

## 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)**

**Expenses**

**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)**

**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)**

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).*

## Chapter 7.90 - MONO COUNTY CHILDREN AND FAMILIES COMMISSION AND TRUST FUND

### Sections:

#### 7.90.010 - Definitions.

As used in this chapter:

"Act" means the California Children and Families First Act of 1998 (California Health and Safety Code Section 130100 et seq.).

"Commission" means the Mono County children and families commission established by this chapter.

"County strategic plan" means the plan adopted by the Commission in accordance with the Act.

"Program" means the California Children and Families First Program established by the Act.

"State commission" means the California Children and Families First Commission established in accordance with Section 130110 of the California Health and Safety Code.

"Trust fund" means the Mono County children and families trust fund established by this chapter.

Any other terms used in this chapter shall have the meanings attributed to them under the Act.

(Ord. 01-03 §§ 1 (part), 2 (part), 2001; Ord. 99-03 § 1 (part), 1999.)

#### 7.90.020 - Election to participate—Purpose of this chapter.

Mono County elects to participate in the California Children and Families First Program. The purpose of this chapter is to satisfy and implement the requirements of the California Children and Families First Act of 1998 so that Mono County may participate in the program.

(Ord. 99-03 § 1 (part), 1999.)

#### 7.90.030 - Commission established.

Pursuant to Section 130140 of the California Health and Safety Code, there is established a Mono County children and families commission, which shall have all the powers and duties imposed on county children and families first commissions by the California Children and Families First Act of 1998 (California Health and Safety Code Section 130100 et seq.) and any other applicable laws or regulations.

(Ord. 01-03 § 1 (part), 2001; Ord. 99-03 § 1 (part), 1999.)

#### 7.90.040 - Trust fund established.

There is established a Mono County children and families trust fund, into which shall be deposited the moneys allocated and appropriated to the commission under Section 130105 of the California Health and Safety Code. The trust fund shall be administered by the commission. Moneys in the trust fund shall be expended by the commission only for the purposes authorized by the California Children and Families First Act of 1998 and in accordance with the county strategic plan approved by the commission.

(Ord. 01-03 § 2 (part), 2001; Ord. 99-03 § 1 (part), 1999.)

#### 7.90.050 - Commission membership and composition.

The commission shall consist of seven members appointed by the board of supervisors. One member shall be a member of the board of supervisors. At least two, and as many as four, members shall be from among the following persons: 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. One member shall be the county superintendent of schools, as an educator specializing in early childhood development. The remaining one to three members shall be representatives from among the following categories: recipients of project services included in the county strategic plan; representatives of a local child care resource or referral agencies or a local child care coordinating group; representatives of local organizations for prevention or early intervention for families at risk; representatives of community-based organizations that have the goal of promoting or nurturing early childhood development; representatives of local school districts; and representatives of local medical, pediatric, or obstetric associations or societies.

(Ord. 05-05 § 1, 2005: Ord. 99-03 § 1 (part), 1999.)

#### 7.90.060 - Commission terms of office.

All members of the commission shall serve at the pleasure of the board of supervisors. The term of office for each member shall be three years or until the appointment of his or her successor. Terms of office shall be staggered. Specifically, the initial terms of office of the members shall be as follows: the members representing the board of supervisors and superintendent of schools shall initially serve a three-year term; the members responsible for the management of children's services, public health services, behavioral health services, social services, or tobacco and other substance abuse prevention and treatment services shall initially serve two-year terms; and the members representing project recipients, educators, local child care resource or referral agencies or a local child care coordinating group, local organizations for prevention or early intervention for families at risk, community-based organizations that have the goal of promoting or nurturing early childhood development; and local school districts and local medical, pediatric, or obstetric associations or societies shall initially serve a one-year term.

(Ord. 05-05 § 2, 2005: Ord. 99-03 § 1 (part), 1999.)

#### 7.90.070 - Vacancies and removal.

A vacancy on the commission shall occur automatically on the happening of any of the following events before the expiration of a term:

- A. Removal of the member by the board of supervisors for any reason;
- B. Death or resignation of the member;
- C. Ceasing to be a representative of the particular agency or category from which the member was appointed; or
- D. Absence from three consecutive regular or special meetings or absence from four regular or special meetings in any twelve month period.

The board of supervisors may waive any vacating event for any member of the commission by majority vote of the board. The board shall make interim appointments to fill unexpired terms in the event of vacancies occurring during the term of members of the commission.

(Ord. 99-03 § 1 (part), 1999.)

#### 7.90.080 - Quorum and voting.

A majority of the commission members shall constitute a quorum for all purposes. A majority of a quorum voting in favor of or against any item of commission business shall be sufficient to approve or disapprove that item. Members abstaining from any vote shall be deemed to have consented to the will of the voting members.

(Ord. 99-03 § 1 (part), 1999.)

#### 7.90.090 - Compensation—Reimbursement of expenses.

As required by the Act, members of the commission shall not be compensate for their services, except they shall be paid reasonable per diem and reimbursement of reasonable expenses for attending meetings and discharging other responsibilities as authorized by the commission.

(Ord. 99-03 § 1 (part), 1999.)

#### 7.90.100 - Chairperson—Vice-chairperson—Secretary—Procedural rules.

The members of the commission shall annually elect a chairperson and vice-chairperson, who shall each serve for a term of one year. The chairperson shall run commission meetings, including conducting commission public hearings. The vice-chairperson shall perform the duties of the chairperson in the chairperson's absence. To the extent it deems necessary, the commission may also elect one of its members to serve as secretary for the commission. The secretary or his or her designee shall be responsible for the preparation, posting and/or publishing of agendas, notices, and minutes relating to commission meetings, and or carrying out such other secretarial duties as may be assigned by the commission. The commission may also adopt such procedural rules as it deems necessary to conduct its business, provided such rules are not inconsistent with this chapter, the California Children and Families First Act of 1998, or other applicable laws or regulations.

(Ord. 99-03 § 1 (part), 1999.)

#### 7.90.110 - Required duties.

In addition to any other duties imposed by this chapter or any other applicable law or regulations, the commission shall perform all of the following specific duties in accordance with the California Children and Families First Act of 1998:

- A. Adopt an adequate and complete county strategic plan for the support and improvement of early childhood development within the county;
- B. Periodically review, on at least an annual basis, its county strategic plan and revise the plan as may be necessary or appropriate;
- C. Conduct at least one public hearing on its proposed county strategic plan before the plan is adopted;
- D. Conduct at least one public hearing on its periodic review of the county strategic plan before any revisions to the plan are adopted;
- E. Submit its adopted county strategic plan, and any subsequent revisions thereto, to the state commission;
- F. Prepare and adopt an annual audit and report pursuant to Section 130150 of the California Health and Safety Code;
- G. Conduct at least one public hearing prior to adopting any annual audit and report;

- H. Conduct at least one public hearing on each annual report by the state commission prepared pursuant to subdivision (b) of Section 130150 of the California Health and Safety Code;
- I. Establish one or more advisory commissions to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of the California Children and Families First Act of 1998.

(Ord. 99-03 § 1 (part), 1999.)

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# **First 5 Mono Strategic Plan 2019-2024**

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June 2019

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## **First 5 Mono Strategic Plan 2019-2024**

### **Introduction**

The Mono County Children and Families Commission (First 5 Mono) last revised its strategic plan in 2014 and decided to begin the revision process again in 2018 with the goal of creating a five year strategic plan for 2019 to 2024. This guiding document provides a plan to support and improve the lives of young children and their families. Together with community partners and families, we have the opportunity to create and enhance efforts to promote our children's optimal development.

### **Vision**

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

### **Mission**

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

### **Goal**

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

### **Guiding Principals**

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

### **About the Commission**

The California Children and Families Act (also known as Proposition 10 or "First 5") was enacted in 1998, increasing taxes on tobacco products to provide funding for services to promote early childhood development from prenatal to age 5. Mono County currently receives approximately \$390,000 a year from these funds, through annual allocations, augmentations for small population counties, and child care quality matching funds. To access these funds, the county must adopt a strategic plan that shows how it will use

Proposition 10 funds to promote a comprehensive and integrated system of early childhood development services.

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

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

### **Community Input**

Input was gathered in multiple ways with the goal of hearing from parents and community members county-wide. Participants in the planning process were provided a draft 2019-2024 Strategic Plan and the 2014-19 Strategic Plan. Issues considered included:

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

### **Focus Groups**

Five Focus Groups were conducted in November and December at regularly scheduled Peapod Playgroups in the following locations:

- Walker
- Bridgeport
- Mammoth English
- Mammoth Spanish
- Crowley Lake

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

### **Community Meeting**

A community meeting was held November 8<sup>th</sup>, 2018 in Mammoth Lakes to elicit comments and suggestions from any interested community members unable to attend public hearings at commission meetings due to work. Notice was sent to

our listserv, community partners, and the local newspapers: El Sol, The Sheet, and The Mammoth Times.

### **Public Hearings**

The September and March Commission meetings included a public hearing, giving the public a chance to comment on potential revisions to the strategic plan. For the March meeting, notice was sent to our listserv, community partners, and the local newspapers: El Sol, The Sheet, and The Mammoth Times.

### **Interviews**

Given the lack of input gathered from agency partner in the last strategic plan process, for this 5 year plan an interview was conducted with the following the County Chief Administrative Officer, several other department heads were not able to schedule or provided written comments (see below).

### **Written Comments**

With the notice of public hearings and the focus groups, we will also invited the public to submit written comments to the executive director. Community partners were contacted via email and invited to provide input. “Invest In...” comment cards (index cards with a blank spot after the words “Invest In”) were placed around Mammoth Lakes with a flyer describing the need for input in the Strategic Plan. Cards were placed in the following offices: First 5 Mono, Sierra Park Pediatrics, Women Infants and Children (WIC), Inyo Mono Community Advocates (IMACA), and Mono County: Health Department, Social Services, and Behavioral Health. Written comments were also provided by the Mono County Director of the Department of Social Services and the Public Health Director.

### **Planning Retreat**

On January 17<sup>th</sup>, 2019, the Commission participated in a planning retreat to review public input, past accomplishments and investments, and current unmet needs with the goals of: 1) identifying potential indicators of success and outcomes; and 2) prioritization of strategies based on commissioners’ identification of need, impact, and available infrastructure.

### **Evaluation Results**

Annual evaluations results from Fiscal Years 2015-2016 and 2016-2017 were available at each focus group, community meeting, and public hearing, as well as posted on our website to help community members formulate suggestions for the strategic plan revision.

### **Public Hearing on the Revised Plan**

At the March Commission meeting, there was a public hearing on the draft strategic plan and the commission gave direction for the final revision.

### **Accomplishments**

Over the last 18 years, First 5 Mono has offered families home visiting, playgroups, Kindergarten Round Up, and Summer Bridge Programs; and child care providers training, quality improvement assessments, and oral health education for children in their care. First 5 Mono has continued to build partnerships with community agencies, child care providers, the hospital, and schools. Successes since the last Strategic Plan revision include:

- |                           |  |
|---------------------------|--|
| <b>Expanded Services</b>  | <ul style="list-style-type: none"> <li>• Annual Birth-to-5 Health and Safety Fair an Mammoth Lakes</li> <li>• Preschool services in Bridgeport and Benton</li> <li>• Foosteps2brilliance digital literacy application</li> </ul>   |
| <b>Sustained Services</b> | <ul style="list-style-type: none"> <li>• Oral health education &amp; topical fluoride varnish in child care settings.</li> <li>• Raising a Reader</li> <li>• Childcare quality improvements and maintenance: Improve and Maximize Programs so all Children Thrive (IMPACT).</li> <li>• Readers' Theatre: educational productions for child care providers.</li> <li>• The Tooth Tutor program is able to provide home visits educating parents about optimal oral health.</li> <li>• Topical fluoride varnish provided to children in playgroups.</li> <li>• County-wide Peapod Playgroups.</li> <li>• Home Visiting.</li> <li>• Participation in a Childbirth Education Course at the hospital 2 times a year.</li> <li>• Free breastfeeding bags for all moms giving birth at Mammoth Hospital.</li> <li>• County-wide school Readiness activities including Kindergarten Round Up, Summer Bridge, and Kindergarten assessments.</li> <li>• Annual Birth-to-5 Health and Safety Fairs in Coleville, Bridgeport, Lee Vining and Benton.</li> <li>• Distribution of free children's books to Mono County children through First Book.</li> </ul> |

- Distribution of free car seats through partnerships with Mammoth Lakes Fire and Police Departments and California Highway Patrol.
- Distribution of free bike helmets at Birth-to-5 Health and Safety Fairs.
- Funding for a Safe Kids California, Mono Partners coordinator.

### **Systems Building**

- Mammoth Hospital began coordination of Childbirth classes twice a year.
- Supported Sierra Park Pediatrics to implement Ages and Stages Questionnaire (ASQ) developmental screenings.
- First 5 Executive Director became an ASQ trainer.
- First 5 and MCOE staff became certified CLASS observers.
- MCOE staff trained in Child Development Permit professional growth advising.
- Safe Kids coordinator became a Car Seat Technician.
- Mammoth Hospital Auxiliary contributed funds for breastfeeding bags for new moms.
- Created the Childcare Quality System to support coordination of local funding streams.
- Fiscal lead for regional coordination of the Region 6 T & TA Hub for the California Quality Counts work, known at the federal level as Quality Rating Improvement System (QRIS).
- Coordinated with Mono County and Eastern Sierra Unified to fund, open, and operate two new preschools.

### **Sustained Funding Partners**

- \$40,000 contract with Mono County Behavioral Health to provide Peapod Playgroups (moved to a three-year contract instead of single year).
- \$29,000 a year for three years Child Abuse Prevention, Intervention, and Training grant from the Department of Social Services to provide high-needs home visits for children 0-6 years old.

### **New Funding**

- \$409,112 four-year contract with First 5 California for the IMPACT Regional T & TA Hub
- \$9,625 California Department of Education (CDE) Regional Certification & Certification and Coordination Grants
- \$6,587 CDE Mono-Alpine Infant Toddler Block Grant

- \$4,000 a year for three years Community Based Child Abuse Prevention (CBCAP) grant from the Department of Social Services to provide high-needs home visits for children 0-6 years old.
- \$1,000,000 Community Development Block Grants to operate two preschools for four years through Mono County.
- Proposition 56 funds for Oral health supplies through Mono County Public Health.

## Programs and Objectives

First 5 Mono programs were developed to fill community needs. Needs were assessed through collaboration with community agencies, input from families, and ongoing evaluation activities. Nationally recognized strategies have also influenced decisions around program development and maintenance. Programming decisions are also guided by the availability of funding from outside sources.

### FY 2018-19 Funded Programs and Planned Improvements If Applicable

#### 1. Home Visiting

**Rationale:** Home visiting is a nationally recognized strategy to improve outcomes for children and families. It 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 childbirth education--as no other agency has at this time the capacity to do so, and lactation services—as such services greatly enhance the will and ability for moms to sustain breastfeeding contributing to overall childhood health.

