



## Regular Commission Meeting & Public Hearing

### AGENDA

As authorized by Governor Newsom's Executive Order, N-29-20, dated March 17, 2020, the meeting will be held via teleconferencing with members of the Board attending from separate remote locations. The meeting can be accessed through <https://zoom.us/j/826165093>, or by phone at: 669-900-9128, Meeting ID: 826 165 093 where members of the public shall have the right to observe/listen. If you are interested in submitting public comment on any item on the agenda, or not on the agenda over which the board has jurisdiction, please send the written comment to the following email address in advance of the meeting [mdesbaillets@monocoe.org](mailto:mdesbaillets@monocoe.org). Email sent and received in real time during the meeting will be read and addressed during the meeting, but it is highly encouraged that comments be sent in advance of the meeting to ensure they are received and read. This altered format is in observance of recent recommendations by state and local officials that certain precautions be taken, including social distancing, to address the threat of COVID-19.

In compliance with the Americans with Disabilities Act if you need special assistance to participate in this meeting, please contact [mdesbaillets@monocoe.org](mailto:mdesbaillets@monocoe.org). Notification 48 hours prior to the meeting will enable the Board to make reasonable arrangements to ensure accessibility to this meeting (See 42 USCS 12132, 28CFR 35.130)

**April 2, 2020, 3:00-4:00 p.m.**

The meeting can be accessed through <https://zoom.us/j/826165093>, or by phone at: 669-900-9128, Meeting ID: 826 165 093

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. **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)**
3. **Director Report** This information may be reported elsewhere on agenda. **(INFORMATION)**
  - a. Update on staffing the vacant Fiscal Specialist Administrative Assistant position.
4. **Annual Review of the County Ordinance** Staff will update the Commission on the County Counsel formal review of adherence to the County Ordinance. **(PUBLIC HEARING)**
5. **2019-2024 Strategic Plan** Staff will present the 2019-2024 Strategic Plan for Commission consideration. **(PUBLIC HEARING)**
6. **Executive Director Evaluation** Staff will present a plan for the Executive Director's evaluation for Commission consideration. **(ACTION)**

- 7. Emergency Fund Policy and Budget Revision** Staff will present a proposed Emergency Fund Policy and potential budget scenarios.
- a. The Commission will consider adopting an emergency fund policy to be added as section 8 to the policy and procedure manual. **(ACTION)**
  - b. The Commission will consider approval of a budget scenario to include the Emergency Fund and potential Home Visiting budget increase. **(ACTION)**
    - i. addition of \$10,00 to the budget
    - ii. addition of \$38,675 to the budget, including \$10,000 from the trust fund and reallocation of current and planned Summer Bridge funds (\$10,000 for 2019-20 and \$18,675 for 2020-21)

- 8. 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.*

#### **Revenue**

##### **Childcare Quality System**

- a. **2019-2020 Equitable Learning Opportunities Grant from the California Department of Education:** not to exceed **\$23,217** for the provision of literacy activities for children in FY 2019-2020. **(ACTION)**

##### **Operations**

- b. **Accounting Services Agreement with Jitasa:** Staff will discuss the rationale for seeking an agreement with Jitasa, a Certified Public Accountant firm, for accounting services. The Commission will consider approval for the Executive Director to sign the engagement letter authorizing the 24 month agreement from April 2020-March 2022 which will automatically renew after each 12 month period unless both parties agree in writing to terminate, including a deposit of \$757.50 then monthly fees of \$877.50 thereafter for a 24 month total not to exceed **\$21,817.50** including any County Counsel approved changes. **(ACTION)**

#### **Expenses**

##### **School Readiness**

- c. **Raising A Reader Renewal Letter with the Mono County Library Authority (MCLA):** not to exceed **\$38,000** to MCLA for the provision of Raising A Reader Services in FY 2020-21. **(ACTION)**
- d. **Summer Bridge Renewal Letter with Eastern Sierra Unified School District (ESUSD):** not to exceed **\$8,675** to ESUSD for the provision of Summer Bridge programs at each of their elementary schools in FY 2020-21 to be conducted in the summer of 2020. **(ACTION)**
- e. **Summer Bridge Renewal Letter with Mammoth Unified School District (MUSD):** not to exceed **\$10,000** to MUSD for the provision of Summer Bridge program at the elementary school in FY 2019-20 to be conducted in the summer of 2020. **(ACTION)**

Mono County Children and Families Commission Meeting Agenda, Continued

- 9. Formation of an Ad-Hoc Operations Committee** Staff will seek Commissioners to form an ad-hoc committee to support decisions around First 5 Operations. **(ACTION)**
- 10. CDBG Request for Applications** Staff will present considerations and seek Commissioner input on potential CDBG applications for child care construction and operation. **(INFORMATION)**
- 11. Program Updates** Staff will report on the following Commission programs. **(INFORMATION)**
- a. Childcare Quality System
  - b. Home Visiting
  - c. Family Behavioral Health
  - d. School Readiness Activities
  - e. Community Development Block Grant
- 12. Strategic Plan Adoption** The Commission will consider adopting the 2019-20204 Strategic Plan. **(ACTION)**
- 13. 2018-19 Audit Adoption** The Commission will consider adopting the 2019-20204 Audit discussed at the previous Commission Meeting. **(ACTION)**
- 14. Budget Revision** The Commission will consider adopting one of the following budget revisions.
- a. Revisions and addition of \$10,000 emergency fund
  - b. Revisions and addition of \$28,675 emergency fund
  - c. Revisions without addition of an emergency fund

**Next Commission Meeting: June 18, 2020, 2:30 p.m. – 4:30 p.m.**, Mono County Office of Education Conference Room or via Zoom, 451 Sierra Park Road, Mammoth Lakes, CA

*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).*