



## First 5 Mono County Commissioner “Job Description”

I. **First 5 Mono County Commission consists of seven members appointed by the Mono County Board of Supervisors (BOS) for a three-year term.**

The Commission makeup is as follows. Current members are shown in italics:

- One member shall be a member of the **board of supervisors**.  
*Bob Gardner, Mono County Board of Supervisors*
- **At least two, and as many as four**, members shall be from among the following persons:
  1. the **county health officer** and **persons responsible for management** of the following county functions: children’s services, public health services, behavioral health services, social services and tobacco and other substance abuse prevention and treatment services.  
*Tom Boo, MD, Mono County Public Health Officer*  
*Bertha Jimenez, Case Manager III, Mono County Behavioral Health*
  - One member shall be the **county superintendent of schools**, as an educator specializing in early childhood development.  
*Stacey Adler, PhD, Mono County Superintendent of Schools*
  - The remaining **one to three members** shall be representatives from among the following categories;
    1. recipients of project services included in the county strategic plan;
    2. representatives of a local child care resource or referral agencies or a local child care coordinating group;
    3. representatives of local organizations for prevention or early intervention for families at risk;
    4. representatives of community-based organizations that have the goal of promoting or nurturing early childhood development;  
*Patricia Robertson, Interim Director, Mammoth Lakes Housing*
    5. representatives of local school districts; and representatives of local medical, pediatric, or obstetric associations or societies.  
~~*Kris Wilson, MD, Pediatrician, Sierra Park Pediatric Clinic*~~  
*(Resigned creating the vacancy)*  
*Jeanne Sassin, Teacher, Lee Vining Elementary*



The BOS receives recommendations for appointment and reappointment of commissioners from the currently seated First 5 Mono County Commission.

**II. Major areas of Commission responsibility include, but are not limited to:**

- A. **Policy/Strategic Planning:** Oversee the development of, and approve, a strategic plan as the framework for the allocation of funding for programs, services and activities that enhance the health, well-being and development of children 0-5. Oversee and actively engage in the implementation of the strategic plan.
- B. **Allocation of funds:** The Commission has independent authority to allocate funds for services for children 0-5 and their families in accordance with the approved strategic plan.
- C. **Accountability:**
  - 1. Ensure that the annual required independent audit is performed and submitted to First 5 California in accordance with established timelines.
  - 2. Ensure that an annual budget is approved prior to the beginning of each fiscal year. Monitor the budget.
  - 3. Approve the required annual report submission to First 5 California. Monitor and review local program outcomes and documented results.
- D. **Functioning/Staffing:**
  - 1. Approve and monitor policies as needed and ensure adherence to Commission policies and procedures as appropriate.
  - 2. Provide conceptual direction to staff to carry out the work of the Commission.
- E. **Community Engagement:** Ensure that the Commission's strategic plan, funding priorities, programs and services reflect community needs and priorities.

**III. Commissioner Job Duties:**

In order to fulfill these responsibilities (and carry out the other powers and duties prescribed in the Children and Families First Act, County Code Section 7.90, and applicable Commission policies), Commissioners are expected to commit to a level of time and effort, consistent with the activities listed below:

- A. **Meetings** – Commissioners must maintain sufficient meeting attendance in accordance with County Code Section 7.90 (Absence from three consecutive regular or special meetings or absence from four regular or special meetings in any twelve month period, shall create a vacancy on the Commission). Meeting participation is outlined below.
  - 1. There are 4-5 full Commission meetings per year, occurring approximately every quarter, generally starting in late afternoon and lasting two to three hours. In addition, the Commission may convene an annual, full-day retreat for strategic planning purposes. From time to time a special meeting may be called to address an item that cannot be postponed.



A Commission Chair, Vice Chair, and Secretary are elected annually and serve a one-year term. Duties and responsibilities of Commission Chair include:

- a. Reviewing and approving agendas and meeting materials
- b. Presiding at/conducting meetings, including public hearings
- c. Carrying out any other duties/activities delegated by the Commission
- d. Representing the Commission at public or other meetings

The Vice Chair acts as Chair if the Chair is unavailable and presides at meetings when the Chair is not present, and has the powers and performs the duties delegated to him/her by the Chair.

To the extent it deems necessary, the Commission may also elect one of its members to serve as secretary for the Commission. The secretary shall be responsible for the preparation, posting and/or publishing of agendas, notices, and minutes relating to Commission meetings, and for carrying out such other secretarial duties as may be assigned by the Commission. (The Commission staff perform these duties currently.)

2. From time to time, the Commission forms ad hoc committees, work groups or task forces and may request one or more Commissioners to serve on these bodies.
  3. Commissioners are required to complete at least two hours of on-line or in-person training on public service ethics issues every two years in accordance with Government Code. Commissioners also receive periodic training on relevant topics such as the Brown Act, Conflict of Interest, and Robert's Rules of Order.
- B. **Establishing and maintaining a level of knowledge and understanding about early childhood issues to support responsible policy, strategic and fiscal decisions by the First 5 Commission.** This is accomplished, in part, by reading Commission packets and supporting information.
- C. While it is not mandatory, Commissioners are encouraged to:
1. **Engage in regional and statewide policy-level processes and/or activities concerning First 5 and/or early childhood issues.** Examples include attending First 5 Association or First 5 California meetings and being familiar with early childhood-related legislation or policy changes.
  2. **Engaging in substantive policy, program or community support activities to promote the alignment of Commission/Community priorities, foster the free flow of information and promote system change<sup>1</sup>.** These can include representing the Commission in areas such as:
    - Presentations at policy bodies such as Mono County Board of Supervisors, school boards, city councils, , etc.;
    - Attendance at community meetings and events;
    - Participating in interagency planning meetings and activities;

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<sup>1</sup> With the understanding that Commissioners represent First 5 Mono County and its Strategic Plan.



- Participating in Commission-hosted or -funded meetings and events (such as Commission-sponsored health and literacy fairs/etc., or other activities);
- Community partner visits to funded programs and local organizations, including meeting with parents, service providers and other community stakeholders;
- Participating in public information/education activities (such as a Speakers Bureau, writing opinion pieces or other press/media materials, speaking with the press, etc.).

For more information, please contact Molly DesBaillets, Executive Director, at the First 5 Mono County office in Mammoth Lakes 760-924-7626.