events, and, if there are extra, through Safe Kids California Mono Partners member sites.
4. The Coordinator shall be an employee of MCOE, as the lead agency of SKC Mono Partners, and not an employee or contractor of First 5. As such, MCOE shall be responsible for all employment and personnel related matters and, in accordance with Attachment A, ensure that the Coordinator dedicates at least 15 business hours per month to child injury prevention activities.
5. MCOE shall defend, indemnify, and hold harmless the County, its agents, officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney's fees, arising out of, resulting from

### Item #3

Mtg. Date 12/19/13

or in connection with, the performance of this Agreement by MCOE, or its agents, officers, or employees. MCOE's obligation to defend, indemnify, and hold the County, its agents, officers, and employees harmless applies to any actual or alleged personal injury, death, damage or destruction to tangible or intangible property, including the loss of use. MCOE's obligation under this paragraph extends to any claim, damage, loss, liability, expense, or other costs that are caused in whole or in part by any act or omission of MCOE, its agents, employees, supplier, or anyone directly or indirectly employed by any of them, or anyone for whose acts or omissions any of them may be liable.

MCOE's obligation under this paragraph shall survive any termination or expiration of this Agreement.

6. Contractor shall procure and maintain, during the entire term of this Agreement, a policy of Comprehensive General Liability Insurance which covers all the work and services to be performed by Contractor under this Agreement, including operations, products and completed operations, as applicable. Such policy shall provide limits of not less than \$1,000,000.00 combined single limit (CSL) per occurrence. Such policy will not exclude or except from coverage any of the services and work required to be performed by Contractor under this Agreement. The required policy of insurance shall be issued by an insurer authorized to sell such insurance by the State of California, and have at least a "Best's" policyholder's rating of "A" or "A+". Prior to commencing any work under this agreement, Contractor shall provide County: 1) a certificate of insurance evidencing the coverage required; (2) an additional insured endorsement applying to the County of Mono, its agents, officers and employees; and 3) a notice of cancellation or change of coverage endorsement indicating that the policy will not be modified, terminated, or canceled without thirty (30) days written notice to the County.
7. Any deductibles or self-insured retentions must be declared and approved by Mono County. If possible, the Insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to Mono County, its officials, officers, employees, and volunteers; or the Contractor shall provide evidence satisfactory to Mono County guaranteeing payment of losses and related investigations, claim administration, and defense expenses. Any insurance policy limits in excess of the specified minimum limits and coverage shall be made available to County as an additional insured.
8. This MOU may be amended only by a writing signed by authorized representatives of the organizations mentioned herein.
9. This MOU shall be effective from December 1, 2013 until June 30, 2014.
10. This MOU shall be administered on behalf of the two organizations by the following persons, their designees or successors in same positions should incumbents change, to whom any notices or correspondence concerning the MOU shall be directed:

First 5 Mono County:

Molly DesBaillets, Executive Director  
365 Sierra Park Road, Bldg. M  
P.O. Box 130  
Mammoth Lakes, CA 93546  
760.924.7626

Mono County Office of Education:

Stacey Adler, Superintendent of Schools  
451 Sierra Park Road  
P.O. Box 130  
Mammoth Lakes, CA 93546  
760.934.0031

By the signatures of their authorized representatives appearing below, First 5 Mono County and the Mono County Office of Education agree to perform and abide by the terms of this MOU.

First 5 Mono County:

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Mono County Office of Education:

By: \_\_\_\_\_

Dated: \_\_\_\_\_

APPROVED AS TO FORM:

County Counsel

By: \_\_\_\_\_

Dated: \_\_\_\_\_

APPROVED FOR RISK MANAGEMENT:

By: \_\_\_\_\_

Dated: \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING BETWEEN THE  
MONO COUNTY CHILDREN AND FAMILIES COMMISSION AND THE SOUTHERN  
MONO HEALTHCARE DISTRICT DBA MAMMOTH HOSPITAL**

This Memorandum of Understanding (MOU) is between the Mono County Children and Families Commission (First 5) and the Southern Mono Healthcare District (Mammoth Hospital).

It is expressly understood and agreed by both parties to this agreement that the purpose of this MOU is to set the terms for a cooperative project wherein First 5 and Mammoth Hospital will each contribute a specified portion of the costs associated with providing Lamaze Training to one First 5 staff member.

**NOW, THEREFORE, FIRST 5 AND THE HOSPITAL AGREE AS FOLLOWS:**

1. First 5 agrees to pay, in full, each line item indicated in Attachment A, under the column labeled "Costs Covered by First 5", for a total amount of \$1,826.35.
2. Mammoth Hospital agrees to pay, in full, each line item indicated in Attachment A, under the column labeled "Costs Covered by Mammoth Hospital", for a total amount of \$1,120.00.
3. Both parties agree that the purpose of these funds is to supplement the costs associated with sending First 5 staff member to a Lamaze Seminar for training and certification and that as such, these funds will be exclusively used to pay the items listed in Attachment A.
4. The funds mentioned herein will be allocated as follows:
  - a. First 5 will expend the necessary funds set forth in the budget to cover all expenses listed in Attachment A, including those to be paid by Mammoth Hospital.
  - b. Subsequently, First 5 will submit invoices to Mammoth Hospital for the actual costs of the items in the budget after they are expended.
  - c. Mammoth Hospital will pay invoices to First 5 directly within 30 days of the date the invoices are issued.
5. This MOU may be amended by a writing signed by authorized representatives of the organizations mentioned herein.

6. This MOU shall be administered on behalf of the two organizations by the following persons, to whom any notices or correspondence concerning the MOU shall be directed:

First 5 Mono County:

Molly DesBaillets, Executive Director  
365 Sierra Park Road, Bldg. M  
P.O. Box 130  
Mammoth Lakes, CA 93546  
760.924.7626

Mammoth Hospital:

Gary Myers, CEO  
PO Box 660  
Mammoth Lakes, CA 93546  
760-934-3311

By the signatures of their authorized representatives appearing below, First 5 Mono County and the Mammoth Hospital agree to perform and abide by the terms of this MOU.

