



Special Commission Meeting

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/97386717962>, 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. 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. 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)

June 8, 2020, 9:00-9:30 a.m.

The meeting can be accessed through

<https://zoom.us/j/97386717962> or by phone at: 669-900-9128, Meeting ID: 973 8671 7962

- 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)**
4. **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. **2015-2022 IMPACT Local Area Agreement Amendment from First 5 California:** not to exceed **\$331,713**, an increase of \$12,500 in incentive layer funds, for the provision of quality improvement activities for child care. **(ACTION)**

Basic Needs Funding

- b. **April 12, 2020-June 30, 2020 Family Resource Center Relief Fund from the California Family Resource Association:** not to exceed **\$3,720** for the provision of grocery cards to support 40 families with children prenatal through age 5 facing economic hardship due to the COVID-19 pandemic. **(ACTION)**

5. **Budget Revision** The Commission will consider adopting the proposed budget revision. **(ACTION)**

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).



MEMORANDUM OF UNDERSTANDING

MOU#: COVID-413-70

Funding Period
April 13, 2020 –June 30, 2020
COVID-19 California Family Resource Center Relief Fund

OVERVIEW

Family Resource Centers (FRCs) are uniquely positioned for rapid response to COVID-19. The California Family Resource Association (CFRA), an association of Prevent Child Abuse California (PCA CA), will work cooperatively with the California statewide network of FRCs to address the needs of the most vulnerable children and families in the State of California. With funding from the California Department of Social Services (CDSS), CFRA will serve as the lead agency and fiscal agent, provide programmatic oversight and coordinate the distribution of financial assistance to FRCs who will support families during California's mandated shelter-in-place order to ensure the safety of children and the well-being of families.

Organizations eligible for funding will include Family Resource Centers as defined by SB 436, "...an entity providing family-centered and family-strengthening services that are embedded in communities, culturally sensitive, and include cross-system collaboration to assist in transforming families and communities through reciprocity and asset development based on impact-driven and evidence-informed approaches with the goal of preventing child abuse and neglect and strengthening children and families. A family resource center may be located in, or administered by, different entities, including, but not limited to, a local educational agency, a community resource center, or a neighborhood resource center."

The purpose of the fund will be to address family needs and maintain continuity of services and operations during the COVID-19 crisis, with the understanding that there was a gap in prevention services and supports for families prior to COVID-19 that have been exacerbated by the COVID-19 virus. These funds are intended to help fill that gap and address the added stressors and dangers to children and families under the current conditions of isolation, health risks, and economic loss. FRCs play a critical role in preventing child abuse and neglect, strengthening children and families, and connecting families to an array of county support systems of care. During the COVID 19 pandemic and afterward, families need to be connected to community supports in spite of the stay at home order. "Social connections" is one of the most important of the protective factors that we can provide to our most vulnerable children and families.

CFRA funds to FRCs will provide direct support and services to families in need, including:

- Material items (e.g., food, diapers, cleaning supplies);
- Assistance with isolation needs (e.g., one-time costs for telehealth and remote case management technologies, staff time to provide phone/virtual home visits, connections through social media);
- Parenting resources (e.g., adaptations of parent education);
- Staff time to help link families to other local, state, and federal supports and benefits (e.g. food, housing, etc.); and
- Emergency funds to support the continued operation of FRCs and/or FRC Networks.

The FRC acknowledges that CFRA may, at its sole discretion, discontinue, modify or withhold project payments made under this Agreement if it determines that such action is necessary. The FRC acknowledges that failure to use the project funds as prescribed can result in cancellation of this Agreement by CFRA, the forfeiture by the FRC of any remaining CFRA project funds and the

requirement that the FRC refund to CFRA any project funds already spent in a manner other than as described in this Agreement within 30 days of receipt of a written termination notice.

FRC hereby acknowledges that it understands that this funding from CFRA is for the time period beginning April 13, 2020 and ending June 30, 2020 and additional funding is not implied nor guaranteed by this Agreement. The only commitment implied herein is for project funding in the amount based on CFRA funding to fund the award for the project in this Agreement. CFRA will provide the FRC with written notice of any changes in project funding at least 30 days in advance of making any such changes.

FRC hereby agrees to notify CFRA in writing in advance of any proposed changes, including but not limited to the services provided under this Agreement, the locations where the services are provided, populations to be served and, or the number of individuals to be served. The FRC hereby acknowledges that it must receive written permission from CFRA before implementing such changes. Failure to do so could result in withholding of project payments made under this Agreement.

