

## 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/92084973920>, 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)

**September 16, 2021, 2:00-4:30 p.m.**

The meeting can be accessed through

<https://us06web.zoom.us/j/84851187597> or by phone at: 669-900-9128, Meeting ID: 848 5118 7597

1. **Public Comment** Members of the public are given the opportunity to address the Commission on items of interest and within the jurisdiction of the Commission as such items are discussed. This time is allowed for public input on any item not on the agenda. Time may be limited, depending on the number of speakers and items of business.
2. **Minutes** Commissioners will consider adopting the minutes from the **March 18<sup>th</sup> 2021** and **June 17<sup>th</sup> 2021** meetings. **(ACTION)**
3. **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**

- a. **California Department of Social Services, Quality Counts California Block Grant (QCC BG) from 7/1/2021 to 6/30/2022:** up to **\$26,397**, to support implementation of the Mono Alpine Childcare Quality System Plan. **(ACTION)**
- b. **California Department Education, California State Preschool Program Block Grant (CSPP BG) from 7/1/2021 to 6/30/2022:** up to **\$23,215**, to support implementation of the Mono Alpine Childcare Quality System Plan with State Preschool sites. **(ACTION)**
- c. **Mono County Department of Social Services, CalWORKS Home Visiting Program from 7/1/2020 to 6/30/22:** up to **\$40,000** to implement the CalWORKS Home Visiting Program. **(ACTION)**

#### **Expenses**

- d. **Mono County Library Authority, 7/1/2021 to 6/30/2024:** up to **\$28,000 a year \$84,000 total** to implement the Raising a Reader program County-wide. **(ACTION)**
- e. **Mono County Office of Education, 3/1/2021-2/29/2022 with automatic renewal:** in an amount to be determined between First 5 and MCOE annually (\$55,000 for FY 2021—22) for operational support services including payroll, information technology, employee health insurance, liability insurance, human resources, and business office services. Action to ratify agreement. **(ACTION)**

Mono County Children and Families Commission Meeting Agenda, Continued

- f. **Child 360, upon execution of the agreement to 6/30/2022:** up to **\$1,862** to provide trainings for childcare providers in Mono and Alpine Counties. **(ACTION)**
  - g. **US Marine Corps 7/1/2021 to 6/30/2022: \$4,350** to provide a stipend to the Mountain Warfare Training Center Child Development Center for completing Childcare Quality System Requirements. **(ACTION)**
- 4. **Ordinance Amendment**      The Commission will consider approving the draft changes to the First 5 portions of the Mono County Ordinance Chapter 7.90 and sending it to the Board of Supervisors for approval **(ACTION)**
- 5. **Office Space**      Staff will seek Commission direction on office space starting in July of 2022 when the current space will no longer be available. **(INFORMATION)**
- 6. **Childcare in Mammoth Lakes**      Staff will seek Commission direction on continuing progress towards increasing childcare slots in Mammoth Lakes. **(INFORMATION)**
- 7. **Emergency Fund Request**      Staff will share the Emergency Fund request submitted by Eastern Sierra Unified School District and approved by the First 5 Executive Director. **(INFORMATION)**
- 8. **Program Updates**      Staff will report on the following Commission programs. **(INFORMATION)**
  - a. Childcare Quality System
  - b. Home Visiting
  - c. Family Behavioral Health—Peapod Playgroups
  - d. School Readiness
  - e. Community Development Block Grant
- 9. **Budget**      Staff will share the following reports: **(INFORMATION)**
  - a. final 2020-21 budget
  - b. year-to-date budget
- 10. **Director Report**      This information may be reported elsewhere on agenda. **(INFORMATION)**
- 11. **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)**
- 12. **Closed Session: Public Employment**      Public Employee Performance Evaluation. Government Code section 54957. Title: Executive Director. **(INFORMATION)**

**Next Commission Meeting: January 20, 2022, 2:00 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).*

**Mono County  
First 5 Meeting  
Virtual meeting via teleconference  
Thursday, March 18, 2021  
2:00 pm**

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.

**COMMISSIONERS PRESENT**

Molly DesBaillets  
Bob Gardner  
Janice Mendez  
Patricia Robertson  
Tom Boo

**COMMISSIONERS ABSENT**

Kristin Collins  
Michelle Roust  
Stacey Adler

**OTHERS IN ATTENDANCE**

Courtney Powell, Local Planning County Commissioner  
Laura Walker  
Annalisa Calhoun  
Elvira Felix

**I. CALL TO ORDER/ESTABLISH QUORUM**

**MOTION:** Mr. Gardner called the meeting to order at 2:00 pm, noting that a quorum had been met with five members present.

**II. PUBLIC COMMENT**

There was no public comment.

**III. COMMISSIONER REPORTS**

Mr. Gardner stated that Ms. DesBaillets would be a speaker in an upcoming conference. Ms. DesBaillets stated that they are interested in looking at state, federal, and local money in order to benefit children, and she is excited to be a part of it.

Ms. Robertson stated that California released grants for rental assistance that would allow people to pay back-rent, future rent, or unpaid utilities. Qualified individuals would be under 80% average income and the application is online. As there can be deficits in access, she stated they would be able to help in office for individuals who need help assistance. She also stated her child had been in kindergarten roundup which she felt was a good forum but was concerned that schools are still unsure whether or not school will be in person.

Ms. DesBaillets asked for the link for the rental assistance application so she could spread the word, which Ms. Robertson said she would send.

Dr. Boo asked if some of that money could be for landlords. Ms. Robertson said that landlords could apply and renters could apply but only one application would be accepted per household.

Dr. Boo stated that they were still pushing the vaccination and he encouraged people to sign up on the county website.

Ms. Mendez said she was still learning what the program participated in but she was hoping to get started on commission work soon.

#### **IV. DIRECTOR REPORT**

Ms. DesBaillets discussed the NACO presentation that Mr. Gardner had mentioned, and the Evaluation Report presentations which went well and she got good feedback on. In both areas, funding questions came up which she had successfully answered. Ms. DesBaillets spoke on her continued work with the Racial Equity Diversity and Inclusion Committee & Executive Committee for the State Association and working on their Strategic Planning. Ms. DesBaillets informed the Commission that another letter supported by the Association for continued Medical coverage for up to 12 months of postpartum health care, which is the current timeframe due to COVID, but would maintain that coverage in the future as well as covering children aging from 0-5 years old. Ms. DesBaillets had talked to Nate Greenberg for the 211 hotline at the County level, an information line with a strong database. Mr. Greenberg said it was currently mostly related to COVID but more input from other resources would be needed for daily life after COVID. Ms. DesBaillets discussed working with the hospital to add a breastfeeding course, and getting more moms in prenatal visiting programs. Ms. DesBaillets also mentioned funding changes allotting an additional \$30,000 to what had been anticipated for the year, which would be given out based on invoices. Ms. DesBaillets thanked the commissioners for supporting First 5, Ms. Robertson for her contributions towards housing, Mr. Gardner for helping First 5 become more integrated into the County system and addressing data issues, Dr. Boo for attending a home visiting meeting in person, and Ms. Mendez for working before she was officially on the board and bringing about information on free carseats from the HP office. Ms. DesBaillets mentioned upcoming Health and Safety fairs outdoors to spread information about oral health, and distribute bike helmets, car seat checks, and more. Ms. DesBaillets also mentioned that the town had an upcoming grant hearing she would be attending in hopes of requesting funds from their planning allotment.

Ms. DesBaillets shared a Commissioner's packet and showed them how to use it without needing to scroll through the entire document

#### **V. APPROVAL MEETING MINUTES**

Approve minutes from January 1, 2021 and updated minutes from September 17, 2021.

**MOTION:** Dr. Boo **MOVED** to approve both sets of minutes. The **MOTION** was **SECONDED** by Ms. Robertson and **PASSED** by unanimous consent.

#### **VI. WELCOME NEW COMMISSIONER**

Mr. Gardner welcomed Ms. Mendez to the Commission and is glad that she can represent the Native community on this level. Ms. Mendez stated that she and the Tribe have been involved in the community for a while, and they all enjoy sharing with the community and want to make sure that they can also make a difference. Ms. Mendez stated she felt school was life changing and wanted kids in general but also her grandkids to enjoy school so it can have the best effect on them and their future.

The rest of the Commissioners introduced themselves and why they are a part of the board.

## **VII. CONTRACTUAL AGREEMENTS**

### **a. EXPENSES**

- a) **Applied Survey Research for Kindergarten Readiness**
  - This is the Kindergarten Readiness Assessment which includes a social and emotional component
- b) **Eastern Sierra Unified School District – expending \$2,000 for Kindergarten Readiness Assessment**
  - Giving money to the school will hopefully convince them to input the plans that will result from the survey research
  - Haven't heard back yet that they want to be a part of it, but if there is approval, the process can move forward more easily
- c) **Mammoth Unified School District – expending \$3,000 for Kindergarten Readiness Assessment**
  - Giving money to the school will hopefully convince them to input the plans that will result from the survey research
  - Haven't heard back yet that they want to be a part of it, but if there is approval, the process can move forward more easily
- d) **Eastern Sierra Unified School District**
  - Omitting Benton School in the contract due to low population, leaving just for Bridgeport Preschool for operations

### **b. REVENUE**

- a) **Mono County**
  - Revenue stream with Eastern Sierra for Bridgeport between Mono County and First 5

**MOTION:** Ms. Robertson **MOVED** to approve all five items listed. The **MOTION** was **SECONDED** by Dr. Boo and **PASSED** by unanimous consent.

## **VIII. PUBLIC HEARING**

### **2020-2021 5 Year Fiscal Plan**

Ms. DesBaillets provided two pages, the first being a summary of previous work and the second being the proposed plan. It includes the current fiscal year and the 4 following years with an increase in \$80,000 because of the new calculation mentioned above which should allow excess money for the organization. There were some assumptions imbedded from several funding sources that were expected to continue over the course of the 5 year period. Mr. Gardner mentioned that additional money could come in as the state is currently

working on allocating money for children in the area. Ms. DesBaillets agreed that anyone wanting to provide funding would be accepted, but isn't something to be relied upon. To continue to draw excess funds, she mentioned there would have to be reorganization of the staff.

Ms. Robertson asked what the Miscellaneous Income Line item would refer to. Ms. DesBaillets stated that during the year, she is able to work with different community agencies that would bring in some extra money. Ms. Robertson asked about fundraising, which had been mentioned in the past, and potentially including a donate button on their website to help raise the profile of First 5 and the funds that the organization has access to. Ms. DesBaillets stated that she is working on the website development at the moment, and would be happy to add that to the website. She stated that the rest of the fundraising would take time she may not have, as she only has one person that can help and they are still new. Ms. DesBaillets also stated that the miscellaneous line could be a placeholder for fundraising for the time being. Mr. Gardner agreed that adding that in could take pressure off of Ms. DesBaillets for fundraising. Ms. DesBaillets stated that on the following fiscal plan she could add a fundraising line and in the meantime could make an ad to spread awareness.

#### **2019-2025 Strategic Plan**

Ms. DesBaillets stated that at the midpoint of the current 5 year strategic plan, there aren't any changes to the plan, but simply an update. Ms. DesBaillets mentioned the fiscal scenario costs have shifted, where home visiting is 44% of total budget, and school readiness is half of previously projected, though she feels that home visiting is school readiness in the sense that before school starts it helps the children prepare. Admin had a 10 point decrease and a systems building funding stream was added to account for the work Ms. DesBaillets does outside of the normal programs.

Ms. Robertson mentioned child care availability when considering the Strategic Plan and even though there aren't more spots, she feels there has been a lot of progress.

Mr. Gardner closed the public hearing.

#### **IX. BUDGET AMENDMENT**

Ms. DesBaillets proposed amending the budget to include the CDBG funds they were awarded, Miscellaneous items from IMACA and the County Office of Education for training and advertising, \$8,000 salary increase above projections, shifting between categories, and eliminating drawdown of \$9,000 to a 0 revenue increase

**MOTION:** Ms. Robertson **MOVED** to approve the budget amendment as presented. The **MOTION** was **SECONDED** by Ms. Mendez and **PASSED** by unanimous consent.

#### **X. ADOPTIONS**

##### 2019-2025 Strategic Plan

No further questions

##### 2020-2021 5 Year Fiscal Plan

No further questions

**MOTION:** Dr. Boo **MOVED** to approve the. 2019-2025 Strategic Plan and the 2020-2021 5 Year Fiscal Plan as presented. The **MOTION** was **SECONDED** by Ms. Robertson and **PASSED** by unanimous consent.

**XI. RETURN TO PUBLIC HEARING**

**Score Card on Child Well-being**

Ms. DesBaillets presented a data compilation comparing children across California compared to different age groups in Mono County. She mentioned there wasn't any data on the Native American population from the federal level. Ms. DesBaillets highlighted that in Mono County they had 4 points higher than state for in-hospital breast feeding, however the Latina families were 11 points below. Mono County also rated 15 points higher for families with low-income visiting the dentist for all races, and Latina population was actually 16 points higher. Mono County reading to their kids every day was 13 points higher than State, Latinas were 9 points higher but the value is unstable as multiple smaller population was surveyed for that question. Other than that, there were no big disparities when compared to state.

Mr. Gardner said it was important to have their own data to compare because some of the larger data may not always be accurate, but it is a good backbone to compare their data and know more accurately.

**Childcare Need**

Ms. Powell, who works for the County Board of Education, joined the call. She discussed her work with the Zip Code Priority to identify needs locally.

Ms. DesBaillets gave an overview of the Zip Code Priorities. She also shared information with the Commissioners about [childcaregap.org](http://childcaregap.org), which uses data from the Census but is problematic because it doesn't have anyone labeled as Native American in the County which is false. The data states there may be a need of 36% for childcare, but that nearby areas have a worse gap than Mono.

Ms. Powell addressed how the Zip Code Priority is organized and stated that the same numbers as the previous year would be used due to COVID in order to avoid getting skewed statistics.

Ms. DesBaillets pointed out the number of children under-served and the percent they are under-served. She discussed the different age ranges and the areas where they would need higher priority.

Ms. Powell pointed out that it is only representative of federal and state funded slots.

Ms. Robertson asked for further explanation about what the priorities are used for, as there are a lot of needs and opportunity should be taken where there are gaps, but wants to know the next steps.

Ms. Powell stated that it only informs state level funding. She stated that it only includes one type of slot, and the hope in the future is to add other types of childcare slot. Ms. Powell

mentioned that the form was made many years prior and had not been updated in a long time, which she would hope to do.

Ms. Robertson asked if it would inform any new childcare facilities in the community. Ms. DesBaillets stated that it is something that strengthens applications for funding based on the local needs.

Ms. DesBaillets also mentioned the State R&R that makes its own document every 2 years from the state which is a required form for funding. The Mammoth [IMACA] office reports the data which will be used to help families find care and to support childcare sites on the business side of things, including childcare quality, professional development, etc. with assistance from First 5, but they do more of the business work. Ms. DesBaillets read through the report from 2019 which showed significantly different numbers from the Zip Code Priority or Childcare Needs that the First 5 put together, even with the base number of children in need within the county. Ms. DesBaillets mentioned the labor force information which isn't on either of the other two documents which considers if both parents are working in the family with 72% of households having all parents working. Ms. DesBaillets stated that she hopes to include family, friends, and neighbors as childcare providers in future surveys that take place, but those individuals can be hard to contact as they don't see themselves as childcare providers. The poverty piece in this report was also not presented in the other results, but stated that 14% children were below the poverty line, primarily 2-5 year olds making up around half of that statistic. They found that the slots available were static and the cost to procure childcare is \$12,000 for full-time babies and \$10,000 for preschool age children, which varied by licensing. The language component of the findings showed the percentage of sites with a Spanish speaking worker. Ms. DesBaillets referenced the end of First 5 report that discussed how many slots would qualify for support and thanked Ms. Robertson for finding data from Breckinridge. Mr. Gardner thanked Ms. Robertson for finding the data from Breckinridge and how they had approached raising money to help fund the childcare facilities and allow families to receive childcare in the town.

## **Program Updates**

Laura Walker joined the call and is one of the original home visitors.

### Home Visiting, Welcome Baby, and Healthy Families

Ms. Walker talked about her work with the UC Davis Mental Health Fellowship which works with prenatal to 3 year old children. She stated that the work First 5 is doing is in line with what is being found in the fellowship and with research, such as encouraging the connection between parent and child from the beginning. She is 2 months in the work with the fellowship, so can only speak on what has happened.

Ms. DesBaillets asked how home visiting had changed in relation to COVID. Ms. Walker said that it had changed but for the most part, was simply encouraging interaction between parents and children rather than telling them what to do. At first it was hard, but she got to adapt and take more of a backseat in her approach to simply encourage the parents to do the activities and create the bond with their child. Ms. Walker also mentioned that having eyes



on a child in person is much different than over the computer, but she has learned not to overwhelm the situation thanks to the work online.