First 5 Mono County:

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Mammoth Hospital:

By: \_\_\_\_\_

Dated: \_\_\_\_\_

APPROVED AS TO FORM:  
County Counsel

By:

Dated:

APPROVED FOR RISK MANAGEMENT:

By:



Dated:

**Attachment A**

<b>Training Costs:</b> (Lamaze Seminar, Santa Rosa Sept 19-21, 2013)	<b>Costs Covered by First 5</b>	<b>Costs Covered by Mammoth Hospital</b>
Training Course	\$495.00	\$0
Travel Expenses:		\$0
- Mileage: 662 miles @ \$.40/mile	\$264.80	
- Hotel: 4 nights @ \$70.35/night	\$281.40	\$0
- Meals: 5 days @ \$56/ day	\$65.15 (Seminar included most meals)	\$0
Associated Staff Time:		
- Travel: 12 hours @ \$20/hour	\$240	\$0
- Course: 24 hours @ \$20/hour	\$480	\$0
<b>Exam Costs:</b> (April 16, 17 or 18, 2014)	<b>Costs Covered by First 5:</b>	<b>Costs Covered by Mammoth Hospital:</b>
Exam Fee	\$0	\$250.00
Lamaze Study Guide	\$0	\$135.00
Lamaze Membership (1 year only)	\$0	\$115.00
Associated Staff Time:		
- Study: 15 hours @ \$20/hour	\$0	\$300.00
- Travel: 12 hours @ \$20/hour	\$0	\$240.00
- Exam: 4 hours @ \$20/ hour	\$0	\$80.00
<b>Total for Each Organization:</b>	<b>\$1,826.35</b>	<b>\$1,120.00</b>
<b>Grand Total:</b>	<b>\$2,946.35</b>	



4700 Roseville Rd.  
North Highlands, CA 95660  
916-244-1964

Led by



December 11, 2013

Molly DesBaillets, Executive Director  
First 5 Mono County  
365 Sierra Park Rd.  
Mammoth Lakes, CA 93546

Dear Molly,

Congratulations! Your agency's application for participation in the 2014 Poison Prevention Campaign has been accepted. Please review the Scope of Work, sign below, scan and email to me at [ksmith@thecapcenter.org](mailto:ksmith@thecapcenter.org).

Scope of Work

- 1) 15 Community Health Workers trained @ \$5/person: \$75.00
- 2) 50 Parents/Caregivers educated in workshops @ \$4/person: \$200.00
- 3) 130 Home Visitations @ \$4/visit: \$520.00
- 4) 200 Health Fair/Community Event contacts @ \$1/contact: \$200.00
- 5) 1 Lobby Display for National Poison Prevention Week (NPPW) @ \$50/display: \$50.00

Total Estimated Reimbursement

\$1,045

Additional poison prevention grant activities may be conducted *with prior approval only*. Total reimbursement for all grant activities *will not exceed \$2000.00*.

**First 5 Mono County also agrees to:**

- Participate in one poison prevention training webinar on January 15, 1-3 pm.
- Participate in two check-in conference calls for all grant recipients; dates/times to be determined.
- Order free materials online @ <http://www.calpoison.org/order/Catalog1.htm>. Materials will be utilized in workshops, home visits, and community events.
- Complete all proposed work in the SOW. If First 5 Mono County is unable to complete all work, the final SOW and compensation will be modified to reflect only the work completed and documented.
- Submit all supporting documents required for reimbursement. *(Please note that reimbursement will not be made without required supporting documentation!)*
- Promote California Poison Control System (CPCS) media tools and resources including the text messaging service, Facebook, Twitter, and pillsvscandy.com. Available CPCS resources must be included in all education and outreach activities.
- Fulfill poison prevention education requests from CPCS/Safe Kids California in your service area.



- Participate in CPCS sponsored special activities, challenges, or promotions.
- Submit all required education and outreach tracking information and mail/email all required supporting documentation by July 15, 2013.

Supporting Documentation Required for Reimbursement	
ACTIVITY	SUPPORTING DOCUMENTS
Community Health Worker/Promotora Training	<ol style="list-style-type: none"> <li>1. Signed/dated participant attendance sheets</li> <li>2. Post-workshop surveys completed by all participants (can be completed by texting)</li> <li>3. Description of workshop curriculum/ activities</li> <li>4. Resources distributed (what, how many?)</li> </ol>
Parenting Education Workshop	<ol style="list-style-type: none"> <li>1. Signed/dated participant attendance sheets</li> <li>2. Post-workshop surveys completed by all participants (can be completed by texting)</li> <li>3. Description of workshop curriculum/ activities</li> <li>4. Resources distributed (what, how many?)</li> </ol>
Home Visitation	<ol style="list-style-type: none"> <li>1. Home visitation tracking sheet</li> <li>2. Description of curriculum/activities shared with parent/caregiver</li> <li>3. Post-visit survey completed by parent/caregiver (can be completed by texting)</li> <li>4. Resources distributed (what, how many?)</li> </ol>
Health Fair/Community Outreach Event	<ol style="list-style-type: none"> <li>1. Brief description of event and outreach activities</li> <li>2. Photo of table/booth display</li> <li>3. # of contacts made</li> <li>4. Resources distributed (what, how many?)</li> </ol>
Poison Prevention Week Activities	<ol style="list-style-type: none"> <li>1. Photo of lobby display</li> <li>2. Resources distributed (what, how many?)</li> </ol>
National Poison Prevention Week Media/Press Event	<ol style="list-style-type: none"> <li>1. Copy of press advisory</li> <li>2. Visuals used in event</li> <li>3. List of press covering the event</li> <li>4. Link to media coverage (if possible)</li> </ol>
TV/Radio Interview	<ol style="list-style-type: none"> <li>1. Date of interview</li> <li>2. Name of broadcast or show; link to media coverage (if possible)</li> </ol>

**Safe Kids California agrees to:**

- Facilitate one poison prevention training webinar on January 15, 2014, 1-3 pm
- Provide one “medicine cabinet” pills or candy display
- Facilitate two check-in conference calls with all grant recipients
- Provide technical assistance on request
- Provide activity documentation materials:
  - Home Visitation Contact Verification
  - Parent/Caregiver Poison Prevention Sign-in Sheet



Community Health Worker Poison Prevention Sign-in sheet  
Look-alike product examples (for display purposes)  
Consumer Survey English/Spanish (participants will have the option to complete survey by text message at the end of workshop or home visit)

First 5 Mono County and Safe Kids California agree to the activities and conditions above. Safe Kids California will reimburse all completed/documented activities in the amount of **\$1045.00** at the end of the grant period, which runs from January 15 to July 15, 2014.



Katie Smith, Director  
Safe Kids California

12/11/13  
Date

Molly DesBaillets, Executive Director  
First 5 Mono County

At this time I urge you to visit <http://www.calpoison.org/order/Catalog1.htm> to order the materials (some available in multiple languages) you may need to conduct/supplement your activities. You are best able to determine the type and number of materials and languages required to complete your activities. All materials and shipping are **free**. Please order soon to ensure that your activities are not delayed.

Brochures with refrigerator magnets  
Information cards with telephone stickers  
Greeting cards  
Poisonous plant posters  
Flyers with telephone stickers  
It Came From the Cupboard DVDs  
Health Professional Telephone Stickers  
Poison control resources wallet cards

Please call or email me if you have any questions. We will provide time for questions during the Poison Prevention Webinar.

