



Regular Commission Meeting and Public Hearing

AGENDA

December 21, 2017, 2:30-4:30 p.m.

Mono County Office of Education Conference Room,
451 Sierra Park Road, Mammoth Lakes CA
Lee Vining Elementary School, 132 Lee Vining Ave, Lee Vining, CA

--public hearing begins--

1. **Public Comment** Members of the public are given the opportunity to address the Commission on items of interest and within the jurisdiction of the Commission as such items are discussed. This time is allowed for public input on any item not on the agenda. Time may be limited, depending on the number of speakers and items of business.
2. **Minutes** Consideration of minutes for the September 21, 2017 and June 22, 2017 Commission meetings. **(ACTION)**
3. **Commissioner Reports** Commissioners may report about various matters; however, there will be no discussion except to ask questions. No action will be taken unless listed on a subsequent agenda. **(INFORMATION)**
4. **Director Report** This information may be reported elsewhere on agenda. **(INFORMATION)**
5. **Home Visitor Recognition of Service** The Commission will recognize First 5 Home Visitors Debbie Riffel and Lara Walker for their 7 years of service to First 5 Mono and families with young children in Mono County. **(INFORMATION)**
6. **Contractual Agreements** Discussion and consideration of the following agreements. *The Commission shall first determine whether the subject matter of the proposed agreements are consistent with the Commission's strategic plan and fiscal plan. The Commission may then authorize the Director to sign and administer the agreements. (ACTION)*
 - a. **Assessment Contract:** with Progressive Early Assessments Inc. for the provision of child care site assessments in FY 2017-18 for three child care sites not to exceed **\$6,685** including any County Counsel approved changes. Funding supported through the F5CA Hub agreement. **(ACTION)**
 - b. **Certification Grant Award Extension:** authorize staff to sign grant award extension notifications from the California Department of Education in the amount of **\$3,500 for 2 grants for a total of \$7,000** for the period of July 1, 2016-March 31, 2018 to support certifications related to the regional Quality Rating Improvement System. **(ACTION)**
7. **First 5 Mono Evaluation Report FY 2016-17** The Commission will consider approval of the Fiscal Year 2016-17 Evaluation Report after staff presentation of evaluation findings from Commission-funded projects. **(ACTION)**
8. **First 5 Mono Annual Report FY 2016-17** Opportunity for the public to comment on the draft Fiscal Year 2016-17 First 5 Mono Annual Report. Commission staff will provide an overview of the draft Annual Report. Draft reports are available for review at the Commission Office in Mammoth Lakes, 365 Sierra Park Road, Bldg. M, or by calling 760-924-7626. **(PUBLIC HEARING)**

9. **First 5 Mono Independent Fiscal Audit FY 2016-17** Opportunity for the public to comment on the First 5 Mono County Independent Fiscal Audit for Fiscal Year 2016-17. Commission staff will provide an overview of the draft Fiscal Audit. Draft reports are available for review at the Commission Office in Mammoth Lakes, 365 Sierra Park Road, Bldg. M, or by calling 760-924-7626. **(PUBLIC HEARING)**
10. **Policy and Procedure Manual Amendments** As directed at the last Commission meeting, staff prepared a recommended change to the First 5 Mono Policy and Procedure manual to include the provision for the Executive Director to sign letters of support on issues that the First 5 Association has taken the stance to support. Also, due to a change granted to the MCOE collective bargaining unit, the daily rate for travel is requested to be increased from \$56 to \$65. **(ACTION)**
11. **5-Year Fiscal Plan Examples** Staff will present sample 5-year fiscal plans from other First 5 Commissions for perspective on the First 5 Mono 5-year fiscal plan. The Commission will discuss and provide direction to staff on development of the FY 2017-18 First 5 Mono 5-year fiscal plan. **(INFORMATION)**
12. **First 5 Association Marijuana Webinar** Staff will present the First 5 Association webinar on Marijuana for perspective on other Counties' use of Marijuana taxes to support early childhood initiatives. Commission will discuss and provide direction to staff on development of any desired advocacy. **(INFORMATION)**
13. **Program Updates** Staff and Commissioners will report on the following programs. **(INFORMATION)**
- Commission-run Programs**
- a. *Child Care Quality: IMPACT Program*
 - b. *Regional Child Care Quality: Quality Counts California (formerly QRIS)*
 - c. *Home Visiting: Welcome Baby!, Parenting Partners (CAPIT Grant), and Child Care Provider Home Visitor*
 - d. *Breastfeeding Promotion and Outreach*
 - e. *Peapod Playgroups (Prop. 63 MHSA)*
 - f. *School Readiness Activities & CDBG Grant*
- public hearing ends--
14. **First 5 Mono Independent Fiscal Audit FY 2016-17** The Commission will consider approval of the 2016-2017 Independent Fiscal Audit. **(ACTION)**
15. **First 5 Mono Annual Report FY 2016-17** Commission will take action to approve the First 5 Mono County FY 2016-17 Annual Report. **(ACTION)**
16. **Year to Date Budget** Staff will report on the First 5 Mono Revenue and Expenditures-to-date. **(INFORMATION)**

Next Commission Meeting: Thursday, March 15th, 2017 Mono County Office of Education, Mammoth Lakes Conference Room.

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



Regular Commission Meeting

Minutes

Friday, June 22, 2017 (Rescheduled from June 15, 2017)

Mono County Office of Education Conference Room
451 Sierra Park Rd., Mammoth Lakes, California
Lee Vining High School
51710 US-395, Lee Vining, CA

Commissioners Present: Stacey Adler, Chair
Jeanne Sassin, Secretary, via conference call
Bertha Jimenez
Patricia Robertson
Kristin Wilson

Staff Present: Molly DesBaillets, Executive Director
Kaylan Johnson, Administrative Assistant

Commission Chair Adler calls the meeting to order at 3:32 pm.

1. Public Comment

No public comment

2. Minutes (ACTION)

ACTION: Commissioners will approve the Minutes for the May 5, 2017 Commission meeting.

MOTION: Commissioner Robertson

SECOND: Commissioner Wilson

VOTE: Unanimous

ABSTENTIONS: Commissioner Sassin

3. Commissioner Reports (INFORMATION)

Tabled to next Commission meeting due to limited time at today's meeting.

4. Director Report (INFORMATION)

Tabled to next Commission meeting due to limited time at today's meeting.

5. Election of Officers (ACTION)

Tabled to next Commission meeting due to limited time at today's meeting.

6. Childcare Initiative (INFORMATION)

Tabled to next Commission meeting due to limited time at today's meeting.

7. Support Request for AB 1665 (ACTION)

Tabled to next Commission meeting due to limited time at today's meeting.

8. Consideration of First 5 Mono Support Protocol Development (INFORMATION)

Tabled to next Commission meeting due to limited time at today's meeting.

9. Contractual Agreements (ACTION)

- a. Summer Bridge Renewal Letter (ACTION):** authorizes contract for payment to Eastern Sierra Unified School District for up to \$8675 for the provision of Summer Bridge at each ESUSD school for FY 2017-18

ACTION: Commissioners approve item 9a

MOTION: Commissioner Wilson

SECOND: Commissioner Jimenez

VOTE: Unanimous

ABSTENTIONS: none

- b. Summer Bridge Renewal Letter (ACTION):** authorizes contract for payment to Mammoth Unified School District for up to \$10,000 for the provision of Summer Bridge for FY 2017-18

- c. Raising A Reader Renewal Letter (ACTION):** authorizes contract for payment to Mono County Library Authority for \$38,000 for implementation of Raising A Reader Services in FY 2017-18

- d. Safe Kids Coordination Agreement (ACTION):** authorizes contract for payment to Mono County Office of Education for \$7000 annually for 3 years for the provision of Safe Kids Mono Partners Coordination from 2017-2020

- e. Footsteps2Brilliance Support (ACTION):** First 5 will contribute \$10,000 to support Mono County Office of Education's Footsteps2Brilliance initiative as part of the Commission's School Readiness investment

- f. T&TA Hub Local Area Agreement Amendment (ACTION):** amend details of the existing T&TA Hub Local Area Agreement with First 5 CA

- g. IMPACT Local Area Agreement Amendment (ACTION):** amend details of the existing IMPACT Local Area Agreement with First 5 CA

- h. Independent Fiscal Audit (ACTION):** authorizes contract for payment of \$5950 to Neely Accountancy Corporation for the independent fiscal audit of FY 2016-17

- i. CAPIT/CBCAP Agreement (ACTION):** agreement with the Department of Social Services for \$99,000 (\$33,000 per year) to First 5 Mono for the provision of Home Visits to high-need families from 2017-2020

ACTION: Commissioners approve items 9b thru 9i

MOTION: Commissioner Sassin

SECOND: Commissioner Wilson

VOTE: Unanimous

ABSTENTIONS: Commissioner Adler recuses herself from the vote due to conflict of interest with items 9d and 9e.

- j. Mental Health Services Act Agreement (ACTION):** agreement with Mono County Behavioral Health for \$40,000 to First 5 Mono for the provision of Peapod Playgroups for FY 2017-18

ACTION: Commissioners approve item 9j

MOTION: Commissioner Robertson

SECOND: Commissioner Wilson

VOTE: Unanimous

ABSTENTIONS: Commissioner Jimenez recuses herself from the vote due to conflict of interest with item 9j.

- k. Certification Grant Award (ACTION):** authorizes First 5 Mono staff to sign grant award from CA Department of Education for \$3500 to support the Quality Rating Improvement System

ACTION: Commissioners approve item 9k

MOTION: Commissioner Wilson

SECOND: Commissioner Sassin

VOTE: Unanimous

ABSTENTIONS: None

10. 5-Year Fiscal Plan (ACTION)

Ms Desbaillets explains that due to a conservative approach, the fiscal plan shows only committed funds and does not assume prior year funds will come in. The Commission Operations budget drops in FY 17-18 and then rises in the next years due to the ability to leverage state Hub funding for Administration costs. Ms Desbaillets mentions that Commissioner Gardner suggested presenting the fiscal plan in a less conservative way. She plans to meet with Mono County fiscal to discuss presentation options for future years. Commissioner Adler suggests reaching out to other First 5 counties to see how they approach the 5-year fiscal plans.

ACTION: Commissioners approve the 5-year Fiscal Plan for FY 2016-17

MOTION: Commissioner Jimenez

SECOND: Commissioner Robertson

VOTE: Unanimous

ABSTENTIONS: None

11. Year-to-Date Budget (INFORMATION)

Tabled to next Commission meeting due to limited time at today's meeting.

12. FY 2017-18 Proposed Budget (ACTION)

Ms Desbaillets states the proposed budget is a flat budget. Salary and benefits have increased due to annual raises, which have been offset in other line items such as advertising or office supplies. A new inclusion is the \$10,000 Footsteps2Brilliance contribution. The budget carries forwards \$4000 of preschool funds, which First 5 Mono hopes to donate to Little Loopers, a potential new childcare home in June Lake. Commissioner Wilson announces that Sierra Park Pediatrics plans to start Fluoride Varnish at every well-child visit. Ms Desbaillets plans to discuss this further with Commissioner Wilson to see if it affects the Oral Health budget.

ACTION: Commissioners approve the FY 2017-18 Budget

MOTION: Commissioner Wilson

SECOND: Commissioner Jimenez

VOTE: Unanimous

ABSTENTIONS: None

13. FY 2017-18 Commission Meeting Schedule (INFORMATION)

Tabled to next Commission meeting due to limited time at today's meeting.

14. Program Updates

Ms Desbaillets distributes written Program Updates to the Commissioners.

Meeting adjourned at 3:45 pm.

Next meeting scheduled for September 21, 2017 in the Conference Room at Mono County Office of Education, Mammoth Lakes.



Regular Commission Meeting

Minutes

Thursday, September 21, 2017

Mono County Office of Education Conference Room
451 Sierra Park Rd., Mammoth Lakes, California
Lee Vining High School
51710 US-395, Lee Vining, CA

Commissioners Present: Stacey Adler, Chair
Jeanne Sassin, Secretary
Patricia Robertson
Kristin Wilson

Staff Present: Molly DesBaillets, Executive Director
Kaylan Johnson, Administrative Assistant

Commission Chair Adler calls the meeting to order at 2:32 pm.

1. Public Comment

No public comment

2. Minutes (ACTION)

ACTION: Commissioners will approve the Minutes for the June 22, 2017 Commission meeting.

MOTION: Commissioner Robertson

SECOND: Commissioner Sassin

VOTE: Unanimous

ABSTENTIONS: none

3. Commissioner Reports (INFORMATION)

Commissioner Wilson thanks Molly for her recent visit to Pediatrics regarding the ASQ implementation. Pediatrics has started administering ASQs at a child's 9 month and 18 month well checks.

Commissioner Sassin reports that she was able to experience Summer Bridge at Lee Vining Elementary this year and appreciated seeing the program. She reports the Lee Vining Headstart Preschool is now open and has a new teacher.

4. Director Report (INFORMATION)

Ms DesBaillets passes out the *Child Health, Education, & Care Summit* flyer which Commissioners are welcome to attend; travel is funded by First 5.

First 5 is still working with the county on submitting a CDBG application for continued funding of the Benton & Bridgeport preschools.

State Assembly Bill 1250 – This bill states that all county funds issued from the state must be allocated to staff time for all county employees. Mono County Board of Supervisors has sent a letter of non-support. Ms DesBaillets reports that AB 1250 did not pass but is likely to return in the next legislative session.

Prop 56 was passed last year and raised tobacco taxes to \$2.00 per pack. That additional funding is now allocated to county health departments for oral health programs. Mono County will receive around \$140,000 for 5 years. First 5 is looking forward to working with the Health Department to incorporate new oral health programs in the community.

At the federal level, the MIECHV (Maternal Infant Early Childhood Home Visiting) is due for reauthorization. CA has 17 counties that receive federal funding for Home Visiting (Mono County not included). Ms DesBaillets is considering how to get Mono County involved in the federal funding upon the reauthorization of MIECHV.

5. Election of Officers (ACTION)

Ms DesBaillets passes out a document from Commissioner Gardner stating his remarks to today's agenda and packet (since he was unable to attend the meeting today).

ACTION: Commissioners to elect Commissioner Gardner as Chair, Commissioner Johnson as Vice Chair, and Commissioner Adler as Secretary

MOTION: Commissioner Adler

SECOND: Commissioner Wilson

VOTE: Unanimous

ABSTENTIONS: None

6. Childcare Initiative (INFORMATION)

Commissioner Adler reports on the progress of the new childcare center in Mammoth. The square footage of the building has increased, allowing the center to serve 132 children ages 0-5, offices were added to the floor plan for First 5, and a multi-purpose room with an industrial kitchen was also added. The architect is meeting next week with the project collaborators and engineers. On November 4, Commissioner Adler and Ms DesBaillets will host a community information night to spread the news about the new childcare center. Commissioner Wilson shares that the hospital is on the verge of building a childcare center. Commissioner Adler responds that she, as acting Executive Director for the hospital's childcare center, has been in communication with the Hospital and will continue that effort as they are also a part of the Childcare Initiative team for the Mammoth center.

7. Support Request for AB 1665 (ACTION)

Ms DesBaillets would like to support AB 1665, the Internet for All Now act, which other First 5 Commissions are also supporting. First 5 Mono frequently encounters families where internet access is still an issue. Commissioner Gardner supports this bill but questions in his written notes if Mono County IT knows about the bill; Ms DesBaillets will follow up on this matter

ACTION: Commissioners to approve to support AB 1665 by sending a letter of support to the governor's office.

MOTION: Commissioner Sassin

SECOND: Commissioner Wilson

VOTE: Unanimous

ABSTENTIONS: None

8. Consideration of First 5 Mono Support Protocol Development (INFORMATION)

Ms DesBaillets presents a letter that shows the format that some First 5 Counties use to sign their support of an advocacy bill. She wishes to be able to use this format for First 5 Mono to support legislation, without the approval of the Commission for every bill. Other First 5 Counties use this format as long as the First 5 Association has already endorsed a bill. Commissioners discuss and think it is an acceptable idea, with the expectation that if there is a bill that Ms DesBaillets thinks questionable, it would be presented to the Commission before support is given, as well as keeping the Commission up to date on bills that First 5 Mono has chosen to support.

9. Provision for one time fund allocation to Little Loopers (ACTION)

Four years ago, First 5 received \$4000 by donation from a new preschool that did not actually open. First 5 has been holding the donation and would now like to donate the money to Little Loopers, a childcare home opening soon in June Lake, following the signed document drafted by First 5's county counsel.

ACTION: Commissioners to approve the one time fund allocation to Little Loopers

MOTION: Commissioner Wilson

SECOND: Commissioner Sassin

VOTE: Unanimous

ABSTENTIONS: None

10. Contractual Agreements (ACTION)

- a. CDBG Contract Amendments (ACTION):** This contract has previously been brought to the Commission; however, ESUSD and County Counsel have now made their changes to the contract. It includes an additional \$36,000 in the budget and amends the contract in areas regarding implementation of the program and simplifying the budget.

Commissioner Robertson asks Ms DesBaillets to explain the circular nature of the CDBG contracts. Ms DesBaillets explains that First 5, through the county, submitted the CDBG application for the intent of starting the preschools in Benton and Bridgeport. Although ESUSD is the sub recipient of the CDBG funds and provides the preschool services, the County preferred that First 5 remain as the interagency between the County and ESUSD.

ACTION: Commissioners approve item 10a

MOTION: Commissioner Sassin

SECOND: Commissioner Wilson

VOTE: Unanimous

ABSTENTIONS: none

b. Small Population County Funding Agreement – Local Area Agreement (SPCFA LAA) (ACTION):

First 5 Mono receives SPCFA from First 5 CA; and it provides a large monetary support to Mono's programs. The Local Area Agreement is renewing the SPCFA for an additional 4 years, for \$350,000 per year. Commissioner Wilson asks if the amount can increase if the births increase within the county. Ms DesBaillets says after the length of the contract, 4 years, it could be reassessed.

ACTION: Commissioners approve item 10b

MOTION: Commissioner Robertson

SECOND: Commissioner Sassin

VOTE: Unanimous

ABSTENTIONS: None

c. CAPIT/CBCAP Assurance of Compliance (ACTION):

According to the Commission approved CAPIT/CBCAP contract, Social Services also requires First 5 to comply with its Nondiscrimination Compliance requirements. Ms DesBaillets, with the help of County Counsel and MCOE HR, believes First 5 Mono is in compliance and would like the Commission to approve her signature on the compliance document.

ACTION: Commissioners approve item 10c

MOTION: Commissioner Robertson

SECOND: Commissioner Sassin

VOTE: Unanimous

ABSTENTIONS: None

11. 5-Year Fiscal Plan Examples (INFORMATION)

Following up on the last Commission meeting, Ms DesBaillets provides examples of other First 5 Counties' 5-Year Fiscal Plans. Ms DesBaillets discussed presentation options of the 5-year Fiscal Plan with the County Finance Officer. Commissioners discuss simplicity versus complexity of presentation and will discuss again at the next meeting.

12. First 5 Mono Relationship with Mono County and the Mono County Office of Education (INFORMATION)

County Counsel has created a document describing First 5 Mono's relationship to MCOE and to the County. The document includes the First 5 and MCOE contract for HR services and the original county ordinance describing the creation of the Children and Families Commission.

13. FY 2017-18 Budget Amendment (ACTION)

Ms DesBaillets presents the budget amendment. Some line items have been condensed or added, and salary and benefits have been adjusted based on actual 2017-18 YTD expenses. Total expenses are \$10,000 over revenues due to the Footsteps2Brilliance contribution; although, First 5 Mono has also contributed at least \$10,000 to their fund balance over the years.

ACTION: Commissioners approve the FY 2017-18 Budget Amendment

MOTION: Commissioner Wilson
SECOND: Commissioner Sassin
VOTE: Unanimous
ABSTENTIONS: None

14. Year-to-Date Budget (INFORMATION)

Ms Johnson presents the YTD budget. Expenses are on target, with Quarter 1 invoices soon to be completed.

15. Program Updates (INFORMATION)

Ms DesBaillets passes out a few pictures from the First 5 CA Activity Bus that recently visited Bridgeport.

a. *Child Care Quality: IMPACT Program:* Childcare providers are meeting with their advisors, either Didi or Elvira from First 5, or Queenie from IMACA. Ms Adler will be doing a *Footsteps2Brilliance* training soon. A *Strengthening Families: the 5 Protective Factors*, training happened today for the providers. A *Provider Kick-Off Training* happened in August, specifically on the Environmental Rating Scale and the CLASS assessment tool. CPIN will also be providing a training in June Lake.

b. *Regional Child Care Quality Quality Rating Improvement System (QRIS): The Quality Rating Improvement System* is now *Quality Counts*, decided by a state-wide vote. Locally, this system is called the *Childcare Quality System*. Region 6 (Inyo, Mono, Alpine) held a meeting with their new coordinator, a positive move forward. Ms DesBaillets reports that the Executive Directors in both Inyo and Alpine Counties are changing, thus changing the regional relationship.

c. *Home Visiting: Welcome Baby! & Parenting Partners (CAPIT/CBCAP Grant), and Child Care Provider Home Visitor:* In the new contract with Social Services, funding now covers high needs families from ages 0-5 instead of ages 1-5, allowing First 5 to offer high needs families additional visits below the age of one. Also with the new contract, First 5 will act as advocates for Resource Families (Foster Families). First 5 Home Visitors attended a presentation by CPS' Michelle Raust on how a person can become a Resource Family. Ms DesBaillets has copies of Resource Family informational material from CPS.

Commissioner Wilson asks if the CAPIT/CBCAP Grant is a 'use it or lose it' type of funding. Ms DesBaillets says there are no target numbers listed in the contract, but she is unsure of what the limitations are regarding how Social Services continues to receive that funding. Ms DesBaillets suggests to Commissioner Wilson to refer all families to First 5 Home Visiting that she thinks would benefit from the programs, regardless of what other programs they are enrolled in.

d. *Breastfeeding Promotion and Outreach:* For two years in a row, Mono County ranks third in the state for in-hospital breastfeeding rates. The First 5 Welcome Baby! visits to new parents while in Labor & Delivery contribute to the high rate. First 5 has breastfeeding window decals and stickers available for any Commissioners.

e. *Oral Health:* First 5 will began working with Public Health on the Oral Needs Assessment. The Tooth Tutor visits to preschools and childcare sites will be scheduled for October or November. Sierra Park Clinic requested that the Tooth Tutor restart her home visits to children that need extra dental support.

f. *Peapod Playgroups (Prop. 63 MHSA)*: A new leader for Mammoth Peapod has been hired, Robin Howley, starting at the end of October.

g. *School Readiness Activities*: Ms DesBaillets passes out a document showing a yearly comparison of Summer Bridge attendance. It compares the 2016 and 2017 Summer Bridge classes throughout the county. Mammoth Elementary is funded by First 5 to serve around 60 children at Summer Bridge, which has not been met in several years. Ms DesBaillets has met with the MUSD Superintendent and MES Principal regarding increasing attendance – possibly having a lead teacher, providing transportation, the timing of Summer Bridge, and calling families to enroll kids into Summer Bridge beforehand. Bridgeport and Antelope have bigger class sizes this year, contributing to a higher Summer Bridge attendance. Commissioners request a percentage of Summer Bridge Attendance to Kindergarten class size at each school; this information can be provided at the next meeting.

Meeting adjourned at 3:34 pm.

Next meeting scheduled for December 21, 2017 in the Mono County Office of Education, Mammoth Lakes, Conference Room.

**AGREEMENT BETWEEN COUNTY OF MONO, ON BEHALF OF THE MONO COUNTY
CHILDREN AND FAMILIES COMMISSION, AND PROGRESSIVE EARLY ASSESSMENTS, INC.
FOR THE PROVISION OF ASSESSMENT SERVICES**

INTRODUCTION

WHEREAS, the Mono County Children and Families Commission (an agency of Mono County charged with planning, developing, and implementing programs on behalf of the County that support early development of children up to five years of age within Mono County) (hereinafter referred to as the "Commission") may have the need for the assessment services of Progressive Early Assessments, Inc., of San Diego (hereinafter referred to as "Contractor"), 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

The Contractor shall furnish to the Commission, upon its request, those services and work set forth in Attachment A, attached hereto and by reference incorporated herein. Requests by the Commission to the Contractor to perform under this Agreement will be made by the Executive Director, or an authorized representative thereof. Requests to the Contractor for work or services to be performed under this Agreement will be based upon the Commission's need for such services. The Commission 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 the Commission under this Agreement. By this Agreement the Commission incurs no obligation or requirement to request from Contractor the performance of any services or work at all, even if the Commission should have some need for such services or work during the term of this Agreement.

Services and work provided by the Contractor at the Commission'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, and resolutions. Such laws, ordinances, regulations, and resolutions include, but are not limited to, those that are referred to in this Agreement.

2. TERM

The term of this Agreement shall be from **February 1, 2018** to **June 30, 2018** unless sooner terminated as provided below.

3. CONSIDERATION

A. Compensation. Commission shall pay Contractor in accordance with the Schedule of Fees (set forth as Attachment B) for the services and work described in Attachment A that are performed by Contractor at Commission's request.

B. Travel and Per Diem. Contractor will not be paid or reimbursed for travel expenses or per diem that Contractor incurs in providing services and work requested by the Commission under this Agreement, unless otherwise provided for in Attachment B.

C. No Additional Consideration. Except as expressly provided in this Agreement, Contractor shall not be entitled to, nor receive, from Commission, 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, retirement benefits, disability retirement 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 Commission to Contractor for services and work performed under this Agreement shall not exceed five thousand dollars (\$5000.00) in any twelve-month period, (hereinafter referred to as "Contract Limit"). Commission expressly reserves the right to deny any payment or reimbursement requested by Contractor for services or work performed that is in excess of the Contract Limit.

E. Billing and Payment. Contractor shall submit to the Commission, on a monthly basis, an itemized statement of all services and work described in Attachment A, which were done at the Commission's request. The statement to be submitted will cover the period from the first (1st) day of the preceding month through and including the last day of the preceding month. Alternatively, Contractor may submit a single request for payment corresponding to a single incident of service or work performed at the Commission's request. All statements submitted in request for payment shall identify the date on which the services and work were performed and describe the nature of the services and work which were performed on each day. Invoicing shall be informative but concise regarding services and work performed during that billing period. Upon finding that Contractor has satisfactorily completed the work and performed the services as requested, the Commission shall make payment to Contractor within 30 days of its receipt of the itemized statement. Should the Commission determine the services or work have not been completed or performed as requested and/or should Contractor produce an incorrect statement, the Commission shall withhold payment until the services and work are satisfactorily completed or performed and/or the statement is corrected and resubmitted.

F. Federal and State Taxes.

(1) Except as provided in subparagraph (2) below, Commission will not withhold any federal or state income taxes or social security from any payments made by Commission to Contractor under the terms and conditions of this Agreement.

(2) Commission shall withhold California state income taxes from payments made under this Agreement to non-California resident 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, Commission has no obligation to withhold any taxes or payments from sums paid by Commission to Contractor under this Agreement. Payment of all taxes and other assessments on such sums is the sole responsibility of Contractor. Commission has no responsibility or liability for payment of Contractor's taxes or assessments.

(4) The total amounts paid by Commission 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.

4. WORK SCHEDULE

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

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. 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 the Commission. Contractor will provide Commission, upon execution of this Agreement, with evidence of current and valid licenses, certificates and permits that are required to perform the services identified in Attachment A. Where there is a dispute between Contractor and Commission as to what licenses, certificates, and permits are required to perform the services identified in Attachment A, Commission reserves the right to make such determinations for purposes of this Agreement.

6. OFFICE SPACE, SUPPLIES, EQUIPMENT, ETC

The Contractor shall provide such office space, supplies, equipment, vehicles, reference materials, support services and telephone service as is necessary for Contractor to provide the services identified in Attachment A to this Agreement. Commission 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. COMMISSION PROPERTY

A. Personal Property of Commission. Any personal property such as, but not limited to, protective or safety devices, badges, identification cards, keys, uniforms, vehicles, reference materials, furniture, appliances, etc. provided to Contractor by Commission pursuant to this Agreement is, and at the termination of this Agreement remains, the sole and exclusive property of the Commission. 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, that is the result of Contractor's negligence.

B. Products of Contractor's Work and Services. Any and all compositions, publications, plans, designs, specifications, blueprints, maps, formulas, processes, photographs, slides, videotapes, computer programs, computer disks, computer tapes, memory chips, soundtracks, audio recordings, films, audio-visual presentations, exhibits, reports, studies, works of art, inventions, patents, trademarks, copyrights, or intellectual properties of any kind that are created, produced, assembled, compiled by, or are the result, product, or manifestation of, Contractor's services or work under this Agreement are, and at the termination of this Agreement remain, the sole and exclusive property of the Commission. At the termination of the Agreement, Contractor will convey possession and title to all such properties to Commission.

8. WORKERS' COMPENSATION

Contractor shall provide Statutory Workers' Compensation insurance coverage and Employer's Liability coverage for not less than \$1 million (\$1,000,000.00) per occurrence for all employees engaged in services or operations under this Agreement. Any insurance policy limits in excess of the specified minimum limits and coverage shall be made available to Commission as an additional insured. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of Commission for all work performed by Contractor, its employees, agents, and subcontractors.

9. INSURANCE

A. Contractor shall procure and maintain, during the entire term of this Agreement or, if work or services do not begin as of the effective date of this Agreement, commencing at such other time as may be authorized in writing by the County Risk Manager, the following insurance (as noted) against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by Contractor, its agents, representatives, employees, or subcontractors:

- ☒ General Liability. A policy of Comprehensive General Liability Insurance which covers all the work and services to be performed by Contractor under this Agreement, including operations, products and completed operations, property damage, bodily injury (including death) and personal and advertising injury. Such policy shall provide limits of not less than \$1,000,000.00 per claim or occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project or the general aggregate limit shall be twice the required occurrence limit.
- ☒ Automobile/Aircraft/Watercraft Liability Insurance. A policy of Comprehensive Automobile/Aircraft/Watercraft Liability Insurance for bodily injury (including death) and property damage which provides total limits of not less than \$300,000.00 per claim or occurrence applicable to all owned, non-owned and hired vehicles/aircraft/watercraft. If the services provided under this Agreement include the transportation of hazardous materials/wastes, then the Automobile Liability policy shall be endorsed to include Transportation Pollution Liability insurance covering materials/wastes to be transported by Contractor pursuant to this Agreement. Alternatively, such coverage may be provided in Contractor's Pollution Liability policy. This coverage may be waived by Mono County Risk Management in writing if it is determined there is no significant exposure to these risks.
- ☐ Professional Errors and Omissions Liability Insurance. A policy of Professional Errors and Omissions Liability Insurance appropriate to Contractor's profession in an amount of not less than \$1,000,000.00 per claim or occurrence/ \$2,000,000.00 general aggregate. If coverage is written on a claims-made form then: (1) the "retro date" must be shown, and must be before the beginning of contract work; (2) insurance must be maintained and evidence of insurance must be provided for at least five years after completion of the contract work; and (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, then Contractor must purchase "extended reporting" coverage for a minimum of five years after completion of contract work.
- ☐ Pollution Liability Insurance. A policy of Comprehensive Contractors Pollution Liability coverage applicable to the work being performed and covering Contractor's liability for bodily injury (including death), property damage, and environmental damage resulting from "sudden accidental" or "gradual" pollution and related cleanup costs arising out of the work or services to be performed under this Agreement. Coverage shall provide a limit no less than \$1,000,000.00

per claim or occurrence/ \$2,000,000.00 general aggregate. If the services provided involve lead-based paint or asbestos identification/remediation, the Pollution Liability policy shall not contain lead-based paint or asbestos exclusions.

B. Coverage and Provider Requirements. Insurance policies shall not exclude or except from coverage any of the services and work required to be performed by Contractor under this Agreement. The required polic(ies) of insurance shall be issued by an insurer authorized to sell such insurance by the State of California, and have at least a "Best's" policyholder's rating of "A" or "A+". Prior to commencing any work under this agreement, Contractor shall provide Commission: (1) a certificate of insurance evidencing the coverage required; (2) an additional insured endorsement for general liability applying to the County of Mono and the Mono County Children and Families Commission, its agents, officers and employees made on ISO form CG 20 10 11 85, or providing equivalent coverage; and (3) a notice of cancellation or change of coverage endorsement indicating that the policy will not be modified, terminated, or canceled without thirty (30) days written notice to the Commission.

C. Deductible, Self-Insured Retentions, and Excess Coverage. Any deductibles or self-insured retentions must be declared and approved by the Commission and Mono County Risk Management. If possible, the Insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to the Commission and Mono County, its officials, officers, employees, and volunteers; or the Contractor shall provide evidence satisfactory to the Commission and Mono County Risk Management guaranteeing payment of losses and related investigations, claim administration, and defense expenses. Any insurance policy limits in excess of the specified minimum limits and coverage shall be made available to Commission as an additional insured.

D. Subcontractors. Contractor shall require and verify that all subcontractors maintain insurance (including Workers' Compensation) meeting all the requirements stated herein and that County is an additional insured on insurance required of subcontractors.

10. STATUS OF CONTRACTOR

All acts of Contractor, its agents, officers, and employees, relating to the performance of this Agreement, shall be performed as an independent contractor, and not as an agent, officer, or employee of the Commission. Contractor, by virtue of this Agreement, has no authority to bind or incur any obligation on behalf of, or exercise any right or power vested in, the Commission, except as expressly provided by law or set forth in Attachment A. No agent, officer, or employee of the Commission is to be considered an employee of Contractor. It is understood by both Contractor and Commission that this Agreement shall not, under any circumstances, be construed to create an employer-employee relationship or a 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 Commission only for the requirements and results specified in this Agreement, and except as expressly provided in this Agreement, shall not be subjected to Commission's control with respect to the physical action or activities of Contractor in fulfillment of this Agreement.

C. Contractor, its agents, officers and employees are, and at all times during the term of this Agreement shall represent and conduct themselves as, independent contractors, and not employees of Commission.

11. DEFENSE AND INDEMNIFICATION

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

Contractor's obligation to defend, indemnify, and hold the Commission, 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 and shall survive any termination or expiration of this Agreement.

12. RECORDS AND AUDIT

A. Records. Contractor shall prepare and maintain all records required by the various provisions of this Agreement, federal, state, Commission, municipal, ordinances, regulations, and 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, micrographs, or other authentic reproduction of such records.

B. Inspections and Audits. Any authorized representative of Commission shall have access to any books, documents, papers, records, including, but not limited to, financial records of Contractor, that Commission 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, Commission 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, religious creed, color, ancestry, national origin, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. 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. TERMINATION

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

Agreement without cause, and at will, for any reason whatsoever by giving to Commission thirty (30) calendar days written notice of such intent to terminate.

Notwithstanding the foregoing, if this Agreement is subject to General Conditions (set forth as an Exhibit hereto), then termination shall be in accordance with the General Conditions and this paragraph 14 shall not apply.

15. ASSIGNMENT

This is an agreement for the personal services of Contractor. Commission 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 the Commission. Further, Contractor shall not assign any moneys due or to become due under this Agreement without the prior written consent of the Commission.

16. DEFAULT

If the Contractor abandons the work, or fails to proceed with the work and services requested by the Commission in a timely manner, or fails in any way as required to conduct the work and services as required by the Commission, the Commission may declare the Contractor in default and terminate this Agreement upon five (5) days written notice to Contractor. Upon such termination by default, Commission 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 a 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 23 below.

18. CONFIDENTIALITY

Contractor agrees to comply with various provisions of the federal, state, and Commission 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 keep confidential, all such privileged, restricted or confidential information and records obtained in the course of providing the work and services under this Agreement. Disclosure of such information or records shall be made by Contractor only with the express written consent of the Commission.

19. CONFLICTS

Contractor agrees that he/she has no interest, and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of the work and services under this Agreement. Contractor agrees to complete and file a conflict-of-interest statement.

20. POST-AGREEMENT COVENANT

Contractor agrees not to use any confidential, protected, or privileged information that is gained from the Commission in the course of providing services and work under this Agreement, for any personal benefit, gain, or enhancement. Further, Contractor agrees for a period of two (2) 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 Commission, or who has been an adverse party in litigation with the Commission, and concerning such, Contractor by virtue of this Agreement has gained access to the Commission's confidential, privileged, protected, or proprietary information.