Dr. Boo asked about families that may not have had internet access and how they approached that work. Ms. Walker stated that every family had a phone, and if they needed access, she could come in front of their house and use her hotspot. WhatsApp was used most often and especially phones were the best match for the work since it is so portable. Despite that, she felt like once they had transitioned, the work became much easier. She also mentioned giving out diapers to people who need it, other programs such as food drives that worked and so on.

Ms. DesBaillets introduced Annalisa Calhoun and Elvira Felix in the call. She mentioned that the group had gotten 3 laptops but had only given out 1.

Ms. Felix said the family that received the laptop was grateful and it allowed them to connect well which was great because the hotspot hadn't been working prior to that.

Ms. Calhoun said she was content with the supports they were able to give families and thanked the board for their support.

Mr. Gardner thanked the workers for their contributions.

#### Childcare Quality System

Ms. Calhoun advises 5 centers totaling 10 classrooms, and a childcare home. She stated that one program closed due to COVID, and that she had increased her work communicating with directors to keep the businesses running. Ms. Calhoun mentioned that the interactions have become more relationally based. Ms. Calhoun discussed coaching which was paused considering the circumstances, however, one of the childcare homes expressed interest in starting that again soon. She also mentioned that one of their sites created a community with a childcare center, a childcare home, and a kindergarten teacher to support kindergarten readiness.

Ms. Felix, who works with the Spanish speaking providers, did home visits or virtual visits, collected information for the providers to share, helped them get supplies, and provided technical training support to help new providers get started during the last year.

#### Family Behavioral Health

Ms. DesBaillets discussed restarting the Peapod Sessions which are still small but have started. She stated that she had received a request from Crowley Lake to start groups in that area. She said in Walker and Bridgeport they would need new leaders for the play groups which range from \$18-\$24 an hour for 3 hours a week.

#### School Readiness

Mammoth Elementary Roundup had 70% of the expected kindergarten parents participating in the zoom meeting. Since they have a system to get work out for the kids, they are also getting the backpacks out to the community.

Dr. Boo left the meeting.

**Emergency Fund Request**

Ms. DesBaillets remarked on included letter for emergency funds allocated in the budget to help families with rental assistance.

Ms. Robertson stated that they had helped around 35 households with children under 5 which had exhausted the fund, but Union Bank had provided another \$30,000 which would allow them to continue to help.

**Year-to-Date Budget**

The budget is still as projected so no additional comments were made.

**XII. ORDINANCE CONSIDERATIONS**

Ms. DesBaillets wanted to consider the number of Commissioners, as the board currently has 7 but state law allows between 5-9, so she proposed changing the number to 7-9 Commissioners and potentially including term limits which County Council had suggested. They had proposed to change the term limit from 3 to 6 years or to have commissioners serve until they resigned or were removed. County Counsel felt the second option had the potential to be uncomfortable. Mr. Gardner stated that he would be content with the 6 year term limit. Ms. Robertson suggested 5 years might be a better alternative to 6. Ms. Mendez says she hopes to stay on a long time. Ms. DesBaillets thanked them for considering the number of Commissioners being flexible and finding an amount of time on a term.

**XIII. ADJOURNMENT**

Mr. Gardner adjourned the meeting at 4:17pm

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Respectfully Submitted by: Minutes Services

**Mono County Commission  
First 5 Commission Meeting & Public Hearing  
Virtual meeting via teleconference  
Thursday, June 17, 2021  
2:00 pm**

**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.**

**COMMISSIONERS PRESENT**

Bob Gardner, Chair  
Kristin Collins  
Michaela Raust  
Janice Mendez  
Patricia Robertson, joined late

**COMMISSIONERS ABSENT**

Stacey Adler

**OTHERS IN ATTENDANCE**

Molly DesBaillets, First 5 Staff

**I. CALL TO ORDER/ESTABLISH QUORUM**

**MOTION:** Mr. Gardner called the meeting to order at 2:10 pm, noting that a quorum had been met with four members present.

**II. PUBLIC COMMENT**

There were no public comments at this time.

**III. CONTRACTUAL AGREEMENT**

**Revenue**

1. First 5 California Small Population County Funding Augmentation
  - a. State Commission was authorized to fund for 4 years but the current agreement is for 3 years
    - i. First 5 want to see if there were any changes to the requirements after the first 3 years
  - b. \$56,000/yr higher than previous agreement
2. First 5 California IMPACT Region 6 T&TA Hub
  - a. \$205,452 for 2 years to support professional development for staff who support childcare providers
3. California Department of Education, Preschool Development Grant Renewal
  - a. Mono-Alpine Childcare Quality System plan
  - b. Held for several years and is an annual renewal
4. Mono County use of Community Development Block Grant funds
  - a. For 2 years, \$300,000 to fund Bridgeport preschool
  - b. Won't be signed until CDBG authorizes spend down from state, but seeking authorization to move forward before September

### **Expenses**

5. Viva Social Impact Partners, Regional Hub Coordination
  - a. \$128,000 contract
6. I-Pinwheel Hubbe, Regional Hub Database
  - a. Quality improvement activities for childcare improvement sites
  - b. Database produces report submitted to state every year
7. Eastern Sierra Unified School District, use of Community Development Block Grant Funds
  - a. To operate Bridgeport Preschool

### **Partnerships**

8. Inyo Mono Advocated for Community Action, CLASS training in exchange for observation services for the Regional Hub
  - a. Receive training to assess teacher-child interaction which allows them to observe classrooms in Inyo county

There were no follow up questions.

**MOTION:** Dr. Collins **MOVED** to approve the proposed contractual agreements as stated, as they are all in accordance with the commission's strategic and fiscal plan. The **MOTION** was **SECONDED** by Ms. Mendez and **PASSED** by unanimous consent.

## **IV. FIRST 5 CALIFORNIA ANNUAL EVALUATION REPORT 2019-2020**

The public hearing was opened.

Ms. DesBaillets highlighted some main points from the state-level report including success with family leave such as 6 months of family leave for a new baby, good distribution of COVID emergency supplies, some notes about the First 5 Summit, child health kit for new parents being distributed at the hospital, a smoking cessation hotline, home visiting coordination, and advertising sent out by First 5.

As there were no questions on the matter, the public hearing was closed.

## **V. PROPOSED BUDGET FY 2021-2022**

Ms. DesBaillets highlighted that the current total expenses in systems building was \$360,122.50 of the total budget \$1,034,076. There was a 1% increase in salary for non-management staff through the union for the Office of Education and 15% increase in benefits on average for the staff. There was also a slight decrease in oral health. Ms. DesBaillets's request was to increase funding so that home visiting could increase to \$40,000 from the previous year to hire more part time home visitors and to provide mechanisms for advancement, as to avoid losing skilled staff.

Ms. Raust asked if the visiting staff had the opportunity for a salary increase. Ms. DesBaillets stated that they were all at the same step they had been hired, with annual increases in salary until they maxed-out for wage increase. The primary concern is the ability to advance their career and less the salary maximum. Ms. DesBaillets mentioned that at the summit, one reason mentioned for attrition of home visitors would be no opportunity of advancement.

There were no further questions about the proposed budget.

**MOTION:** Ms. Ms. Raust **MOVED** to approve the 2021-2022 budget. The **MOTION** was **SECONDED** by Ms. Mendez and **PASSED** by unanimous consent.

**VI. MEETING SCHEDULE FY 2021-2022**

Ms. DesBaillets stated that as there have been six commission meetings per year in the past, but as they were not being utilized, the number was decreased to 4 out of respect for the members' time. She also stated that near the time of the September meeting, they may need to meet in person again. Mr. Gardner stated that now, even if there are in-person meetings, there will likely be online options as well.

There were no questions about the schedule.

**MOTION:** Ms. Mendez **MOVED** to approve the meeting schedule as stated in the packet. The **MOTION** was **SECONDED** by Dr. Collins and **PASSED** by unanimous consent.

**VII. OFFICER ELECTION FOR FY 2021-2022**

Mr. Gardner is the Chair, Ms. Adler is the Vice Chair, and the commission is missing a secretary. There were no objections to Mr. Gardner remaining the Chair. There were no objections to Ms. Adler remaining as the Vice Chair. The previous Secretary, also the previous Public Health Officer, had left both positions open. Ms. Mendez volunteered to be Secretary. There were no objections to Ms. Mendez becoming Secretary.

Ms. Robertson arrived to the meeting and took part in the vote.

**MOTION:** Dr. Collins **MOVED** to approved to place Ms. Mendez in the position of Secretary. The **MOTION** was **SECONDED** by Ms. Raust and **PASSED** by unanimous consent.

**VIII. PROGRAM UPDATES**

Ms. DesBaillets stated Childcare Quality System had issued all of the stipend checks meaning that \$38,400 went to childcare providers in Mono and Alpine. Meetings for future planning were made with the County Office of Education, and the local planning council coordinator.

Ms. Robertson asked what the stipends are and what childcare providers get from that stipend. Childcare providers need 21 hr of professional development each year to set goals and create an improvement plan, and submit demographics on themselves and the children they serve, as well as being trained in CLASS [teacher-child interactions] every few years. This system serves about 76% of providers in the County. Ms. Robertson asked if teachers receive money for participating in the program. Ms. DesBaillets stated that it is actually a site stipend because in the past funding at a certain locations weren't being fully utilized or understood. The stipends are based on how many children they serve their projected or actual rating for the site, and for completing developmental screenings.

Mr. Gardner added conversation he had with Ms. DesBaillets about the basic income for childcare providers and the extent that they suffered because of COVID, as well as how the Commission could help support this group in the future.

Ms. Robertson added that it is important to talk about childcare and how expensive it is, but also necessary to be expensive. Ms. DesBaillets stated that individuals are unlikely to go into childcare as it isn't well compensated. This is important considering that there are only 5 Spanish speaking childcare providers in the area, and they are all nearing retirement.

Ms. Raust asked the restrictions on the money that could be requested. Mr. Gardner stated that the use of the money is relatively loose, so it can simply not be used for paying off debts.

Ms. DesBaillets spoke on home visiting and coordination efforts. Coordination with 10 agencies has been established and there is more to come, including more recent examples such as coordinating a breast feeding class and more meetings with groups that started their own home visiting. Ms. DesBaillets advertised health and safety fair in Mammoth for information and toys, car seats, helmets, but smaller than normal due to Covid.

Ms. DesBaillets spoke on Peapod Playgroups, which had expanded thanks to COVID, as weekly playgroups, and just got permission to increase from 2 families to 5 families. There is potential for combination positions to be playgroup member and home visitors.

Mr. Gardner asked if she had asked Supervisor Peters to find a home visiting person. He also asked if there would be a potential of someone coming down from Nevada to do fill that position. Ms. DesBaillets said that she would look into both of those recommendations.

Ms. DesBaillets spoke on School Readiness where teachers were trained in the Kindergarten Observation Form. The teachers liked the training and data will come in to help the county understand incoming kindergarteners as well as demographics on language abilities, if kids are coming to school tired or hungry, and analysis of social and emotional skills. More training will take place in August.

Ms. DesBaillets spoke on Community Development Block Grant which had run out of funding and was waiting further funding to back pay the workers for what they had done since funding had run out.

There were no further questions.

**IX. DIRECTOR REPORT**  
**State Report**

The First 5 Association is doing strategic planning and many meetings are being held. Ms. DesBaillets had submitted two letters seeking legislative action. The first was a budget request for \$10 million for statewide diaper distribution. The last update she received hadn't met that request for smaller counties. The goal of this would be to decrease hospital visits, usually related to urinary tract infections, which would not be addressed if smaller counties were left out. The second was for continuous medical coverage for children under the age of five 5 and for mothers 6 month postpartum.

### Local Reports

There is a new website up with English and Spanish functionality, and already a request for a donate button that is currently not working as research into accounting liability needs to be addressed. A button was placed at the top of the website to help individuals find childcare, as mentioned in a previous commission meeting.

211 is a helpline for people in the county looking for information a family might need. Ms. Raust had a question about how the 211 line was funded, and mentioned a fund that may not be fully used so it could be donated to the 211 line. Ms. DesBaillets stated that the funding initially came from COVID emergency funds, and she had previously heard from social services so was aware of that option moving forward.

Ms. DesBaillets also stated that the town CDBG application was not submitted, as town staff stated that they preferred to do their own needs assessment before completing the application. The hope is that they will submit in January.

Mr. Gardner stated that he had spoken with town council members to try and get the process going.

Dr. Collins stated her displeasure with the delay of the application.

Ms. Robertson stated that the Commission should meet with or write a letter to town council to push for this application. Mr. Gardner agreed with that choice and asked if other members were comfortable with Ms. DesBaillets sending in a letter to them. Ms. Robertson stated that it should be included that the Commission is the local expert on the topic and ask how they can work together.

## **X. COMMISSIONER REPORTS**

Commissioner Robertson had no reports, only that she had made a public comment on the CDGB application.

Commissioner Raust stated that there are problems with filling positions in the workforce housing issue in the same way as the childcare system in the area. She stated that they are moving forward with the Children's System of Care, where Ms. DesBaillets will join for the advisory board. She also noted that Dr. Adler had talked about working on the Children's Summit with Mr. Gardner. Commissioner Raust agreed that they should bring First 5 and the CDBG application to the Town Council and Judge

Commissioner Mendez stated that the Commission should definitely support the CDBG application but had no further questions or reports.

Commissioner Collins had no further questions or reports.

Commissioner Gardner confirmed that he had spoken with Commissioner Adler about the Children's Summit. He suggested that there be a survey to see issues that need to be addressed with childcare and children's needs. He also stated that the schools would need to be involved so there is a comprehensive approach. Commissioner Gardner stated that the CAO is supportive of First 5, and had approved the \$150,000 again for home visiting, thus

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with his collaboration and the effort of the commission they could increasing the profile on children's issues.

**XI. ADJOURNMENT**

The meeting was adjourned at 3:31 pm by Commissioner Gardner.

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Respectfully Submitted by: Minutes Services



## Grant Award Notification

<b>GRANTEE NAME AND ADDRESS</b> Mono County Children and Families Commission 365 Sierra Park Road, Building M Mammoth Lakes, CA 93546				<b>CDSS GRANT NUMBER: FGRT-21-CCD-QCC21</b>			
				<b>FY</b>	<b>PCA</b>	<b>Vendor Number</b>	<b>Suffix</b>
				21	24130 24092	26800	
<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							<b>INDEX</b>
<b>Name of Grant Program</b> Quality Counts California Block Grant							6350
<b>GRANT DETAILS</b>	<b>Original/Prior Amendments</b>	<b>Amendment Amount</b>	<b>Total</b>	<b>Amend. No.</b>	<b>Award Starting Date</b>	<b>Award Ending Date</b>	
	\$20,325.69 \$6,071.31		\$26,397.00		7/1/2021	6/30/2022	
<b>CFDA Number</b>	<b>Federal Grant Number</b>	<b>Federal Grant Name</b>			<b>Federal Agency</b>		
93.575	G2101CACCDD G2201CACCDD	Child Care and Development Fund			U.S. Department of Health and Human Services		
<p>I am pleased to inform you that you have been funded for the fiscal year 2021-2022 Quality Counts California (QCC) Block 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.</p> <p>Please return the original, signed Grant Award Notification (AO-400) to:  Kim Taniguchi, Child Development Consultant  Child Care &amp; Development Division  California Department of Social Services  744 P Street  Sacramento, CA 95814</p> <p>Please also email an electronic copy to <a href="mailto:QCC@dss.ca.gov">QCC@dss.ca.gov</a>.</p>							
<b>Department of Education / Social Services Contact</b> Kim Taniguchi				<b>Job Title</b> Child Development Consultant			
<b>E-mail Address</b> <a href="mailto:QCC@dss.ca.gov">QCC@dss.ca.gov</a>					<b>Telephone</b> (916) 651-8865		
<b>Signature of the CDSS Deputy Director or Agent / Designee</b> ► <i>Nadirah Jones</i>					<b>Date</b> 6/30/21		
<b>CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS</b>							
<p><i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i></p>							
<b>Printed Name of Authorized Agent</b>				<b>Title</b>			
<b>E-mail Address</b>					<b>Telephone</b>		
<b>Signature</b> ►					<b>Date</b>		

## **Grant Award Notification (Continued)**

1. All grantees are required to comply with the data and reporting requirements of this grant.
  - a. Grantees are required to submit an annual site-level common data report for their county or regional consortia. For the elements of the Common Data File, refer to Appendix C: QCC Common Data File Summary on page 41 of the QCC Local Consortia and Partnerships Grant Request for Applications (RFA).
  - b. Grantees are required to submit the annual Consortia Annual Performance Report via the online survey regarding the regional/local processes and strategies to implement QCC and other more evaluation-related topics, as needed. Content is determined annually.
2. All grantees are required to retain a copy of the General Assurances, which can be obtained at the CDSS Funding Forms web page at <https://cdss.ca.gov/inforesources/child-care-and-development>, for their records and audit purposes.
3. All grantees are required to maintain a good standing status in order to be an eligible grantee for the subsequent year. Good standing is defined within the Key Terms of Appendix A on page 35 of the RFA.
4. All grantees will work to increase their consortium's QCC site participation using targets outlined in Appendix B: Local Consortia Lead Agency Minimum Participation Targets within the RFA as a guide.
5. All grantees will be responsible for ensuring QCC site participation includes development of site-level Quality Improvement Plans and ensure participation in the California Early Care and Education Workforce Registry as stated on page 24 of the RFA.
6. All grantees will serve as the quality improvement (QI) umbrella to holistically set and implement supports to address QI priorities, such as supporting children who have experienced trauma or children with disabilities, strengthening family engagement, and strengthening QI for all providers in the early learning and care system. Through the integration of relevant state-funded quality projects, such as the Child Care and Development Grant Fund (CCDF) Quality Projects and/or relevant projects, as appropriate, QI activities should meet the local needs.
7. All grantees will work with the local Resource and Referral Agency(ies) and utilize the CCDF Consumer Education Database to ensure information on participating sites is shared to inform parents in their child care decision process.
8. All grantees shall follow the guidance and requirements set forth in the QCC Implementation Guide regarding rating, assessment, and observation. This would also include making rating information and participation in QCC quality improvement publicly available.