Sincerely,



Katie Smith





## **Maximize Your MAA and TCM Reimbursements**

### **Leveraging Assessment**

---

We can help you maximize federal reimbursements in your programs, budget units, and other county/agency departments. Our consultants are experienced in TCM, MAA and MhMAA and can:

- Review existing claiming units to ensure compliance and maximum reimbursement
- Assess programs and budget units throughout your organization to determine who should participate in TCM, MAA or MhMAA and what their anticipated reimbursement will be

### **Targeted Case Management (TCM) Services**

---

We provide full scope TCM services to augment your existing programs or to initiate a new TCM program. Our TCM consultants have both program and fiscal expertise to help you learn what you need to know to make your program successful. Our experienced TCM consultants can:

- Assess your program for TCM claiming
- Conduct time survey training
- Train staff on required program documentation
- Review, develop and train staff on the TCM cost report
- Assist in developing your TCM program
- Review and prepare audit files

### **Medi-Cal Administrative Activities (MAA) Services**

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We offer a full array of MAA services from initial assessment to complete program development and management. We have many years of experience working with county programs, FIRST 5 Commissions and community based organizations. Our MAA experts can:

- Assess your program for MAA claiming
- Develop claim plans
- Conduct time survey training
- Review, develop and train staff on MAA invoices
- Review and prepare audit files

For more information please visit our website at [www.healthreachconsulting.com](http://www.healthreachconsulting.com), call (209) 479-3262 or email [info@healthreachconsulting.com](mailto:info@healthreachconsulting.com)



## **Performance of MAA Technical Assistance Services for FIRST 5 Mono County**

HealthReach proposes to work with FIRST 5 Mono County to assist with their Medi-Cal Administrative Activities (MAA) claiming program.

### Specific Tasks to be performed by HealthReach:

**Task 1** – Initiate/submit claim plans/amendments for FIRST 5 initiatives.

- Update claim plan activity pages
- Update duty statements

**Task 2** – Respond to State Plan Reviews and other State inquiries.

(Total – tasks 1-2 = 2.5 hours)

**Task 3** – Prepare MAA invoices for FY 13-14

- Set up the time survey summary
- Analyze and ensure non-duplication of claiming
- Communicate with FIRST 5 if any time survey corrections are needed
- Complete MAA invoices with FIRST 5 provided data

**Task 4** – Work with State staff and LGA Consultant on invoice reconciliation for FIRST 5, for the 3<sup>rd</sup> and 4<sup>th</sup> quarters of FY 11-12 and FY 12-13.

**Task 5** – Provide technical assistance to FIRST 5 Mono County on an as-needed basis to assist with MAA.

(Total – tasks 4-5 = 18 hours)

TOTAL HOURS = 20.5

HealthReach Hourly rate: \$125

Estimated cost amount: Not to exceed \$2,562.5\*

\* These costs may be eligible for up to a 50% reimbursement from on your MAA invoice for the quarter in which the activities and costs are incurred.

By: \_\_\_\_\_  
Molly DesBaillets  
Executive Director  
First 5 Mono County

By: \_\_\_\_\_  
Jim De Alba  
Health Reach

Date: \_\_\_\_\_

Date: \_\_\_\_\_



December 19, 2013

**Stacey Adler, PhD**  
Commission Chair  
Mono County Superintendent of  
Schools

**Kim Escudero, MD**  
Commission Vice-Chair  
Pediatrician  
Mammoth Lakes Hospital

**Jeanne Sassin**  
Commission Seceretary  
Teacher  
Lee Vining Elementary School

**Karin Humiston**  
Chief Probation Officer

**Byng Hunt**  
Mono County Board of  
Supervisors

**Rick Johnson, MD**  
Mono County Health Officer

**Barbara Miller**  
Program Director  
Mammoth Unified School  
District

Amy Phillips  
2469 Hwy. 6  
Benton, CA 93512

RE: Peapod Playgroup Leader Contract

Dear Amy:

Thank you for your services as the Benton Peapod Leader. We enjoyed working with you on this important project for children and families in our communities. Recently you let us know that you no longer wish to continue to provide these services. As follows, we will be cancelling your contract with us to provide playgroups in the Benton community. Cancellation of this contract is not a reflection of your performance; rather it is due to your own request to cease to provide the services in the contract.

This letter shall serve as 30 days notification of cancellation of the contract between you and the First 5 Mono County Children and Families Commission for the provision of Peapod Playgroup Leader services, pursuant to Paragraph 14 of the Agreement. The agreement will terminate January 18, 2014. There will be no playgroups scheduled, and no work or services to be provided by you pursuant to the agreement, between the date of this letter and January 18, 2014.

We are grateful for your service on this project, Amy.

Sincerely,

Molly DesBaillets, MA  
Executive Director  
First 5 Mono County

**Molly DesBaillets, MA**  
Executive Director

*Providing leadership in sustaining a network of support for all children, ages 0 through 5 years, and their families. Partnering with the community to improve outcomes in children's health, safety and learning.*

P.O. Box 130 ♦ Mammoth Lakes, CA 93546  
760-924-7626 ♦ 760-934-8443 (fax) ♦ [mdesbaillets@monocoe.org](mailto:mdesbaillets@monocoe.org) [monokids.org](http://monokids.org)





First 5 Mono County

## Fund Balance by Category for Fiscal Year 2013-14 (ending June 30, 2014)

**Total Fund Balance/Net Assets on July 1, 2013** **\$471,129**

<b>1. Nonspendable Fund Balance</b>	\$0
This category includes elements of the fund balance that cannot be spent because of their form, or because they must be maintained intact. For example: assets that will never convert to cash, such as prepaid items and inventories of supplies.	
<b>2. Restricted Fund Balance</b>	\$0
This category includes resources that are subject to constraints that are externally enforceable legal restrictions. Examples include funding from the State Commission or foundations that are legally restricted to specific uses, such as CARES Plus.	
<b>3. Committed Fund Balance</b>	\$0
Use of funds is constrained by limits imposed by the government's highest level of decision making. Removal or modification of the use of funds can be accomplished only by formal action of the authority (i.e., commission) that established the constraints. Resources in this category would include: Resources committed for a future initiative as long as commission action is also required to remove this commitment; Resources that have been committed for specific agreements that have not yet been executed (such as an Intent to Award Decision), where commission action is also required to remove this commitment; Resources committed as the local match for a State Commission initiative; Funding that has been set aside for previously executed legally enforceable contracts but not yet spent, including multi-year contracts, if such contracts have been approved by the commission and if cancellation of such contracts would require commission approval.	
<b>First 5 Committed Program Funds (reference 5 Year Fiscal Plan)</b>	
	<b>Amount</b>
Home Visiting Services (Welcome Baby!/Parenting Partners Programs )	\$242,584
School Readiness Strategies	\$98,073
Commission Ops FY 13-14	\$82,248
Child Care Quality: CARES Plus	\$20,000
Peapod Program	\$14,389
Oral Health Initiative	\$9,835
Other Program Expense	\$4,000
<b>Total</b>	<b>\$471,129</b>
<b>4. Assigned Fund Balance</b>	\$0
The assigned portion of the fund balance reflects a commission's intended use of resources, which is established either by the Commission, a body created by the Commission, such as a Commission finance committee, or an official designated by the Commission (e.g. an Executive Director).	
<b>First 5 Assigned Program Funds (reference 5 Year Fiscal Plan)</b>	
<b>5. Unassigned Fund Balance</b>	\$0
Resources in the fund balance that cannot be classified into any of the other categories are included here.	

