



Regular Commission Meeting

AGENDA

August 22, 2013, 2:30-4:30pm

Mono County Office of Education Conference Room, Mammoth Lakes

- 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 June 27, 2013 Commission meeting. **(ACTION)**
- 3. Safe Kids Presentation**

Presentation by Katie Smith, the Safe Kids Coalition California Representative. Consider authorizing commission funds to partially fund a Safe Kids Coalition Coordinator for the purposes of coordination of distribution of safety education and materials—including free bike helmets and car seats—to Mono County residents with children birth-5. *The Commission shall first determine whether the subject matter of the proposed funding is consistent with the Commission's strategic plan and fiscal plan. The Commission may then authorize the Director to identify a partner agency and develop a contract for a portion of a Safe Kids Coalition Coordinator position. (ACTION)*
- 4. Contract Approval - Fiscal Audit Services for FY 2012-2013**

Consideration of a contract with Thomas Neely, CPA, in an amount not to exceed \$5,500 for fiscal audit services for the fiscal year ending June 2013. *The Commission shall first determine whether the subject matter of the proposed contract is consistent with the Commission's strategic plan and fiscal plan. The Commission may then authorize the Director to sign and administer the contract. (ACTION)*
- 5. Strategic Plan Revision Suggestions**

Consider taking action to begin the process of revising the strategic plan. *The Commission last revised its Strategic Plan in March 2009. Commission tasked the Executive Director with strategic plan revision suggestions at the last commission meeting. (ACTION)*

6. **Contract Approval – Mono County Behavioral Health Dept., Peapod Program** – Commission will take action to approve a contract with the Mono County Health Department for provision of children and family services in the amount of \$40,000 for the period July 1, 2013 through June 30, 2014. *The Commission deemed the proposed contract to be consistent with the Commission's Strategic Plan and approved 5 Year Fiscal Plan during the February 18, 2010 Commission meeting. (ACTION)*
7. **MAA Update** – First 5 Mono will have a site visit from the Department of Health Care Services September 12-13, 2013 **(INFORMATION)**
8. **Special Commission Meeting Date** – The Commission must hold an additional meeting to approve the CAPIT contract with the Department of Social Services, which has not yet been received. Funds from the grant are intended to be used for staff to attend Parents as Teachers annual conference in early October. The next special meeting of the commission is proposed to take place on September 26, 2013 from 2:30-3:00. **(ACTION)**
9. **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*
10. **Budgets** – First 5 Mono Revenue and Expenditures-to-date and year-end totals for FY 2012-13 **(INFORMATION)**

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 And Public Hearing

Minutes

Thursday, June 27, 2013

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

Commissioners Present: Stacey Adler, PhD, Chair
Kim Escudero, MD
Rick Johnson, MD
Jeanne Sassin

Staff Present: Molly DesBaillets, Program Coordinator II/Executive Director
Lara Walker, CARES Plus Coordinator
Shannon Vallejo, Administrative Assistant

--Open Public Hearing--

Commissioner Sassin explained that she will be serving as Commission Chair for this meeting and called the meeting to order and opened the public hearing at 2:30 p.m.

1. Public Comment

None

2. Welcome New Commissioner

Commissioner Sassin: Welcomed the new First 5 Commissioner, Karin Humiston, who was unable to attend the Commission meeting due to illness.

Ms. Desbaillets: Passed on Commissioner Humiston's apologies for being unable to attend and related that she is looking forward to meeting everyone and being part of the Commission.

3. Executive Direction Position (ACTION)

Commissioner Sassin: Welcomed Molly DesBaillets as the new Executive Director.

Ms. DesBaillets: Accepted the position and thanked the commission; she is very happy to have been offered the position and is excited to be able to make programmatic decisions and to work together with the Commission.

- Requested that the position be changed from the 100% full-time position that was offered to a 90%, 11-month position.
 - Currently an 11-month employee. She is familiar with what needs to be done in the office in terms of the [First 5] programs and, although she does have a full month off during the summer, she breaks up the 11 months into shortened work days, and she is never out of the office for more than 2 weeks at a time. She breaks up her time so that nothing is left unaddressed at the office.
 - The Interim Executive Director, John Fisher, was offered the position at 60% FTE to help save money. The Commission had previously deemed that amount of work feasible.

Commission Comments

- Commissioner Escudero: Asked if Ms. DesBaillets would take one complete month off during the summer and then work 90% the rest of the year.
 - Ms. DesBaillets: Clarified that the one month during the summer would not be all at once, but would be spread out over the course of the 3 months of summer. Additionally, she would never be out of the office for more than two consecutive weeks.
- Commissioner Johnson: Asked if Kathy Peterson was 100%, and when told by Ms. DesBaillets that Ms. Peterson was at 90% when Ms. DesBaillets started and then was bumped up to 95% at the end of her term, he asked if that change was made at her request.
 - Ms. DesBaillets: Explained that the change was made at Ms. Peterson's request. Ms. Peterson did a lot of committee work for First 5 California because she had significant experience as an Executive Director. Because Ms. DesBaillets does not possess the same experience at this time, she will not be participating in those committees and that will not be coming out of her time. Collaboration time between Ms. DesBaillets and Ms. Peterson will also be saved because Ms. DesBaillets will not need to meet with anyone.
- Commissioner Adler: Was asked by Commissioner Johnson if she had any concerns with this request as Ms. DesBaillet's employer. She did not, and stated that there will be time to see what happens in the future; she thinks that Ms. DesBaillets feels confident in what she can accomplish and wants to support her.
- Commissioner Sassin: Noted that Ms. Peterson was actually at 80% when Commissioner Sassin started and was then incrementally bumped up to match the workload. Commissioner Sassin expressed some concerns about the amount of time required for the position and requested that Ms. DesBaillets let them know if the position needs to be changed in the future.
 - Ms. DesBaillets: Assured the Commission that she would let the Commission know if the model does not work out.

ACTION: Appoint Molly DesBaillets for the Executive Director of First 5 Mono County as a 90%, 11-month employee.

MOTION: Commissioner Johnson

SECOND: Commissioner Escudero

VOTE: Unanimous

ABSTENTIONS: None

4. Annual Strategic Plan Review (ACTION)

Ms. DesBaillets: Explained that the Strategic Plan hasn't been officially adopted for this fiscal year, which is one of the requirements for Proposition 10 funding. Complimented the Commission on the Strategic Plan and stated that she would be happy to delve into the task of updating the Strategic Plan in the next fiscal year if the Commission so chooses.

ACTION: Adopt the Strategic Plan as it was revised in March 2009 for FY 2012-13 and task the new Executive Director with reviewing the plan and suggesting revisions to it. The Commission will take a thorough look at the plan in FY 2013-14 and revise it in a similar manner to the 2009 revision.

MOTION: Commissioner Johnson

SECOND: Commissioner Escudero

VOTE: Unanimous

ABSTENTIONS: None

5. Minutes (ACTION)

Consideration of minutes for the May 2, 2013 Commission meeting.

ACTION: Approve the May 2, 2013 Commission meeting minutes.

MOTION: Commissioner Adler

SECOND: Commissioner Escudero

VOTE: Unanimous

ABSTENTIONS: None

6. FY 2013-14 Grantee Agreements (ACTION)

Ms. DesBaillets: Explained that these are the contracts for First 5's school readiness activities, including the Transition to School Summer Bridge programs and Raising a Reader. Apologized for the number in 6a, which should be \$38,000 instead of \$3800. The amount is correct in the contract, just not on the agenda.

ACTION: Approval of the renewal letters between First 5 Mono Commission and community-based grantees for FY 2013-14.

MOTION: Commissioner Escudero

SECOND: Commissioner Johnson

VOTE: Unanimous

ABSTENTIONS: None

--Close Public Hearing--

Commissioner Sassin closed the public hearing at 2:47 p.m.

7. Election of Officers (ACTION)

The Commission discussed the election of officers for FY 2013-14. Commissioner Adler volunteered to serve as Chair for one more year.

ACTION: Elect Commissioner Adler as Commission Chair, Commissioner Escudero as Commission Vice Chair, and Commissioner Sassin as Secretary.

MOTION: Commissioner Johnson

SECOND: Commissioner Escudero

VOTE: Unanimous

ABSTENTIONS: None

9. Breastfeeding Education for Mammoth Hospital (ACTION)

Ms. DesBaillets: Discussed her meeting with Nancy Hamilton at Mammoth Hospital about Welcome Baby!, Parenting Partners, and the hospital's desire to fund lactation education training for the Labor and Delivery nurses.

- Six L&D nurses are interested in completing the training.
- There is \$5000 in the First 5 budget for Lactation Education, which would cover the costs for six nurses.
- The hospital will contribute staff time, letting the nurses complete the online training at work.
- One requirement for the training is participation in a breastfeeding support group, which will be beneficial for Café Mom through collaboration with the nurses.
- Training is very physiological and gives practical tips for helping moms. The nurses do call in the home visitors to assist with lactation, but since they are at L&D 24 hours per day, the two would complement one another very well.

The Commission also discussed Baby Friendly Status for Mammoth Hospital.

- The final decision by the hospital for Baby Friendly Status was no.
- Nancy Hamilton wants to proceed as far along the Baby Friendly path as possible without the official designation.
- Two red flags for the nurses and doctors at Mammoth Hospital:
 - Babies cannot be given a bottle unless it is medically necessary, i.e., the doctor must order it.
 - No pacifiers are allowed, which is difficult during circumcisions and for babies that have non-nutritional sucking needs
- Possible to promote breastfeeding without pushing it on people.

Commission Comments

- Commissioner Johnson: Noted that much more can be achieved by training nurses than by trying to get an official designation.
- Commissioner Escudero: Pointed out that Baby Friendly status can be too pushy. If somebody asks for a bottle, it's not their position to say 'No'. She believes that they can advocate for breastfeeding without reaching the point where they're forcing mothers to do it.

ACTION: Fund nurses to become certified lactation educators up to a maximum of \$5000, which is the amount that was budgeted.

MOTION: Commissioner Johnson

SECOND: Commissioner Escudero

VOTE: Unanimous

ABSTENTIONS: None

10. Home Visitor Annual Conference (ACTION)

Ms. DesBaillets: Discussed the Parents as Teachers training for the Home Visitors.

- The challenge has been grappling with 2000 pages of curriculum to find what is needed and become familiar with what is included.
- The annual Parents as Teachers conference is full of people who have been using this curriculum for many years.
 - Networking with professionals would make this conference specifically good for home visiting staff.
- This conference covers everything that is being done in Mono County.
 - Other conferences are too specific, i.e., too focused on breastfeeding or special needs.
- The other option would be to bring the trainers to Mono County.
 - Less than optimal because all of the Home Visitors would be doing the same thing. At the conference there are 40+ different workshops, so the staff can all go to different ones and then educate one another.
 - Trainers are also focused on addendums to the curriculum, not the core curriculum.
 - This option would save \$1500.