## **Fiscal Issues:**

1. Grantees agree to follow any applicable federal or state law relating to this grant and will meet all fiscal and auditing standards required by the CDSS. Any consortium receiving QCC QRIS Block Grant funds is required to use the funds only for the intended purposes of this grant.

2. Twenty percent of the grant award will be distributed upon receipt of the signed Grant Award Notification. Upon approval of quarterly reports, reimbursement will be made for expenditures that exceed the initial allotment. Reimbursement payments for allowable expenditures will be prepared upon receipt and approval of the reimbursement invoice.
3. Grantees will submit a quarterly reimbursement invoice and supporting fiscal narrative via the QCC Reporting Portal within the required three-week timeline. Any invoice received outside of the three-week reporting window without prior approval (extension requests must be submitted at least 10 days in advance of the closure of the reporting window) will be required to wait until the subsequent quarterly reporting period for processing. The months for quarterly fiscal reporting are October, January, April, and July or as indicated by the QCC Reporting Portal.

## Grant Award Notification

<b>GRANTEE NAME AND ADDRESS</b> Mono County Office of Education 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>	
21		25276		10264		00	
Attention Dr. Stacey Adler, Superintendent				<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> 760-934-0031				6127		8590	<b>INDEX</b>
<b>Name of Grant Program</b> California State Preschool Program Quality Rating and Improvement System Block Grant							0656
<b>GRANT DETAILS</b>	<b>Original/Prior Amendments</b>	<b>Amendment Amount</b>	<b>Total</b>	<b>Amend. No.</b>	<b>Award Starting Date</b>	<b>Award Ending Date</b>	
	\$23,215		\$23,215		07/01/2021	06/30/2022	
<b>CFDA Number</b>	<b>Federal Grant Number</b>	<b>Federal Grant Name</b>				<b>Federal Agency</b>	
-	-	-				-	
I am pleased to inform you that you have been funded for the fiscal year 2021–22 California State Preschool Program (CSPP) Quality Rating Improvement System (QRIS) Block 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:  <div style="text-align: center;">           Samounn Pich, Analyst            California Department of Education            Early Learning and Care Division            1430 N Street, Suite 3410            Sacramento, CA 95814-5901         </div>							
<b>California Department of Education Contact</b>				<b>Job Title</b>			
Samounn Pich				Analyst			
<b>Email Address</b>					<b>Telephone</b>		
<a href="mailto:QCC@cde.ca.gov">QCC@cde.ca.gov</a>					916-324-8296		
<b>Signature of the State Superintendent of Public Instruction or Designee</b>					<b>Date</b>		
					June 16, 2021		
<b>CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS</b>							
<i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i>							
<b>Printed Name of Authorized Agent</b>				<b>Title</b>			
<b>Email Address</b>					<b>Telephone</b>		
<b>Signature</b>					<b>Date</b>		
							

**Grant Award Notification (Continued)**

1. All grantees are required to comply with the data and reporting requirements of this grant.
  - a. Grantees are required to submit an annual site-level common data report for their county or regional consortia. For the elements of the Common Data File, refer to Appendix C: QCC Common Data File Summary on page 41 of the Quality Counts California (QCC) Local Consortia and Partnerships Grant Request for Applications (RFA).
  - b. Grantees are required to submit the annual Consortia Annual Performance Report via the online survey regarding the regional/local processes and strategies to implement QCC and other more evaluation-related topics, as needed. Content is determined annually.
2. All grantees are required to retain a copy of the General Assurances for their records and audit purposes, which can be obtained at the CDE Funding Forms web page at <https://www.cde.ca.gov/fq/fo/fm/ff.asp>.
3. All grantees are required to maintain a good standing status in order to be an eligible grantee for the subsequent year. Good standing is defined within the Key Terms of Appendix A on page 35 of the RFA.
4. All grantees will issue annual site QRIS block grants to California State Preschool Program (CSPP) sites rated at the quality level of Tier 4 or higher. Funding may be used to raise the quality of CSPP sites not yet at Tier 4.
5. All grantees will work to increase their consortium's QCC site participation using targets outlined in Appendix B: Local Consortia Lead Agency Minimum Participation Targets within the RFA as a guide.
6. All grantees will be responsible for ensuring QCC site participation includes development of site-level Quality Improvement Plans and ensure participation in the California Early Care and Education Workforce Registry as stated on page 24 of the RFA.
7. All grantees will serve as the quality improvement (QI) umbrella to holistically set and implement supports to address QI priorities, such as: supporting children who have experienced trauma, children with disabilities, strengthening family engagement, and strengthening QI for all providers in the early learning and care system. Through the integration of relevant state-funded quality projects, such as the Child Care and Development Grant Fund (CCDF) Quality Projects and/or relevant projects, as appropriate, QI activities should meet the local needs.
8. All grantees will work with the local Resource and Referral Agency(ies) and utilize the CCDF Consumer Education Database to ensure information on participating sites is shared to inform parents in their child care decision process.
9. All grantees shall follow the guidance and requirements set forth in the QCC Implementation Guide regarding rating, assessment, and observation. This would also include making rating information and participation in QCC quality improvement publicly available.

**Fiscal Issues:**

- Grantees agree to follow any applicable federal or state law relating to this grant and will meet all fiscal and auditing standards required by the CDE. Any consortium receiving CSPP QRIS Block Grant funds is required to use the funds only for the intended purposes of this grant.
- Grantees will submit a quarterly reimbursement invoice and supporting fiscal narrative via the QCC Reporting Portal within the required three-week timeline. Any invoice received outside of the three-week reporting window without prior approval (extension requests must be submitted at least 10 days in advance of the closure of the reporting window) will be required to wait until the subsequent quarterly reporting period for processing. The months for quarterly fiscal reporting are October, January, April, and July or as indicated by the QCC Reporting Portal.
- Reimbursement payments for allowable expenditures will be prepared upon receipt and approval of the Reimbursement invoice.

**AGREEMENT BETWEEN THE MONO COUNTY  
CHILDREN & FAMILIES COMMISSION AND MONO COUNTY DEPARTMENT OF SOCIAL  
SERVICES FOR THE PROVISION OF HOME VISITING SERVICES**

**INTRODUCTION**

WHEREAS, the Mono County Children and Families Commission (an agency of Mono County charged with planning, developing, and implementing programs on behalf of the County that support early development of children up to five years of age within Mono County) (hereinafter referred to as the “Commission”) may work with the Mono County Department of Social Services for the provision of evidence-based home visiting, and in consideration of the mutual promises, covenants, terms and conditions hereinafter contained, the parties hereby agree as follows:

**TERMS AND CONDITIONS**

**1. SCOPE OF WORK**

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

Services and work provided by the Contractor at the County's request under this Agreement will be performed in a manner consistent with the requirements and standards established by applicable federal, state, and county laws, ordinances, and resolutions. Such laws, ordinances, regulations, and resolutions include, but are not limited to, those that are referred to in this Agreement.

**2. TERM**

The term of this Agreement shall be from **July 1, 2020** to **June 30, 2022** unless sooner terminated as provided below.

**3. CONSIDERATION**

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

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

C. No Additional Consideration. Except as expressly provided in this Agreement, Contractor shall not be entitled to, nor receive, from County, any additional consideration, compensation, salary, wages, or other type of remuneration for services rendered under this Agreement. Specifically, Contractor shall not be entitled, by virtue of this Agreement, to consideration in the form of overtime, health insurance benefits, retirement

benefits, disability retirement benefits, sick leave, vacation time, paid holidays, or other paid leaves of absence of any type or kind whatsoever.

D. Limit upon amount payable under Agreement. The total sum of all payments made by the County to Contractor for services and work performed under this Agreement shall not exceed **ten thousand (\$10,000) in any 6 month period** (hereinafter referred to as "Contract Limit"). County expressly reserves the right to deny any payment or reimbursement requested by Contractor for services or work performed that is in excess of the Contract Limit.

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

F. Federal and State Taxes.

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

(2) County shall withhold California state income taxes from payments made under this Agreement to non-California resident independent contractors when it is anticipated that total annual payments to Contractor under this Agreement will exceed one thousand four hundred ninety-nine dollars (\$1,499.00).

(3) Except as set forth above, County has no obligation to withhold any taxes or payments from sums paid by County to Contractor under this Agreement. Payment of all taxes and other assessments on such sums is the sole responsibility of Contractor. County has no responsibility or liability for payment of Contractor's taxes or assessments.

(4) The total amounts paid by County to Contractor, and taxes withheld from payments to non-California residents, if any, will be reported annually to the Internal Revenue Service and the California State Franchise Tax Board.

#### **4. WORK SCHEDULE**

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

## **5. REQUIRED LICENSES, CERTIFICATES, AND PERMITS**

Any licenses, certificates, or permits required by the federal, state, county, or municipal governments, for Contractor to provide the services and work described in Attachment A must be procured by Contractor and be valid at the time Contractor enters into this Agreement. Further, during the term of this Agreement, Contractor must maintain such licenses, certificates, and permits in full force and effect. Licenses, certificates, and permits may include, but are not limited to, driver's licenses, professional licenses or certificates, and business licenses. Such licenses, certificates, and permits will be procured and maintained in force by Contractor at no expense to the County. Contractor will provide County, upon execution of this Agreement, with evidence of current and valid licenses, certificates and permits that are required to perform the services identified in Attachment A. Where there is a dispute between Contractor and County as to what licenses, certificates, and permits are required to perform the services identified in Attachment A, County reserves the right to make such determinations for purposes of this Agreement.

## **6. OFFICE SPACE, SUPPLIES, EQUIPMENT, ETC**

The Contractor shall provide such office space, supplies, equipment, vehicles, reference materials, support services and telephone service as is necessary for Contractor to provide the services identified in Attachment A to this Agreement. County is not obligated to reimburse or pay Contractor for any expense or cost incurred by Contractor in procuring or maintaining such items. Responsibility for the costs and expenses incurred by Contractor in providing and maintaining such items is the sole responsibility and obligation of Contractor.

## **7. COUNTY PROPERTY**

A. Personal Property of County. Any personal property such as, but not limited to, protective or safety devices, badges, identification cards, keys, uniforms, vehicles, reference materials, furniture, appliances, etc. provided to Contractor by County pursuant to this Agreement is, and at the termination of this Agreement remains, the sole and exclusive property of the County. Contractor will use reasonable care to protect, safeguard and maintain such items while they are in Contractor's possession. Contractor will be financially responsible for any loss or damage to such items, partial or total, that is the result of Contractor's negligence.

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

## **8. WORKERS' COMPENSATION**

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

## **9. INSURANCE**



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

- ☒ General Liability. A policy of Comprehensive General Liability Insurance which covers all the work and services to be performed by Contractor under this Agreement, including operations, products and completed operations, property damage, bodily injury (including death) and personal and advertising injury. Such policy shall provide limits of not less than \$1,000,000.00 per claim or occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project or the general aggregate limit shall be twice the required occurrence limit.
- ☒ Automobile/Aircraft/Watercraft Liability Insurance. A policy of Comprehensive Automobile/Aircraft/Watercraft Liability Insurance for bodily injury (including death) and property damage which provides total limits of not less than \$1,000,000.00 per claim or occurrence applicable to all owned, non-owned and hired vehicles/aircraft/watercraft. If the services provided under this Agreement include the transportation of hazardous materials/wastes, then the Automobile Liability policy shall be endorsed to include Transportation Pollution Liability insurance covering materials/wastes to be transported by Contractor pursuant to this Agreement. Alternatively, such coverage may be provided in Contractor's Pollution Liability policy.
- ☐ Professional Errors and Omissions Liability Insurance. A policy of Professional Errors and Omissions Liability Insurance appropriate to Contractor's profession in an amount of not less than \$1,000,000.00 per claim or occurrence/ \$2,000,000.00 general aggregate. If coverage is written on a claims-made form then: (1) the "retro date" must be shown, and must be before the beginning of contract work; (2) insurance must be maintained and evidence of insurance must be provided for at least five years after completion of the contract work; and (3) if coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a "retro date" prior to the contract effective date, then Contractor must purchase "extended reporting" coverage for a minimum of five years after completion of contract work.
- ☐ Pollution Liability Insurance. A policy of Comprehensive Contractors Pollution Liability coverage applicable to the work being performed and covering Contractor's liability for bodily injury (including death), property damage, and environmental damage resulting from "sudden accidental" or "gradual" pollution and related cleanup costs arising out of the work or services to be performed under this Agreement. Coverage shall provide a limit no less than \$1,000,000.00 per claim or occurrence/ \$2,000,000.00 general aggregate. If the services provided involve lead-based paint or asbestos identification/remediation, the Pollution Liability policy shall not contain lead-based paint or asbestos exclusions.

B. Coverage and Provider Requirements. Insurance policies shall not exclude or except from coverage any of the services and work required to be performed by Contractor under this Agreement. The required polic(ies) of insurance shall be issued by an insurer authorized to sell such insurance by the State of California, and have at least a "Best's" policyholder's rating of "A" or "A+". Prior to commencing any work under this agreement, Contractor shall provide County: (1) a certificate of insurance evidencing the coverage required; (2) an additional insured endorsement for general liability applying to the County of Mono, its agents, officers and employees made on ISO form CG 20 10 11 85, or providing equivalent

coverage; and (3) a notice of cancellation or change of coverage endorsement indicating that the policy will not be modified, terminated, or canceled without thirty (30) days written notice to the County.

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

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

## **10. STATUS OF CONTRACTOR**

All acts of Contractor, its agents, officers, and employees, relating to the performance of this Agreement, shall be performed as an independent contractor, and not as an agent, officer, or employee of the County. Contractor, by virtue of this Agreement, has no authority to bind or incur any obligation on behalf of, or exercise any right or power vested in, the County, except as expressly provided by law or set forth in Attachment A. No agent, officer, or employee of the County is to be considered an employee of Contractor. It is understood by both Contractor and County that this Agreement shall not, under any circumstances, be construed to create an employer-employee relationship or a joint venture. As an independent contractor:

A. Contractor shall determine the method, details, and means of performing the work and services to be provided by Contractor under this Agreement.

B. Contractor shall be responsible to County only for the requirements and results specified in this Agreement, and except as expressly provided in this Agreement, shall not be subjected to County's control with respect to the physical action or activities of Contractor in fulfillment of this Agreement.

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

## **11. DEFENSE AND INDEMNIFICATION**

Contractor shall defend with counsel acceptable to County, indemnify, and hold harmless County, its agents, officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney's fees, arising out of, resulting from or in connection with, the performance of this Agreement by Contractor, or Contractor's agents, officers, or employees. Contractor's obligation to defend, indemnify, and hold the County, its agents, officers, and employees harmless applies to any actual or alleged personal injury, death, damage or destruction to tangible or intangible property, including the loss of use. Contractor's obligation under this paragraph extends to any claim, damage, loss, liability, expense, or other costs that are caused in whole or in part by any act or omission of the Contractor, its agents, employees, supplier, or anyone directly or indirectly employed by any of them, or anyone for whose acts or omissions any of them may be liable.

Contractor's obligation to defend, indemnify, and hold the County, its agents, officers, and employees harmless under the provisions of this paragraph is not limited to, or restricted by, any requirement in this Agreement for Contractor to procure and maintain a policy of insurance and shall survive any termination or expiration of this Agreement.

## **12. RECORDS AND AUDIT**

A. Records. Contractor shall prepare and maintain all records required by the various provisions of this Agreement, federal, state, county, municipal, ordinances, regulations, and directions. Contractor shall maintain these records for a minimum of four (4) years from the termination or completion of this Agreement. Contractor may fulfill its obligation to maintain records as required by this paragraph by substitute photographs, micrographs, or other authentic reproduction of such records.