<b>Total Committed Fund Balance for Year Ending June 30, 2014</b>	<b>\$ 471,129</b>
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**Draft  
First 5 Mono County Strategic Plan  
2014-2019**

**Introduction**

The Mono County First 5 Commission last revised its strategic plan in 2009 and decided to begin the revision process again in 2013 with the goal of creating a five year strategic plan for 2014 to 2019. This guiding document provides a plan to support and improve the lives of young children and their families. Together with community partners and families, we have the opportunity to create and enhance efforts to promote our children's optimal development.

**Vision**

All Mono County children will thrive in supportive, nurturing, and loving environments, enter school healthy and ready to learn, and be capable of reaching their full potential.

**Mission**

First 5 Mono County will be a leader in a community-oriented and family-centered support network for children prenatal to age five and their families, and is charged with improving outcomes in children's health, safety, and learning.

**Goal**

Enhance the network of support services for families with children ages 0 to 5 years.

**Guiding Principals**

1. Strive to serve all families in Mono County using strength based, family centered, and culturally relevant approaches.
2. Promote and fund high-quality programs that are flexible and creative.
3. Foster coordination and partnerships with service providers.
4. Be accountable to the public with effective fiscal management and evaluation.
5. Leverage funds to maximize community resources and program support.

**About the Commission**

The California Children and Families Act (also known as Proposition 10 or "First 5") was enacted in 1998, increasing taxes on tobacco products to provide funding for services to promote early childhood development from prenatal to age 5. Mono County currently receives approximately \$390,000 a year from these funds, through annual allocations,

augmentations for small population counties, and child care quality matching funds. To access these funds, the county must adopt a strategic plan that shows how it will use Proposition 10 funds to promote a comprehensive and integrated system of early childhood development services.

The Mono County Children and Families Commission, First 5 Mono, was created in 1999 by the Mono County Board of Supervisors to:

- Evaluate the current and projected needs of young children and their families.
- Develop a strategic plan describing how to address community needs.
- Determine how to expend local First 5 resources.
- Evaluate the effectiveness of funded programs and activities.

### **Revision Plan**

Input will be gathered in multiple ways with the goal of hearing from parents and community members county-wide. Participants will be provided with the Draft 2014-2019 Strategic Plan and will have access to the 2009 Strategic Plan. Issues to be considered include:

1. Outcomes and continued community need for currently funded programs.
2. New priorities and opportunities.
3. Capacity for funding.

### **Focus Groups**

We will conduct Focus Groups in October and November at regularly scheduled Peapod Playgroups in the following locations:

- Walker
- Bridgeport
- June Lake
- Mammoth English and
- Mammoth Spanish
- Crowley Lake
- Benton

Notice will be given to Peapod participants, and home visiting clients informing them a focus group will be taking place in their community. Discussion will be fostered by asking participants the same list of questions.

**Community Meeting**

A community meeting will be held in the evening in November (5:15 pm) in Mammoth Lakes to elicit comments and suggestions from any interested community members unable to make the commission meeting due to work. Notice will be sent to our listserv, community partners, and the local newspapers: El Sol, The Sheet, and The Mammoth Times.

**Public Hearings**

The October and December Commission meetings will include a public hearing giving the public a chance to comment on potential revisions to the strategic plan. The October meeting will be held in Bridgeport with the hope of getting more input from the North County. Notice will be sent to our listserv, community partners, and the local newspapers: El Sol, The Sheet, and The Mammoth Times.

**Written Comments**

With the notice of public hearings and the focus groups, we will also invite the public to submit written comments to the executive director.

**Planning Retreat**

In January the commission will participate in a planning retreat to review public input, past accomplishments and investments, and current unmet needs with the goals of: 1) identifying potential indicators of success and outcomes; and 2) prioritization of strategies based on commissioners' identification of need, impact, and available infrastructure.

**Evaluation Results**

Annual evaluation results from Fiscal Years 2009-2010 and 2010-2011 will be available at each focus group, community meeting, and public hearing, as well as posted on our website to help community members formulate suggestions for the strategic plan revision.

**Public Hearing on the Revised Plan**

At the February Commission meeting, there will be a public hearing on the draft strategic plan and the commission will give direction for the final revision.

**Accomplishments**

Over the last 13 years, First 5 Mono has offered families home visiting, playgroups, Kindergarten Round Up, and Summer Bridge Programs; and child care providers training, quality improvement assessments, and oral health education for children in their care. First 5 Mono has continued to build partnerships with community agencies, child care providers, the hospital, and schools. Successes since the last Strategic Plan revision include:

- |                                   |  |
|-----------------------------------|--|
| <b>Expanded Services</b>          | <ul style="list-style-type: none"> <li>• Creation of a Tooth Tutor program providing home visits educating parents about optimal oral health.</li> <li>• Topical fluoride varnish provided to children in playgroups.</li> <li>• Creation of county-wide Peapod Playgroups.</li> <li>• Development of two Home Visiting programs within the First 5 office.</li> <li>• Coordination of a Childbirth Education Course at the hospital 3 times a year.</li> <li>• Free breastfeeding bags for all moms giving birth at Mammoth Hospital.</li> <li>• Expansion of School Readiness activities to northern Mono County; including Kindergarten Round Up, Birth-to-5 Health and Safety Fairs, and Summer Bridge.</li> <li>• Distribution of free children's books to Mono County children.</li> <li>• Distribution of free car seats through partnerships with IMACA and the Health Department.</li> <li>• Distribution of free bike helmets at Kidapolooza and Birth-to-5 Health and Safety Fairs</li> </ul> |
| <b>Sustained Services</b>         | <ul style="list-style-type: none"> <li>• Oral health education in child care settings.</li> <li>• Topical fluoride varnish provided to children in child care centers and in-home child care.</li> <li>• Raising a Reader</li> <li>• Childcare quality improvements and maintenance (CARES).</li> <li>• School Readiness activities in Mammoth Lakes and Benton, including Kindergarten Round Up and Summer Bridge.</li> <li>• Free breast pump lending.</li> <li>• Readers' Theatre: educational productions for child care providers.</li> </ul>   |
| <b>New Local Funding Partners</b> | <ul style="list-style-type: none"> <li>• \$40,000 contract with Mono County Behavioral Health to provide Peapod Playgroups</li> </ul>  |

- \$29,000 CAPIT (Child Abuse Prevention, Intervention and Training) grant from the Department of Social Services to provide high-needs home visits for children 1-6 years old.

**Lessons Learned and Unmet Community Needs**

To be determined

**Results, Strategies, Indicators, and Outcomes****Definitions**

**Result Areas** are the ultimate result and improvement the commission is striving for. The result areas identified by First 5 California are: improved family functioning improved child development, improved health and improved systems of care.