TERMS OF MOU

I. FRC PROVISION OF SERVICES

The FRC agrees to support families at-risk during California's mandated shelter-in-place by providing an array of support to address service delivery gaps by providing direct support and services to families in need, including:

- Material items (e.g., food, diapers, cleaning supplies);
- Assistance with isolation needs (e.g., one-time costs for telehealth and remote case management technologies, staff time to provide phone/virtual home visits, connections through social media);
- Parenting resources (e.g., adaptations of parent education);
- Staff time to help link families to other local, state, and federal supports and benefits (e.g. food, housing, etc.); and
- Emergency funds to support the continued operation of FRCs and/or FRC Networks.

II. ROLE of CFRA

CFRA will perform the following activities related to the distribution of COVID-19 FRC Relief Funds:

- A.** Develop procedures and application materials for a fund for FRCs;
- B.** Create and distribute a Notice of Funding Availability and funding application for FRCs;
- C.** Develop and execute a rubric for application review;
- D.** Review applications submitted and select participating FRCs and/or FRC Networks,
- E.** Distribute funds according to timely and equitable standards and procedures;
- F.** Develop and execute Memoranda of Understanding (MOUs) with recipient FRCs;
- G.** Monitor FRC and/or FRC Networks' compliance with project requirements and MOUs;
- H.** Develop data measurements for fund recipients to document the usage of funds and numbers of families served.
- I.** Develop and define data measurements, data collection tools for fund recipients to document the usage of funds and numbers of families serve and disseminate to FRCs and/or FRC Networks a data collection platform;
- J.** Within the context of CFRA's own in-house expertise and capabilities, provide appropriate technical assistance, if needed, to the FRC for building or expanding its capacity as a high-performing organization or collaboration;
- K.** Market the project throughout the state, highlighting the services provided and results achieved by the FRC;
- L.** Assuming satisfactory or better performance by participating FRCs, and upon request by those agencies, provide references for the agency to other funders (i.e., foundations, governmental agencies and corporations).

III. PROVISIONS

In addition to providing the services to support children and families during COVID-19, FRC will be accountable for providing the following during the timeframe covered by this agreement:

- A. Fiscal Agent** FRC shall act as the fiscal agent for its assigned responsibilities under this Agreement and, if other organizations are incorporated into the process with CFRA's written approval, shall allocate all project funds as mutually agreed upon.
- B. Data Collection** FRC agrees to utilize the identified CFRA data collection platform, which will be provided for free by CFRA, to allocate funds and track results for the duration of the grant.
- C. Reporting** FRC agrees to provide all required reports, including reports on process and results, in an accurate and timely manner. This includes reporting results produced by any "sub-contracting" organizations.

IV. PAYMENT PROVISIONS

- A.** The maximum amount payable under this Agreement shall not exceed \$3,720. Upon execution of this MOU, an initial advance payment will be issued to FRC in the amount equivalent to 75% of the FRC's total funding. The remaining 25% of the amount payable will be issued within 5 days of receiving and approval of a final invoice and reporting.

| | | |
|---------|---------|------------------------------------------------------------|
| 2019/20 | \$2,790 | Paid within 5 days of executed MOU |
| 2019/20 | \$930 | Paid within 5 days of approved invoice and data submission |

- B.** For services satisfactorily rendered, and upon receipt and approval of invoice(s), CFRA agrees to pay the FRC for said services in accordance with the rates specified in EXHIBIT B.
- C.** Signed invoices shall be submitted to CFRA for payment to: PSMITH@THECAPCENTER.ORG

V. TERMS AND CONDITIONS

FRC and CFRA agree to the terms and conditions for funding the work described in this Agreement:

| | |
|--------------------|-----------------------------|
| Lead Agency: | First 5 Mono County |
| Primary Contact: | Molly DesBaillets |
| Secondary Contact: | Lara Walker |
| Phone: | (760) 924-7626 |
| Email: | mdesbaillets@monocoe.org |
| Street Address: | 365 Sierra Park Rd. Bldg. M |
| City, State, Zip: | Mammoth Lakes, CA 93546 |

Project Period: April 13, 2020 to June 30, 2020.

VI. GOAL SETTING AND REPORTING PROCEDURES

- A.** FRC agrees to work with CFRA to establish reasonable, measurable outcomes to help determine the effectiveness of the project.

VII. PROHIBITED EXPENSES

- A.** Capital Expenses (any expense \$5000 or more to buy, maintain or improve fixed assets such as buildings, vehicles, equipment or land) are not allowed.
- B.** Expenses incurred outside the project period are not allowed.

VIII. MISCELLANEOUS

- A.** FRC agrees to continue to maintain its eligibility for this project funding during the entire period covered by this Agreement. This includes, but is not limited to, maintaining its status as an organization qualified under 501 (c)(3) of the Internal Revenue Code, State of California Nonprofit registration, and maintaining its principal place of operation within California.