- a. **Welcome Baby!:** For all Mono County families with children age prenatal-12 months

Funded & Conducted by: First 5 Mono and Mono County Social Services

- b. **Parenting Partners:** For high needs Mono County families with children age 1-5 years old

Funded by: First 5 Mono and Mono County Social Services

Conducted by: First 5 Mono

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

- Increase and support literacy activities
  - Link families to community services, and support access to services
  - Conduct developmental screenings and refer families to early intervention programs for assessment
  - Educate parents on parenting topics like: home safety, discipline, teething, introducing solids, immunizations, nutrition, oral health, and selecting a child care provider
  - Provide culturally competent services in Spanish and English
  - Facilitate optimal family functioning
  - Decrease child abuse and neglect
- c. **Café Mom:** Lactation support provided in a weekly group meeting as participation permits.  
 Funded by: First 5 Mono  
 Conducted by: First 5 Mono  
 Objectives:
- Provide research-based education about breastfeeding
  - Provide peer-support for breastfeeding
- d. **Childbirth Education:** Held at least two times a year for expectant parents  
 Funded by: First 5 Mono and Mammoth Hospital  
 Conducted by: First 5 Mono, Mammoth Hospital, and community partners  
 Objectives:
- Educate families about childbirth, breastfeeding and infant care
  - Prepare families for childbirth, breastfeeding, and infant care
  - Link families for community services available for young children

**Staff will outreach to remote hospitals to ensure families giving birth outside Mammoth Hospital know about the program. Staff will seek funding partners to provide the Parents as Teachers program to model-fidelity to offer more visits to families, specifically families with multiple stressors.**

## 2. School Readiness

**Rationale:** A child's education begins very early. Since school-based educational systems don't 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 have expanded since the last strategic plan revision to include all the county's schools. The expansion of services is due to the programs' successes, based on both parent satisfaction surveys. Although First 5 California funding for school

readiness activities ceased, the Commission has sustained services using its own funds.

- a. Readers' Theatre:** Skits and book readings in child care facilities, preschools and at story time

Conducted by: First 5 Mono

Objective:

- Promote early literacy

- b. First Book:** Free books for Mono County children birth to 5

Funded & conducted by: First 5 Mono

Objectives:

- Increase early literacy opportunities in home environments
- Facilitate positive parent-child interaction
- Increase literacy for young children

- c. Raising a Reader:**

Funded by: First 5 and Mono County Office of Education

Conducted by: Mono County Libraries

Objectives:

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

The Commission & Staff will seek to ensure Story Times are held on Saturdays.

- d. Kindergarten Round Up:** Informational meeting held at all county elementary schools with parents of incoming kindergartners

Conducted in partnership with Eastern Sierra Unified School District (ESUSD) and Mammoth Unified School District (MUSD)

Objectives:

- Introduce families and children to the school, 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 pre-k assessments and or Summer Bridge

- e. Kindergarten Assessments:** School readiness assessments conducted by school staff.

Funded by: First 5 Mono

Conducted by: ESUSD & MUSD

Objectives:

- Assess incoming students' school readiness
- Identify children's skill development needs at the beginning of kindergarten

- f. **Summer Bridge:** Two week kindergarten transition program held in the summer for incoming kindergartners.

Funded by: First 5 Mono

Conducted by: ESUSD & MUSD

Objectives:

- Increase school readiness skills
- Increase families' familiarity with the school campus and teachers

**Significant discussion around this investment has occurred over the last year at Commission Meetings and at the Strategic Planning Retreat.**

**Evaluation of School Readiness does not seem to have demonstrated this investment if meeting the first objective, to increase school readiness.**

**While the Commission does not want to cut programs, the importance of data-driven funding allocations is recognized. Over the next 5 years, the Commission will further discuss and make a final determination regarding this program. Ideas to reallocate funding include: more Transitional Kindergarten slots, tutoring in the beginning of kindergarten for children assessed as not school ready, or more investments in evidence-based initiatives that increase school readiness like model-fidelity home visiting.**

### 3. Child Care Quality

**Rationale:** 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 enables provision of programs that help improve and maintain high-quality child care.

- a. **IMPACT:** In-home and center-based child care provider training & support

Funded by: First 5 California and First 5 Mono

Run by: First 5 Mono

Objectives:

- Increase child care providers' understanding of child development
- Provide support to child care providers for better understanding and improving teacher child interactions

- Increase the quality of child care environments with supports that include coaching, developmental screenings, communities of practice, and professional development

**b. QRIS Infant Toddler and California State Preschool Block Grants:** Child care provider quality improvement program.

Funded by: California Department of Education

Run by: First 5 Mono

Objectives:

- Assess state preschool sites for quality indicators
- Create an improvement plan for each site
- Track implementation of goals
- Support infant and toddler sites with coaching

**c. IMPACT Training & Technical Assistance (T & TA) Hub and Certification & Coordination Grants**

Funded by: First 5 California & the CDE

Run by: First 5 Mono with a contracted coordinator

Objectives:

- Coordinate a regional support system for child care quality
- Coordinate efforts to reduce duplication
- Identify and support regional efficiencies

#### 4. Oral Health

**Rationale:** The 2009 Strategic Plan revision found 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.

**Tooth Tutor, Oral Health Outreach and Education**

Funded and Conducted by: First 5 Mono

Objectives:

- Provide semi-annual fluoride varnish application to all Mono County Children 1-5 not receiving services from a dentist
- Educate children and parents about oral health
- Provide free toothbrushes to families to help maintain good oral health
- Provide oral health checks at Kindergarten Round Up

## 5. Family Behavioral Health

**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 program was developed.

### **Peapod Playgroups**

Funded by: Mono County Behavioral Health with minimal First 5 funding

Conducted by: First 5

Objectives:

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

**Staff will ensure groups are structured with at least 15 minutes of structured group time and that developmental information and activities are provided at a minimum of 10 groups a year in each location. Leaders will participate in at least 10 hours of professional development annually. As staffing allows, reminders for groups will be shared on social media provided negative impacts do not occur.**

## 6. Child Safety

**Rationale:** There were no agencies in the county focused specifically on child safety prior to the creation of Safe Kids California, Mono Partners. 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 a collaboration, the Commission decided to fund the coordination of a Safe Kids California, Mono Partners group. Now the coordinator's staff time is also supported with County Office of Education funds.

### **Safe Kids California, Mono Partners**

Funded by: First 5 and Mono County Office of Education

Run by: Mono County Office of Education

Objectives:

- Educate families and care providers about child safety
- Provide car seats and bike helmets to families
- Provide county-wide safety events

**Health and Safety Fairs**

Funded by: First 5 Mono

Fun by: First 5 Mono

Objectives:

- Provide annual county-wide events in each community with an elementary school to help meet Safe Kids objectives

**Lessons Learned and Progress Made**

Over the last 5 years, First 5 Mono was tasked with impacting the following unmet needs: opportunities to gather, early literacy, and child care availability and quality. To address these needs we offered a new annual gathering, attended partnering agencies' events, supported initiatives with funding, and applied for grants.

To increase the opportunities to gather for families with young children, an annual Health & Safety Fair in Mammoth Lakes was begun. The event has been a big success with about 350 participants at each event. First 5 staff also and attended some of Behavioral Health's "Socials" (evening community gatherings) and the Foro Latino (an evening gathering for the Spanish-speaking community). First 5 Mono also continued to provide Peapod Playgroups across the County.

To address child care availability, First 5 Mono applied for CDBG funds through the County and through MCOE for State Preschool funds. Through these efforts and those of partner agencies (the County Office of Education, Eastern Sierra Unified School District, and Mono County) there are now three new preschool classrooms in Mono County. For child care quality, First 5 Mono created the Childcare Quality System to coordinate multiple funding streams and simplify participation for providers. First 5 also sought new funding streams to support local work and consolidation of funding by applying for the California Department of Education Quality Rating and Improvement System (QRIS) Infant and Toddler and California State Preschool Program Block Grants, for which funding was received.

For early literacy, the County Office of Education spearheaded the footsteps2brilliance literacy program (an app based learning program) with funding support from Mono County and First 5 to improve early literacy. The Commission also continued to invest in Raising a Reader and First Book and encourage literacy through Home Visiting, Peapod Playgroups and School Readiness investments.

## **Unmet Community Needs**

For this Strategic Planning process data was drawn from focus groups, a community meeting, comment cards, written responses and reports, the First 5 Association communication materials, and interviews. The themes that emerged about unmet needs are from parents, County representatives, and concerned community members. Across all data sources, childcare was the most common issue raised. Our County needs more high quality, affordable childcare slots. A second theme is for the provision of more activities: parent education, child activities, and an indoor space/resource center. A third theme is for increased coordination of and communication about services. The Mental Health Services Act FY 2017-2020 Three-Year Program and Expenditure Plan and the Department of Social Services Self Assessment also underline the need for housing, opportunities to gather to decrease isolation, and the need for greater family fiscal stability.

### **Childcare**

Despite the opening of three new preschool rooms in the County, childcare is still the greatest stated need. Based on data from the Childcare Planning Council and “Invest in” comment cards, infant care is the highest unmet need. Discussions with clients and staff highlight some of deeper issues: affordability and quality. Through the strategic planning process, staff also identified a disconnect between slot availability and perception of availability. At one point during the drafting of this document, all the licensed Spanish speaking providers in Mammoth Lakes have availability they are seeking to fill, but families and agencies seem unaware of the availability. This overlaps with comments about the need for greater communication about available services and concerns raised in the Strategic Planning Retreat about challenges with how available slots are communicated to families seeking care. Commissioners offered to attend a meeting with the Executive Director of Inyo Mono Advocates for Community Action to seek to address issues related to their Resource and Referral activities funded by the California Department of Education to support families seeking care. Also at the Strategic Planning Retreat, the need for childcare at community events, sustainable wages for parents to afford childcare, and the role of First 5 and the Child Care Council were discussed. Commissioners echo community input—quality childcare is severely needed in Mono County. The Commission would like to see the Child Care Council and working on the need for quality childcare and communicating their efforts with the public and Board of Supervisors and further Commission discussion of First 5’s role in addressing the need.

Many entities have worked to address the childcare issue over the last 15 years, yet the issue persists. Currently in Mammoth Lakes, the County Office of Education is

spearheading an effort to build a childcare center to meet the needs of the community. That said, the barriers that exist are: funding and identification of an available space or land (the ice rink has long been the planned site, but factors related to the town's plans to move from that site have stalled the process).

Community Development Block Grant funding has been identified as a potential support the Town and County can access to construct and operate child care centers. The County has accessed those funds which are used to operate two preschool classrooms, but the Town has yet to choose to access the funds. While the County Office of Education plan will address many families' needs, without more funding support, the family cost to attend a program that costs more than \$40 a day will be prohibitive for families with low income. Children in families with low income are often those with the highest need of support. High-quality affordable childcare for low income families will likely have the greatest impact on First 5's School Readiness outcome, and can provide a solid foundation for children upon which to build, attain high school graduation, and financial stability in adulthood (both of which research demonstrate that School Readiness impacts).

Some greater policy issues around childcare in our Nation, State, and County are: provider pay, affordability for families, and provision of high-quality programs. Although First 5 works locally with providers to improve quality, and over 80% of providers in the County participate in quality improvement, provider salary is less than half of what a kindergarten teacher earns and 46% of providers in the state rely on public assistance<sup>1</sup>. While providers struggle with low pay, the cost to families for childcare is parallel to the cost for housing<sup>2</sup>. For the many families that struggle with financial stability, the cost for care is often not feasible, leading families to opt to leave their child with family, a friend, or neighbor who likely has few supports or education in early childhood that could contribute to high-quality care.

First 5 will continue to collaborate with community members and agencies to find solutions to the childcare and preschool needs of families in Mono County. First 5 will continue to try to identify and connect community members interested in becoming licensed providers with Inyo Mono Advocates for Community Action (IMACA), the agency with funding to provide licensing support) as it has in the past. Also, to support planning efforts, a 2019 childcare needs assessment is included.

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<sup>1</sup> Ramey, Craig T & Ramey, Sharon L. "Early Learning and School Readiness: Can Early Intervention Make a Difference?" *Merrill-Palmer Quarterly*, vol. 50 no. 4, 2004, pp. 471-491. *Project MUSE*, doi:10.1353/mpq.2004.0034

<sup>2</sup> Kimberlin, Sara "Addressing Child Poverty: Recent Progress and Policy Options" California Budget and Policy Center *California Welfare Directors Association, Director's Workshop San Francisco December 6, 2018*

**Opportunities to Gather**

First 5 Mono, with the help of funding from Mono County Behavioral Health, has continued to offer county-wide Peapod Playgroups to help fill this need. Mono County Behavioral Health's current Mental Health Services Act cited Peapod Playgroups as a strong prevention initiative and increased funding due to positive feedback. At the Strategic Planning Retreat, the need for these opportunities to address mental health issues and isolation was expressed. Combined with community input garnered through First 5 evaluation activities, the Commission remains committed to holding these groups.

Birth-to-5 Health and Safety Fairs, offered at all ESUSD sites, are additional First 5 events offered for families. Mono County Behavioral Health has also begun the Circolo de Mujeres with a child care component to support Spanish speaking mothers in Mammoth Lakes and the Foro Latino for Spanish speaking community members. While funding does not allow for expansion of First 5 services, work can be done to better leverage other community resources. First 5 will work with agency partners to seek to coordinate the expansion of opportunities for families to get together without increasing existing levels of First 5 funding, a theme also explored in the final unmet need: coordination and communication.

**Coordination and Communication**

From all data sources it is clear parents are seeking a better and easier way to get information about available resources and services. First 5 recognized this challenge several years ago and sought support from community partners for a 2-1-1 information line in Mono County that could serve this need with both a toll-free hotline and a thorough database all could access to identify services and resources. After fiscal projections determined a call cost of around \$100/call, the system was deemed too expensive. Since that time assembly bill 1212 was enacted mandating a State-wide 2-1-1 system. That said, implementation was scheduled for July 2017, and despite requests, there has been no support to Mono from 2-1-1 California for implementation. As we continue to wait for implementation of a Statewide 2-1-1, an annually updated resource guide was developed by the Child Abuse Prevention Council Coordinator. Beyond that, an implementable idea from the Community Meeting was to hold an annual resource meeting with agency representatives so that, at a minimum, all partners are aware of each other's resources. First 5 has also sought funding partners, due to our investment in programs rather than advertising, to better advertise our programs and has enjoyed support from IMACA and the Mono County Departments of Social Services, Probation, and Public Health. First 5 also maintains a very thorough

calendar on our website and regularly posts updates to our listserve which has about 500 subscribers.

At the Strategic Planning Retreat, Commissioners offered many ideas on how to improve communication. Ideas include billboards on 395; increased social media presence; meeting clients where they are like the church, post office, pediatric clinic, the hospital, and schools; phone communications; take services “on the road” to educate groups about First 5 initiatives; public sector help with advertising strategies; and public service announcements for open childcare slots.

In terms of coordination, First 5 has sought, with varying success, to coordinate services with agency partners. Willingness to coordinate has varied from complaints that First 5 is asking for things beyond the scope of funded contracts, to strong partnerships resulting in coordinated services. The First 5 Director is participating in a Network Leadership cohort offered by the First 5 Association to help refine skills to better be able to build networks of support for young children to better facilitate coordinated systems. First 5 efforts to foster coordination between agencies will continue to seek to address the issue of better coordination. Communication efforts will continue via partner-funded advertising and website and listserve posting.

At the Strategic Planning Retreat, Commissioners suggested creating documents to help families better understand available resources. To that end, First 5 will develop a document, similar to one put in New Parent Kits from First 5 California, to distribute with the breastfeeding bags at the hospital, playgroups, and home visiting. Also, to better understand the resources available see Appendix 4.