Commission Comments

- Commissioner Sassin: So more training is needed, it's just a question of whether to bring trainers here or send the Home Visitors to the conference. Asked why the funds are anticipated – is it because the training is in October so the Commission is just approving that that's the plan.
 - Ms. DesBaillets: Yes, more training is needed. The CAPIT grant funded the initial training, which was a \$29,000 grant that paid for training and additional items. The agreement with Mono County Social Services is not in place yet for the coming fiscal year that starts July 1, but Ms. DesBaillets has spoken to Kathy Peterson, who anticipates giving First 5 the same grant as last year for this year and potentially for 3 consecutive years. She will be meeting with Ms. Peterson mid-July to finalize, which is why the funds are anticipated.
- Commissioner Adler: Recommended that the motion to approve should include verbiage regarding the pending funding.
- Commissioner Sassin: Noted that the networking opportunities will be hugely beneficial to the program.
 - Ms. DesBaillets: Knowing that there are hundreds of people also doing home visiting is very helpful.

ACTION: Approve travel of the First 5 Home Visitors to the annual Parents as Teachers Conference pending the award of funding from Mono County Social Services.

MOTION: Commissioner Sassin

SECOND: Commissioner Escudero

VOTE: Unanimous

ABSTENTIONS: None

8. 2013-14 Meeting Schedule

Ms. DesBaillets: Schedule is the same as last year, i.e., the 3rd Thursday of the month, with the exception of the first two meetings. Requested that the commissioners check their schedules to confirm the dates, which can be switched if necessary.

- Must have 3 public hearings throughout the year – one on the strategic plan, one for the First 5 California Annual Report, and one for the fiscal audit.
 - Community participating will be important for the strategic plan, will want to do a lot of community outreach to give people the chance to comment and provide input.

Commission Comments

- Commissioner Escudero: Not available for August meeting date.
- Commissioner Johnson: Not available for October meeting date.
- Commissioner Sassin: May not be available for August meeting date. Suggested holding the October meeting in Lee Vining to draw in North County residents, give them a chance to make their voices heard and get some input from North County. Asked Ms. DesBaillets to follow up with the other Commissioners regarding their availability for the proposed meeting dates.

11. Program Report

a. **CARES Plus Program**

Ms. Walker: First 5 was awarded CARES funding for the next 3 years.

- Met with the new AB 212 coordinator to work on picking dates and starting up for next year.
- Sent out the stipends to FY 2012-13 participants.

b. **Kidapalooza/Oral Health Initiative**

Ms. DesBaillets: Talked about Kidapalooza because it covered a lot of other programs.

- First 5 table had 8 people covering a lot of services.
 - Half bilingual, so there was no point when information couldn't be offered in Spanish.
- Claudia Molina was there.
 - Passed out 300 oral health bags
 - Signed up 13 people for Tooth Tutor home visits to do oral health checks.
 - Lost mechanism to sign people up when Sierra Park Dental stopped doing anesthesia for children.
- One Peapod leader and Mahritza Gonzalez as an interpreter to recruit for Peapod.
 - Signed up 19 people, 9 Spanish, 10 English.
- Passed out 25 bike helmets left over from Health & Safety Fairs. Next time plans to have at least 100 because it's so useful to be able to give them out for free.
- Signed up 7 families for Welcome Baby!/Parenting Partners – 4 for WB!, 3 for PP
- Sylvia from TANF (Technical Assistance for Needy Families) was at the table and brought packets for families that are part of tribes.
 - TANF is a tribal program from Inyo County that just expanded to Mono County 2 months ago.
 - Discussion of the tribal population in Mono County.
- Jennifer from Mono County Sheriff's Office signed people up for Code Red.
- Passed out 150 books.

c. **Child Signature Program**

Ms. DesBaillets: The funds were released; we have created a warrant for the money to go to Inyo County, which is how the grant works.

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

Ms. DesBaillets: Program is steaming along; the pediatricians have been using the Home Visitors much more frequently to do weight checks. The Home Visitors are working with all of the pediatricians to do weight checks for newborns who are struggling to gain their 0.5 oz. per day.

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

Ms. DesBaillets: Expanding the reach of Parenting Partners, met with the pediatricians at the hospital and Nancy Hamilton to make the nurses aware that First 5 can serve older children. She is continuing to think through the agencies and people with whom she can meet.

f. ***Childbirth Education Course***

Ms. DesBaillets: Explained that they have shifted slightly to make Deanna Clark the designated childbirth educator, which has eliminated the coordination time amongst the Home Visitors.

- Deanna is passionate about childbirth education. She is still not trained, but is hoping to attend a course by the childbirth class after the next one. They are looking through courses to determine which one would be the best for her to take.

Commission Comments

- Commissioner Johnson: Asked Lara Walker if she had taken a course.
 - Ms. Walker: Has not been to one, the cost was prohibitive when they last researched childbirth education courses.
 - Ms. DesBaillets: Kathy Peterson really wanted all three Home Visitors to take a course. Now that Ms. Walker has taken on CARES and Debbie Riffel is doing Café Mom, Deanna Clark is available to do the Childbirth Education Class.
- Commissioner Johnson: Recommended talking to a few people to get input on which class to choose. Stated that it would be helpful to find a class that is compatible with what the pediatricians and OBs are teaching, want to make sure it's not conflicting. A lot of it is philosophy, and will need to be sensitive to politics. Pointed out that the parents are vulnerable and insecure and will embrace what they're told.
 - Ms. DesBaillets: Will talk to pediatricians and OBs and get their input.
 - Ms. Walker: The OBs are both comfortable with the current powerpoint and class curriculum.
 - More discussion of easing the anxiety of parents rather than adding to it.

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

Ms. DesBaillets: Discussed lactation stations.

- Impromptu lactation station at Kidapalooza.
- Kim Breitbarth will have a station available at the BBQ at the Lutheran Church during the 4th of July parade. The breastfeeding brigade in the parade will make an announcement that the chair is available.
- Deanna Clark is also spearheading breastfeeding outreach.

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

Ms. DesBaillets: Peapod playgroups are going strong, although a lot are not holding sessions during the summer.

- Held annual Peapod training in Mammoth, including 3 hours of Darkness to Light training with Wild Iris and the rest of the time collaborating and talking about the challenges for each group.
- Lee Vining/June Lake group starts Monday, July 1 from 11-12 at the June Lake Community Center.
 - Jora has been working really hard. She is hoping to have some people from Mammoth attend to at least have some participation to start, but Ms. DesBaillets is also encouraging her to get people from the June Lake/Lee Vining area involved.
 - Starting out only in June Lake.
- Discussion of school enrollment in North County and Benton.
 - Bridgeport Peapod has been really successful, with 10-20 people for a while now.
 - Benton Peapod has 2 families that attend religiously.

i. **School Readiness Activities**

Ms. DesBaillets: Mammoth Elementary Summer Bridge just finished, we just received their invoice. The other schools will hold theirs in late July/early August.

- All the same teachers from last year.
- Been running really smoothly, communication with both school districts has been great.
- Kindergarten teachers really appreciate having some time to work with the incoming kindergarten students without the other students there.

12. Budget and Expenditures

Ms. DesBaillets: Went over the budget and expenditures to-date.

- Most line items are close to 100%
- Certain items such as payroll are lower because invoices for June have not been received yet.
- Two line items – CAPIT and Oral Health-- are over budget due to the challenge of the transition in personnel and the lack of an Administrative Assistant keeping track of expenses.
 - Oral Health also over budget due to the large contract with Minicucci Associates that wasn't included in the budget. The contract was for the creation of the Oral Health database.

Meeting adjourned at 3:43 pm.

The next scheduled Commission meeting will take place on Thursday, August 22, 2013 in the MCOE Conference Room, Mammoth Lakes, California.



Key Accomplishments

- Since 1987, Safe Kids has contributed to a 51 percent reduction in the U.S. child fatality rate from unintentional injury.
- Safe Kids has distributed more than 2.5 million bicycle helmets, 510,000 car seats and 250,000 smoke alarms to families in need, and checked 1.4 million car seats. We save lives!
- The National Child Passenger Safety (CPS) Certification Training Program is a partnership between Safe Kids Worldwide, the National Highway Traffic Safety Administration (NHTSA), the National CPS Board and program sponsor State Farm. As the Certifying Body, Safe Kids administers all aspects of CPS certification and maintains a directory of nationally certified CPS Technicians and Instructors. There are over 34,000 currently certified child passenger safety technicians and instructors.
- At the federal, state and local level, Safe Kids and our coalitions successfully advocate for laws and regulations that help prevent childhood injuries, e.g., the Child Safety Protection Act of 1994, the Virginia Graeme Baker Pool and Safety Act of 2007 and the Consumer Product Safety Improvement Act of 2008. At the state level, Safe Kids helped enact booster seat laws in 48 states, helmet laws in 22 states and over 100 localities, and residential carbon monoxide alarm laws in 35 states.

Fatalities
down 51%



Supporters & Partners

- *Corporate* – In addition to our coalition and chapter partners, we rely on the support of founding sponsor Johnson & Johnson, proud program supporter General Motors Foundation, and proud program sponsor FedEx. Other program supporters include corporations, foundations, and individuals.
- *U.S. and International Agencies* – Safe Kids works closely with U.S. government agencies such as the Centers for Disease Control and Prevention, Consumer Product Safety Commission, U.S. Fire Administration, National Highway Traffic Safety Administration, National Transportation Safety Board, U.S. State Department, and with the World Health Organization.

Learn more at
www.safekids.org

facebook www.facebook.com/safekidsusa

twitter [@safekidsusa](https://twitter.com/safekidsusa)

YouTube www.youtube.com/safekidsusa

flickr www.flickr.com/photos/safekidsusa

BECOME A SAFE KIDS COALITION

Becoming a Safe Kids Coalition as part of the Safe Kids Worldwide network is much more than just an association with injury prevention coalitions across the nation and around the world. There are many benefits, from access to grants and safety devices to state and national exposure positioning your organization as a leader in battling the number one killer of children, accidental injury. Some of the benefits include:

- Grant support from Safe Kids Worldwide and their sponsors, which may include cash and in-kind funding; grants can provide leverage for additional funding and support at the local level;
- Discounted safety devices such as car seats, smoke alarms, carbon monoxide alarms, bike helmets and personal flotation devices;
- Nationally recognized resource materials for events in your community and access to event kits such as the Bike Rodeo kit, Spot the Tot kit, Walk to School Day, etc;
- Access to local and regional offices of national sponsors, such as corporations and retailers;
- Liability insurance for Buckle Up program events from Safe Kids Worldwide;
- Training opportunities and webinars, including the Safe Kids Worldwide Leadership Conference, where a small fee provides skills building and training valued at more than \$1500.00; most conference sessions offer participants CEUs;
- Authorized use of the nationally recognized Safe Kids Worldwide branding, including an official logo for the local coalition;
- Statewide conference calls for technical assistance and training;
- Access to a successful and growing statewide, national, and international network; network members can facilitate your expansion and share tools and techniques for you to adapt;
- Access to the Safe Kids Extranet, which includes information on grant opportunities, injury data, successful injury prevention programming, media assistance, public policy assistance and most everything that you will need to be a successful coalition;
- Access to allied local, state, national and international organizations and agencies, and their information and resources, and
- Opportunity to be involved in data collection for nationwide and statewide research projects.

Other advantages to the lead agency include:

- Increased opportunity to meet your agency's goal to reduce injuries and keep children healthy and safe;
- Increased awareness that your agency gives back to the community, which is required of tax-exempt and non-profit organizations;
- Better positioning as a leader in protecting children in your community;
- Improved and expanded relationships with members of the local safety community;
- Affiliation with Safe Kids Worldwide and Safe Kids California provides increased credibility for the lead agency's injury prevention programming;
- Local Safe Kids events are an opportunity to let the public know about the lead agency;



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- Media coverage generated by state and local Safe Kids coalitions helps keep the lead agency in the public eye and reinforces a positive public image;
 - Lead agencies can use the local Safe Kids coalition to build bridges to and increase the collaboration with other state and local organizations, agencies and businesses and utilize those relationships for other lead agency programs;
 - It makes financial sense to keep kids out of the emergency room, and
 - Participation in Safe Kids can also help hospitals meet requirements for trauma center certification.