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 Commission 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 the Commission to enter into this Agreement is based upon available funding from various sources. In the event that such funding fails, is reduced, or is modified, from one or more sources, Commission has the option to terminate, reduce, or modify this Agreement, or any of its terms within ten (10) days of notifying Contractor of the termination, reduction, or modification of available funding. Any reduction or modification of this Agreement effective pursuant to this provision must comply with the requirements of paragraph 23.

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 order is in written form, and executed with the same formalities as this Agreement or in accordance with delegated authority therefor, 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 any party during the term of this Agreement, which Contractor or Commission shall be required, or may desire to make, shall be in writing and may be personally served, or sent by prepaid first-class mail or email (if included below) to the respective parties as follows:

Commission: Molly DesBaillets
PO Box 130
Mammoth Lakes, CA 93546

Contractor: Susan McGraw
3443 Camino Del Rio South, Suite #112
San Diego, California, 92108

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 ____ DAY OF _____, _____.

COMMISSION OF MONO

CONTRACTOR

By: _____

By: _____

Dated: _____

Dated: _____

Taxpayer's Identification or Social Security
Number: _____

APPROVED AS TO FORM:

Commission Counsel

APPROVED BY RISK MANAGEMENT:

Risk Manager

ATTACHMENT A

AGREEMENT BETWEEN COUNTY OF MONO, ON BEHALF OF THE MONO COUNTY CHILDREN AND FAMILIES COMMISSION, AND PROGRESSIVE EARLY ASSESSMENTS, INC. FOR THE PROVISION OF ASSESSMENT SERVICES

TERM:

FROM: February 1, 2018 TO: June 30, 2018

SCOPE OF WORK:

The Commission is engaging Progressive Early Assessments, Inc. to act as a Consultant and to provide an independent, reliable CLASS and/or ERS observation team (*External Review Team*) and Lead ERS Anchor that will provide CLASS and/or ERS observational services in order to meet the independent assessment observation requirements set forth in First 5 Mono Commission's Local Area Agreement with First 5 California, which is included as **Attachment C** and incorporated herein by this reference. Consultant agrees to perform services as required by the Commission. Consultant shall provide the necessary qualified personnel to perform the services as enumerated below.

External observations services shall be conducted by highly trained, calibrated and experienced individuals who have no conflict of interest with a site as determined by a lack of a financial agreement between the assessor or the assessor's employer and the child care site. Contractor will conduct the following anchor/observation services:

- CLASS Infant and/or Toddler observations for approximately **3 sites and 6** classrooms/family child care homes over a 3-month time frame: February 2018-June 2018
- Family Child Care Environment Rating Scale (FCCERS) and the Infant Toddler Environmental Rating Scale (ITERS) observations for **2** classrooms over a 3 month time frame: February 2018-June 2018
- Quality control procedures shall include proof reading reports and performing quality assurance checks on each report to ensure that all external scores are highly calibrated and reliable based on the intent of the authors of the CLASS and ERS tools

Contractor Shall:

- Contact the site the day before to ensure that the Lead Teacher, as specified, on the Classroom Information form is scheduled to work
- Complete the entire CLASS observation sheet including the scoring summary sheet
- Complete the entire ERS score sheet including the profile page
- Complete the ERS debriefing consultation form; all indicators scored "no" are required to have comments explaining rationale.
- Complete a CLASS debriefing report
- Submit the observation/scoring summary sheets and the score sheets and profile page, within **one week of the observation**
- Submit the CLASS and/or ERS debriefing consultation form within **one week of the observation**
- Submit all interview notes, if applicable

Commission Shall:

- Schedule CLASS and ERS observations with sites; provide a two-week window of time during which the observation(s) at their site for each specified classroom will take place.
- Notify the Contractor with the dates of the two-week window, the observation needed, and contact information for the site.

ATTACHMENT B

**AGREEMENT BETWEEN COUNTY OF MONO, ON BEHALF OF THE MONO COUNTY
CHILDREN AND FAMILIES COMMISSION, AND PROGRESSIVE EARLY ASSESSMENTS, INC.
FOR THE PROVISION OF ASSESSMENT SERVICES**

TERM:

FROM: February 1, 2018 TO: June 30, 2018

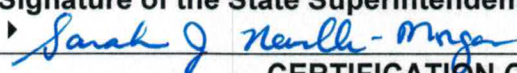
SCHEDULE OF FEES:

ITEM 2 PAYMENT

ESTIMATED COST

Service	Cost	Classroom Total	Total Cost
CLASS Assessments per assessment	\$675	6	\$4,050
ERS Assessments per assessment	\$775	2	\$1,550
Travel cost from San Diego to Mono Commission	Not to exceed \$1,085		\$1,085
	Total		\$6,685

Grant Award Notification

GRANTEE NAME AND ADDRESS Mono County Children and Families Commission 365 Sierra Park Road, Building M Box 130 Mammoth Lakes, CA 93546				CDE GRANT NUMBER			
FY		PCA		Vendor Number	Suffix		
16-17		14092		2680	00		
Attention Molly DesBaillets, Executive Director				STANDARDIZED ACCOUNT CODE STRUCTURE		COUNTY	
Program Office				Resource Code		Revenue Object	
				5035		8290	
Telephone 760-924-7626						INDEX	
Name of Grant Program California Quality Rating and Improvement System Certification Grant						0656	
GRANT DETAILS	Original/Prior Amendments	Amendment Amount	Total	Amend. No.	Award Starting Date	Award Ending Date	
	\$3,500		\$3,500	01	10/01/2016	03/31/2018	
CFDA Number	Federal Grant Number	Federal Grant Name			Federal Agency		
93.575	G1701CACCDF	Child Care and Development Fund			USDHHS		
This notification is to confirm your California Quality Rating and Improvement System (CA-QRIS) Certification Grant is being amended to extend the Award Ending Date.							
This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.							
Please return the original, signed Grant Award Notification (AO-400) within 10 days to:							
Kim Taniguchi, Child Development Consultant Early Education and Support Division California Department of Education 1430 N Street, Suite 3410 Sacramento, CA 95814-5901							
California Department of Education Contact				Job Title			
Kim Taniguchi				Child Development Consultant			
E-mail Address					Telephone		
ktaniguchi@cde.ca.gov					916-323-1301		
Signature of the State Superintendent of Public Instruction or Designee					Date		
					7/16/17		
CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS							
On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.							
Printed Name of Authorized Agent				Title			
E-mail Address					Telephone		
Signature					Date		

Grant Award Notification

GRANTEE NAME AND ADDRESS Mono County Children and Families Commission 365 Sierra Park Road, Building M Box 130 Mammoth Lakes, CA 93546	CDE GRANT NUMBER			
	FY	PCA	Vendor Number	Suffix
	16-17	14869	2680	00
Attention Molly DesBaillets, Executive Director	STANDARDIZED ACCOUNT CODE STRUCTURE			COUNTY
Program Office	Resource Code		Revenue Object	26
Telephone 760-924-7626	5035		8290	INDEX

Name of Grant Program
California Quality Rating and Improvement System Certification Grant

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Kim Taniguchi, Child Development Consultant
Early Education and Support Division
California Department of Education
1430 N Street, Suite 3410
Sacramento, CA 95814-5901

California Department of Education Contact Kim Taniguchi	Job Title Child Development Consultant
E-mail Address ktaniguchi@cde.ca.gov	Telephone 916-323-1301
Signature of the State Superintendent of Public Instruction or Designee Sarah Henrichs-Munoz	Date 9/16/17

CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS

On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.

Printed Name of Authorized Agent	Title
E-mail Address	Telephone
Signature	Date



FY 2016-17

Evaluation Report

**Our goal is to enhance the network of support services for families
with children ages 0 to 5 years.**

Contents

Introduction	i-vii
Overall Program Participation	1
Home Visiting	4
School Readiness	23
Child Care Quality	40
Oral Health	50
Family Behavioral Health	56
Child Safety	67
Results & Indicators	74
Fiscal Overview	79

Introduction

The California Children and Families Act (also known as Proposition 10 or “First 5”) was enacted in 1998, increasing taxes on tobacco products to provide funding for services to promote early childhood development from prenatal to age 5. Mono County currently receives approximately \$390,000 from annual allocations, the Small Population County Funding Augmentation, and child care quality funds. To access these funds, First 5 Mono adopts a strategic plan demonstrating the use of Proposition 10 funds to promote a comprehensive and integrated system of early childhood development services.

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

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

To fulfill the intent of the creation of First 5 Mono, meet state and local requirements, and evaluate the funded programs for the purposes of continuous quality improvement; First 5 Mono annually produces an evaluation report. This report has evolved over the last 5 years to include indicator data and more details about the investment areas in the First 5 Mono Strategic Plan. With new Small Population County Funding Agreement requirements, this year’s report includes logic models, research questions, findings, and conclusions that were not included in previous years. The new inclusions are intended to help First 5 Mono clarify how report data is used to drive funding decisions and continuous quality improvement. Since the report is in a presentation format, the research questions, findings, conclusions and evaluation for each investment area is included in the introduction in a narrative format.

Home Visiting

(slides 8 & 9)

As the majority of the program-specific evaluation results indicate achievement of the desired outcomes, the commission will continue to fund the Home Visiting program. As part of the continuous quality improvement of the Home Visiting program, new protocols were developed to better collect and evaluate school readiness data. To determine if children whose parents participate in Home Visiting have higher rates of school readiness than the kindergartners as a whole, a kindergarten parent survey was developed. Also, the administration of kindergarten assessment timeline was shifted to assess as close to 100% of the incoming kindergarten class as possible.

Research questions:

Do parents participating in Home Visiting have improved parental knowledge, understanding, and engagement in promoting their children's development?

- Data Source: Home Visiting exit survey (slide 19-22) Finding: Yes Conclusion: The program is achieving this outcome

Does Home Visiting improve screening and intervention for developmental delays, disabilities, and other special needs?

- Data Source: screening data (slide 15) Finding: Yes Conclusion: The program is achieving this outcome

Does Home Visiting improve school readiness?

- Data Source: kindergarten assessments (slide 32) Finding: inconclusive
- Conclusion: While school readiness rates have improved over the last 3 years, the change in the percent of children assessed makes conclusions about these gains impossible. A new procedure to assess incoming kindergartners at kindergarten entry was adopted and moving forward will target achievement of 100% screening rates and thus gain more insight into school readiness trends over time. To help determine if children who were enrolled in Home Visiting have higher rates of school readiness than the whole kindergarten population, a kindergarten parent survey that developed and used with the incoming class kindergarten class of 2017. Results will be reported in the FY 2017-18 Evaluation Report.

Does Home Visiting improve parental knowledge, understanding, and engagement in their children's physical and mental health?

- Data Source: exit survey (slide 19-22) Findings: Yes Conclusion: The program is achieving this outcome

Does Home Visiting improve access to healthcare services for children 0-5?

- Data Source: referrals (slide 14) Findings: Yes Conclusion: The program is achieving this outcome

Do children whose mothers participate in Home Visiting have increased breastfeeding rates?

- Data Source: visit records (slide 16-17) Finding: Yes Conclusion: The program is achieving this outcome

School Readiness

(slides 27 & 28)

As the majority of the program-specific evaluation results indicate achievement of the desired outcomes, the commission will continue to fund the same School Readiness activities. As part of the continuous quality improvement of the School Readiness activities, changes were made to the format of the Mammoth Elementary Kindergarten Round Up . The 2015 Round Up in

Mammoth experimented with a new format with two presentations, one in English and one in Spanish. The format was challenging due to the size of the presentation rooms and flow of parents dropping off children with childcare providers. To improve the event, First 5 worked with Elementary School staff to reformulate the format to match what is done in the other schools in the county—children and families participating together in presentations in each classroom with a Kindergarten teacher. Due to the success of the new format reported by staff and parents, we will continue to offer Round Up in Mammoth Lakes using this format and anticipate that it will lead to increases in participation over time.

Research questions:

Is the percent of children “ready for school” upon entering Kindergarten increasing?

- Data Source: Brigance kindergarten readiness assessments (slide 32)
- Finding: Readiness increased to 50% from 38% last year
- Conclusion: Although the percent of kindergarten ready students increased this year, we are cautious to draw the conclusion that this reflects an overall improvement due to the significant difference in the percent of students assessed, 99% this year compared to 66% the previous year. We are instead thinking of the 50% readiness as a baseline which will serve to gauge progress in the future.

Is the percent of children who have ever attended a preschool, Pre-K, or Head Start program by the time of Kindergarten entry increasing?

- Data Source: Summer Bridge Parent Survey (slide 35)
- Finding: Yes, attendance increased to 29% from 21% last year.
- Conclusion: about 30% of incoming kindergartners who attended the Summer Bridge program also attended a preschool program. In subsequent years, data will be drawn from Kindergarten parent surveys to capture a better picture of the kindergarten class as a whole as opposed to the subset that attends Summer Bridge.

Is the percent of children receiving Kindergarten transition support increasing or remaining high?

- Data Source: participation in transition to school activities (slide 30-31)
- Finding: No, down to 69% from 79% last year
- Conclusion: Primarily due to a decrease in participation in Kindergarten Round Up at the largest school in the county, Mammoth Elementary, transition to kindergarten participation decreased from last year. The decrease in attendance was likely due to a new format for the event that did not function as well as hoped. We think that challenges in the 2015 event were shared by word of mouth and may have led to less participation in 2016. We implemented changes in 2017 to improve the format of Round Up in Mammoth and have received preliminary feedback regarding the success of the changes. We hope the success will lead to increased participation in the years to come.

There is also low participation in the Summer Bridge programs in Lee Vining and Mammoth. First 5 Staff will meet with staff at those sites to support implementation of changes to enroll more students. If participation remains low, the Commission will analyze the data to make decisions about ongoing funding during the 2018-19 Strategic Planning process.

Is the percent of entering Kindergarteners assessed for school readiness prior to entry increasing or remaining high?

- Data Source: kindergarten readiness assessments (slide 32)
- Findings: 99% of all kindergartners were assessed compared to 66% the previous year.
- Conclusion: The new protocol to assess kindergartners at kindergarten entry had a positive impact on the percentage of students assessed. The research question needs to be refined in the strategic plan to reflect the change from “prior to entry” to read “at entry”.

Child Care Quality

(slides 43 & 44)

As the child care quality initiative is making significant strides in rating sites, screening children for developmental delays, and impacting the number of available slots in the county, the Commission will continue to invest in this initiative.

As part of the continuous quality improvement of the child care quality investment, we continue to seek to develop coaching capacity so that site directors and family child care operators are able to have support around the areas of the rating matrix that are most pertinent to their site.

Research questions:

Is the percent of children 6 months to 5 years old screened for developmental delays increasing?

- Data Source: completed ASQs (slide 46)
- Finding: yes, 41% of children in participating sites were screened for a developmental delay, up from 0 the previous year.
- Conclusion: Due to implementation of the new IMPACT program which requires sites to provide ASQs to the families of children they serve, there was a 41% increase in children screened for developmental delays at participating sites from last year.
- Is the percent of children served in home childcare settings and childcare centers that exhibit moderate to high quality as measured by a quality index increasing?

Is the percent of licensed child care providers in Mono County advancing on the Child Development Permit Matrix high or increasing?

- Data Source: the number of child development permits issued to providers

- Finding: unknown
- Conclusion: Although we sought to access this data through the Child Development Department at the local community college, we were not able to access the data prior to publication of this report.

Is the percent of licensed center and family child care spaces per 100 children high or increasing?

- Data Source: Child Care Portfolio (slide 51)
- Findings: in 2015 17% of children 0-12 with parents in the workforce have a licensed childcare slot available, a decline from 20% in 2012.
- Conclusion: The number of slots available to children in Mono County has decreased dramatically from 56% in 2008. To help change the trend, First 5 partnered with Mono County, Eastern Sierra Unified School District, and the Mono County Office of Education to open two new preschools—one in Bridgeport and one in Benton. First 5 continues to actively participate in the Mono County Child Care Council and with Mammoth Hospital and the Mono County Office of Education to support initiatives to increase the number of child care spaces in Mono County.

Oral Health

(slides 53 & 54)

The oral health needs of young children in Mono County continue to be high with few children accessing regular preventative care and annual screenings. The commission will continue to invest in this initiative to improve oral health for children 0-5.

As part of the continuous quality improvement of the oral health investment, we will target our oral health education to educate parents to access annual dental checkups and preventative care. Additionally we will continue to provide topical fluoride varnish as no community in the county has fluoridated water.

Is the percent of children who regularly access preventive dental care high or increasing?

- Data Source: Sierra Park Dental Data, 2014-16 (slide 78)
- Finding: 20% of patients 0-5 had more than one visit to the dentist in the year, down from 24% the previous year.
- Conclusion: Using the data of how many children went to the dentist more than one time on the year; we get a picture of how many are able to have work done in addition to annual cleaning and check-ups. Using this as a metric, we know 20% of children needed additional preventative care, but do not know how many of the children who needed additional care this includes. Thanks to new collaboration with the fiscal department at Mammoth Hospital, this year's data is stronger than it was in the past.

With continued support from Mammoth Hospital, we will be better able to track access to oral health care over time.

Is there a low percent of children at Kindergarten entry with untreated dental problems?

- Data Source: Kindergarten Round Up Oral Health Checks (slide 78)
- Finding: 18% of the oral health checks completed at kindergarten round up indicated the child had untreated carries, up from 5% last year
- Conclusion: While the percent of untreated carries at kindergarten entry increased, it is hard to draw conclusions based on the low reporting rate of 35%. First 5 is working with the Mono County Office of Education to ensure school district compliance with their reporting requirements for these forms to support more complete data.

Is the percent of children ages 1 or older who receive annual dental screenings high or increasing?

- Data Source: Sierra Park Dental Data, 2014-16 (slide 78)
- Finding: Finding: 17% of patients had an annual exam and cleaning, 49% had an exam and cleaning in 2 of three years and 34% had one exam and cleaning in 3 years.
- Conclusion: Only 17% Children 0-5 visit the dentist annually, but more than half (56%) are seen at least annually. First 5 will continue to work through our oral health education efforts to support higher percentages of children having at least one visit to the dentist a year.

Family Behavioral Health

(slide 59)

Families have more information about parenting and child development as a result of the Family Behavioral health investment. The Commission will continue to invest in this initiative. As part of the continuous quality improvement of the Peapod program, outreach efforts to ensure as many families as possible participate will continue. We are also working to ensure that information about parenting and child-development is included in groups as a part of each 10 week session cycle.

Research question:

Is the percent of children in households where parents and other family members are receiving child-development and parenting education high or increasing?

- Data Source: number of children participating in playgroups (slide 61)
- Finding: 29% of children
- Conclusion: Due to participation in Peapod, children lived in households receiving child-development and parenting education.

Child Safety

(slide 70)

Families have more information about child safety as a result of the Safe Kids investment. The commission will continue to invest in this initiative.

As part of the continuous quality improvement of the Safe Kids Mono Partners work, outreach efforts to ensure as many families as possible participate in Health & Safety Fairs will continue. The Safe Kids coordinator is working to leverage resources to encourage partners to invest in safety materials and apply for grants to provide to families in our county.

Research question:

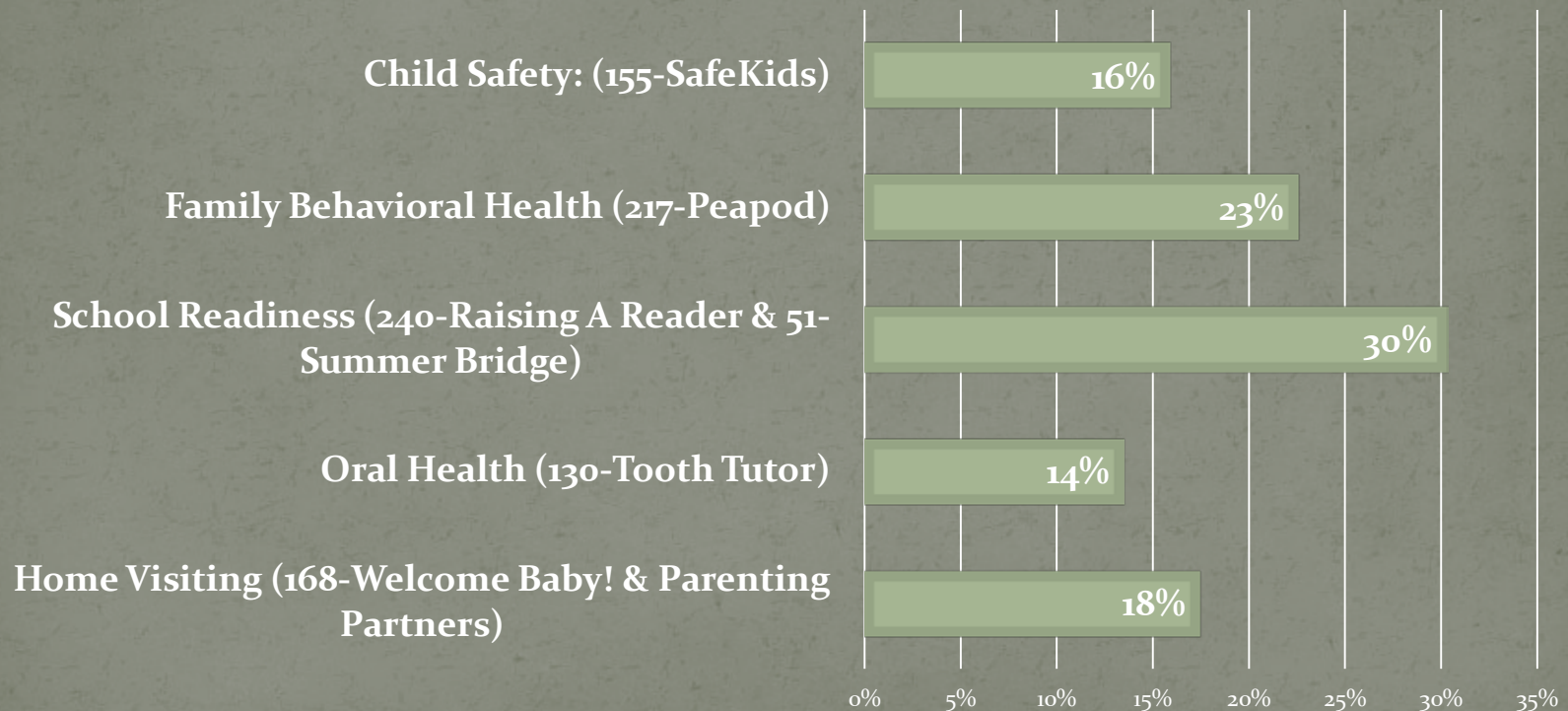
- Are families county-wide are informed about safety issues pertaining to young children and accessing Car Seat Safety Checks, Health and Safety Fairs, and Gun Safety Locks?
 - Data Source: Health and Safety Fair Participants (slide 71)
 - Finding: 24% of the 0-5 population and a parent
 - Conclusion: Due to health and Safety fair events, families across the county were informed of safety issues and accessed safety materials.

Using the evaluation, data, findings and conclusions above, First 5 Mono County will continue to fund its currently funded programs while implementing measures to continuously improve quality. First 5 Mono will also continue to work with community partners to leverage supports around the investment areas and the well-being of children birth to five and their families. The Commission will consider implementing changes to funding allocations with this data and that of subsequent years in the 2018-19 Strategic Plan revision process.

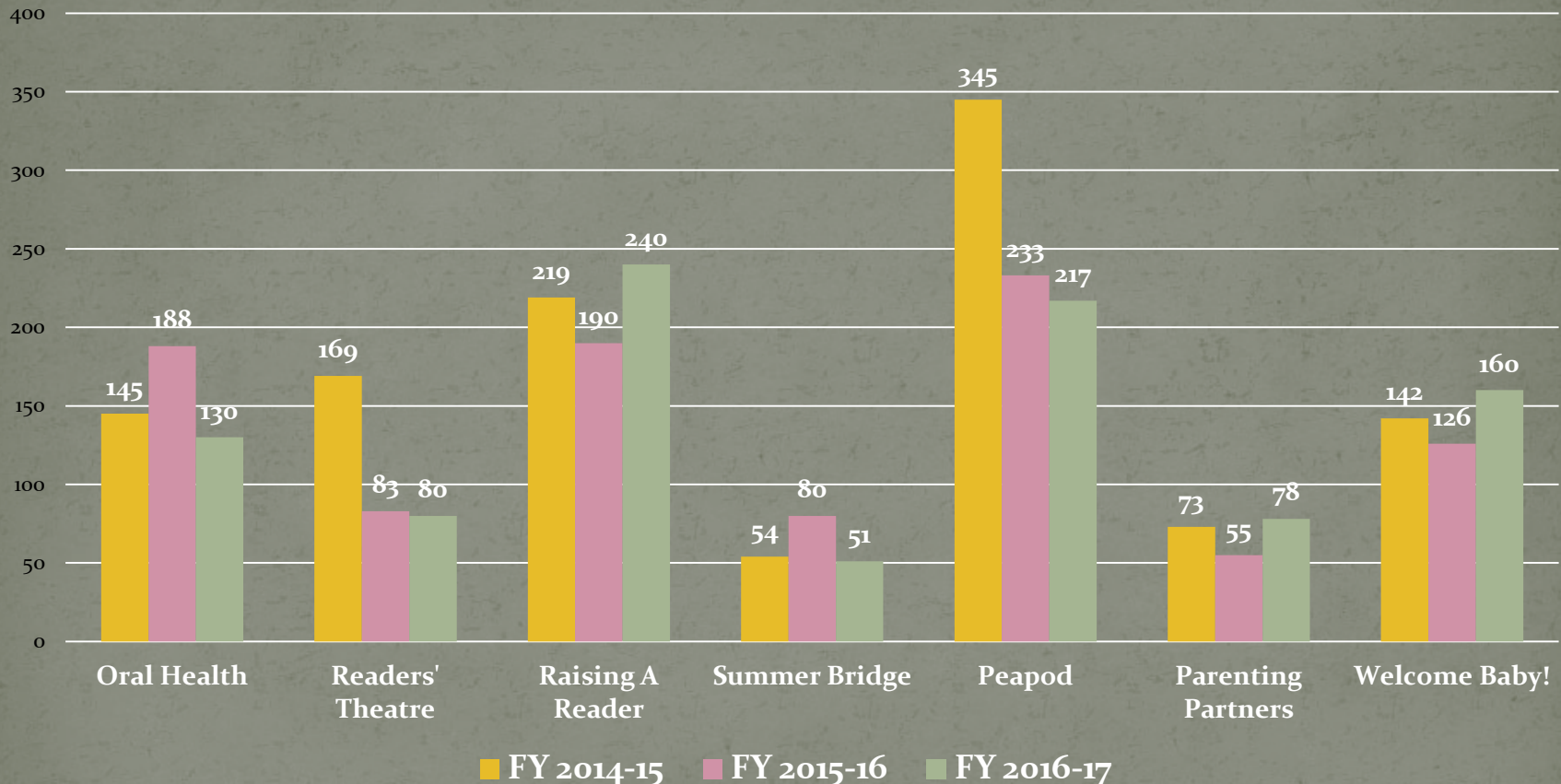
Children's Participation in First 5 Mono Programs by Investment Area

Item #7
Mtg Date 12.21.17

949 children, potential duplicates



Children's Participation in First 5 Mono Programs 2014-15 to 2016-17

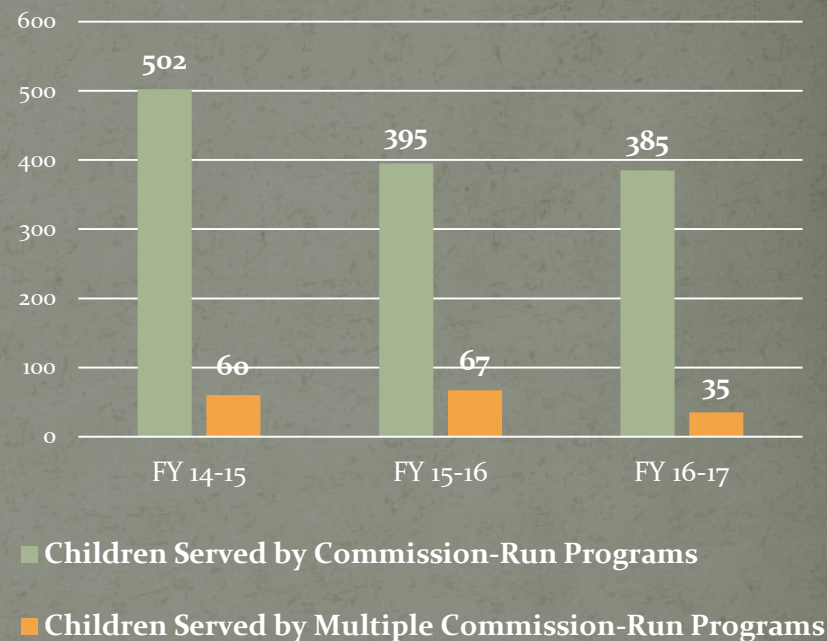
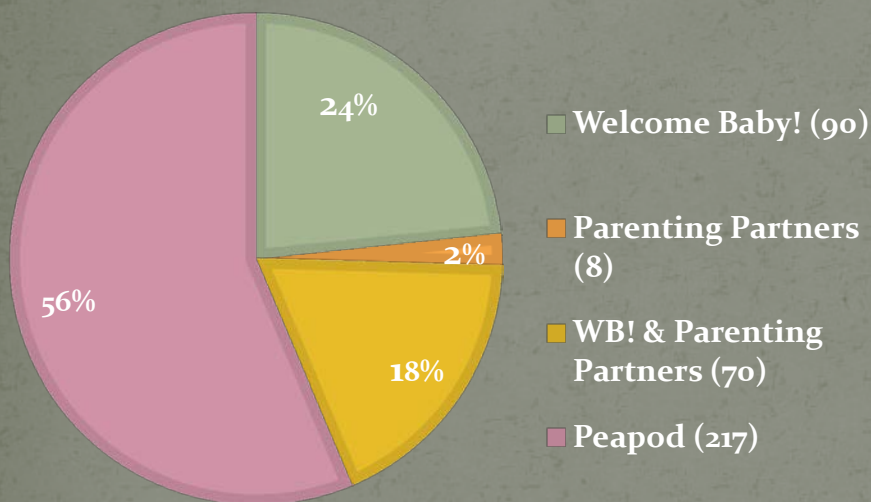


While program participation varies year to year, overall First 5 programs maintain service to a high percentage of our county's youngest children.

Children's Participation in Commission-Run Programs

Total Children: 385

Children served by multiple programs: 35, 9%



Over the last three years, children's participation in First 5 programs varied by about 150 children—around 20% of the birth to 5 year old population. The highest percent of children were served through Peapod Playgroups, as was true for the previous three fiscal years.

Home Visiting

Investment: \$145,132

Welcome Baby!

Funded & conducted by First 5 Mono, funding support from:

- First 5 California, Small County Augmentation (\$115,097)
- Breast pump attachment fees (\$35)

Parenting Partners

Conducted by First 5 Mono

Funding Partner: Mono County Department of Social Services, Child Abuse Prevention, Intervention, and Treatment (CAPIT) Grant (\$30,000)



Item #7
Mtg Date 12.21.17

Rationale



Home Visiting is included in the First 5 Mono Strategic plan because it is a nationally recognized strategy to improve outcomes for children and families. Home Visiting is a strategy that has been demonstrated to improve family functioning, decrease child abuse, and improve school readiness and literacy.

In partnership with other community agencies, First 5 also provides lactation services through its Home Visiting efforts. Such services greatly enhance the will and ability for moms to sustain breastfeeding, positively contributing to overall childhood health.

Starting in FY 2016-17 our Home Visiting program began offering visits to Spanish speaking childcare providers using a Parents as Teachers curriculum specifically designed to be used with providers.

Supporting research based on the Parents as Teachers Curriculum used in First 5 Mono programs includes:

Promising Practice Local Model: Modified Parents as Teachers Evidence-based framework:
Pfannenstiel, J. C., & Zigler, E. (2007). Prekindergarten experiences, school readiness and early elementary achievement. Unpublished report prepared for Parents as Teachers National Center.

Snow, C.E., Burns, M., and Griffin, P. (Eds.). (1998). Preventing reading difficulties in young children. Washington, DC: National Academy Press.

Parents as Teachers has a long history of independent research demonstrating effectiveness. For more details, refer to the Parents as Teachers evaluation brochure or Web site, www.parentsasteachers.org.

Home Visiting

Parent Educator led parent-child activities using
Parents as Teachers curriculum



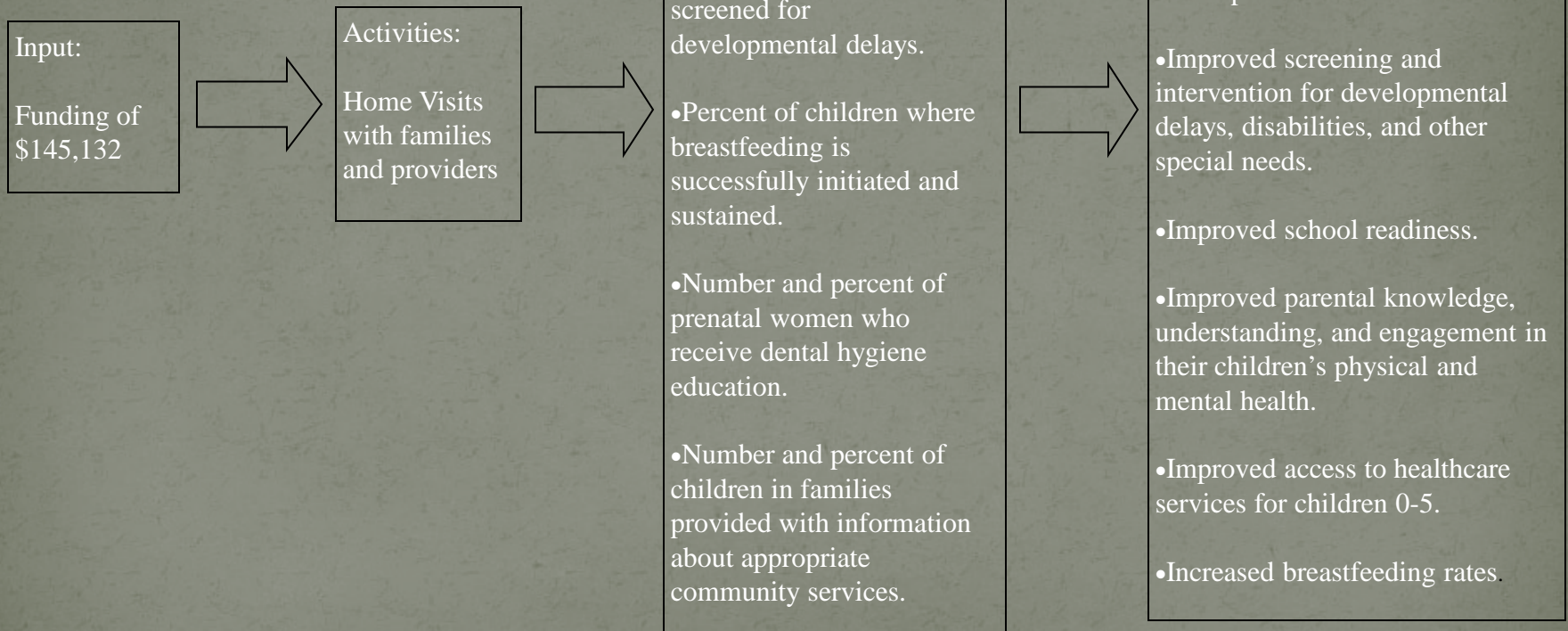
Activities:

- **Welcome Baby!:** Families with children prenatal to 12 months old. Nine, one-hour home visits—more as needed for families with high needs.
- **Parenting Partners:** Families with high needs with children 1-5 years old. Three, one-hour home visits—more as needed for families with high needs.
- **Spanish speaking Childcare Provider Visits:** At least three, one to one and a half hour visits in childcare homes with information on activities and how they relate to child development.

Objectives:

- Facilitate parents' role as their child's first and most important teacher
- Provide information on typical child development
- Stimulate child development by providing age appropriate activities
- Increase and support breastfeeding and literacy activities
- Link families to community services and support access to services
- Conduct developmental screenings and refer families to early intervention programs for assessment
- Provide culturally competent services in Spanish and English
- Facilitate optimal family functioning
- Decrease child abuse and neglect

Logic Model



Research questions, data sources, findings and conclusions

- Do parents participating in Home Visiting have improved parental knowledge, understanding, and engagement in promoting their children's development?