B. Inspections and Audits. Any authorized representative of County shall have access to any books, documents, papers, records, including, but not limited to, financial records of Contractor, that County determines to be pertinent to this Agreement, for the purposes of making audit, evaluation, examination, excerpts, and transcripts during the period such records are to be maintained by Contractor. Further, County has the right, at all reasonable times, to audit, inspect, or otherwise evaluate the work performed or being performed under this Agreement.

## **13. NONDISCRIMINATION**

During the performance of this Agreement, Contractor, its agents, officers, and employees shall not unlawfully discriminate in violation of any federal, state, or local law, against any employee, or applicant for employment, or person receiving services under this Agreement, because of race, religious creed, color, ancestry, national origin, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Contractor and its agents, officers, and employees shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et seq.), and the applicable regulations promulgated thereunder in the California Code of Regulations. Contractor shall also abide by the Federal Civil Rights Act of 1964 (P.L. 88-352) and all amendments thereto, and all administrative rules and regulations issued pursuant to said Act.

## **14. TERMINATION**

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

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

## **15. ASSIGNMENT**

This is an agreement for the personal services of Contractor. County has relied upon the skills, knowledge, experience, and training of Contractor as an inducement to enter into this Agreement. Contractor shall not assign or subcontract this Agreement, or any part of it, without the express written consent of the County. Further, Contractor shall not assign any moneys due or to become due under this Agreement without the prior written consent of the County.

## **16. DEFAULT**

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

notice to Contractor. Upon such termination by default, County will pay to Contractor all amounts owing to Contractor for services and work satisfactorily performed to the date of termination.

## **17. WAIVER OF DEFAULT**

Waiver of any default by either party to this Agreement shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach, and shall not be construed to be a modification of the terms of this Agreement unless this Agreement is modified as provided in paragraph 23 below.

## **18. CONFIDENTIALITY**

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

## **19. CONFLICTS**

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

## **20. POST-AGREEMENT COVENANT**

Contractor agrees not to use any confidential, protected, or privileged information that is gained from the County in the course of providing services and work under this Agreement, for any personal benefit, gain, or enhancement. Further, Contractor agrees for a period of two (2) years after the termination of this Agreement, not to seek or accept any employment with any entity, association, corporation, or person who, during the term of this Agreement, has had an adverse or conflicting interest with the County, or who has been an adverse party in litigation with the County, and concerning such, Contractor by virtue of this Agreement has gained access to the County's confidential, privileged, protected, or proprietary information.

## **21. SEVERABILITY**

If any portion of this Agreement or application thereof to any person or circumstance shall be declared invalid by a court of competent jurisdiction, or if it is found in contravention of any federal, state, or county statute, ordinance, or regulation, the remaining provisions of this Agreement, or the application thereof, shall not be invalidated thereby, and shall remain in full force and effect to the extent that the provisions of this Agreement are severable.

## **22. FUNDING LIMITATION**

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

### 23. AMENDMENT

This Agreement may be modified, amended, changed, added to, or subtracted from, by the mutual consent of the parties hereto, if such amendment or change order is in written form, and executed with the same formalities as this Agreement or in accordance with delegated authority therefor, and attached to the original Agreement to maintain continuity.

### 24. NOTICE

Any notice, communication, amendments, additions or deletions to this Agreement, including change of address of any party during the term of this Agreement, which Contractor or County shall be required, or may desire to make, shall be in writing and may be personally served, or sent by prepaid first-class mail or email (if included below) to the respective parties as follows:

**Commission:**

Molly DesBaillets  
PO Box 130  
Mammoth Lakes, CA 93546

**Mono County Social Services:**

Kathryn Peterson, Director  
PO Box 2969  
Mammoth Lakes, California, 93546

### 25. ENTIRE AGREEMENT

This Agreement contains the entire agreement of the parties, and no representations, inducements, promises, or agreements otherwise between the parties not embodied herein or incorporated herein by reference, shall be of any force or effect. Further, no term or provision hereof may be changed, waived, discharged, or terminated, unless executed in writing by the parties hereto.

**IN WITNESS THEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS AND SEALS THIS \_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.**

**COUNTY OF MONO**

**COMMISSION**

By: \_\_\_\_\_

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

APPROVED AS TO FORM:

---

County Counsel

APPROVED AS TO FORM:

---

Counsel for Commission

APPROVED BY RISK MANAGEMENT:

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Risk Manager

## **ATTACHMENT A**

### **AGREEMENT BETWEEN THE MONO COUNTY CHILDREN & FAMILIES COMMISSION AND MONO COUNTY DEPARTMENT OF SOCIAL SERVICES FOR THE PROVISION OF HOME VISITING SERVICES**

#### **TERM:**

**FROM: July 1, 2020 TO: June 30, 2022**

#### **SCOPE OF WORK:**

Under the terms of this Agreement, Contractor shall provide evidence-based home visiting services to families through the CDSS Home Visiting Initiative (HVI) (included as **EXHIBIT C** and incorporated herein by this reference).

The Commission agrees to perform services as required by the County, including but not limited to those listed below, and shall provide the necessary qualified personnel to perform said services.

The Commission shall conduct the following home visiting services:

- Offer twice a month visits to up to **4 CalWORKS** Families at a time plus up to 5 other families as determined in collaboration with Mono County Social Services for a duration of at least two years.
- Provide at least one developmental screening per child per year.
- Provide home visits using the Parents as Teachers evidence-based model.
- Quality control procedures shall include monthly reflective supervision and file review.

In addition to the above, the Commission shall:

- Submit quarterly reports & Invoices to Mono County Social Services October 15<sup>th</sup>, January 15<sup>th</sup>, April 15<sup>th</sup>, and July 10<sup>th</sup> for the prior quarter of each year the agreement is in effect.
- Complete visit write ups for each visit.
- Maintain a database with all service information including referrals, services accessed, demographics, and screenings.

#### **Data collection and evaluation components:**

Commission shall:

- Collect data, as specified by the CDSS, for the purpose of informing a state-sponsored longitudinal study and evaluation. The information must include but is not limited to:  
  
(A) Rates of children receiving regular well-child check-ups and, if available, immunization rates according to American Academy of Pediatrics Bright Futures guidelines; (B) Rates of children receiving developmental screening and referrals for further assessment; (C) Rates of participation in early learning programs; (D) Service referrals by type; (E) Services accessed by type; (F) Number of home visits completed, including data on duration

of families' enrollment in home visiting services; (G) Parental satisfaction with their gains in parenting skills and knowledge; (H) Food and housing stability; (I) Workforce training, employment and financial stability; (J) Participation in educational programs or English as a Second Language programs, or both, if applicable; (K) Access to immigration services and remedies; (L) Indicators of home visiting program workforce capacity, including demographics, characteristics, composition, including employer and certification status, and future training needs of the home visiting workforce; (M) Child welfare referrals and outcomes; and, (N) Additional descriptive and outcome indicators, as appropriate.

- Collect and provide all data required by CDSS related to the outcomes of participants and children, including by race, ethnicity, national origin, and primary and secondary language. The data will include program outcomes for the parents and children served in the program.
- Protect the personal information of individuals and families collected or maintained against loss, unauthorized access, and illegal use or disclosure, consistent with applicable state and federal laws.

### **Home Visitor Training:**

Commission will ensure home visitors receive training in the following areas before providing services to a CalWORKs recipient: (A) CalWORKs, Medi-Cal, CalFresh, Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), and other programs, with county-specific information about how the home visitor can help a parent access additional services for which he or she may be eligible and troubleshoot problems with benefits or eligibility that would impact his or her access to services; (B) demographics of the population served and the supports and services available for CalWORKs recipients.

### **Data Sharing:**

Home Visitors will obtain a signed Release of Information from a HVI family before discussing cases with DSS caseworkers, and CalWORKs caseworkers will obtain a signed Release of Information from a HVI family before discussing cases with First 5 Home Visitors. Data will be otherwise reported to DSS without identifying information. Data sharing for the purposes of the HVI will be collected and reported in a timely manner to DSS. The specific steps to ensure data is kept secure and confidential will be determined by the parties.

In addition, all confidential data not returned when the use authorized ends will be destroyed in accordance with approved methods of confidential destruction (via shredding, burning, certified or witnessed destruction, or degaussing of magnetic media). All confidential data will be protected from unauthorized use and disclosure through the observance of the same or more effective means as that required by the State Administrative Manual Sections 5300-5399, Civil Code Section 1798 et seq., Welfare and Institutions Code Section 10850, and other applicable federal and/or State laws governing individual privacy rights and data security.



## ATTACHMENT B

### AGREEMENT BETWEEN THE MONO COUNTY CHILDREN & FAMILIES COMMISSION AND MONO COUNTY DEPARTMENT OF SOCIAL SERVICES FOR THE PROVISION OF HOME VISITING SERVICES

#### TERM:

**FROM: July 1, 2020 TO: June 30, 2022**

#### SCHEDULE OF FEES:

#### PAYMENT

ESTIMATED COST: July 1, 2020 – June 30, 2022 (24 months)

<b>Expense</b>	<b>Description</b>	<b>Cost</b>
F5 Mono Home Visiting Staff	50% FTE (divided by 4 home visitors, 12.5% for each individual	\$20,000
F5 Mono Home Visiting Benefits	Not to exceed \$400/day for 3 days per individual	\$8,000
Travel and Training	Not to exceed \$275 per day for 14 days \$3,850	\$12,000
	<b>Total</b>	<b>\$40,000</b>

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**CalWORKs Home Visiting Initiative (HVI)**

**Request for County Plan (RFCP)**

**Attachment A**

**January 1, 2019 - June 30, 2020**

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**Date Issued: July 31, 2018**

**Mandatory HVI Conference Call: August 10, 2018**

**County Plan Due: September 28, 2018**

## CalWORKs HVI Request for County Plan

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## **PART I: OVERVIEW**

### **1. Introduction**

The California Department of Social Services (CDSS) is requesting county proposals for the California Work Opportunity and Responsibility to Kids (CalWORKs) Home Visiting Initiative (HVI).

The nature of this proposal is a competitive process. It is possible that counties may not receive funding or may not receive the full amount of their request. In evaluating county requests, the CDSS will give priority to those counties that meet the evaluation criteria in Part I – number 4 of the RFCP.

The CDSS will award funds to participating counties for the purpose of providing voluntary, high-quality, evidence-based, and culturally responsive home visiting services to support the positive health, development, and well-being outcomes for pregnant and parenting women, families, and infants born into poverty. The HVI aims to expand CalWORKs participant's educational, economic, and financial capability opportunities to improve the likelihood that they will exit poverty.

### **2. County Participation**

The CDSS will accept one application per county from either the County Welfare Department (CWD) or county Department of Public Health (DPH). Counties should determine which department has the greatest capacity to meet the requirements of the program and deliver services effectively and efficiently. A Memorandum of Understanding (MOU) between the participating county agencies must be submitted prior to implementation. This agreement should include, but not be limited to, each agencies' specific roles and responsibilities, data sharing, and communication expectations. If the county DPH serves as the lead, the CWD must agree to participate and collaborate.

Counties that choose to participate in the program must ensure the home visiting model(s) used, meets the minimum requirement established by the CDSS. All submitted county plans will be assessed by the CDSS staff to determine that they are complete and meet the criteria outlined.

#### **a. Regional Partnerships**

Counties may choose to partner with other counties to deliver home visiting services regionally. Partnering counties must submit a joint RFCP by the due date. Additionally, a MOU between the counties, and an outline of specific roles and responsibilities in the implementation of the HVI shall be submitted to the CDSS prior to implementation.

### **3. Allowance for Multiple Home Visiting Models**

Counties have the flexibility to use multiple home visiting models. If counties choose to use more than one home visiting model, a MOU, or other formal agreement between the county and each home visiting agency must be submitted prior to implementation.

## CalWORKs HVI Request for County Plan

### 4. Requirements for Home Visiting Models

To be determined eligible for funding, the home visiting model must have demonstrated evidence of effectiveness (See HomVEE in the Glossary of Terms). Evidence-based home visiting models that are not identified by HomVEE to meet United States Department of Health and Human Services (HHS) criteria for evidence-based home visiting programs must submit a copy of the model's evaluation of efficacy.

In addition to the evidence-based model criteria, approval of the county plan is contingent upon counties and each home visiting model's ability to implement the mandatory criteria outlined below and demonstrate the capacity to integrate additional criteria in the delivery of home visiting services. The Department will utilize the scoring criteria as referenced below.

#### Mandatory Criteria

Criteria	Description
<b>Home Visiting Model</b> <b>X Yes <input type="checkbox"/> No</b>	The home visiting model is identified by HomVEE to meet the HHS criteria for evidence-based home visiting programs or the home visiting model is an evidence-based model with an evaluation included with the RFCP. <i>Please note, home visiting models without an evaluation will not be considered for funding.</i>
<b>Capacity</b> <b>X Yes <input type="checkbox"/> No</b>	The home visiting model demonstrates capacity to serve the linguistic and cultural needs of the target population.
<b>Ability to Serve Target Populations</b> <b>X Yes <input type="checkbox"/> No</b>	The home visiting model demonstrates a plan to offer and continue to provide home visiting services to the target population of pregnant women with no other children, or first-time caretaker relatives of children less than twenty-four months old.
<b>Home Visitor Qualifications</b> <b>x Yes <input type="checkbox"/> No</b>	Home visitors are registered nurses, nurse practitioners, social workers, or other persons able to provide culturally and linguistically appropriate services who are trained and certified, and have completed a background check.
<b>Training</b> <b>X Yes <input type="checkbox"/> No</b>	Home visitors will complete all required trainings as outlined in the Part III - Assurances, prior to visiting homes.
<b>Implementation</b> <b>X Yes <input type="checkbox"/> No</b>	Home visiting services will begin being offered no later than April 1, 2019.
<b>Duration</b> <b>X Yes <input type="checkbox"/> No</b>	The home visiting model includes the provision of home visiting services for a minimum of 24 months.
<b>Home Visiting Outcome Domains</b> <b>X Yes <input type="checkbox"/> No</b>	The home visiting model includes collaboration with other service providers to leverage and expand resources and referrals relating to all of the following:  (1) Prenatal, infant, and toddler care; (2) Infant and child nutrition; (3) Developmental screening and assessments; (4) Parent education, parent and child interaction, child development, and child care; (5) Job

## CalWORKs HVI Request for County Plan

Criteria	Description
	readiness and barrier removal; and, (6) Domestic violence and sexual assault, mental health, and substance abuse treatment.
<b>Case Management</b> X Yes <input type="checkbox"/> No	The home visiting agency and the county have, or plan to establish, a collaborative case management plan.
<b>Screening and Assessment Tools</b> X Yes <input type="checkbox"/> No	The home visiting agency used standardized data collection tools (E.g. screenings, assessments, questionnaires, interviews), and procedures to evaluate the status and track progress in educational, developmental, health, and other domains for the child and the adult.
<b>Data Collection</b> X Yes <input type="checkbox"/> No	The home visiting model has policies, procedures, and systems in place to collect data for evaluation purposes.

**If you answered “NO” to any of the above mandated requirements, please DO NOT complete the RFCP. All of the mandatory criteria listed above are required.**

### Additional Criteria

County plans will also be scored and evaluated considering the following criteria:

Criteria	Description
<b>Experience</b>	The home visiting agency has a minimum of three years of experience serving CalWORKs clients or CalWORKs-eligible clients.
<b>Model Fidelity</b>	Home visiting agency has the appropriate supervision and infrastructure to maintain fidelity to the model.
<b>Outreach</b>	Home visiting recruitment and outreach strategies are established.
<b>Frequency</b>	The home visiting agency has a demonstrated capacity to provide services to the same participant at least monthly and multiple times per month as needed.
<b>Attrition</b>	Home visiting agency has a plan to minimize attrition.
<b>Early Learning Setting</b>	Processes and procedures are in place to ensure home visitors encourage CalWORKs participants to engage in high-quality early learning settings.
<b>Resources for Immigrants</b>	Home visiting model has a comprehensive plan to ensure home visitors connect families with immigration services and resources.
<b>Material Goods</b>	There is an established procedure to allocate funds for health and safety related items.
<b>Co-location</b>	The home visiting agency co-locates with a CWD or provides a feasible reason as to why they are unable to co-locate.

## CalWORKs HVI Request for County Plan

Criteria	Description
<b>Collaboration</b>	Participation in a multi-disciplinary group that focuses on home visiting.
<b>Sustainability</b>	The home visiting agency has a strategic plan for sustainability of funding for home visiting services to the CalWORKs populations. (E.g. funding from local sources, leveraging federal or other resources).

## **CalWORKs HVI Request for County Plan**

### **a. Home Visitor Qualifications**

In the proposal, counties must describe how they will ensure that home visiting agencies recruit and retain home visitors that reflect the population of the CalWORKs program. Home visits must be provided by a registered nurse, nurse practitioner, social worker, or other person able to provide culturally appropriate services, who is trained and has completed a background check.

Counties are required to provide evidence of home visitor qualifications. (Information about required home visitor trainings can found in Part III - Assurances).