Safe Kids Worldwide headquarters and Safe Kids California staff provide technical assistance in:

- Community coalition development
- Research, data collection and surveys
- Prevention program development, implementation and evaluation
- Effecting legislative and regulatory change
- Community organization
- Media relations
- Fundraising and grant writing

Safe Kids Worldwide Headquarters provides credibility and national visibility for Safe Kids by:

- Conducting and publishing national research
- Pursuing national legislation, regulation and appropriations
- Recruiting new partners, sponsors and member communities
- Promoting injury prevention through national media coverage
- Developing injury prevention toolkits
- Exposing new injury risks

Coalition Coordinator Testimonials:

- *"The benefit to us as a children's hospital is that the injury prevention component required by many accrediting bodies/agencies is more than met, the community outreach component shows that our lead agency cares about reducing injuries to children, not just treating them, it shows great collaboration with other hospitals, county agencies, family resource centers, businesses, schools, etc. and many doors are opened through these relationships, and it gives our patients and families access to great injury prevention information and follow up care."*

Michelle Parker
Loma Linda University Medical Center and Children's Hospital
Program Specialist
Safe Kids Coordinator, Inland Empire



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- *"The benefit to our hospital for leading Safe Kids Sonoma County:
It fulfills a requirement set by our county that the regional trauma center [conduct] injury prevention and take part in some sort of national injury prevention campaign; we hope to reduce admission of children to our hospital and that's a feather [in] our cap; data, resources, and programs available at [our] fingertips; if the hospital wants to run a car seat fitting station...Safe Kids covers the liability insurance as long as it's a preapproved Safe Kids fitting station."*

Karli Tedeschi, CPST-I
Coordinator, Injury Prevention & Safe Kids Sonoma County
Trauma & Acute Care Surgery Service
St. Joseph's Hospital

- *"The benefit to our organization is it enhances our outreach and builds stronger contacts to our neighborhoods and communities."*

Robert Carreon, RN
Injury Prevention Coordinator, Safe Kids Los Angeles Coordinator
Department of Trauma
LAC+USC Healthcare Network



LOCAL COALITION COORDINATOR JOB DESCRIPTION

1. Manage the Safe Kids Coalition by embracing and following the Principles of Performance.
2. Coordinate the development and implementation of Coalition Bylaws.
3. Manage and sustain the coalition as a collaboration of:
 - Organizations and agencies
 - Teams and individual volunteers/representatives of the community served
4. Facilitate coalition meetings at least six times per year.
5. Manage the coalition to implement programs in a minimum of three injury risk areas, striving to meet desired quality and outcomes.
6. Manage the administration and logistics of coalition activities.
7. Manage/prevent conflicts between coalition members and agencies.
8. Oversee the design and implementation of an annual member Ongoing Education Plan.
9. Design and implement a three-year recruitment plan of new members to sustain a strong, active coalition.
10. Coordinate the design and implementation of a member Satisfaction Survey for the Executive Board and members.
11. Manage the **Executive Board** to:
 - Develop and follow coalition bylaws.
 - Address child injury risk areas and implement corresponding programs consistent with the results of a Community Needs Assessment.
 - Develop a three-year strategic plan based on a comprehensive approach to injury prevention that includes education, empowerment, environment, enactment and evaluation.
 - Develop an annual action plan.
 - Implement programs in a minimum of three risk areas with desired results and outcomes aligned with the Principles of Performance in order to sustain an effective, efficient and productive coalition.
12. Facilitate Executive Board meetings at least six times per year (may be done in conjunction with regular coalition meetings).
13. Utilize injury surveillance data collection systems, such as EpiCenter, <http://epicenter.cdph.ca.gov/>, county CDRT reports, hospital-based systems to stay current on injury trends in your area.
14. Manage together with the media coordinator an annual media campaign that will carry out a minimum of two media events and two outreach efforts annually designed to:
 - Promote public awareness of Safe Kids
 - Outline specific injury prevention actions that can be taken by parents and caregivers
15. Promote public recognition of the lead agency while maintaining the independence of the Safe Kids Coalition.
16. Manage the financial and administrative coalition activities, procedures, and reporting requirements within the organization and with relevant outside agencies.



PRINCIPLES OF PERFORMANCE

Principle 1

Safe Kids coalitions will organize human resources necessary to implement an effective injury prevention program.

Principle 2

Safe Kids coalitions will develop an injury prevention plan based on needs assessments and ongoing evaluations.

Principle 3

Safe Kids coalitions will comply with all procedural and reporting requirements within the organization and to relevant governmental or regulatory agencies.

Principle 4

Safe Kids coalitions will conduct comprehensive outreach programs designed to reduce injuries to children in the communities served.

Principle 5

Safe Kids coalitions will promote public awareness of Safe Kids and injury prevention through media and social marketing.

Principle 6

Safe Kids coalitions will participate directly in advocacy efforts, or support the state Safe Kids office in advocacy efforts related to injury prevention legislation, regulations and enforcement of existing laws.

Principle 7

Safe Kids will secure resources and community support necessary to fund and enable the ongoing work of the organization.



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17. Delegate grant opportunities and injury prevention activities to appropriate coalition member agencies.
 18. Train coalition members to conduct injury prevention activities; ensure that member agencies participate in training webinars associated with grant activities.
 19. Participate in the Safe Kids Worldwide Semi-Annual Leadership Conference.
 20. Participate in Safe Kids California statewide meetings, conference calls and webinars.
 21. Coordinate the support services as specified in the Coalition Agreement with Safe Kids Worldwide including office space, office equipment, individual email/internet access, administrative support, and storage space.

Coordinator Profile

A Safe Kids Coalition Coordinator, in order to lead an active and successful coalition, must:

1. Be committed to the Safe Kids mission
2. Demonstrate initiative, drive, enthusiasm, creativity, and support for unintentional injury prevention
3. Understand and articulate the Safe Kids goals, ensuring that the coalition establishes and maintains a high standard of performance
4. Be able to manage multiple projects, activities, or tasks simultaneously
5. Implement bylaws, plans, projects, programs, events
6. Schedule and conduct meetings, phone calls, webinars
7. Follow up and follow through
8. Build and coordinate a successful team, constantly recruiting and sustaining a strong, varied membership
9. Exercise effective communication and collaboration skills
10. Work successfully within the lead organization, leveraging human resources and expertise to the mutual benefit of both the lead organization and the Safe Kids coalition
11. Be inclusive, so that all member agencies are continually engaged and challenged to support injury prevention efforts



**NEELY ACCOUNTANCY CORP
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June 28, 2013

Mono County Children & Families Commission
PO Box 130
Mammoth Lakes, CA 93546

We are pleased to confirm our understanding of the services we are to provide Mono County Children & Families Commission for the year ended June 30, 2013. We will audit 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, which collectively comprise the basic financial statements of Mono County Children & Families Commission as of and for the year ended June 30, 2013. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Mono County Children & Families Commission's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Mono County Children & Families Commission's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basis financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited.

- 1) Management's Discussion and Analysis.
- 2) Schedule of Revenues, Expenditures and Changes in Fund Balance, Budget and Actual
- 3) Schedule of Expenditures by Fund Source of CCFC Funds for First 5 Programs Activities

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Mono County Children & Families Commission and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and compliance will include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity, and specific legislative or regulatory bodies, and is not intended to be and should not be used by anyone other than these specified parties. If during our audit we become aware that Mono County Children & Families Commission is subject to an audit requirement that is not encompassed in the terms of this

engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferable from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. Your responsibilities include adjusting the financial statements to correct material misstatements and for conforming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

You are responsible for the preparation of the supplementary information in conformity with US generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. Your responsibilities include acknowledging to us in the written representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other

studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Mono County Children & Families Commission's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to Mono County Children & Families Commission, the State Controller's Office, and First 5 California; however, management is responsible for any other distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Neely Accountancy Corp. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to State Controller or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Neely Accountancy Corp. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the State Controller. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately July 1, 2013 and to issue our reports no later than October 15, 2013. Thomas Neely, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates and that we agree that our gross fee, including expenses, will not exceed \$5,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our November 30, 2011 peer review accompanies this letter.

We appreciate the opportunity to be of service to Mono County Children & Families Commission and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Neely Accountancy Corp

RESPONSE:

This letter correctly sets forth the understanding of Mono County Children & Families Commission

.

By: _____

Title: _____

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Date: _____

Enclosure: November 30, 2011 Peer Review Report

Proposed Revisions for a Draft 2014-2019 Strategic Plan:**~~Strike through~~=taken out of 2009 Strategic Plan Revision****Yellow highlight= proposed revisions****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 ~~make a positive contribution to society~~ be capable of reaching their full potential.

Mission

~~The Mono County Children and Families Commission provides leadership for a network of support for all children, from prenatal through age five, and their families, developed and operated in partnership with communities and families and accountable to them~~
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 accountable for 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

~~The Commission intends to utilize the following guiding principles as underlying values evident in all of its efforts, whether through its leadership, policy development, grant making, contracts management, administrative activities, and program operations:~~

- ~~• Optimize the Proposition 10 funds — achieve the most good for the most kids — in Mono County through a customized, relevant, locally-driven approach that includes effective partnerships with the community and public and private organizations, leverages funding to maximize effectiveness of funds, and promotes sustainability of programs and efforts.-(5.)~~

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- ~~Assure full accountability in all Commission endeavors via effective fiscal management and evaluation activities, applied to Commission activities and its funded programs. (4.)~~
 - ~~Maximize program flexibility and creativity, both with Commission activities and funded programs. (2.)~~
 - ~~Actively foster coordination and partnerships within service providers in Mono County through Commission efforts and program funding. (3.)~~
 - ~~Promote excellence in service delivery to children and families through provision and funding of high quality services that implement best practices in their approach and are strengths-based, holistic and family-centered, culturally relevant, and reaches out to all children and families in the county, particularly those with special needs. (1. &2)~~
 - ~~Ensure full participation by all sectors and residents of Mono County through a county-wide, inclusive, open and responsive, customer-service oriented approach that is holistic, family-centered, culturally relevant, strengths-based, incorporates community assets, and reaches out to all populations, including children with special needs. (1.)~~
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 ~~the funds to create a comprehensive and integrated delivery system of information and~~ funding for services to promote early childhood development from prenatal to age 5. Mono County currently receives approximately \$475,000 ~~\$390,000~~ a year from these funds, through annual allocations, augmentations for small population counties, and ~~school readiness and child care workforce retention incentive~~ and child care quality matching funds. ~~In order to access these monies~~ To access these funds, the county must adopt a strategic plan that shows how Proposition 10 funding will be used ~~how it will use Proposition 10 funds~~ to promote a comprehensive and integrated system of early childhood development services.