•Data Source: Home Visiting exit survey (slide 19-22) Finding: Yes Conclusion: The program is achieving this outcome

- Does Home Visiting improve screening and intervention for developmental delays, disabilities, and other special needs?

•Data Source: screening data (slide 15) Finding: Yes Conclusion: The program is achieving this outcome

- Does Home Visiting improve school readiness?

•Data Source: kindergarten assessments (slide 32) Finding: inconclusive

•Conclusion: While school readiness rates have improved over the last 3 years, the change in the percent of children assessed makes conclusions about these gains impossible. A new procedure to assess incoming kindergartners at kindergarten entry was adopted and moving forward will target achievement of 100% screening rates and thus gain more insight into school readiness trends over time. To help determine if children who were enrolled in Home Visiting have higher rates of school readiness than the whole kindergarten population, a kindergarten parent survey that developed and used with the incoming class kindergarten class of 2017. Results will be reported in the FY 2017-18 Evaluation Report.

- Does Home Visiting improve parental knowledge, understanding, and engagement in their children's physical and mental health?

•Data Source: exit survey (slide 19-22) Findings: Yes Conclusion: The program is achieving this outcome

- Does Home Visiting improve access to healthcare services for children 0-5?

•Data Source: referrals (slide 14) Findings: Yes Conclusion: The program is achieving this outcome

- Do children whose mothers participate in Home Visiting have increased breastfeeding rates?

•Data Source: visit records (slide 16-17) Finding: Yes Conclusion: The program is achieving this outcome

Evaluation Results

As the majority of the program-specific evaluation results indicate achievement of the desired outcomes, the commission will continue to fund the Home Visiting program. As part of the continuous quality improvement of the Home Visiting program, new protocols were developed to better collect and evaluate school readiness data. To determine if children whose parents participate in Home Visiting have higher rates of school readiness than the kindergartners as a whole, a kindergarten parent survey was developed. Also, the administration of kindergarten assessment timeline was shifted to assess as close to 100% of the incoming kindergarten class as possible.

Home Visiting Referral Sources



Referral Source	Number	Percent
Mammoth Hospital Labor & Delivery	29	42%
First 5 Home Visitors	8	12%
Childbirth Education Class	6	9%
Self	6	9%
Unknown	5	7%
Mono County Child Protection Services	2	3%
Mammoth Hospital Pediatrics	2	3%
Mammoth Hospital Women's Clinic	2	3%
Mono County Behavioral Health	1	1%
Mono County Public Health	1	1%
Childcare Quality System	1	1%
Early Start	1	1%
Mammoth Hospital Registered Dietitian	1	1%
Total	69	

The majority of referrals to Home Visiting came from Mammoth Hospital's Labor & Delivery Department (42%) and from First 5 Home Visitors' recruiting (12%).

First 5 provided 108 New Parent Kits to Mammoth Hospital Labor & Delivery, which were given to new parents.

Visits Provided & Families Served



Visit Type	FY 2014-15	FY 2015-16	FY 2016-17
Prenatal Home Visits	34	16	25
Birth-5 Home Visits	655	708	627
Total Visits	689	724	652

	FY 2014-15	FY 2015-16	FY 2016-17
New Families Enrolled in WB!	86	83	69
Births to Mono County Residents*	149	143	135
Percent of Babies in WB!	58%	58%	51%
Families Receiving Only WB! Visits	122	85	84
Families Receiving Only Parenting Partners Visits	35	14	7
Families Receiving Both WB! & Parenting Partners Visits	20	41	50
Total Families Served	177	140	141

*Source: California Department of Finance, actual for 2014, projected for 2015 & 16
FY calculations use the calendar year projections of the year the FY begins (e.g.: 2014 for FY 2014-15)

Demographics



Child's Race and Ethnicity			
Non-Hispanic	99	American Indian	6
		White	86
		Multi-race	7
Hispanic	69	Multi-race	49
		White	20

The demographics of children in Home Visiting closely parallel those of the general population with approximately 7% less Hispanic and 2% more American Indian children served in our program than are in the general child population. (data source: kidsdata.org-Mono County Child Population 2016)

Families with High Needs*

60, 43%

* A family is considered High Needs using the national standards for Home Visiting if they fall into *more than one* category of: low income or education, child or parent with a disability, homeless, teen parent, substance abuse, foster parents, unstable housing, incarcerated parent, very low birth weight, domestic violence, recent immigrant, death in the immediate family, child abuse or neglect, or are an active military family.

Number of Families Reporting:

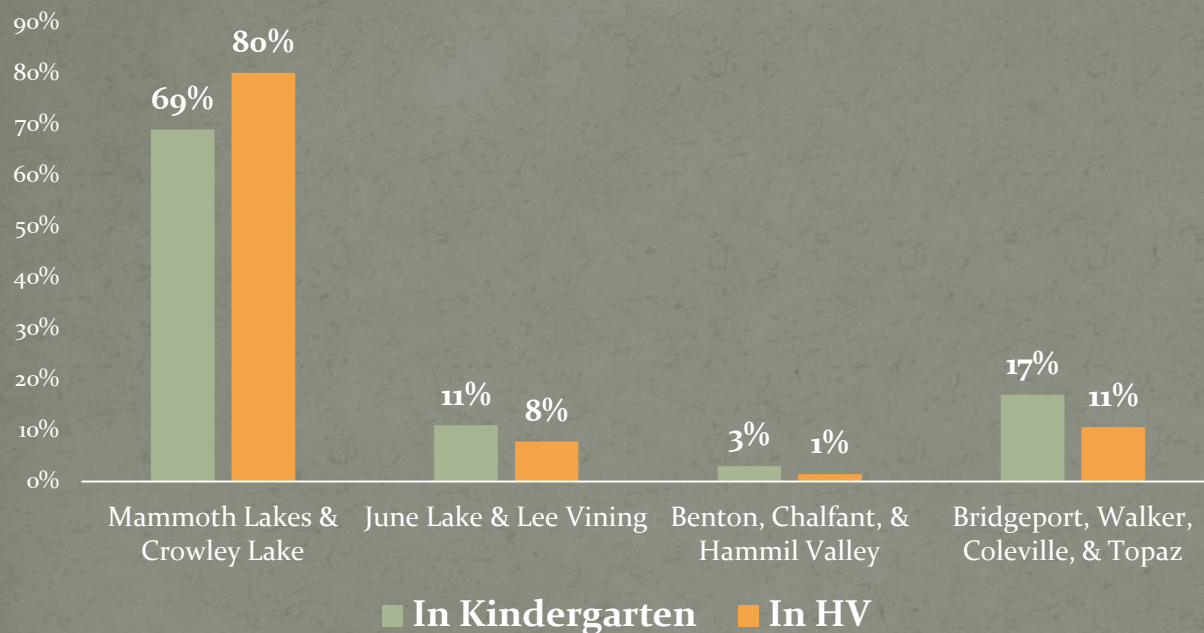
Low income	71
Low Education	29
Child with a Disability	18
Teen Parent	8

Family's Town of Residence

N= 141



Percent of Kinders & Percent of Families in Home Visiting



Home Visiting serves families in proportional numbers in each area of the county as children enrolled in kindergarten.

Resource Referrals



	FY 2014-15		FY 2015-16		FY 2016-17	
Community Resource	Referred	Accessed	Referred	Accessed	Referred	Accessed
Adult Education/Job Training	5	1	9	4	8	1
Dental Services	2	1	6	2	1	0
Early Intervention	12	8	14	8	9	6
Early Education Setting & General Childcare/Preschool Information	9	4	14	7	8	3
Financial Resources	1	1	6	2	4	2
Food Resources (WIC, IMACA, DSS)	8	3	14	3	0	0
General Parenting Support, Community Participation, or Social Support Network (Parenting Partners, Peapod Playgroup, Health & Safety Fair)	56	18	41	17	41	11
Health Insurance	1	0	1	1	0	0
Language/Literacy Activities	44	22	15	6	6	1
Medical Services	20	10	13	10	7	2
Mental Health Services	9	5	19	7	9	5
Subsidy for Child Care/Preschool	5	3	4	1	1	0
Domestic Violence Services	-	-	1	1	1	1
Other (transportation services & online resources)	12	1	7	3	2	0
Total	184	77	150	72	97	32
% Referrals Accessed	42%		48%		33%	

Developmental Screenings



Ages and Stages Questionnaire Screening Rate: 44% (75 of 171 children)	
Developmental Domain	Suspected Delays or concerns (n=44)
Communication	16 (36%)
Fine Motor	5 (11%)
Gross Motor	10 (23%)
Intellectual	7 (16%)
Personal/Social	6 (14%)

Home Visitors screened 75 children (44% of children enrolled in Home Visiting). Of the 75 children screened, 33 were identified as having a delay or concern (44%).

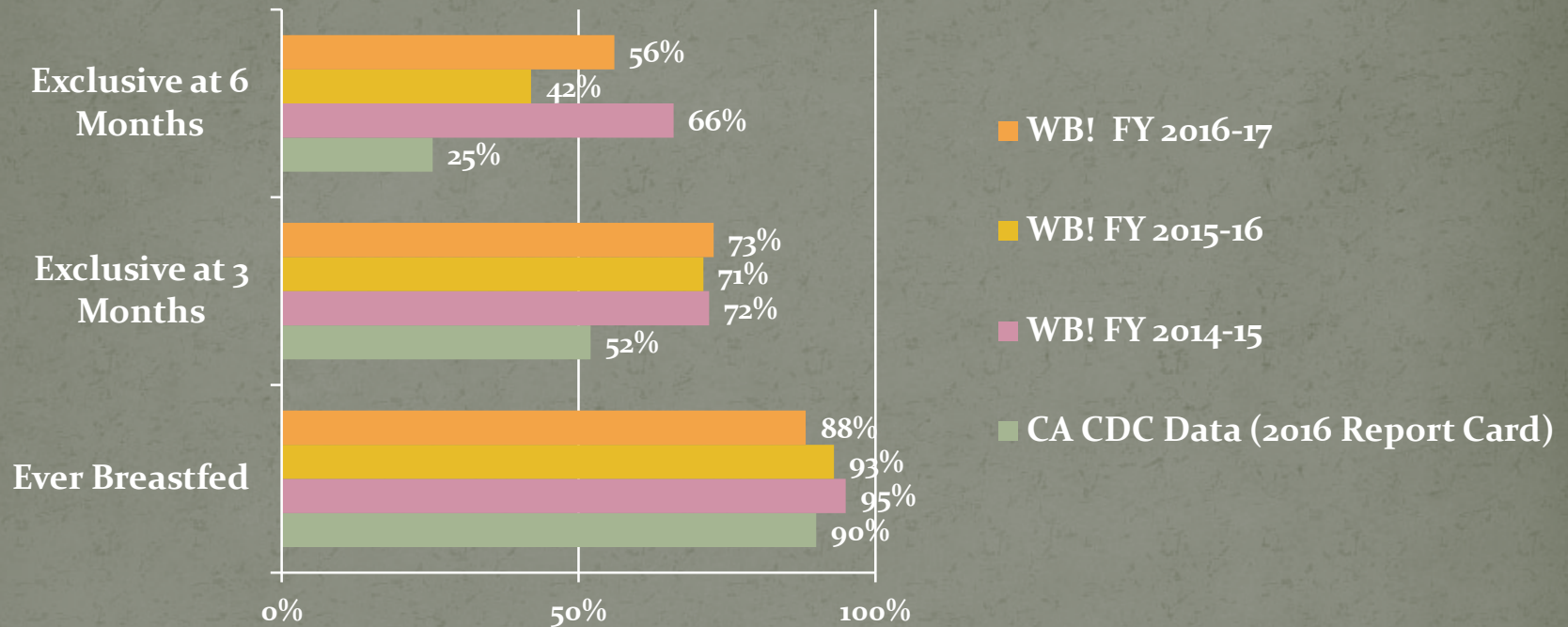
Most suspected delays were addressed by suggesting activities which parents completed with their children. Others were referred by home visitors and parents for formal assessments through early intervention services administered by Kern Regional Center or Mono County Office of Education. Of the 10 children who received a referral to early intervention, 6 received services, 8% of all children screened.

There were also 12 children served who already had an identified disability or condition and were not screened in the year since their development was already being assessed.



Breastfeeding

CA and Mono County Breastfeeding Rates



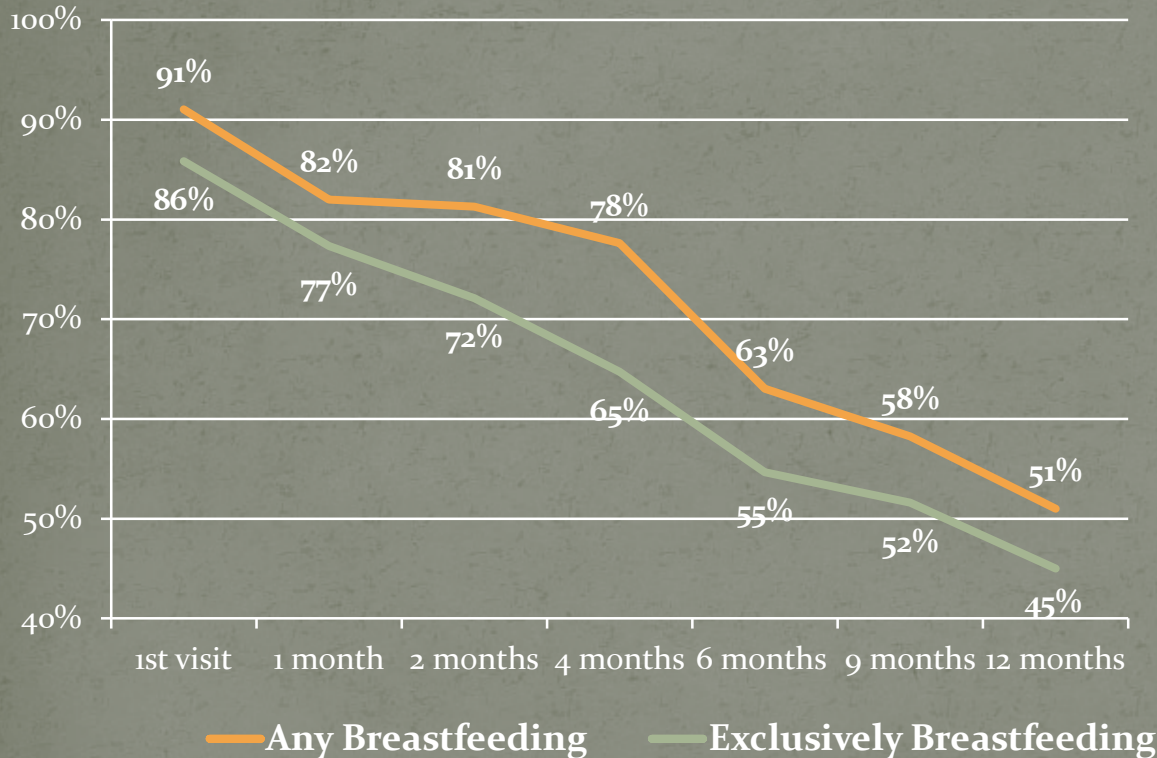
Mothers in First 5 Mono's Welcome Baby! program are more likely to continue to exclusively breastfeed than the general population in California.

Source: Centers for Disease Control, <https://www.cdc.gov/breastfeeding/pdf/2014breastfeedingreportcard.pdf> / and Welcome Baby! program data

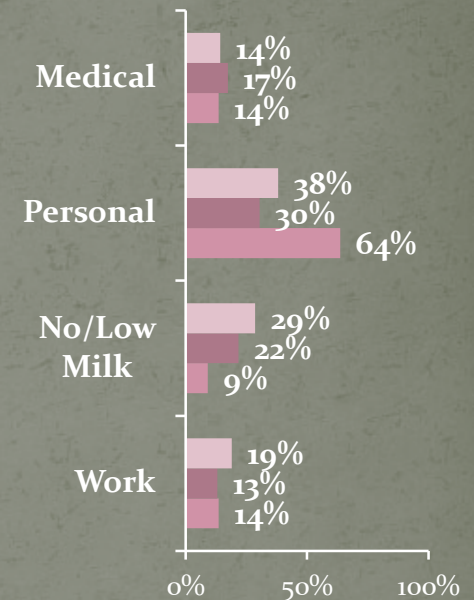


Welcome Baby! Breastfed Babies

Average Breastfeeding Rates
FY 2014-15 to FY 2016-17



Reasons for Stopping Breastfeeding



FY 2016-17 N=21
FY 2015-16 N=23
FY 2014-15 N=22

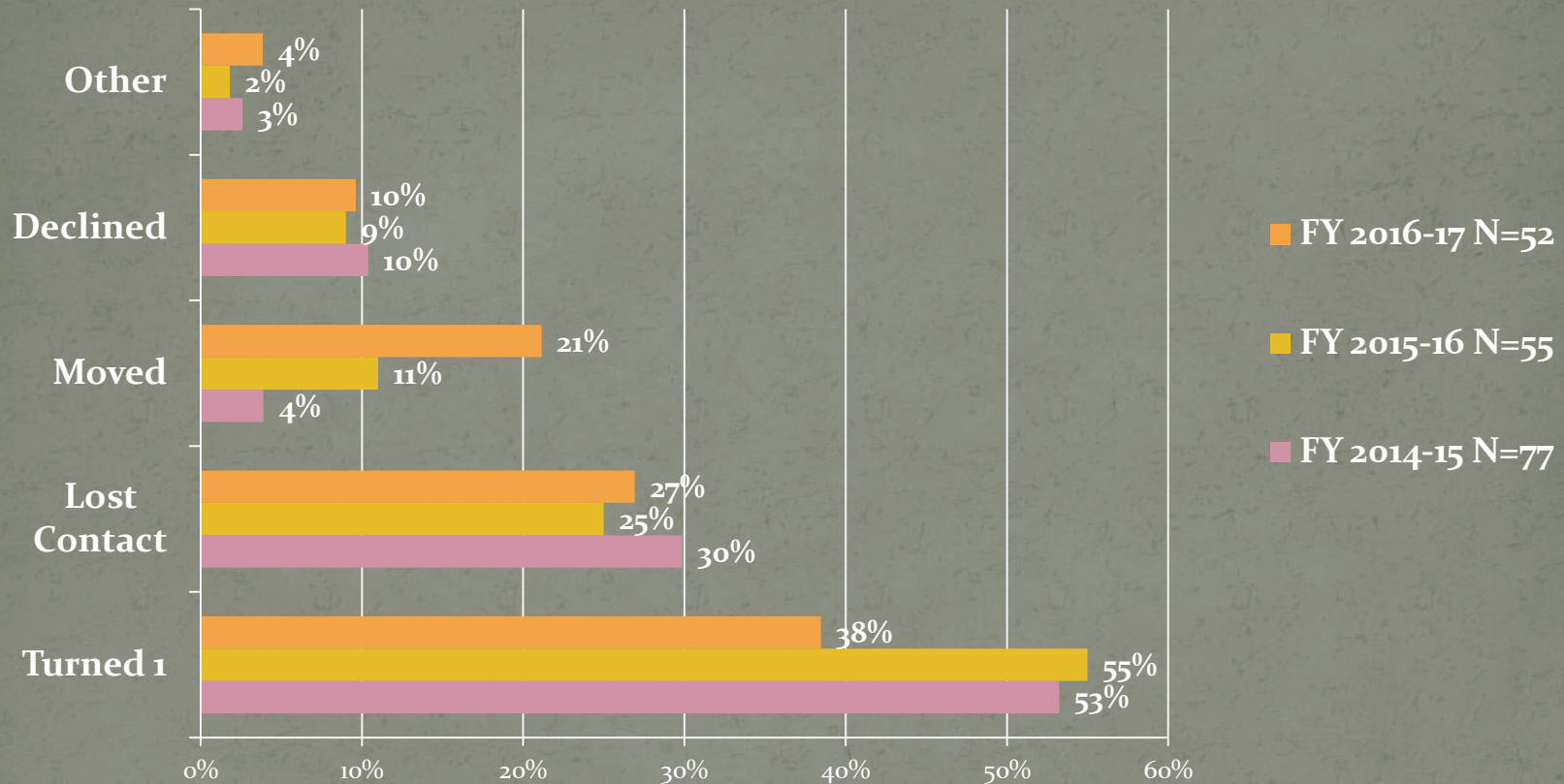
The three year average of mothers in Welcome Baby! who breastfed to 12 months was 51%.

* Exclusive Breastfeeding is defined as a child whose only milk source is breast milk.

[Return to Agenda](#)



Welcome Baby! Exit Reason



17% less families exited because the child turned one and 10% more families exited because they moved. Other reasons for exiting Welcome Baby! remains similar over the last three years.



Welcome Baby! Exit Survey

Parents As Teachers Survey, N=26	Strongly Agree
I feel comfortable talking with my parent educator.	100%
My parent educator gives me handouts that help me continue learning about parenting and child development.	96%
This program increases my understanding of my child's development.	92%
My parent educator is genuinely interested in me and my child.	92%
Activities in the visits strengthen my relationship with my child.	88%
My parent educator encourages me to read books to my child.	88%
My parent educator and I partner to set goals for my child, myself, and my family.	88%
My parent educator helps me find useful resources in my community.	85%
I feel less stressed because of this program.	73%

Welcome Baby! Exit Survey



What about this program has been most helpful to you and your family?

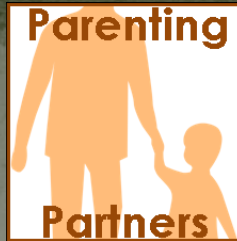
- The brochures and topics covered. (translated)
- The motivation to read to my children more often. (translated)
- The whole program has been very useful, especially the counseling to develop mobility in the body of my daughter. (translated)
- The resources that our parent educator provided, the personal knowledge as a mom that she provided, her comfortableness around my daughter and the wisdom she provided, shared with me from her child education background.
- It gives you the ability to reach out to someone other than medical for support.
- Helping motivate me to alternative ways to parent my children based on their needs! And the encouragement to keep trying.
- The handouts are extremely helpful. My parent educator has helped me find other resources for my child's speech. She's constantly in touch to see how everything is going on with my children.
- A consistent and accurate source of info. I prefer not to search the web. Also having someone in your home that is usually checking out my child's development.
- Having home visits so I don't have to arrange appointments around nap time, meal times, work, etc
- Help with breastfeeding in the early months. Navigating discipline and how we wanted to approach it.

What suggestions do you have to improve the Home Visiting program?

- In my opinion, I think anything and everything that was taught and advised served me well. (translated)
- I think the program was exceptional. I was extremely happy.
- Educators should provide more town/county information of all available programs, a lot of people have no idea about available resources (WIC, IMACA, etc)

Additional Comments:

- Mono County needs more childcare options.
- Annaliesa is amazing, very nonjudgmental and encouraging.
- Thank you for the program. It has been a tremendous help to a first time mom.
- I like that Lara gives me advice and also the attention given to my daughter when she plays with her. (translated)
- Annaliesa has been amazing. I hated to move and lose her kindness and expertise. She was very knowledgeable and had a genuine concern for my baby girl and family.



Parenting Partners Exit Survey

Parents as Teachers Survey N=4 scale of 1 (strongly disagree) to 5 (strongly agree)	Before Average	After Average	Total increase in skill
I know how to meet my child's social and emotional needs.	3.8	4.8	4
I understand my child's development and how it influences my parenting responses.	3.8	4.8	4
I regularly support my child's development through play, reading, and shared time together.	4.8	4.5	none
I establish routines and set reasonable limits and rules for my child.	4.8	4.8	none
I use positive discipline with my child.	4	4.3	1
I make my home safe for my child.	4.3	4.8	2
I am able to set and achieve goals.	3.5	4.3	3
I am able to deal with the stresses of parenting and life in general.	3.3	3.8	2
I feel supported as a parent.	2.8	4.3	6
Total increase in skills			22



Parenting Partners Exit Survey

Parent Satisfaction using Parents as Teachers Survey N=4 scale of 1 (strongly disagree) to 5 (strongly agree)	Average
I am very satisfied with the program	4.8
How likely would you be to recommend PAT to another family?	4.8

N=7

What about the program has been most helpful to you and your family?

- My parent educator helps me find other resources that can help my children with their development if they have scored low in a ASQ questionnaire. The brochures she brings are extremely helpful; they are a great guidance. If I ever have a question she always answers with great advice.
- The love and support. Having someone to talk to about our concerns with our son.
- Helped me create better communication with my daughter and understanding how to respond and set boundaries with her temperament.
- Lactation consultant at hospital and home visits – Deanna & Debbie were the best!

What could be improved about this program?

- Nothing. I find it great the way it is. The kids get different books with each visit. And my parent educator brings me activities in handouts which are extremely helpful. [It] is a program that will definitely help them.
- I cannot think of anything to improve. It's a wonderful program and I hope it continues for many years.
- I would like less hand-outs, maybe an online site to access when questions arise.

Additional Comments:

- I have an amazing parent educator! She is a life saver! I would highly recommend her.
- Molly is a very loving and caring person. I enjoyed our visits and feel like I understand my son's emotional needs better.
- I recommend this program for other parents and children. (translated)
- I like the program, it is very accessible for making appointments and helped me a lot. Elvira is very gentle and patient. Thank you. (translated)
- Thank you for this fabulous program.

School Readiness

Investment: \$86,194

Funding support from First 5 California Small County Augmentation (\$85,036) and Mono County Probation, Health, & Social Services Departments (\$1158)

Kindergarten Round Up, Summer Bridge, & Kindergarten Assessments

Conducted by Eastern Sierra and Mammoth Unified School Districts

Funded by First 5 Mono

Raising A Reader

Conducted by Mono County Libraries & First 5 Home Visitors

Funding Partner: Mono County Libraries

Story Time conducted by First 5 in Bridgeport & Walker, with funding support from Prop 63, Mental Health Services Act

Readers' Theatre

Conducted & funded by First 5 Mono

First Book

Conducted & funded by First 5 Mono

Rationale

A child's education begins very early. Since school-based educational systems do not begin until 3 -5 years of age, First 5 promotes programs that help children get ready for school in the early years.

School Readiness programs include all Mono County schools, childcare and preschool centers, special needs programs, and the Mono County Library System.

Supporting research for Raising a Reader includes, in part, the following publications:

Organizational Research Services (2008);NPC Research (2008); Evaluation Solutions (2008); Thomas Keifer Consulting (2008); Harder & Co. Community Research (2008); Pacific Consulting Group (2007); Bentham and Associates (2007); Public Policy Research, Portland, OR and Oregon State University (2007);,CA State University Monterey Bay, Stanford University, Children's Health Council (2007)

Our other programs in this area are based on a high-quality local model based on participant survey data.

Transition to School Activities

Partners: Mammoth and Eastern Sierra Unified School Districts

Kindergarten Round Up: Informational meeting held at all county elementary schools

- **Target:** All families with incoming Kindergartners
- **Objectives:**
 - Introduce families and children to the school, teachers, principal, and each other
 - Provide information on entering school and kindergarten readiness
 - Facilitate children and families' smooth transition into the education system
 - Enroll children in kindergarten
 - Sign children up for Summer Bridge

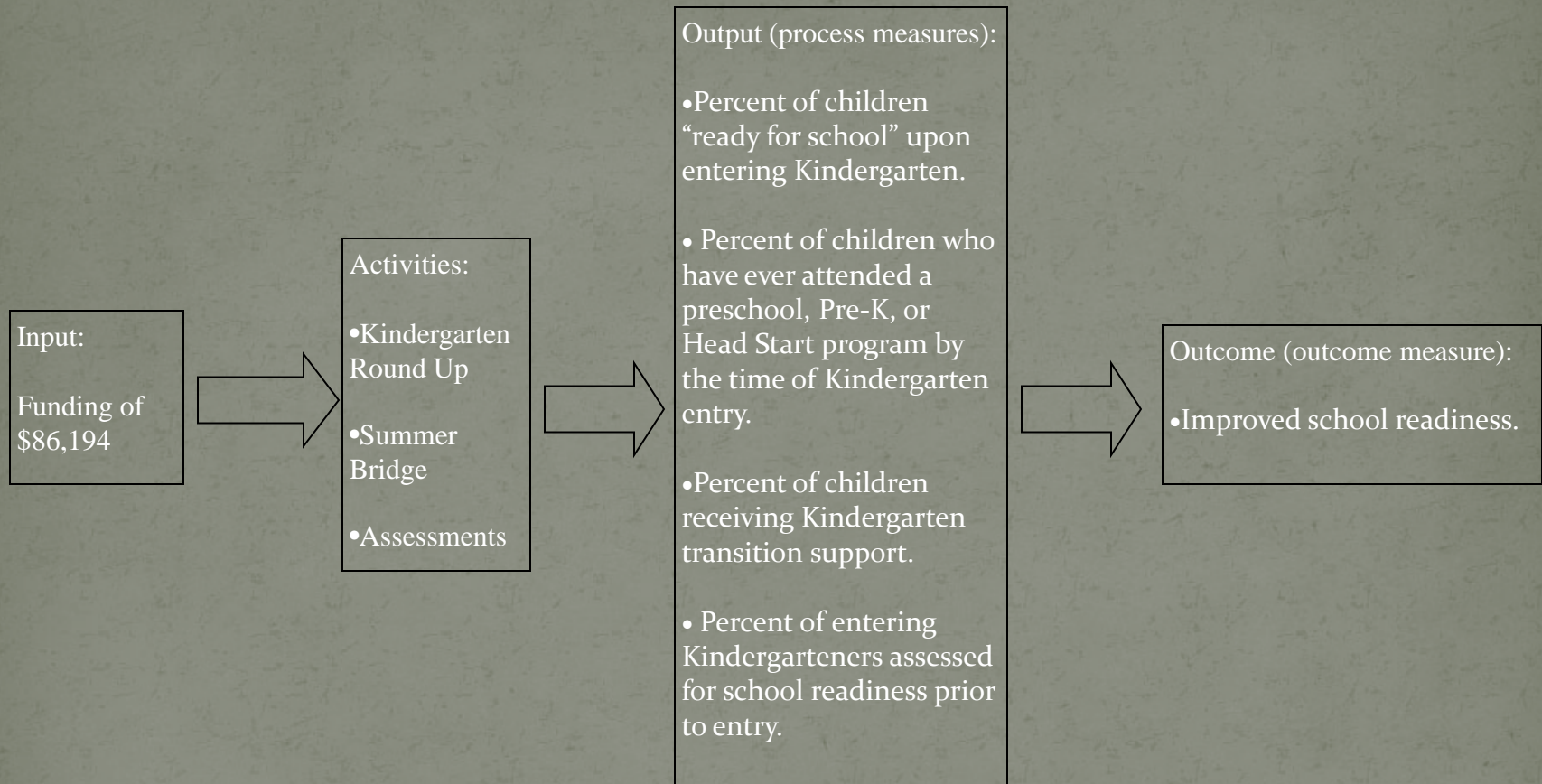
Summer Bridge: Two week Kindergarten transition program held in the summer for incoming kindergartners

- **Target:** All incoming Kindergartners, as space provides
- **Objectives:**
 - Assess incoming students' school readiness
 - Identify children's skill development needs before school begins

Kindergarten Assessment: School readiness assessments conducted by teachers in the first month of school

- **Target:** All Kindergartners
- **Objectives:**
 - Assess students' school readiness
 - Identify children's skill development needs

Logic Model



Research questions, data sources, findings and conclusions

- Is the percent of children “ready for school” upon entering Kindergarten increasing?

Item #7
Mtg Date 12.21.17

 - Data Source: Brigance kindergarten readiness assessments (slide 32)
 - Finding: Readiness increased to 50% from 38% last year
 - Conclusion: Although the percent of kindergarten ready students increased this year, we are cautious to draw the conclusion that this reflects an overall improvement due to the significant difference in the percent of students assessed, 99% this year compared to 66% the previous year. We are instead thinking of the 50% readiness as a baseline which will serve to gauge progress in the future.
- Is the percent of children who have ever attended a preschool, Pre-K, or Head Start program by the time of Kindergarten entry increasing?
 - Data Source: Summer Bridge Parent Survey (slide 35)
 - Finding: Yes, attendance increased to 29% from 21% last year.
 - Conclusion: about 30% of incoming kindergartners who attended the Summer Bridge program also attended a preschool program. In subsequent years, data will be drawn from Kindergarten parent surveys to capture a better picture of the kindergarten class as a whole as opposed to the subset that attends Summer Bridge.
- Is the percent of children receiving Kindergarten transition support increasing or remaining high?
 - Data Source: participation in transition to school activities (slide 30-31)
 - Finding: No, down to 69% from 79% last year
 - Conclusion: Primarily due to a decrease in participation in Kindergarten Round Up at the largest school in the county, Mammoth Elementary, transition to kindergarten participation decreased from last year. The decrease in attendance was likely due to a new format for the event that did not function as well as hoped. We think that challenges in the 2015 event were shared by word of mouth and may have led to less participation in 2016. We implemented changes in 2017 to improve the format of Round Up in Mammoth and have received preliminary feedback regarding the success of the changes. We hope the success will lead to increased participation in the years to come. There is also low participation in the Summer Bridge programs in Lee Vining and Mammoth. First 5 Staff will meet with staff at those sites to support implementation of changes to enroll more students. If participation remains low, the Commission will analyze the data to make decisions about ongoing funding during the 2018-19 Strategic Planning process.
- Is the percent of entering Kindergarteners assessed for school readiness prior to entry increasing or remaining high?
 - Data Source: kindergarten readiness assessments (slide 32)
 - Findings: 99% of all kindergartners were assessed compared to 66% the previous year.
 - Conclusion: The new protocol to assess kindergartners at kindergarten entry had a positive impact on the percentage of students assessed. The research question needs to be refined in the strategic plan to reflect the change from “prior to entry” to ready “at entry”.

Evaluation Results

As the majority of the program-specific evaluation results indicate achievement of the desired outcomes, the commission will continue to fund the same School Readiness activities. As part of the continuous quality improvement of the School Readiness activities, changes were made to the format of the Mammoth Elementary Kindergarten Round Up. The 2015 Round Up in Mammoth experimented with a new format with two presentations, one in English and one in Spanish. The format was challenging due to the size of the presentation rooms and flow of parents dropping off children with childcare providers. To improve the event, First 5 worked with Elementary School staff to reformulate the format to match what is done in the other schools in the county—children and families participating together in presentations in each classroom with a Kindergarten teacher. Due to the success of the new format reported by staff and parents, we will continue to offer Round Up in Mammoth Lakes using this format and anticipate that it will lead to increases in participation over time.

Transition to School Reporting Cutoff

Transition to School activities, Round-Up, Assessments, and Summer Bridge are reported based on the fiscal year the cohort enters Kindergarten, even though some events take place in the prior fiscal year.