### **b. Co-location and Collaboration**

Participating counties are strongly encouraged to co-locate home visitors and County CalWORKs staff in order to facilitate communication and coordination of services.

The county and home visiting agency are highly encouraged to participate in a local multi-disciplinary group that focuses on home visiting. The workgroup will have the opportunity to share best practices, improve service delivery, ensure systems integration, and develop solutions to issues that may arise.

Local home visiting workgroup partners may include, but are not limited to, local and state home visiting agencies; representatives of counties; CalWORKs clients; advocates; home visitors; home visiting experts; behavioral health organizations; family resource centers; local First 5 Commissions; and other interested partners.

## **5. Statewide Stakeholder Collaboration Meetings**

The CDSS will convene counties with participating home visiting programs twice annually, beginning no later than April 1, 2019, to share challenges, lessons learned, and best practices. These meetings shall be maintained indefinitely to provide continuous quality improvement utilizing the data collected.



## CalWORKs HVI Request for County Plan

### 6. Glossary of Terms

Terms	Definitions
<b>Assistance Unit (AU)</b>	A group of related persons living in the same home who have been determined eligible for the California Work Opportunity and Responsibility to Kids cash assistance (Manual of Policies and Procedures, Section 47-110 (a) (2))
<b>CalWORKs</b>	California Work Opportunity and Responsibility to Kids
<b>CalWORKs Exemption</b>	A CalWORKs applicant or recipient who is not required to participate in Welfare-to-Work activities as a condition of eligibility for aid (Manual of Policies and Procedures, Section 42-701 (e) (3))
<b>CalWORKs Volunteer</b>	A CalWORKs applicant or recipient who, though not required to participate in the Welfare-to-Work Program, chooses to participate (MPP, Section 42-701 (v) (2))
<b>Caretaker Relative</b>	Related by blood, marriage or adoption who is within the fifth degree of kinship to the dependent child (Manual of Policies and Procedures, Sections 82-808.1 and .11)
<b>Child-Only Cases</b>	A CalWORKs AU that does not include an eligible adult, except an adult who has been sanctioned due to non-compliance with Welfare-to-Work requirements (Manual of Policies and Procedures, Section 40-103.9)
<b>Cultural Competence</b>	The ability to interact effectively with people of different cultures
<b>County Welfare Department (CWD)</b>	The agency that administers the CalWORKs programs at the county level (Manual of Policies and Procedures, (Section 42-701 (c) (6))
<b>Early Learning Setting</b>	An environment that provides high-quality developmentally appropriate instruction and activities that engage children during their early years. (California Department of Education)
<b>Evidence-Based Home Visiting Model</b>	A home visiting model approved by the department, considering criteria developed by the HHS for evidence-based home visiting (See HomVEE)
<b>Home</b>	A temporary or permanent residence or living space, or another location identified by the AU (Assembly Bill 1811)

## CalWORKs HVI Request for County Plan

<b>HomVEE</b>	Home Visiting Evidence of Effectiveness – Mathematica Policy Research reviewed the evidence of effectiveness for specific home visiting models to determine if the models meet the HHS criteria for an evidence base. ( <a href="https://homvee.acf.hhs.gov/">https://homvee.acf.hhs.gov/</a> )
<b>HVI</b>	CalWORKs Home Visiting Initiative
<b>Material Goods</b>	Goods purchased for a program participant’s household related to care, health, and safety of the child and family. Material goods include, but are not limited to: child safety kits, car seats, appliance repairs, adaptive equipment for children with disabilities, and resources related to child and family language and literacy needs.
<b>MOU</b>	Memorandum of Understanding
<b>MPP</b>	Manual of Policies and Procedures <a href="http://www.cdss.ca.gov/inforesources/Letters-Regulations/Legislation-and-Regulations/CalWORKs-CalFresh-Regulations">http://www.cdss.ca.gov/inforesources/Letters-Regulations/Legislation-and-Regulations/CalWORKs-CalFresh-Regulations</a>
<b>Outcome Domain</b>	A group of related outcomes that measure the same or similar constructs (HomVEE)
<b>RFCP</b>	Request for County Plan

## CalWORKs HVI Request for County Plan

### PART II: REQUEST FOR COUNTY PLAN INFORMATION AND IMPORTANT DATES

#### 1. RFCP Submission Instructions

Counties must submit a completed county plan that complies with the requirements established in this RFCP along with all the requested documents to [CalWORKsHVI@dss.ca.gov](mailto:CalWORKsHVI@dss.ca.gov) no later than **September 28, 2018**.

Include in the subject line: **FY 2018-19 HVI Request for County Plan**

#### 2. Mandatory HVI Conference Call

The CDSS will host a mandatory conference call to provide information on HVI and the RFCP, respond to questions, and explain other administrative requirements regarding the county plan and participation process.

**Date:** August 10, 2018

**Time:** 10:00 a.m. – 12:00 p.m.

**Conference Call Number:** 1-213-929-4212

**Access Code:** 356370350

Please register for the mandatory conference call by using the following link:

<https://attendee.gotowebinar.com/register/1971130071177221123>

#### 3. RFCP Implementation and Reporting Timeline

ACTIVITY	DATE <sup>2</sup>
RFCP Release Date	July 31, 2018
RFCP Conference Call	August 10, 2018
RFCP Due Date	September 28, 2018
Tentative Award Notification and All County Letter for Participating Counties	October 2018
County and Home Visiting Program MOU/Formal Agreement/Contracting and Data Sharing Agreements Due	December 2018 (Prior to Implementation)
Implementation	January 1, 2019 (services must begin being offered no later than April 1, 2019)
Data Collection and Monthly reports	Monthly
CDSS Home Visiting Work Group Convening	April 2019 October 2019 (tentative)
Evaluation Report Due to the Legislature	January 10, 2022

<sup>2</sup> All dates are subject to change at the discretion of CDSS.

## CalWORKs HVI Request for County Plan

### PART III: COUNTY PLAN

### CalWORKs Home Visiting Initiative County Plan

Term: January 1, 2019 – June 30, 2020

#### 1. Cover Sheet

<b>DATE</b>	September 19, 2018		
<b>COUNTY</b>	Mono County		
<b>DEPARTMENT</b>	Department of Social Services		
<b>ADDRESS</b>	PO BOX 2969, Mammoth Lakes, CA 93546		
<b>PRIMARY AUTHORIZED CONTACT</b>	<b>NAME</b>	Kathy Peterson	
	<b>TITLE</b>	Director of Social Services	
<b>E-MAIL</b>	kpeterson@mono.ca.gov	<b>PHONE</b>	760-924-1763
<b>SECONDARY AUTHORIZED CONTACT</b>	<b>NAME</b>	Molly DesBaillets	
	<b>TITLE</b>	Executive Director of First 5 Mono	
<b>E-MAIL</b>	mdesbaillets@monocoe.org	<b>PHONE</b>	760-924-7626
<b>PRIMARY FISCAL OFFICER CONTACT</b>	<b>NAME</b>	Suzanne West	
	<b>TITLE</b>	Staff Services Manager	
<b>E-MAIL</b>	swest@mono.ca.gov	<b>PHONE</b>	760-924-1776

\*Make additional copies of the cover page for regional county applications.

## CalWORKs HVI Request for County Plan

### 2. Home Visiting Model(s) (more than one may be selected):

<b>Indicate the evidence-based home visiting model(s) the county will utilize below:</b>
<input type="checkbox"/> Early Head Start–Home Visiting (EHS-HV) <input type="checkbox"/> Healthy Beginnings <input type="checkbox"/> Healthy Families America (HFA) <input type="checkbox"/> Home Instruction for Parents of Preschool Youngsters (HIPPY)® <input type="checkbox"/> Nurse Family Partnership (NFP) <input checked="" type="checkbox"/> Parents as Teachers (PAT)®
<b>If the home visiting model is not listed above, please enter the name(s) of the model(s) here:</b> <b>Is the home visiting model evidence-based?</b> <input type="checkbox"/> Yes - An evaluation with outcomes in several HVI domains must accompany the RFCP. (See home visiting outcome domains on page 4.) <input type="checkbox"/> No - Please do not complete the RFCP.

### 3. Caseload Proposal

**Enter the total caseload your county intends to serve. When determining the caseload, assess your county’s capacity to manage the caseload.**

The target population identified in this program is a voluntary participant who is a member of a CalWORKs AU, who is pregnant with no other children at the time of enrollment, or a first-time parent, or caretaker relative of a child less than twenty-four months at the time he or she enrolls in the HVI program.

The county may serve additional CalWORKs clients with children under the age of two as long as the county continues to offer and provide home visiting services to the primary target population noted above.

The services offered via the HVI are not entitlement services and participating counties may limit the number of families participating in the program to ensure that the costs do not exceed the amount of funds awarded to the county for this purpose. Funding awarded for the purpose of home visiting services provided under this article shall not supplant expenditures from any other existing funding sources subject to county control for home visiting services.

## CalWORKs HVI Request for County Plan

### Target Population

Population Description	Proposed Caseload Count
<b>CalWORKs Assistance Units</b> - Pregnant with no other children at the time of enrollment, or a first-time parent, or caretaker relative of a child less than twenty-four months	2
<b>Child-only</b> - Pregnant with no other children at the time of enrollment, or a first-time parent, or caretaker relative of a child less than twenty-four months	2

### Expanded Population

If a county chooses to serve an expanded population, include the proposed caseload below.

Types of Cases	Proposed Caseload Count
<b>Ex. Families with more than one child</b>	
<b>Parent or caretaker relative with 1+ child(ren) at the time of enrollment, and whose child(ren) have not yet entered Kindergarten.</b>	5
<p><b>Describe why the county is proposing to offer services to this population. Include any additional outcomes that would be expected based on this population. Describe how the county will ensure that the target population will continue to be served.</b></p> <p>Given the small number of families projected to qualify for services, we hope to be able to serve more families to full expend the funds and make the best use of the training and administrative costs to benefit as many families as possible. Additional outcomes anticipated are a greater number of families served benefitting from the evidence-based model which exhibits the following outcomes: improved family functioning, improved school readiness, and reduced child abuse and neglect.</p>	

## CalWORKs HVI Request for County Plan

### 4. County Plan Questions

Please read the statements and questions below and provide a comprehensive response. Responses will be used to determine if the county has the capacity to implement the HVI as required by the CDSS.

#### Home Visiting Model(s)

- a. **Please identify the organizations and stakeholders the county consulted with to select a model(s) for the CalWORKs HVI. Include in your response why this home visiting model(s) was selected and how stakeholders will be engaged in implementation.**

The county welfare department, Mono County Department of Social Services (DSS), consulted with First 5 Mono on the proposed implementation of the home visiting portion of the CalWORKS HVI. First 5 Mono has an established home visiting program and a working relationship with DSS. The home visiting curriculum First 5 Mono uses is Parents as Teachers (PAT), a HomeVEE approved evidence-based model. First 5 Mono has the employees, experience, and infrastructure to become an affiliate of PAT and maintain model fidelity for the purposes of providing the administration of a PAT affiliate and home visits under the HVI..

- b. **Describe how the model(s) selected will address the specific needs of the populations identified to be served. Include in your response how many years of experience the agency has serving CalWORKs participants, how the home visiting agency and staff have the capacity to serve the linguistic, cultural, and demographic needs of the target population. Also include the policies and strategies that will be used by the program to address and avoid bias when serving participants.**

First 5 Mono's home visiting program has been running for eight years and serves all populations regardless of demographics or income, including CalWORKS participants. The program employs four Home Visitors, two of which are bilingual and are able to serve the Spanish speaking community linguistically, one is also bicultural. The program supervisor also provides home visits in alignment with PAT affiliate requirements.

The Home Visitors use the Parents as Teachers curriculum to provide regular visits centered around the following areas: parent-child interaction, development-centered parenting, and family well-being. For implementation of the HVI, First 5 Mono will become a PAT affiliate and Home Visitors and the Home Visiting Supervisor will be trained to model fidelity in PAT. Staff regularly attends training, conferences, and staff meetings which include implicit bias training, strengths-based implementation, and cultural understanding.

- c. **Describe the home visitor qualifications and training requirements. Include in your response how the home visiting agency and staff have the capacity to respond to participants who have experienced, or are experiencing, trauma related to adverse childhood experiences or other traumatic events. Also include how the agency will meet the required preservice training**

**CalWORKs HVI Request for County Plan  
requirements (See Part III - Assurances for more information).**

First 5 Mono Home Visitors have completed the PAT Foundational Training, are Certified Lactation Educator Counselors (CLEC) and attend professional development every year such as First 5 CA or PAT conferences, adverse childhood experience trainings, Strengthening Families, and Trauma-Informed Care trainings. Upon notice of a funding award through HVI, First 5 Mono will commence activities to become a PAT affiliate by developing a program Affiliate plan and attending model implementation training.

Because DSS and First 5 serve overlapping populations and are familiar with each others' employees and additional services within the county, the alignment of knowledge of the two agencies is already in place. Referrals between the two agencies, releases of information, and wraparound services have commonly occurred over the history of the home visiting program. Additionally, First 5 already provides quarterly reporting for the CAPIT/CBCAP funds provided through DSS for home visits for families with high needs as defined by national standards.

**d. Describe the model's standards of practice, curriculum used, and how the program maintains fidelity. Include in your response the supervision and support that will be offered to home visitors.**

As an affiliate of Parents as Teachers and user of the curriculum, First 5 Mono will follow the Essential Requirements to meet the PAT model fidelity. These include: 1) provide at least 2 years of home visiting services for prenatal to kindergarten entry including, 2) 12 visits per year to non high needs families and 24 visits per year to high needs families, 3) allow no more than 60 visits per month per full-time parent educator (Home Visitor), 4) meet the employment qualifications of a parent educator, 5) conduct 1 hour of reflective supervision and 2 hours of staff meetings per parent educator per month, 6) convene an advisory committee every 6 months, 7) a supervisor may not supervise more than 12 parent educators, 8) new parent educators and supervisors will attend the PAT Foundational and Model Implementation Training, 9) complete annual PAT certification renewal and professional development process per parent educator, 10) develop and document goals with each family, 11) complete a family-centered assessment within 90 days of enrollment and then annually, 12) use the Foundational Personal Visit Plans and Personal Visit Planning Guide forms from the PAT Foundational Curriculum for delivery of visits, 13) provide at least 12 group connections per year, 14) complete child health screenings using the Child Health Record form, 15) complete developmental screenings, 16) complete ongoing developmental surveillance using the Milestones form, 17) offer resource connections for families, 18) collect annual feedback from the families served, 19) report of data annually to PAT using the Affiliate Performance Report (APR), and 20) choose 2 measurable outcomes for families that align with program goals.

As a PAT affiliate, First 5 Mono will receive support from PAT in meeting program requirements, infrastructure, and implementation. First 5 Mono Home Visitors receive direct support and communication from the Executive Director through



## CalWORKs HVI Request for County Plan

ongoing case management, file review, staff meetings, and monthly reflective supervision meetings. First 5 Mono offers multiple Professional Development opportunities to Home Visitors throughout the year via in-person trainings and online.

### **Outreach and Implementation Strategies**

- a. Please describe the plan for identifying, screening, and recruiting participants. Include in your response a timeline, specifying when outreach will begin, what modalities will be used, and who will be conducting the outreach.**

The CalWORKS caseworker will identify families enrolled in CalWORKS who are eligible for the HVI and choose to opt in to the HVI. For current ongoing CalWORKS cases, the caseworker will identify eligible participants who wish to opt in, and refer to First 5 by April 1, 2019. For all new CalWORKS cases after April 1, 2019, the participant will be assessed for HVI eligibility once the case has active CalWORKS status and the referral to First 5 of clients who wish to opt in will be made within one week of this time. Per First 5 internal policy, a Home Visitor will contact the participant to set up a home visit within 3 business days of receiving the referral.

Eligible HVI participants include, at the time of HVI enrollment, any CalWORKS assistance unit who is pregnant with no other children or a first-time parent/caretaker relative of a child less than 24 months.

Any extended population (parent or caretaker relative with 1+ child(ren) at the time of enrollment, and whose child(ren) have not yet entered Kindergarten) may also be referred to First 5 for home visits, but only after the HVI has been offered to all eligible participants and there remains home visit availability to any future eligible CalWORKS HVI participants.

- b. Describe the frequency and duration of home visiting services. How many times per month will CalWORKs participants receive home visits? What is the model's program duration?**

The Parents as Teachers model requires 12 home visits for non high-needs families and 24 visits for high-needs families in the first year, with a minimum of 2 years of home visits for all families. High-needs families include those who meet more than one of the following national high needs standards: low income, low education, child or parent with a disability, homeless, teen parent, substance abuse, foster parent, unstable housing, incarcerated parent, very low birth weight, domestic violence, recent immigrant, death in the immediate family, child abuse or neglect, or an active military family.

CalWORKS HVI participants will be offered 48 hour-long visits over two years, twice per month, at home or an alternate location, at a pre-scheduled time established by the Home Visitor and caregiver(s).