**Strategies** are activities and services that can be implemented to achieve desired outcomes.

**Indicators** are observable, measurable characteristics or changes that represent achievement of an outcome.

**Outcomes** are the impact, change or benefit that result from implementing certain activities or services.

**Goal:** Enhance the network of support services for families with children ages 0 to 5 years.

**Result:** Mono County children 0-5 are educated to their greatest potential.

**Strategies:**

Provide the following county wide services:

- Home visiting
- Child care quality and availability, CARES
- School readiness
- Playgroups, Peapod

**Indicators:**

- Number and percent of children in households where parents and other family members are receiving child-development and parenting education.

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- Number and percent of children 6 months to 5 years old screened for developmental delays.
- Number and percent of children served in 1) home child care settings and 2) child care centers that exhibit moderate to high quality as measured by a quality index.
- Number and percent of licensed child care providers in Mono County advancing on the Child Development Permit Matrix.
- Number and percent of licensed center and family child care spaces per 100 children.
- Number and percent of children “ready for school” upon entering Kindergarten.
- Number and percent of children who have ever attended a preschool, Pre-K, or Head Start program by the time of Kindergarten entry.
- Number and percent of children receiving Kindergarten transition support.
- Number and percent of entering Kindergarten students assessed for school readiness prior to entry.

### **Outcomes:**

- Improved parental knowledge, understanding, and engagement in promoting their children’s development.
- Improved screening and intervention for developmental delays, disabilities, and other special needs.
- Improved quality and availability of child care providers.
- Improved school readiness.

**Result:** All Mono County children 0-5 are healthy.

### **Strategies:**

Provide the following county wide services:

- Lactation education and support
- Home Visiting
- Oral health education and support
- School Readiness
- Child care quality, CARES
- Playgroups, Peapod

### **Indicators:**

- Number and percent of children where breastfeeding is successfully initiated and sustained.

- Number and percent of children 0 to 5 years of age who are in the expected range of weight for their height and age, or BMI.
- Number and percent of children who regularly access preventive dental care.
- Number and percent of children at Kindergarten entry with untreated dental problems.
- Number and percent of prenatal women who receive dental hygiene education.
- Number and percent of children ages 1 or older who receive annual dental screenings.
- Number and percent of children in families provided with information about appropriate community services.

**Outcomes:**

- Improved parental knowledge, understanding, and engagement in their children's physical and mental health.
- Improved access to health care services for children 0-5.
- Increased breastfeeding rates.

**Financial Plan**

As of July 1, 2013, the First 5 Mono County Children and Families trust fund had an ending fund balance of \$541,125. All of these funds have already been committed to programs and services for children and families in the fiscal year 2013-14 and beyond. The challenge becomes how to manage the remaining resources, and new funds allocated to Mono County through the Prop 10 system, in a way that allows the strategies described in this plan to be successfully implemented and sustained for long enough to allow measurable improvements in the well-being of young children.

The State Commission has been providing an annual augmentation to support small county operations, which has allowed the Commission to free up tax revenues for programs. The rationale for this allocation was to address the administrative burden on small counties, who must use a proportionately greater share of their tax revenues to provide basic operations, including administrative services, planning, outreach, and evaluation. Currently, First 5 Mono County receives small county augmentations based on the amount of funds in First 5 California's unallocated account, current births and 0-5 population in the county— approximately \$200,000 per year. The State Commission has committed to continuing these augmentations, at some level, through FY 2013-2014 for eligible counties, which includes Mono County.

In August of 2008 the Commission established a policy to set a minimum fund balance of no less than one year's current revenue (\$309,502) thus allowing the commission to sustain program operations or close them out, should it be necessary.



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The Commission has actively sought and succeeded in forging fiscal partnerships with other local agencies. The Commission will prioritize funding programs that are able to leverage Commission funding to draw resources from other sources (such as local government, federal Medicaid, the State Commission or other state funds). The Commission will encourage and assist programs in seeking funding from other sources to assure sustainability. Finally, the Commission will continue to seek funds from additional sources (aside from Proposition 10 revenues) to sustain the activities in its strategic plan.

The Commission has made significant, successful investments in home visiting and school readiness services. Funds have been allocated below to refine and continue these existing strategies, as well as establish new services that address gaps identified through data gathered from the home visiting and school-linked service systems.

In compliance with state law, First 5 monies will be used only to supplement existing levels of service and/or create new services, and not to fund existing levels of service. No monies from the Children and Families Trust Fund will be used to supplant state or local General Fund money for any purpose. During the next five years (beginning in July 2014), the Commission will dedicate funds aligning with the objectives of this strategic plan, using the following estimated guidelines: To be determined

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<b>Strategic Objective</b>	<b>5-Year Investment</b>	<b>Percent of 5-year Investment</b>
1. Home visiting services	(approx. \$100,000 per year)	24%
2. School readiness services	(variable investment)	36%
3. Child Care Quality		8%
To be determined		3%
4. Oral health services	(variable investment each year, some may be one-time only)	1%
5. Commission Operations/Support* <ul style="list-style-type: none"> <li><i>Administrative costs – not to exceed 20% of total operations budget</i></li> <li><i>Program – varies, approximately 7% annually</i></li> <li><i>Evaluation – varies, approximately 3% annually</i></li> </ul>		28%
<i>*Commission Operations/Support costs are categorized as Administrative, Program, and Evaluation Costs, consistent with the definition of these functions as defined in the First 5 Financial Management Guide. The percent of administrative costs that may be spent on administrative functions in a fiscal year shall be no more than 20% of the Mono Commission's total operating budget.</i>		
<b>Total</b>		

**Summary**

To be determined

Dear Molly,

My name is Jaymi Bryant and I'm writing in response to the Strategic Planning Community Meeting email I received through First 5. I won't be able to make the December 19th meeting but wanted to share my thoughts and feelings on the topic.

I live in Benton and have enjoyed having the Peapod group meetings. It's been a great opportunity for my 2-year-old to meet and play with other children. The group hasn't met since last spring, but I'm hoping it starts up again soon. I'm also thankful for the health fairs at Edna Beaman they've had the last two years. It's nice to have our county show some interest in our small community. I know people here often feel over looked by the county, so the health fairs and peapod have helped to make us feel like part of a bigger community.

What I would like to see in the near future is a pre school in Benton. I have two daughters, my 2-year-old, as I mentioned before, and a 3 month old. I would LOVE for them to be able to go to preschool to better help them get socialized and academically ready for kindergarten. Right now, my only option is to take them into Bishop, a 70 mile round trip. A preschool in Benton would be a blessing for our community.

Also, any special classes that could be offered short term would benefit the community, such as a 4 week tumbling class at the community center, or arts and craft classes that meet once a week. Kids out here don't get opportunities like that too often. We're forced to drive to Bishop or Mammoth to expand the learning experiences for our kids. It would be nice to have some local activities to take our kids to.

Thank you for giving me the opportunity to share my thoughts on the topic though email since I can't make it to the meeting.