(FY 2016-17: data reported is for the class that entered Kindergarten in August of 2016)

Kindergarten Round Up Attendance

Kindergartners who started school in August of 2016

Events took place in March 2016

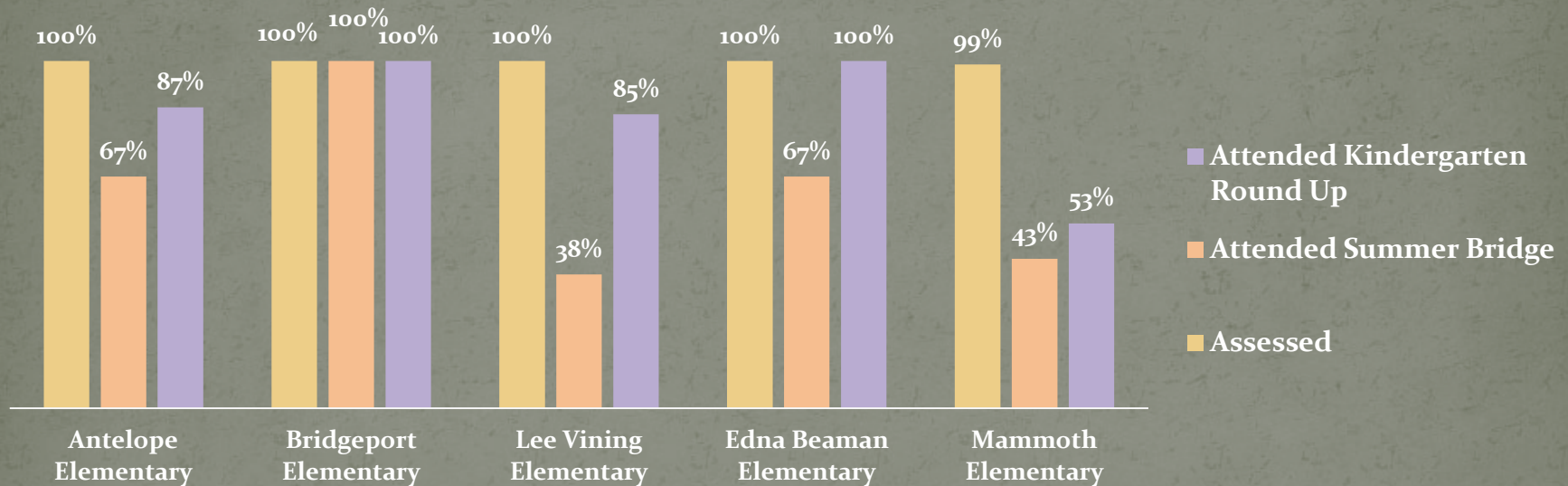
Kindergarten Round Up March of 2016			% of Kindergartners who received a backpack at Round Up		
Elementary School	Attendance (Kindergartners, parents, siblings, etc)	Backpacks Distributed to Kinders	2014 N=109	2015 N=119	2016 N=113
Antelope	31	13	58%	53%	86%
Bridgeport	13	5	100%	71%	167%
Edna Beaman	13	5	50%	100%	167%
Lee Vining	33	11	125%	73%	85%
Mammoth	140	42	89%	80%	53%
Total	230	76	84%	79%	67%

Backpacks include school readiness activities such as pencils, crayons, scissors, play-dough, a ruler, a puzzle, and writing and math exercises.

Transition to School Participation

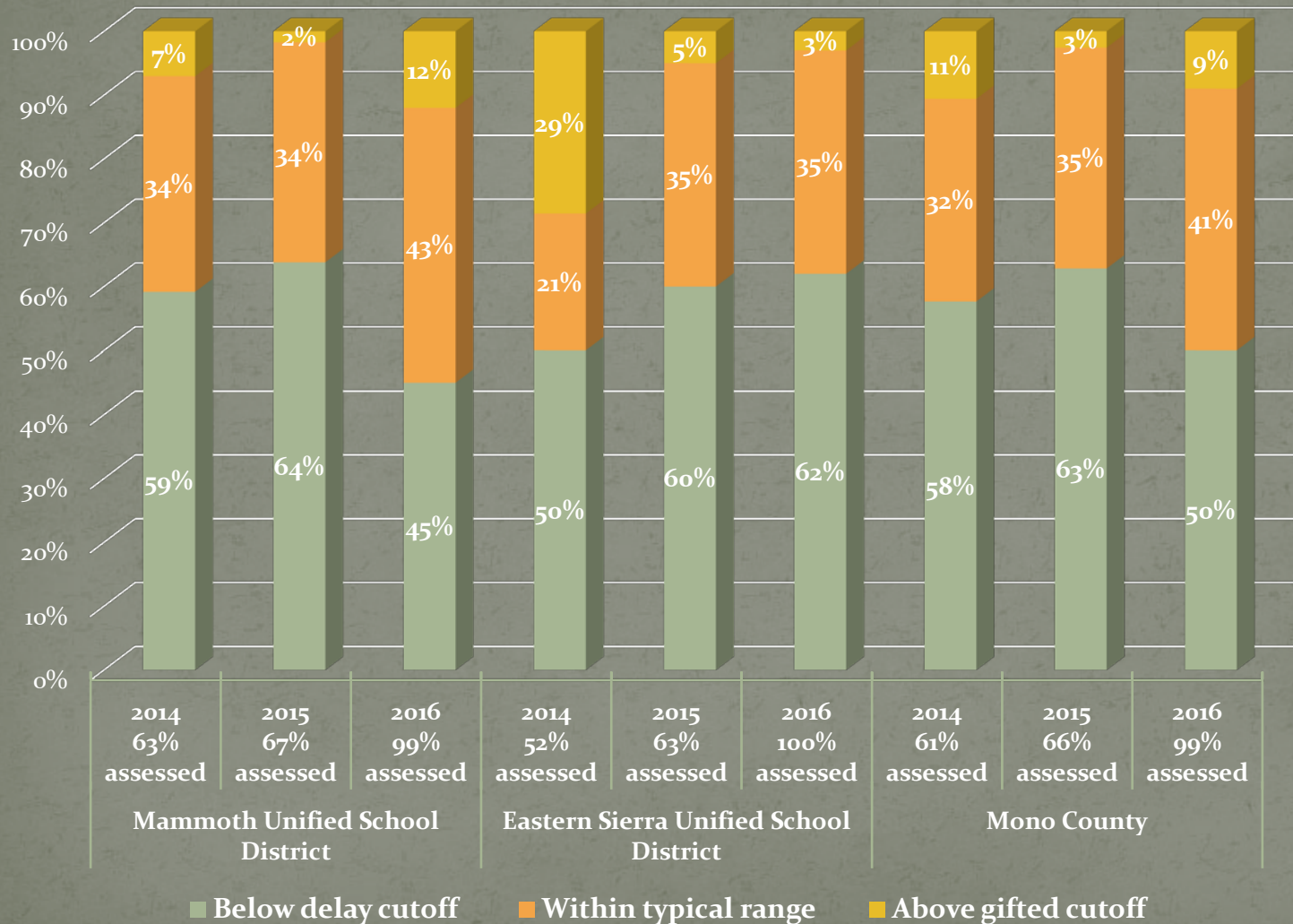
Kindergartners who started school in August of 2016

Events took place from March to August 2016



The focus for improvement in upcoming years will be on Summer Bridge and Round Up attendance at Mammoth Elementary School and Summer Bridge attendance at Lee Vining Elementary School due to the low percentages of students accessing those services in FY 2016-17.

School Readiness 2014-2016



Teacher Survey Comments

What were the most important things the children in your class got out of the Summer Bridge Program?

- Familiarity with the classroom/school
- Getting to know me and how to follow directions
- For me, it is the beginning steps to establish the routines we will be using during the school year and socializing with peers.
- Exposure to the school campus, the way class runs, and rules

Parent Survey

In which ways do you feel Summer Bridge helped prepare your child for Kindergarten?

Classroom Skill	Percent of Parents N=38 (70% reporting)
Meeting the teachers	89%
Getting used to the classroom	87%
Adjusting to a group learning environment	71%
Learning how to follow directions	63%
Increased self-confidence	58%
Development of social skills	53%
Increased attention span	47%

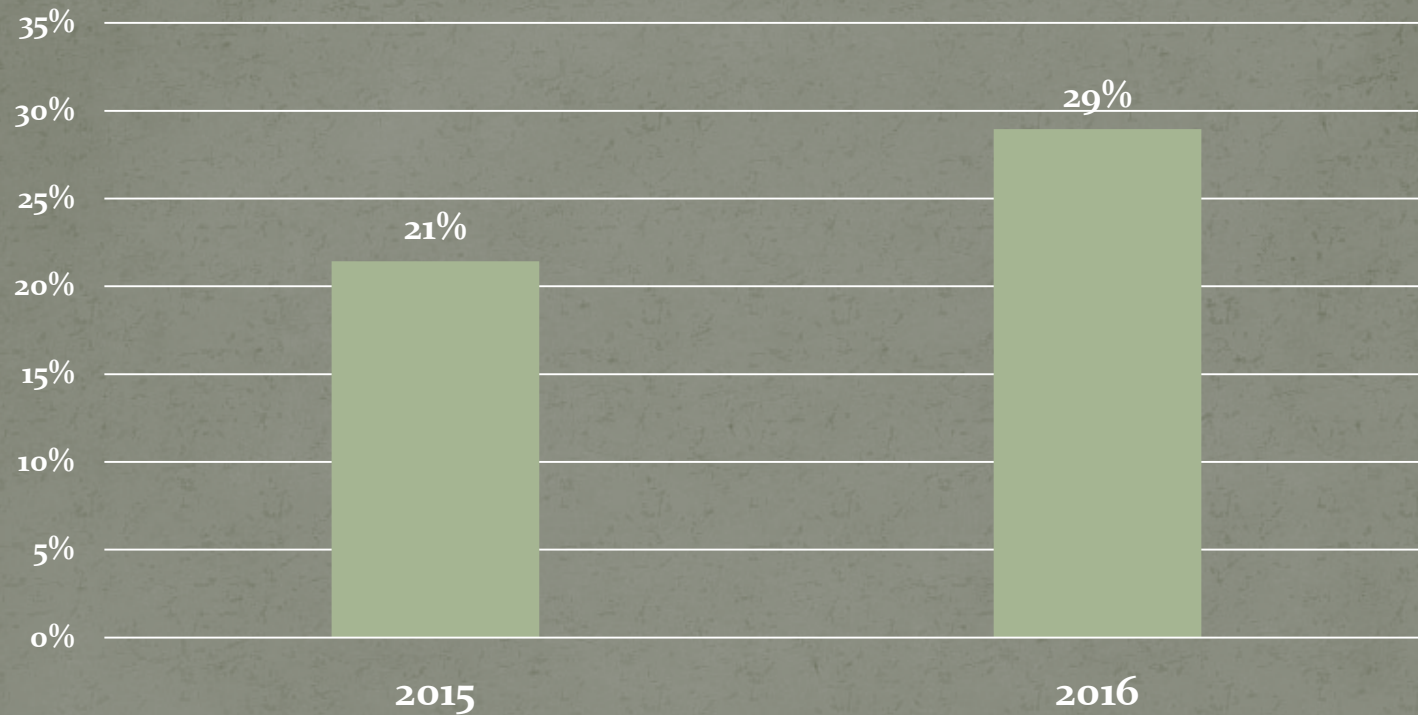
Does your child feel less anxious about starting school?

- We feel more confidence because we know the teachers. (translated)
- She was very shy and I see that she is already sure of herself. (translated)
- Yes, because my child spent time with other children; he loves school and related activities. (translated)
- He is now comfortable with the school campus and has friends he will know on the first day of school .
- She loves to learn new things and couldn't wait to start.
- She now knows that there is a routine to follow and some school mates.
- Getting to see and experience the inside of the classroom and knowing the teacher.

Parent survey results signify the value that Summer Bridge has in supporting children adapting to the kindergarten classroom, meeting the teachers, and adjusting to a group learning environment.

Kindergartners who Attended Preschool

Summer Bridge Parent Surveys Reporting Preschool Attendance



Percent of Kinders reported: 24%

Percent of Summer Bridge students reported: 62%

2016

34%

70%

Raising A Reader & Story Time

Book bags distributed through libraries, home visitors, child care providers, and preschools. Mtg Date 12.21.17

Partner: Mono County Libraries

Target: Families and child care providers with children birth to 5 years

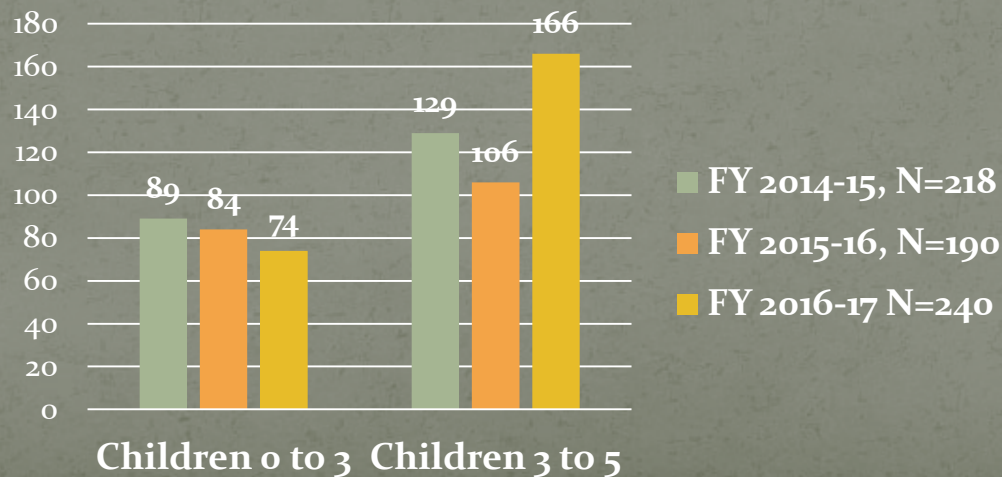
Objectives:

- Improve early literacy
- Encourage use of the library system
- Increase parental and care-provider literacy activities

Participation: 240 children countywide

Peapod Leaders in Walker and Bridgeport conducted weekly Story Time.

Raising A Reader Participation by Age



Raising A Reader Participant Comments

What did you enjoy about the RAR Program?

- Spending time with my kids, seeing their smiles, enjoying reading. (translated)
- My child likes reading more. (translated)
- She tries to read to her little brother. (translated)
- My baby pays attention to the books. (translated)
- When reading, [my son] is very attentive and quiet. (translated)



Raising A Reader participation increased by 40 families this year.

Parent surveys indicate achievement of the objective to encouraging literacy activities in the home.

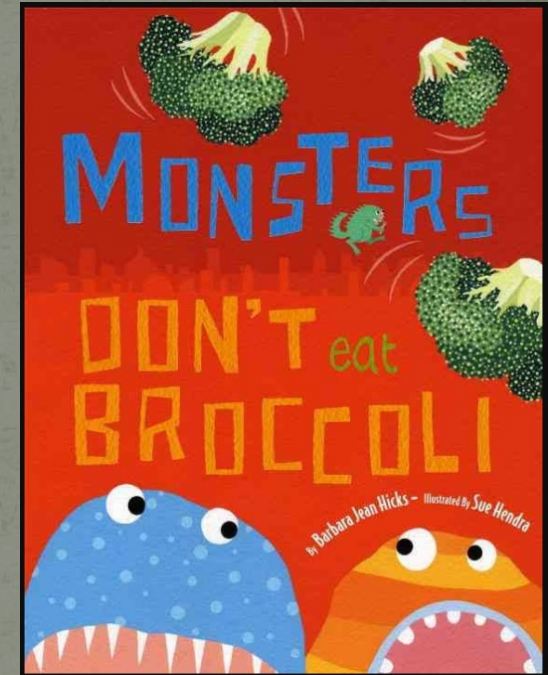
Readers' Theatre

Activities and book readings in family child care facilities and preschools.

Target: Preschool-age children

Objective: Promote early literacy.

Location	FY 2014-15	FY 2015-16	FY 2016-17
Family Child Care Providers	68	-	4
Coleville State Preschool	-	15	12
Coleville Marine Base Childcare	23	15	13
Lee Vining Head Start Preschool	10	12	15
Lutheran Preschool	17	11	-
Kids Corner	20	10	15
Mammoth Head Start Preschool	22	20	21
Sierra Early Education Program	1	-	-
Total	169	83	80



First 5 Mono conducted Readers' Theatre in the Spring of 2017. Children listened to a reading of Monsters Don't Eat Broccoli, received fresh broccoli snacks, and were given a Potter the Otter book to read at home.

First Book

Free high-quality children's books.

Target: Children birth to 5

Objectives:

- Increase early literacy in home environments & with childcare providers
- Facilitate positive parent-child interaction
- Increase literacy for young children

Books distributed:

833 books total (807 FY 15-16)

- 400 Welcome Baby! & Parenting Partners
- 142 Peapod Playgroups
- 100 Women, Infants, Children
- 77 Health & Safety Fairs
- 52 IMPACT Providers
- 40 Raising A Reader
- 22 Early Intervention



Distributing books to parents and providers builds their own libraries, strengthening the early learning system and contributing to improved school readiness.

Child Care Quality

Investment: \$351,936

Improve and Maximize Programs so All Children Thrive
(IMPACT)

Serves Mono and Alpine Counties

Conducted by First 5 Mono

Funded by First 5 California (\$57,145) & First 5 Mono (\$17,053)

Region 6 Training & Technical Assistance Hub

Serves Mono, Alpine, & Inyo Counties

Funded by First 5 California (\$26,968)

Community Development Block Grant Childcare

Conducted by Eastern Sierra Unified School District

Funded by the California Community Development Block Grant
through Mono County (\$250,771)

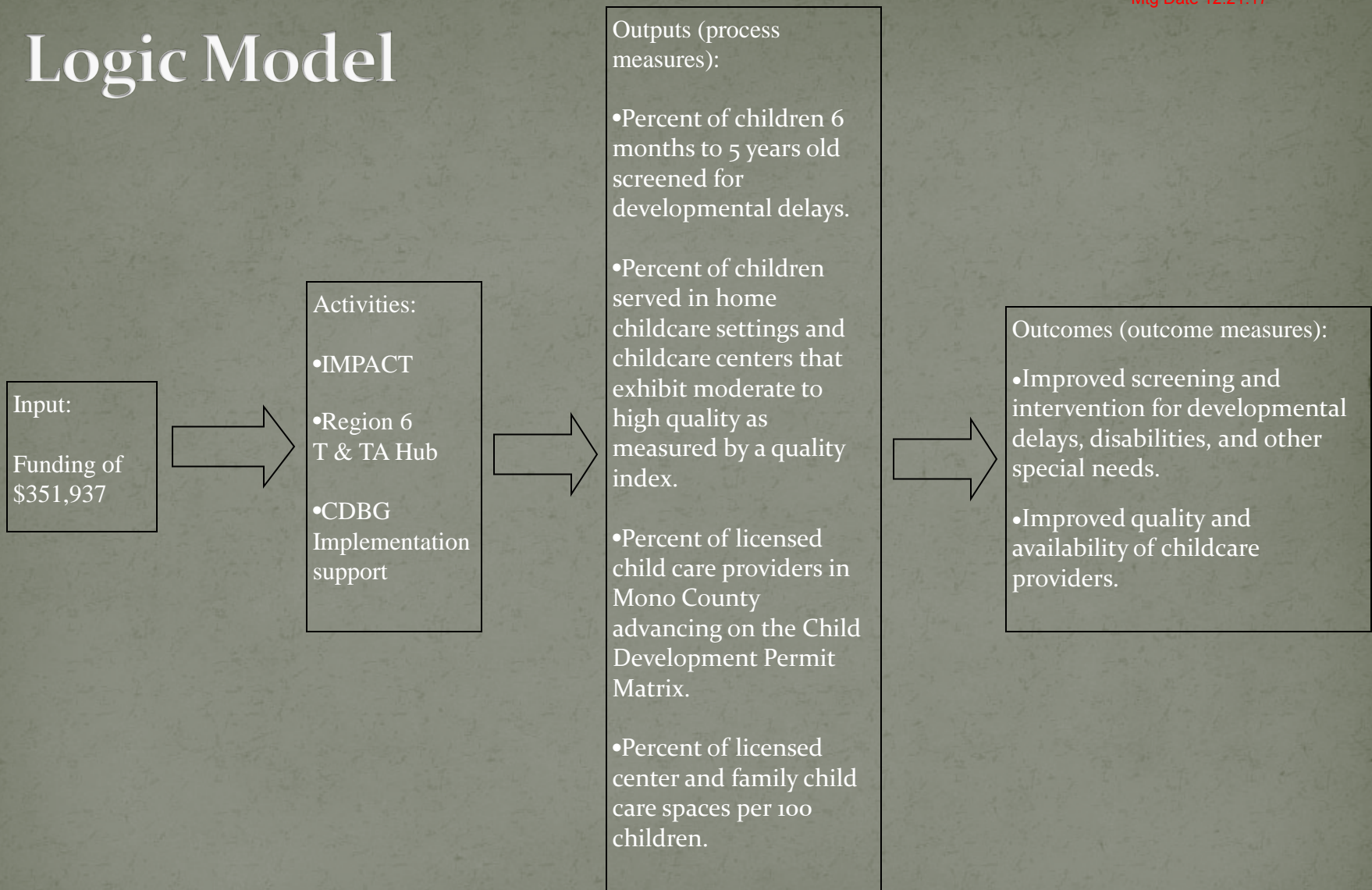
Rationale

First 5 Mono includes Childcare Quality in the strategic plan as many children spend a significant amount of their early years with their childcare provider.

Educating child care providers on how to best meet the needs of children in their care helps ensure children will spend their formative years in optimal learning environments.

Financial support from First 5 California facilitates county provision for programs that help create and maintain high-quality child care.

Logic Model



Research questions, data sources, findings and conclusions

- Is the percent of children 6 months to 5 years old screened for developmental delays increasing?
 - Data Source: completed ASQs (slide 46)
 - Finding: yes, 41% of children in participating sites were screened for a developmental delay, up from 0 the previous year.
 - Conclusion: Due to implementation of the new IMPACT program which requires sites to provide ASQs to the families of children they serve, there was a 41% increase in children screened for developmental delays at participating sites from last year.
- Is the percent of children served in home childcare settings and childcare centers that exhibit moderate to high quality as measured by a quality index increasing?
 - Data Source: Quality Rating Improvement System Ratings
 - Finding: Yes, 62 children in Mono and Alpine counties attended a site with a high quality rating in the first year ratings were implemented in the county.
 - Conclusion: For the first time we rated sites using the state Quality Rating Matrix. Ratings for 4 classrooms were high quality, and two had higher quality than licensing standards.
- Is the percent of licensed child care providers in Mono County advancing on the Child Development Permit Matrix high or increasing?
 - Data Source: the number of child development permits issued to providers
 - Finding: unknown
 - Conclusion: Although we sought to access this data through the Child Development Department at the local community college, we were not able to access the data prior to publication of this report.
- Is the percent of licensed center and family child care spaces per 100 children high or increasing?
 - Data Source: Child Care Portfolio (slide 51)
 - Findings: in 2015 17% of children 0-12 with parents in the workforce have a licensed childcare slot available, a decline from 20% in 2012.
 - Conclusion: The number of slots available to children in Mono County has decreased dramatically from 56% in 2008. To help change the trend, First 5 partnered with Mono County, Eastern Sierra Unified School District, and the Mono County Office of Education to open two new preschools—one in Bridgeport and one in Benton. First 5 continues to actively participate in the Mono County Child Care Council and with Mammoth Hospital and the Mono County Office of Education to support initiatives to increase the number of child care spaces in Mono County.

Evaluation Results

As the child care quality initiative is making significant strides in rating sites, screening children for developmental delays, and impacting the number of available slots in the county, the Commission will continue to invest in this initiative.

As part of the continuous quality improvement of the child care quality investment, we continue to seek to develop coaching capacity so that site directors and family child care operators are able to have support around the areas of the rating matrix that are most pertinent to their site.

IMPACT

Improve and Maximize Programs so All Children Thrive

Target: Childcare providers, families, and children

Objectives:

- Provide site-specific professional development to childcare providers
- Support providers' implementation of developmental screenings and parent engagement activities
- Build public awareness and support for quality early care
- Build a Childcare Quality System that leverages funding and maximizes support for care providers

In FY 2016-17, fifty-six providers at nineteen Mono County sites participated in the Childcare Quality System. Three sites were served by the Inyo County Superintendent of Schools, efforts funded by the California Department of Education. Four sites “alternative sites”, Home Visiting and Peapod Playgroups, served 466 children—66% *of the county’s birth to 5 population. Three sites in Alpine County were also served by the program.

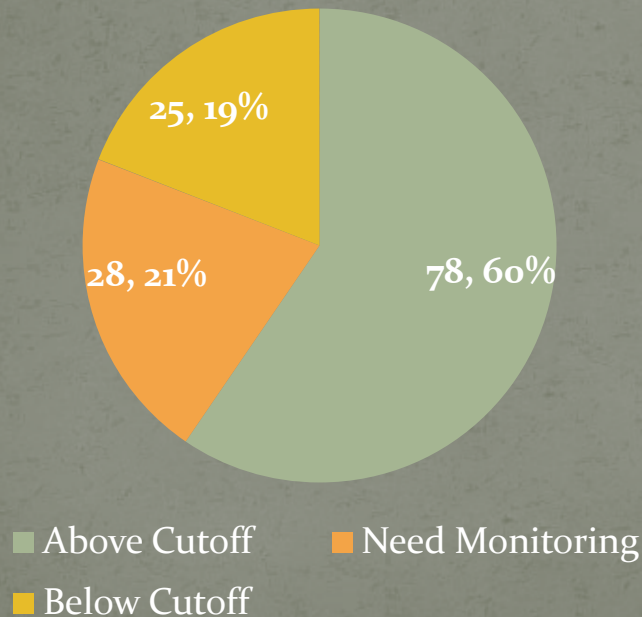


*Number and percent include duplication

Ages & Stages Questionnaire (ASQ)

The ASQ is a tool to screen children 1 month to 5 years old for developmental delays within 5 domains: Communication, Gross Motor, Fine Motor, Problem-Solving, and Personal-Social. Providers participating in IMPACT were trained to use the ASQ and provide referrals to children with suspected delays. Providers offered the screening to all families that they serve.

Provider ASQ Results
N=131



ASQs were administered by child care providers and completed by parents. Results include the 22 sites participating quality improvement efforts. Of the 321 children served at those sites, 131 children were screened, a 41% screening rate.

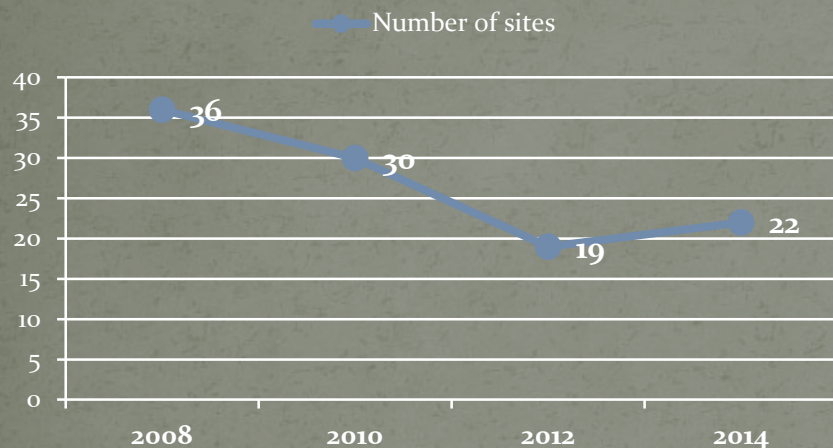
Of the 131 screenings for which results were submitted, 25 children needed referrals for further evaluation (19%). Suggested referrals by domain were:

- Fine Motor: 4
- Problem Solving: 11
- Communication: 6
- Gross Motor: 3
- Personal Social: 5

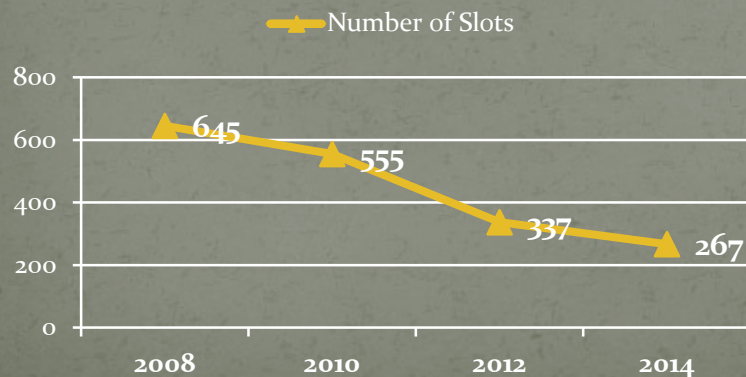
Childcare Sites, Slots, and Need

Source: California Child Care Resource and Referral Network Child Care Portfolios 2009-2015

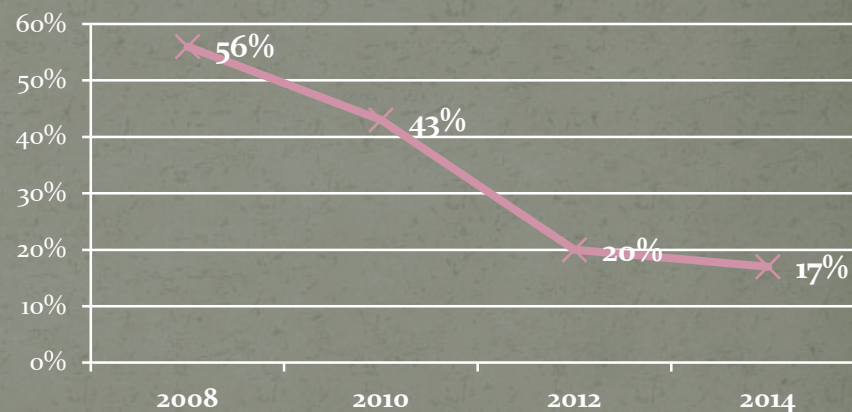
Number of Sites



Number of Slots



Children 0-12 with parents in the labor force for whom a licensed child care slot is available



Training and Technical Assistance HUB

- First 5 Mono served as the fiscal lead for the Regional Training and Technical Assistance Hub funded by First 5 California to support regional efficiencies in Childcare Quality work.
- The Region consists of Alpine, Inyo and Mono Counties.
- Funds paid for:
 - Travel to state and regional meetings
 - External Assessors for Spanish speaking sites
 - External coordination for the Hub from Viva
 - i-Pinwheel database to track sites' participation in regional childcare quality
 - Early Learning Needs Assessment Tool (ELNAT) database to analyze child data to determine needs

CDBG-Funded Childcare

- With funding through Mono County and operated by Eastern Sierra Unified School District, preschool child care centers were opened in Bridgeport and Benton.
- 27 children were served
- 4 new employees were hired, two teachers and two aides

Oral Health

Investment: \$4,764

Oral health education, oral health checks, and fluoride varnish application.

Conducted & funded by First 5 Mono

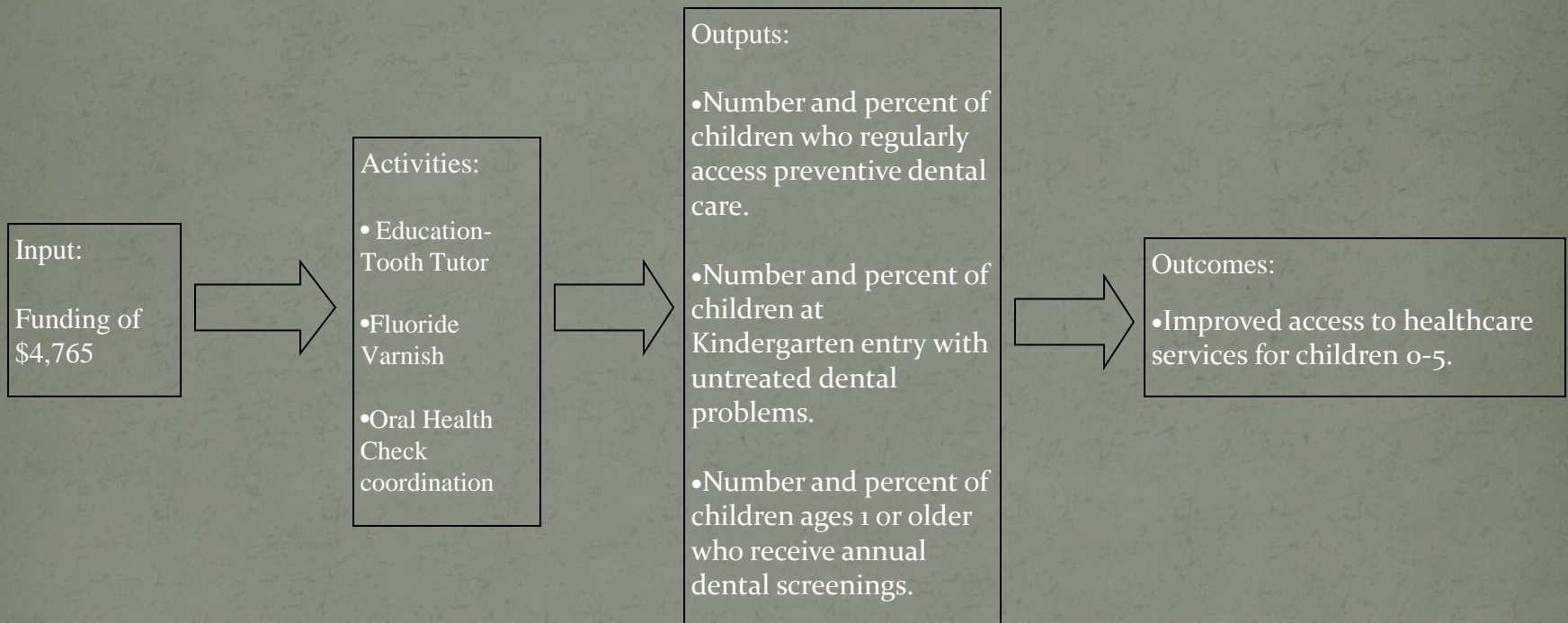
Funding support from First 5 California Small County Augmentation (\$4,765)

Rationale

The 2009 First 5 Mono Strategic Plan identified a significant community need in the area of oral health. Pediatricians saw visible tooth decay and an opportunity to provide fluoride varnish and oral health education through paraprofessionals was developed.

Pediatricians in the county continue to report significant needs for sustained efforts in oral health due to the high number of children with poor oral health.

Logic Model



Research questions, data sources, findings and conclusions

- Is the percent of children who regularly access preventive dental care high or increasing?
 - Data Source: Sierra Park Dental Data, 2014-16 (slide 78)
 - Finding: 20% of patients 0-5 had more than one visit to the dentist in the year, down from 24% the previous year.
 - Conclusion: Using the data of how many children went to the dentist more than one time on the year; we get a picture of how many are able to have work done in addition to annual cleaning and check-ups. Using this as a metric, we know 20% of children needed additional preventative care, but do not know how many of the children who needed additional care this includes. Thanks to new collaboration with the fiscal department at Mammoth Hospital, this year's data is stronger than it was in the past. With continued support from Mammoth Hospital, we will be better able to track access to oral health care over time.
- Is there a low percent of children at Kindergarten entry with untreated dental problems?
 - Data Source: Kindergarten Round Up Oral Health Checks (slide 78)
 - Finding: 18% of the oral health checks completed at kindergarten round up indicated the child had untreated carries, up from 5% last year
 - Conclusion: While the percent of untreated carries at kindergarten entry increased, it is hard to draw conclusions based on the low reporting rate of 35%. First 5 is working with the Mono County Office of Education to ensure school district compliance with their reporting requirements for these forms to support more complete data.
- Is the percent of children ages 1 or older who receive annual dental screenings high or increasing?
 - Data Source: Sierra Park Dental Data, 2014-16 (slide 78)
 - Finding: Finding: 17% of patients had an annual exam and cleaning, 49% had an exam and cleaning in 2 of three years and 34% had one exam and cleaning in 3 years.
 - Conclusion: Only 17% Children 0-5 visit the dentist annually, but more than half (56%) are seen at least annually. First 5 will continue to work though our oral health education efforts to support higher percentages of children having at least one visit to the dentist a year.

Evaluation Results

The oral health needs of young children in Mono County continue to be high with few children accessing regular preventative care and annual screenings. The commission will continue to invest in this initiative to improve oral health for children 0-5.

As part of the continuous quality improvement of the oral health investment, we will target our oral health education to educate parents to access annual dental checkups and preventative care. Additionally we will continue to provide topical fluoride varnish as no community in the county has fluoridated water.

Oral Health

Target: Preschool age children

Objectives: Provide application of fluoride varnish twice a year to all Mono County children age 1-5 who are not already receiving services from a dentist, and educate children and parents about oral health. The program provides free toothbrushes, toothpaste, and floss to families to help maintain oral health.