- B.** CFRA cannot accept legal responsibility for the project. Accordingly, the FRC agrees to indemnify and hold harmless CFRA from any and all liability which may be incurred in connection with the FRC's participation in and administration of this project. The FRC shall obtain and keep in force for the term of this MOU, comprehensive general liability insurance in an amount not less than \$1 million per occurrence insuring against bodily injury, personal injury and property damage. The FRC shall name CFRA as an additional insured party for the comprehensive general liability insurance and is responsible for guaranteeing that a copy of the Certificate of Insurance is submitted to the CFRA with this MOU.

IX. CERTIFICATION

I, the authorized representative of the First 5 Mono County certify in good faith, by initialing, that I agree to all terms and conditions as outlined in the Standard Agreement attached to this MOU.

X. SIGNATORIES

In witness whereof, this MOU has been executed by the parties hereto.

A. *First 5 Mono County*

Printed Name

Title

Signature

Date

B. *California Family Resource Association*

Sheila Boxley

Printed Name

President & Chief Executive Officer

Title

Signature

Date

| | Adopted Budget 5.29.20 | Proposed Changes | Difference |
|---------------------------------------------|------------------------------|---------------------|------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Prop 10 Tax Revenue | 71,179 | | |
| Prop 56 Tax Revenue | 8,000 | | |
| Small County Augmentation | 270,821 | | |
| SMIF (Surplus Money Inv Fund) | 65 | | |
| IMPACT | 80,298 | 92,798 | 12,500 |
| Region 6 T&TA Hub | 178,350 | | |
| CSPP Block Grant | 18,116 | | |
| QRIS Block Grant | 2,123 | | |
| CDE Cert. & Coordination Grant | 7,491 | | |
| CDBG Administration | 8,721 | | |
| CDBG | 232,558 | | |
| CAPIT/CBCAP (Home Visiting) | 33,000 | | |
| CalWorks HV Initiative | 20,000 | | |
| Mono County Home Visiting | 150,000 | | |
| Peapod Program (Prop 63 Funds) | 40,000 | | |
| Misc Inc | 1,000 | 4,720 | 3,720 |
| Early Learning Opportunities | 23,217 | | |
| Interest on F5 Mono Fund Bal | 12,000 | | |
| Total Income | <u>1,156,939</u> | 1,173,159 | 16,220 |
| Gross Profit | 1,156,939 | 1,173,159 | 16,220 |
| Expense | | | |
| Home Visiting (Resource 9037) | | | |
| Home Visiting Program | | | |
| Director Salary | 28,582 | | |
| Director Benefits | 16,262 | | |
| Home Visitors Salary | 150,000 | | |
| Home Visitors Benefits | 42,200 | | |
| Admin Assistant Salary | 7,048 | | |
| Admin Assistant Benefits | 1,482 | | |
| Office Supplies | 3,000 | | |
| Counseling | 1,000 | | |
| Training & Travel | 28,330 | | |
| Basic Needs & Educational Support Materials | 40,000 | | |
| Lactation Counseling/Childbirth | 1,988 | | |
| MCOE Indirect | 27,015 | | |
| CalWorks HV Initiative | | | |
| Home Visitors Salary | 10,000 | | |
| Home Visitors Benefits | 4,000 | | |
| Affiliate Fees | 1,650 | | |
| Training & Travel | 2,950 | | |
| MCOE Indirect | 1,400 | | |
| Total CalWorks HV Initiative | <u>20,000</u> | | |
| Total Home Visiting Program | <u>366,907</u> | | |
| Total Home Visiting (Resource 9037) | 366,907 | | |
| School Readiness (Resource 9310) | | | |
| Director Salary | 3,173 | | |
| Director Benefits | 1,805 | | |
| Admin Assistant Salary | 7,928 | | |
| Admin Assistant Benefits | 1,667 | | |
| Office Supplies/Postage | 600 | | |
| Motorpool | 100 | | |
| MCOE Indirect | 1,457 | | |
| Preschool to K Transition | 3,000 | | |
| Promotional Messaging | 400 | | |
| Early Literacy | 1,000 | | |
| ESUSD Transition to School | 7,798 | | |
| Raising A Reader | <u>38,000</u> | | |