Sincerely,

Jaymi Bryant  
[slickgordon81@hotmail.com](mailto:slickgordon81@hotmail.com)  
[\(760\) 616-0099](tel:(760)616-0099)

Hi Molly,

Thank you for your phone message this morning, and I will divide my review between the strategic plan document and programming. I know that a lot of work went into creating these documents, and I only share these suggestions for improvement as time allows!

#### The Strategic Plan (as a standalone document)

- I found there to be a few gaps in this document, and these gaps make it difficult to assess some of the programming that First 5 does.
- There is no information that defines Mono County... What are the demographics: population, race/ethnicity, income levels, remote nature, seasonal conditions, etc. These play a major role in what types of services can be offered, for who, and where.
- While I know there was evidence of need to establish the various programs, there is no information provided in the strategic plan regarding a needs assessment, data analysis, literature review or local problems.
  - Usually a strategic plan follows a needs assessment. Was an assessment completed, and if so, what is a summation of the results? I see needs assessment for Kindergarten Readiness in the slides, but it could be helpful to put these in the strategic plan.
  - What is the data or anecdotal evidence that backs up the development of your programs? Why the tooth tutor program? What purpose does Reader's Theater serve? Why do you have peapod groups AND tiny toes, teeter tots, and little feet? Again, I know some of the history of these programs and why they were implemented, but someone reading this document and likely many community members would not have this background info.
  - A literature review may have been completed to further define the local problems shown through data analysis, and to determine what types of programs were effective. I saw this mentioned for Raising a Reader in the slides, but not for other programs.
- What are the programs First 5 provides? There is some definition of the programs in the outcomes slides, but no descriptions in the strategic plan. I think it would be helpful to give a few sentences on each of the programs you implement after discussing local problems.
- I like how you have in some of the slides the program's target group and purpose, but what are your objectives? Specific goals for each program can be developed using the outcome measures. So for example, instead of listing your outcome of "% of prenatal women who receive dental hygiene education" your objective could be "100% of prenatal women participating in the WB! Home Visiting Program will receive dental hygiene education prior to delivery." Specific objectives for each program is what drives a strategic plan, the outcomes are the result of the work.
- There is a ton of great information in these slides and a lot of it should be part of the strategic plan document, whereas the slides are more for showing the outcomes from the previous 5 year strategic plan.

#### Programming

- It seems that First 5 has expanded its programming a lot in the past few years, and I really see the need for and impact of Kindergarten Assessment/Bridge Program, Home Visiting, the STAR Program, Peapod Groups, and Oral Health Outreach. I wonder if you feel that teeter tots, tiny toes, and little feet are still worth your time, energy, and finances as participation in these classes is low and the lessons could be integrated into the peapod groups?

I hope that you have found these suggestions helpful, and please let me know if you have any questions or concerns! Thank you for letting the Health Department be part of this process!

Cheers,  
Sandra

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**NEELY ACCOUNTANCY CORP.  
CERTIFIED PUBLIC ACCOUNTANT  
17037 Chatsworth St, Suite 208A  
Granada Hills, CA 91344**

November 1, 2013

To the Board of Commissioners  
Mono County Children and Families Commission

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Mono County Children and Families Commission for the year ended June 30, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 28, 2013. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Mono County Children and Families Commission are described in Note 1 to the financial statements. As described in Note 1 to the financial statements, the Mono County Children and Families Commission changed accounting policies related to financial reporting by adopting Statement of Governmental Accounting Standards (GASB Statement) No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements* and 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position* in 2013. Accordingly, the cumulative effect of the accounting change as of the beginning of the year is reported in the Statement of Net Position. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

The financial statement disclosures are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.



*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated October 16, 2013.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

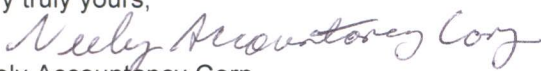
We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Commissioners and management of Mono County Children and Families Commission and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

  
Neely Accountancy Corp.

**First 5 Mono County**  
**Year-End Expenditures & Revenues**  
July 2012 through June 2013

	Jul '12 - Jun '13	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
CAPIT (Parenting Partners)	29,882.00	29,882.00	0.00	100.0%
Prop 10 Tax Revenue	106,721.24	96,030.00	10,691.24	111.13%
Small County Augmentations	202,781.34	204,068.00	-1,286.66	99.37%
SMIF (Surplus Money Inv Fund)	37.86	75.00	-37.14	50.48%
Peapod Program (Prop 63 Funds)	40,000.00	40,000.00	0.00	100.0%
CARES Plus Program	34,329.70	40,000.00	-5,670.30	85.82%
Child Signature Program	33,838.04	57,000.00	-23,161.96	59.37%
Misc Inc (Inc Childbirth Rev)	290.00	300.00	-10.00	96.67%
Interest on F5 Mono Fund Bal	7,003.13	5,718.00	1,285.13	122.48%
<b>Total Income</b>	<b>454,883.31</b>	<b>473,073.00</b>	<b>-18,189.69</b>	<b>96.16%</b>
<b>Expense</b>				
<b>CAPIT Grant Parenting Partners</b>				
<b>CAPIT Grant Coordination</b>				
CAPC Coordinator Salary	3,250.00	5,065.00	-1,815.00	64.17%
CAPC Coordinator Benefits	0.00	1,435.00	-1,435.00	0.0%
Office Supplies	142.40	0.00	142.40	100.0%
Staff Training/Travel	159.70	1,361.00	-1,201.30	11.73%
Outreach Media Buys Etc.	0.00	1,300.00	-1,300.00	0.0%
<b>Total CAPIT Grant Coordination</b>	<b>3,552.10</b>	<b>9,161.00</b>	<b>-5,608.90</b>	<b>38.77%</b>
Computer Equipment	1,860.53	0.00	1,860.53	100.0%
Dues & Memberships	13.00	0.00	13.00	100.0%
Postage	0.40	0.00	0.40	100.0%
PAT Birth-5 Training/Curriculum	4,938.61	4,920.00	18.61	100.38%
PAT Training Hotel	2,803.78	2,400.00	403.78	116.82%
PAT Training Flights	752.80	2,400.00	-1,647.20	31.37%
PAT Training Meals/Mileage	2,567.74	2,601.00	-33.26	98.72%
PAT Access Fee	0.00	400.00	-400.00	0.0%
PAT Family Materials	2,289.27	500.00	1,789.27	457.85%
Consultants	11,157.50	7,500.00	3,657.50	148.77%
Indirect	193.24	0.00	193.24	100.0%
<b>Total CAPIT Grant Parenting Partners</b>	<b>30,128.97</b>	<b>29,882.00</b>	<b>246.97</b>	<b>100.83%</b>
<b>CARES Plus Phase II</b>				
Secretary	16,627.35	18,904.00	-2,276.65	87.96%
Secretary Benefits	6,249.96	6,569.00	-319.04	95.14%
Director Salary	3,134.17	2,518.00	616.17	124.47%
Director Benefits	933.17	2,978.00	-2,044.83	31.34%
Educational Support Materials	401.05	703.00	-301.95	57.05%
Copying	99.93	300.00	-200.07	33.31%
Office Supplies	1,307.40	1,288.00	19.40	101.51%
Translation	278.47	50.00	228.47	556.94%
Postage	75.06	100.00	-24.94	75.06%
Dues & Membership	0.00	60.00	-60.00	0.0%
Staff Travel/Trainings	129.80	0.00	129.80	100.0%
Advisor Fees and Trainings	2,222.23	3,000.00	-777.77	74.07%
Stipends	13,700.00	13,104.00	596.00	104.55%
Indirect First 5	3,447.58	4,600.00	-1,152.42	74.95%
Indirect MCOE	2,771.36	3,226.00	-454.64	85.91%
Scholarships	200.00	2,600.00	-2,400.00	7.69%
<b>Total CARES Plus Phase II</b>	<b>51,577.53</b>	<b>49,733.00</b>	<b>1,844.53</b>	<b>103.71%</b>
<b>F5 Operations Commission</b>				
Director Salary	49,519.38	63,232.00	-13,712.62	78.31%
Director Benefits	14,745.67	21,520.00	-6,774.33	68.52%
Admin Assistant Salary	10,228.45	10,993.00	-764.55	93.05%
Admin Assistant Benefits	3,064.14	3,994.00	-929.86	76.72%
Office Supplies/Postage	1,959.96	1,900.00	59.96	103.16%
Meeting Supplies	0.00	100.00	-100.00	0.0%
Advertising	314.35	450.00	-135.65	69.86%
Postage	6.77	100.00	-93.23	6.77%
Rent	1,350.00	1,350.00	0.00	100.0%
Commissioner Travel	0.00	600.00	-600.00	0.0%
Staff Travel	2,000.18	1,200.00	800.18	166.68%
Motorpool	540.40	300.00	240.40	180.13%
Copying	333.10	500.00	-166.90	66.62%
Indirect	8,495.92	10,624.00	-2,128.08	79.97%
<b>Total F5 Operations Commission</b>	<b>92,558.32</b>	<b>116,863.00</b>	<b>-24,304.68</b>	<b>79.2%</b>
<b>Oral Health Prev / Tooth Tutor</b>				
Tooth Tutor Part-time Emp	422.81	7,915.00	-7,492.19	5.34%
Tooth Tutor Benefits	31.75	2,492.00	-2,460.25	1.27%