Oral Health Visits

Location	Oral Health Checks	Oral Health Education	Fluoride Varnish	Total Services
Preschools/Family Child Care Homes	-	125	92	217
Mammoth Elementary Kindergarten Round Up	14	-	15	29
Eastern Sierra Unified School District Birth-to-5 Health & Safety Fairs	28	-	23	51
FY 2016-17 Totals	42	125	130	297
FY 2015-16 Totals	39	188	162	389



Family Behavioral Health

Investment: \$36,315

Peapod Playgroups

Conducted by First 5 Mono

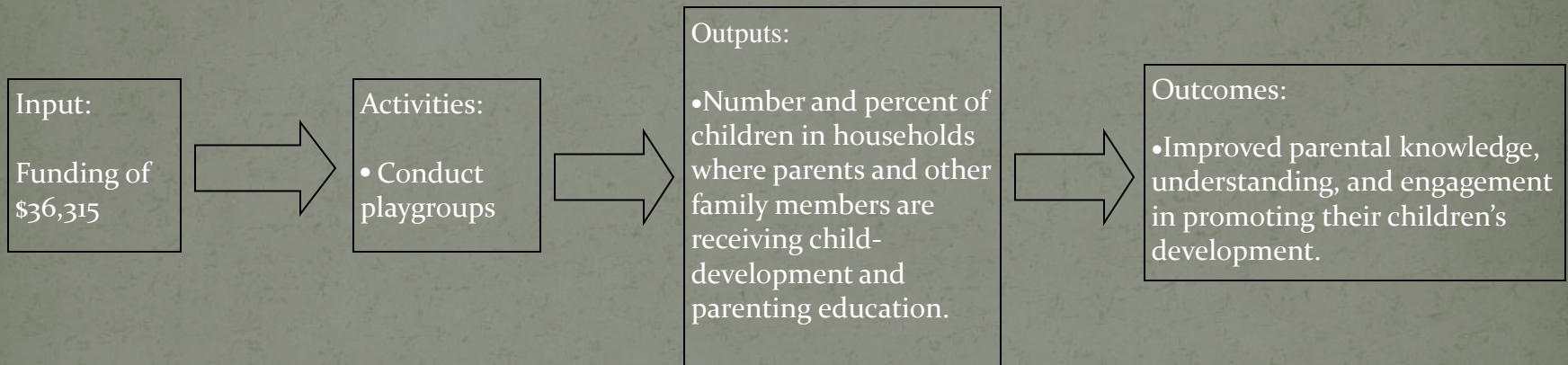
Funding Partner: Mono County Behavioral Health, Prop. 63 (\$35,000),
First 5 Mono (\$1315)

Rationale

In such a rural and geographically isolated county, it is easy for families to feel alone. Opportunities for children and their parents are fewer than in more populated areas.

To meet the social needs of parents and their children, a weekly playgroup program was developed.

Logic Model



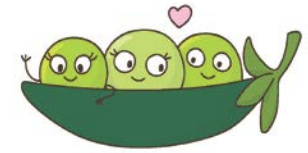
Research questions, data sources, findings and conclusions

- Is the percent of children in households where parents and other family members are receiving child-development and parenting education high or increasing?
 - Data Source: number of children participating in playgroups (slide 61)
 - Finding: 29% of children
 - Conclusion: Due to participation in Peapod, children lived in households receiving child-development and parenting education.

Evaluation Results

Families have more information about parenting and child development as a result of the Family Behavioral health investment. The Commission will continue to invest in this initiative.

As part of the continuous quality improvement of the Peapod program, outreach efforts to ensure as many families as possible participate will continue. We are also working to ensure that information about parenting and child-development is included in groups as a part of each 10 week session cycle.



Peapod Playgroups

Weekly group meetings for parents and children

Partner: Mono County Behavioral Health

Target: Parents and children birth to 5 years old. Playgroups meet for 10-week sessions. Three to four sessions are held per year in the following communities: Walker, Bridgeport, Lee Vining, Mammoth English, Crowley Lake, & Chalfant/Benton.

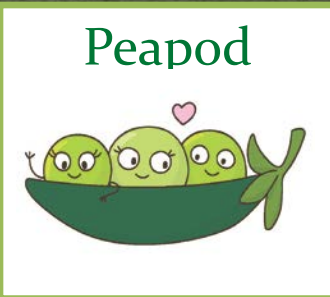
Objectives:

- Decrease isolation by providing parents and children an opportunity to socialize
- Destigmatize seeking behavioral health services
- Link families to community services
- Encourage school readiness skills
- Encourage early literacy

Peapod Participation

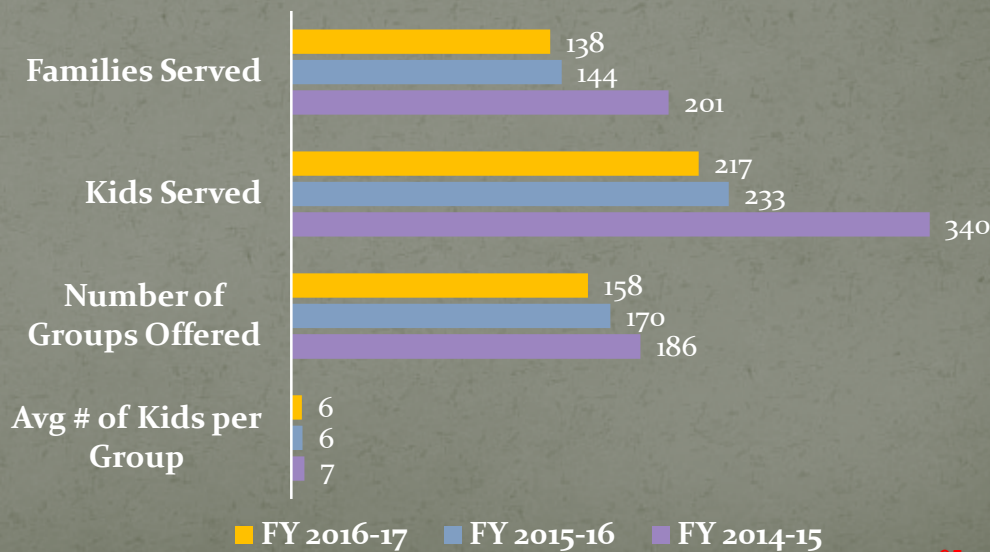
Participation in Peapod remained steady in FY 2016-17 serving about the same number of children and families as last fiscal year. The number of groups offered fell, and thus the corresponding kids total attendance due to the following factors.

- Spanish Peapod was not held all year—we have been unable to hire a leader due to lack of qualified applicants.
- After only serving a couple families in Lee Vining for the entire 15-16 fiscal year, when the leader left her position, we decided to wait until the community expressed an interest in restarting that group.



Families Served			
Playgroup Location	FY 14-15	FY 15-16	FY 16-17
Benton/Chalfant	8	3	3
Bridgeport	17	13	15
Crowley Lake	43	41	32
Lee Vining	15	2	2
Mammoth English	59	46	74
Mammoth Spanish	30	15	0
Walker	29	24	12

Overall Peapod Participation



Counseling Referrals

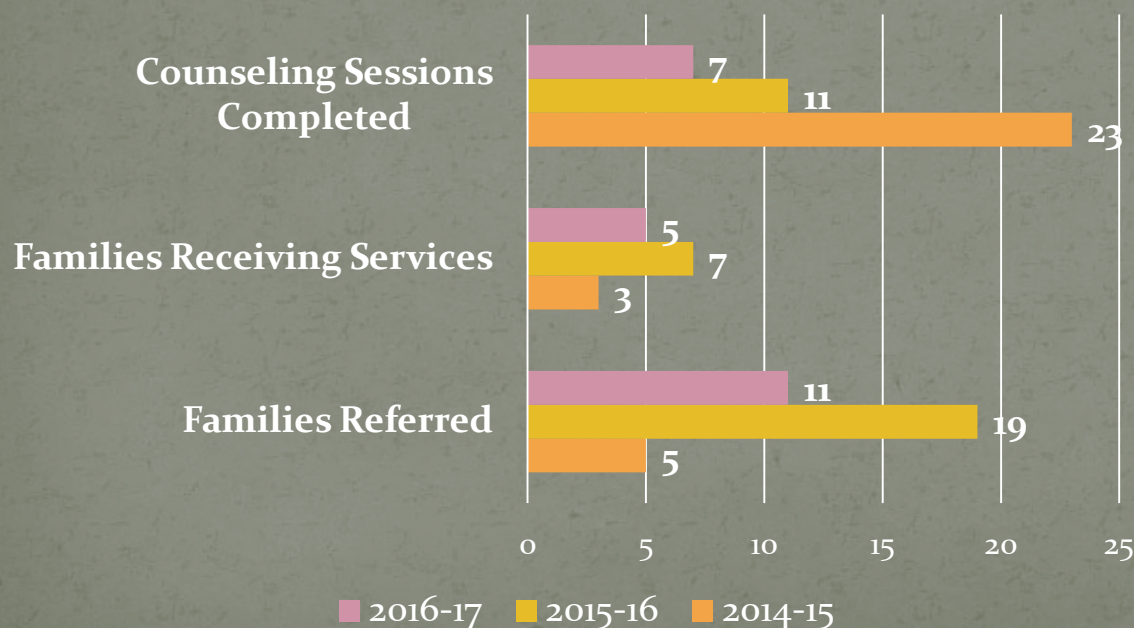
Referrals made during Home Visits and Peapod

The first \$500 of counseling services per family is paid by First 5 if no other insurance is available.

Total families referred: 11

Families who accessed services: 5

Total Number of Counseling Sessions: 7 (Owens Valley Wellness & Mono County Behavioral Health)



Percent of referred families who received counseling

2016-17	45%
2015-16	37%
2014-15	60%

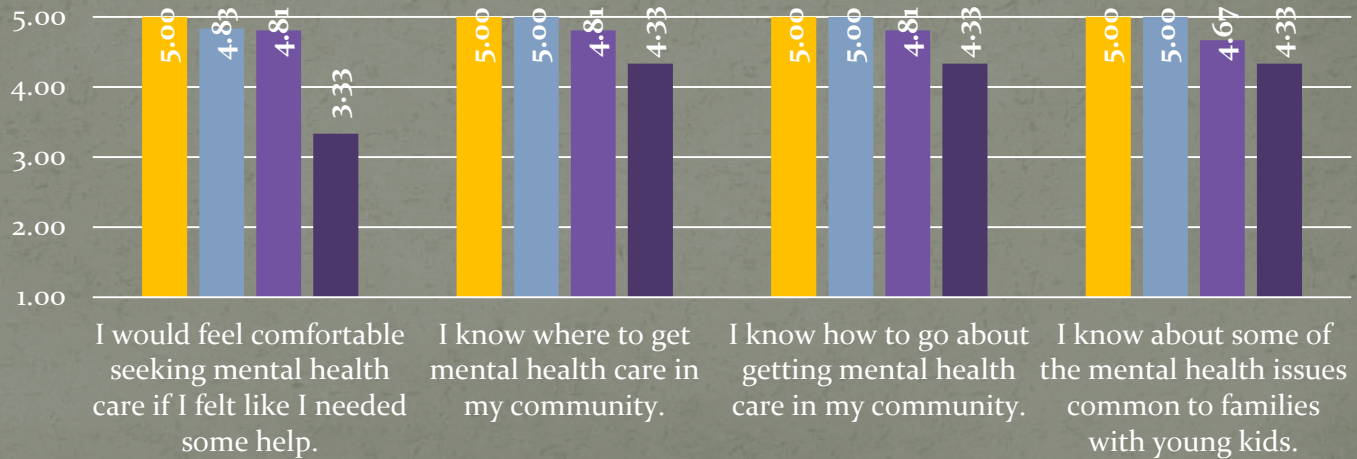


Parent Surveys by Community



Scale

- 1: Strongly Disagree
- 2: Disagree
- 3 Neither Agree nor Disagree
- 4: Moderately Agree
- 5 Strongly Agree



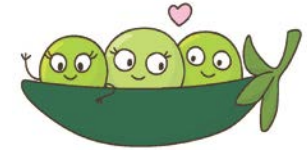
Bridgeport N=2 Crowley N=6 Mammoth N=21 Walker N=3

Overall Parent Surveys

Item #7

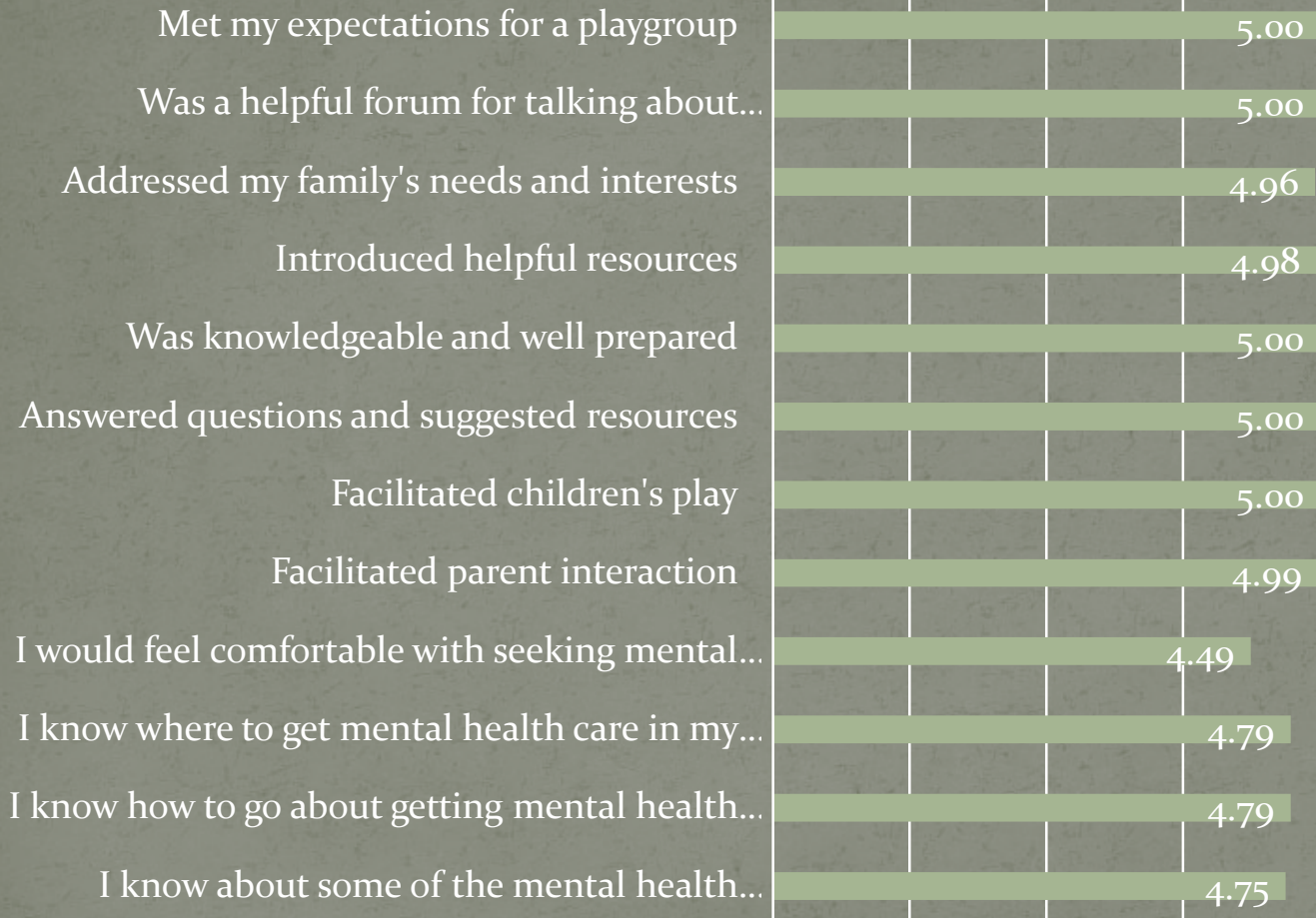
Mtg Date 12.21.17

Peapod



N=32

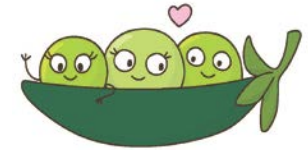
1.00 2.00 3.00 4.00 5.00



Scale

- 1: Strongly Disagree
- 2: Disagree
- 3 Neither Agree nor Disagree
- 4: Moderately Agree
- 5 Strongly Agree

Parent survey data yielded high levels of satisfaction with playgroups, playgroup leaders, and information received about mental health issues.



Parent Survey Comments

- Teiya does an amazing job with the kids. This program is excellent for our kids and community.
- Social and fresh air for the kiddies
- Both leaders have such good hearts and really show care and passion for a healthy environment for the kids.
- Fun leaders, great games/songs, fun interaction. Have been coming since [my child] was 18 months.
- We love song time and playing with the parachute. We have really enjoyed Peapod with Kim and Annaliesa.
- Lots of time for kids to play and interact. Song time and parachute. Building relationships with other parents and children.
- Beautiful setting at park meeting friends and having a safe place to play with other kids.
- Toys and play structures getting kids around others, having social skills very welcoming, a variety of activities for different ages, safe for independent play, love the songs and group activities.
- Nice variety of toys, games, crafts, fun songs, good location.
- Nice variety of toys and activities, good interaction for different aged children, convenient location.
- Fun, interactive and tires out my toddler.
- Friendly parents, children, and leader.
- Great age appropriate toys for kids.
- Kids playing nicely together. Lots of different activities available.
- Smaller children kept safe from larger children.
- Great location, nice mix of age groups, nice leaders, thank you.
- The songs. Miss Chanden is always positive and is great at bringing us all together.
- It's a lot of fun for me and my child. I really like the crafts and informational packets.

Suggestions

- None, these are great.
- Water play
- Story or book during session?
- Games & crafts, we love crafts!
- More outdoor time.
- A craft or water time would be great.
- I'll likely try to find more similar ages, but I was aware of that prior.
- Moving back to 10am is great.
- More often.
- Maybe start at 10:00 instead of 9:30.

[Return to Agenda](#)

Becoming an Emotion Coach Class

Target: Parents, guardians, and childcare providers with children ages 0-5

Objectives: Taught from the Parenting Counts Curriculum (product of Talaris Institute™), Emotion Coaching is a parenting technique that research has shown is effective in helping children understand their feelings. The class was taught by a First 5 Mono Home Visitor, held for 1.5 hours for three weeks, and covered Attachment & Parenting Styles, Emotion Coaching, and Praise, Discipline, & Temper Tantrums.

Survey Results, N=10

Do you feel more prepared as a parent/provider?

- Yes, I took away a few key points that I will try to implement
- Yes, Good discussion on setting limits. Coming up with rules for family.
- Yes, I feel like I learned specific helpful tools to use as a parent to deal with emotional situations. I learned about a lot of the research behind the theories.
- Yes, I have more tools when it comes to discipline as well as techniques on how to connect with my children.
- Yes, not done yet!
- Yes, my husband and I have discussed what we learned and I've been bringing topics up with our child and having good discussions.
- Yes, I learned new things that I will use for my children's education (translated).
- Yes, I learned new things that I can work with my children (translated).

Comments or other suggestions:

- The 5 steps of emotion coaching are simple yet effective ways of connecting with ourselves and our kids. Thank you so much for offering this wonderful series of classes. Annaliesa is an amazing and knowledgeable presenter.
- Have more classes like these; very useful classes (translated).
- All was very well and was very interesting, I learned a lot (translated).
- A handout on sources/books. More simple slides & provided as hand outs. Fewer videos, more talking.
- More role playing of examples.
- Role plays? Bring kids for real coaching? The night with no visuals was ok, if not better!
- Would love more role play to practice techniques we learned.
- Give us more themes of guidance and education for our families (translated).

Child Safety

Investment: \$7,000

Safe Kids California, Mono Partners

Funding partner: Mono County Office of Education

Coordinated by Mono County Office of Education

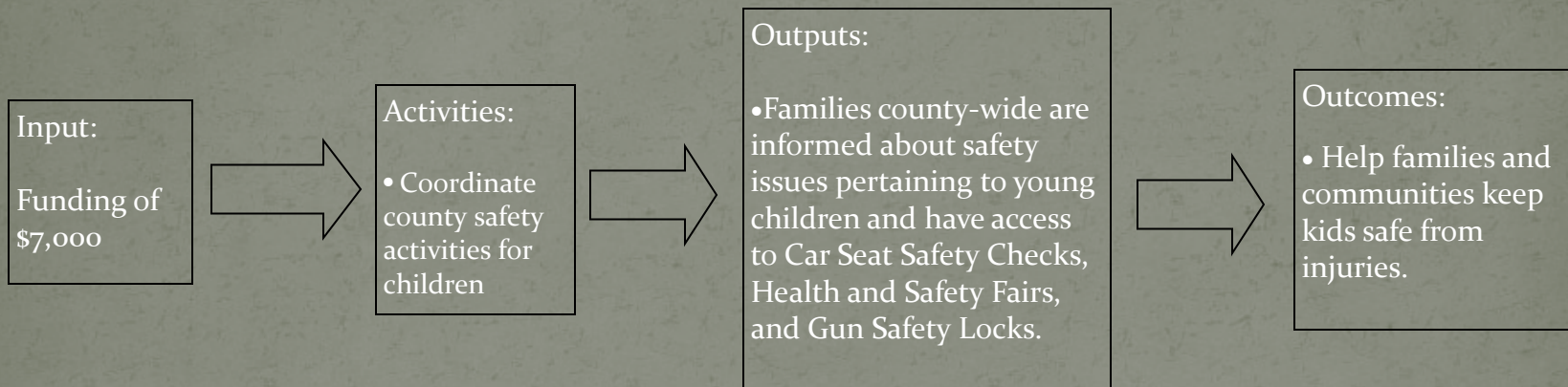
Funding support from First 5 California Small County
Augmentations (\$7,000)

Rationale

Prior to the formation of *Safe Kids California, Mono Partners*, there was no agency in the county specifically focusing on child safety. While many agencies conducted safety activities, there was no coordination of services.

Initially spearheaded by Mammoth Hospital, multiple community agencies met to pursue the formation of a Safe Kids Coalition. No other participating agency had the necessary funding or staff time to conduct coordinating activities. Based on higher than average injury data for Mono & Inyo Counties, and after learning the benefits of such collaborations, the Commission decided to fund the coordination of a *Safe Kids California, Mono Partners* group.

Logic Model



Research questions, data sources, findings and conclusions

- Are families county-wide are informed about safety issues pertaining to young children and accessing Car Seat Safety Checks, Health and Safety Fairs, and Gun Safety Locks?
 - Data Source: Health and Safety Fair Participants (slide 71)
 - Finding: 24% of the 0-5 population and a parent
 - Conclusion: Due to health and Safety fair events, families across the county were informed of safety issues and accessed safety materials.

Evaluation Results

Families have more information about child safety as a result of the Safe Kids investment. The commission will continue to invest in this initiative.

As part of the continuous quality improvement of the Safe Kids Mono Partners work, outreach efforts to ensure as many families as possible participate in Health & Safety Fairs will continue. The Safe Kids coordinator is working to leverage resources to encourage partners to invest in safety materials and apply for grants to provide to families in our county.

Safe Kids California Mono Partners

Activities for Families and Children Birth to 5	Persons Served
Health and Safety Fairs (Eastern Sierra Unified School District, Mammoth Lakes, & Walker annual Fairs)	349
Child Passenger Car Seat Check or Replacement	22
Accident Prevention Supplies (door & cabinet latches, outlet protectors, CO detectors, TV tethers)	90
Bike Helmets	99

Safe Kids California Mono Partners provided multiple types of safety information and resources to children and families across the county at local events & through Public Service Announcements on the radio.

Risk Areas Addressed		
Car seat installation and use	TV and furniture tip-overs	Home safety
Carbon monoxide & smoke detectors	Wheeled sports	Preventing dog bites
E-cigarettes/liquid nicotine	Bullying	Water safety
Disaster/emergency preparedness	Medication & poison prevention	Summer heat awareness
Suffocation and sleep	Fire, burns, & scalds	

Eastern Sierra Unified School District

Birth-to-5 Health & Safety Fairs

Item #7
Mtg Date 12.21.17 Safety
Fairs

March 2017 Partners: Mono County Public Health & Behavioral Health and Sheriffs, CA Highway Patrol, Inyo Mono Advocates for Community Action, Eastern Sierra Unified School District, Mono County Libraries, Community Service Solutions, Safe Kids California Mono Partners, and the Lions Club

Target: Families with children birth to five years old

Objective: Bring services & resources to families in the remote parts of the county where there is a lack of access due to location or transportation.

Elementary School	Attendance (adults & kids)	Bike Helmets (Safe Kids)	Nutrition (CSS)	Fingerprints (Sheriff)	Vision Screening (Lions Club)	Total
Antelope	21	7	19	10	7	64
Bridgeport	35	7	10	6	-	58
Edna Beaman	18	6	6	10	6	46
Lee Vining	25	5	19	6	7	62
Total	99	25	54	32	20	230

Oral Health, Fluoride Varnish, and First Books were also provided at Health & Safety Fairs (see respective slides).

Car seat checks were offered by the Mammoth Lakes Police Dept or the CA Highway Patrol at all schools; however, no participants took part.

[Return to Agenda](#)

Mammoth Lakes Health & Safety Fair

June 2017

Health & Safety
Item #7
Mtg Date 12.21.17

Activities & Resources Offered	People Reached	
	2016	2017
First 5 California School Readiness Activities	200	300
Poison Prevention Information	40	41
Car Seat Safety Checks	24	17
Nutrition Information	25	92
IMACA: Child Care Provider List & Preschool Application	25	16
Department of Social Services	25	31
Gun Safety Locks/Information	25	55
Kids' Bike Helmets	67	66
Health Department Information	30	32
Mono County Office of Education Programs	50	55
Home Safety Kits	-	41
Fruit & Hot Dogs	250	224
Fair Attendance	300	300

Other 2017 Activities: Free First Books, Bike Rodeo, Probation & Behavioral Health Info, Internet Safety, Pediatric Clinic Info, First 5 CA Health Express Bus & Video Music Hut, Raising A Reader, WIC, and more.

[Return to Agenda](#)



First 5 CA Express distributed 1285 items including books, new parent kits, and school readiness activity information.



157

73

Results and Indicators

Result Areas:

- Mono County children 0-5 are educated to their greatest potential.
 - All Mono County Children 0-5 are healthy.
-

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

Indicator	Investment area	2014-15	2015-16	2016-17
1. Number and percent of children 6 months to 5 years old screened for developmental delays.	Home Visiting & Child Care Quality	26%	27%	206, 28%
2. Number and percent of children served in home childcare settings and childcare centers that exhibit moderate to high quality as measured by a quality index.	Child Care Quality	0	5%	59, 8%
3. Number and percent of licensed child care providers in Mono County advancing on the Child Development Permit Matrix.		0	0	unavailable
4. Number and percent of licensed center and family child care spaces per 100 children.		36%	35%	30, 30%

Sources:

- Children in commission-run programs with developmental screening (75)& children in child care programs participating in quality programs who received a developmental screening (131) /children birth to five in Mono County, US Census 2015 population estimate, 739 (100% reporting rate)
- Inyo County Superintendent of Schools Quality Rating Improvement System rated 3 sites—Inyo Mono Advocates for Community Action 's Preschools in Mammoth, Coleville and Lee Vining--all were rated as having high quality—4 on a scale of 1-5. First 5 Mono rated two In-home child cares—Vasquez Family Day Care and Cherubs Academy—that received a rating of higher than licensing standards; 2 on a scale of 1-5. Children served at the sites (59)/ US Census 2015 population estimate, 739 (100% reporting rate)
- Child Development Training Consortium permit application submission—0 for FY 11-12, 13-14, and 14-15—1 in 12-13 (100% reporting rate)
- Number of licensed child care spaces available to children birth-5 on the IMACA Resource and Referral list, 227/children birth to five in Mono County, US Census 2015 population estimate, 739 (100% reporting rate)

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

Indicator	Investment area	2014-15	2015-16	2016-17
1. Number and percent of children who have ever attended a preschool, Pre-K, or Head Start program by the time of Kindergarten entry.	School Readiness	54%	61%	9, 24%
2. Number and percent of children “ready for school” upon entering Kindergarten.		56%	37%	55, 50%
3. Number and percent of children receiving Kindergarten transition support.		84%	79%	76, 67%
4. Number and percent of entering Kindergartners assessed for school readiness prior to entry.		69%	66%	9, 24%
5. Number and percent of children in households where parents and other family members are receiving child-development and parenting education.	Home Visiting & Behavioral Health	72%	56%	385, 52%

Sources:

1. 9 Summer Bridge Parent Surveys indicating enrollment in preschool or pre-K/38 surveys=24%
38 surveys/112 kindergarten students=34% reporting rate
2. 55 in-kindergarten Brigrance screens of students assessed as within the typical range and above the gifted cutoff/ 111 number of assessments=50%
111 assessed / 112 kindergarten students=99% reporting rate
3. 76 assessments, children participating in kindergarten Round Up, or Summer Bridge enrollment whichever is highest (Round Up for FY 2016-17)/ 112 number of children on the first day of kindergarten (100% reporting rate)
4. 9 Summer Bridge Parent Surveys indicating enrollment in preschool or pre-K that conducts readiness assessments/ 38 surveys=24%
38 surveys/112 kindergarten students=34% reporting
Previous years included First 5 sponsored pre-K assessments now conducted in kindergarten.
5. 385 Children in commission-run programs with child-development education components/ 739 children birth to five, 2015 Census projection
only includes First 5 programs—46% reporting rate

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

Item #7
Mtg Date 12.21.17

Indicator	Investment Area	2014-15	2015-16	2016-17
1. Number and percent of children in families provided with information about appropriate community services.	Home Visiting & Behavioral Health	72%	56%	343, 46%
2. Number and percent of children where breastfeeding is successfully initiated and sustained.	Home Visiting	89%	84%	104, 91%
3. 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.		Unavailable	78%	247, 77%
4. Number and percent of entering Kindergarteners assessed for school readiness prior to entry.	School Readiness	69%	66%	9, 24%

Sources:

- 343 Children in commission-run programs with resource referral components/739 0-5 population, US Census 2015 projection=46%
46% reporting rate (same calculation as above)
Only includes First 5 programs
- 104 Sierra Park Pediatrics number of children breastfed at 1 month in 2016/ 114 number children seen at 1 month=91%
114 children seen at 1 month/ 135 children born in 2016 DOF projection= 84% reporting rate)
Previous year used Welcome Baby! data.
- 247 Sierra Park Pediatrics number of 2-5 year olds seen 2016 within the typical BMI range/320 Sierra Park Pediatrics number of 2-5 year olds seen in 2016=77%
320 2-5 year olds seen in 2016/ 739 US Census 2015 projection of 0-5 year olds=43% reporting rate
Previous year utilized CDPH data from the Mono County Public Health Department.
- 9 Summer Bridge Parent Surveys for 2016 indicating enrollment in a program that assessed in childcare or preschool program/ 38 responses=24%
38 responses/ 112 kindergartners—34% reporting rate

Return to Agenda

For FYs 2014-15 & 2015-16 data is drawn from F5 pre-K assessments.

For FY 2016-17 First 5 assessments were conducted in kindergarten and are therefore not counted.

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

Indicator	Investment Area	2014-15	2015-16	2016-17
1. Number and percent of children who regularly access preventive dental care.	Oral Health	13%	24%	145, 20%
2. Number and percent of children ages 1 or older who receive annual dental screenings.		17%	17%	129, 17%
3. Number and percent of children at Kindergarten entry with untreated dental problems.		11%	5%	7, 18%
4. Number and percent of prenatal women who receive dental hygiene education.		24%	10%	25, 19%

Sources:

1. Children 0-5 seen at Sierra Park Dental more than once a year. Data updated for all three years with analysis by Mammoth Hospital based on Sierra Park Dental information. n=740 (100% reporting rate based on the census estimate of 739 children 0-5 in the county for 2016)
2. Children 0-5 seen at Sierra Park Dental annually for a screening from 2014-2016. Data updated for all three years with analysis by Mammoth Hospital based on Sierra Park Dental information. n=740 (100% reporting rate based on the census estimate of 739 children 0-5 in the county for 2016)
3. 7 Kindergarten Round Up Oral Health Assessments indicate untreated dental problems/ 39 oral health assessments = 18%
39 students receiving an oral health assessment at Kindergarten Round Up/112 kinders=35% reporting rate
4. 25 prenatal WB! Visits/ 135 California Department of Finance 2016 Projected number of births= 19%
19% reporting rate (same calculation as above)

Fiscal Overview

FY 2016-17 Revenue

Revenue Type	Actual
Prop. 10 Tax Revenue	\$95,670
Small County Augmentation	\$254,330
SMIF (Surplus Money Investment Fund)	\$78
CAPIT (Parenting Partners)	\$30,000
IMPACT	\$57,144
Region 6 T&TA Hub	\$26,276
ICSOS Coaching	\$414
CDBG Administration	\$6,458
CDBG	\$244,313
Peapod Program (Prop. 63 Funds)	\$35,000
Raising A Reader	\$1,842
Miscellaneous	\$1,908
Interest on Mono County First 5 Trust Fund	\$7,094
Total Revenue	\$760,527

FY 2016-17 Expense

Expense	Actual	% of Expenditures	% of Discretionary Funds	5-year Strategic Plan
Home Visiting	\$145,132	19%	32%	34%
School Readiness	\$86,194	11%	23%	19%
Peapod	\$36,315	5%	-	7%
Child Care Quality (& Availability)	\$351,936	46%	5%	9%
Oral Health	\$4,764	1%	1%	1%
Safe Kids Coalition	\$7,000	1%	2%	2%
Operations/Support/Evaluation	\$131,359	17%	36%	28%
Total Expenses	\$762,700			
Total Revenue	\$760,527			
Net Revenue	(\$2,173)			

AR1/AR2 Summary Report
For Fiscal Year July 1, 2016 - June 30, 2017

County: Mono

Thursday, October 19, 2017

Result Area	Service	Status	Total Dollars Spent	Total Number of Children Served	Total Number of Parents/Other Family Members/Providers Served
Improved Family Functioning	Adult and Family Literacy Programs	Submitted	\$42,841	1021	532
Improved Family Functioning	Targeted Intensive Family Support Services	Submitted	\$145,132	238	246
Improved Family Functioning	General Parenting Education and Family Support Programs	Submitted	\$36,315	175	108
Improved Child Development	Preschool Programs for 3 and 4 Year Olds	Submitted	\$250,771	27	53
Improved Child Development	Infants, Toddlers, and All-Age Early Learning Programs	Submitted	\$0	92	0
Improved Child Development	Kindergarten Transition Services	Submitted	\$43,352	128	154
Improved Child Development	Quality ECE Investments	Submitted	\$101,166	466	390
Improved Child Health	Oral Health	Submitted	\$4,765	168	0
Improved Child Health	Safety Education and Injury Prevention	Submitted	\$7,000	249	100



**Annual Report Form 1 (AR-1)
County Revenue and Expenditure Summary
For Fiscal Year July 1, 2016 - June 30, 2017**

County: Mono

Thursday, October 19, 2017

Revenue Detail	
Tobacco Tax Funds	\$95,670
Small County Augmentation Funds	\$254,330
IMPACT	\$57,144
Other Funds	\$4,242
Other Funds Description	Surplus Money Investment Fund (\$78) Miscellaneous (\$2,322) Raising a Reader (\$1,842)
Grants	\$342,047
Grants Description	Inyo County Supt. Of Schools: QRIS I/T Block Grant mentoring T&TA Hub (\$26,276) Child Abuse Prevention Intervention and Treatment (CAPIT) (\$30,000) Behavioral Health Funds (\$35,000) Community Development Block Grant, program and administration (\$250,771)
Donations	\$0
Revenue From Interest Earned	\$7,094
Total Revenue	\$760,527



**Annual Report Form 1 (AR-1)
County Revenue and Expenditure Summary
For Fiscal Year July 1, 2016 - June 30, 2017**

Improved Family Functioning	
Community Resource and Referral	\$0
Distribution of Kit For New Parents	\$0
Adult and Family Literacy Programs	\$42,841
Targeted Intensive Family Support Services	\$145,132
General Parenting Education and Family Support Programs	\$36,315
Quality Family Functioning Systems Improvement	\$0
Total	\$224,288

Improved Child Development	
Preschool Programs for 3- and 4- Year Olds	\$250,771
Infants, Toddlers, and All-Age Early Learning Programs	\$0
Early Education Provider Programs	\$0
Kindergarten Transition Services	\$43,352
Quality ECE Investments	\$101,166
Quality ECE Investments Description	IMPACT (\$74,198) T&TA Hub (\$26,968) CDE Certification Grant (included in T&TA Hub funds)
Total	\$395,289



**Annual Report Form 1 (AR-1)
County Revenue and Expenditure Summary
For Fiscal Year July 1, 2016 - June 30, 2017**

Improved Child Health	
Nutrition and Fitness	\$0
Health Access	\$0
Maternal and Child Health Care	\$0
Oral Health	\$4,765
Primary and Specialty Medical Services	\$0
Comprehensive Screening and Assessments	\$0
Targeted Intensive Intervention for Identified Special Needs	\$0
Safety Education and Injury Prevention	\$7,000
Tobacco Education and Outreach	\$0
Quality Health Systems Improvement	\$0
Quality Health Systems Improvement Description	
Total	\$11,765

Improved Systems of Care	
Policy and Broad Systems-Change Efforts	\$0
Organizational Support	\$0
Public Education and Information	\$0
Total	\$0

Expenditure Detail	
Program Expenditures	\$631,342
Administrative Expenditures	\$118,067
Evaluation Expenditures	\$13,291
Total Expenditures	\$762,700
Excess (Deficiency) of Revenues Over (Under) Expenses	(\$2,173)



For Fiscal Year July 1, 2016 - June 30, 2017

County: Mono

Thursday, October 19, 2017

Service Type: Adult and Family Literacy Programs



For Fiscal Year July 1, 2016 - June 30, 2017

Result Type: Improved Family Functioning

Provide the most recent compelling service outcome available for this service.