**Strategic Planning Retreat** Commissioner discussion at the Strategic Planning Retreat included the following additional unmet needs:

- Develop stronger advocacy both from Commissioners and and the community
  - Develop understanding of and services for prenatal substance abuse exposure
  - Address issues of mental health, substance abuse, and stress
  - Vision services
  - Nutrition education, specifically around sugar intake
  - Access to safe and affordable housing
  - Leverage Funding for Kindergarten Readiness Backpacks, books, and other initiatives that impact outcomes for which First 5 funding is not sufficient.
- Ideas include: sugar, cannabis, and sales taxes; Rotary; and the Lion’s Club.

## Results, Strategies, Indicators, and Outcomes

### Definitions

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

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

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

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

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

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

### Strategies:

Provide the following county-wide services:

- Home visiting
- Child care quality
- School readiness
- Peapod Playgroups
- Childcare

### Indicators & 2013-2017 Data:

- Number and Percent of children prenatal to age 1 whose parents accessed Home Visiting. (new indicator)
- Number and Percent of children prenatal to age 5 whose parents accessed Home Visiting. (new indicator)
- Peapod survey data yields 100% satisfaction.

- [Alternative] Playgroup Survey data yields an average of 4-5 on a scale of 1-5 that the playgroup met participant expectations. (new indicator)
  -
- Number and percent of children 0-5 accessing literacy-based programs.
  - ⊖ Raising a Reader
  - ⊖ Home Visiting
  - ⊖ Footsteps2brilliance
  - ⊖ First Book
  - ⊖ Reader's Theatre
- Number and percent of children 6 months to 5 years old screened for developmental delays. (up over 5 years from 16% to 28%, data issues minimal)
  - Home Visiting
  - Childcare providers
  - Sierra Park Pediatrics
- Number and percent of children in licensed care served in 1) home child care settings and 2) child care centers that exhibit moderate to high quality as measured by a quality index. (up over 4 years to from 0 to 8%, no data issues)
- Number and percent of licensed child care providers participating in the Childcare Quality System in Mono County advancing on the Child Development Permit Matrix. (static over 2 years at 0, data only available through sites' participation in First 5 Mono operated Quality Programs)
- Number and percent of licensed center and family child care spaces per 100 children. (down over 5 years from 53% to 30%, no data issues)
- Number and percent of children "ready for school" upon entering Kindergarten. (down over 5 years from 53% to 50%, no data issues)
- Number and percent of children who have ever attended a preschool, Pre-K, or Head Start program before entering Kindergarten. (down over 5 years from 42% to 24%, data issue with very low sample size, addressed in 2017-18 with a new kindergarten entry survey)
- Number and percent of age-eligible children for whom a preschool slot is available. (new indicator)
- Number and percent of children birth to 5 exposed to funded literacy activities. (new indicator)
- Number and percent of children whose parents attended Kindergarten Round Up. (new indicator)
- Number and percent of entering Kindergarten students assessed for school readiness prior to or at entry. (up over 5 years from 80% to 100%, no data issues)

**Outcomes:**

- Improved parental knowledge, understanding, and engagement in promoting their children's development. Achieved
- Improved screening and intervention for developmental delays, disabilities, and other special needs. Achieved
- Improved quality and availability of childcare providers. Achieved
- Improved school readiness. Not achieved

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

**Strategies:**

Provide the following county-wide services:

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

**Indicators:**

- Number and percent of children where breastfeeding is successfully initiated and sustained. Sustained is defined as reporting breastfeeding at the first visit after birth at the pediatric office. (up over 3 years from 89% to 91%, data dependant on Mammoth Hospital and only includes patients from Sierra Park Pediatrics)
  - [Alternative] Number and percent of children born in Mono County who were breastfed exclusively or at all in the hospital after birth.
- 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. (down over 2 years from 78% to 77%, data dependant on Mammoth Hospital and only includes patients from Sierra Park Pediatrics)
- Number and percent of children at Kindergarten entry with untreated dental problems. (down over 5 years from 46% to 18%, data issue with low sample size, addressed in 2017-18 with support from MCOE to implement data entry into SCOHR by schools)
- Number and percent of children ages 1 or older who receive annual dental screenings. (static over 3 years at 17%, data dependant on Mammoth Hospital and only includes patients from Sierra Park Pediatrics)
-

- Number and percent of children prenatal to age 5 in Mono County served through Peapod. (new indicator)
- Number and percent of children birth to 5 provided a safety helmet through Safe Kids. (new indicator)

**Outcomes:**

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

## Financial Plan

As of July 1, 2018, the First 5 Mono County Children and Families trust fund had an ending fund balance of \$860,755. All of these funds have already been assigned to programs and services for children and families in the fiscal year 2018-19 and beyond. The challenge becomes how to manage the remaining resources, and new funds allocated to Mono County through the Prop 10 system, in a way that allows the strategies described in this plan to be successfully implemented and sustained for long enough to allow measurable improvements in the well-being of young children.

The State Commission has been providing an annual augmentation to support small county operations, which has allowed the Commission to free up tax revenues for programs. The rationale for this allocation was to address the administrative burden on small counties, who must use a proportionately greater share of their tax revenues to provide basic operations, including administrative services, planning, outreach, and evaluation. Currently, First 5 Mono County receives a baseline Small County Augmentation that augments prop 10 funds to reach a baseline of \$350,000—an amount determined by a 3 year average of births to County residents. The State Commission has committed to continuing these augmentations, through FY 2020-2021 for eligible counties, which includes Mono County. The state commission is currently reexamining its Small County Augmentation calculation and commitment.

In August of 2008 the Commission established a policy to set a minimum fund balance of no less than one year's current revenue thus allowing the commission to sustain program operations or close them out, should it be necessary. Revenues continue to decrease due to an approximate 3% annual decline in tobacco tax revenue. Current annual revenue projections from tobacco tax and Small County Augmentations are: \$350,000. Using the current annual revenue (\$350,000), the threshold set in 2008 is predicted to be crossed late in FY 2021-22 assuming Small County Augmentations drop to \$300,000 in FY 2021-22 due to our County's declining birthrate.

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

The Commission has made significant, successful investments in home visiting and school readiness services. Funds have been allocated below to refine and continue

these existing strategies, as well as establish new services that address gaps identified through data gathered from the home visiting and school-linked service systems.

In compliance with state law, First 5 monies will be used only to supplement existing levels of service and/or create new services, and not to fund existing levels of service. No monies from the Children and Families Trust Fund will be used to supplant state or local General Fund money for any purpose. During the next five years (beginning in July 2019), the Commission will dedicate funds aligning with the objectives of this strategic plan, using the following estimated guidelines:

<b>Strategic Objective</b>	<b>5-Year Investment based on 2018-19 Fiscal Plan</b>	<b>Percent of 5-year Investment</b>
1. Home Visiting services	\$836,430	21%
2. School Readiness services	\$439,353	11%
3. Child Care Quality	\$1,123,801	28%
4. Childcare	\$510,678	13%
5. Oral Health services	\$16,870	1%
6. Family Behavioral Health	\$200,182	5%
7. Child Safety	\$35,000	1%
8. Commission Operations/Support* and Systems Building <ul style="list-style-type: none"> <li>• <i>Administrative costs – not to exceed 20% of total operations budget</i></li> <li>• <i>Program – varies, approximately 7% annually</i></li> <li>• <i>Evaluation varies, approximately 3% annually</i></li> <li>• <i>Misc.(county counsel and audit)</i></li> </ul>	\$792,309	20%
*Commission Operations/Support costs are categorized as Administrative, Program, and Evaluation Costs, consistent with the definition of these functions as defined in the First 5 Financial Management Guide. The percent of administrative costs that may be spent on administrative functions in a fiscal year shall be no more than 20% of the Mono Commission's total operating budget.		
<b>Total</b>	<b>\$3,954,623</b>	

## First 5 Mono 2019-24 STRATEGIC PLAN

**Summary**

Children and Families in Mono County have benefited from myriad services provided by First 5 Mono and collaborations including First 5 for 15 years. While multiple services are provided, and have been for many years, parents and community members feel a need for more: 1) childcare; 2) opportunities to gather; and 3) communication about and coordination of services. First 5 will continue to prioritize the services parents and community members want within the boundaries of its funding sources. First 5 will also seek to work with agency partners to better coordinate and communicate about the services available to families. The Commission prioritized its investments by program areas—which encompass strategies to address the most commented upon services during the planning process: 1) Home Visiting; 2) Family Behavioral Health; and 3) Childcare Quality

As this strategic plan is implemented, First 5 will work with community agencies to improve the indicators in the Strategic Plan. Annual evaluation reports to the Commission at public hearings will provide data demonstrating First 5 Mono's effectiveness at improving indicators, providing services county-wide, and meeting its overarching goal of enhancing the network of support services for families with children ages 0 to 5 years. Evaluation results over the next five years will also help guide the next strategic planning process.

## First 5 Mono 2019-24 STRATEGIC PLAN

### **Appendix 1: Summary of Community Input from the 2013 Strategic Plan Update Process**

*Minutes and correspondence from all public hearings, written comments, community meetings and Focus Groups are available by contacting the Commission office in Mammoth Lakes.*

### **Compiled comments from all Focus Groups and the Community Meeting (21 participants)**

#### **What participants like about First 5 programs:**

##### **Peapod**

- |                                    |                            |
|------------------------------------|----------------------------|
| Socialization with other kids (11) | Drop-in availability       |
| Structure & Routine (4)            | Book distribution          |
| Gets us out of the house (2)       | Organization of the leader |
| Parent socialization (4)           | My child loves the leader  |
| Pamphlets & information (2)        | Education & play combo     |
| Free play                          | Gross motor development    |
| Mental health support              | Story                      |

##### **Health & Safety Fair**

- Bike helmet
- Fingerprinting
- Socialization

##### **Story Time**

- Exposure to library
- Craft

##### **Home Visiting**

- |                             |                                   |
|-----------------------------|-----------------------------------|
| Breastfeeding (4)           | Getting dad involved              |
| One-on-one advice (4)       | Baby weight checks                |
| Hospital visit at birth (2) | Developmental assessments         |
| Someone to talk to          | Cognitive development information |

##### **All Programs**

- Universal service
- First 5 fills a critical gap with the unique programs they offer & coordinate – Home Visiting, Peapod, Health & Safety Fairs.

## First 5 Mono 2019-24 STRATEGIC PLAN

First 5 provides a valuable service and there wouldn't be a substitute if services were eliminated.

The new preschools [Bridgeport & Benton] were a huge success.

Home Visiting & Peapod provide a sense of relief, safety, and confidence for high risk families; helps with isolation, builds relationships

First 5 provides reliable information on health status of high risk families

### **Participants' biggest challenges are:**

#### Peapod

Interfering with naptime (5)

Leaving the house (3)

No challenge (3)

Not enough or uncertainty of structure (3)

Consistency in community attendance (2)

Wish group was longer (2)

Timing with older kids in school

Working parents' ability to attend

Mixing young babies with preschoolers

Kids older than five attending

Leaders' education (desires more)

#### Home Visiting

Not finding out about First 5 Mono services [from Sierra Park Pediatrics, or if birthing outside of Mono County]

### **Participants' memorable experiences in First 5 programs are:**

#### Peapod

Friendliness and ease of the leader (2)

Leaders shoveling cow poop so kids could play

Meeting new kids and adults after moving here

Caregivers making connections with each other

Consistency of circle time & songs

Moms with empathy & compassion

Having a leader who was pregnant too

#### Home Visiting

My Home Visitor helped with every little thing.

## First 5 Mono 2019-24 STRATEGIC PLAN

### **What would you change to make the programs better?**

#### Peapod

- More advertising/social media (5)
- Change the time (2)
- Add reading time
- Bilingual group
- Nothing
- Add an activity (art, reading, singing, etc)
- Large gross motor toys
- Structured group for preschool age only

#### Home Visiting

- Increased visits for high risk families

#### Other

- Male staff, although staff does a great job already
- More advertising & use of the logo by partners

### **Community needs participants feel families face are:**

- Childcare (daycare or preschool) (9)
- Central resource area/event center (7)
- Basic skills classes for kids (art, dance, music, swimming classes) (5)
- Indoor space in winter (5)
- Summer childcare (2)
- Drop-in childcare (2)
- Finding a babysitter (2)
- Outdoor parent/child groups (2)
- Mentoring program for youth, young or teen (2)
- Mom and baby class

### **Other topics/ideas discussed:**

#### Funding

- Using marijuana tax revenue for early childhood investments
- Cutting off the administrative costs charged by MCOE, and figuring out where that money needs to go instead
- Can the strategic plan influence funding?

#### Childcare/Indoor play space

- Why hasn't there been movement with a childcare center in Mammoth?

## First 5 Mono 2019-24 STRATEGIC PLAN

Consolidate needs of indoor space and childcare into one solution  
Finding private industry and community partners

### Other

Eliminate program duplication across entities (4)  
Annual resource training for all agencies (4)  
Make a comprehensive document to tie in all community needs, not only First 5

### **“Invest In....” Cards (28 received, some cards had multiple comments)**

#### Parent Opportunities/Education (14)

class on children’s emotions  
how to use baby wraps  
handouts on child development (3)  
help for single parents  
parenting classes for Hispanic parents  
parenting classes  
carseat safety  
baby massage  
breastfeeding class  
ages and stages  
mommy and me yoga  
arts and crafts

#### Childcare (10)

preschool organized by Mono County (2)  
Childcare (2)  
preschool at the elementary site (Lee Vining)  
keep preschool money in Mono County  
funding for daycare providers  
town preschool center/daycare (Mammoth)  
help for childcare outside of IMACA  
subsidized infant care for home providers instead of funding childcare centers

#### Extracurricular education / activities (8)

fine arts, dance: local & free  
outdoor program: hiking, exploration  
community activities  
weekend programming  
parks with shelter from snow  
activities outside of school

## First 5 Mono 2019-24 STRATEGIC PLAN

- new educational toys (2)

### School Readiness (4)

- longer Transitional Kindergarten program (Lee Vining Elementary)
- lending library (Coleville area)
- RAR book bag for kids & parents
- teachers and technology for kids (Mammoth)

### Playgroups (5)

- hold a group in June Lake
- playgroup equipment
- peapod
- bring in new kids
- more hours with more kids

### Other

- spend more time with & motivate kids
- outreach
- CPR class
- For teens:
  - CPR classes
  - Babysitting skills
  - Baking/ cooking club
  - Chess club, after school program

## First 5 Mono 2019-24 STRATEGIC PLAN

### **Appendix 2: Description of Mono County**

Mono County is located south of Lake Tahoe on the eastern side of the Sierra Nevada Mountains. With over 3,000 square miles and a population a bit over 14,000, it is rural in character. The county's only passes linking it to the other side of the mountains typically close through the winter, contributing to its geographic isolation.

While the Latino population increased consistently from 1995-2005, the percentage of Latino families currently remains at about 50% and is concentrated in communities whose economies are tourism-based (Mammoth Lakes, June Lake, and Lee Vining). There are three Paiute Tribes—one without federal recognition—and two American Indian Reservations (in Benton and Bridgeport).

Geographic isolation and limited career opportunities are challenges families in Mono County face. Other challenges include: access to medical specialists, high-quality child care, and preschool in the most rural communities (Benton and Bridgeport).

Collaboration between varied agencies, schools, service providers, businesses, the community and faith organizations is common. The small population facilitates easy communication between groups. Residents are quick to help one another and solve issues facing the community.

Mono County is a strikingly beautiful place. The Sierras offer hiking, fishing, hunting, climbing and skiing. Families have the opportunity to know their neighbors, and enjoy low crime rates.