- c. Please describe the plan for minimizing attrition in the CalWORKs HVI.**

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Home Visitors will routinely contact participants via phone, text, or email, offer a flexible visit schedule, and can meet the family at their own home, creating easy access for a family to stay enrolled in the HVI. The program will also provide a free book at least once a year and referrals to other programs as the need arises.

### **Connection to Community Resources**

- a. **Please outline the plan for coordination between the home visitors and community resources and referrals relating to all of the following: (1) Prenatal, infant, and toddler care; (2) Infant and child nutrition; (3) Developmental screening and assessments; (4) Parent education, parent and child interaction, child development, and child care; (5) Job readiness and barrier removal; and, (6) Domestic violence and sexual assault, mental health, and substance abuse treatment. Include in your response how the home visitor will connect the families to these resources.**

For referrals to resources below, Home Visitors will provide a family with the contact information for an agency, make known the services offered, actively contact the agency with the family, or send a paper referral (such as for Early Intervention), and later follow up to see if the resource was accessed or if further assistance is needed. The CalWORKs caseworker and Home Visitor will communicate referrals made and accessed.

(1) Home Visitors will provide PAT handouts and discussions on prenatal, infant, and toddler care, provide dental supplies to parents and children, and refer families to local assistance agencies such as DSS, WIC, Inyo Mono Advocates for Community Action (IMACA), SafeKids, pediatricians, optometrists, and dentists.

(2) Home Visitors will provide PAT handouts, assistance, and discussions on infant and child nutrition topics such as breastfeeding, age-appropriate meal planning, choosing healthy foods, and healthy routines. Local nutrition and food assistance resources available are: WIC, DSS, IMACA, Salvation Army, Pediatrics, and dentists.

(3) Once a year as a minimum (and more often as determined by screening results), Home Visitors will offer Ages & Stages Questionnaires (ASQs) and as indicated ASQ Social-Emotional. Depending on the results, further activities to strengthen a child's development will be suggested or the family is referred to a local Early Intervention organization for further assessment.

(4) Through the PAT program, Home Visitors support families in their role as their child's first and most important teacher while teaching parents about child development. Home Visitors will refer parents to locally-offered parenting courses, early literacy and school readiness events, the Raising A Reader program, community fairs and events, child/parent playgroups, and to the resource and referral agency, IMACA, for preschool or childcare enrollment.

### **CalWORKs HVI Request for County Plan**

(5) Along with the CalWORKS caseworker, Home Visitors will encourage parents and refer to resources to improve job readiness and remove barriers. Resources include adult education courses through the community college or the Mono County Office of Education. Home Visitors can help a parent plan for the transition to work while still caring for a young child.

(6) To address Domestic Violence, Sexual Assault, Mental Health, and Substance Abuse, Home Visitors will make known to the family the many counseling and crisis centers available in the area. Home visitors will administer the Edinburgh assessment for Postnatal Depression if a parent expresses symptoms of postpartum depression based on the shorter McArthur screening.

**b. Describe how the home visitor will encourage participants to engage in a high quality early learning setting? What resources will be used to identify these settings?**

Home Visitors will emphasize to caregivers the importance of enrolling a child in an early learning setting and make referrals, as appropriate, to the several agencies that offer these services. Early Learning settings for children and adults in Mono County include family childcares, Head Start programs, State Preschools or other private preschools, parenting courses, parent-child playgroups, or early literacy events. By providing developmental screenings at home visits, Home Visitors can help identify suspected developmental delays and refer to Early Intervention programs. The Resource and Referral Agency, IMACA, will be accessed to connect parents with daycare or preschool settings.

**c. Describe the county's immigration resources and supports for CalWORKs child-only cases. Include any existing collaborations with immigrant-serving partners and describe the working relationship.**

The County makes referrals to the National Immigration Law Center and the Consulate of Mexico for assistance and support

**d. Will the county be offering material goods related to the health and safety of the child and family? If no, please specify why the county chose not to provide these resources. If yes, describe how the county will operationalize this component, including how the home visitor will distribute the goods and services. (Note: no more than \$500 of CalWORKs HVI funding can be used to support material goods for each family for the duration that the family receives home visiting services. This funding may be leveraged from other sources.)**

Local resources outside of DSS will be leveraged to provide families with health and safety related items including Safe Kids Mono Partners, Mammoth Lakes Police Department, CA Highway Patrol, Mono County Public Health, and First 5 Mono. These agencies offer free items including car seats, kids' bike helmets, home safety items, CO/ fire detectors, and dental supplies. Home Visitors and DSS will assist families in contacting the appropriate agencies and securing the item. If a material good cannot be obtained through leveraged sources, HVI

### **CalWORKs HVI Request for County Plan**

funding will be accessed within the \$500 limit. Items will be distributed by the providing agency, or by the home visitor bringing the item to a subsequent home visit. Also, hours that the parent volunteers to participate in the home visiting program may count towards their allowable activities under their Welfare-to-Work (WTW) plan as allowable.

#### **Collaboration between the County Welfare Department and the Home Visiting Agency**

- a. Will county CalWORKs staff and home visitors be co-located? If yes, provide information about the co-location arrangement. If no, please describe why this is not feasible.**

The DSS CalWORKS staff and First 5 Home Visiting staff maintain separate offices as they are employees of different entities. However, the offices are a five-minute-walk apart and Home Visitors can easily meet with a family or caseworker in the DSS office upon request.

- b. Describe how county staff and home visitors will coordinate case management of HVI participants.**

After DSS deems a family eligible for the HVI, and the family has signed a consent to release information, the CalWORKS caseworker and /or Program Supervisor will make a referral to First 5, via phone call, fax, form, or email to the Executive Director of First 5, indicating the client is a CalWORKS participant who is eligible for the CalWORKS HVI.

Upon enrollment of the family in the HVI, a Release of Information signed by the caretaker will be obtained by the Home Visitor and an initial visit will occur to establish a case management plan based upon the family's needs. Ongoing communication between the caseworker and Home Visitor will occur at monthly meetings, or as needed, by phone or in person at the CalWORKS office. Meetings discussion will include family progress or barriers, referrals made and accessed, family strengths, needs, or changes in situation, and other relevant information with the purpose of coordinating support of positive health, development, and well-being of the family.

If a family does not indicate interest in home visits within the first month after referral, the caseworker will be notified promptly by the Home Visitor. If a family is discontinued from CalWORKS, the caseworker will notify First 5 promptly. The family may continue First 5 home visits if desired and applicable outside of the requirements and funding of CalWORKS HVI.

- c. Do the county and home visiting agency currently participate in a workgroup that include discussions related to continuous quality improvement (CQI) in home visiting? If yes, provide information about this workgroup. If no, please describe how the agencies will work together on CQI efforts.**

## CalWORKs HVI Request for County Plan

Not at this time, but through regular reporting and review issues pertaining to CQI will be shared and as needed meetings will be scheduled to work towards improvement.

### **Data Collection and Security**

- a. **Describe the tools (E.g. developmental screenings, assessments, questionnaires, interviews) that will be utilized by the home visitor. Explain how these tools will be used to evaluate and track progress in educational, developmental, health, and other domains for the child(ren) and the adult(s).**

For every scheduled home visit, the PAT model provides handouts and activities to educate the caregiver on their child's development, as well as tools for the Home Visitor to record and track data about development.

Home Visitors administer the Ages and Stages Questionnaire, developmental and as indicated social-emotional, annually at a minimum to detect any delays in a child's development. A Home Visitor will then continue developmental activities with a family and/or make a referral to the appropriate agency for further assessment as indicated by the screening tool.

During each visit, Home Visitors screen parents for depression and will administer the Edinburgh Scale for Postnatal Depression to determine if a mental health referral should be made. Home Visitors also collect data on maternal and child dental health, newborn weight gain, and breastfeeding rates at every visit.

- b. **Describe the information management systems that will be used to collect the data. How will the county manage scheduled reporting on data and deliverables, and ensure quality control?**

First 5 Mono currently uses a written file method and an online system to maintain Home Visiting data collected from the PAT report and evaluation forms. Upon receipt of a funding award and as part of the affiliate process with PAT, First 5 Mono will utilize the PAT affiliate data system. First 5 Mono will record and report any data as requested by DSS and CDSS using the PAT data system.

- c. **Describe the key components and timeline to develop the data sharing arrangement between the county and home visiting agency. Include how the county and other participating agencies and organizations will protect the personal information of individuals and families collected or maintained, against loss, unauthorized access, and illegal use or disclosure, consistent with applicable state and federal laws.**

Home Visitors will obtain a signed Release of Information from a HVI family before discussing cases with DSS caseworkers, and CalWORKs caseworkers will obtain a signed Release of Information from a HVI family before discussing cases with First 5 Home Visitors. Data will be otherwise reported to DSS without identifying information. Data sharing for the purposes of the HVI will be collected and reported in a timely manner to DSS. An MOU will be developed by December of 2018 between DSS and First 5 Mono to outline a description of the

### **CalWORKs HVI Request for County Plan**

data to be reported; a description of the scope of work for data collectors and evaluators, and a description of the data sharing process including statutory data security, privacy and confidentiality requirements, and termination of agreements. The specific steps to ensure data is kept secure and confidential will be included in the MOU. In addition, all confidential data not returned when the use authorized ends will be destroyed in accordance with approved methods of confidential destruction (via shredding, burning, certified or witnessed destruction, or degaussing of magnetic media). All confidential data will be protected from unauthorized use and disclosure through the observance of the same or more effective means as that required by the State Administrative Manual Sections 5300-5399, Civil Code Section 1798 et seq., Welfare and Institutions Code Section 10850, and other applicable federal and/or State laws governing individual privacy rights and data security. Upon request, CDSS reserves the right to review, and then accept security and privacy procedures that are relevant to its data

### **Program Sustainability**

#### **a. Describe the plan for sustainability of funding for home visiting services for CalWORKs participants.**

Currently, CalWORKs families can access home visiting, using First 5 and DSS CAPIT CBCAP funds, albeit at a decreased interval than the affiliate model requires. Should the HVI funding cease, the current level of services would still remain intact.

## **5. ASSURANCES**

The following section reflects statutory provisions of the HVI. The implementation of these provisions is a requirement for county participation in the HVI. Counties must assure the implementation of the provisions indicated below.

### **A. Case Management 11330.7. (a)**

A primary component of the program described in this article shall be case management and evidence-based home visiting for the purpose of family support which shall commence upon the determination that an individual is eligible in accordance with paragraph (2) of subdivision (c) of Section 11330.6 and shall continue until the eligible individual completes the evidence-based home visiting program or terminates his or her own participation.

### **B. Home Visitation 11330.7. (b), (e)**

Home visiting shall, but not be limited to, resources and referrals to all of the following: (1) Prenatal, infant, and toddler care; (2) Infant and child nutrition; Developmental screening and assessments; (4) Parent education, parent and child interaction, child development and child care; (5) Job readiness and barrier removal; and, (6) Domestic violence and sexual assault, mental health, and substance abuse treatment, as applicable. 11330.7 (e) Home visiting services and visits shall not be mandatory, random, or unannounced.

### **C. Home Visitor Qualifications 11330.7 (d)**

Home visiting services shall only be those intended to achieve the goals established in subdivision (a) of Section 11330.6 and that are provided in the home of an assistance unit or at a location agreed upon by the parent or caretaker relative and the home visitor.

Home visiting services shall only be provided by a registered nurse, nurse practitioner, social worker, or other person able to provide culturally appropriate services who is trained and certified according to the requirements of this article, has completed a background check, and has completed training as specified in subdivision (g) for the purposes of implementing this article.

### **D. Training 11330.7. (g)(1) (i) (3)**

All home visiting providers shall complete training in the following areas before providing services to a CalWORKs recipient: (A) CalWORKs, Medi-Cal, CalFresh, Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), and other programs, with county-specific information about how the home visiting professionals can help a parent access additional services for which he or she may be eligible and troubleshoot problems with benefits or eligibility that would impact his or her access to services; (B) Cultural competency and implicit bias; and, (C) Strengths-based practices for working with families with unmet needs.

## **CalWORKs HVI Request for County Plan**

Training must be administered by the county and include, but not be limited to, the demographics of the population served and the supports and services available for CalWORKs recipients.

A county that staffs its home visiting program solely with county staff is exempt from the training requirements of paragraph (1) to the extent the training would duplicate training already received.

### **E. High-Quality Early Learning 11330.7. (c)**

Home visitors shall encourage participants to enroll their child in a high-quality, early learning setting, or participate in playgroups, or other child enrichment activities, as appropriate, and parent participation in this early learning setting shall count towards allowable activities under a welfare-to-work plan developed by the parent or caretaker relative under Section 11325.21.

### **F. County and Home Visiting Program Co-location 11330.7 (f)**

Counties may give preferential treatment to contractors of home visiting programs that are able to co-locate home visitors and CalWORKs caseworkers in order to facilitate communication and coordination.

### **G. Data Collection 11330.8. (c)**

The department shall collect and counties and participating home visitation organizations shall provide, as a condition of funding, data necessary to administer the program and also related to the outcomes of participants and children, including by race, ethnicity, national origin, primary and secondary language, and county. The data shall include program outcomes for the parents and children served in the program and these data components shall be developed in consultation with the stakeholder workgroup referenced in subdivision (a) and pursuant to subdivision (c). All state, county, and other participating organizations shall protect the personal information of individuals and families collected or maintained against loss, unauthorized access, and illegal use or disclosure, consistent with applicable state and federal laws.

### **H. Evaluation 11330.8 (d) (A-N)**

Counties and home visiting agencies are required to collect data for the purpose of informing a longitudinal study and evaluation. The information must include but is not limited to:

(A) Rates of children receiving regular well-child check-ups and, if available, immunization rates according to American Academy of Pediatrics Bright Futures guidelines; (B) Rates of children receiving developmental screening and referrals for further assessment; (C) Rates of participation in early learning programs; (D) Service referrals by type; (E) Services accessed by type; (F) Number of home visits completed, including data on duration of families' enrollment in home visiting services; (G) Parental satisfaction with their gains in parenting skills and knowledge; (H) Food and housing stability; (I) Workforce training, employment and financial



### CalWORKs HVI Request for County Plan

stability; (J) Participation in educational programs or English as a Second Language programs, or both, if applicable; (K) Access to immigration services and remedies; (L) Indicators of home visiting program workforce capacity, including demographics, characteristics, composition, including employer and certification status, and future training needs of the home visiting workforce; (M) Child welfare referrals and outcomes; and, (N) Additional descriptive and outcome indicators, as appropriate.

\*Counties must fully participate in the data collection and evaluation components.

**I. The County agrees to provide the following RFCP information prior to implementation:**

A copy of the MOU or other formal agreement between the county and the home visiting program(s).

A copy of the MOU or other formal agreement if proposing a regional approach.

Evidence of home visitors' qualifications.

**The county agrees to deliver A-I by signing below.**

I, Kathryn Peterson, the undersigned, as a representative of County, approve and agree to the provisions as outlined in this RFCP.

Authorized Contact's Name & Title: Kathryn Peterson, Director, Mono County Social Services

Authorized Official Signature: \_\_\_\_\_ Date:

***Provide additional signatures for each county participating if this a regional partnership plan and request for funding.***

Authorized Contact's Name & Title:

Authorized Official Signature: \_\_\_\_\_ Date:

Authorized Contact's Name & Title:

Authorized Official Signature: \_\_\_\_\_ Date:

# **Mono County Children and Families Commission**

## **SCHOOL READINESS GRANT AGREEMENT**

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**THIS AGREEMENT** is made this September 16, 2021, by and between the **Mono County Children and Families Commission** ("Commission") and the **Mono County Library Authority** ("Grantee").

### RECITALS:

**WHEREAS**, Grantee is a Joint Powers Agency organized pursuant to the Joint Powers Agency laws of the State of California providing library services to residents of all ages, via books and audio-visuals in both English and Spanish for recreation and research, as well as computer services (including e-books and databases) and inter-library loans. Library and literacy outreach is provided to remote areas of the county via the Bookmobile, a mobile library, while a presence in each community is provided through six individual branch libraries, and,

**WHEREAS**, Grantee has proposed Strategies to further the Vision, Goals and Objectives in the Mono County Children and Families Commission current strategic plan; and

**WHEREAS**, Grantee is willing and able to continue its provision of early literacy services through its Raising a Reader Program to communities throughout Mono County in exchange for compensation from the Commission in the form of a grant.

**NOW, THEREFORE**, for and in consideration of the agreement made, and the payments to be made by Commission for the services rendered by Grantee, the parties agree to the following:

**1. SCOPE OF WORK:** Grantee agrees to provide all of the work described in the Scope of Work, which is set forth in Exhibit A, attached hereto and incorporated by this reference. In addition, the Grantee agrees to cooperate with Commission to complete program evaluation as set forth in Exhibit D, attached hereto and incorporated by this reference.