Provide the comparison data used to determine whether the service outcome was an improvement and specify the origin of the data.

Describe the measurement tool used in the evaluation to measure the outcome.



For Fiscal Year July 1, 2016 - June 30, 2017



For Fiscal Year July 1, 2016 - June 30, 2017

Provide a breakdown of the population served by the following demographic categories	
Children Less Than 3 Years Old	74
Children from 3rd to 6th Birthday	166
Children - Ages Unknown (birth to 6th Birthday)	781
Parents/Guardians/Primary Caregivers	480
Other Family Members	0
Providers	52
Total Population Served	1553

Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.		
Alaska Native/American Indian	4	11
Asian	0	0
Black/African-American	0	1
Hispanic/Latino	66	145
Pacific Islander	0	1
White	140	297
Multiracial	30	6
Other	0	19
Unknown	781	0
Sub Totals	1021	480
Total Population Served	1501	



For Fiscal Year July 1, 2016 - June 30, 2017



For Fiscal Year July 1, 2016 - June 30, 2017

Provide a breakdown of the population served by the language that they primarily speak at home. Report children separate from Parents, Guardians, and Primary Caregivers.

English	181	340
Spanish	44	98
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	0
Korean	0	0
Other	15	42
Unknown	781	0
Sub Totals	1021	480
Total Population Served	1501	



For Fiscal Year July 1, 2016 - June 30, 2017

County: Mono

Thursday, October 19, 2017

Service Type: General Parenting Education and Family Support Programs



For Fiscal Year July 1, 2016 - June 30, 2017

Result Type: Improved Family Functioning

Provide the most recent compelling service outcome available for this service.

Provide the comparison data used to determine whether the service outcome was an improvement and specify the origin of the data.

Describe the measurement tool used in the evaluation to measure the outcome.



For Fiscal Year July 1, 2016 - June 30, 2017



For Fiscal Year July 1, 2016 - June 30, 2017

Provide a breakdown of the population served by the following demographic categories	
Children Less Than 3 Years Old	88
Children from 3rd to 6th Birthday	69
Children - Ages Unknown (birth to 6th Birthday)	18
Parents/Guardians/Primary Caregivers	108
Other Family Members	0
Providers	0
Total Population Served	283

Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.		
Alaska Native/American Indian	0	0
Asian	0	0
Black/African-American	0	0
Hispanic/Latino	0	0
Pacific Islander	0	0
White	0	14
Multiracial	0	0
Other	0	0
Unknown	175	94
Sub Totals	175	108
Total Population Served	283	



For Fiscal Year July 1, 2016 - June 30, 2017



For Fiscal Year July 1, 2016 - June 30, 2017

Provide a breakdown of the population served by the language that they primarily speak at home. Report children separate from Parents, Guardians, and Primary Caregivers.

English	0	104
Spanish	0	4
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	0
Korean	0	0
Other	0	0
Unknown	175	0
Sub Totals	175	108
Total Population Served	283	



For Fiscal Year July 1, 2016 - June 30, 2017

County: Mono

Thursday, October 19, 2017

Service Type: Kindergarten Transition Services



For Fiscal Year July 1, 2016 - June 30, 2017

Result Type: Improved Child Development

Provide the most recent compelling service outcome available for this service.

Provide the comparison data used to determine whether the service outcome was an improvement and specify the origin of the data.

Describe the measurement tool used in the evaluation to measure the outcome.



For Fiscal Year July 1, 2016 - June 30, 2017



For Fiscal Year July 1, 2016 - June 30, 2017

Provide a breakdown of the population served by the following demographic categories	
Children Less Than 3 Years Old	0
Children from 3rd to 6th Birthday	128
Children - Ages Unknown (birth to 6th Birthday)	0
Parents/Guardians/Primary Caregivers	131
Other Family Members	23
Providers	0
Total Population Served	282

Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.		
Alaska Native/American Indian	0	0
Asian	0	0
Black/African-American	0	0
Hispanic/Latino	50	50
Pacific Islander	0	0
White	50	50
Multiracial	0	0
Other	0	0
Unknown	28	31
Sub Totals	128	131
Total Population Served	259	



For Fiscal Year July 1, 2016 - June 30, 2017



For Fiscal Year July 1, 2016 - June 30, 2017

Provide a breakdown of the population served by the language that they primarily speak at home. Report children separate from Parents, Guardians, and Primary Caregivers.

English	50	50
Spanish	0	0
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	0
Korean	0	0
Other	0	0
Unknown	78	81
Sub Totals	128	131
Total Population Served	259	



For Fiscal Year July 1, 2016 - June 30, 2017

County: Mono

Thursday, October 19, 2017

Service Type: Targeted Intensive Family Support Services



For Fiscal Year July 1, 2016 - June 30, 2017

Result Type: Improved Family Functioning

Provide the most recent compelling service outcome available for this service.

Children in newborn home visiting--Welcome Baby!--exclusively breastfed at a rate of 56% in FY 2016-17.

The percent of children in families provided with information about appropriate community services was 46% in 2016-17.

The percent of children screened for developmental delays was 28% in FY 2016-17.

Provide the comparison data used to determine whether the service outcome was an improvement and specify the origin of the data.

Children in California exclusively breastfed at a rate of 25% in 2014 (the most recent data available).
CDC 2014 Breastfeeding report card:
<https://www.cdc.gov/breastfeeding/pdf/2014breastfeedingreportcard.pdf>

The percent of children in families provided with information about appropriate community services was 27% in FY 2010-11.

The percent of children screened for developmental delays was 16% in FY 2016-17. First 5 Mono program data and US Census 2015 population projection for population data:
<https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF>

Describe the measurement tool used in the evaluation to measure the outcome.

Survey at all home visits asks if the child is breastfed exclusively or at all.

Child participation data in programs that include a community services referral component compared to the birth to 5 year old population estimates from the US Census.



For Fiscal Year July 1, 2016 - June 30, 2017



For Fiscal Year July 1, 2016 - June 30, 2017

Provide a breakdown of the population served by the following demographic categories	
Children Less Than 3 Years Old	160
Children from 3rd to 6th Birthday	78
Children - Ages Unknown (birth to 6th Birthday)	0
Parents/Guardians/Primary Caregivers	246
Other Family Members	0
Providers	0
Total Population Served	484

Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.		
Alaska Native/American Indian	6	3
Asian	0	0
Black/African-American	0	0
Hispanic/Latino	69	60
Pacific Islander	0	0
White	86	75
Multiracial	7	3
Other	0	0
Unknown	70	105
Sub Totals	238	246
Total Population Served	484	



For Fiscal Year July 1, 2016 - June 30, 2017



For Fiscal Year July 1, 2016 - June 30, 2017

Provide a breakdown of the population served by the language that they primarily speak at home. Report children separate from Parents, Guardians, and Primary Caregivers.

English	82	131
Spanish	17	10
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	0
Korean	0	0
Other	0	0
Unknown	139	105
Sub Totals	238	246
Total Population Served	484	



For Fiscal Year July 1, 2016 - June 30, 2017

County: Mono

Thursday, October 19, 2017

Service Type: Quality ECE Investments



For Fiscal Year July 1, 2016 - June 30, 2017

Result Type: Improved Child Development

Provide the most recent compelling service outcome available for this service.

Two Spanish speaking family child cares chose to participate in the highest level of quality activities--step 3--and were rated.

Sites participating in IMPACT & CDE-QRIS continue to use the ASQ annually and supported families' completion of 131 questionnaires in FY 2016-17, which combined with questionnaires completed through home visiting (an alternative IMPACT site) produced a 28% countywide screening rate.

Provide the comparison data used to determine whether the service outcome was an improvement and specify the origin of the data.

Ratings were newly offered this year to IMPACT participants, in the past they were not available.

This is the second year of implementing the ASQ with IMPACT providers--in FY 2014-15 and prior, none completed developmental screenings.

Describe the measurement tool used in the evaluation to measure the outcome.

Number of sites assessed by the IMPACT program.

Number of ASQs returned to First 5 by providers and home visitors.



For Fiscal Year July 1, 2016 - June 30, 2017



For Fiscal Year July 1, 2016 - June 30, 2017

Provide a breakdown of the population served by the following demographic categories	
Children Less Than 3 Years Old	274
Children from 3rd to 6th Birthday	192
Children - Ages Unknown (birth to 6th Birthday)	0
Parents/Guardians/Primary Caregivers	354
Other Family Members	0
Providers	36
Total Population Served	856

Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.		
Alaska Native/American Indian	6	3
Asian	0	0
Black/African-American	0	0
Hispanic/Latino	69	60
Pacific Islander	0	0
White	86	89
Multiracial	7	3
Other	0	0
Unknown	298	199
Sub Totals	466	354
Total Population Served	820	



For Fiscal Year July 1, 2016 - June 30, 2017



For Fiscal Year July 1, 2016 - June 30, 2017

Provide a breakdown of the population served by the language that they primarily speak at home. Report children separate from Parents, Guardians, and Primary Caregivers.

English	82	235
Spanish	17	14
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	0
Korean	0	0
Other	0	0
Unknown	367	105
Sub Totals	466	354
Total Population Served	820	



For Fiscal Year July 1, 2016 - June 30, 2017

County: Mono

Thursday, October 19, 2017

Service Type: Oral Health



For Fiscal Year July 1, 2016 - June 30, 2017

Result Type: Improved Child Health

Provide the most recent compelling service outcome available for this service.

Provide the comparison data used to determine whether the service outcome was an improvement and specify the origin of the data.

Describe the measurement tool used in the evaluation to measure the outcome.



For Fiscal Year July 1, 2016 - June 30, 2017



For Fiscal Year July 1, 2016 - June 30, 2017

Provide a breakdown of the population served by the following demographic categories	
Children Less Than 3 Years Old	42
Children from 3rd to 6th Birthday	126
Children - Ages Unknown (birth to 6th Birthday)	0
Parents/Guardians/Primary Caregivers	0
Other Family Members	0
Providers	0
Total Population Served	168

Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.		
Alaska Native/American Indian	0	0
Asian	0	0
Black/African-American	0	0
Hispanic/Latino	0	0
Pacific Islander	0	0
White	0	0
Multiracial	0	0
Other	0	0
Unknown	168	0
Sub Totals	168	0
Total Population Served	168	



For Fiscal Year July 1, 2016 - June 30, 2017



For Fiscal Year July 1, 2016 - June 30, 2017

Provide a breakdown of the population served by the language that they primarily speak at home. Report children separate from Parents, Guardians, and Primary Caregivers.

English	0	0
Spanish	0	0
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	0
Korean	0	0
Other	0	0
Unknown	168	0
Sub Totals	168	0
Total Population Served	168	



For Fiscal Year July 1, 2016 - June 30, 2017

County: Mono

Thursday, October 19, 2017

Service Type: Safety Education and Injury Prevention



For Fiscal Year July 1, 2016 - June 30, 2017

Result Type: Improved Child Health

Provide the most recent compelling service outcome available for this service.

Provide the comparison data used to determine whether the service outcome was an improvement and specify the origin of the data.

Describe the measurement tool used in the evaluation to measure the outcome.



For Fiscal Year July 1, 2016 - June 30, 2017



For Fiscal Year July 1, 2016 - June 30, 2017

Provide a breakdown of the population served by the following demographic categories	
Children Less Than 3 Years Old	75
Children from 3rd to 6th Birthday	174
Children - Ages Unknown (birth to 6th Birthday)	0
Parents/Guardians/Primary Caregivers	100
Other Family Members	0
Providers	0
Total Population Served	349

Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.		
Alaska Native/American Indian	0	0
Asian	0	0
Black/African-American	0	0
Hispanic/Latino	100	25
Pacific Islander	0	0
White	100	25
Multiracial	0	0
Other	0	0
Unknown	49	50
Sub Totals	249	100
Total Population Served	349	



For Fiscal Year July 1, 2016 - June 30, 2017



For Fiscal Year July 1, 2016 - June 30, 2017

Provide a breakdown of the population served by the language that they primarily speak at home. Report children separate from Parents, Guardians, and Primary Caregivers.

English	100	50
Spanish	50	25
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	0
Korean	0	0
Other	0	0
Unknown	99	25
Sub Totals	249	100
Total Population Served	349	



For Fiscal Year July 1, 2016 - June 30, 2017

County: Mono

Thursday, October 19, 2017

Service Type: Infants, Toddlers, and All-Age Early Learning Programs



For Fiscal Year July 1, 2016 - June 30, 2017

Result Type: Improved Child Development

Provide the most recent compelling service outcome available for this service.

Provide the comparison data used to determine whether the service outcome was an improvement and specify the origin of the data.

Describe the measurement tool used in the evaluation to measure the outcome.



For Fiscal Year July 1, 2016 - June 30, 2017



For Fiscal Year July 1, 2016 - June 30, 2017

Provide a breakdown of the population served by the following demographic categories	
Children Less Than 3 Years Old	8
Children from 3rd to 6th Birthday	84
Children - Ages Unknown (birth to 6th Birthday)	0
Parents/Guardians/Primary Caregivers	0
Other Family Members	0
Providers	0
Total Population Served	92

Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.		
Alaska Native/American Indian	0	0
Asian	0	0
Black/African-American	0	0
Hispanic/Latino	0	0
Pacific Islander	0	0
White	0	0
Multiracial	0	0
Other	0	0
Unknown	92	0
Sub Totals	92	0
Total Population Served	92	



For Fiscal Year July 1, 2016 - June 30, 2017



For Fiscal Year July 1, 2016 - June 30, 2017

Provide a breakdown of the population served by the language that they primarily speak at home. Report children separate from Parents, Guardians, and Primary Caregivers.

English	54	0
Spanish	0	0
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	0
Korean	0	0
Other	0	0
Unknown	38	0
Sub Totals	92	0
Total Population Served	92	



For Fiscal Year July 1, 2016 - June 30, 2017

County: Mono

Thursday, October 19, 2017

Service Type: Preschool Programs for 3 and 4 Year Olds



For Fiscal Year July 1, 2016 - June 30, 2017

Result Type: Improved Child Development

Provide the most recent compelling service outcome available for this service.

Provide the comparison data used to determine whether the service outcome was an improvement and specify the origin of the data.

Describe the measurement tool used in the evaluation to measure the outcome.



For Fiscal Year July 1, 2016 - June 30, 2017



For Fiscal Year July 1, 2016 - June 30, 2017

Provide a breakdown of the population served by the following demographic categories	
Children Less Than 3 Years Old	2
Children from 3rd to 6th Birthday	25
Children - Ages Unknown (birth to 6th Birthday)	0
Parents/Guardians/Primary Caregivers	49
Other Family Members	0
Providers	4
Total Population Served	80

Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.		
Alaska Native/American Indian	8	8
Asian	0	0
Black/African-American	0	0
Hispanic/Latino	10	10
Pacific Islander	0	0
White	9	11
Multiracial	0	0
Other	0	8
Unknown	0	12
Sub Totals	27	49
Total Population Served	76	



For Fiscal Year July 1, 2016 - June 30, 2017



For Fiscal Year July 1, 2016 - June 30, 2017

Provide a breakdown of the population served by the language that they primarily speak at home. Report children separate from Parents, Guardians, and Primary Caregivers.

English	24	43
Spanish	3	6
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	0
Korean	0	0
Other	0	0
Unknown	0	0
Sub Totals	27	49
Total Population Served	76	



Annual Report Form 3 (AR-3) County Evaluation Summary For Fiscal Year July 1, 2016 - June 30, 2017

County: Mono

Tuesday, October 24, 2017

Provide a description of the evaluation activities completed during the fiscal year

In FY 2016-17 First 5 Mono implemented the evaluation framework laid out in the 2014-19 Strategic Plan. An evaluation report for FY 2015-16 for each investment area was completed and shared with the First 5 Commission, grantees, staff, and on the First 5 Mono website. The evaluation report includes detailed participation, satisfaction, result and outcome indicators. The investment areas included are:

- Home Visiting
- School readiness
- Childcare Quality
- Family Behavioral Health
- Child Safety

With the support of First 5 California's Small Population County Augmentation Framework Implementation Plan, the annual evaluation report included more narrative than in the past--namely interpretation of graph data and program rationale as set forth in the Strategic Plan. Over the course of FY 2016-17, program data was collected and reported to funders and the First 5 Commission as program updates.

We also implemented the following new surveys in relation to our activities for IMPACT. Parent Surveys administered through childcare providers with ASQ questionnaires. Provider Surveys administered at the end of the program year at the provider appreciation dinner. In FY 2016-17 the Childcare Quality Consortium, which serves as the IMPACT consortium, produced an evaluation report based on the adopted action plan which will be used to target areas of need in the years to come.

Describe the evaluation findings reported during the fiscal year

Key findings from FY 2015-16 reported in FY 2016-17 are as follows:

For the first time there were two childcare sites in Mono County that were rated using a quality index. Our indicator rose for the first time to 5% of children served in home childcare settings and childcare centers that exhibit moderate to high quality as measured by a quality index.

Also for the first time, we were able to access Child Health and Disability Prevention data and report the following: 78% of children 0-5 years of age are in the expected range of weight for their height and age, or BMI.

The number of children who regularly access preventative dental care rose from 15% in 2013-14 to 27% in 2015-16.



Annual Report Form 3 (AR-3) County Evaluation Summary For Fiscal Year July 1, 2016 - June 30, 2017

The percent of children ages 1 or older who receive annual dental screenings rose from 34% in 2013-14 to 44% 2015-16.

The Childcare Quality Consortium Action Plan report began documenting several desired outcomes and indicators including:

Child Focus

1. All children are school-ready upon kindergarten entry.

Measurements:

- Percentage of children screened as school-ready at kindergarten entry.
 - Percentage of children meeting the grade level standard in English Language Arts.
2. Children with special needs access early intervention services prior to kindergarten entry.

Measurement:

- Percentage of children 3-5 receiving intervention services in kindergarten who received intervention services prior to kindergarten entry.

3. Coordinate efforts with SELPA to ensure children with special needs are included in childcare programs.

Measurement:

- Percentage of children with special needs ages 3-5 are enrolled in a childcare are served in a program that includes typically developing children.

Family Focus

4. Families have information about quality childcare and are supported through the resource and referral process to select appropriate programs.

Measurement:

- Survey data yield families report having been supported through the referral process and having received information about quality programs.

5. Families can access quality early care regardless of income.

Measurement:

- Survey data yield families of all income levels report accessing quality early care.

6. Families are engaged.

Measurement:

- Participating sites report family engagement activities in their site plan.

Program Focus

5. Participating sites sustain high CLASS and ERS or FERS scores or improve CLASS and ERS or FECCRS scores.

Measurement:

- Participating sites' CLASS and ERS or FECCRS scores.

6. Increase and sustain the percentage of early educators trained to administer developmental assessment tools (ASQ & DRDP).

Measurement:

- Percentage of Early Childhood Educators trained to administer assessments.

7. Early Childhood Educators (ECE) are progressing in the Early Childhood permit matrix.

Measurement:

- Participating sites report progression of educators in the Early Childhood Permit Matrix in their site plan.



**Annual Report Form 3 (AR-3)
County Evaluation Summary
For Fiscal Year July 1, 2016 - June 30, 2017**

- Cerro Coso reports students' acquisition of Early Childhood Educator Permits
- 8. Provide participating sites support on transition to kindergarten.
Measurement:
 - Participating providers include transition to kindergarten activities in their site plans.

Describe the policy impact of the evaluation results

Because of surveys results indicating high levels of satisfaction and continued levels of participation, the First 5 Mono Commission chose to continue funding programs as outlined in the strategic plan.

In the 2015-16 evaluation report we identified two sites with low participation in their Summer Bridge programs. To support improvement in participation, we worked with our contractors to simplify the enrollment process for families.

The Commission continues to strive to improve school readiness rates with increased number of high-quality preschool slots in the county, and leveraging of community partners' resources.

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

818-360-9800

October 20, 2017

To the Board of Commissioners
Mono County Children and Families Commission

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Mono County Children and Families Commission for the year ended June 30, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 5, 2017. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Mono County Children and Families Commission are described in Note 1 to the financial statements. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

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

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

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

Difficulties Encountered in Performing the Audit

We did not encounter any significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

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

Disagreements with Management

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

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 11, 2017.

Management Consultations with Other Independent Accountants

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

Other Audit Findings or Issues

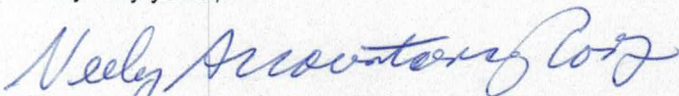
We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses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

Other Matters

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

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

Very truly yours,



Neely Accountancy Corp.

**MONO COUNTY CHILDREN
AND FAMILIES COMMISSION**

FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
JUNE 30, 2017**

Financial Statements
For the Year Ended June 30, 2017

TABLE OF CONTENTS

	<u>Page</u>
Organization Table.....	i
Independent Auditor’s Report.....	1-2
Management Discussion and Analysis (unaudited)	3-7
Basic Financial Statements	
Government- Wide Financial Statements:	
Statement of Net Position	8
Statement of Activities	9
Fund Financial Statements	
Balance Sheet	10
Statement of Revenues, Expenditures and Changes in Fund Balance.....	11
Notes to Financial Statements.....	12-16
Required Supplementary Information	
Statement of Revenues, Expenditures and Changes in Fund	
Balance – Budget and Actual	17
Notes to the Required Supplementary Information	18
Other Reports	
Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	
	19-20
Independent Auditor’s Report on State Compliance	21-22

MONO COUNTY CHILDREN AND FAMILIES COMMISSION

Organization Table

<u>Name</u>	<u>Position</u>	<u>Professional Affiliation</u>	<u>Term Expires</u>
Stacey Adler	Chair	Superintendent Of Schools	July 2019
Richard Johnson, M.D.	Vice-Chair	Public Health Officer	June 2019
Patricia Robertson	Member	Community-based Organization	May 2020
Bob Gardner	Member	Mono County Board of Supervisors	December 2020
Jeanne Sassin	Secretary	School District	March 2018
Kristin Wilson, MD	Member	Pediatrician	July 2018
Bertha Jimenez	Member	Behavioral Health	June 2019

FINANCIAL SECTION

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

818-360-9800

INDEPENDENT AUDITOR'S REPORT

Board of Commissioners
Mono County Children and Families Commission
Mammoth Lakes, California 93546

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Mono County Children and Families Commission (Commission), as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Commission's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we express no such opinion. 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 the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Mono County Children and Families Commission as of June 30, 2017, and the respective changes in financial position thereof for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and Budgetary Comparison Information on pages 3 through 7 and 17 through 18, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information, and compared the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do 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.


Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Mono County Children and Families Commission's basic financial statements. The organization table and summary schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated October 11, 2017 on our consideration of the Commission's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Governmental Auditing Standards in considering the Mono County Children and Families Commission's internal control over financial reporting and compliance.


Granada Hills, CA

October 11, 2017

Member: American Institute of Certified Public Accountants
California Society of Certified Public Accountants



Mono County Children and Families Commission

**Management's Discussion and Analysis
for the year ending June 30, 2017**

On November 3, 1998, California voters approved Proposition 10 – the Children and Families First Act (Act). The Act imposed additional excise tax on cigarettes and tobacco related products to fund programs that promote, support, and improve the early development of children from prenatal through age five. The intent is for all California children to be healthy, to live in a healthy and supportive family environment, and to enter school ready to learn.

The Mono County Board of Supervisors created the Mono County Children and Families Commission (Commission) as a county commission in 1999 under the provisions of the Act. The Commission consists of seven members appointed by the County Board of Supervisors. The Commission is an agency of the County with independent authority over the county strategic plan for the support and improvement of early childhood development within the County and of the Mono County Children and Families Trust Fund established pursuant to the Act. The Commission contracts with the Mono County Office of Education for staff support and administration.

As management of the Commission, we offer readers of our financial statements this narrative overview and analysis of the financial activities for the year ended June 30, 2017.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Commission's basic financial statements. The Commission's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide Financial Statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the Commission's finances, in a manner similar to a private sector business.

The *statement of net assets* presents information on all of the Commission's assets and liabilities, with the difference between the two reported as *net assets*.

The *statement of activities* presents information showing how the Commission's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus revenues and expenses are reported in the statement for some items that will only result in cash flows in future fiscal periods (e.g. earned but unused vacation leave).

The government-wide financial statements can be found on pages 8-9 of this report.

Mono County Children And Families Commission
Management's Discussion and Analysis -- June 30, 2017

Fund Financial Statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Commission, like other local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Fund financial statements report essentially the same functions as those reported in the government-wide financial statements. However, unlike the government-wide financial statements, fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate the comparison between governmental funds and government wide statements.

The Commission adopts an annual appropriated budget for its fund. A budgetary comparison statement has been provided for the fund to demonstrate compliance with the budget.

The fund financial statements can be found on pages 10-11 of this report.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 12-16 of this report.

Government-wide Financial Analysis

The Commission presents its financial statements under the reporting model required by accounting principles generally accepted in the United States of America Statement No. 34 (GASB 34), Basic Financial Statements – and Management's Discussion and Analysis (MD&A) – for State and Local Governments.

Net assets may serve over time as a useful indicator of a government's financial position. In the case of the Commission, assets exceed liabilities by \$548,455 at the close of the most recent fiscal year. This represents resources received from Proposition 10 taxes, other revenue including grants received by the Commission, and interest earned on fund balance, that has not been expended. Cash and investments are maintained in the County's cash and investment pool where interest earned on the Commission's balance is apportioned to the Commission. Other sources of net assets also reside in the Commission's receivables due from other agencies (\$274,877). These receivables represent grants and matching program funds, as well as Proposition 10 taxes that were remitted by the State but had not been received by the Commission, as of June 30, 2017.

The Commission also reports accounts payable of \$539,782 representing payments due on grant services contracts that had not been expended at year-end and reimbursement for services rendered to the Commission that had not been reimbursed by year-end.

Mono County Children And Families Commission
Management's Discussion and Analysis -- June 30, 2017

The Commission's net assets decreased overall by approximately \$2,171 during the 2016-17 fiscal year. This decrease was due to expenses being greater than revenues for the current year.

Balance Sheet Comparison

	<u>FY 2016-17</u>	<u>FY 2015-16</u>	<u>Change</u>
Total Assets	\$1,088,237	\$925,744	\$162,493
Total Liabilities	\$539,782	\$375,116	\$164,664
Net Assets	<u>\$548,455</u>	<u>\$550,628</u>	<u>(\$2,173)</u>

Revenue and Expense Comparison

	<u>FY 2016-17</u>	<u>FY 2015-16</u>	<u>Change</u>
Total Revenues	\$760,527	\$488,596	\$271,931
Total Expenses	\$762,700	\$482,390	\$280,310
Change in Net Assets	<u>(\$2,173)</u>	<u>\$6,206</u>	<u>\$8,379</u>

Financial Analysis of the Commission's Governmental Fund

As noted earlier, the Commission uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

For the year-ended June 30, 2017, the Commission reported an ending fund balance of \$548,455; a decrease of \$2,173 from the prior year. This decrease represents the amount of expenditures in excess of revenues for the year ended June 30, 2017.

The Commission fund balance of \$548,455 as of the end of the fiscal year 2016-17 is allocated as follows: \$36,976 is restricted to the IMPACT program; \$149,119 is committed to the following programs: Raising A Reader, Safe Kids and CAPIT Home Visiting; and \$362,360 is assigned to other programs.

Total revenue consisting of Proposition 10 funds, interest income, State Commission matching funds, special projects grant revenue, and miscellaneous income increased from \$488,596 to \$760,527 for the year ending June 30, 2017. This increase is mainly due to the addition of the Community Development Block Grant for child care services.

Mono County Children And Families Commission
Management's Discussion and Analysis -- June 30, 2017

Total expenditures increased to \$762,700 representing \$280,310 more in expenditures from the prior fiscal year. This increase is due to the addition of the Community Development Block Grant and Region 6 T&TA Hub programs.

Fund Budgetary Highlight

- Total revenues were over budget by \$2,607 due to an increase in the CDBG revenues and associated expenditures that were within the overall grant award. Total expenditures were over budget by \$3,198 primarily due a higher than budgeted indirect charges to First 5 and, to a lesser extent, mileage costs for the Peapod program.

Capital Assets and Debt Administration

Capital Assets

The Commission did not have any capital assets at the end of the current fiscal year.

Debt Administration

The Commission did not have any long-term obligations outstanding at the end of the current fiscal year.

Economic Factors and Next Year's Budget

The Commission is committed to focusing Proposition 10 funds on the purposes for which it is intended: To promote and sustain comprehensive, integrated programs and services that will help to nurture children ages 0-5 so that their young brains and bodies will develop appropriately.

The following factors were considered in preparing the Commission's financial plan for fiscal year 2016-17:

- Continuation of funding commitments for the Welcome Baby!; Oral Health; School Readiness programs; the MHSA Prop. 63 Innovation Project (Peapod Program); and the Parenting Partners high-needs home visiting program for children ages one through five, for which we received a Child Abuse Prevention and Intervention (CAPIT) Grant.
- Anticipated declining Prop. 10 revenues and the uncertainty of continued Small Population County Augmentations from First 5 California beyond FY 2020-21. First 5 Mono plans to enter into an agreement with First 5 California for 4 years of Small Population County Funding Augmentations that augment Prop 10 income up to a baseline of \$350,000 annually from FY 2017-18 to FY 2020-21.
- 1% interest on the local Children and Families Trust Fund.

The Commission views Proposition 10 as a mechanism to establish and fund a sustainable system of results-oriented early childhood development and family support services for the 0-5 population, not as just another funding source for programs. In that regard, in fiscal year 2016-17 the Commission continued to focus on evaluating all funded programs to determine what is working or has promised to impact the health and well being of children. This information will be used to help evaluate the overall impact of Proposition 10 in Mono County.

Mono County Children And Families Commission
Management's Discussion and Analysis -- June 30, 2017

The result of these evaluation activities will help to inform the Commission as it plans for fiscal year 2017-18 expenditures and beyond.

Requests for Information

This financial report is designed to provide a general overview of the Mono County Children and Families Commission finances for all those interested. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to: Executive Director, First 5 Mono County Children and Families Commission, P.O. Box 130, Mammoth Lakes, California, 93546.

BASIC FINANCIAL STATEMENTS
GOVERNMENT-WIDE FINANCIAL STATEMENTS

MONO COUNTY CHILDREN AND FAMILIES COMMISSION
(FIRST 5 MONO COUNTY)
STATEMENT OF NET POSITION
JUNE 30, 2017

Assets

Cash	\$ 813,360
Due from other agencies	<u>274,877</u>
Total assets	<u>1,088,237</u>

Liabilities

Accounts payable	<u>539,782</u>
Total liabilities	<u>539,782</u>

Net position

Restricted	36,976
Unrestricted	<u>513,651</u>
Total Net Position	<u>\$ 548,455</u>

See accompanying notes to financial statements.

MONO COUNTY CHILDREN AND FAMILIES COMMISSION
(FIRST 5 MONO COUNTY)
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2017

Outflows of financial resources	
Operations/support	\$ 113,649
Rent	6,300
Program evaluation	1,296
Community Development Block Grant - Administration	6,458
Mono County Behavioral Health, Peapod Program	36,315
Region 6 Training & Technical Assistance Hub	26,968
Improve and maximize Programs so All Children Thive (IMPACT)	74,198
Home Visiting	145,132
School Readiness	86,194
Community Development Block Grant	244,313
Other program expenditures	21,877
Total program expenses	<u>762,700</u>
Inflows of financial resources	
Proposition 10 apportionment	95,670
Proposition 10 small county augmentation	254,330
Region 6 Training & Technical Assistance Hub	26,276
Proposition 10 surplus money investment fund	78
Mono County Mental Health, Peapod Program	35,000
Improve and maximize Programs so All Children Thive (IMPACT)	57,144
Child Abuse Prevention, Intervention and Treatment (CAPIT)	30,000
Raising a Reader	1,842
Community Development Block Grant	244,313
CDBG administration	6,458
Miscellaneous	2,322
Total program revenues	<u>753,433</u>
Net program revenues (expenses)	(9,267)
General Revenues;	
Investment income	<u>7,094</u>
Change in net assets	(2,173)
Net position at the beginning of the year	<u>550,628</u>
Net position at the end of the year	<u>\$ 548,455</u>

See accompanying notes to financial statements.

**BASIC FINANCIAL STATEMENTS
FUND FINANCIAL STATEMENTS**

**MONO COUNTY CHILDREN AND FAMILIES COMMISSION
(FIRST 5 MONO COUNTY)
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2017**

Assets

Current assets

Cash	\$ 813,360
Due from other agencies	<u>274,877</u>
Total assets	<u>\$ 1,088,237</u>

Liabilities and Fund Balance

Current liabilities

Accounts payable and accrued expenses	<u>\$ 539,782</u>
Total current liabilities	<u>539,782</u>

Fund balance

Restricted	36,976
Committed	149,120
Assigned	<u>362,359</u>
Total fund balances	<u>548,455</u>
Total liabilities and fund balance	<u>\$ 1,088,237</u>

See accompanying notes to financial statements.

**MONO COUNTY CHILDREN AND FAMILIES COMMISSION
(FIRST 5 MONO COUNTY)
STATEMENT OF REVENUE, EXPENSES AND CHANGES IN FUND BALANCES
YEAR ENDED JUNE 30, 2017**

Program Revenues	
Proposition 10 apportionment	95,670
Proposition 10 small county augmentation	254,330
Region 6 Training & Technical Assistance Hub	26,276
Proposition 10 surplus money investment fund	78
Mono County Mental Health, Peapod Program	35,000
Improve and maximize Programs so All Children Thive (IMPACT)	57,144
Child Abuse Prevention, Intervention and Treatment (CAPIT)	30,000
Raising a Reader	1,842
Community Development Block Grant	244,313
CDBG administration	6,458
Interest	7,094
Miscellaneous	2,322
Total program revenues	<u>760,527</u>
Program Expenses	
Operations/support	\$ 113,649
Rent	6,300
Program evaluation	1,296
Community Development Block Grant - Administration	6,458
Mono County Behavioral Health, Peapod Program	36,315
Region 6 Training & Technical Assistance Hub	26,968
Improve and maximize Programs so All Children Thive (IMPACT)	74,198
Home Visiting	145,132
School Readiness	86,194
Community Development Block Grant	244,313
Other program expenditures	21,877
Total program expenses	<u>762,700</u>
Net program revenue	(2,173)
Fund balance at the beginning of the year	<u>550,628</u>
Fund balance at the end of the year	<u>\$ 548,455</u>

See accompanying notes to financial statements.

MONO COUNTY CHILDREN AND FAMILIES COMMISSION

(First 5 Mono County)

Notes to Financial Statements

June 30, 2017

Note 1:

Summary of Significant Accounting Policies

A. Reporting Entity

The Mono County Children and Families Commission (Commission) was established in 1999 pursuant to Health and Safety code §130140. The Commission was also established in accordance with the provisions of the California Children and Families First Act of 1998 and by Mono County Ordinance #05-05. The commission is also known as "First 5 Mono County". The seven members of the Commission are appointed by the Mono County Board of Supervisors.

The Commission is responsible for the creation and implementation of a comprehensive, collaborative, and integrated system of information and services to enhance early childhood development.