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The Mono County Children and Families Commission, (~~referred to as simply “the Commission” throughout~~) **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 ~~that describes how the community needs will be addressed~~ **describing how to address community needs.**
- Determine how to expend local First 5 resources.
- Evaluate the effectiveness of ~~programs and activities funded in accordance with the strategic plan.~~ **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. Program outcomes and on-going service demand for currently funded programs;~~
- ~~2. Information provided on the emergence of new priorities and opportunities, through discussion with community members, grantees, and Commissioners;~~
- ~~3. Capacity for sustained funding in light of limited and diminishing resources.~~

- 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**

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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 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 Lee Vining 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:

Expanded Services

- Creation of a Tooth Tudor program providing home visits educating parents about optimal oral health.
- Topical fluoride varnish provided to children in playgroups.
- Creation of county-wide Peapod Playgroups.
- Development of two Home Visiting programs within the First 5 office.
- Coordination of a Childbirth Education Course at the hospital 3 times a year.
- Free breastfeeding bags for all moms giving birth at Mammoth Hospital.
- Expansion of School Readiness activities to northern Mono County; including Kindergarten Round Up, Birth-to-5 Health and Safety Fairs, and Summer Bridge.
- Distribution of free children's books to Mono County children.
- Distribution of free car seats through partnerships with IMACA and the Health Department.
- Distribution of free bike helmets at Kidapolooza and Birth-to-5 Health and Safety Fairs

Sustained Services

- Oral health education in child care settings.
- Topical fluoride varnish provided to children in child care centers and in-home child care.
- Raising a Reader
- Childcare quality improvements and maintenance (CARES).
- School Readiness activities in Mammoth and Benton, including Kindergarten Round Up, and Summer Bridge.
- Free breast pump lending.
- Readers' Theatre: educational productions for child care providers.

- New Local Funding Partners**
 - \$40,000 contract with Mono County Behavioral Health to provide Peapod Playgroups
 - \$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, 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 services
- Child care quality and availability, CARES
- School readiness
- Playgroups, Peapod

Indicators:

Family Education

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- ~~% Number and Percent of children in households where parents and other family members are receiving improving in knowledge about child-development and parenting education. (R)~~
- Number and Percent of children 6 months to 5 years old screened for developmental delays.

Caregiver Education

- % 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. (R)
- % Number and Percent of licensed child care providers in Mono County advancing on the Child Development Permit Matrix. (R)

Early Learning

- ~~% of children served in child care centers that exhibit moderate to high quality as measured by a quality index. (R)~~
- % Number and Percent of licensed center and family child care spaces per 100 children. (R)

School Readiness

- % Number and Percent of children “ready for school” upon entering Kindergarten. (R)
- % Number and Percent of children who have ever attended a preschool, Pre-K, or Head Start program by the time of Kindergarten entry. (R)
- % Number and Percent of children receiving Kindergarten transition support. (A)
- % Number and Percent of entering Kindergarteners assessed for school readiness prior to entry. (A)

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:

Physical Health

Optimal Nutrition

- % Number and Percent of children where breastfeeding is successfully initiated and sustained. (R)
- % 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. (R)

Oral Health

- % Number and Percent of children who regularly access preventive dental care. (R)
- % Number and Percent of children at Kindergarten entry with untreated dental problems. (R)
- % Number and Percent of prenatal women who receive dental hygiene education. (A)
- % Number and Percent of children ages 1 or older who receive annual dental screenings. (R)

Emotional Health

- Number of children in families provided with information about appropriate community services. (A)

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 a net fund balance of ~~\$522,522~~ \$554,601. 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 then sustained for a long enough period of time to allow measurable improvements in the well-being of young children. This is especially difficult in light of the current national economic downturn and the California State budget crisis, which places additional demands on Prop 10 funding by legislators and others looking for ways to fix the state budget crisis.

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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 a guaranteed minimum allocation of \$200,000 per year regardless of the county's birth rate, plus an additional \$115,000 in support for operations costs. Mono County is eligible for \$115,000/year through FY 2008-2009, which constitutes 37% of the Commission's revenue. **small county augmentations based on the amount of funds in First 5 California's unallocated account, and 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 FY2008-2009 **2013-2014** for eligible counties, **which includes Mono County.** Starting with FY 2009-2010, First 5 California will identify a new funding model for small population county augmentations. The implementation of an updated funding model may result in a reduction of the number of counties who are eligible, or may result in a reduction in the amount of funding small population counties currently receive, or both. However, with no information available, the administrative augmentation revenue remains at the original forecast. This assumption is based upon the history of State Commission support for small county augmentations.

The Commission's fund balance on July 1, 2005 was \$687,214. The fund balance on July 1, 2009 is projected to be \$377,159. The potential drop in Prop 10 augmentation revenues coming into Mono County, and the decrease in fund balance, means that special actions are needed to provide sustainable funding for programs, services and projects that are newly launched or maintained because of this strategic plan update. Therefore, In August of 2008 the Commission established a policy to set a minimum fund balance of no less than one year's current revenue (\$315,000), **(\$295,000)** thus allowing the commission to sustain program operations or close them out, should it be necessary.

~~In addition, The Commission will also continue to seek~~ **has actively sought and succeeded in forging fiscal** partnerships with other local agencies. ~~in order to work collaboratively on fiscal matters.~~ 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 and Targeted Case Management, **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. ~~In order To preserve and enhance their investment in~~

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~~existing infrastructure, the Commission does not anticipate issuing new general Requests for Applications (RFAs).~~ Rather, 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 2009 **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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Strategic Objective	5-Year Investment	Percent of 5-year Investment
1. Home visiting services	\$469,715 (approx. \$100,000 per year)	24%
2. School readiness services	\$592,929 (variable investment, plus \$31,684 in carry-forward)	30% 36%
3. Child Care Quality	\$ 149,593 (approx. \$25,000 per year)	8%
4. Child Care Availability	\$22,460 (variable investment each year, some may be one-time only)	1%
To be determined		5%
Expansion of Services to Address Gaps		
5. North County School Readiness	\$118,828 (approx. \$25,000 per year)	6%
6. Oral health services	\$70,737 (variable investment each year, some may be one-time only)	4% 1%
7. Commission Operations/Support* <ul style="list-style-type: none"> Administrative costs – not to exceed 20% of total operations budget Program – varies, approximately 7% annually Evaluation – varies, approximately 3% annually 	\$547,147 (approx. \$115,000 or less/year)	28%
*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.		
Total	\$1,971,409	

Summary To be determined

**AGREEMENT BETWEEN THE COUNTY OF MONO
AND THE MONO COUNTY CHILDREN AND FAMILIES COMMISSION
FOR THE PROVISION OF
NEW PARENT SUPPORT GROUP SERVICES**

INTRODUCTION

WHEREAS, the County of MONO (hereinafter referred to as "County") may have the need for services of THE MONO COUNTY CHILDREN AND FAMILIES COMMISSION, (hereinafter referred to as "Contractor") in providing NEW PARENT SUPPORT GROUPS, and in consideration of the mutual promises, covenants, terms and conditions hereinafter contained, the parties hereby agree as follows:

TERMS AND CONDITIONS

1. SCOPE OF WORK.

Contractor shall furnish to County, upon its request, those services and work set forth in Attachment A, attached hereto and by reference incorporated herein. Requests by the County to the Contractor to perform under this agreement will be made by Robin K. Roberts whose title is: Behavioral Health Director. Requests to the Contractor for work or services to be performed under this Agreement will be based upon County's need for such services. County makes no guarantee or warranty, of any nature, that any minimum level or amount of services or work will be requested of the Contractor by County under this Agreement. County by this Agreement incurs no obligation or requirement to request from Contractor the performance of any services or work at all, even if County should have some need for such services or work during the term of this Agreement.

Services and work provided by the Contractor at County's request under this Agreement will be performed in a manner consistent with the requirements and standards established by applicable federal, state, and County laws, ordinances, regulations, and resolutions. Such laws, ordinances, regulations, and resolutions include, but are not limited to, those which are referred to in this Agreement.

2. TERM.

The term of this Agreement shall be from July 1, 2013 to June 30, 2014 unless sooner terminated as provided below.

3. CONSIDERATION.

- A. Compensation. County shall pay Contractor its actual expenses, including overhead of up to 15%, as set forth in the Attachment B for the services and work

described in the Scope of Work (Attachment A) performed by Contractor at the County's request.

- B. Travel and Per Diem. Contractor will not be paid or reimbursed for travel expenses or per diem which Contractor incurs in providing services and work requested by County under this Agreement.
- C. No Additional Consideration. Except as expressly provided in this Agreement, Contractor shall not be entitled to, nor receive, from County, any additional consideration, compensation, salary, wages, or other type of remuneration for services rendered under this Agreement. Specifically, contractor shall not be entitled, by virtue of this Agreement, to consideration in the form of overtime, health insurance benefits, sick leave, vacation time, paid holidays, or other paid leaves of absence of any type or kind whatsoever.
- D. Limit upon amount payable under Agreement. The total sum of all payments made by the County to Contractor for services and work performed under this Agreement shall not exceed \$40,000 Dollars (hereinafter referred to as "contract limit"). County expressly reserves the right to deny any payment or reimbursement requested by Contractor for services or work performed in excess of the contract limit.
- E. Billing and payment. Contractor shall submit to the County, once each quarter, an itemized statement of all services and work described in the Scope of Work, which was provided at County's request. This statement will be submitted to the County not later than the fifth (5th) day of the first month of the succeeding quarter. The statement to be submitted will cover the period from the first (1st) day of the preceding quarter through and including the last day of the preceding quarter. This statement will identify the date on which the services and work were performed and describe the nature of the services and work that were performed on each day. Upon timely receipt of the statement by the fifth day of the first month of the succeeding quarter, County shall make payment to Contractor on the last day of the first month of the succeeding quarter.
- F. Federal and State Taxes.
 - (1) Except as provided in subparagraph (2) below, County will not withhold any federal or state income taxes or social security from any payments made by County to Contractor under the terms and conditions of this Agreement.
 - (2) County will withhold California State income taxes from payments made under this Agreement to non-California independent contractors when it is anticipated that total annual payments to Contractor under this Agreement will exceed one thousand four hundred ninety-nine dollars (\$1,499.00).
 - (3) Except as set forth above, County has no obligation to withhold any taxes or payments from sums paid by County to Contractor under this Agreement.

Payment of all taxes and other assessments on such sums is the sole responsibility of Contractor. County has no responsibility or liability for payment of Contractor's taxes or assessments.

- (4) The total amounts paid by County to Contractor, and taxes withheld from payments to non-California residents, if any, will be reported annually to the Internal Revenue Service and the California State Franchise Tax Board. To facilitate this reporting, Contractor shall complete and submit to the County an Internal Revenue Service (IRS) Form W- 9.

4. WORK SCHEDULE.

Contractor's obligation is to perform, in a timely manner, those services and work identified in Attachment A which are requested by County. It is understood by Contractor that the performance of these services and work will require a varied schedule. Contractor will arrange his/her/its own schedule, but will coordinate with County to insure that all services and work requested by County under this Agreement will be performed within the time frame set forth by County.