Substandard performance as determined by Commission staff will constitute non-compliance with this Agreement. If action to correct such substandard performance is not taken by Grantee within a reasonable period of time after notification by Commission staff, the Commission may initiate Agreement termination procedures in accordance with paragraph 14A.

**2. REPORTING REQUIREMENT:** Grantee shall submit written reports required by this Agreement by the deadlines set forth in Exhibit A. Program evaluation components, as set forth in the Program Narrative (Exhibit D), may be modified by Grantee with prior approval of Commission staff.

3. **PAYMENT:** The maximum grant award is \$38,000 for the initial term of one year and \$38,000 for each additional year that this agreement is extended by the Commission in accordance with Paragraph 4. Grantee agrees that all funds awarded to Grantee shall be made in accordance with the following:

A. Grantee will invoice the Commission bi-annually, based on actual expenses incurred during the previous 6 months. The Expenditure Report, attached as a part of Exhibit C and substantiating documentation in the form of receipts, time sheets, etc., must accompany each invoice. In addition, Grantee shall cooperate with Commission to prepare the Program Narrative (Exhibit D) for submission with each invoice. The reporting schedule is contained in the Performance Standards, Exhibit B, attached hereto and incorporated by this reference. The Grantee will be approved to receive the total amount invoiced upon satisfactory completion of the appropriate reports. The Commission shall forward payment requests to the County Auditor/Controller within five days of approving reports.

B. Grantee agrees to expend Commission funds as outlined in the Agreement Budget, attached as Exhibit C and incorporated by this reference. The Commission will not pay for unauthorized services rendered by the Grantee, nor for claimed services which Commission Agreement monitoring shows have not been provided as authorized. If Commission has advanced funds for services which, following consultation with Grantee, it later determines to have not been provided, Grantee shall refund requested amounts within thirty days of demand by Commission. The Commission has the option of offsetting such amounts against future payments due to Grantee.

C. Grantee is permitted a budget variation of up to ten percent (10%) for each major budget line item for the Agreement period. Any larger budget variation must receive prior Commission approval.

D. Expenditure Reports (Exhibit C) shall be submitted to the Commission with full documentation of all work performed and all reimbursable expenses incurred. Labor expenditures need documentation to support time, subsistence, travel and field expenses. No expense will be credited toward Agreement performance without adequate documentation. This documentation will include, but not be limited to, receipts for material purchases, rental equipment and subcontractor work.

4. **AGREEMENT TERM:** The term of this Agreement shall be from July 1, 2021, to June 30, 2024, unless sooner terminated as provided below. By mutual agreement of the Parties, this Agreement may be extended for subsequent one-year terms pursuant to the same terms and conditions set forth herein. Any extension pursuant to this paragraph shall be agreed-upon in writing prior to the expiration of the then-existing term.

5. **MAXIMUM COST TO COMMISSION:** Notwithstanding any other provision of this Agreement, in no event will the cost to Commission for the work to be provided herein exceed \$38,000 per year that this Agreement remains in effect.

6. **STATE REQUIREMENTS AND NONAPPROPRIATION:** This Agreement is funded by a Mono County Children and Families Commission Grant with monies from the California Children and Families Trust Fund (Health & Safety Code §§ 130100-130155). The State of California, may, through the California Children and Families Commission, enact requirements that affect the performance of the Grantee. If the State does impose new obligations affecting the performance of this Agreement, Commission reserves the right to amend the Agreement as necessary to comply with state requirements. Grantee will be notified at least thirty (30) days in advance if new requirements are to be imposed. Grantee may terminate this Agreement during that thirty-day notice period if it determines the new requirements to be infeasible to perform.

Commission reasonably believes that California Children and Families Trust Fund monies will be available to fully fund this Agreement for its term. In the event, however, no funds or insufficient funds are available for payment, then the Commission will immediately notify Grantee of such occurrence and the Agreement may be terminated upon twenty (20) days notice. After this Agreement is terminated under these provisions, Commission shall have no obligation to make further payments except that Commission shall pay Grantee for all services rendered and costs incurred in the performance of its duties hereunder prior to the date of termination.

7. **INSURANCE:**

A. **General Liability.** Grantee shall procure and maintain, during the entire term of this Agreement, a policy of Comprehensive General Liability Insurance which covers all the work and services, including operations, products, and completed operations as applicable, to be performed by Grantee under this Agreement. Such policy shall provide limits of not less than one million dollars (\$1,000,000.00) combined single limit (CSL) per occurrence. Such policy will not exclude or except from coverage any of the services and work required to be performed by Grantee under this Agreement. The required policy of insurance shall be issued by an insurer authorized to sell such insurance by the State of California, and have at least a Best's policyholder's rating of AA or AA+. Prior to commencing any work under this agreement, Grantee shall provide the Mono County Children and Families Commission: 1) a certificate of insurance evidencing the coverage required; (2) an additional insured endorsement applying to Mono County and the Mono County Children and Families Commission, their agents, officers and employees; and 3) a notice of cancellation or change of coverage endorsement indicating that the policy will not be modified, terminated, or canceled without thirty (30) days written notice to the Mono County Children and Families Commission.

B. Automobile/Aircraft/Watercraft Liability Insurance. Grantee shall provide Comprehensive Automobile/Aircraft/Watercraft Liability Insurance for bodily injury (including death) and property damage which provides total limits of not less than \$300,000.00 combined single limit per occurrence applicable to all owned, non-owned and hired vehicles/aircraft/watercraft. This coverage may be waived by Mono County Risk Management in writing if it is determined there is no significant exposure to these risks.

C. Professional Errors and Omissions Liability Insurance. Grantee shall provide professional liability insurance in an amount of not less than one million dollars \$1,000,000.00 each occurrence/one million (\$1,000,000.00) policy aggregate.

If professional liability coverage is written on a claims-made form:

1. The "Retro Date" must be shown, and must be before the date of the Agreement or the beginning of Agreement work. 2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement work. 3. If coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a "Retro Date" prior to the Agreement effective date, the Grantee must purchase "extended reporting" coverage for a minimum of five (5) years after completion of Agreement work.

D. Deductible and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared and approved by Mono County. If possible, the Insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to Mono County and Mono County Children and Families Commission, their agents, officers, employees and volunteers; or the Grantee shall provide evidence satisfactory to Mono County guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

Failure to provide and maintain the insurance required by this Agreement will constitute a material breach of the agreement. In addition to any other available remedies, the Commission may suspend or recover payments to the Grantee for any work conducted during any time that insurance was not in effect and until such time as the Grantee provides adequate evidence that Grantee has obtained the required coverage.

8. **WORKER'S COMPENSATION:** The Grantee acknowledges that it is aware of the provisions of the Labor Code of the State of California which require every employer to be insured against liability for worker's compensation or to undertake self insurance in accordance with the provisions of that Code and it certifies that it will comply with such provisions before commencing the performance of the work of this Agreement.

9. **NONDISCRIMINATORY EMPLOYMENT:** In connection with the execution of this Agreement, the Grantee shall not discriminate against any employee

or applicant for employment because of race, color, religion, age, sex, national origin, political affiliation, ancestry, marital status or disability or on any other basis prohibited by state or federal law. This policy does not require the employment of unqualified persons.

**10. SUBAGREEMENTS:** Notwithstanding the subcontract between Grantee and Commission to conduct story time in Colville, Crowley Lake, Bridgeport and Mammoth Lakes, the Grantee shall not subcontract any portion of the work required by this Agreement without prior written approval of the Commission.

**11. ASSIGNMENT:** The rights, responsibilities and duties under this Agreement are personal to the Grantee and may not be transferred or assigned without the express prior written consent of the Commission.

**12. BOOKS OF RECORD AND AUDIT PROVISION:** Grantee shall maintain on a current basis, complete books and records relating to this Agreement. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. These documents and records shall be retained for at least three years following expiration of this Agreement, including all extensions. Grantee will permit Commission to audit all books, accounts or records relating to this Agreement including all books, accounts or records of any business entities controlled by Grantee and any subcontractors for the Agreement.

Upon reasonable notice to Grantee by Commission, an audit may be conducted on Grantee's premises or, at Commission's option, Grantee shall provide all books and records pertaining to its performance of this Agreement within fifteen (15) working days upon receipt of written notice from Commission. Grantee shall additionally make itself available to the auditor to answer any questions regarding Grantee's performance of this agreement that auditor feels are necessary in order to conduct or expedite the audit. Grantee shall refund any moneys found by the auditor to have been erroneously charged, but only if Grantee is first given reasonable notice of, and a full and fair opportunity to explain, the circumstances giving rise to the auditor's belief that the moneys were erroneously charged. If Commission requires an audit due to errors on the part of the Grantee, and if that audit reveals that Grantee has erroneously received moneys from the Commission which it must refund in accordance with this paragraph, Grantee shall be liable for the reasonable costs of the audit in addition to any other penalty required by law to be imposed.

**13. TIME OF COMPLETION:** Time is of the essence with respect to this Agreement. Grantee agrees to commence and to complete the work within the time schedules outlined within this Agreement.

**14. TERMINATION:**

A. If the Grantee fails to provide in any manner the services required under this Agreement or otherwise fails to comply with the terms of this Agreement or violates any ordinance, regulation or other law which applies to its performance

hereunder, then the Commission may, after giving written notice to Grantee, and fifteen (15) calendar days to cure or correct the failure, terminate this Agreement. Such time to cure shall not be required, if the Commission determines that immediate termination is necessary for the protection of public health or safety. In the event of termination pursuant to this subsection, the Commission reserves the right to withhold payment for services not satisfactorily performed and/or to demand repayment of funds paid in advance for services not performed or not satisfactorily performed. Repayment shall be made within thirty (30) calendar days of a written request by Commission and Grantee's repayment obligation shall survive termination of this Agreement.

B. Either party may terminate this Agreement with or without cause and for any reason whatsoever by giving the other party thirty (30) calendar days written notice. In the event of termination pursuant to this paragraph, the Grantee shall be paid for services performed to the date of termination in accordance with the terms of this Agreement. Grantee shall refund any moneys advanced to it by the Commission which moneys have not been spent by Grantee or which constitute prepayment for services that have not been performed. Repayment shall be made by Grantee within thirty (30) calendar days of termination, and such obligation survives termination of this Agreement.

C. For purposes of this Section 14, calendar days shall be counted from the date of mailing.

**15. RELATIONSHIP BETWEEN THE PARTIES:** It is expressly understood that in performance of the work under this Agreement, the Grantee, and the agents and employees thereof, shall act as an independent Contractor and not as officers, employees or agents of the Mono County Children and Families Commission.

Except as expressly provided in Attachment A, Grantee has no authority or responsibility to exercise any rights or power vested in the Commission. No agent, officer, or employee of the Commission is to be considered an employee of Grantee. It is understood by both Grantee and Commission that this Agreement shall not, under any circumstances, be construed or considered to create an employer-employee relationship or a joint venture.

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

**16. TITLE TO PROPERTY:** At the conclusion of this Agreement, title to all expendable and nonexpendable personal or real property purchased with Commission funds shall vest with the Grantee if written certification is made to the Commission that the property will continue to be used for grant-related purposes and the Commission approves such vesting with the Grantee in writing.

If the above-noted certification is not made or the Commission disapproves such vesting, title to all property with an aggregate or individual value of \$1,500 or more

shall vest with the Commission; in that event, the Grantee shall await and follow specific written instructions from the Commission regarding transfer of title or disposition of the property.

**17. AMENDMENT:** This Agreement may be amended or modified only by written agreement of all parties.

**18. AUTHORITY TO AGREEMENT:** The undersigned person warrants that he or she has the authority to enter into this Agreement on behalf of the Grantee.

**19. JURISDICTION AND VENUE:** This Agreement shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Mono County, California.

**20. INDEMNIFICATION:**

Grantee shall indemnify, defend and hold harmless, Mono County and the Mono County Children and Families Commission and their agents, officers, and employees, from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney's fees, arising out of, resulting from or in connection with, the performance of this Agreement by Grantee, or Grantee's agents, officers, or employees. Grantee's obligation to defend, indemnify, and hold the County, of Mono and the Commission, their agents, officers, and employees harmless applies to any actual or alleged personal injury, death, damage or destruction to tangible or intangible property, including the loss of use. Grantee's obligation under this paragraph extends to any claim, damage, loss, liability, expense, or other costs that are caused in whole or in part by any act or omission of the Grantee, its agents, employees, supplier, or anyone directly or indirectly employed by any of them, or anyone for whose acts or omissions any of them may be liable.

Grantee's obligation to defend, indemnify, and hold the County of Mono and the Mono County Children and Families Commission, their agents, officers, and employees harmless under the provisions of this paragraph is not limited to, or restricted by, any requirement in this Agreement for Grantee to procure and maintain a policy of insurance.

**21. FUNDING LIMITATION:**

The ability of the Commission to enter into this Agreement is based upon available funding from various sources. In the event that such funding fails, is reduced, or is modified, from one or more sources, Commission has the option to terminate, reduce, or modify this Agreement, or any of its terms within ten (10) days of notifying Contractor of the termination, reduction, or modification of available funding. Any reduction or modification of this Agreement effective pursuant to this provision must comply with the requirements of paragraph 17 above.

**22. COMPLIANCE WITH APPLICABLE LAWS:** The Grantee shall comply with any and all state and local laws affecting the services covered by this Agreement.



23. **NOTICES:** Notices shall be sent via first class mail to the following locations:

Commission: **Mono County Children and Families Commission**  
**P.O. Box 130**  
**Mammoth Lakes, California 93546**

Grantee:

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

24. **TAX STATUS:** A Grantee, which is a nonprofit organization, shall possess a "Letter of Good Standing" from the Secretary of State's Office and covenants that it will keep such status in effect during the full term of this agreement.

25. **ACKNOWLEDGEMENT OF FUNDS:** Grantee shall acknowledge the grant from the Mono County Children and Families Commission in all statements or printed materials funded with grant monies. The acknowledgement shall be worded as follows: *Made possible by a grant from First 5 Mono County.*

26. **ENTIRE AGREEMENT AND AMENDMENT:** This Agreement and its attachments contain the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set for herein. This Agreement may be altered, amended or modified by writing signed by both of the parties and by no other means.

27. **EXECUTION OF COUNTERPARTS:** This Agreement may be executed in any number of counterparts and each of such counterparts shall for all purposes be deemed to be an original, and all such counterparts, or as many of them as the parties shall preserve, shall together constitute one and the same instrument.

**IN WITNESS WHEREOF,** the parties have executed this Agreement on this date: \_\_\_\_\_.

**APPROVED BY:**

**Mono County Children & Families Commission**

**Mono County Library Director**

By: \_\_\_\_\_

By: \_\_\_\_\_

Commission Chair

Christopher PLatt  
Mono County Library Director

*APPROVED AS TO FORM:*

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County Counsel for Commission

APPROVED BY RISK MANAGEMENT:

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Risk Manager

## Exhibit A

### SCOPE OF WORK:

#### **MONO COUNTY LIBRARY AUTHORITY RAISING A READER PROGRAM**

The Mono County Library provides free library services to residents and visitors of Mono County at seven branch locations. They also provide library services to outlying communities and neighborhoods through visits of their Bookmobile.

**Through Commission Funding, Mono County Library will continue to implement Raising A Reader throughout Mono County, including the Mammoth Elementary School catchment area (Mammoth and Crowley); Antelope Elementary School catchment area (primarily Topaz, Coleville, and Walker communities, and the Marine Corp Mountain Warfare Training Center housing area); Bridgeport Elementary School catchment area; and the Lee Vining Elementary School catchment area (primarily Lee Vining, June Lake, and Mono City communities). In addition, Mono County Library will continue to offer in-kind early literacy services through their regularly funded activities.**

#### **Funded Activities:**

##### *Service Delivery*

- Purchase Raising A Reader (RAR) materials including but not limited to books, bags, videos and training kits for program implementation in the service areas.
- Provide outreach to parents, center and home-based child care providers, school and library personnel, and others on the program components and their roles.
- Bring the RAR book bag program and other materials to a minimum of 8 preschool centers/child development homes, and 4 library branches within the service areas, impacting a minimum of 200 children and their families. Materials will be distributed bi-weekly or weekly to these locales, accompanied by story time presentations to attract and retain participants and help increase the literacy levels of participants..
- Provide weekly story times at the Mammoth, Bridgeport, and Coleville area library sites for children 5 years and under. Consider including Crowley and June Lake library branches if there is sufficient participation. The RAR coordinator will provide training and support for branch leaders.
- Make the RAR Book Bag program available to parents visiting Mono County Libraries. In addition, make the program available to parents and caregivers at the Marine Mountain Training Center Housing Area.
- Identify and expand to potential new preschools, family child care homes, and other organizations and venues, for participation in RAR.
- Provide orientations to parents, center and home-based child care providers, school and library personnel, and others on the program components and their roles. Provide ongoing support to preschool staff, parents, and other program partners to maintain program integrity. Provide replacement materials when necessary.