| | | | |
|----------------------------------------------|----------------|---------|--------|
| Total School Readiness (Resource9310) | 66,928 | | |
| Peapod (Resource 9039) | | | |
| Director Salary | 3,966 | | |
| Director Benefits | 2,257 | | |
| Admin Assistant Salary | 7,048 | | |
| Admin Assistant Benefits | 1,482 | | |
| Peapod Leaders Salary | 20,350 | | |
| Peapod Leaders Benefits | 2,800 | | |
| Office Supplies | 50 | | |
| Training & Travel | 3,000 | | |
| MCOE Indirect | 3,990 | | |
| Total Peapod (Resource 9039) | <u>44,943</u> | | |
| Child Care Quality | | | |
| IMPACT (Resource 9036) | | | |
| Director Salary | 6,733 | | |
| Director Benefits | 4,514 | | |
| Coordinator Salary | 30,000 | | |
| Coordinator Benefits | 14,000 | | |
| Early Learning Spec. Salary | 2,500 | | |
| Early Learning Spec. Benefits | 500 | | |
| Materials & Supplies | 700 | | |
| Travel | 600 | | |
| Incentives | 19,000 | 31,500 | 12,500 |
| Contractual | 1,500 | | |
| Coaching | - | | |
| Indirect | | | |
| MCOE Indirect | 5,825 | | |
| First 5 Indirect | 3,918 | | |
| Total Indirect | <u>9,743</u> | | |
| Total IMPACT (Resource 9036) | <u>89,790</u> | 102,290 | 12,500 |
| Region 6 T&TA Hub | | | |
| Coaching | | | |
| Salaries | 11,450 | | |
| Benefits | 4,800 | | |
| Total Coaching | <u>16,250</u> | | |
| Materials & Supplies | 2,860 | | |
| Travel | 5,000 | | |
| Training | 11,000 | | |
| Contractual | 110,065 | | |
| ELNAT | 3,200 | | |
| Data System | 8,250 | | |
| Indirect | | | |
| Director Salary | 3,966 | | |
| Director Benefits | 2,257 | | |
| First 5 Indirect | 14,879 | | |
| MCOE Indirect | 623 | | |
| Total Indirect | <u>21,725</u> | | |
| Total Region 6 T&TA Hub | <u>178,350</u> | | |
| CSPP Block Grant | | | |
| Coordinator Salary | 2,025 | | |
| Coordinator Benefits | 600 | | |
| Travel | 200 | | |
| Contractual | 3,623 | | |
| Site Block Grants | 9,500 | | |
| MCOE Indirect | 1,507 | | |
| Total CSPP Block Grant | <u>17,455</u> | | |
| QRIS Block Grant | | | |
| Coordinator Salary | 2,025 | | |
| Coordinator Benefits | 600 | | |
| Books and Supplies | 640 | | |
| Incentives | 4,000 | | |
| MCOE Indirect | 226 | | |

| | | | | |
|--|--------------------------------------------|------------------------|------------------------|---------------------|
| | Total QRIS Block Grant | 7,491 | | |
| | CDE Cert. & Coordination Grant | 2,625 | | |
| | Early Learning Opportunitites G | <u>23,217</u> | | |
| | Total Child Care Quality | 318,928 | | |
| | Oral Health (Resource 9038) | | | |
| | Director Salary | 1,587 | | |
| | Director Benefits | 903 | | |
| | Admin Assistant Benefits | 1,762 | | |
| | Admin Assistant Salary | 370 | | |
| | Tooth Tutor Salary | 1,000 | | |
| | Tooth Tutor Benefits | 80 | | |
| | Educational Support Materials | 50 | | |
| | MCOE Indirect | <u>570</u> | | |
| | Total Oral Health (Resource 9038) | 6,322 | | |
| | Safe Kids Coalition | 7,000 | | |
| | CDBG Admin Expense | 8,721 | | |
| | CDBG-ESUSD | 232,558 | | |
| | Evaluation | 1,000 | | |
| | Emergeny Fund | 38,675 | | |
| | Systems Building | | | |
| | Director Salary | 15,866 | | |
| | Director Benefits | 9,027 | | |
| | Total Systems Building | <u>24,893</u> | | |
| | F5 Operations | | | |
| | F5 Operations (Resource 9300) | | | |
| | Director Salary | 14,255 | | |
| | Director Benefits | 8,112 | | |
| | Admin Assistant Salary | 20,262 | | |
| | Admin Assistant Benefits | 4,260 | | |
| | Office Supplies/Postage | 1,500 | | |
| | Promotional Messaging | 1,000 | | |
| | Rent | 4,080 | | |
| | Phones | 200 | | |
| | Commissioner Travel | 100 | | |
| | Staff Training & Travel | 3,000 | | |
| | MCOE Indirect | <u>9,855</u> | | |
| | Total F5 Operations (Resource 9300) | <u>66,624</u> | | |
| | Total F5 Operations | 66,624 | | |
| | Miscellaneous | | | |
| | F5 Association Dues | 3,163 | | |
| | Fiscal Audit | 4,326 | | |
| | Mono County Counsel | <u>1,500</u> | | |
| | Total Miscellaneous | 8,989 | | |
| | Total Expense | <u>1,192,488</u> | 1,204,988 | 12,500 |
| | Net Ordinary Income | <u>(35,549)</u> | <u>(31,829)</u> | <u>3,720</u> |
| | | <u>(35,549)</u> | <u>(31,829)</u> | <u>3,720</u> |

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