5. REQUIRED LICENSES, CERTIFICATES, AND PERMITS.

Any licenses, certificates, or permits required by the federal, state, county, or municipal governments for contractor to provide the services and work described in Attachment A must be procured by Contractor and be valid at the time Contractor enters into this Agreement or at such other time as may be required by this Agreement. Further, during the term of this Agreement, Contractor must maintain such licenses, certificates, and permits in full force and effect. Licenses, certificates, and permits may include, but are not limited to, driver's licenses, professional licenses or certificates, and business licenses. Such licenses, certificates, and permits will be procured and maintained in force by Contractor at no expense to County. At County's request, Contractor will provide County with evidence of current and valid licenses, certificates and permits which are required to perform the services identified in attachment A. Where there is a dispute between Contractor and County as to what licenses, certificates, and permits are required to perform the services identified in Attachment A, County reserves the right to make such determinations for purposes of this Agreement.

6. OFFICE SPACE, SUPPLIES, EQUIPMENT, ETC.

Contractor shall provide such office space, supplies, equipment, vehicles, reference materials, and telephone service as is necessary for Contractor to provide the services identified in Attachment A to this Agreement. County is not obligated to reimburse or pay Contractor for any expense or cost incurred by Contractor in procuring or maintaining such items. Responsibility for the costs and expenses incurred by Contractor in providing and maintaining such items is the sole responsibility and obligation of Contractor.

7. COUNTY PROPERTY.

Personal Property of County. Any personal property such as, but not limited to, protective or safety devices, badges, identification cards, keys, etc. provided to Contractor by County pursuant to this Agreement are, and at the termination of this Agreement remain, the sole and exclusive property of County. Contractor will use reasonable care to protect, safeguard and maintain such items while they are in Contractor's possession. Contractor will be financially responsible for any loss or damage to such items, partial or total, which is the result of Contractor's negligence or intentional act.

8. WORKERS' COMPENSATION.

Contractor shall provide worker's compensation insurance coverage in the legally required amount for all Contractor's employees utilized in providing work and services pursuant to this Agreement. By executing a copy of this Agreement, Contractor acknowledges its obligations and responsibilities to its employees under the California Labor Code, and warrants that Contractor has complied with, and will comply during the term of this Agreement, with all provisions of the California Labor Code with regard to its employees. Contractor, at the time of execution of this Agreement, will provide County with evidence of the required workers' compensation insurance coverage if requested by County. If Contractor uses the services of independent contractors, it is Contractor's responsibility and burden to ensure that this status is correct and Contractor shall be solely and exclusively responsible for this determination. Any claims or disputes arising over this issue shall be subject to the indemnification provisions set forth in Paragraph 11, below.

9. INSURANCE.

A certificate of insurance, for all stated insurance requirements, shall be provided to the Mono County Risk Manager at least ten (10) business days before the start of services to be provided by Contractor to County. The policies shall each maintain a provision prohibiting the cancellation or modification of said policy except upon thirty (30) calendar days prior written notice to the County Risk Manager. Any insurance policy limits in excess of the specified maximum limits and coverages shall be made available to the County as an additional insured.

A. General Liability.

Contractor shall procure, and maintain during the entire term of this Agreement, a policy of general liability insurance which covers all the work and services, including operations, products and completed operations, as applicable, to be performed by Contractor under this Agreement. Such insurance policy will have a per occurrence combined single limit coverage of not less than \$1,000,000.00. 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 will be issued by an insurer authorized to sell such insurance by the State of California, and having at least a "Best's" policyholder's rating of "A" or "A+." County will be named as "an additional

named insured" on this policy. Contractor will provide the County a copy of the policy and a certificate of insurance showing the County as "an additional named insured" and indicating that the policy will not be terminated, canceled, or modified without thirty (30) days written notice to the County.

B. Business Vehicle.

If Contractor utilizes a motor vehicle in performing any of the work or services identified in Attachment A (Scope of Work), Contractor shall procure and maintain in force throughout the duration of this Agreement, a business auto liability insurance policy with minimum coverage levels of \$500,000.00 per occurrence, combined single limit for bodily injury liability and property damage liability. The coverage shall include all Contractor owned vehicles and all hired and non-owned vehicles used in performing under this Agreement.

C. Professional Liability Insurance

Contractor shall procure and maintain in force throughout the duration of this Agreement, a professional liability insurance policy with a minimum coverage level of \$1,000,000 each occurrence/\$2,000,000 policy aggregate. Proof of such insurance shall be provided to County at least ten (10) days prior to the start of any work by Contractor/Consultant.

If professional liability coverage is written on a claims-made form:

1. The "retro Date" must be shown, and must be before the date of the contract of the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract work.
3. If coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a "Retro Date" prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

D. Deductible and Self Insured Retentions

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 as respects 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.

10. STATUS OF CONTRACTOR.

All acts of Contractor, its agents, officers, hires, and employees, relating to the performance of this Agreement, shall be performed as independent contractors, and not as

agents, officers, or employees of County. Contractor, by virtue of this Agreement, has no authority to bind or incur any obligation on behalf of County. Except as expressly provided in Attachment A, Contractor has no authority or responsibility to exercise any rights or power vested in the County. No agent, officer, or employee of the County is to be considered an employee of Contractor. It is understood by both Contractor and County that this agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture. As an independent Contractor:

- A. Contractor shall determine the method, details, and means of performing the work and services to be provided by Contractor under this Agreement.
- B. Contractor shall be responsible to County only for the requirements and results specified in this Agreement, and except as expressly provided in this Agreement, shall not be subjected to County's control with respect to the physical action or activities of Contractor in fulfillment of this Agreement.
- C. Contractor, its agents, officers, hires, and employees are, and at all times during the term of this Agreement shall represent and conduct themselves as, independent contractors, and not as employees of County.

11. DEFENSE AND INDEMNIFICATION.

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

Contractor's obligation to defend, indemnify, and hold the County, its agents, officers, and employees harmless under the provisions of this paragraph is not limited to, or restricted by, any requirement in this Agreement for Contractor to procure and maintain a policy of insurance.

12. RECORDS AND AUDIT.

- A. Records. Contractor shall prepare and maintain all records required by the various provisions of this Agreement, and as required pursuant to federal, state, county, municipal, ordinances, regulations, and/or directions. Contractor shall maintain these records for a minimum of four (4) years from the termination or

completion of this Agreement. Contractor may fulfill its obligation to maintain records as required by this paragraph by substitute photographs, microphotographs, or other authentic reproduction of such records.

- B. Inspections and Audits. Any authorized representative of County shall have access to any books, documents, papers, records, including, but not limited to, financial records of Contractor, which County determines to be pertinent to this Agreement, for the purposes of making audit, evaluation, examination, excerpts, and transcripts during the period such records are to be maintained by Contractor. Further, County has the right, at all reasonable times, to audit, inspect, or otherwise evaluate the work performed or being performed under this Agreement.

13. NONDISCRIMINATION.

During the performance of this Agreement, Contractor, its agents, officers, and employees shall not unlawfully discriminate in violation of any federal, state, or local law, against any employee, or applicant for employment, or person receiving services under this Agreement, because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, sexual orientation, age, or sex. Contractor and its agents, officers, and employees shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et. seq.), and the applicable regulations promulgated there under in the California Code of Regulations. Contractor shall also abide by the Federal Civil Rights Act of 1964 (P.L. 88-352) and all amendments thereto, and all administrative rules and regulations issued pursuant to said act.

14. CANCELLATION.

This Agreement may be canceled by County without cause, and at will, for any reason by giving to Contractor thirty (30) calendar days written notice of such intent to cancel. Contractor may cancel this Agreement without cause, and at will, for any reason whatsoever by giving (30) calendar days written notice of such intent to cancel to County.

15. ASSIGNMENT.

This is an agreement for the services of Contractor. County has relied upon the skills, knowledge, experience, and training of Contractor as an inducement to enter into this Agreement. Contractor shall not assign or subcontract this Agreement, or any part of it, without the express written consent of County, unless specified in the Scope of Work for the provision of support group facilitators. Further, Contractor shall not assign any monies due or to become due under this Agreement without prior written consent of County.

16. DEFAULT.

If the Contractor abandons the work, or fails to proceed with the work and services requested by County in a timely manner, or fails in any way as required to conduct the work and services as required by County, County may declare the Contractor in default and terminate this Agreement upon five (5) business days written notice to Contractor. Upon such termination by default, County will pay to Contractor all amounts owing to Contractor for services and work satisfactorily performed to the date of termination.

17. WAIVER OF DEFAULT.

Waiver of any default by either party to this Agreement shall not be deemed to be waiver of any subsequent default. Waiver or breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach, and shall not be construed to be a modification of the terms of this Agreement unless this Agreement is modified as provided in paragraph twenty-three (23) below.

18. CONFIDENTIALITY.

Contractor agrees to comply with the various provisions of the federal, state, and county laws, regulations, and ordinances providing that information and records kept, maintained, or accessible by Contractor in the course of providing services and work under this Agreement, shall be privileged, restricted, or confidential. Contractor agrees to require all persons hired by Contractor to facilitate the new parent support groups to execute confidentiality agreements. Contractor agrees to keep confidential all such information and records. Disclosure of such confidential, privileged, or protected information shall be made by Contractor only with the express written consent of the County or as required by law. Notwithstanding the provisions of this paragraph, Contractor, and Contractor's hires, shall ensure that all known or suspected instances of child abuse or neglect are reported to a child protective agency.

19. CONFLICTS.

Contractor agrees that it has no interest, and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the work and services under this Agreement. Contractor agrees to require all persons hired by Contractor to declare they will comply with the provisions of this paragraph.

20. POST AGREEMENT COVENANT.

Contractor agrees not to use any confidential, protected, or privileged information which is gained from the County in the course of providing services and work under this Agreement, for any personal gain, or enhancement. Further, Contractor agrees for a period of two years after the termination of this Agreement, not to seek or accept any employment with any entity, association, corporation, or person who, during the term of this Agreement, has had an adverse or conflicting interest with the County, or who has been an adverse party in litigation with the County, and concerning such, Contractor by virtue of this Agreement has gained access to the County's confidential, privileged, protected, or proprietary information. Contractor agrees to require all persons hired by

Contractor to facilitate the new parent support groups to execute a post agreement covenant that complies with the terms of this paragraph.

21. SEVERABILITY.

If any portion of this Agreement or application thereof to any person or circumstance shall be declared invalid by a court of competent jurisdiction, or if it is found in contravention of any federal, state, or county statute, ordinance, or regulation, the remaining provisions of this Agreement, or the application thereof, shall not be invalidated thereby, and shall remain in full force and effect to the extent that the provisions of this Agreement are severable.

22. FUNDING LIMITATION.

The ability of County to enter this Agreement is based upon available funding from various sources, including Proposition 63 monies. In the event that such funding fails, is reduced, or is modified, from one or more sources, County has the option to cancel, reduce, or modify this Agreement, or any of its terms within twenty calendar (20) days of its notifying Contractor of the cancellation, reduction, or modification of available funding. Any reduction or modification of this Agreement made pursuant to this provision must comply with the requirements of paragraph 23 (Amendment).

23. AMENDMENT.

This Agreement may be modified, amended, changed, added to, or subtracted from, by the mutual consent of the parties hereto, if such amendment or change is in written form and executed with the same formalities as this Agreement, and attached to the original Agreement to maintain continuity.