## First 5 Mono 2019-24 STRATEGIC PLAN

**Appendix 3: Committees and Collaborations**

Below is a list of coalitions, task forces and committees in which First 5 Mono participates that work to promote health and wellness for families in Mono County:

**Breastfeeding Taskforce**

Coordination: Mono County Women Infants and Children (WIC)

Purpose: Planning for breastfeeding support in Mono County

Members from the following agencies:

- First 5 Mono
- Mammoth Hospital Labor and Delivery
- Mono County Women Infants and Children (WIC)

**Child Abuse Prevention Council**

Coordination: Mono County Office of Education

Purpose: Provide a forum for interagency cooperation and coordination in the prevention, detection, treatment, and legal processing of child abuse cases.

Members from the following agencies:

- First 5 Mono
- Inyo Mono Advocates for Community Action
- Mono County Health and Social Services Departments
- Parent and Community Representatives
- Wild Iris

**Child Care Planning Council**

Coordination: Inyo Mono Advocates for Community Action (IMACA)

Purpose: Planning for improvement of child care options in Mono County

Members from the following agencies:

- First 5 Mono
- Mammoth Kids Corner
- Mono County Health Dept.
- Mono County Office of Education
- Mono County Social Services Dept.
- Parents/consumers of child care

**Inter-agency Coordinating Council**

Coordination: Mono County Office of Education

Purpose: Coordinates services for special needs children ages 0-3

Members from the following agencies:

- First 5 Mono
- IMACA
- Kern Regional Center
- Mammoth Hospital
- Mono County Health Dept.
- Mono County Behavioral Health Dept.
- Mono County Office of Education
- Mono County Social Services Dept.

## First 5 Mono 2019-24 STRATEGIC PLAN

### **Oral Health Taskforce**

Coordination: Mono County Health Department

Purpose: Planning for improvement of oral health in Mono County

Members from the following agencies:

- First 5 Mono
- IMACA
- Mammoth Hospital & Clinics
- MCOE School Nurse
- Mono County Health Department
- Mono County WIC
- Sierra Park Dental Clinic

### **Safe Kids California, Mono Partners**

Coordination: Mono County Office of Education

Purpose: Planning for improvement of child safety in Mono County

Members from the following agencies:

- California Highway Patrol
- First 5 Mono
- Mammoth Hospital
- Mammoth Lakes Fire Department
- Mammoth Lakes Police Department
- Mammoth Mountain Ski Area
- Mono County Health Department
- Mono County Office of Education
- Mono County Sheriffs
- State Farm Insurance

### **First 5 Mono Children and Families Commission**

Purpose: Oversee the distribution of First 5 funds to benefit children 0-5

Members from following agencies:

- Mammoth Lakes Housing
- Mono County Behavioral Health
- Mono County Board of Supervisors
- Lee Vining Schools
- Sierra Park Pediatrics
- Mono County Public Health
- Mono County Office of Education

## Appendix IV: Local Resources for Ages 0 to 5

Health, Developmental, & Educational Support		
Mono County Social Services	Apply for Health Insurance (Covered CA & MediCal)	760-924-1770 www.monocounty.ca.gov
Mono County Public Health	Children's Medical Services: free physical examinations for children of low to moderate income; treatments for children with serious medical conditions	760-924-1830 www.monohealth.com
Toiyabe Indian Health Project	Family planning, pediatrics, immunizations, dental care, accepts MediCal	760-873-8461 Bishop 530-495-2100 Coleville www.toiyabe.us
Sierra Park Pediatrics Mammoth Hospital	Well & sick checks, developmental screenings, immunizations; accepts MediCal	760-924-4000 www.mammothhospital.org
Sierra Park Dental Mammoth Hospital	Family dental care with pediatric dental specialists, accepts MediCal	760-924-4007 www.mammothhospital.org
Mammoth Hospital Birthing Classes	Classes covering nutrition, women's health obstetric basics, breastfeeding, pediatrics, and symptoms of postpartum anxiety	760-924-4044 www.mammothhospital.org
WIC - Women, Infants, & Children	Nutrition, health, & breastfeeding help; food assistance for low income families	760-924-4610 www.monohealth.com
First 5 Mono	Free prenatal to age 5 Home Visiting, child development information, breastfeeding assistance, developmental screenings	760-924-7626 www.monokids.org
Hello Sunshine Childbirth Services	Lamaze & newborn care classes, lactation counseling, post partem and birth Doula services	760-914-0060 www.hellosunshinebirth.net
Early Start	Early Intervention, Special Needs Services, ages 0-3, Resource Center	760-924-7382 www.monocoe.org
Great Steps Ahead	Early Intervention, Special Needs Services, ages 0-3	760-934-5726 www.greatstepsahead.squarespace.com
Kern Regional Center	Early Intervention, Developmental Disability Support, ages 0+	760-873-7411 www.kernrc.org
Mono County Office of Education SELPA	Special Education support & related services; ages 3+	760-934-0031 www.monocoe.org
Disabled Sports of the Eastern Sierra	Outdoor experiences for those with physical &/or intellectual disabilities	760-934-0791 www.disabledsportseasternsierra.org
Elementary Schools	Mammoth & Eastern Sierra Unified School Districts offer School Readiness Summer Bridge program for entering Kindergartners	760-932-7443 ESUSD 760-934-7545 MUSD
Mono County Libraries	Weekly Story Times; early literacy program Raising A Reader; MakerSpace activity centers	760-933-2542 Benton 760-932-7482 Bridgeport 530-495-2295 Coleville 760-935-4505 Crowley 760-648-7284 June 760-647-6123 Lee Vining 760-934-4777 Mammoth www.monocolibraries.org

**Nutritional Support**

Community Service Solutions	Nutrition and physical education	530-495-2700 www.csssolutions.org
IMACA - Inyo Mono Advocates for Community Action	Food Pantry, Food Truck, USDA Commodities	760-934-3343 www.imaca.net
WIC - Women, Infants, & Children	Nutrition, health, & breastfeeding help; food assistance for low income families	760-924-4610 www.monohealth.com
Mono County Social Services	Apply for CalFresh (food assistance), Food Pantry	760-924-1770 www.monocounty.ca.gov
Salvation Army	Food Pantry in Mammoth (220 Sierra Manor)	760-872-2124
Mammoth Hospital Nutrition	Nutritional Services: general wellness, weight loss, diabetic support, disease prevention, food allergies	760-934-3311 www.mammothhospital.org

**Social Opportunities & Mental Health Support**

First 5 Mono	Weekly parent-child Peapod Playgroups Café Mom Breastfeeding Support Group	760-924-7626 www.monokids.org
Town of Mammoth Lakes	Toddler Time parent-child Playgroups, Recreation & Summer Camps ages 4+, swim lessons	760-965-3690 www.townofmammothlakes.ca.gov
Mono County Behavioral Health	Mental Health support, counseling, Wellness Center community events, gatherings for socialization & support, accepts MediCal	760-924-1740 800-687-1101 after hour www.monocounty.ca.gov
North Star Counseling	Mental Health support, counseling & therapy	760-924-7926 www.northstar-counseling.org
Tanya Zaleschuk, Licensed Educational Psychologist	Specializing in young children, assessing learning disabilities or issues in school	760-582-7182
Owens Valley Wellness	Specializing in Pediatric psychology; ages 2+	760-920-6210 www.owensvalleywellness.com

**Online Resources**

Mountain mommas!!	Facebook group for Eastern Sierra parents	Facebook page
Buy Sell or Trade in Mammoth or Bishop	Facebook group for buying and selling used goods in the community	Facebook page
Zero to Three	Information on early childhood	www.zerotothree.org
First 5 CA	Information on early childhood ages 0-5	www.first5california.com



**Childcare & Financial Resources**

Mono County Social Services	Apply for CalFresh (food assistance), CalWORKS (cash aid), Health Insurance, Emergency assistance, etc.	760-924-1770 www.monocounty.ca.gov
IMACA - Inyo Mono Advocates for Community Action	Childcare referrals & subsidies, home energy assistance, food Assistance, housing programs	760-934-3343 www.imaca.net
Mammoth Lakes Housing	Rental & home purchase assistance & information	760-934-4740 www.mammothlakeshousing.org
WIC - Women, Infants, & Children	Food assistance for low income families	760-924-4610 www.monohealth.com
Mono County Childcare Council	Promoting quality childcare, information for parents & providers, how to become a childcare provider	760-934-3343 www.monocccc.org
Owens Valley Career Development Center	Tribal TANF (Temporary Assistance for Needy Families), career services, supportive services	760-933-2426 Benton 530-495-1000 Coleville www.ovcdc.com
Mono County Child Support	Seek and learn about child support.	866-901-3212 www.monocounty.ca.gov
All About Kids	Vetted childcare service in Mammoth Lakes and June Lake	530-386-0765 www.allaboutkidsmammoth.com

**Safety & Crisis**

Mono County Office of Education, Safe Kids	Car Seat safety checks & education; kids' bike helmets, life jackets & water safety, home safety devices, carbon monoxide detectors, poison prevention education	760-934-0031 www.monocoe.org
CA Highway Patrol	Car Seat safety checks & education	760-932-7995 www.chp.ca.gov
Mammoth Lakes Police	Car Seat safety checks & education; drug disposal site	760-965-3700 www.townofmammothlakes.ca.gov
Mono County Sheriff	Gun Locks & safety education; Community Alert System	760-932-7549 www.monosheriff.org
State Farm Insurance	Kids' Bike Helmets	760-934-7575
Fire Departments	Carbon Monoxide Detectors	760-934-2300 Mammoth 530-495-2900 Antelope
Wild Iris	Free and confidential support for victims of domestic violence, sexual assault, or child abuse, and their families.	760-934-2491 877-873-7384, 24/7 line www.wild-iris.org
Mono County Child Protective Services	Report child abuse, family preservation and maintenance programs, family reunification	760-924-1770 800-340-5411 www.monocounty.ca.gov
National Child Abuse Hotline	24/7 confidential hotline, crisis intervention, referrals to emergency and social service agencies	800-422-4453 www.childhelp.org

**Organized by First 5 Mono****June 2019**

## Mono County Childcare Needs 2019

	Preschool Age					Infant and Toddler Age				Birth to 5 total	
	1. Total slots needed	2. Existing slots	3. Number of slots needed to fill the need	4. Number of needed slots eligible for State Preschool <70% of state median income		5. Total slots needed	6. Existing slots	7. Number of slots needed to fill the need		8. Slots needed to fill the need	9. Number of needed slots CDBG eligible <80% of county median income
Mammoth Area	204	99	105	74		204	78	126		231	185
Lee Vining/June Lake	22	13	9	6		22	6	16		25	20
Benton, Hamil, & Chalfant	6	10	0	0		6	0	6		6	5
Bridgeport	10	15	0	0		10	0	10		10	8
Coleville/ Walker	38	30	8	6		38	11	27		35	28
<b>County Total</b>	<b>280</b>	<b>167</b>	<b>122</b>	<b>85</b>		<b>280</b>	<b>95</b>	<b>185</b>		<b>307</b>	<b>246</b>

1. Determined by the 5 Year Kinder and transitional Kindergarten average 2014-2018 multiplied by 2, to account for all 3 & 4 year olds. Assuming the need for age specific care for all 3 & 4 year olds.

2. Based on the number of preschool slots in licensed and licence exempt sites.

3. The difference between the existing slots and the number needed for all 3 & 4 year olds to have a preschool slot.

4. The number of slots needed to fill the need multiplied by 70%, the state median income threshold to qualify for State Preschool >\$63,083 for a family of 4

5. Determined by the 5 Year Kinder and transitional Kindergarten average 2014-2018 multiplied by 2.5 and divided by 80%, to account for all 6 month-1 year olds and 1 and 2 year olds with a parent in the workforce (80%, as per the California Childcare Portfolio). Assuming the need for care is for children 6 months and older with all parents in the workforce.

6. Based on the number of infant and toddler slots in licensed and licence exempt sites.

7. The difference between the existing slots and the number needed for 80% of 6 moth to 2 year olds to have a childcare slot.

8. Combination of the remaining needed preschool and infant and toddler slots, same assumptions as for numbers 1 & 5.

9. The number of slots needed to full the need multiplied by 80%, the County median income thrshold to qualify for CDBG >\$62,000 for a family of 4

## Appendix 5: 2019 Childcare Need Assessment Data Compiled by First 5 Mono & Funding Example from Breckenridge

### Municipal Support of Child Care, Breckenridge Example

*Since 2007, the Town of Breckenridge has provided over \$6.5 million to the Tuition Assistance Program to support local families and workforce. Breckenridge recognized that without access to affordable, quality early childhood care and education, parents could not be part of the vital workforce and contribute to the community character the Town desired.— 2016 Child Care Needs Assessment (Tuition Assistance totals through December 2017)*

In 2007 the Council authorized its first formal Needs Assessment. Then working together the Council Housing and Child Care Committee and the stakeholder taskforce created a roadmap for a public-private partnership that would increase capacity, strengthen the financial position of our schools and assure working families had access to quality affordable child care. To increase capacity and meet the need indicated by the burgeoning waitlists one of the first actions for the Council committee was to identify a parcel of Town owned land & commence planning for a new school to provide slots for children who were not able to find space in our existing network. We broke ground in the fall of 2007 and conducted RFP process to bring in a qualified operator to run this new school which created 65 new slots and is now known as Timberline Learning Center. To address the financial challenges our non profit schools had with low tuitions and low salaries we paid off the debts/ mortgages at our partner schools. This enabled them to stabilize their budgets and put those dollars that had been going to their mortgages into a capital reserve fund to insure the schools would have the means to maintain their buildings without having to fundraise for new roofs, hvac systems or other large capital expenses. To address salaries and tuition we created a Tuition Assistance & Salary Supplement Program. This gave an immediate infusion to the schools to raise wages approximately 30% up to \$13.00/hour (2007) with the direction to also raise tuition rates over the next 5 year to cover the true cost of care in order to support those higher more competitive salaries. In order to assure families could still afford the rising tuition cost we created a Tuition Assistance program for local working families who are cost burdened by their monthly child care bill. This needs based cost sharing program provides relief to families who live and/or work in the Upper Blue and are paying more than 13 – 16% of their gross income on childcare. Our program provides tuition assistance covering the gap between what a family can afford and the full daily tuition rate.

(Child Care Initiative 2017-18 Annual Report, page 4)

<https://www.townofbreckenridge.com/home/showdocument?id=16630>

(Childcare Needs Assessment, Town of Breckenridge 2016)

<https://www.townofbreckenridge.com/home/showdocument?id=11462>

## Executive Director

### Annual Performance Evaluation Process FY 2019-20

Activity	Target Date
Commission Chair emails Executive Director's (ED) Goals to Commissioners and solicits input on performance	May 1
Commissioners submit rating and comments on ED's performance on qualitative goals to Commission Chair	May 22, 2020
Commission Chair compiles comments and results from Commissioners	June 5, 2020
Chair sends summary of Commissioner comments, and ratings.	June 12, 2020
Commission discusses in closed session evaluation results, conclusions, and any relevant next steps.	June 19, 2020 Meeting
Commission relays the discussion and conclusion to the ED	June 19, 2020 Meeting

**PART I. BUSINESS GOALS**

<b>GOALS/OBJECTIVES</b>	<b>TIMELINE</b>	<b>STATUS</b>	<b>COMMENTS</b>
1.			
2.			
3.			
4.			
5.			