The Commission includes all activities (operations of its administrative staff and commission officers) considered to be part of the Commission. The Commission reviewed criteria developed by the accounting principles generally accepted in the United States of America in its issuance of Statement No. 14, relating to the financial reporting entity to determine whether the Commission is financially accountable for other entities. The Commission has determined that no other outside entity meets the above criteria, and therefore, no agency has been included as a component unit in the financial statements. In addition, the Commission is not aware of any entity that would be financially accountable for the Commission that would result in the Commission being considered a component unit of that entity.

The financial statements included in this report are intended to present the financial position and results of operations of only the Commission. They are not intended to present the financial position and results of operations of the County of Mono taken as a whole.

B. Basis of Presentation and Accounting

Government-Wide Statements

The statement of net position and statement of activities display information about the primary government (Commission). These statements include the financial activities of the overall Commission.

The statement of activities presents a comparison between direct expenses and program revenues for the Commission's governmental activity. Direct expenses are those that are specifically associated with the Commission. Program revenues include grants and contributions that are restricted to meeting the operational or capital requirements of the Commission. Revenues that are not classified as program revenues, including investment income, are presented instead as general revenues.

Note 1: **Summary of Significant Accounting Policies** (continued)

B. Basis of Presentation and Accounting (continued)

Government-Wide Statements (continued)

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place.

When both restricted and unrestricted net position are available, restricted resources are used only after the unrestricted resources are depleted.

Fund Financial Statement

Separate financial statements are provided for the governmental funds. The governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available to finance expenditures of the current period. Proposition 10 taxes and investment income are accrued when their receipt occurs within ninety days after the end of the accounting period so as to be both measurable and available. All receivables are expected to be collected within the current year. Expenditures are generally recorded when a liability is incurred, as under accrual accounting.

Nonexchange transactions, in which the Commission gives (or receives) value without directly receiving (or giving) value in exchange, include sales taxes, grants, entitlements and donations. Revenues from grants, entitlements and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

The Commission's fund balance consists of nonspendable, unassigned, assigned, committed and restricted funds. They account for all financial resources of the commission.

C. Due from other Agencies

This amount represents receivables from other local governments. Management has determined the Commission's receivables fully collectible and, accordingly, no allowance for doubtful accounts is required.

Note 1: **Summary of Significant Accounting Policies** (continued)

D. Net Position/Fund Balances

Net Position

The Government-wide activities fund financial statements utilize a net position presentation. Net position is categorized as invested in capital assets (net of related debt), restricted and unrestricted.

Invested in Capital Assets, Net of Related Debt – This category groups all capital assets into one component of net position. Accumulated depreciation and the outstanding balance of debt that are attributable to capital assets reduce the balance in this category.

Restricted Net Position – This category presents external restrictions imposed by creditors, grantors, contributors, or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Position – This category represents net position of the District that is not restricted for any project or any other purpose.

Government Fund Balances

In the government fund financial statements, fund balances are classified as follows:

Non Spendable fund balances are amounts that cannot be spent either because they are in a nonspendable form or because they are legally or contractually required to be maintained intact. The commission does not have any nonspendable funds.

Restricted fund balances are amounts that can be spent only for specific purposes because of laws or externally imposed conditions by grantors or creditors.

Committed fund balances are amounts that can be used only for specific purposes determined by a formal action of the commission's ordinances or resolutions.

Assigned fund balances are amounts that are designated by the commission for a particular purpose but are not spendable until a budget is passed or there is a majority vote approval by the commission. The commission does not have any assigned funds.

Unassigned fund balances are all amounts not included in other spendable classifications. The commission does not have any unassigned funds.

Note 1: **Summary of Significant Accounting Policies** (continued)

E. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

F. Fair Value of Financial Instruments

The financial position of the commission at June 30, 2016 includes certain financial instruments that may have a fair value that is different from the value currently reflected in the financial statements. In reviewing the financial instruments of the commission, certain assumptions and methods were used to determine the fair value of each category of financial instruments for which it is practicable to estimate that value. The carrying amounts of the commission's financial instruments generally approximate their fair values at June 30, 2017.

G. Subsequent Events

The Commission evaluated subsequent events up to October 11, 2017 when the financial statements were available to be issued.

Note 2: **Cash**

Cash at June 30, 2017 consisted of the following:

Cash in County Treasury	<u>\$813,360</u>
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The Commission maintains all of its cash and investments with the Mono County Treasurer in an investment pool. On a quarterly basis the Auditor-Controller allocates interest to participants based upon their average daily balances. Required disclosure information regarding categorization of investments and other deposit and investment risk disclosures can be found in the County's financial statements. The county of Mono's Financial Statements may be obtained by contacting the County of Mono's Auditor-Controller's Office at Courthouse Annex 2 – Bryant Street, Bridgeport, California 93517. The Mono County Treasury Oversight Committee oversees the Treasurer's investment policies.

Required disclosures for the Commission's deposit and investment risks at June 30, 2017 were as follows:

Credit risk	Not rated
Custodial risk	Not applicable
Concentration of credit risk	Not applicable
Interest rate risk	Not available

Investments held in the County's investment pool are available on demand and are stated at cost plus accrued interest, which approximates fair value.

(First 5 Mono County)
Notes to Financial Statements
June 30, 2017

Note 3: **Fund Balances**

The Commission's committed fund balance consists of the following:

Restricted funds:	
Child Care Quality (IMPACT)	<u>\$ 36,976</u>
Committed funds:	
Raising a Reader	38,000
Safe Kids	21,000
CAPIT Home Visiting	<u>90,120</u>
Total committed funds	<u>149,120</u>
Assigned funds	
Home visiting services (Non CAPIT)	144,856
School Readiness Strategies	100,415
Oral Health Initiative	4,110
Footsteps2brilliance	10,000
Commission Operations, July 1, 2016-June 30, 2017	<u>102,979</u>
Total assigned funds	<u>362,360</u>
Total fund balance	<u>\$548,456</u>

Note 4: **Program Evaluation**

The Commission spent \$1,296 on program evaluation during the fiscal year ended June 30, 2017.

Note 5: **Risk Management**

The Commission is exposed to various risk of loss related to general liability and workers' compensation. The Commission is covered from risk of loss by its participation in the County of Mono risk pool. Information about coverage can be found in the County financial statements.

Note 6: **Section 30131.4 of the California Tax & Revenue Code Certification**

The Commission has certified that the supplant requirement stated in section 30131.4 of the California Tax & Revenue Code has been met.

Note 7: **Contingent Liability**

The Commission receives funding from the State of California Proposition 10, the Children and Families First Act, to fund programs that promote, support, and improve the early development of children from prenatal through age five. These programs must be in compliance with applicable laws and may be subject to financial and compliance audits by the State. The amount, if any, of expenditures which may be disallowed by the State cannot be determined at this time, although the County's management does not expect such amounts, if any, to be material.

REQUIRED SUPPLEMENTARY INFORMATION

MONO COUNTY CHILDREN AND FAMILIES COMMISSION
(FIRST 5 MONO COUNTY)
Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual
Year ended June 30, 2017

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>	<u>Amount</u>	
Budgetary Fund Balance, Beginning of Year	\$550,628	\$550,628	\$550,628	\$ -
Resources (Inflows):				
Proposition 10 apportionment	90,397	90,397	95,670	5,273
Proposition 10 small county augmentation	259,603	259,603	254,330	(5,273)
Region 6 Training & Technical Assistance Hub		42,414	26,276	(16,138)
Proposition 10 surplus money investment fund	25	25	78	53
Mono County Mental Health, Peapod Program	35,000	35,000	35,000	-
Improve and maximize Programs so All Children Thive (IMPACT)	57,145	57,145	57,144	(1)
Child Abuse Prevention, Intervention and Treatment (CAPIT)	30,000	30,000	30,000	-
Raising a Reader	5,000	2,049	1,842	(207)
CDBG administration	6,975	9,887	6,458	(3,429)
Community Development Block Grant	187,500	224,102	244,313	20,211
Interest	5,384	6,200	7,094	894
Miscellaneous	-	1,100	2,322	1,222
Amounts available for appropriation	677,029	757,922	760,527	2,605
Charges to appropriations (outflows):				
Operations/support	102,986	111,290	113,649	(2,359)
Rent	8,100	6,000	6,300	(300)
Program evaluation	5,400	1,319	1,296	23
Community Block Grant Administration	6,975	9,887	6,458	3,429
Community Block Grant	187,500	224,102	244,313	(20,211)
Mono County Behavioral Health, Peapod Program	35,000	35,000	36,315	(1,315)
Improve and maximize Programs so All Children Thive (IMPACT)	70,311	71,312	74,198	(2,886)
Home Visiting	153,233	148,168	145,132	3,036
School Readiness	92,234	85,350	86,194	(844)
Region 6 Training & Technical Assistance Hub	-	42,414	26,968	15,446
Other program expenditures	28,456	24,660	21,877	2,783
Total charges to appropriations	690,195	759,502	762,700	(3,198)
Net change in Fund Balance	(13,166)	(1,580)	(2,173)	(593)
Budgetary Fund Balance, End of Year	\$537,462	\$549,048	\$548,455	

See note to budgetary comparison schedule.

Notes to Required Supplementary Information
June 30, 2017

BUDGET AND BUDGETARY ACCOUNTING

The Commission prepares and legally adopts a final budget on or before June 30th of each fiscal year. The Commission operation, commencing July 1st, is governed by the proposed budget, adopted by the Board of Commissioners prior to June of the previous year.

After the budget is approved, the appropriations can be added to, subtracted from or changed only by Commission resolution. All such changes must be within the revenues and reserves estimated as available in the final budget or within revised revenue estimations as approved by the Commission.

An operating budget is adopted each fiscal year on the modified accrual basis. Additionally, encumbrance accounting is utilized to assure effective budgetary control. Encumbrances outstanding at year-end represent the estimated amount of the expenditures ultimately to result if the unperformed contracts in process at the year-end are completed or purchase commitments satisfied. Such year-end encumbrances are reported as reservations of fund balances and do not constitute expenditures or liabilities because the commitments will be honored during the subsequent year's budget. Unencumbered appropriations lapse at year-end.

The legal level of budgetary control (the level on which expenditures may not legally exceed appropriations) is at the object level. Object levels of expenditures are as follows: salaries and benefits, services and supplies, and internal charges.

The budget is adopted on a basis consistent with generally accepted accounting principles.

OTHER REPORTS

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

818-360-9800

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*
INDEPENDENT AUDITOR'S REPORT**

Board of Commissioners
Mono County Children and Families Commission
Mammoth Lakes, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities of Mono County Children and Families Commission, as of and for the year ended June 30, 2017 and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated October 11, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we not express an opinion on the effectiveness of the Commission's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Commission's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses, or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Commission's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Neely Accounting Corp

Granada Hills, CA

October 11, 2017

**Member: American Institute of Certified Public Accountants
California Society of Certified Public Accountants**

INDEPENDENT AUDITOR'S REPORT ON STATE COMPLIANCE

Board of Commissioners
Mono County Children and Families Commission
Mammoth Lakes, California

Compliance

We have audited the Mono County Children and Families Commission's (Commission) compliance with the requirements specified in the State of California's *Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act*, issued by the State Controller's Office, applicable to the Commission's statutory requirements identified below for the year ended June 30, 2017.

Management's Responsibility

Management is responsible for compliance with the requirements of the laws and regulations applicable to the California Children and Families Act.

Auditor's Responsibility

Our responsibility is to express an opinion on the Commission's compliance with the requirements referred to above based on our audit. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and the State of California's *Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act*, issued by the State Controller's Office. Those standards and the State of California's *Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act* require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the requirements referred to above that could have a direct and material effect on the statutory requirements listed below. An audit includes examining, on a test basis, evidence about the Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance. However, our audit does not provide a legal determination of the Commission's compliance with those requirements. In connection with the audit referred to above, we selected and tested transactions and records to determine the Commission's compliance with the state laws and regulations applicable to the following items:

Description	Audit Guide Procedures	Procedures Performed
Contracting and Procurement	6	Yes
Administrative Costs	3	Yes
Conflict-of-Interest	3	Yes
County Ordinance	4	Yes
Long-Range Financial Plans	2	Yes
Financial Condition of the Commission	1	Yes
Program Evaluation	3	Yes
Salaries and Benefit Policies	2	Yes

Opinion

In our opinion, Mono County Children and Families Commission complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on the California Children and Families Program for the year ended June 30, 2017.

Nuly Accountancy

Granada Hills, CA

October 11, 2017



Policy and Procedure Manual

General Principles Guiding the Policy and Procedure Development for the First 5 Mono County Commission

Section 1: Accounting and Budgeting

Section 2: Contracting and Procurement

Section 3: Authorizing Signature

Section 4: Administrative, Program, and Evaluation Costs

Section 5: Conflict of Interest

Section 6: Salaries and Benefits

Section 7: Adherence to the County Ordinance

Adopted June 15, 2006.

Revised August 8, 2007.

Revised August 30, 2012.

Revised October 16, 2014. This document supersedes all previous adoptions of Commission policies and procedures.

General Principles Guiding the Policy and Procedure Development for the First 5 Mono County Commission

First 5 Mono County Children and Families Commission operates as an entity of the County of Mono, with independent authority over the strategic plan and the local Children and Families Trust Fund. The Mono County Children and Families Trust Fund is held by the Mono County Treasurer's Department. The Commission undergoes an annual outside financial audit, conducted with the understanding that the Commission operates as an entity of the county. The guidelines for the fiscal activities of First 5 Mono County are based on generally accepted accounting principles for governmental funded organizations.

First 5 Mono County contracts with the Mono County Office of Education (MCOE) to furnish to the Commission certain administrative support services, including personnel to serve as Commission staff. The Commission and MCOE annually decide as part of the annual budget process for services under their agreement which party will provide such office space, supplies, equipment, vehicles, reference materials, support services and/or telephone service as are necessary for the conduct of Commission business. All Commission personnel and administrative services contracted to MCOE by the Commission are subject to all policies and procedures as outlined in the MCOE Procedures Manual and Superintendent's Policies. For more details, refer to the Agreement Between The Mono County Children And Families Commission And The Mono County Superintendent Of Schools (Dba Mono County Office Of Education) For The Provision Of Administrative Support Services, attached hereto and incorporated herein by this reference.

The specific policies and procedures set forth in this manual, and adopted by the First 5 Commission, clarify how the Commission will operate with respect to specific activities addressed in the guiding state legislation, Health and Safety Code Section 130100-130155.

For the purpose of this manual, "First 5" or "Commission" shall refer to the First 5 Mono County Children and Families Commission; "State" shall refer to the California Children and Families Commission; and "MCOE" shall refer to the Mono County Office of Education.

Guiding principles for the development of specific Commission policies and procedures are:

1. Comply with the guiding legislation at the state and local level.
2. Safeguard the First 5 Mono County Commission assets.
3. Choose the procedure that develops a strong internal control.
4. Provide adequate documentation for transactions.
5. Provide for accuracy by self-checking and by using a review process.
6. Maintain timely and accurate records.
7. Provide relevant data for ongoing decision-making.

This Policy and Procedure Manual may be amended at any regularly noticed Commission meeting, after a public hearing, upon majority vote of the membership.

SECTION 1: ACCOUNTING AND BUDGETING

Policies and Procedures:

1. INCOMING CHECKS AND CASH

The purpose of this section is to describe how Commission staff will provide for adequate internal control of incoming checks and cash.

Receiving State Commission Disbursements:

Revenue received for the operation of the Commission is initiated and submitted from the State Children and Families Commission on a monthly basis, based on Proposition 10 tobacco tax funds collected by the State board of Equalization. The revenue allocated and transferred to the Commission is based on the percentage of Mono County live births to State live births. The funds are remitted directly to the Mono County Treasury where they are placed in the Mono County Children and Families Trust Fund, and reflected into various objects by project number.

The State submits a *Disbursement to Counties by Month* report which reflects births for the most current year for which data is available, and the percentage applicable to the County. The revenue remitted by the State is reviewed by Commission staff each month to determine the reasonableness of the revenue.

1. Incoming state disbursement checks are deposited with the Mono County Treasurer's/Auditor's Office.
2. General Ledger and Project reports documenting all deposits are forwarded to Commission staff on a monthly basis from the Mono County Auditor's Office.

Receiving Cash or Checks from other Entities:

1. The authorized persons to accept incoming cash or checks shall be the Executive Director and the primary operations support position. Cash or checks received directly by these Commission staff are to be recorded on a Record of Deposit (county form). A receipt is provided if the payer requests. If cash is received, it must be deposited with the Treasurer's Office within 24 hours of receipt. If checks are received, every reasonable effort shall be made to deposit them with the Treasurer's office within 5 working days of receipt. The deposits shall be made in conformance with the standard operating procedures of the Auditor's office and the Treasurer's office.
2. In the event that cash or checks are held by the Commission staff overnight, they will be stored in a locked place until they are ready for delivery to the Treasurer's Office.
3. Commission staff receive General Ledger and Project reports monthly from the Mono County Auditor's Office, with all revenues recorded. These reports will be reconciled with internal records and made available for audits as necessary.

2. PROCEDURE FOR PROCESSING CLAIMS, INVOICES, & GRANT PAYMENTS:**Verification and Authorization**

There shall be different procedures for verifying claims and authorizing payments for various Commission transactions. The table below details these different procedures.

Type of Service or Invoice	Person Preparing Claim	Person verifying expenditure and authorizing payment	Back up documentation required
Office-related or meeting-related expenses	Primary Office Support position	For expenses incurred by the Executive Director, the Commission Chair shall authorize payment. For all others, the Executive Director* shall authorize payment.	Invoice
Payment for professional services to Commission	Primary Office Support position	Executive Director*	Invoice
Payment for travel and training expenses	Executive Director, Commissioners, or Primary Office Support position, as directed	For expenses incurred by the Executive Director, the Commission Chair shall authorize payment. For all others, the Executive Director* shall authorize payment.	First 5 Travel Claim Forms as appropriate (equivalent to county claim forms) and agendas, registration receipts if available.
Payments to Grantees	Executive Director, or Primary Office Support position, as directed	Executive Director*	Expense Report from Grantee, and Invoice, signed by Executive Director. (Grantee narrative and expense reports are reviewed prior to releasing grant statements.)

**In the event that the Executive Director is not available to process claims in a timely manner, the Commission Chair may verify and authorize fund release, as long as the payments are consistent with the budgeted amount for that line item.*

Accounts Payable Claims (Warrants) for External Vendors/Grantees

Vendor/Grantees expense and narrative reports are received by the Executive Director. Where documentation is complete, the claims are processed for forwarding to the Auditor's office within five working days. Before payment is authorized, the Executive Director, or other Commission designee, verifies that the service and/or product was received and approves the line-item from which payment should be made. A claim (warrant request) is prepared along with a Commission-generated invoice, the information is verified as correct, and signed by the Executive Director or Commission Chair, as appropriate, and delivered to the Mono County Auditor's Office. A copy for internal record keeping, along with a copy of the invoice, is filed in the Commission's financial records by project type and fiscal year. The original claim, along with a copy of the warrant and invoice, is placed in the vendor/grantee contract file.

Procedure for Processing Returned or Unused Checks

Commission staff will return the check to the Auditor's office, in accordance with their policies for returned checks.

Monitoring of Expenditures

Commission staff reconcile the monthly General Ledger and Project reports from the Mono County Auditor's office with internal records and ensures they are available for audits as necessary. All necessary adjustments and corrections are requested through written correspondence to the Auditor's Office, including the rationale for the requested change, and authorized by the Executive Director.

General Ledger and Project Reports

The general ledger is the basis for financial record keeping.

1. General Ledger and Project reports are prepared by the Mono County Auditor's Office and forwarded to the Commission's Executive Director to provide bi-monthly reporting and for the yearly audit report.
2. The Executive Director, or his or her designee, reviews county reports bi-monthly and notifies the Auditor's Office of any corrections or problems.
3. The Executive Director is responsible for working with the Auditor's Office to set up a system of projects within the Mono County Children and Families Trust Fund which will allow an outside auditor to meet the legislative requirements for audit reporting to the State Commission. The Executive Director reviews the system annually and adjusts, as necessary, to most effectively meet State requirements.
4. The Executive Director will provide to the First 5 Commission at their regular meeting, income and expense summary reports that reflect the figures found in the county reports. This report details expenditure and revenue categories, as well as fund balance and fund commitments, in a format consistent with Commission funding practices.

Petty Cash Disbursements

First 5 Mono County does not have a petty cash fund at the time that this policy is approved.

Insurance Premiums and Allocation of Expenditures

First 5 Mono County has determined that it does not have a need for additional insurance coverage at the time that this policy is approved. The Commissioners are covered by the Mono County general liability policy. Independent contractors are responsible for providing their own insurance coverage.

3. BUDGETING

Annual Budget

The Commission adopts an annual budget prior to each fiscal year, at a regularly noticed public meeting. This budget serves as the Commission's commitment of resources for the current budget period, and is used to monitor expenses and revenues throughout the fiscal year. The budget clearly defines administrative, evaluation and program costs. The Director is responsible for providing the Commission with a financial report which compares actual expenditures against the budget, at each regularly scheduled meeting.

Resource Allocation Guidelines

The Commission's resource allocation guidelines are used as a planning tool for the allocation of First 5 funds in Mono County over a period of 5 years. The Commission dedicates funds in alignment with the goals of the First 5 Mono County Strategic Plan using the guidelines. The guidelines are part of the Commission's Strategic Plan, which is reviewed annually.

SECTION 2: CONTRACTING & PROCUREMENT

Policies and Procedures:

GENERAL INFORMATION

The purpose of this Section is to adopt contracting and procurement policies for the Commission that are consistent with state law and which ensure that any grants and contracts approved by the Commission are consistent with the Commission's strategic plan. The policies are adopted in accordance with and are intended to comply with Article 7 (commencing with Section 54201) of Chapter 5 of Part 1 of Division 2 of Title 5 of the Government Code. The policies are not intended to conflict with applicable provisions of state law and shall be interpreted as supplementary thereto. In the event of a conflict between these policies and an applicable provision of state law, the state law provision shall prevail and be followed. The methodologies described below ensure fairness and accountability in the selection process while affording the flexibility necessary to efficiently conduct the business affairs of the Commission.

PROCUREMENT

1. The term "procurement" for purposes of these policies refers to any purchase of goods or services for which no formal, written contract is customary or necessary in the ordinary course of business. Any purchase for which a formal, written contract is required shall be governed by the contracting policies described below.

2. The Executive Director or his or her designee has the authority to procure goods or services required by the Commission for its administrative functions and operations, without prior approval by the Commission, in an amount not to exceed \$5,000, if the purchase is consistent with the approved budget and strategic plan. Examples of such administrative goods and services include but are not limited to office supplies and equipment, utilities, subscriptions, travel expenses related to Commission business, and miscellaneous services for which a formal written contract is not necessary or customary (e.g., a plumbing service call). Additional policies and procedures specifically related to travel expenses are discussed below under Travel Policies and Procedures.
3. Procurement of goods or services in excess of \$5,000 must be approved by the Commission, either through pre-approval or ratification of the purchase.
4. Unless otherwise directed by the Commission, the Executive Director shall be responsible for investigating, soliciting, or otherwise identifying purchase options, through whatever means appear reasonable and appropriate to the Director under the circumstances, in order to facilitate purchases at the most favorable price available consistent with efficient operations. Some items may be available through the County or MCOE at its direct cost, and the Commission finds that such costs are generally below those available to the general public due to the procurement practices and high-volume purchasing of that larger governmental entity. Accordingly, for items available at cost from the County or MCOE, no further investigative or soliciting activities shall be required. With respect to goods or services that are *not* available from the County or MCOE but which are readily available in the marketplace, the Executive Director should generally consider obtaining quotes or prices from multiple vendors. The use of local businesses is encouraged as a source of supplies and services, unless such use results in unreasonable costs or delays.
5. Notwithstanding the foregoing, when procuring food a preference shall be given to United States-grown produce and United States-processed foods when there is a choice and it is economically feasible to do so. (See Public Contract Code section 3410.) Also, to the extent applicable to any given procurement, the Executive Director (or Commission, if applicable) shall purchase recycled products whenever mandated by state law to do so and shall comply with the requirements of Chapter 3.5 (commencing with Section 22150) of Part 3 of Division 2 of the Public Contract Code.
6. Before authorizing any proposed purchase in excess of \$5,000, the Executive Director (or Commission, if applicable) shall first consider and determine the following: (1) whether the proposed purchase is consistent with the Commission's strategic plans and (2) whether the proposed purchase is consistent with the Commission's approved budget. The findings of the Executive Director (or Commission, if applicable) regarding said considerations shall be documented for Commission records. The Executive Director (or Commission, if applicable) may only approve a purchase in excess of \$5,000 that otherwise complies with this policy and state law after affirmatively finding that the purchase is consistent with the Commission's strategic plans and with the Commission's approved budget.
7. Authority to sign documents authorizing payment for procurement is governed by a specific policy, set forth below, in Section 3 entitled "Authorizing Signature."

CONTRACTING (INCLUDING GRANTS)

1. The following policies shall apply to all formal, written Commission contracts (which shall be deemed to include any grant awarded by the Commission) and no such

contract shall be approved or entered into except in conformity with these policies. Any expenditure not governed by the procurement policies discussed above shall be deemed to be governed by these contracting policies.

2. Only the Commission may approve a formal, written contract, regardless of the dollar amount. The Commission may, however, authorize the Executive Director to sign and administer any contract that it has approved.
3. Before entering into any contract, or soliciting any proposals related thereto, the Commission shall first determine whether the subject matter of the proposed contract is consistent with the Commission's strategic plan and also with the Commission's approved budget. Any determination or finding of consistency shall be made by majority vote of the Commission and shall be reflected in the Commission's minutes. If a proposed contract is found not to be consistent, then the Commission shall take no further action with respect to the contract unless or until it is revised and submitted again to the Commission for reconsideration as to consistency (if at all).
4. Assuming the subject matter of a proposed contract has been found consistent with the Commission's strategic plan, as described above, the Commission shall then determine in its sole discretion whether to use competitive bidding, issue a request for proposals, or directly negotiate with a potential contractor. The Commission shall make its determination based on a totality of the circumstances, including but not limited to any of the following factors: price or cost of services; desired quality; availability of potential contractors; nature of the work; urgency; special pricing opportunities; standardization; reputation, competence, and other qualifications of potential contractors; convenience; and efficiency. If it chooses to utilize competitive bidding, the Commission may in its sole discretion impose any of the requirements for responsive bidders authorized by Chapter 2 (commencing with Section 2000) of Part 1 of Division 2 of the Public Contract Code. When contracting for food, the Commission shall give preference to United States-grown produce and United States-processed foods when there is a choice and it is economically feasible to do so. (See Public Contract Code section 3410.) To the extent applicable to any given contract, the Commission shall purchase recycled products whenever it is mandated by state law to do so and shall otherwise comply with the requirements of Chapter 3.5 (commencing with Section 22150) of Part 3 of Division 2 of the Public Contract Code. Any contracting process used by the Commission in a given circumstance shall not obligate the Commission to use that same process in the future. The specific details of any process involving formal competitive bidding or requests for proposals in a given circumstance shall be memorialized in a written document adopted by the Commission and made available to interested parties. The Commission shall determine the manner and extent to which notice of said process is provided to the public and potential contractors.
5. The Executive Director shall carry out the direction of the Commission with respect to the solicitation, drafting, negotiation, or other preparation of proposed contracts and bring them back to the Commission for final consideration and possible approval at a noticed, regular meeting of the Commission. In the event that the Commission elects to utilize a formal competitive process with sealed bids whereby the Commission intends to award a contract to the lowest responsible bidder, any bids timely submitted shall be opened and read aloud at a public meeting of the Commission. The Commission may reject any and all bids.

6. When the Commission states its intent to award funds in response to a specific proposal, the Executive Director shall work with the proposer to develop a contract that clearly defines the specific project activities, service benchmarks, budget, and outcome evaluation plan (with a clear link to the most recently updated Strategic Plan), as well as other contract elements that are part of every Commission contract and are consistent with County of Mono professional services contract language.
7. Any proposed contract shall be approved as to form by Commission Legal Counsel. Any approved contract may be signed by the Commission Chair or the Executive Director, as determined by the Commission.
8. Authority to sign documents authorizing payment pursuant to contracts is governed by a specific policy, set forth below, in Section 3 entitled "Authorizing Signature."

CONTRACT COMPLIANCE, RENEWAL, AND CARRY-OVER OF FUNDS

1. Grantees submit quarterly service benchmark and financial reports, in a format designated by the Executive Director, which aligns with the stipulations in their contracts. The Executive Director reviews these reports for contract compliance in services and expenditures, and authorizes release of funds if there is evidence of compliance. If questions of compliance arise, the Executive Director contacts the grantee to get clarity on these questions. In general, payment is authorized if the grantee is demonstrating a good faith effort toward contract compliance. However, the Executive Director is expected to work concurrently with the grantee to explore alternative service strategies or to consider a contract amendment, if there is evidence of ongoing difficulty in contract compliance, and these issues will be brought before the Commission.
2. Payment is made on a reimbursement basis. Grantees may request start up funds when payment by reimbursement is a financial hardship for their agency. The Executive Director prepares warrants requests and sends them to the auditor to request payment to grantees.
3. The Commission has the authority to extend the timeline of grants beyond their contract ending date, or to renew them, based on consideration of: (1) the community need for the uninterrupted continuation of those specific services, in relation to the Strategic Plan; and (2) the unlikelihood of another service provider in the community participating in a full competitive bid for continuation of those services.

TRAVEL POLICY AND PROCEDURES

Commission staff and Commissioners shall be eligible to have approved travel costs covered or reimbursed by the Commission. These shall include the cost of travel, lodging, meals and incidental travel costs, as well as the cost of training registration costs.

Commissioner travel:

The Commission approved the following policies on October 16, 2014 in regards to travel by Commissioners on Commission business.

- A. Travel will be reimbursed to Commissioners for travel to attend State Commission meetings, State Association meetings, Commission Conferences, and to attend meetings relevant to Children and Families Commission business.

- B. Whenever possible, Commission staff will be responsible for coordinating travel arrangements, lodging, and conference fees.
- C. The Commission will abide by Mono County Office of Education travel policies:
1. All conference fees will be fully reimbursed (or paid directly to the vendor, if time allows).
 2. All lodging at the conference location will be fully reimbursed (or paid directly to the vendor, if time allows). If lodging is not available at the conference or meeting location, lodging at a comparable or lower rate will be procured and reimbursed.
 3. Meals that are not already included in the meeting or conference fees will be reimbursed at the rate of up to \$65.56 per day. Reimbursements can only be made for meals that are documented with receipts and will not cover alcoholic beverages.
 4. Travel: Commission staff will procure airline travel for Commissioners, when necessary. Documented car mileage will be reimbursed at the current IRS rate per mile; if more convenient, Commissioners may instead submit accurate and reasonable gas receipts that covered their travel expenses.
 5. Commission staff: As all Commission staff are currently MCOE employees, all staff will abide by MCOE travel policies.

SECTION 3: AUTHORIZING SIGNATURE

Policies and Procedures:

The Commission Chair and Executive Director are authorized to sign official Commission documents, such as invoices, letters and reports to the State Commission, letters to grantees, and other documents, as detailed below. The Commission Chair becomes authorized to sign documents as a condition of assuming this office. The Executive Director is responsible to ensure that all documents signed on behalf of the Commission bear an authorized signature.

General Guidelines

In order to facilitate smooth business operation, the Executive Director shall serve as the primary signatory on all documents, acting within the restrictions described below, or unless the document designates a specific signature, such as the Commission Chair.

All signatures on warrant requests, invoices, or any other document that results in a transfer of funds from the Mono County Children and Families Trust Fund shall be undertaken only if the expenditure in question has been approved by an action of the Commission or is logically and clearly connected to a budget line item which has been approved by the Commission. The budget, in turn, is adopted each year in conformance with the Commission's Strategic Plan.

Commission Chair and Vice Chair

The Commission Chair has authority to sign all official documents, if they are consistent with the Commission's Strategic Plan and approved budget, with the exception of authorization for reimbursement for travel expenses for her or himself. Either the Executive Director or the Commission Vice Chair should authorize these claims. In the Chair's absence, the Vice Chair has the authority to sign the documents listed above.

Executive Director

The Executive Director has authority to sign all official documents (that are consistent with the Strategic Plan and the approved budget), with the exception of contracts and any invoices for

contract payment or travel expense reimbursement claim for herself/himself. These invoices and claims should be authorized by either the Commission Chair or Vice Chair. The Executive Director may also sign letters of support on issues that the First 5 Association has taken the stance to support.

SECTION 4: ADMINISTRATIVE, PROGRAM, and EVALUATION COSTS

Policies and Procedures:

1. Limit on the Percentage of the Annual Operating Budget That May Be Spent On Administrative Functions

The percentage of operating costs that may be spent on administrative functions, as defined below, in a fiscal year, shall be no more than 20% of the operating budget.

The First 5 California Children and Families Commission awards Mono County and other small population counties a yearly administrative/operations augmentation. The current state augmentations reflect recognition, at the state level, that small counties struggle with economy of scale issues in ensuring that the responsibilities associated with fulfilling the legislative requirements of Proposition 10 are met in a timely and professional fashion.

Definitions, Coding, and Monitoring of Administrative, Program and Evaluation Costs

Definition of Administrative Costs and Function:

The Commission shall use the most recent definition in the First 5 Financial Management Guide to define administrative functions. This definition will be consistent with the guidelines issued by the First 5 California Children and Families Commission. At the time of this policy development and adoption, these guidelines state:

Administrative costs are defined as costs incurred in support of the general management and administration of a First 5 Commission, for a common or joint purpose that benefits more than one cost objective (other than evaluation activities), and/or those costs not readily assignable to a specifically benefited cost objective.

- Administrative costs support a county commission's basic mission rather than specific program goals.
- Staff costs may be assigned to program costs, as long as that time is limited to actual time spent on program-specific activities.
- Administrative costs do not include evaluation costs for funded programs.
- Typical administrative costs are for, but not limited to, the following functions:
 1. General accounting and financial reporting
 2. Local Annual Reporting Activities (separate from evaluation activities for state reporting; includes public hearing requirements, etc.)
 3. Financial planning
 4. Commission or Association meetings/travel
 5. Payroll/Benefits
 6. Human Resources Services
 7. Legal Services/Consulting
 8. Contract Compliance (for contracts benefiting more than one cost objective, such as vendors and administrative contracts; grantee contract compliance is a program cost)
 9. Audit
 10. Strategic Planning
 11. Procurement
 12. Rent
 13. Maintenance

14. Utilities
15. Insurance
16. Cleaning/Janitorial

The Commission shall adhere to this definition in its budgeting, accounting and financial reporting processes. Where there is a question of interpretation of how specific activities shall be coded, the definition of administrative costs benefiting more than one cost objective, or not being not readily assignable to one cost objective will serve as the determining definition.

Definition of Program Costs and Function:

The Commission shall use the most recent guidelines issued in the First 5 Financial Management Guide to define program expenditures. At the time of this policy development and adoption, these guidelines state:

Program costs are defined as costs incurred by First 5 commissions readily assignable to a program or service provider (other than for evaluation activities) and/or in the execution of direct service provision.

At the time of this policy development and adoption, the guidelines delineate the following activities as program costs:

- Direct services
- Program outreach and education
- Program planning
- Program grants and contracts
- Program/Provider technical assistance and support
- Program database management

Definition of Evaluation Costs and Function:

The Commission shall use the most recent guidelines issued in the First 5 Financial Management Guide to define evaluation expenditures. At the time of this policy development and adoption, these guidelines state:

Evaluation costs are costs incurred by First 5 commissions in the evaluation of funded programs based upon their accountability framework and data collection and evaluation for required reporting to state and local stakeholders.

At the time of this policy development and adoption, the guidelines delineate the following activities as evaluation costs:

- Evaluation - Includes conduct of focus groups and case studies, state evaluation report production, and presentation.
- Evaluation technical assistance
- Evaluation database

Cost Category delineation for all three cost categories is provided in a table below, for comparison across categories, as presented in the First 5 Financial Management Guide.