24. NOTICE.

Any notice, communication, amendments, additions, or deletions to this Agreement, including, change of address of either party during the terms of this Agreement, which Contractor or County shall be required, or may desire, to make, shall be in writing and may be personally served, or sent by prepaid first class mail to, the respective parties as follows:

County of Mono:
Behavioral Health Department
Attn: Robin K. Roberts, Director
P.O. Box 2619
Mammoth Lakes, Ca. 93546

Contractor:
The Mono County Children and Families Commission
Attn: Molly DesBaillets, Director

P.O. Box 130
Mammoth Lakes, CA 93546

25. ENTIRE AGREEMENT.

This Agreement contains the entire agreement of the parties, and no representations, inducements, promises, or agreements otherwise between the parties not embodied herein or incorporated herein by reference, shall be of any force or effect. Further, no term or provision hereof may be changed, waived, discharged, or terminated, unless executed in writing by the parties hereto.

IN WITNESS THEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS AND SEALS
THIS ____DATE OF ____, 2013.

COUNTY OF MONO

FIRST 5 COMMISSION

By: _____
County Administrative Officer


By: _____

Dated: _____

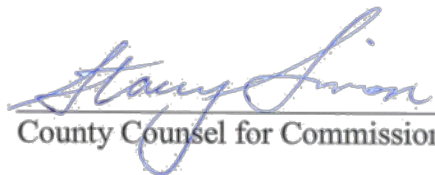
Dated: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:



County Counsel



County Counsel for Commission

ATTACHMENT A

**AGREEMENT BETWEEN THE COUNTY OF MONO
AND THE MONO COUNTY CHILDREN AND FAMILIES COMMISSION FOR THE
PROVISION OF
NEW PARENT SUPPORT GROUP SERVICES**

TERM: FROM: 07/01/13 TO: 06/30/14

SCOPE OF WORK

Contractor shall perform the following work and services upon County's request:

Contractor shall hire, train, and provide administrative oversight to group facilitators, who will provide services including the establishment, facilitation, coordination, and development of "new parent" support groups ("support groups") in a manner that is consistent with the Mono County's Mental Health Services Act Innovation Project.

The focus of the project is on the development of new parent support groups countywide to enhance the mental health and stability of young parents. The learning goal will be to discover which strategies are most effective at encouraging utilization of local mental health services for various populations. The project will seek to increase the access to, and provide a forum for, "underserved" groups of new parents in all areas of Mono County by providing support groups to these persons. The identification of such persons shall be made by Contractor in consultation with the Mono County Mental Health Department.

The support groups will contribute to learning in a variety of ways, including fostering early recognition of emergent post-partum and other mental disorders and through provision of a forum for open and frank discussion of discussion of mental health issues (destigmatization), where seeking assistance for mental health problems/issues is encouraged and normalized. The program will also provide a safe and secure setting for these parents to engage in discussion of mental health issues and issues facing new parents; work to increase the knowledge and confidence of new parents; and provide a forum to encourage new parents to gain stronger ties and connection to their community.

Topics that will be covered in each new parent support group will include: basic mental health issues, parenting skills and strategies, how to incorporate an infant into existing family structure, breastfeeding support, how to recognize the early signs of depression and other pre- and post-partum mental health issues, nutrition, and discussion of area resources for assistance. By presenting information about mental health within the same context that information is provided about parenting issues, the project seeks to destigmatize the use of local mental health services.

County shall provide Training for the Mono County Children and Families Commission contract staff as needed to meet the terms and conditions of the MHSA Innovation project. In addition, funding will be available via the County to provide mental health support for individuals identified in the groups as needing mental health services and who have no other identified payor

source. Contractor will work with individuals identified through the support groups as persons needing mental health services by referring and encouraging them to contact Mono County Mental Health. Any such contact and referral shall be kept confidential from other group members, if communicated to Contractor outside of a group session. It is understood that contact and referral information made during a group session will be communicated to all group participants.

While providing these services, Contractor will also be evaluating the participants for mental health and other service referrals, and observing and reporting on the success of the group setting for distribution of, and information about, mental health services.

It is expected that Contractor will collaborate with Mono County Mental Health, Mono County Public Health, Mono County Department of Social Services, Mammoth Hospital, and the Mono County Superintendent of Schools. Contractor shall establish primary contacts with each of these agencies to facilitate the goals of this program.

Frequency of Groups

Contractor shall ensure that each group is run for a minimum of ten (10) sessions. For purposes of this Agreement, each ten-session group shall be referred to as a "Group." Groups may continue beyond ten sessions if Contractor and County determine that the Group is effectively furthering the goals of the Peapod project and that such continuation is not in conflict with the administration of other groups required under this Agreement.

The goal of this Agreement is that Contractor will conduct the following number of Groups, in the location and in the language specified, unless a lack of need or other circumstances prevents this specific goal from being reached. At a minimum, the following Groups will occur:

Four (4) English speaking Groups will be run in Mammoth Lakes.

Four (4) Spanish speaking Groups will be run in Mammoth Lakes.

Four (4) English/Spanish speaking Groups will be run in the Northern part of Mono County, serving Walker/Coleville, Bridgeport, Lee Vining, and/or June Lake.

Four (4) Groups will be run in the Southeastern part of Mono County, to include Crowley Lake, Chalfant, and/or Benton.

Contractor shall secure adequate space for Group meetings and shall provide all materials in support of Group activities. North County Groups may use the Antelope Valley Wellness Center, owned and managed by County, provided that Groups do not conflict with other scheduled activities.

Contractor shall maintain data collected from weekly and Group end participant surveys and will evaluate it locally to determine trends. During the span of this project, Contractor will use feedback from Group leaders and participants to alter its Groups so that they come as close as possible to meeting participant needs, while maintaining consistency with the purposes of the program.

Contractor will collect and maintain data on all Group referrals including which community services in addition to the support group are utilized, (e.g. public health, mental health, Mammoth Hospital, etc.) Contractor will try to determine if there are strategies that work better with certain participants to encourage continued attendance at the Groups, as well as utilization of mental health resources.

Data shall be turned in twice annually, along with the Contractor's request for payment for the second and fourth quarters.

ATTACHMENT B

**AGREEMENT BETWEEN COUNTY OF MONO
AND THE MONO COUNTY CHILDREN AND FAMILIES COMMISSION FOR THE
PROVISION OF
NEW PARENT SUPPORT GROUP SERVICES**

TERM: FROM: 07/01/13 TO: 06/30/14

PAYMENT FOR SERVICES:

Contractor shall be paid up to \$40,000 for services and for coordination of services as described in the Scope of Work and for administering and paying for the required Groups, data collection and reporting, and related activities required in the Scope of Work.

Verification and certification that this work was performed will be made by the County and payment will be made thereafter pursuant to paragraph 3.E of the Agreement. Verification may include a review of invoices, proof of payment made to facilitators and group leaders, training expenses, rent, and other ancillary and related expenses, including but not limited to overhead and coordination fees not to exceed 15% of expenditures for the quarter, unless otherwise approved in writing by the Behavioral Health Director, in furtherance of the Scope of Work.

Contractor is responsible for managing the amount of funds in a manner that all of the required work and services are performed within the contract limit. It is expected that Contractor will pay customary and reasonable amounts or stipends for services, equipment, supplies, and related expenses necessary to fulfill the terms of this Agreement.

All invoices shall be accompanied by documentation that each expense was incurred by Contractor. Documentation may include actual invoices, pay records for stipends paid to staff or independent contractors, etc.



State of California—Health and Human Services Agency
Department of Health Care Services



Item #7

8/22/13

EDMUND G. BROWN JR.
GOVERNOR

July 24, 2013

Ms. Molly DesBaillets
First 5 Mono County, Executive Director
365 Sierra Park Road, Bldg M
Mammoth Lakes, CA 93546

Dear Ms. DesBaillets:

This letter is to confirm that on **September 12-13, 2013**, the California Department of Health Care Services (DHCS), County-Based Medi-Cal Administrative Activities (CMAA) Unit staff will be conducting a site visit in **Mono County**.

The purpose of the site visit is to verify that the claiming units listed in this letter are in compliance with all state and federal guidelines, rules, and regulations. DHCS has provided enclosures to assist you in preparing for the site visit.

On **September 12, 2013** at approximately **1:00 p.m.**, CMAA staff will arrive at the address above to review the following claiming unit's documentation for State Fiscal Years **2011/12; Quarters 1-4**:

- First 5 Mono County/LGA Coordination

As a part of the site visit, DHCS will also conduct interviews of the claiming unit staff. Please contact your analyst to coordinate an interview schedule.

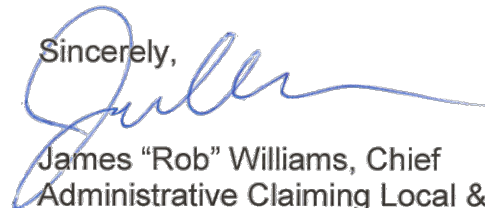
Please provide a private and confidential room to conduct the interviews and review the audit files. The following DHCS staff members are scheduled to be in attendance:
Andrej Delich, James 'Rob' Williams.

Please plan to be available to the CMAA staff for the entire time of your scheduled site visit.

Ms. Molly DesBaillets
Page 2
July 24, 2013

If you have any questions concerning this Site Visit, please contact **Andrej Delich**, Administrative Claiming Analyst in the CMAA Unit, via telephone at **(916) 552-9044** or by e-mail at **andrej.delich@dhcs.ca.gov**.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rob Williams", is written over the typed name.

James "Rob" Williams, Chief
Administrative Claiming Local & School Services Branch

Enclosures

CMAA Site Visit Documentation Checklist.
Site Visit Tool.
Staff Interview Questions.

**County-Based Medi-Cal Administrative Activities Unit
Site Visit Tool**

Item #7
Mtg. Date 8/22/13

LGA:

Year and Quarter Reviewed:

Claiming Unit:

Time Survey Month/Year

Location of Visit:

Name of Analyst

Date of Review:

Site Visit Checklist:	Yes	No	N/A
Time Survey Documents			
Are the original time surveys for all staff participating in the time survey available?			
Are the time surveys signed in blue ink?			
Are the time cards for all staff participating in the time survey available?			
Do the employee time cards agree with the time survey results?			
Is there a list of employees who participate in each time survey?			
Are the employee names included?			
Are the employee position classifications included?			
Is the employee SPMP status indicated? (if applicable)			
Did the LGA time survey in the proper time survey period?			
Do the time survey activities agree with the CMAA Claiming Plan documents?			
Do the time survey classifications agree with the CMAA Claiming Plan documents?			
Did the time survey participants properly time survey to the activities documented in the CMAA Claiming Plan?			
Is there a document showing the collective amount of MAA time for all time survey participants (i.e. the 'Roll Up' document) available?			
Do the time surveys agree with the 'Roll Up' document?			
Is there documentation detailing and describing the activities performed by the time survey participants (i.e. secondary documentation).			
Do the secondary documents accurately reflect the appropriate MAA activities?			
Do the dates on the time survey documents agree with the dates on the Secondary Documentation?			
Are there a minimum of 2 samples for each activity within the Secondary Documentation?			
Do the Secondary Document descriptions address the when, where, what, and with whom details?			
Is there supporting documentation related to the staff that direct charge (i.e. time cards, employee pay records)?			
Does the supporting documentation for direct charging justify the information on the invoice?			
Are 85% of the time surveys accurate?			
Are there time survey training materials available?			
Invoice Documents			
Are all applicable CMAA Claiming Invoice documents available?			
Are the time surveying staff's salaries and benefits accurately reflected in Cost Pools 1, 2, and/or 6 on the MAA Claiming Invoice?			
Are the non time surveying (direct charge) staff's salaries and benefits accurately reflected in Cost Pools 3, 4, and/or 5 on the MAA Claiming Invoice?			
Are there copies of the computations and/or receipts used to calculate the direct charge amounts, if any?			
Are there non-salary/other costs included on the CMAA Claiming Invoice?			
Are there non-salary/other cost documents to support the costs claimed on the CMAA Claiming Invoice?			
Are there non-claimable costs in cost pools 1, 2, and/or 6 (non-salary/other costs)?			
Are there documents that support the data used to determine the Medi-Cal percentage (i.e. the County Wide Average or Actual Client Count)?			
Do the Activity Results Percentages on the CMAA Claiming Invoice agree with the time survey 'Roll Up' documentation?			
Is the revenue included in the non-offset funds category of the 'Revenue Sources Worksheet' eligible revenue?			
Are there documents that support the agency indirect cost rate?			