**First 5 Mono County**  
**Year-End Expenditures & Revenues**  
July 2012 through June 2013

	Jul '12 - Jun '13	Budget	\$ Over Budget	% of Budget
<b>Project Coor &amp; Supervision</b>	7,157.18	1,621.00	5,536.18	441.53%
<b>Coord &amp; Supr Benefits</b>	2,268.90	552.00	1,716.90	411.03%
<b>Office Supplies</b>	0.00	300.00	-300.00	0.0%
<b>Phones</b>	341.81	0.00	341.81	100.0%
<b>Educational Support Materials</b>	1,310.91	1,200.00	110.91	109.24%
<b>Advertising</b>	0.00	662.00	-662.00	0.0%
<b>Indirect</b>	1,022.25	1,258.00	-235.75	81.26%
<b>Total Oral Health Prev / Tooth Tutor</b>	<b>12,555.61</b>	<b>16,000.00</b>	<b>-3,444.39</b>	<b>78.47%</b>
<b>PEAPOD</b>				
<b>F5M Project Support, Salary</b>	8,662.68	8,121.00	541.68	106.67%
<b>F5M Project Support, Benefits</b>	2,632.69	2,619.00	13.69	100.52%
<b>F5M Project Oversight, Salary</b>	1,880.47	1,621.00	259.47	116.01%
<b>F5M Project Oversight, Benefits</b>	560.00	552.00	8.00	101.45%
<b>Bridgeport</b>	1,825.00	3,300.00	-1,475.00	55.3%
<b>Coleville/Walker</b>	3,537.06	3,300.00	237.06	107.18%
<b>Crowley Lake</b>	2,235.00	4,400.00	-2,165.00	50.8%
<b>Tri-Valley Area</b>	621.00	2,970.00	-2,349.00	20.91%
<b>June Lake/Lee Vining</b>	435.00	0.00	435.00	100.0%
<b>Mammoth English - Lead</b>	2,870.00	4,400.00	-1,530.00	65.23%
<b>Mammoth English - Co-Lead</b>	2,523.50	3,135.00	-611.50	80.49%
<b>Mammoth Spanish</b>	3,624.23	4,400.00	-775.77	82.37%
<b>Office Supplies</b>	0.00	200.00	-200.00	0.0%
<b>Training Parenting Counts</b>	912.31	598.00	314.31	152.56%
<b>Leader Stipends Training Comp</b>	454.00	300.00	154.00	151.33%
<b>CPR/First Aid</b>	326.00	216.00	110.00	150.93%
<b>Playgoup Materials</b>	896.13	177.00	719.13	506.29%
<b>Consumables</b>	156.78	1,050.00	-893.22	14.93%
<b>Prof Licenses, Insurance, Certs</b>	12,099.67	10,850.00	1,249.67	111.52%
<b>PEAPOD Indirect</b>	1,373.58	1,291.00	82.58	106.4%
<b>Total PEAPOD</b>	<b>47,625.10</b>	<b>53,500.00</b>	<b>-5,874.90</b>	<b>89.02%</b>
<b>SR Ops (Staff,sup,com,rent,ind)</b>				
<b>Director Salary</b>	6,268.28	7,296.00	-1,027.72	85.91%
<b>Director Benefits</b>	1,866.54	2,483.00	-616.46	75.17%
<b>Admin Assistant Salary</b>	8,794.76	10,993.00	-2,198.24	80.0%
<b>Admin Assistant Benefits</b>	2,848.68	3,994.00	-1,145.32	71.32%
<b>Mass Media</b>	80.00	450.00	-370.00	17.78%
<b>SR Coordinator Salary</b>	12,994.08	13,535.00	-540.92	96.0%
<b>SR Coordinator Benefits</b>	3,949.03	4,364.00	-414.97	90.49%
<b>Office Supplies/Postage</b>	1,014.42	1,000.00	14.42	101.44%
<b>Postage</b>	16.10	200.00	-183.90	8.05%
<b>Rent</b>	1,350.00	1,350.00	0.00	100.0%
<b>Motorpool</b>	0.00	500.00	-500.00	0.0%
<b>Copying</b>	199.84	500.00	-300.16	39.97%
<b>Indirect</b>	3,828.73	4,667.00	-838.27	82.04%
<b>Total SR Ops (Staff,sup,com,rent,ind)</b>	<b>43,210.46</b>	<b>51,332.00</b>	<b>-8,121.54</b>	<b>84.18%</b>
<b>SR Comm-Run Programs</b>				
<b>Access</b>	0.00	150.00	-150.00	0.0%
<b>Community Workshops</b>	23.68	350.00	-326.32	6.77%
<b>Kinder Dinner</b>	1,440.96	2,000.00	-559.04	72.05%
<b>Promotional Messaging</b>	4,874.58	3,000.00	1,874.58	162.49%
<b>Early Literacy</b>	660.21	1,500.00	-839.79	44.01%
<b>Total SR Comm-Run Programs</b>	<b>6,999.43</b>	<b>7,000.00</b>	<b>-0.57</b>	<b>99.99%</b>
<b>Welcome Baby! Home Visiting</b>				
<b>Home Visitors Salary</b>	47,201.10	56,889.00	-9,687.90	82.97%
<b>Home Visitors Benefits</b>	3,512.67	4,407.00	-894.33	79.71%
<b>WB Coordinator Salary</b>	21,656.88	21,656.00	0.88	100.0%
<b>WB Coordinator Benefits</b>	6,581.80	6,983.00	-401.20	94.26%
<b>Office Supplies</b>	1,680.78	1,700.00	-19.22	98.87%
<b>Postage</b>	136.04	300.00	-163.96	45.35%
<b>Staff Training/Travel</b>	310.00	0.00	310.00	100.0%
<b>Mileage Reimbursement Personal</b>	7,564.00	8,000.00	-436.00	94.55%
<b>Other Admin &amp; Misc Exp</b>	28.33	71.00	-42.67	39.9%
<b>Educational Support Materials</b>	1,760.97	0.00	1,760.97	100.0%
<b>Indirect</b>	8,674.69	8,994.00	-319.31	96.45%
<b>Total Welcome Baby! Home Visiting</b>	<b>99,107.26</b>	<b>109,000.00</b>	<b>-9,892.74</b>	<b>90.92%</b>
<b>Child Care Availability</b>	0.00	5,000.00	-5,000.00	0.0%
<b>Child Signature Project</b>	33,838.05	57,000.00	-23,161.95	59.37%
<b>ESUSD Transition to School</b>	7,184.00	8,675.00	-1,491.00	82.81%
<b>F5 Ops-Association Dues</b>	2,300.00	2,300.00	0.00	100.0%