**PART II. QUALITATIVE GOALS**

	Improvement Needed			Outstanding
1. RELATIONSHIP WITH COMMISSSION	1	2	3	4
QUALITY INDICATORS				
<ul style="list-style-type: none"> <li>Keeps Commission members informed on issues, needs, and operation of the Commission, inclusive of potential problem areas.</li> <li>Interprets and executes the intent of Commission policy.</li> <li>Seeks and accepts constructive criticism of his/her work.</li> <li>Has a harmonious working relationship with all members of the Commission.</li> <li>Offers professional advice to the Commission on items requiring Commission action, with appropriate recommendations based on thorough study and analysis.</li> <li>Develops Commission focus areas and goals with input from all appropriate groups and individuals and reports progress periodically during the year.</li> <li>Organizes, prepares, and implements effective Commission meetings.</li> </ul>				
<b>Comments:</b>				

	Improvement Needed			Outstanding
2. RELATIONSHIP WITH COMMUNITY	1	2	3	4
QUALITY INDICATORS				
<ul style="list-style-type: none"> <li>Presents a positive image of the Commission by participating in community life and affairs.</li> <li>Solicits and gives attention to concerns and opinions of all groups and individuals.</li> <li>Achieves status as a community leader in services for young children.</li> <li>Develops friendly and cooperative relationships with news media. Works effectively with public and private agencies.</li> </ul>				
<b>Comments:</b>				

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	Improvement Needed			Outstanding
3. MANAGEMENT OF COMMISSION AND PERSONNEL	1	2	3	4
QUALITY INDICATORS				
<ul style="list-style-type: none"> <li>Implements a system for the participation of appropriate staff members and groups in planning and procedures.</li> <li>Makes decisions based on Commission policy and acceptable administrative procedures.</li> <li>Develops and executes sound personnel procedures and practices.</li> <li>Delegates authority to staff members appropriate to the position and responsibility.</li> <li>Oversees the systematic evaluation of staff performance, giving commendation for good work as well as constructive suggestions for improvement.</li> <li>Takes an active role in development of salary schedules for all personnel and recommends to the Commission the levels which will best serve the interests of the county within proper budget limitations.</li> </ul>				
<b>Comments:</b>				

	Improvement Needed			Outstanding
4. BUSINESS AND FINANCE	1	2	3	4
QUALITY INDICATORS				
<ul style="list-style-type: none"> <li>Oversees the budgetary process and makes recommendations to keep the Commission fiscally sound.</li> <li>Supervises operations, insisting on competent and efficient performance.</li> <li>Assures the Commission that funds are spent wisely with appropriate control and accounting procedures.</li> <li>Evaluates financial needs and makes recommendations for adequate financing.</li> </ul>				

<b>Comments:</b>
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	Improvement Needed			Outstanding
5. PERSONAL QUALITIES	1	2	3	4
<b>QUALITY INDICATORS</b>				
<ul style="list-style-type: none"> <li>Maintains high standards of ethics, honesty and integrity in all personal and professional matters.</li> <li>Devotes time and energy necessary to carry out the duties of the job effectively and efficiently.</li> <li>Exercises good judgment in decision making.</li> <li>Maintains poise and stability in the full range of professional activities.</li> <li>Demonstrates ability to work well with all individuals and groups.</li> <li>Demonstrates high quality communication skills.</li> <li>Has the respect of professional colleagues and community members.</li> <li>Represents the Commission in a positive professional manner.</li> </ul>				
<b>Comments:</b>				

**PART III. OVERALL PERFORMANCE**

Put an X in the column which best describes overall performance:

DID NOT ACHIEVE	ACHIEVED	EXCEEDED

**SUMMARY OF KEY STRENGTHS:**

-

- 

**AREAS FOR PROFESSIONAL GROWTH:**

- 
- 

**COMMENDATIONS, RECOMMENDATIONS AND/OR GENERAL COMMENTS:**

*Comments:*

**RECOMMENDED SALARY ACTION/CONTRACT ADJUSTMENTS:**

**Commission Chair's Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

**Executive Director's Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

## Emergency Funding Requests

### Policy (to be added as section 8 in the policy and procedure manual)

**In general, such requests are discouraged and in fact should be rare. In most cases, the requestor will first be directed to available regular funding opportunities and processes.**

Some examples of circumstances which would justify an emergency funding request are:

- The sudden/unexpected loss of committed revenue for reasons beyond agency control.
- The sudden increase in budgeted expenses due to circumstances beyond agency control (e.g. larger than anticipated rent increase).
- The sudden increase in demand for services due to external factors.

### CRITERIA FOR EVALUATION:

For those requests which are accepted for review, the following criteria will be used to evaluate their merits:

- The use of the requested funds must measurably advance First 5 Mono Priority Results
- Lack of requested funding must have an immediate negative effect on the 0-5 population, or portion thereof, in Mono.
- The agency/organization requesting funds must have a track record of significant success in delivering services to the 0-5 population.
- Funds may not be requested to augment the budget of a project currently funded through First 5 Mono.
- All funds received under this policy must be spent within one year of the receipt of funds.
- The funds must not supplant existing funds.

### PROCEDURE FOR SUBMITTING EMERGENCY REQUESTS:

The entity making a request must submit a letter of intent that directly addresses the criteria above and indicates the dollars needed and timeline for requested support.

The letter of intent will be reviewed by staff and acted upon within 30 days of receipt. Staff may discuss the letter of intent with the requestor to determine if the situation meets the required criteria and is of such urgency that it should be considered for review.

For requests ***under \$10,000, and should multiple requests be received, not to exceed the budget limit***, the Executive Director may make the determination based solely on the letter of intent (and any conversation with the applicant) and may approve, modify or deny the request.

For requests ***over \$10,000*** an organization must submit the Emergency Funds Request Application which will be reviewed by the Executive Director and the Chair of the Commission Chair. The Chair and Executive Director will make a funding recommendation to the full Commission at its next meeting. The full Commission may then approve, modify, or deny the request.

**General Instructions for  
Emergency Funding Application for Requests over \$10,000:**

- One original and three copies of the application and all attachments must be submitted.
- Applicant must attach proof of 501-c(3).
- Applicant must attach a list of the members of the Board of Directors, including phone numbers.
- The 3 page limit may not be exceeded.
- Applicant may submit letters of support, but are not required to. Letters of support are not included in the page limits.
- Questions and applications should be directed to Molly DesBaillets, Executive Director, Mono Children and Families Commission, 760-9224-7626, email: [mdesbaillets@monocoe.org](mailto:mdesbaillets@monocoe.org)

## Grant Award Notification

<b>GRANTEE NAME AND ADDRESS</b> Mono County Children and Families Commission P.O. Box 130 Mammoth Lakes, CA 93546	<b>CDE GRANT NUMBER</b>			
	<b>FY</b>	<b>PCA</b>	<b>Vendor Number</b>	<b>Suffix</b>
	19	14872	26800	03
<b>Attention</b> Molly DesBaillets, Executive Director	<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>			<b>COUNTY</b>
<b>Program Office</b>	<b>Resource Code</b>		<b>Revenue Object Code</b>	26
<b>Telephone</b> 760-924-7626	5035		8290	<b>INDEX</b>
<b>Name of Grant Program</b> Quality Counts California Equitable Learning Opportunities				0656

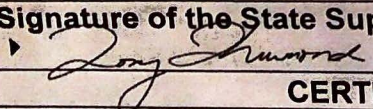
GRANT DETAILS	Original/Prior Amendments	Amendment Amount	Total	Amend. No.	Award Starting Date	Award Ending Date
	\$23,217		\$23,217		1/1/2020	6/30/2020
CFDA Number	Federal Grant Number	Federal Grant Name			Federal Agency	
93.575	G1901CACCCDD G2001CACCCDD	Child Care and Development Fund			USDHHS	

I am pleased to inform you that you have been funded for the fiscal year 2019–20 Quality Counts California Equitable Learning Opportunities Grant.

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:

Helen Toy, Associate Governmental Program Analyst  
California Department of Education  
1430 N Street, Suite 3410  
Sacramento, CA 95814-5901

<b>California Department of Education Contact</b> Helen Toy		<b>Job Title</b> Associate Governmental Program Analyst			
<b>E-mail Address</b> htoy@cde.ca.gov		<b>Telephone</b> 916-324-8296			
<b>Signature of the State Superintendent of Public Instruction or Designee</b> 		<b>Date</b> March 4, 2020			
<b>CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS</b>					
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) in this document or both; and I agree to comply with all requirements as a condition of funding.					
<b>Printed Name of Authorized Agent</b>		<b>Title</b>			
<b>E-mail Address</b>		<b>Telephone</b>			
<b>Signature</b> ▶		<b>Date</b>			



**Presented by**

**Jitasa**

Cassie Strain

Sales Executive

208.287.4777 x 1530

[Cassie.strain@jitasagroup.com](mailto:Cassie.strain@jitasagroup.com)



## Executive Summary

Jitasa is pleased to present First 5 Mono County with the following partnership agreement.

Jitasa is more than just an accounting firm. As a full-service finance and accounting services provider, we are uniquely poised to meet the needs of nonprofits at every stage.

- **We only work with nonprofits**, our experience and efficiency results in significant cost savings for our clients
- **Our service model** allows our clients to receive continuity of service from a fully staffed and knowledgeable nonprofit accounting department at a fraction of the cost
- **We empower our clients**, by providing access the financial tools to make informed decisions and engage your board and donors

In addition, Jitasa has undergone an independent SSAE 18 review (formerly SAS 70), confirming our compliance with all service operation and IT control standards as established by the American Institute of CPAs (AICPA). (A copy of the report is available upon request.)

With hundreds of clients nationwide, Jitasa's solutions are presently at work for the American Museum of Natural History (NY), over 75 Boy Scouts of America Councils, as well as Junior Leagues, Hillel Affiliates, arts organizations, churches and ministry groups, and providers of health & human services, education, youth development programs, and much more.

We are excited for the partnership opportunity with you. Please let us know if you have any questions about the enclosed information, or if any additional detail is needed.



## Organizational Overview

<b>Organization Name</b>	First 5 Mono County
<b>Registered State(s)</b>	California
<b>EIN</b>	TBD
<b>Fiscal Year Ending</b>	June 30 <sup>th</sup>
<b>Current Accounting System</b>	QuickBooks (Desktop)
<b>Average Monthly Transactions</b>	<50
<b>Annual Gross Receipts</b>	\$500K-1M
<b>Revenue Types</b>	State Funding (Prop-10 Disbursements), Grants (9 – Gov't), SPCFA Funding, Interest Income
<b>Custom Grant Reports Required</b>	Monthly Invoicing for Gov't Funding, Monthly/Quarterly Reports (Managed by Client)
<b>Expense &amp; Bill Pay Methods</b>	Invoicing Expenses to County for Direct Payment
<b>Payroll Details</b>	7 via Office of Education – Monthly
<b>Accounts &amp; Software</b>	Checking (County), Credit Card (1), Investment
<b>Audit or Review</b>	Annual Audit – Est. August
<b>Sales &amp; Use Tax</b>	Filings for CC Expenses
<b>990 Type &amp; Last Filing</b>	None Required
<b>Primary Contact Information</b>	Molly DesBaillets, Executive Director e. mdesbaillets@moncoe.org p. 760.924.7626



## Summary of Plans & Services

	Monthly Books & Accounting
<b>Setup &amp; Onboarding</b>	
<b>Onboarding Type: Review/Revise</b>	Jitasa
<b>QuickBooks Online Hosting</b>	Jitasa
<b>Standard Onboarding Services</b>	Jitasa
<i>Analyze Current Activities &amp; Chart of Accounts (COA), Setup Go Forward COA, Assign Client Service Team, Customize Client Procedures</i>	
<b>Accounting Services</b>	
<b>Monthly Accounting</b>	Jitasa
<i>Account Reconciliations, Month Close, Journal Entry, Financial Statement Reporting Package</i>	
<b>Year End Accounting</b>	Jitasa
<i>Year-End Close, 1099 Preparation &amp; Filings, Year-End Reports</i>	
<b>Support Services</b>	Jitasa
<i>Assistance with general nonprofit accounting questions, procedures, and best practices</i>	
<b>Audit Preparation &amp; Support</b>	Jitasa
<b>Bookkeeping Services</b>	
<b>Revenue &amp; Expense Processing</b>	Jitasa
<i>Data entry and appropriate allocation for all revenue and expense transactions</i>	
<b>Payroll Coordination</b>	Jitasa
<i>Compiling time sheets, securing appropriate approvals, submitting data to payroll provider (if needed), collecting and entering detail into QuickBooks Online</i>	
<b>Bill Pay – Invoicing</b>	Jitasa
<i>Preparation of invoices, securing appropriate approvals, and submission to appropriate entity for payment</i>	
<b>Complex Grant Setup &amp; Reporting</b>	Client
<i>Production of complex grant reports per custom requirements</i>	
<b>Manual Donor Management</b>	Not Required
<i>Entry and tracking of donor detail in donor management software outside of QuickBooks Online, generating annual tax receipts/year-end giving statements</i>	
<b>Annual Compliance</b>	
<b>IRS – Form 990 Prep &amp; Filing</b>	Not Required
<b>State Form Prep &amp; Filing</b>	Not Required



## Summary of Fees

### Monthly Service Plans

<b>Recommended Plan – As Reflected on Page 4</b>	<b>Annual Fee</b>	<b>Monthly Payment</b>
Monthly Bookkeeping & Accounting	\$ 10,530.00	\$ 877.50
<b>Historical Bookkeeping &amp; Accounting</b>		<b>One-Time Fee</b>
January 2020 – April 2020		\$ 1,645.00
<b>Eligible Discounts</b>		<b>Amount</b>
Q12020 Promotional Offer: First Month Free <i>Eligible on new agreements submitted to Jitasa on or before March 31, 2020, with a start service date within 90 days</i>		\$ (877.50)

### Tax Preparation & Filing

<b>Federal Form 990 Options</b>	<b>Annual Fee</b>
990 Full Preparation & Filing	\$ 1,700.00
<b>State Filing Options</b>	<b>Annual Fee</b>
CA, NY, MA, NJ, IL - State Form Preparation & Filing (per State)	\$ 300.00
All Other States – Preparation & Filing (per State)	\$ 150.00

Requests for prior year filings will be subject to an additional one-time fee of \$200.00. Historical filings may require extensions to be completed, which Jitasa will file on behalf of the Client. Fees for historical year Federal 990 and State filings will be billed in full upon the commencement of services.

Fees for Federal 990 and State Filing Services will be billed in two equal installments, 50% upon the first month of the Client's subsequent fiscal year, and 50% upon the seventh month of the Client's subsequent fiscal year. Should changes to the Client's annual gross receipts and/or total assets require a change to the specific form 990 to be filed, any related change to the total fee will be applied to the second installment payment. Should the Client choose to not have Jitasa prepare and file the Federal 990, 990-EZ or 990-N after the first installment has been billed, the first installment amount is not refundable.

☐ I authorize Jitasa to complete all future state and federal filings beginning with fiscal year ending \_\_\_\_\_ and continuing on an annual basis thereafter.

☒ First 5 Mono County will manage future tax preparation and filings or is exempt from filings. No additional payment beyond selected bookkeeping and accounting services will be added to our account.