**County-Based Medi-Cal Administrative Activities Unit
Site Visit Tool**

Item #7
Mtg. Date 8/22/13

LGA: _____	Year and Quarter Reviewed: _____
Claiming Unit: _____	Time Survey Month/Year _____
Location of Visit: _____	
Name of Analyst _____	Date of Review: _____

Site Visit Checklist:	Yes	No	N/A
CMAA Contracts and/or Memorandum of Understanding Documents:			
MAA Contracts between the LGA and other governmental or non-governmental entities; such as the claiming units or CBOs			
Is the MAA contract between the LGA and other governmental entities; such as the claiming units or CBOs current?			
Does the MAA contract between the LGA and other governmental entities; such as the claiming units or CBOs list the MAA activities performed?			
Does the MAA contract between the LGA and other governmental entities; such as the claiming units or CBOs list the funding amount?			
Is the MAA contract between the LGA and other governmental entities; such as the claiming units or CBOs signed and properly executed?			
MAA Contracts between the LGA contracted governmental entity; such as a CBO, and any other entities. (Secondary Contracts)			
Is the MAA contract between the LGA contracted governmental entity; such as a CBO, and the secondary entity; or CBO, current?			
Does the MAA contract between the LGA contracted governmental entity; such as a CBO, and the secondary entity; or CBO, list the MAA activities performed?			
Does the MAA contract between the LGA contracted governmental entity; such as a CBO, and the secondary entity; or CBO, list the funding amount?			
Is the MAA contract between the LGA contracted governmental entity; such as a CBO, and the secondary entity; or CBO, signed and properly executed?			
CMAA Claiming Plan Documents			
Is there a copy of the current Claiming Unit Functions Grid?			
Do any of the classifications on the Claiming Unit Functions Grid indicate SPMP status?			
Are all applicable licenses and/or certifications confirming SPMP eligibility present?			
Is there a copy of the SPMP Questionnaire?			
Is there an organizational chart showing the relationship of SPMP clerical staff and SPMP supervisors to SPMPs?			
Are there copies of the applicable activity sheets?			
Are all activity sheets related to the activities indicated on the Claiming Unit Functions Grid?			
Are there applicable duty statements?			
Are all Claiming Unit Functions Grid activities notated on the duty statements?			
Are there supporting documents related to the performance of MAA; including flyers, brochures, and resource directories?			
CPE Documents			
Are there certification documents attesting to the CPE eligibility of LGA and/or claiming unit revenue?			
Does the revenue qualify as CPE?			
Are there General ledger documents demonstrating the expenditures were made to provide eligible MAA to Medi-Cal beneficiaries.			
Were the expenditures all MAA eligible?			
Are there payment documents from the LGA to the Claiming Unit or CBO showing the public funds were expended 100% prior to invoicing DHCS?			
Were the public funds expended 100% prior to invoicing to DHCS?			

CMAA Site Visit Documentation Checklist

Item #7

The following list is a general guide of what to include in the CMAA Site Visit file for each claiming unit.

Mtg. Date 8/22/13

CMAA Contracts and/or Memorandum of Understanding Documents:	
	The CMAA contract documents between the LGA and other governmental or non-governmental entities; such as the claiming units or CBOs, including all exhibits and attachments.
	The CMAA Contract documents between any governmental entities participating in MAA; such as the claiming units or CBOs, and their contract agencies, including all exhibits and attachments.
CMAA Claiming Plan Documents:	
	A copy of the current Claiming Unit Functions Grid.
	All applicable LGA activity sheets related to the activities indicated on the Claiming Unit Functions Grid.
	All duty statements related to the classifications indicated on the Claiming Unit Functions Grid.
	All applicable licenses and/or certifications indicating the SPMP eligibility of the classifications/staff.
	Copies of the SPMP Questionnaire used to determine if the staff qualifies as a SPMP.
	An organizational chart showing the relationship of SPMP clerical staff and SPMP supervisors to SPMPs.
	Supporting documentation for the performance of MAA; including flyers, brochures, and resource directories.
CPE Documents:	
	Certification documents attesting to the CPE eligibility of LGA and/or claiming unit revenue, if needed.
	General ledger documentation demonstrating the expenditures were made to provide eligible MAA to Medi-Cal beneficiaries.
	Payment documentation from the LGA to the Claiming Unit or CBO showing where the public funds were expended 100% prior to invoicing DHCS.
Time Survey Documents:	
	Listing of employees who participate in each time survey, including name, position classification, and SPMP status, if applicable.
	All applicable time survey results or direct charge documents related to staff time claimed in each quarter.
	Original staff time survey documents signed by the employee and the employee's supervisor in blue ink.
	Copies of time cards for the time survey period of all staff participating in the time survey.
	A document showing the collective amount of MAA time for all time survey participants (i.e. the 'Roll Up' document).
	Documentation detailing and describing the activities performed by the time survey participants (i.e. secondary documentation).
Invoice Documents:	
	Worksheets, spreadsheets, and methods used in developing the invoice, including the basis for assigning costs and revenues to cost pools. This includes documentation that supports all costs and funding sources identified in the claim, such as payroll records, general ledgers, and other accounting source documents.
	Documentation supporting the agency indirect cost rate.
	Documentation of the method, calculations, and supporting data used to determine the Medi-Cal percentage (i.e. the County Wide Average or Actual Client Count).
	Documentation of the computations used to calculate the activity results percentages (i.e. Time Survey Documents).
	Copies of the computations and/or receipts used to calculate the direct charge amounts, if any.
	All applicable CMAA detail invoice documents submitted by the LGA to DHCS for CMAA reimbursement claiming.

TIME SURVEY PARTICIPANT INTERVIEW QUESTIONS

1. What MAA activity codes are you approved to perform and how do you perform these activities at your job?
 2. Describe what kind of activities would be General Administration.
 3. If you perform an activity for 7 minutes how would you code your time?
 4. If you perform an activity for 9 minutes how would you code your time?
 5. Explain how you verify the time survey is accurate and complete?
 6. Briefly explain the purpose of secondary documentation:
 7. Where should you code your time when not performing MAA?
 8. If you have questions regarding the time survey, who should you ask?
 9. Are you an SPMP? No, (move on to next question). Yes, (answer the following): Describe an instance when you would code time to SPMP
 10. For direct charge: how do you keep track and verify your time spent on MAA?
 11. When you are not time surveying, how do your duties differ from when you are time surveying? Skip if on a perpetual time survey
-

Commission Meeting dates

for the 2013-14 Fiscal Year (July 2013 – June 2014):

Meetings are scheduled for **2:30pm - 4:30pm** at the Mono County Office of Education Conference Room, 451 Sierra Park Rd, Mammoth Lakes, California on the third Thursday of the month. For information, call 760-924-7626.

1. Thursday, August 22, 2013 (fourth Thursday)
2. Thursday, October 24, 2013 (fourth Thursday)
3. Thursday, November 21, 2013
4. Wednesday, December 19, 2013
5. Thursday, February 20, 2014
6. Thursday, May 15, 2014
7. Thursday, June 19, 2014

Stacey Adler, PhD
Commission Chair
Mono County Superintendent of Schools

Jeanne Sassin
Teacher
Lee Vining Elementary School

Karin Humiston
Chief Probation Officer

Kim Escudero, MD
Pediatrician
Mammoth Lakes Hospital

Byng Hunt
Mono County Board of Supervisors

Rick Johnson, MD
Mono County Health Officer

Barbara Miller
Program Director
Mammoth Unified School District

First 5 Mono County
Revenue Expenditures
July 1, 2012 through June 30, 2013

	Jul 1, 2012 - Jun 30, 2013	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
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%
Total Income	454,883.31	473,073.00	-18,189.69	96.16%
Expense				
Welcome Baby! Home Visiting				
Home Visitors Salary	47,201.10	56,889.00	-9,687.90	82.97%
Home Visitors Benefits	3,512.67	4,407.00	-894.33	79.71%
WB Coordinator Salary	21,656.88	21,656.00	0.88	100.0%
WB Coordinator Benefits	6,581.80	6,983.00	-401.20	94.26%
Office Supplies	1,680.78	1,700.00	-19.22	98.87%
Postage	136.04	300.00	-163.96	45.35%
Staff Training/Travel	310.00	0.00	310.00	100.0%
Mileage Reimbursement Personal	7,564.00	8,000.00	-436.00	94.55%
Other Admin & Misc Exp	28.33	71.00	-42.67	39.9%
Educational Support Materials	1,760.97	0.00	1,760.97	100.0%
Indirect	8,674.69	8,994.00	-319.31	96.45%
Total Welcome Baby! Home Visiting	99,107.26	109,000.00	-9,892.74	90.92%
HV Train/Lactation/Childbirth	557.23	5,000.00	-4,442.77	11.15%
CAPIT Grant Parenting Partners				
CAPIT Grant Coordination				
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%
Total CAPIT Grant Coordination	3,552.10	9,161.00	-5,608.90	38.77%
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%
Total CAPIT Grant Parenting Partners	30,128.97	29,882.00	246.97	100.83%
Raising a Reader Mo Co Library	38,000.00	38,000.00	0.00	100.0%
MUSD Transition to School	9,623.28	10,000.00	-376.72	96.23%
ESUSD Transition to School	7,184.00	8,675.00	-1,491.00	82.81%
SR Ops (Staff,sup,com,rent,ind)				
Director Salary	6,268.28	7,296.00	-1,027.72	85.91%