First 5 Mono County  
Year-End Expenditures & Revenues  
July 2012 through June 2013

	Jul '12 - Jun '13	Budget	\$ Over Budget	% of Budget
F5 Op-Fiscal Audit	5,500.00	5,500.00	0.00	100.0%
F5 Ops-Fiscal Preparation	1,235.00	1,500.00	-265.00	82.33%
Lactation Counseling/Childbirth	557.23	5,000.00	-4,442.77	11.15%
Misc Prog Exp (Inc Co Counsel)	534.95	1,500.00	-965.05	35.66%
MUSD Transition to School	9,623.28	10,000.00	-376.72	96.23%
MAA Contractor	0.00	2,500.00	-2,500.00	0.0%
Program Evaluation	1,193.75	10,000.00	-8,806.25	11.94%
Raising a Reader Mo Co Library	38,000.00	38,000.00	0.00	100.0%
<b>Total Expense</b>	<b>483,728.94</b>	<b>580,285.00</b>	<b>-96,556.06</b>	<b>83.36%</b>
<b>Net Ordinary Income</b>	<b>-28,845.63</b>	<b>-107,212.00</b>	<b>78,366.37</b>	<b>26.91%</b>
<b>Net Income</b>	<b>-28,845.63</b>	<b>-107,212.00</b>	<b>78,366.37</b>	<b>26.91%</b>

**First 5 Mono County**  
**Expenditures & Revenues**  
July 1 through December 4, 2013

	Jul 1 - Dec 4, 13	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
MAA (Medical Admin Activities)	0.00	2,500.00	-2,500.00	0.0%
CAPIT (Parenting Partners)	3,846.20	29,882.00	-26,035.80	12.87%
Prop 10 Tax Revenue	29,028.12	107,763.00	-78,734.88	26.94%
Small County Augmentation	0.00	184,604.00	-184,604.00	0.0%
SMIF (Surplus Money Inv Fund)	0.00	50.00	-50.00	0.0%
Peapod Program (Prop 63 Funds)	3,647.54	40,000.00	-36,352.46	9.12%
CARES Plus Program	0.00	40,000.00	-40,000.00	0.0%
Child Signature Program	0.00	57,000.00	-57,000.00	0.0%
Misc Inc (CBEC Rev/Pump Attach)	280.00	500.00	-220.00	56.0%
Interest on F5 Mono Fund Bal	0.00	5,410.00	-5,410.00	0.0%
<b>Total Income</b>	<b>36,801.86</b>	<b>467,709.00</b>	<b>-430,907.14</b>	<b>7.87%</b>
<b>Expense</b>				
CAPIT Grant Parenting Partners	21,184.66	54,322.00	-33,137.34	39.0%
CARES Plus Phase II	14,447.86	60,000.00	-45,552.14	24.08%
F5 Operations Commission	38,130.28	89,300.00	-51,169.72	42.7%
Oral Health Prev / Tooth Tutor	2,724.74	6,379.00	-3,654.26	42.71%
PEAPOD	11,841.04	45,106.00	-33,264.96	26.25%
SR Ops (Staff,sup,com,rent,ind)	4,420.80	13,192.00	-8,771.20	33.51%
SR Comm-Run Programs	1,851.10	7,000.00	-5,148.90	26.44%
Welcome Baby! Home Visiting	18,692.74	96,847.00	-78,154.26	19.3%
Child Signature Project	0.00	57,000.00	-57,000.00	0.0%
ESUSD Transition to School	0.00	8,500.00	-8,500.00	0.0%
MUSD Transition to School	0.00	10,000.00	-10,000.00	0.0%
Raising a Reader Mo Co Library	0.00	38,000.00	-38,000.00	0.0%
F5 Ops-Association Dues	2,300.00	2,300.00	0.00	100.0%
F5 Op-Fiscal Audit	5,500.00	5,500.00	0.00	100.0%
F5 Ops-Fiscal Preparation	0.00	1,500.00	-1,500.00	0.0%
Lactation Counseling/Childbirth	4,160.10	9,642.00	-5,481.90	43.15%
Misc Prog Exp (Inc Co Counsel)	0.00	1,000.00	-1,000.00	0.0%
MAA Contractor	0.00	2,500.00	-2,500.00	0.0%
Program Evaluation	0.00	2,000.00	-2,000.00	0.0%
Safe Kids Coalition	0.00	9,000.00	-9,000.00	0.0%
<b>Total Expense</b>	<b>125,253.32</b>	<b>519,088.00</b>	<b>-393,834.68</b>	<b>24.13%</b>
<b>Net Ordinary Income</b>	<b>-88,451.46</b>	<b>-51,379.00</b>	<b>-37,072.46</b>	<b>172.16%</b>
<b>Net Income</b>	<b>-88,451.46</b>	<b>-51,379.00</b>	<b>-37,072.46</b>	<b>172.16%</b>