## Deposit & Billing Summary

### Deposit Payment

For services outlined above, the following deposit is processed at time of contract signing via the attached Electronic Funds Transfer (EFT) form:

Amount	Jitasa Services	Notes
\$ 1,645.00	Historical Bookkeeping & Accounting	Full Amount
\$ (877.50)	Eligible Discounts	First Month Free
<b>\$ 767.50</b>	<b>Total Deposit Amount</b>	

### Other Billing

Your regular monthly billing in the amount of \$877.50 will commence billing in May 2020. Historical bookkeeping services for periods not identified on this agreement, or subsequently identified, will be billed at 75% of the fixed monthly Books & Accounting Service fee.

### Start Dates

Last Month Reconciled/Closed by Client:	<u>December 2019</u>
Catch-Up Bookkeeping & Accounting Dates:	<u>January – April 2020</u>
Ongoing Bookkeeping & Accounting Start Date:	<u>May 2020</u>

### Signature

Read, understood, and agreed by:

*SIGNATURES TO BE COMPLETED ONLINE VIA ECHOSIGN SECURE SERVER*

\_\_\_\_\_  
**Molly DesBaillets, Executive Director**  
 First 5 Mono County

\_\_\_\_\_  
**Don Needs, Vice President of Finance**  
 Jitasa

Please be advised that there is currently a two-week waiting period between receiving your signed contract/processing your deposit and being able to begin the onboarding process. We will contact you within two weeks of agreement submission to introduce your Account Manager and arrange your kick-off call.

We look forward to working with you!



## **Jitasa**

### **Service Descriptions and Terms**



## Onboarding & Setup

The Jitasa onboarding approach differs by whether your organization has a pre-existing chart of accounts or is seeking assistance in getting started.

For pre-existing organizations, we will review your existing chart of accounts per nonprofit best practice standards (NCCS Unified Chart of Accounts/UCOA), and if appropriate, restructure your chart of accounts and financial reports to better align to your organization's mission, programs, and to reflect these standards.

For new nonprofits, we use the same criteria to design a comprehensive chart of accounts, tailored to the needs of your organization.

Please refer to “Summary of Services” section for details regarding your specific Onboarding & Setup.

### Approach

Our Account Setup step includes three structured sessions with your Executive Team, to review key organizational information, current financial setup, to-be processes, reporting and other financial information important to your organization.

### Deliverables

- Draft and final proposed chart of accounts (in Excel), utilizing standards outlined in UCOA format
- Input the Chart of Accounts and report templates into hosted accounting software
- Review monthly financial report package
- Completion of the Jitasa Bookkeeping Checklist
- **Scope does not cover the following:** entry, rebooking, reconciliation, or clean-up of historical data

### Client Obligations

- Timely delivery of key financial documents as outlined in the Jitasa Account Setup Checklist
- Review and approve proposed Chart of Accounts, accounting structure, financial report templates



## Books & Accounting Services

### Accounting Services

#### Approach

In providing Accounting services, Jitasa utilizes the following approach:

- Use of an online accounting software to manage books from an offsite location while Client conducts all bookkeeping.
- Once monthly reconciliations completed, generate reports based on accounting system information
- Monthly recap and phone meetings as-needed

#### Deliverables

Based upon relevant documents provided by client, Jitasa completes the following tasks each month:

- Accurate processing of transactions and allocations within our scope of services
  - Creation of a standard monthly reporting package including: Statement of Financial Activity (Income Statement or P&L), Budget vs Actual Reports, & Statement of Financial Position (Balance Sheet)
  - Entry into QuickBooks Online of annual budget created by client, allocated by month and in accordance with Chart of Accounts structure (*Note: Annual Budget creation and/or allocation can be performed by Jitasa at an additional fee*)

### Bookkeeping Services

#### Approach

In providing Bookkeeping services, Jitasa utilizes the following approach:

- Use of an online accounting software to manage books from an offsite location
- Monthly transactional processing and allocations as determined in specific service scope
- Maintain 1099 vendor/contractor details
- Add-On Services include management of: Bill Payments, Accounts Receivable Invoicing, Payroll Coordination and Processing (with Client's payroll provider), and/or Manual Donor Management.

#### Deliverables

Based upon relevant documents provided by client, Jitasa completes the following tasks each month:

- Accurate processing of transactions and allocations within our scope of services
- Prepare, file and issue vendor/contractor 1099's

#### Client Obligations

- Provide Jitasa with relevant documents via scan & email, fax, or postal mail
- Provide Jitasa with information related to the coding of expenses and income
- Provide reasonable turnaround and prompt replies to Jitasa requests for clarification / information



## Federal & State Filing Services

### Scope

- Document preparation and filing of required Federal filing forms will be performed for the client's current fiscal year upon the contract effective date.
- Special notation and billing required if previous fiscal year filings are requested.
- **Scope does not cover the following:** entry, rebooking, reconciliation, or clean-up of historical data
- State filing requirements and preparation/filing cost estimates to be provided during the 990-preparation process.

### Approach

- Review prior year bookkeeping activity, IRS tax filing, and annual audit (if available)
- Complete forms based upon accounting information provided by client
- Submit to client for review and approval
- Submit to the IRS (and appropriate state agencies)

### Deliverables

- Extensions will be filed with the IRS if necessary
- Completed form(s) supplied to client
- Verification the agreed Federal (and State forms, if applicable) were filed



## Terms & Conditions

### Term

This agreement shall begin on the effective date and continue for a period of 24 months unless modified in writing and agreed to by both parties. Thereafter, the agreement will automatically renew for a 12-month term on an annual basis.

### Staffing

A primary Jitasa associate will be assigned to provide client service for the agreed upon scope of services. Primary and secondary accounting associates will be assigned to provide for the needs of the client. Jitasa reserves the right at its sole discretion, and at any time, to reassign the primary or secondary associate for the client.

### Timing

Work for the client will begin within 2 weeks of the contract effective date and receipt of deposit or as otherwise specified. Client will provide timely access to any and/or all key information, which will be essential to the success of timely Jitasa deliverables.

### Fees

The initial fee structure is based upon initial scope discussions with the client as outlined in the Organizational Overview and Summary of Services sections. Jitasa will conduct a plan review on Client account within 90-days of service start date. If inaccurate or falsified client information is identified, Jitasa reserves the right to adjust fees relative to the corrected client information.

Jitasa will conduct semi-annual account reviews to analyze potential increases or decreases to the annual fee resulting from changes to client's organization and activities as outlined in Organizational Overview & Summary Services sections.

### Payment Terms

The annual fee will be billed in twelve equal monthly installments. Payment terms are Net 15. Invoices will be delivered to the client within the first five business days of the month. Client will have 10 days to review the invoice. Invoicing will be considered final on the 15<sup>th</sup> of the month. At that time, payment will be automatically withdrawn from client's bank account via Electronic Funds Transfer (EFT) by Jitasa on the 15<sup>th</sup> of the month. All pricing contained within this contract is contingent on EFT payment. **One Time Projects** including onsite visits, financial analysis projects, and historical tax filings are billed in two equal installments unless otherwise specified. The first installment is invoiced upon commencement of service and collected in the initial deposit. The second installment is invoiced at the end of the first full month of service.

### Host Accounting Software

Unless accounting software is otherwise provided by the client, Jitasa will provide and host all bookkeeping and accounting activities in QuickBooks Online. Upon termination of the Agreement, Jitasa will transfer QuickBooks Online Master Administrative Rights and all related licensing fees to the client.

### Termination for Cause

Either party may seek termination of this Agreement upon notice in writing if the other party defaults on any of its material obligations under this Agreement. The party seeking termination must notify the defaulting party in writing, clearly specifying the details of the default, such that the defaulting party will have thirty (30) days to remedy the default. If the defaulting party fails to remedy the default during that period, the other party may terminate this Agreement by providing sixty (60) day written notice of termination. Upon such notice, and failure to remedy, this Agreement shall terminate on the 60th day subsequent to receipt of the written notice. Jitasa shall continue to perform its obligations under this Agreement during the 60-day notice period if requested by the client, and client shall pay to Jitasa all amounts due and owing to Jitasa for compensation earned up to the date of termination. Within thirty (30) days of receipt of a final invoice, the client shall pay to Jitasa all amounts due and owing to Jitasa for compensation earned up to the date of termination.

### Termination for Convenience

This Agreement may be terminated by either party at any time, for any reason or no reason, upon ninety (90) days prior written notice to the other party. Upon such notice, this Agreement shall terminate on the 90th day subsequent to receipt of the written notice and payment by the terminating party a "termination fee" equal to 50% of the remaining contract term value, due and to be paid upon the termination date. Jitasa shall continue to perform its obligations under this Agreement during the 90-day notice period if requested by the client. Within thirty (30) days of receipt of a final invoice, the client shall pay to Jitasa all amounts due and owing to Jitasa for compensation earned up to the date of termination, including the termination fee.

### Indemnification

Client shall indemnify, defend, and hold harmless Jitasa from and against any and all liability, losses, damages, claims, causes of action and expenses, including, without limitation, reasonable attorney's fees and associated costs, associated with or directly or



indirectly resulting from any act or omission of client, its employees, agents, or independent contractors during the term of this Agreement.

#### **Non - Solicit**

Without written approval from Jitasa, clients are not allowed to solicit for work or hire as employees any Jitasa Associates beginning with the introduction of the Associate to the client, throughout their tenure of work with the client, and for a period of 12 months following cessation of Jitasa services.

#### **Limitation of Liability**

Jitasa's (and its representatives') liability under this agreement, regardless of the form of action, shall not exceed: (a) for services other than services under a service agreement, the price for the service that is the basis for the claim; or (b) for service agreements, the annual agreement price for the service that is the basis for the claim. Neither client nor Jitasa (nor their respective representatives) shall be liable to the other party under this agreement (or otherwise in connection with the services) for any indirect, special, punitive, incidental or consequential damages, or for loss of revenue, time, opportunity or data, whether in an action in contract, tort, service liability, statute, equity or otherwise. Jitasa will issue the client a credit equal to the applicable amount, and such credit will be applied against future services or invoices.

#### **Force Majeure**

Notwithstanding anything else contained in this Agreement, neither party shall be liable for any failure in performing its obligations hereunder if such failure is caused by circumstances beyond its reasonable control including without limitation any delay caused by any act or omission of the other party.

#### **Inflation Adjustment**

After the first year of the Agreement, but no more than annually, Jitasa may adjust the fees by an amount no more than the prior twelve (12)-month increase in the U.S. Bureau of Labor Statistics (BLS) Employment Cost Index (ECI) for "Professional and Business Services (not seasonally adjusted, total compensation)". This adjustment shall be no more than five percent (5%) annually and Customer will be notified by Jitasa at least sixty (60) days prior to any adjustment.

#### **Confidential Information**

Jitasa acknowledges and agrees that any and all information provided to or obtained by Jitasa from the client's officers, directors, or employees or from documentation or by any other means, and the data, information and reports resulting from Jitasa's activities pursuant to this Agreement, is confidential, proprietary and trade secret information belonging to the client. Jitasa agrees to maintain in confidence all such data, information and reports as confidential, proprietary and trade secret information of the client and hereby agrees never to use or disclose said data, information and reports to any third party without the prior written consent of the client. In the event Jitasa should ever receive a subpoena for the records of the client, Jitasa shall notify the client immediately so that the client can determine whether to comply or move to quash such subpoena. This provision regarding proprietary information shall survive the expiration or termination of this Agreement. All confidential and proprietary information provided to Jitasa shall be returned to the client within fifteen (15) days of the client's request or the expiration or termination of this Agreement.

#### **Insurance**

Jitasa agrees to carry and maintain in force at all times during the term of this Agreement the lines of insurance coverage with minimum policy limits as follows: (a) Workers Compensation – Statutory with limits as prescribed by applicable state law and Employment Practices Liability with limits of \$1,000,000.00 per accident and in the aggregate; (b) Commercial General Liability with limits of \$2,000,000.00, combined single limit bodily injury and property damage, per occurrence and in the aggregate; (c) Business Automobile Liability with limits of \$1,000,000.00, combined single limit, each accident; and (d) Professional (Errors and Omissions) liability coverage with a minimum combined single limit of \$1,000,000. Jitasa agrees to provide to Client certificates of insurance evidencing coverage upon "Client's request. That such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought.

#### **Attorney's Fees, Venue and Governing Law**

If an action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs from the non-prevailing party in addition to any other reasonable relief to which it may be entitled. With respect to any suit, action or proceeding arising out of or related to this Agreement, or the documentation related hereto, the parties hereby submit to the jurisdiction and venue of the appropriate court in the County of Ada, State of Idaho for any proceeding arising hereunder, and Idaho law shall apply to all such documents and proceedings.



**Other Terms**

If an action Acts of Jitasa, 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 First 5 or Mono County. Jitasa, 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, Mono County or First 5, except as expressly provided by law. No agent, officer, or employee of First 5 is to be considered an employee of Jitasa. It is understood by both parties that this Agreement shall not, under any circumstances, be construed to create an employer-employee relationship or a joint venture. As an independent contractor:

- ✓ Jitasa is free from the control and direction of First 5 in performing its work, both practically and pursuant to this Agreement, this means that Jitasa shall determine the method, details, and means of performing the work and services to be provided by Jitasa under this Agreement.
- ✓ First 5, the County of Mono and Jitasa acknowledge and agree that Jitasa performs work that is outside the usual course of First 5's and County of Mono's business and that the Jitasa is customarily engaged in an independently established trade, occupation, or business of the same nature as the work performed on behalf of the First 5 pursuant to this Agreement.
- ✓ Jitasa shall be responsible to First 5 only for the requirements and results specified in this Agreement, and except as expressly provided in this Agreement, shall not be subjected First 5's control with respect to the physical action or activities of Jitasa in fulfillment of this Agreement.
- ✓ Jitasa, 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 First 5 or Mono County.



## EFT - COLLECTING PAYMENTS AUTHORIZATION FORM

## Authorization Agreement For Preauthorized Payment (Automated Bank Debit)

I authorize JITASA, INC., located at 1750 W. FRONT STREET, STE 200, BOISE, IDAHO, 83702 hereinafter called COMPANY to initiate debit entries from our checking account from the financial institution listed below.

If any of the below information changes, I will promptly complete a new authorization agreement within 15 days.

Company Name:

Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax : (Optional) \_\_\_\_\_

Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Account Information – Funds will only be debited from a ☒ **Business Checking Account ONLY**

Financial Institution Name:

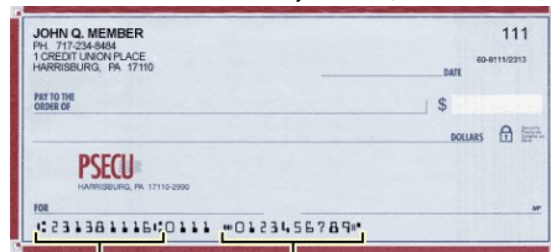
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I authorize Jitasa to withdraw:

☒ Monthly☒ Other Invoices including overages and fixed fee bills**ABA Bank Routing Number (must be 9 numbers)****Account Number** (not to exceed 15 numbers)

I		I			
---	--	---	--	--	--

(Enter the above information from the bottom of your check, do not include the check number)



**ABA ROUTING  
NUMBER**  
*Example: 231381116*

ACCOUNT  
NUMBER  
Example:

This authority is to remain in full force and effect until the "Company" has received written notification from me within 30 days of its termination in such time and in such manner as to afford the "Company" a reasonable opportunity to act on it.