Cost Category Delineation		
Administrative Cost: Costs incurred in support of the general management and administration of a First 5 commission, for a common or joint purpose that benefits more than one cost objective (other than evaluation activities), and/or those costs not readily assignable to a specifically benefited cost objective.	Program Cost: Costs incurred by local First 5 commissions readily assignable to a program, grantee, contractor, or service provider (other than evaluation activities) and/or in the execution of direct service provision.	Evaluation Cost: Costs incurred by local First 5 commissions in the evaluation of funded programs based upon their accountability framework and data collection and evaluation for required reporting to state and local stakeholders.
General accounting/Financial reporting	Direct services	Evaluation*
Local annual reporting activities	Program outreach and education	Evaluation technical assistance
Financial planning	Program planning	Evaluation database
Commission/Association meetings/travel	Program Grants and contracts	
Payroll/Benefits	Program/Provider technical assistance and support (formerly Quality Assurance)	
Human resources services	Program database management	
Legal services/consulting		
Contract compliance		
Audit		
Strategic planning		
Procurement		
Rent		
Maintenance		
Utilities		
Insurance		
Cleaning/Janitorial		
*Includes conduct of focus groups and case studies, state evaluation report production, and presentation.		

Notes

¹ Cost objective is a function, contract, grant, or other activity requiring cost data and for which costs are incurred.

Expenditure Coding for Administrative, Program and Evaluation Costs:

The Executive Director will establish, within the accounting and reporting system, a methodology for tracking and reporting on program, administrative, and evaluation costs, in compliance with the definitions adopted above. Financial reporting systems shall be created to differentiate these cost categories so that they will be clearly identifiable to an outside auditor, as well as to the Commission and the public.

Staff and contractor costs may be assigned to program or evaluation costs, as long as that time is limited to actual time spent on program or evaluation-specific or activities and appropriate records are maintained for audit and review purposes. One individual's time may be divided into more than one category, as long as accurate records are maintained. The Executive Director shall use valid methodologies and tools for allocating costs. For a Commission the size of First 5 Mono, a reasonable and valid methodology will be cost finding (a method for estimating costs based on observation, review of records, and interviews with employees), or time studies.

Administrative, Program and Evaluation Cost Monitoring and Reporting:

The Executive Director will be responsible for maintaining auditable records to ensure compliance with the administrative cost limit policy. The Executive Director shall be responsible for presenting to the Commission at regular Commission meetings, a breakdown of administrative, program and evaluation costs. This information will ensure compliance with the administrative cost limit policy, and will also be used to help guide future budgeting decisions. This information shall also be reported, on an annual basis, to the First 5 California Commission in the annual financial report, which is adopted, by the Commission, at a public hearing.

SECTION 5: CONFLICT OF INTEREST**POLICIES AND PROCEDURES:**

Commissioners and other "designated employees" shall comply with the Commission's Conflict-of-Interest Code discussed more fully below and any applicable state laws regarding conflicts of interest, including but not limited to: Article 4 (commencing with section 1090) of Chapter 1 of Division 4 of Title 1 of the Government Code; Article 4.7 (commencing with section 1125) of Chapter 1 of Division 4 of Title 1 of the Government Code; and Chapter 7 (commencing with section 87100) of Title 9 of the Government Code. This policy sets forth requirements to ensure that Commissioners and other "designated employees" avoid such conflicts of interest. For purposes of these policies, the term "designated employee" refers to Commissioners, the Executive Director, and any other persons named as "designated employees" in the Commission's Conflict of Interest Code, discussed below.

The Commission shall require all new Commissioners and staff to review the Commission's Conflict-of-Interest Code ("the Code") and other conflict-of-interest laws and/or to receive specific training regarding conflicts of interest from Commission's legal counsel (the Mono County Counsel). The Commission shall require all existing Commissioners and staff to review the Code and conflict laws and to receive continuing ethics training, which shall include training regarding conflicts of interest, in accordance with AB 1234 at least once every two years. Finally, the Commission shall annually provide all Commissioners and other "designated employees" under the Code with information regarding their options for seeking advice regarding potential conflicts from the Fair Political Practices Commission and/or Commission legal counsel. The Commission shall encourage all Commissioners and other "designated employees" under the Code to seek advice in any situation where they know or should know

that a conflict may exist and to err on the side of caution by abstaining from participating in any decision-making, contract, or other activity with respect to which they may have a conflict. The Executive Director shall report to the Commission any potential conflict of interest that she or he may know or suspect exists regarding any Commissioner or other "designated employee."

The Commission's Conflict-of-Interest Code: The Commission adopted a Conflict of Interest code in 2000, (reviewed every two years thereafter), which is restated below in its entirety:

RESOLUTION NO. 1

**RESOLUTION OF THE MONO COUNTY
CHILDREN & FAMILIES FIRST COMMISSION
ADOPTING A NEW CONFLICT OF INTEREST CODE**

WHEREAS, pursuant to Government Code, Section 87306.5, the Mono County Children and Families First Commission has reviewed its Conflict of Interest Code and finds that some revisions are necessary; and

WHEREAS, the most expedient way to accomplish the necessary revisions is to adopt a new Conflict of Interest Code;

NOW, THEREFORE, BE IT RESOLVED by the Mono County Children and Families First Commission that the Conflict of Interest Code attached hereto and incorporated herein by this reference is hereby adopted as the Conflict of Interest Code for the Commission and said Code shall supersede any other Conflict of Interest Codes previously adopted by the Commission.

PASSED AND ADOPTED this 14 day of December, 2000 by the following vote:

AYES :
NOES :
ABSTAIN :
ABSENT :

ATTEST: _____
RICHARD A. McATEER

MARILYN BERG

APPROVED AS TO FORM:

MARSHALL RUDOLPH
Legal Counsel

CONFLICT OF INTEREST CODE OF THE MONO COUNTY CHILDREN & FAMILIES FIRST COMMISSION

SECTION 1: **Conflict of Interest Code-Adopted.**

The Political Reform Act, Government Code Sections 81000 et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Reg. Section 18730, which contains the terms of a standard Conflict of Interest Code. It can be incorporated by reference and maybe amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs., Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and constitute the Conflict of Interest Code of the Mono County Children and Families First Commission, which is considered the “agency” within the purview of this Code. The Conflict of Interest Code of the Mono County Children and Families First Commission so adopted supersedes any conflict of Interest Code of the Commission previously in effect.

SECTION 2: **Statements of Economic Interest; Filing Officer.**

Designated employees shall file Statements of Economic Interests with the Secretary of the Mono County Children and Families First Commission, who shall be and perform the duties of Filing Officer for the Commission.

APPENDIX “A”

LIST OF DESIGNATED EMPLOYEES

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
Commissioner	1
Staff Advisors	1
Legal Counsel	1
Consultant	1*

*Commission Legal Counsel may determine in writing that a particular consultant, although a “designated employee”, is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this Appendix. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. Commission Legal Counsel’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

JOB TITLE DEFINITIONS:

“Commissioner” means a member of the Children and Families First Commission.

“Staff Advisor” means any employee of Mono County or other governmental agency, who acts as staff to the Commission and who makes or participates in the making of Commission decisions.

“Legal Counsel” means the Mono County Counsel and/or such other legal counsel as the Commission may choose to utilize.

“Consultant” means any individual or entity meeting the definition of consultant promulgated in regulations of the Fair Political Practices Commission.

APPENDIX “B”

LIST OF DISCLOSURE CATEGORIES

Disclosure Category

- | | |
|---|---|
| 1 | All reportable investments, income, business positions, and interests in real property. |
|---|---|

END CODE

Contractual Conflicts (Gov’t Code Section 1090 et seq.)

Commissioners, the Executive Director, and any other designated employees of the Commission shall at all times abide by the requirements of Article 4 (commencing with section 1090) of Chapter 1 of Division 4 of Title 1 of the Government Code and abstain from any participation in the making of Commission contracts in which they may have a financial interest or in which there may be the appearance of impropriety; provided, however, that nothing in this policy shall prevent the Commission from entering into contracts when permitted to do so by Government Code section 1091.3.

Incompatible Activities (Gov’t Code section 1125 et seq.)

Commissioners, the Executive Director, and other designated employees of the Commission shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to his or her duties for the Commission or with the duties, functions, or responsibilities of the Commission.

Such outside employment, activity, or enterprise by a Commissioner, Executive Director, or any other designated employee of the Commission is specifically prohibited if it: (1) involves the use for private gain or advantage of his or her Commission time, facilities, equipment and supplies; or the badge, uniform, prestige, or influence of his or her Commission position or, (2) involves receipt or acceptance by such person of any money or other consideration from anyone other than the Commission for the performance of an act which the person, if not performing such act, would be required or expected to render in the regular course of his or her Commission position, or (3) involves the time demands as would render performance of his or her Commission duties less efficient.

The Commission shall provide written notice to any person whom it determines has engaged in such prohibited activity. The notice shall indicate any disciplinary action that may be taken. The notice shall also provide for a right of appeal to the Commission regarding the determination.

SECTION 6: SALARIES AND BENEFITS

CURRENT POLICY AND PROCESS

At the time these policies are adopted, the Commission does not have any employees of its own and therefore does not establish salaries and benefits. Rather, all staff support services are provided under contract with the Mono County Superintendent of Schools (aka Mono County Office of Education or "MCOE"). For more details, refer to the Agreement Between The Mono County Children And Families Commission And The Mono County Superintendent Of Schools (Dba Mono County Office of Education) For the Provision of Administrative Support Services, attached hereto and incorporated herein by this reference. MCOE consults with the Commission regarding selection of the MCOE employee who serves as Executive Director, and compensation of that employee, but MCOE has the right to make any final determinations with respect to the salary and benefits of that employee (and any other MCOE employees providing services to the Commission).

FUTURE POLICY AND PROCESS

Notwithstanding the foregoing, in the event that the Commission ever were to employ its own staff in the future, the Commission does hereby state its intention to establish the salary and benefits of such employees without meeting and conferring or otherwise bargaining with said employees, unless or until it were required to do so by state law. The Commission further declares that it would base such determinations, in its sole discretion, on a variety of factors including but not limited to the following: salaries and benefits of First 5 employees in other counties deemed comparable by the Commission; ability to recruit and retain qualified employees; demands of the position; and the demonstrated competence and qualifications of employees or candidates for employment. Any final determinations would be made in open session during a public meeting of the Commission, but the Commission reserves the right to hold preliminary discussions regarding salaries and benefits in closed session to the extent permitted by the Ralph M. Brown Act and any other applicable state law.

SECTION 7: ADHERENCE to the COUNTY ORDINANCE

POLICIES AND PRACTICES:

The Mono County Children and Families Commission was established by Chapter 7.90 of the Mono County Code, entitled Mono County Children and Families Commission and Trust Fund, originally adopted by the Mono County Board of Supervisors on March 16, 1999, pursuant to paragraph (1) of subdivision (a) of Section 130140 of the California Health and Safety Code, and amended from time to time by the Board of Supervisors (hereinafter "the County Ordinance"). It is the policy and practice of the Commission to strictly adhere to the County Ordinance.

To ensure such adherence, the Commission shall provide all new Commissioners with a copy of the then current County Ordinance and advise them of the Commission's obligation, policy, and practice to adhere to the Ordinance. The Executive Director shall be responsible for ongoing monitoring of adherence to the Ordinance throughout the year and shall immediately report to the Commission any aspect of Commission operations that may not adhere. The Executive Director shall also annually review the County Ordinance, in consultation with Commission legal counsel, to determine whether any amendments to the Ordinance are necessary or desirable in order to comply with or better effectuate changes in legislation or local Commission practices. The Executive Director shall inform the

Commission of any recommended changes and shall work with the County Counsel of Mono County to bring forward revisions for the consideration of the Mono County Board of Supervisors. The Commission shall also formally review and verify the Commission's adherence to the then current County Ordinance at least once each year as part of a public meeting and its findings shall be reflected in the minutes of that meeting.

- *END* -

STANISLAUS COUNTY CHILDREN & FAMILIES COMMISSION
LONG RANGE FINANCIAL PLAN - FY 2015/2016 through FY 2019/2020

May 19, 2015

	FY 14/15 Budget	FY 14/15 Estimate	FY 15/16 Budget	FY 15/16 Projection	FY 16/17 Projection	FY 17/18 Projection	FY 18/19 Projection	FY 19/20 Projection	FY 20/21 Projection - JCS	FY 21/22 Projection - JCS	FY 22/23 Projection - JCS	FY 23/24 Projection - JCS
1 Beginning Fund Balance	\$ 11,711,750	\$ 11,792,222	\$ 10,602,612	\$ 10,602,612	\$ 9,302,125	\$ 7,852,853	\$ 6,290,791	\$ 4,604,494	\$ 2,794,661	\$ 2,321,261	\$ 2,273,165	\$ 2,227,695
REVENUE												
2 Interest	\$ 152,253	\$ 100,000	\$ 84,821	\$ 84,821	\$ 74,417	\$ 62,823	\$ 50,326	\$ 36,836	\$ 22,357	\$ 18,570	\$ 18,185	\$ 17,822
3 Tobacco Tax (Prop 10)	\$ 5,198,816	\$ 5,200,000	\$ 5,094,712	\$ 5,094,712	\$ 4,996,742	\$ 4,908,843	\$ 4,810,666	\$ 4,714,453	\$ 4,620,164	\$ 4,527,760	\$ 4,437,205	\$ 4,348,461
4 Child Signature Program	\$ 105,000	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 SMIF/Misc.	\$ -	\$ 64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6 TOTAL REVENUE	\$ 5,456,069	\$ 5,410,064	\$ 5,179,533	\$ 5,179,533	\$ 5,071,159	\$ 4,971,666	\$ 4,860,992	\$ 4,751,289	\$ 4,642,521	\$ 4,546,331	\$ 4,455,391	\$ 4,366,283
EXPENDITURES												
Program												
7 Contracts/Programs	\$ 6,234,924	\$ 6,021,254	\$ 6,111,202	\$ 5,805,642	\$ 5,805,642	\$ 5,805,642	\$ 5,805,642	\$ 5,805,642	\$ 4,346,331	\$ 3,810,445	\$ 3,702,200	\$ 3,597,202
8 Contract Adjustments (TBD)	\$ 633,500	\$ -	\$ 518,722	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
9 Salaries & Benefits	\$ 151,546	\$ 148,574	\$ 155,639	\$ 155,639	\$ 158,752	\$ 161,927	\$ 165,165	\$ 168,469	\$ 171,838	\$ 175,275	\$ 178,780	\$ 182,356
10 Services & Supplies	\$ 22,321	\$ 23,123	\$ 31,461	\$ 29,888	\$ 30,486	\$ 31,096	\$ 31,718	\$ 32,352	\$ 32,999	\$ 33,659	\$ 34,332	\$ 35,019
11 County Cap Charges	\$ 11,911	\$ 9,484	\$ 7,934	\$ 7,934	\$ 8,093	\$ 8,255	\$ 8,420	\$ 8,588	\$ 8,760	\$ 8,935	\$ 9,114	\$ 9,296
13 Total Expenditures - Program	\$ 7,054,202	\$ 6,202,434	\$ 6,824,959	\$ 6,049,103	\$ 6,052,973	\$ 6,056,919	\$ 6,060,945	\$ 6,065,051	\$ 4,609,928	\$ 4,078,314	\$ 3,974,426	\$ 3,873,873
Evaluation												
14 Salaries & Benefits	\$ 62,802	\$ 18,572	\$ 62,436	\$ 62,436	\$ 63,684	\$ 64,958	\$ 66,257	\$ 67,582	\$ 68,934	\$ 70,313	\$ 71,719	\$ 73,153
15 Services & Supplies	\$ 8,004	\$ 1,883	\$ 9,668	\$ 9,185	\$ 9,369	\$ 9,556	\$ 9,747	\$ 9,942	\$ 10,141	\$ 10,344	\$ 10,551	\$ 10,762
16 County Cap Charges	\$ 4,936	\$ 1,185	\$ 744	\$ 744	\$ 759	\$ 774	\$ 789	\$ 805	\$ 821	\$ 838	\$ 854	\$ 872
17 Total Expenditures - Evaluation	\$ 75,742	\$ 21,640	\$ 72,848	\$ 72,364	\$ 73,812	\$ 75,288	\$ 76,794	\$ 78,329	\$ 79,896	\$ 81,494	\$ 83,124	\$ 84,786
Administration												
18 Salaries & Benefits	\$ 288,804	\$ 297,148	\$ 304,251	\$ 276,874	\$ 310,336	\$ 316,543	\$ 322,874	\$ 329,331	\$ 335,918	\$ 342,636	\$ 349,489	\$ 356,479
19 Services & Supplies	\$ 48,637	\$ 59,486	\$ 69,012	\$ 65,562	\$ 66,873	\$ 68,210	\$ 69,575	\$ 70,966	\$ 72,385	\$ 73,833	\$ 75,310	\$ 76,816
20 County Cap Charges	\$ 22,698	\$ 18,967	\$ 16,116	\$ 16,116	\$ 16,438	\$ 16,767	\$ 17,103	\$ 17,445	\$ 17,793	\$ 18,149	\$ 18,512	\$ 18,883
21 Total Expenditures - Administration	\$ 360,140	\$ 375,600	\$ 389,380	\$ 358,552	\$ 393,648	\$ 401,520	\$ 409,551	\$ 417,742	\$ 426,097	\$ 434,619	\$ 443,311	\$ 452,177
22 Total Expenditures	\$ 7,490,083	\$ 6,599,674	\$ 7,287,186	\$ 6,480,020	\$ 6,520,432	\$ 6,533,727	\$ 6,547,289	\$ 6,561,122	\$ 5,115,921	\$ 4,594,427	\$ 4,500,861	\$ 4,410,836
23 NET INCREASE (DECREASE) TO FUND BALANCE	\$ (2,034,015)	\$ (1,189,610)	\$ (2,107,653)	\$ (1,300,487)	\$ (1,449,273)	\$ (1,562,062)	\$ (1,686,297)	\$ (1,809,833)	\$ (473,400)	\$ (48,096)	\$ (45,471)	\$ (44,554)
24 ENDING FUND BALANCE	\$ 9,677,735	\$ 10,602,612	\$ 8,494,959	\$ 9,302,125	\$ 7,852,853	\$ 6,290,791	\$ 4,604,494	\$ 2,794,661	\$ 2,321,261	\$ 2,273,165	\$ 2,227,695	\$ 2,183,141
Reserve Minimum									\$ 2,321,261	\$ 2,273,165	\$ 2,227,695	\$ 2,183,141

Long Term Financial Planning

5-Year Projections - General Fund	2015/16	2016/17	2017/18	2018/19	2019/20
<i>Beginning Fund Balance</i>	78,067,528	67,817,733	56,911,650	45,372,714	35,745,151
Revenue*					
Annual Disbursement	20,435,778	19,822,705	19,228,024	18,651,183	18,091,647
Other Revenues	6,950	6,950	6,950	6,000	6,000
Subtotal Revenue	20,442,728	19,829,655	19,234,974	18,657,183	18,097,647
Interest Earnings	283,074	237,362	199,191	158,804	125,108
Total Revenue	20,725,802	20,067,017	19,434,164	18,815,987	18,222,755
Expenses					
Program Strategic Priority Area (SPA)					
Subtotal for Direct Services	27,000,000	27,000,000	27,000,000	25,000,000	25,000,000
Program Services Support	979,953	979,953	979,953	705,000	705,000
Community Engagement Support	435,735	435,735	435,735	390,000	390,000
Operations	2,559,909	2,557,412	2,557,412	2,348,550	2,348,550
Subtotal Supportive Expenses	3,975,597	3,973,100	3,973,100	3,443,550	3,443,550
Total Expenses	30,975,597	30,973,100	30,973,100	28,443,550	28,443,550
<i>Excess of Revenues over (under) Expenses</i>	(10,249,795)	(10,906,083)	(11,538,936)	(9,627,563)	(10,220,795)
<i>Ending Fund Balance</i>	67,817,733	56,911,650	45,372,714	35,745,151	25,524,357

Notes:



MULTI-YEAR FINANCIAL PLAN

	HISTORY 2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Revenues						
F5 CA Small County Augmentation ⁽¹⁾	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000
State Interest	\$ 34	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
CARES Plus Match	\$ 16,246	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Interest Earnings ⁽²⁾	\$ 2,126	\$ 2,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Other Income (Tuition, Fundraisers, etc)	\$ 1,918	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Total Revenues	\$ 345,324	\$ 347,550	\$ 328,050	\$ 328,050	\$ 328,050	\$ 328,050
Expenses						
F5 Salaries/Benefits ⁽³⁾	\$ 65,006	\$ 62,325	\$ 62,325	\$ 62,500	\$ 62,500	\$ 62,750
F5 Professional Services	\$ 17,740	\$ 17,500	\$ 17,500	\$ 18,500	\$ 18,500	\$ 18,500
F5 Operating Expenses	\$ 39,234	\$ 36,720	\$ 37,000	\$ 37,500	\$ 37,500	\$ 37,500
Grants	\$ 83,528	\$ 69,382	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Preschool Operations	\$ 152,231	\$ 149,040	\$ 148,000	\$ 148,000	\$ 148,000	\$ 148,000
Total Expenses	\$ 357,739	\$ 334,967	\$ 324,825	\$ 326,500	\$ 326,500	\$ 326,750

Fund Balance						
Beginning Reserve Balance	\$ 404,856	\$ 392,441	\$ 405,024	\$ 408,249	\$ 409,799	\$ 411,349
Additions to/(Withdrawals from) Reserve	\$ (12,415)	\$ 12,583	\$ 3,225	\$ 1,550	\$ 1,550	\$ 1,300
Ending Reserve Balance	\$ 392,441	\$ 405,024	\$ 408,249	\$ 409,799	\$ 411,349	\$ 412,649

Note 1: The Small County Augmentation was voted upon by First Five California in late April 2014. They provided the revenue estimates for the Rural/Small County Augmentation amounts.

Note 2: Interest is estimated at approximately .78% annually on gross revenues (based on actuals for 2014/15). However, if revenues decline, the interest earnings may also decline more than estimated.

Note 3: This forecast does not take into consideration any increase in salary for the Director after 2014/15. The increasing costs in future years are reflective of anticipated rising insurance and other benefit costs.



Prop 64 & Early Childhood

October 18, 2017



FIRST 5
ASSOCIATION
OF CALIFORNIA

Why This Conversation Now?

- \$\$ in 2018
- Lots of folks think it's \$\$ for kids
- Local conversations happening much faster than state conversations
- New report: [Prop 64 & Early Childhood](#)

Public Health Impacts of Marijuana

Marijuana Legalization in CA

- The legalization of recreational marijuana in California, with the passing of Proposition 64, is anticipated to increase and normalize marijuana usage across most demographic groups.
- The changing landscape requires careful attention to the regulatory, public health, and education landscape to ensure we protect young children.
- *First 5 is uniquely positioned to scale efforts proven to educate and support families with young children.*

Public Health Areas of Concern for Children Ages 0-5:

1. Marijuana Exposure in the Home
2. Exposure During Pregnancy and Breastfeeding
3. Teen Usage During Pregnancy

Children's Exposure in the Home

- Marijuana-related injuries treated at the Children's Hospital of Colorado nearly doubled in the first two years after legalization
- Symptoms of marijuana intoxication in kids include being unbalanced, sleepiness, poor respiratory effort, and less commonly, induced coma
- More research needed on effects of second- and third-hand smoke exposure

Fetal Exposure During Pregnancy

- CDC and CDPH guidance: “no known safe amount of marijuana for your baby”
- Scientifically Confirmed Impacts
 - Fetal growth restriction in mid and late pregnancy and lower infant birth weight
 - Maternal marijuana use results in child’s decreased IQ and cognitive function, particularly attention in school-age children

Infant Exposure During Breastfeeding

- THC identified in breast milk of mothers who use marijuana
- Infants absorb and metabolize THC in breastmilk
- Ob-Gyn Association recommends that marijuana use should be discouraged until lasting impacts are studied
- CDPH cautions that “Pumping and Dumping” doesn’t work - THC is stored in fat cells and releases over several weeks into breast milk

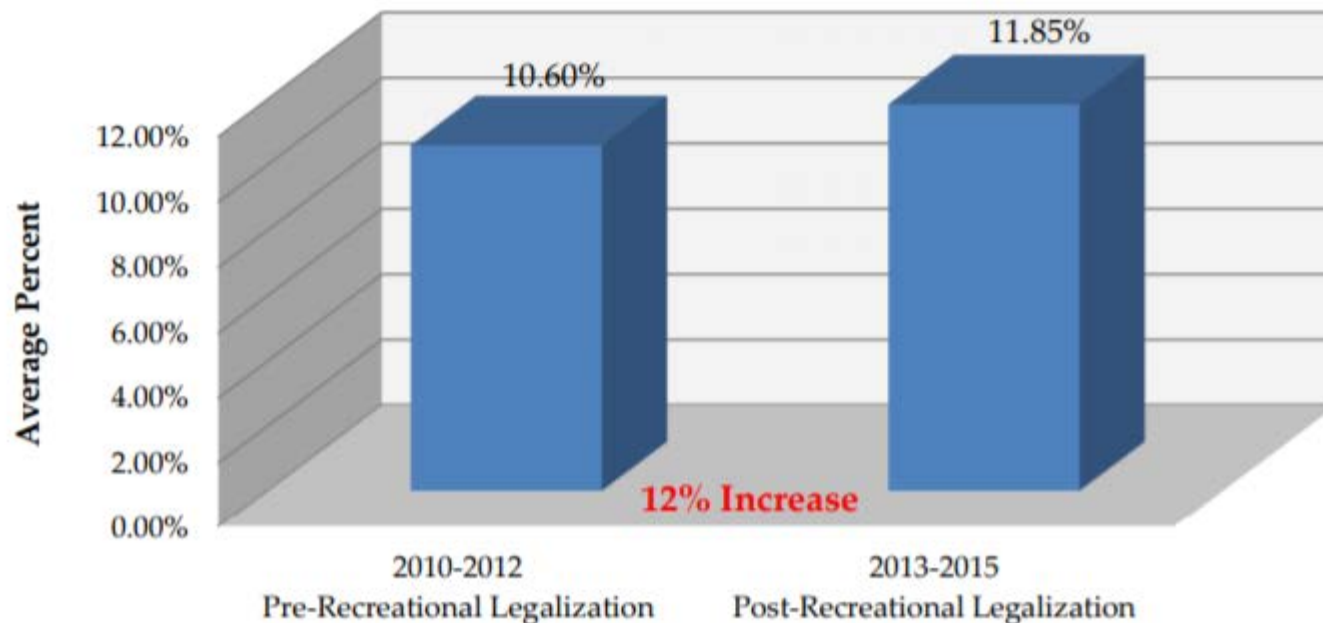
Teen Births and Pregnancy

- Teen mothers in CO use marijuana prenatally more than any other maternal age group
- 14% of pregnant teens reported marijuana use during pregnancy, compared to 4.3% of age 25-34 women
- Teen pregnancy rate in CA high in certain counties: 45 teen births per 1,000 young women (national average is 20.3)
- WA study found that among 8th and 10th graders, marijuana use significantly increased AND perception of harmfulness decreased after legalization.

Teen Births and Pregnancy

- New research from CO found a 12% increase of MJ use among youth ages 12 to 17

Average Past Month Use of Marijuana Youth Ages 12 to 17 Years Old



SOURCE:
Return to Agenda

SAMHSA.gov, National Survey on Drug Use and Health 2014 and 2015

Proposition 64: Everything you need to know

Prop 64 and Prevention – Broad Goals

- Prop 64 “will legalize marijuana for those over 21 years old, protect children, and establish laws to regulate marijuana cultivation, distribution, sale and use, and will protect Californians and the environment from potential dangers.”
- “The programs shall emphasize accurate education, effective prevention, early intervention, school retention, and timely treatment services for youth, their families and caregivers.”

State Taxes Under Prop 64

- LAO predicts Prop 64 could generate low billions of dollars
- State Excise Taxes
 - Per ounce cultivation tax for growing marijuana
 - 15% sales tax on the retail price of marijuana
- Revenues
 - First directed towards marijuana regulatory costs not covered by license fees: Community Grants, Evaluation of Prop 64 impacts, Driving while intoxicated study

State Funding Under Prop 64

- Remaining Revenues
 - **20% – Law enforcement training** to recognize driving under the influence of drugs, and community-based organization education grants (mostly CA Highway Patrol)
 - **20% – Environmental restoration** to address impacts of marijuana cultivation (Departments of Fish and Wildlife and Department of Parks and Recreation)
 - **60% – Youth education, prevention, intervention and treatment** surrounding drug use
- Youth account is governed by a tri-agency agreement between the DHCS, CDPH and CDE
- No state discussions yet about how to allocate 60%

Local Revenues

- **Business Taxes:** Counties and cities that allow marijuana commerce will receive a portion of the sales tax revenues, property taxes, and local business taxes will remain within that local municipality.
- **Additional Taxes:** Prop 64 allows local municipalities to tax marijuana locally at a higher rate than the 15% baseline established by the state
 - E.g.: Sales/ Excise taxes, Cultivation/ Manufacturing/ Processing/ Distribution Taxes, Development Fees & Agreements, etc.
 - **Existing Medical MJ Taxes:** Many existing medical MJ taxes will be applied to recreational MJ on January 1, 2018.

Association's Approach

Association's Work

■ Papers:

1. **Public health impacts:** Urgency to Act White Paper on marijuana impacts on young children
 2. **Prop 64 background & case studies:** Understanding Prop 64 regulation and revenue & case studies on local commissions leading this work
 3. **Making the Case for early childhood:** Thrive by Five (*under development*)
- Early discussions in Prop 64 Stakeholder Workgroup around 60% of state funding

Thrive by Five Preview

- Placing prevention and child-safety regulation at the top of any drug prevention and intervention strategy, starting prenatally and with newborn children
- Promoting evidence-based family supports within the Prop 64 mandate for services funded at the state and local level
- Toxic stress research illuminates the power of very early intervention with culturally responsive, holistic, and research-based investments

First 5 Engagement: Case Studies

Case Studies: Commissions Receiving MJ Funding

Santa Cruz

- Extension of existing Cannabis Business Tax to manufacturing and cultivation
- First 5 presented a “Thrive by Three” agenda to support funding for home visiting, parent education and other programs
- \$350,000 in first year funding approved

Humboldt

- Measure S: \$1-\$3 sf cultivation tax – passed overwhelmingly
- Advisory measure identified early childhood mental health as key priority
- \$400K in first year funding

Case Studies: Conversations in Progress

Mendocino

- Cannabis Sales Tax to manufacturing and cultivation
- First 5 proposed a “Future Generations Fund” for children and youth
- Still under discussion

Sonoma

- General Tax (\$10-\$38 sf cultivation) & 10% gross receipts
- First 5 Sonoma participating in conversations with other agencies and community members
- In progress

Key Takeaways from Case Studies

1. Start with your commissioners, especially your BOS members
2. Build coalitions and partnerships (don't ignore industry)
3. Understand the budget process and timing
4. Source local data to reflect children's needs and effectiveness of existing programs
5. Call out specific services to be funded: family strengthening (*forthcoming with Thrive by Five*)

Questions & Comments

FIRST **5** Thrive by Five: Supporting California's Young Kids

All kids deserve to be happy and healthy, and to be able to pursue their dreams. For 20 years, First 5 has strengthened California's families and communities so that kids can flourish. But the future of our work is unknown, as First 5's funding from tobacco tax revenue continues to decline.

With the legalization of recreational marijuana, the state has an opportunity to do right by kids. By devoting a portion of state and local cannabis revenue to kids younger than five, California can fund and expand proven programs like home visiting and parent education. Here's why it makes sense:

- Proposition 64, which legalized recreational marijuana, includes clear mandates to protect kids, prevent substance misuse, and engage kids and parents simultaneously.
- Strengthening family bonds through home visiting has huge impacts in the short and long term. Research shows that home visiting in families that are expecting or have infants and toddlers:
 - Prevents child abuse and neglect
 - Prevents kids going into foster care
 - Connects babies and toddlers to high-quality early learning
 - Improves parents' confidence, mental wellbeing, and parenting practices
- Parent education programs for kids younger than five reduces their risk of drug use, aggression, depression, and anxiety in adolescence.
- 90% of a child's brain development happens before age five. We can cultivate nurturing caregivers who foster healthy brain development.
- Adverse family experiences in childhood increases the risk for behavior problems, developmental delays, disrupted education, and poor health outcomes in adulthood. We can prevent these experiences.
- Early childhood is the biggest window of opportunity for future health and wellbeing. Birth-to-five programs for low-income kids yield a 13% annual return on investment—higher than any other segment of the lifespan.
- Legalized marijuana in other states has led to greater use in adolescents, and more unintentional exposures in small kids. Strong families and parenting practices create resilience and protect against substance misuse.

First 5 programs have helped thousands of California families build resilience in the last two decades. These programs include:

- Home Visiting: Certified professionals visit mothers once or twice a month during pregnancy and their child's infancy. These visits strengthen parent-child relationships, promote healthy childhood growth, build and sustain a family's community connections, and enhance family functioning. We use evidence-based models (Nurse-Family Partnership and Healthy Families America).
- Parenting Groups: Parents learn skills to discipline effectively, set clear and reasonable expectations, create safe and engaging learning environments, and practice self-care. We use evidence-based curricula (Positive Parenting Program, Nurturing Parenting Programs, and The Incredible Years).
- Parent-Child Groups: Mental health workers "coach" parents by modeling positive play, attachment, and appropriate discipline. Parents provide input to ensure strengths-based interactions.

Now is the time for state and local leaders to show their commitment to kids, by securing sustainable funding for early childhood. Let's make sure California's kids get the support they need, now and in the years to come.

First 5 Mono County
Profit & Loss Budget vs. Actual
FY 2017-18, Year to Date as of 12/12/2017

	Jul 1 - Dec 12	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Prop 10 Tax Revenue	25,350.70	85,586.00	-60,235.30	29.62%
Small County Augmentation	0.00	264,414.00	-264,414.00	0.0%
SMIF (Surplus Money Inv Fund)	0.00	51.00	-51.00	0.0%
IMPACT	0.00	68,788.00	-68,788.00	0.0%
Region 6 T&TA Hub	0.00	126,387.00	-126,387.00	0.0%
CDE Certification Grant	5,584.85	6,285.00	-700.15	88.86%
CDBG Administration	0.00	6,921.00	-6,921.00	0.0%
CDBG	0.00	262,478.00	-262,478.00	0.0%
CAPIT/CBCAP (Home Visiting)	8,037.00	33,000.00	-24,963.00	24.36%
Peapod Program (Prop 63 Funds)	6,632.90	40,000.00	-33,367.10	16.58%
Raising A Reader	0.00	2,170.00	-2,170.00	0.0%
Misc Inc				
Breast Pump Attachments	35.00	0.00	35.00	100.0%
Misc Inc - Other	100.00	140.00	-40.00	71.43%
Total Misc Inc	135.00	140.00	-5.00	96.43%
Interest on F5 Mono Fund Bal	2,644.58	8,567.00	-5,922.42	30.87%
Total Income	48,385.03	904,787.00	-856,401.97	5.35%
Gross Profit	48,385.03	904,787.00	-856,401.97	5.35%
Expense				
Home Visiting (Resource 9037)	63,645.80	163,507.00	-99,861.20	38.93%
School Readiness	22,490.87	102,292.00	-79,801.13	21.99%
Peapod (Resource 9039)	11,283.03	40,000.00	-28,716.97	28.21%
Child Care Quality				
IMPACT	22,412.70	81,253.00	-58,840.30	27.58%
Region 6 T&TA Hub	25,472.17	126,387.00	-100,914.83	20.15%
CDE Certification Grant	806.66	6,285.00	-5,478.34	12.84%
Total Child Care Quality	48,691.53	213,925.00	-165,233.47	22.76%
Oral Health (Resource 9038)	1,948.56	4,024.00	-2,075.44	48.42%
Safe Kids Coalition	0.00	7,000.00	-7,000.00	0.0%
CDBG Admin Expense	549.17	6,921.00	-6,371.83	7.94%
CDBG-ESUSD	69,915.90	262,478.00	-192,562.10	26.64%
Evaluation	182.58	1,320.00	-1,137.42	13.83%
F5 Operations	41,432.59	101,954.00	-60,521.41	40.64%
Miscellaneous	9,113.00	12,113.00	-3,000.00	75.23%
Total Expense	269,253.03	915,534.00	-646,280.97	29.41%
Net Ordinary Income	-220,868.00	-10,747.00	-210,121.00	2,055.16%
Net Income	-220,868.00	-10,747.00	-210,121.00	2,055.16%