First 5 Mono County
Revenue Expenditures
July 1, 2012 through June 30, 2013

	Jul 1, 2012 - Jun 30, 2013	Budget	\$ Over Budget	% of Budget
Director Benefits	1,866.54	2,483.00	-616.46	75.17%
Secretary Salary	8,794.76	10,993.00	-2,198.24	80.0%
Secretary Benefits	2,848.68	3,994.00	-1,145.32	71.32%
SR Coordinator Salary	12,994.08	13,535.00	-540.92	96.0%
SR Coordinator Benefits	3,949.03	4,364.00	-414.97	90.49%
Office Supplies	1,014.42	1,000.00	14.42	101.44%
Mass Media	80.00	450.00	-370.00	17.78%
Postage	16.10	200.00	-183.90	8.05%
Rent	1,350.00	1,350.00	0.00	100.0%
Motorpool	0.00	500.00	-500.00	0.0%
Copying	199.84	500.00	-300.16	39.97%
Indirect	3,828.73	4,667.00	-838.27	82.04%
Total SR Ops (Staff,sup,com,rent,ind)	43,210.46	51,332.00	-8,121.54	84.18%
SR Comm-Run Programs				
Access	0.00	150.00	-150.00	0.0%
Community Workshops	23.68	350.00	-326.32	6.77%
Kinder Dinner	1,440.96	2,000.00	-559.04	72.05%
Promotional Messaging	4,874.58	3,000.00	1,874.58	162.49%
Early Literacy	660.21	1,500.00	-839.79	44.01%
Total SR Comm-Run Programs	6,999.43	7,000.00	-0.57	99.99%
PEAPOD				
F5M Project Support, Salary	8,662.68	8,121.00	541.68	106.67%
F5M Project Support, Benefits	2,632.69	2,619.00	13.69	100.52%
F5M Project Oversight, Salary	1,880.47	1,621.00	259.47	116.01%
F5M Project Oversight, Benefits	560.00	552.00	8.00	101.45%
Bridgeport	1,825.00	3,300.00	-1,475.00	55.3%
Coleville/Walker	3,537.06	3,300.00	237.06	107.18%
Crowley Lake	2,235.00	4,400.00	-2,165.00	50.8%
Tri-Valley Area	621.00	2,970.00	-2,349.00	20.91%
June Lake/Lee Vining	435.00	0.00	435.00	100.0%
Mammoth English - Lead	2,870.00	4,400.00	-1,530.00	65.23%
Mammoth English - Co-Lead	2,523.50	3,135.00	-611.50	80.49%
Mammoth Spanish	3,624.23	4,400.00	-775.77	82.37%
Office Supplies	0.00	200.00	-200.00	0.0%
Training Parenting Counts	912.31	598.00	314.31	152.56%
Leader Stipends Training Comp	454.00	300.00	154.00	151.33%
CPR/First Aid	326.00	216.00	110.00	150.93%
Playgoup Materials	896.13	177.00	719.13	506.29%
Consumables	156.78	1,050.00	-893.22	14.93%
Prof Licenses, Insurance, Certs	12,099.67	10,850.00	1,249.67	111.52%
PEAPOD Indirect	1,373.58	1,291.00	82.58	106.4%
Total PEAPOD	47,625.10	53,500.00	-5,874.90	89.02%
CARES Plus Phase II				
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%
Office Supplies	1,307.40	1,288.00	19.40	101.51%
Dues & Membership	0.00	60.00	-60.00	0.0%
Translation	278.47	50.00	228.47	556.94%
Postage	75.06	100.00	-24.94	75.06%
Copying	99.93	300.00	-200.07	33.31%
Education Support Materials	401.05	703.00	-301.95	57.05%

First 5 Mono County
Revenue Expenditures
July 1, 2012 through June 30, 2013

	Jul 1, 2012 - Jun 30, 2013	Budget	\$ Over Budget	% of Budget
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%
Scholarships	200.00	2,600.00	-2,400.00	7.69%
Indirect MCOE	2,771.36	3,226.00	-454.64	85.91%
Indirect First 5	3,447.58	4,600.00	-1,152.42	74.95%
Total CARES Plus Phase II	51,577.53	60,000.00	-8,422.47	85.96%
Child Signature Project	33,838.05	57,000.00	-23,161.95	59.37%
Child Care Availability	0.00	5,000.00	-5,000.00	0.0%
Oral Health Prev / Tooth Tutor				
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%
Project Coord & Supervision	7,157.18	1,621.00	5,536.18	441.53%
Coord & Supr Benefits	2,268.90	552.00	1,716.90	411.03%
Office Supplies	745.66	300.00	445.66	248.55%
Phones	341.81	0.00	341.81	100.0%
Educational Sup Materials	1,310.91	1,200.00	110.91	109.24%
Advertising	0.00	662.00	-662.00	0.0%
Indirect	1,022.25	1,258.00	-235.75	81.26%
Total Oral Health Prev / Tooth Tutor	13,301.27	16,000.00	-2,698.73	83.13%
Program Evaluation	1,193.75	10,000.00	-8,806.25	11.94%
Paradigm Health Care Services	0.00	2,500.00	-2,500.00	0.0%
Misc Prog Exp (Inc Co Counsel)	534.95	1,500.00	-965.05	35.66%
F5 Operations Commission				
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 Asst Salary	12,930.37	10,993.00	1,937.37	117.62%
Admin Asst Benefits	3,064.14	3,994.00	-929.86	76.72%
Office Supplies	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	6.78	100.00	-93.22	6.78%
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%
Total F5 Operations Commission	95,260.25	116,863.00	-21,602.75	81.51%
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	1,235.00	1,500.00	-265.00	82.33%
Total Expense	487,176.53	590,552.00	-103,375.47	82.5%
Net Ordinary Income	-32,293.22	-117,479.00	85,185.78	27.49%
Net Income	-32,293.22	-117,479.00	85,185.78	27.49%

First 5 Mono County
Revenue Expenditures
July 1 through August 15, 2013

	Jul 1 - Aug 15, 2013	Budget
Ordinary Income/Expense		
Income		
MAA (Medical Admin Activities)	0.00	2,500.00
Prop 10 Tax Revenue	0.00	93,149.00
Small County Augmentations	0.00	196,698.00
SMIF (Surplus Money Inv Fund)	0.00	73.00
Peapod Program (Prop 63 Funds)	0.00	40,000.00
CARES Plus Program	0.00	40,000.00
Child Signature Program	0.00	57,000.00
Misc Inc (Inc Childbirth Rev)	0.00	300.00
Interest on F5 Mono Fund Bal	0.00	4,581.00
Total Income	0.00	434,301.00
Expense		
Welcome Baby! Home Visiting		
Home Visitors Salary	3,473.51	62,069.00
Home Visitors Benefits	0.00	12,131.00
Admin Assistant Salary	0.00	23,625.00
Admin Assistant Benefits	0.00	7,294.00
Office Supplies	450.00	1,700.00
Postage	0.00	300.00
Mileage Reimbursement Personal	429.41	8,000.00
Other Admin & Misc Exp	0.00	71.00
Indirect	0.00	8,994.00
Total Welcome Baby! Home Visiting	4,352.92	124,184.00
HV Train/Lactation/Childbirth	0.00	5,000.00
CAPIT Grant Parenting Partners		
PAT Birth-5 Training/Curriculum	1,400.00	0.00
PAT Access Fee	0.00	400.00
PAT Family Materials	0.00	500.00
Consultants	0.00	2,500.00
Total CAPIT Grant Parenting Partners	1,400.00	3,400.00
Raising a Reader Mo Co Library	0.00	38,000.00
MUSD Transition to School	0.00	10,000.00
ESUSD Transition to School	0.00	8,675.00
SR Ops (Staff,sup,com,rent,ind)		
Director Salary	403.62	4,935.00
Director Benefits	107.63	1,626.00
Admin Assistant Salary	0.00	14,647.00
Admin Assistant Benefits	0.00	4,523.00
Office Supplies	0.00	1,000.00
Mass Media	0.00	450.00

First 5 Mono County
Revenue Expenditures
July 1 through August 15, 2013

	Jul 1 - Aug 15, 2013	Budget
Postage	0.00	200.00
Rent	225.00	1,350.00
Motorpool	0.00	500.00
Copying	13.69	500.00
Indirect	0.00	4,667.00
Total SR Ops (Staff,sup,com,rent,ind)	749.94	34,398.00
SR Comm-Run Programs		
Access	0.00	150.00
Community Workshops	0.00	350.00
Kinder Dinner	0.00	2,000.00
Promotional Messaging	0.00	3,000.00
Early Literacy	0.00	1,500.00
Total SR Comm-Run Programs	0.00	7,000.00
PEAPOD		
Director Salary	89.69	8,977.00
Director Benefits	23.91	2,772.00
Admin Assistant Salary	0.00	1,096.00
Admin Assistant Benefits	0.00	362.00
Bridgeport	150.00	2,400.00
Coleville/Walker	0.00	2,400.00
Crowley Lake	0.00	3,300.00
Tri-Valley Area	0.00	3,300.00
June Lake/Lee Vining	230.00	4,300.00
Mammoth English - Lead	110.00	3,600.00
Mammoth English - Co-Lead	230.00	3,600.00
Mammoth Spanish	240.00	3,600.00
Office Supplies	0.00	200.00
Training Parenting Counts	0.00	598.00
Leader Stipends Training Comp	0.00	300.00
CPR/First Aid	0.00	216.00
Playgoup Materials	82.89	177.00
Consumables	0.00	1,050.00
Prof Licenses, Insurance, Certs	1,070.00	10,850.00
PEAPOD Indirect	0.00	1,291.00
Total PEAPOD	2,226.49	54,389.00
CARES Plus Phase II		
Coordinator Salary	1,601.60	18,748.00
Coordinator Benefits	740.18	4,980.00
Director Salary	224.25	2,741.00
Director Benefits	59.84	904.00
Office Supplies	0.00	738.00

First 5 Mono County
Revenue Expenditures
July 1 through August 15, 2013

	Jul 1 - Aug 15, 2013	Budget
Dues & Membership	0.00	60.00
Translation	0.00	600.00
Postage	36.17	100.00
Copying	6.84	300.00
Education Support Materials	0.00	703.00
Advisor Fees and Trainings	0.00	4,000.00
Stipends	0.00	15,700.00
Scholarships	0.00	2,600.00
Indirect MCOE	0.00	3,226.00
Indirect First 5	0.00	4,600.00
Total CARES Plus Phase II	2,668.88	60,000.00
 Child Signature Project	 0.00	 57,000.00
Child Care Availability	0.00	5,000.00
Oral Health Prev / Tooth Tutor		
Tooth Tutor Part-time Emp	0.00	4,615.00
Tooth Tutor Benefits	0.00	342.00
Director Salary	89.69	1,096.00
Director Benefits	23.91	362.00
Office Supplies	0.00	300.00
Educational Sup Materials	742.85	1,200.00
Advertising	0.00	662.00
Indirect	0.00	1,258.00
Total Oral Health Prev / Tooth Tutor	856.45	9,835.00
 Program Evaluation	 0.00	 10,000.00
Paradigm Health Care Services	0.00	2,500.00
Misc Prog Exp (Inc Co Counsel)	0.00	1,500.00
F5 Operations Commission		
Director Salary	3,677.45	44,963.00
Director Benefits	980.69	14,822.00
Admin Assistant Salary	2,325.05	25,896.00
Admin Assistant Benefits	200.64	8,500.00
Office Supplies	1,321.15	1,900.00
Meeting Supplies	0.00	100.00
Advertising	0.00	450.00
Postage	0.00	100.00
Rent	225.00	1,350.00
Phones	26.83	0.00
Commisioner Travel	0.00	600.00
Staff Travel	0.00	1,200.00
Motorpool	0.00	300.00
Copying	22.82	500.00
Indirect	0.00	10,624.00

8:51 AM
08/15/13
Accrual Basis

First 5 Mono County
Revenue Expenditures
July 1 through August 15, 2013

Item #10b
Mtg. Date 8/22/13

	Jul 1 - Aug 15, 2013	Budget
Total F5 Operations Commission	8,779.63	111,305.00
F5 Ops-Association Dues	2,300.00	2,300.00
F5 Op-Fiscal Audit	0.00	5,500.00
F5 Ops-Fiscal Preparation	0.00	1,500.00
Total Expense	23,334.31	551,486.00
Net Ordinary Income	-23,334.31	-117,185.00
Net Income	-23,334.31	-117,185.00