***Signature of Authorized Officer***

Date \_\_\_\_\_

---

*Print First, Middle Initial and Last Name*

Title

JITASA INC. ■ 1750 W FRONT STREET, STE 200 ■ BOISE, IDAHO 83702 ■ 208.287.4777

*The "Company" will retain this document on file. Please notify Jitasa 30 days prior to changing your bank.*

**Bob Gardner**  
Commission Chair  
Mono County Board of  
Supervisors

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

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

**Dr. Tom Boo**  
Mono County Health Officer

**Dr. Kristin Collins**  
Pediatrician  
Mammoth Hospital

**Michelle Raust**  
Program Manager, Child and  
Adult Services  
Mono County Department of  
Social Services

**Patricia Robertson**  
Executive Director  
Mammoth Lakes Housing

March 20, 2020

Christopher Platt  
Mono County Library Director  
Mammoth Lakes Library  
PO Box 1120  
Mammoth Lakes, California 93546

**RE: Fiscal Year 2020-21 Agreement Extension for Raising A Reader Services**

Dear Mr. Platt:

The purpose of this letter is to offer a one year extension of the Agreement between First 5 Mono County and the Mono County Library Authority for the provision of Raising A Reader early literacy services. As provided in Paragraph 4 of the Agreement dated July 1, 2018, the Agreement may be extended for subsequent one-year terms pursuant to the same terms and conditions set forth in the Agreement, by mutual agreement of the Parties. Please sign below to reflect your agreement.

**APPROVED BY:**

**Mono County Children & Families Commission**

**Mono County Library Authority**

By: \_\_\_\_\_  
Commission Chair

By: \_\_\_\_\_  
Christopher Platt

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**County Counsel for Commission**

Attachment: Agreement # CFC-MCLA-18-19 July 1– June 30

March 20, 2020

**Bob Gardner**  
Commission Chair  
Mono County Board of  
Supervisors

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

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

**Dr. Tom Boo**  
Mono County Health Officer

**Dr. Kristin Collins**  
Pediatrician  
Mammoth Hospital

**Michelle Raust**  
Program Manager, Child and  
Adult Services  
Mono County Department of  
Social Services

**Patricia Robertson**  
Executive Director  
Mammoth Lakes Housing

Superintendent Torix  
Eastern Sierra Unified School District  
PO Box 575  
Bridgeport, California 93517

**RE: Fiscal Year 2020-21 Agreement Extension for School Readiness  
Services**

Dear Ms. Torix:

The purpose of this letter is to offer a one year extension of the Agreement between First 5 Mono County and the Eastern Sierra Unified School District for the provision of school readiness services. As provided in Paragraph 4 of the Agreement dated July 1, 2016, the Agreement may be extended for subsequent one-year terms pursuant to the same terms and conditions set forth in the Agreement, by mutual agreement of the Parties. Please sign below to reflect your agreement.

**APPROVED BY:**

**Mono County Children & Families Commission**

**Eastern Sierra Unified School District**

By: \_\_\_\_\_  
*Commission Chair*

By: \_\_\_\_\_  
*Heidi Torix, Superintendent*

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**County Counsel for Commission**

Attachment: Agreement #CFC-ESUSD-16-17 Jul 1-Jun 30

**Bob Gardner**  
Commission Chair  
Mono County Board of  
Supervisors

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

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

**Dr. Tom Boo**  
Mono County Health Officer

**Dr. Kristin Collins**  
Pediatrician  
Mammoth Hospital

**Michelle Raust**  
Program Manager, Child and  
Adult Services  
Mono County Department of  
Social Services

**Patricia Robertson**  
Executive Director  
Mammoth Lakes Housing

March 20, 2020

Superintendent Wildman  
Mammoth Unified School District  
PO Box 3209  
Mammoth Lakes, California 93546

**RE: Fiscal Year 2019-20 Agreement Extension for School Readiness  
Services**

Dear Ms. Wildman:

The purpose of this letter is to offer a one year extension of the Agreement between First 5 Mono County and the Mammoth Unified School District for the provision of school readiness services. As provided in Paragraph 4 of the Agreement dated July 1, 2016, the Agreement may be extended for subsequent one-year terms pursuant to the same terms and conditions set forth in the Agreement, by mutual agreement of the Parties. Please sign below to reflect your agreement.

**APPROVED BY:**

**Mono County Children & Families Commission**

**Mammoth Unified School District**

By: \_\_\_\_\_  
Commission Chair

By: \_\_\_\_\_  
Jennifer Wildman, Superintendent

**APPROVED AS TO FORM:**

\_\_\_\_\_  
County Counsel for Commission

Attachment: Agreement #CFC-MES-16-17 Jul 1-Jun 30

		Adopted Budget	Proposed Budget	Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Prop 10 Tax Revenue	2,925	71,179		
Prop 56 Tax Revenue	-	8,000		
Small County Augmentation	-	270,821		
SMIF (Surplus Money Inv Fund)	-	65		
IMPACT	9,000	80,298		
Region 6 T&TA Hub	-	178,350		
CSPP Block Grant	18,116	18,116		
QRIS Block Grant	-	2,123		
CDE Cert. & Coordination Grant	-	2,625	7,491	4,866
CDBG Administration	3,723	8,721		
CDBG	34,887	232,558		
CAPIT/CBCAP (Home Visiting)	8,501	33,000		
CalWorks HV Initiative	352	20,000		
Mono County Home Visiting	150,000	150,000		
Peapod Program (Prop 63 Funds)	6,715	40,000		
Misc Inc	-	1,000		
Early Learning Opportunities			23,217	23,217
Interest on F5 Mono Fund Bal	4,700	12,000		
<b>Total Income</b>	<b>238,918</b>	<b>1,128,856</b>	<b>1,156,939</b>	<b>28,083</b>
<b>Gross Profit</b>	<b>238,918</b>	<b>1,128,856</b>		
<b>Expense</b>				
<b>Home Visiting (Resource 9037)</b>				
<b>Home Visiting Program</b>				
Director Salary	6,021	14,291	28,582	14,291
Director Benefits	3,463	8,131	16,262	8,131
Home Visitors Salary	47,580	182,000	150,000	(32,000)
Home Visitors Benefits	14,128	57,200	42,200	(15,000)
Admin Assistant Salary	3,596	7,048		
Admin Assistant Benefits	238	1,482		
Office Supplies	1,038	1,310	3,000	1,690
Counseling	-	1,000		
Training & Travel	12,445	28,330		
Basic Needs & Educational Support Materials	6,259	8,500	40,000	31,500
Lactation Counseling/Childbirth	-	600	1,988	1,388
MCOE Indirect	-	27,015		
<b>CalWorks HV Initiative</b>				
Home Visitors Salary	245	10,000		
Home Visitors Benefits	107	4,000		
Affiliate Fees	-	1,650		
Training & Travel	325	2,950		
MCOE Indirect	-	1,400		
<b>Total CalWorks HV Initiative</b>	<b>677</b>	<b>20,000</b>		
<b>Total Home Visiting Program</b>	<b>95,443</b>	<b>356,907</b>	<b>366,907</b>	<b>10,000</b>
<b>Total Home Visiting (Resource 9037)</b>	<b>95,443</b>	<b>356,907</b>		
<b>School Readiness (Resource 9310)</b>				
Director Salary	1,337	3,173		
Director Benefits	769	1,805		
Admin Assistant Salary	3,596	7,928		
Admin Assistant Benefits	238	1,667		

		<b>Adopted Budget</b>	<b>Proposed Budget</b>	<b>Change</b>
Office Supplies/Postage	-	600		
Motorpool	-	100		
MCOE Indirect	-	1,457		
Preschool to K Transition	-	3,000		
Promotional Messaging	390	400		
Early Literacy	-	1,000		
ESUSD Transition to School	7,798	8,675	7,798	(877)
MUSD Transition to School	-	10,000		
Raising A Reader	-	38,000		
<b>Total School Readiness (Resource9310)</b>	<b>14,127</b>	<b>77,805</b>	<b>76,928</b>	<b>(877)</b>
<b>Peapod (Resource 9039)</b>				
Director Salary	1,671	3,966		
Director Benefits	961	2,257		
Admin Assistant Salary	2,856	7,048		
Admin Assistant Benefits	189	1,482		
Peapod Leaders Salary	6,395	21,350	20,350	(1,000)
Peapod Leaders Benefits	1,124	3,800	2,800	(1,000)
Office Supplies	-	50		
Training & Travel	1,067	1,000	3,000	2,000
MCOE Indirect	-	3,990		
<b>Total Peapod (Resource 9039)</b>	<b>14,262</b>	<b>44,943</b>		
<b>Child Care Quality</b>				
<b>IMPACT (Resource 9036)</b>				
Director Salary	3,342	6,733		
Director Benefits	1,922	4,514		
Coordinator Salary	13,341	30,000		
Coordinator Benefits	6,509	14,000		
Early Learning Spec. Salary	1,522	2,500		
Early Learning Spec. Benefits	75	500		
Materials & Supplies	-	700		
Travel	967	600		
Incentives	-	19,000		
Contractual	413	1,500		
Coaching	2,443	-		-
Indirect				-
MCOE Indirect	-	5,825		
First 5 Indirect	-	3,918		
<b>Total Indirect</b>	<b>-</b>	<b>9,743</b>		
<b>Total IMPACT (Resource 9036)</b>	<b>30,534</b>	<b>89,790</b>		
<b>Region 6 T&amp;TA Hub</b>				
<b>Coaching</b>				
Salaries	-	11,450		
Benefits	-	4,800		
<b>Total Coaching</b>	<b>-</b>	<b>16,250</b>		
<b>Materials &amp; Supplies</b>	<b>97</b>	<b>2,860</b>		
<b>Travel</b>	<b>2,490</b>	<b>5,000</b>		
<b>Training</b>	<b>700</b>	<b>11,000</b>		
<b>Contractual</b>	<b>46,948</b>	<b>110,065</b>		
<b>ELNAT</b>	<b>3,200</b>	<b>3,200</b>		
<b>Data System</b>	<b>-</b>	<b>8,250</b>		
<b>Indirect</b>				

		<b>Adopted Budget</b>	<b>Proposed Budget</b>	<b>Change</b>
Director Salary	1,671	3,966		
Director Benefits	961	2,257		
First 5 Indirect	4,038	14,879		
MCOE Indirect	-	623		
<b>Total Indirect</b>	<b>6,670</b>	<b>21,725</b>		
<b>Total Region 6 T&amp;TA Hub</b>	<b>60,106</b>	<b>178,350</b>		
<b>CSPP Block Grant</b>				
Coordinator Salary	844	2,025		
Coordinator Benefits	250	600		
Travel	176	200		
Contractual	-	3,623		
Site Block Grants	-	9,500		
MCOE Indirect	143	1,507		
<b>Total CSPP Block Grant</b>	<b>1,413</b>	<b>17,455</b>		
<b>QRIS Block Grant</b>				
Coordinator Salary	608	1,280	2,025	745
Coordinator Benefits	180	650	600	(50)
Books and Supplies	268		640	640
Incentives			4,000	4,000
MCOE Indirect	-	193	226	33
<b>Total QRIS Block Grant</b>	<b>1,055</b>	<b>2,123</b>	<b>7,491</b>	<b>5,368</b>
<b>CDE Cert. &amp; Coordination Grant</b>	<b>2,625</b>	<b>2,625</b>		
<b>Early Learning Opportunites Grant</b>			<b>23,217</b>	<b>23,217</b>
<b>Total Child Care Quality</b>	<b>95,733</b>	<b>290,343</b>		
<b>Oral Health (Resource 9038)</b>				
Director Salary	668	1,587		
Director Benefits	384	903		
Admin Assistant Benefits	15	1,762		
Admin Assistant Salary	517	370		
Tooth Tutor Salary	857	1,000		
Tooth Tutor Benefits	56	80		
Educational Support Materials	73	50		
MCOE Indirect	-	570		
<b>Total Oral Health (Resource 9038)</b>	<b>2,570</b>	<b>6,322</b>		
<b>Safe Kids Coalition</b>	<b>-</b>	<b>7,000</b>		
<b>CDBG Admin Expense</b>	<b>2,331</b>	<b>8,721</b>		
<b>CDBG-ESUSD</b>	<b>36,278</b>	<b>232,558</b>		
<b>Evaluation</b>	<b>-</b>	<b>1,000</b>		
<b>Emergency Fund</b>			<b>10,000</b>	<b>10,000</b>
<b>Systems Building</b>				
Director Salary	6,684	15,866		
Director Benefits	3,845	9,027		
<b>Total Systems Building</b>	<b>10,528</b>	<b>24,893</b>		
<b>F5 Operations</b>				-
<b>F5 Operations (Resource 9300)</b>				-
Director Salary	10,647	28,546	14,255	(14,291)
Director Benefits	6,110	16,243	8,112	(8,131)
Admin Assistant Salary	8,553	20,262		
Admin Assistant Benefits	566	4,260		
Office Supplies/Postage	2,948	1,500		

		<b>Adopted Budget</b>	<b>Proposed Budget</b>	<b>Change</b>
Promotional Messaging	-	1,000		
Rent	1,283	4,080		
Phones	96	200		
Commissioner Travel	-	100		
Staff Training & Travel	1,274	3,000		
MCOE Indirect	182	9,855		
<b>Total F5 Operations (Resource 9300)</b>	<b>31,660</b>	<b>89,046</b>	<b>66,624</b>	<b>(22,422)</b>
<b>Total F5 Operations</b>	<b>31,660</b>	<b>89,046</b>		
<b>Miscellaneous</b>				
F5 Association Dues	3,163	3,163		
Fiscal Audit	6,270	4,326		
Mono County Counsel	-	1,500		
<b>Total Miscellaneous</b>	<b>9,433</b>	<b>8,989</b>		
<b>Total Expense</b>	<b>312,367</b>	<b>1,148,527</b>	<b>1,173,813</b>	<b>25,286</b>
<b>Net Ordinary Income</b>	<b>(73,449)</b>	<b>(19,671)</b>	<b>(16,874)</b>	<b>2,797</b>
<b>Net Income</b>	<b>(73,449)</b>	<b>(19,671)</b>	<b>(16,874)</b>	<b>2,797</b>

		Adopted Budget	Proposed Budget	Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Prop 10 Tax Revenue	2,925	71,179		
Prop 56 Tax Revenue	-	8,000		
Small County Augmentation	-	270,821		
SMIF (Surplus Money Inv Fund)	-	65		
IMPACT	9,000	80,298		
Region 6 T&TA Hub	-	178,350		
CSPP Block Grant	18,116	18,116		
QRIS Block Grant	-	2,123		
CDE Cert. & Coordination Grant	-	2,625	7,491	4,866
CDBG Administration	3,723	8,721		
CDBG	34,887	232,558		
CAPIT/CBCAP (Home Visiting)	8,501	33,000		
CalWorks HV Initiative	352	20,000		
Mono County Home Visiting	150,000	150,000		
Peapod Program (Prop 63 Funds)	6,715	40,000		
Misc Inc	-	1,000		
Early Learning Opportunities			23,217	23,217
Interest on F5 Mono Fund Bal	4,700	12,000		
<b>Total Income</b>	<b>238,918</b>	<b>1,128,856</b>	<b>1,156,939</b>	<b>28,083</b>
<b>Gross Profit</b>	<b>238,918</b>	<b>1,128,856</b>		
<b>Expense</b>				
<b>Home Visiting (Resource 9037)</b>				
<b>Home Visiting Program</b>				
Director Salary	6,021	14,291	28,582	14,291
Director Benefits	3,463	8,131	16,262	8,131
Home Visitors Salary	47,580	182,000	150,000	(32,000)
Home Visitors Benefits	14,128	57,200	42,200	(15,000)
Admin Assistant Salary	3,596	7,048		
Admin Assistant Benefits	238	1,482		
Office Supplies	1,038	1,310	3,000	1,690
Counseling	-	1,000		
Training & Travel	12,445	28,330		
Basic Needs & Educational Support Materials	6,259	8,500	40,000	31,500
Lactation Counseling/Childbirth	-	600	1,988	1,388
MCOE Indirect	-	27,015		
<b>CalWorks HV Initiative</b>				
Home Visitors Salary	245	10,000		
Home Visitors Benefits	107	4,000		
Affiliate Fees	-	1,650		
Training & Travel	325	2,950		
MCOE Indirect	-	1,400		
<b>Total CalWorks HV Initiative</b>	<b>677</b>	<b>20,000</b>		
<b>Total Home Visiting Program</b>	<b>95,443</b>	<b>356,907</b>	<b>366,907</b>	<b>10,000</b>
<b>Total Home Visiting (Resource 9037)</b>	<b>95,443</b>	<b>356,907</b>		
<b>School Readiness (Resource 9310)</b>				
Director Salary	1,337	3,173		
Director Benefits	769	1,805		
Admin Assistant Salary	3,596	7,928		
Admin Assistant Benefits	238	1,667		

**Budget B**

		<b>Adopted Budget</b>	<b>Proposed Budget</b>	<b>Change</b>
Office Supplies/Postage	-	600		
Motorpool	-	100		
MCOE Indirect	-	1,457		
Preschool to K Transition	-	3,000		
Promotional Messaging	390	400		
Early Literacy	-	1,000		
ESUSD Transition to School	7,798	8,675	7,798	(877)
<del>MUSD Transition to School</del>	-	10,000	-	(10,000)
Raising A Reader	-	38,000		
<b>Total School Readiness (Resource9310)</b>	<b>14,127</b>	<b>77,805</b>	<b>66,928</b>	<b>(10,877)</b>
<b>Peapod (Resource 9039)</b>				
Director Salary	1,671	3,966		
Director Benefits	961	2,257		
Admin Assistant Salary	2,856	7,048		
Admin Assistant Benefits	189	1,482		
Peapod Leaders Salary	6,395	21,350	20,350	(1,000)
Peapod Leaders Benefits	1,124	3,800	2,800	(1,000)
Office Supplies	-	50		
Training & Travel	1,067	1,000	3,000	2,000
MCOE Indirect	-	3,990		
<b>Total Peapod (Resource 9039)</b>	<b>14,262</b>	<b>44,943</b>		
<b>Child Care Quality</b>				
<b>IMPACT (Resource 9036)</b>				
Director Salary	3,342	6,733		
Director Benefits	1,922	4,514		
Coordinator Salary	13,341	30,000		
Coordinator Benefits	6,509	14,000		
Early Learning Spec. Salary	1,522	2,500		
Early Learning Spec. Benefits	75	500		
Materials & Supplies	-	700		
Travel	967	600		
Incentives	-	19,000		
Contractual	413	1,500		
Coaching	2,443	-		-
Indirect				-
MCOE Indirect	-	5,825		
First 5 Indirect	-	3,918		
<b>Total Indirect</b>	<b>-</b>	<b>9,743</b>		
<b>Total IMPACT (Resource 9036)</b>	<b>30,534</b>	<b>89,790</b>		
<b>Region 6 T&amp;TA Hub</b>				
<b>Coaching</b>				
Salaries	-	11,450		
Benefits	-	4,800		
<b>Total Coaching</b>	<b>-</b>	<b>16,250</b>		
<b>Materials &amp; Supplies</b>	<b>97</b>	<b>2,860</b>		
<b>Travel</b>	<b>2,490</b>	<b>5,000</b>		
<b>Training</b>	<b>700</b>	<b>11,000</b>		
<b>Contractual</b>	<b>46,948</b>	<b>110,065</b>		
<b>ELNAT</b>	<b>3,200</b>	<b>3,200</b>		
<b>Data System</b>	<b>-</b>	<b>8,250</b>		
<b>Indirect</b>				

		Adopted Budget	Proposed Budget	Change
Director Salary	1,671	3,966		
Director Benefits	961	2,257		
First 5 Indirect	4,038	14,879		
MCOE Indirect	-	623		
Total Indirect	6,670	21,725		
Total Region 6 T&TA Hub	60,106	178,350		
CSPP Block Grant				
Coordinator Salary	844	2,025		
Coordinator Benefits	250	600		
Travel	176	200		
Contractual	-	3,623		
Site Block Grants	-	9,500		
MCOE Indirect	143	1,507		
Total CSPP Block Grant	1,413	17,455		
QRIS Block Grant				
Coordinator Salary	608	1,280	2,025	745
Coordinator Benefits	180	650	600	(50)
Books and Supplies	268		640	640
Incentives			4,000	4,000
MCOE Indirect	-	193	226	33
Total QRIS Block Grant	1,055	2,123	7,491	5,368
CDE Cert. & Coordination Grant	2,625	2,625		
Early Learning Opportunites Grant			23,217	23,217
Total Child Care Quality	95,733	290,343		
Oral Health (Resource 9038)				
Director Salary	668	1,587		
Director Benefits	384	903		
Admin Assistant Benefits	15	1,762		
Admin Assistant Salary	517	370		
Tooth Tutor Salary	857	1,000		
Tooth Tutor Benefits	56	80		
Educational Support Materials	73	50		
MCOE Indirect	-	570		
Total Oral Health (Resource 9038)	2,570	6,322		
Safe Kids Coalition	-	7,000		
CDBG Admin Expense	2,331	8,721		
CDBG-ESUSD	36,278	232,558		
Evaluation	-	1,000		
Emergency Fund			28,675	28,675
Systems Building				
Director Salary	6,684	15,866		
Director Benefits	3,845	9,027		
Total Systems Building	10,528	24,893		
F5 Operations				-
F5 Operations (Resource 9300)				-
Director Salary	10,647	28,546	14,255	(14,291)
Director Benefits	6,110	16,243	8,112	(8,131)
Admin Assistant Salary	8,553	20,262		
Admin Assistant Benefits	566	4,260		
Office Supplies/Postage	2,948	1,500		

		<b>Adopted Budget</b>	<b>Proposed Budget</b>	<b>Change</b>
Promotional Messaging	-	1,000		
Rent	1,283	4,080		
Phones	96	200		
Commissioner Travel	-	100		
Staff Training & Travel	1,274	3,000		
MCOE Indirect	182	9,855		
<b>Total F5 Operations (Resource 9300)</b>	<b>31,660</b>	<b>89,046</b>	<b>66,624</b>	<b>(22,422)</b>
<b>Total F5 Operations</b>	<b>31,660</b>	<b>89,046</b>		
<b>Miscellaneous</b>				
F5 Association Dues	3,163	3,163		
Fiscal Audit	6,270	4,326		
Mono County Counsel	-	1,500		
<b>Total Miscellaneous</b>	<b>9,433</b>	<b>8,989</b>		
<b>Total Expense</b>	<b>312,367</b>	<b>1,148,527</b>	<b>1,182,488</b>	<b>33,961</b>
<b>Net Ordinary Income</b>	<b>(73,449)</b>	<b>(19,671)</b>	<b>(25,549)</b>	<b>(5,878)</b>
<b>Net Income</b>	<b>(73,449)</b>	<b>(19,671)</b>	<b>(25,549)</b>	<b>(5,878)</b>

**Budget C**

		<b>Adopted Budget</b>	<b>Proposed Budget</b>	<b>Change</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Prop 10 Tax Revenue	2,925	71,179		
Prop 56 Tax Revenue	-	8,000		
Small County Augmentation	-	270,821		
SMIF (Surplus Money Inv Fund)	-	65		
IMPACT	9,000	80,298		
Region 6 T&TA Hub	-	178,350		
CSPP Block Grant	18,116	18,116		
QRIS Block Grant	-	2,123		
CDE Cert. & Coordination Grant	-	2,625	7,491	4,866
CDBG Administration	3,723	8,721		
CDBG	34,887	232,558		
CAPIT/CBCAP (Home Visiting)	8,501	33,000		
CalWorks HV Initiative	352	20,000		
Mono County Home Visiting	150,000	150,000		
Peapod Program (Prop 63 Funds)	6,715	40,000		
Misc Inc	-	1,000		
Early Learning Opportunities			23,217	23,217
Interest on F5 Mono Fund Bal	4,700	12,000		
<b>Total Income</b>	<b>238,918</b>	<b>1,128,856</b>	<b>1,156,939</b>	<b>28,083</b>
<b>Gross Profit</b>	<b>238,918</b>	<b>1,128,856</b>		
<b>Expense</b>				
<b>Home Visiting (Resource 9037)</b>				
<b>Home Visiting Program</b>				
Director Salary	6,021	14,291	28,582	14,291
Director Benefits	3,463	8,131	16,262	8,131
Home Visitors Salary	47,580	182,000	150,000	(32,000)
Home Visitors Benefits	14,128	57,200	42,200	(15,000)
Admin Assistant Salary	3,596	7,048		
Admin Assistant Benefits	238	1,482		
Office Supplies	1,038	1,310	3,000	1,690
Counseling	-	1,000		
Training & Travel	12,445	28,330		
Basic Needs & Educational Support Materials	6,259	8,500	40,000	31,500
Lactation Counseling/Childbirth	-	600	1,988	1,388
MCOE Indirect	-	27,015		
<b>CalWorks HV Initiative</b>				
Home Visitors Salary	245	10,000		
Home Visitors Benefits	107	4,000		
Affiliate Fees	-	1,650		
Training & Travel	325	2,950		
MCOE Indirect	-	1,400		
<b>Total CalWorks HV Initiative</b>	<b>677</b>	<b>20,000</b>		
<b>Total Home Visiting Program</b>	<b>95,443</b>	<b>356,907</b>	<b>366,907</b>	<b>10,000</b>
<b>Total Home Visiting (Resource 9037)</b>	<b>95,443</b>	<b>356,907</b>		
<b>School Readiness (Resource 9310)</b>				
Director Salary	1,337	3,173		
Director Benefits	769	1,805		
Admin Assistant Salary	3,596	7,928		
Admin Assistant Benefits	238	1,667		

		Adopted Budget	Proposed Budget	Change
Office Supplies/Postage	-	600		
Motorpool	-	100		
MCOE Indirect	-	1,457		
Preschool to K Transition	-	3,000		
Promotional Messaging	390	400		
Early Literacy	-	1,000		
ESUSD Transition to School	7,798	8,675	7,798	(877)
<del>MUSD Transition to School</del>	-	10,000	-	(10,000)
Raising A Reader	-	38,000		
<b>Total School Readiness (Resource9310)</b>	<b>14,127</b>	<b>77,805</b>	<b>66,928</b>	<b>(10,877)</b>
<b>Peapod (Resource 9039)</b>				
Director Salary	1,671	3,966		
Director Benefits	961	2,257		
Admin Assistant Salary	2,856	7,048		
Admin Assistant Benefits	189	1,482		
Peapod Leaders Salary	6,395	21,350	20,350	(1,000)
Peapod Leaders Benefits	1,124	3,800	2,800	(1,000)
Office Supplies	-	50		
Training & Travel	1,067	1,000	3,000	2,000
MCOE Indirect	-	3,990		
<b>Total Peapod (Resource 9039)</b>	<b>14,262</b>	<b>44,943</b>		
<b>Child Care Quality</b>				
<b>IMPACT (Resource 9036)</b>				
Director Salary	3,342	6,733		
Director Benefits	1,922	4,514		
Coordinator Salary	13,341	30,000		
Coordinator Benefits	6,509	14,000		
Early Learning Spec. Salary	1,522	2,500		
Early Learning Spec. Benefits	75	500		
Materials & Supplies	-	700		
Travel	967	600		
Incentives	-	19,000		
Contractual	413	1,500		
Coaching	2,443	-		-
Indirect				-
MCOE Indirect	-	5,825		
First 5 Indirect	-	3,918		
<b>Total Indirect</b>	<b>-</b>	<b>9,743</b>		
<b>Total IMPACT (Resource 9036)</b>	<b>30,534</b>	<b>89,790</b>		
<b>Region 6 T&amp;TA Hub</b>				
<b>Coaching</b>				
Salaries	-	11,450		
Benefits	-	4,800		
<b>Total Coaching</b>	<b>-</b>	<b>16,250</b>		
Materials & Supplies	97	2,860		
Travel	2,490	5,000		
Training	700	11,000		
Contractual	46,948	110,065		
ELNAT	3,200	3,200		
Data System	-	8,250		
Indirect				

		Adopted Budget	Proposed Budget	Change
Director Salary	1,671	3,966		
Director Benefits	961	2,257		
First 5 Indirect	4,038	14,879		
MCOE Indirect	-	623		
Total Indirect	6,670	21,725		
Total Region 6 T&TA Hub	60,106	178,350		
CSPP Block Grant				
Coordinator Salary	844	2,025		
Coordinator Benefits	250	600		
Travel	176	200		
Contractual	-	3,623		
Site Block Grants	-	9,500		
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QRIS Block Grant				
Coordinator Salary	608	1,280	2,025	745
Coordinator Benefits	180	650	600	(50)
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Total QRIS Block Grant	1,055	2,123	7,491	5,368
CDE Cert. & Coordination Grant	2,625	2,625		
Early Learning Opportunites Grant			23,217	23,217
Total Child Care Quality	95,733	290,343		
Oral Health (Resource 9038)				
Director Salary	668	1,587		
Director Benefits	384	903		
Admin Assistant Benefits	15	1,762		
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Tooth Tutor Benefits	56	80		
Educational Support Materials	73	50		
MCOE Indirect	-	570		
Total Oral Health (Resource 9038)	2,570	6,322		
Safe Kids Coalition	-	7,000		
CDBG Admin Expense	2,331	8,721		
CDBG-ESUSD	36,278	232,558		
Evaluation	-	1,000		
Systems Building				
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Total Systems Building	10,528	24,893		
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Admin Assistant Salary	8,553	20,262		
Admin Assistant Benefits	566	4,260		
Office Supplies/Postage	2,948	1,500		
Promotional Messaging	-	1,000		

		<b>Adopted Budget</b>	<b>Proposed Budget</b>	<b>Change</b>
Rent	1,283	4,080		
Phones	96	200		
Commissioner Travel	-	100		
Staff Training & Travel	1,274	3,000		
MCOE Indirect	182	9,855		
<b>Total F5 Operations (Resource 9300)</b>	<b>31,660</b>	<b>89,046</b>	<b>66,624</b>	<b>(22,422)</b>
<b>Total F5 Operations</b>	<b>31,660</b>	<b>89,046</b>		
<b>Miscellaneous</b>				
F5 Association Dues	3,163	3,163		
Fiscal Audit	6,270	4,326		
Mono County Counsel	-	1,500		
<b>Total Miscellaneous</b>	<b>9,433</b>	<b>8,989</b>		
<b>Total Expense</b>	<b>312,367</b>	<b>1,148,527</b>	<b>1,153,813</b>	<b>5,286</b>
<b>Net Ordinary Income</b>	<b>(73,449)</b>	<b>(19,671)</b>	<b>3,126</b>	<b>22,797</b>
<b>Net Income</b>	<b>(73,449)</b>	<b>(19,671)</b>	<b>3,126</b>	<b>22,797</b>