##### *Evaluation*

## Exhibit A

- Collect and maintain documentation on client participation and service delivery, including demographic data on the age, language, and ethnicity of participants.
- Engage and orient participating sites to assist with performing evaluation activities.
- Conduct written or phone surveys with program participants each year to assess program effectiveness, and submit completed survey data to First 5 staff.

### **RAR Program Description**

Overall, the program will aim to achieve the following outcomes:

- Increase exposure to literacy/pre-academic and developmental opportunities for children.
- Increase exposure to print material, pre-academic and group experiences for children.
- Increase the amount of time and frequency parents and caregivers read to children and early literacy skills.

RAR aims to increase the number of families who read with their young children frequently and routinely each week. Via a variety of strategies, bright red book bags filled with age-appropriate, literarily-acclaimed picture books are rotated home weekly/bi-weekly or monthly. The books come from a stock of more than 200 literarily-acclaimed books that feature appealing artwork, age-appropriate language and multicultural themes.

*RAR follows these steps:*

**1. Provide Books Via an Appealing Approach:** As needed, the RAR Coordinator delivers literarily-acclaimed picture books into child care centers, family child care homes, and other venues, to then be distributed to children to bring home, including bilingual books for the Spanish-speaking families and English-speaking families.

**2. Motivate Parent Involvement:** RAR teaches parents that there really is a best place to read to their child, and that place is the parent's lap. Each family is given a playful, parent training video, which particularly encourages fathers, poor readers, and parents with limited-English proficiency to engage with their child around a book. By its structure, RAR helps parents enhance their ability to facilitate their child's development of cognitive, language comprehension and expressive language skills, while promoting learning readiness.

**3. Create Community Systems to Support Reading to Children:** RAR works through program staff and librarians to teach the importance of regular reading with children to child care providers and parents, who will be trained to effectively "Read Aloud" and share a picture book with a child.

**4. Develop a Routine of Reading in the Home:** Through regular encouragement by child care providers and "cycling" of alluring books given directly to children, the program will encourage parents and caregivers to spend quality, daily time with their children. The activity fosters strong, positive attachments with caregivers as evidenced by research.

*RAR uses the following materials (Classroom Kit):*

## Exhibit A

**Book Bags** filled with the highest quality children's literature selected by early childhood experts and children's librarians. Each sturdy bag contains 4 books specific to the cultural needs of the family.

**Read Aloud:** Share a Book With Me Family Video: An instructional video (available in Spanish) will be given to each family to help family members acquire read-aloud skills. The video helps them understand that there are many different, effective and fun ways to share a book even if their own reading skills may not be highly developed.

**Teacher/Provider Curriculum Kit:** Preschool teachers and other potential "implementers" will be equipped with curriculum materials for proper implementation and for integration into classroom/home activities. Contents include a Teacher Guide for properly managing the book bag system as it rotates through the home and classroom, Idea Book of enrichment activities to be integrated into classroom/home visiting curricula and sent home (bilingual in English/Spanish) for parents to enjoy, sheets of stickers and program videos (English and Spanish) which introduce the program to ~~the~~ providers. Providers in turn use the video to introduce the program to families.

**Library Book Bags:** Upon Completion of the bag rotation, each participating child not receiving services in a childcare setting, will be given a blue book bag to keep and encouraged to use when making trips to their local library. For children receiving services in a childcare setting, children will get a book bag with a free book when they enter Kindergarten

**Refresher Support Materials:** Support materials replenish any lost or damaged items from the previous year and include new picture books, red bags, family videos, blue library bags, and bilingual parent letters to new and returning families.

## Exhibit B

### **Performance Standards**

The Grantee shall carry out this agreement in accordance with the following standards:

1. The Grantee will maintain timely and accurate records reflecting service levels, participant characteristics, service outcomes and expenditures under the terms of this Agreement.
2. The Mono County Children and Families Commission staff will provide the Grantee assistance and guidance in the performance of this Agreement.
3. The Grantee lead program contact will be the Mono County Library Director, or his or her designee, who will be responsible for carrying out and reporting achievement of project expectations and outcomes.
4. The Grantee will work with the Commission in its evaluation of the project activities.
5. The Grantee will report on project progress, outcomes and expenses using the following reports due to the CFC office on the indicated dates:

Report	Due Dates
	Annually
▪ Expenditure Report (Exhibit C)	<i>January 31 &amp; July 31</i>
▪ Program Narrative (Exhibit D)	<i>January 31 &amp; July 31</i>
▪ Submission of Participant Surveys	<i>July 31</i>

## Exhibit C

### ANNUAL PROJECT BUDGET

(July 1 through June 30)

#### Mono County Library Authority

#### Program Expenses

▪ Salary/Benefits/Travel/Operating(Supplies)/ Books & RAR Materials	\$38,000
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#### TOTAL EXPENSES

Commission Funds: **\$38,000**

*Commission funding may be used for the following expenses:*

- *RAR personnel salary and benefits*
- *Office supplies to support program promotion and implementation*
- *Purchase of additional RAR materials and books*
- *Travel for Coordinator in-county and to workshops/trainings out-of-county, as appropriate*

## Exhibit C

### EXPENDITURE REPORT Mono County Library Authority

**For The Period:** (months) \_\_\_\_\_ (year) \_\_\_\_\_ **of Fiscal Year:** \_\_\_\_\_

*This page to accompany each report submitted.*

Expense Item	Justification/Description	Actual Expenses
RAR Salaries/Benefits		\$
Operating/Supplies		\$
Books and Materials		\$
Training/Travel		\$
	<b>Total</b>	\$

Please submit substantiating documentation for this report. When an expense item exceeds \$1,000, please submit receipts or invoices.

***I certify the information above to be true and correct:***

\_\_\_\_\_  
*Program Officer*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*



## Exhibit D

### PROGRAM NARRATIVE

#### Mono County Library Authority

**For The Period:** (months) \_\_\_\_\_ (year) \_\_\_\_\_ **of Fiscal Year:** \_\_\_\_\_

**Please provide comments on RAR program activities during this period. Use the following questions to prepare your narrative:**

1. Provide a description/update of RAR recruitment activities at preschool centers, family child care homes, and other venues. Are there new recruits? Please detail successes and challenges.
2. Provide a description/update of the program at the library sites, and the centers and family child care home sites, who receive the RAR Program. Please detail successes and challenges.
3. Collect and maintain documentation on program participation and service delivery. Coordinate with Commission staff on the forms to use and the type of information to collect on participant demographics, including age, ethnicity, and language spoken.
4. Conduct written or phone surveys with program participants each year to assess program effectiveness, and submit completed survey data to First 5 staff no later than July 31<sup>st</sup>.
5. Please provide a summary list of other RAR and Library activities in the target areas that support school readiness activities (e.g. story hours, holiday events, summer reading clubs, etc.); please include # of participants and their ages attending each activity, when relevant.
6. Provide other comments on program delivery; what is working and what is not? Are there new opportunities to increase access to early literacy that the Commission may want to look into?

**AGREEMENT BETWEEN THE MONO COUNTY CHILDREN AND FAMILIES COMMISSION AND THE  
MONO COUNTY SUPERINTENDENT OF SCHOOLS (dba MONO COUNTY OFFICE OF EDUCATION)  
FOR THE PROVISION OF OPERATIONAL SUPPORT SERVICES**

This Agreement is entered into by and between the Mono County Children and Families Commission (hereinafter referred to as "the Commission") and the Mono County Superintendent of Schools, doing business as the Mono County Office of Education (hereinafter referred to as "MCOE").

**TERMS AND CONDITIONS**

**1. SCOPE OF WORK**

MCOE shall furnish to the Commission certain operational and administrative support services set forth in the Scope of Work attached hereto as Attachment A and incorporated herein by this reference.

Services and work provided by MCOE under this Agreement will be performed in a timely and competent manner consistent with the reasonable expectations of the Commission and any applicable requirements and standards established by applicable federal, state, and local laws, ordinances, and resolutions.

To facilitate the performance of services under this Agreement, it is agreed that MCOE shall have full cooperation and assistance from the Commission and its Governing Board.

All persons employed in the performance of services for the Commission under this Agreement shall be MCOE employees. MCOE shall solicit the advice and consent of the Commission in selecting the particular MCOE employee(s) who will provide Executive Director services under this Agreement, but MCOE retains the right to hire, fire, and discipline any MCOE employee providing services under this Agreement. The Commission shall be responsible for completing the Executive Director's evaluation. If the Commission is unsatisfied with the performance of any MCOE employee who provides services under this Agreement, the Commission shall promptly notify MCOE and request that MCOE consider taking any appropriate personnel action.

It is also understood that the Commission reserves the right to contract with other person(s), both public and private, individual, and corporate, for services not provided pursuant to this Agreement.

**2. TERM.**

The initial term of this Agreement shall be March 1, 2021, through February 28, 2022, regardless of when this Agreement is actually signed by the parties. The Agreement shall renew automatically and continue in effect from year to year thereafter until terminated by either party in accordance with paragraph 13.

**3. CONSIDERATION.**

A. Compensation. Compensation for the services of MCOE during each year of this Agreement shall be based on MCOE's estimated annual costs of providing such services. Total compensation for each fiscal year shall be payable by the Commission to MCOE in quarterly installments. On or about June 15<sup>th</sup> preceding each subsequent fiscal year, MCOE shall provide the Commission with a good faith estimate of anticipated indirect and personnel costs for that coming fiscal year. The Commission and MCOE may discuss and mutually revise the estimate and budget based on the Commission's needs. The estimate and budget mutually agreed to by the Commission and MCOE shall determine the compensation to be paid during that fiscal year. If a mutual agreement regarding the amount of compensation for a fiscal year is not reached between the Commission and MCOE by July 30<sup>th</sup> of that year, then this Agreement shall terminate

automatically as of August 30<sup>th</sup> of that year (or such other date as may be mutually agreed upon by the parties), and the Commission shall then compensate MCOE for services rendered from July 1st through the date of termination, based on the MCOE's direct and actual costs of providing such services.

B. Travel and Per Diem. Except to the extent they are expressly included in the annual budget, MCOE will be not paid or reimbursed for travel expenses or per diem which MCOE incurs in providing services and work under this Agreement.

C. No Additional Consideration. The Commission shall have no responsibility for the direct payment of any salaries, wages or other compensation to any MCOE personnel performing services for the Commission pursuant to this Agreement, or any liability other than that provided for in this Agreement. The Commission shall not be liable to compensation or indemnity to any MCOE employee for injury or sickness arising out of his/her employment subject to paragraph 9 below.

#### **4. REQUIRED LICENSES, CERTIFICATES, AND PERMITS.**

Any licenses, certificates, or permits required by the federal, state, the Commission, or municipal governments, for MCOE and its personnel to provide the services and work described in Attachment A must be procured by MCOE and be valid at the time MCOE enters into this Agreement. Further, during the term of this Agreement, MCOE must maintain such licenses, certificates, and permits in full force and effect. Licenses, certificates, and permits may include, but are not limited to, driver's licenses, professional licenses or certificates, and business licenses. Such licenses, certificates, and permits will be procured and maintained in force by MCOE at no expense to the Commission. MCOE will provide the Commission, at the Commission's request, upon execution of this Agreement, with evidence of current and valid licenses, certificates and permits which are required to perform the services identified in Attachment A. Where there is a dispute between MCOE and the Commission as to what licenses, certificates, and permits are required to perform the services identified in Attachment A, the Commission reserves the right to make such determinations for purposes of this Agreement.

#### **5. OFFICE SPACE, SUPPLIES, EQUIPMENT, ETC.**

The Commission and MCOE shall annually decide as part of the annual budget process for services under this Agreement which party will provide such office space, supplies, equipment, vehicles, reference materials, support services and/or telephone service as are necessary for MCOE to provide the services identified in the Scope of Work (Attachment A).

#### **6. COMMISSION PROPERTY.**

A. Personal Property of The Commission. Any personal property such as, but not limited to, badges, identification cards, keys, vehicles, reference materials, furniture, appliances, etc., provided to MCOE employees by the Commission pursuant to this Agreement are, and at the termination of this Agreement remain, the sole and exclusive property of the Commission. MCOE will use reasonable care to protect, safeguard and maintain such items while they are in MCOE's possession. MCOE will be financially responsible for any loss or damage to such items, partial or total, that is the result of MCOE's negligence.

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

termination of the Agreement, MCOE will convey possession and title to all such properties to the Commission.

## **7. WORKERS' COMPENSATION.**

MCOE shall provide Statutory Workers' Compensation insurance coverage and Employer's Liability coverage for not less than \$1 million (\$1,000,000.00) per occurrence for all employees engaged in services or operations under this Agreement.

## **8. STATUS OF MCOE.**

All acts of MCOE, its agents, officers, and employees, relating to the performance of this Agreement, shall be performed as independent contractors, and not as employees of the Commission. MCOE, by virtue of this Agreement, has no authority to bind or incur any obligation on behalf of, or exercise any right or power vested in, the Commission, except as expressly provided by law or set forth in Attachment A or otherwise conferred by the Commission. It is understood by both MCOE and the Commission that this Agreement shall not, under any circumstances, be construed to create an employer-employee relationship or a joint venture. As an independent contractor:

A. MCOE shall determine the method, details, and means of performing the work and services to be provided by MCOE under this Agreement.

B. MCOE shall be responsible to the Commission only for the requirements and results specified in this Agreement, and except as expressly provided in this Agreement, shall not be subjected to the Commission's control with respect to the physical action or activities of MCOE in fulfillment of this Agreement.

C. MCOE, 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 as employees of the Commission.

## **9. DEFENSE AND INDEMNIFICATION.**

A. MCOE shall defend, indemnify, and hold harmless the Commission, its agents, officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney's fees, arising out of, resulting from or in connection with, (i) the performance of this Agreement by MCOE, or MCOE's agents, officers, or employees; and (ii) any negligent act, negligent omission, or willful misconduct by MCOE with respect to performance of its obligations under this Agreement; and (iii) any claims by MCOE employees providing services under this Agreement relating to acts or omissions by the MCOE, its agents, its officers, its employees, or any other individuals under the direction or control of MCOE. MCOE's obligation to defend, indemnify, and hold the Commission, its agents, officers, and employees harmless applies to any actual or alleged personal injury, death, damage or destruction to tangible or intangible property, including the loss of use. MCOE's obligation under this paragraph extends to any claim, damage, loss, liability, expense, or other costs that are caused in whole or in part by any act or omission of the MCOE, its agents, employees, supplier, or anyone directly or indirectly employed by any of them, or anyone for whose acts or omissions any of them may be liable.

MCOE's obligation to defend, indemnify, and hold the Commission, its agents, officers, and employees harmless under the provisions of this paragraph is not limited to, or restricted by, any policy of insurance.

B. The Commission shall defend, indemnify, and hold harmless MCOE, its agents, officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney's fees, arising out of, resulting from or in connection with, (i)



the performance of this Agreement by the Commission, or its agents, officers, or employees; (ii) any negligent act, negligent omission, or willful misconduct by the Commission with respect to performance of its obligations under this Agreement; and (iii) any claims by MCOE employees providing services under this Agreement relating to acts or omissions by the Commission, its agents, its officers, its employees, or any other individuals under the direction and control of the Commission. The Commission's obligation to defend, indemnify, and hold MCOE, its agents, officers, and employees harmless applies to any actual or alleged personal injury, death, damage or destruction to tangible or intangible property, including the loss of use. The Commission's obligation under this paragraph extends to any claim, damage, loss, liability, expense, or other costs that are caused in whole or in part by any act or omission of the Commission, its agents, employees, supplier, or anyone directly or indirectly employed by any of them, or anyone for whose acts or omissions any of them may be liable.

The Commission's obligation to defend, indemnify, and hold MCOE, its agents, officers, and employees harmless under the provisions of this paragraph is not limited to, or restricted by, any policy of insurance.

C. Procedure regarding Indemnification. Each party shall give the other party prompt written notice of any claim coming within the scope of any indemnity expressly set forth in this Agreement. Upon written request of any indemnitee, the indemnitor will assume defense of such claim, action, or proceeding. The indemnitee shall cooperate with the indemnitor in the investigation, defense, and/or settlement of such claim.

#### **10. CONFLICTS.**

MCOE agrees that personnel rendering services under this Agreement shall have no financial interest, and shall not acquire any financial interest, direct or indirect, that would substantially conflict with the performance of the work and services under this Agreement. MCOE agrees that its employees providing services under this Agreement will complete and file a Statement of Economic Interests (FPPC Form 700), if required by the Commission or applicable state law.

#### **11. FUNDING LIMITATION.**

The ability of the Commission to enter into this Agreement is based upon available funding from various sources. In the event that such funding fails, is reduced, or is modified, from one or more sources, the Commission has the option to terminate, reduce, or modify this Agreement, or any of its terms within ten (10) days of notifying MCOE of the termination, reduction, or modification of available funding. Any reduction or modification of this Agreement effective pursuant to this provision must comply with the requirements of paragraph 12.

#### **12. AMENDMENT.**

This Agreement may be modified, amended, changed, added to, or subtracted from, by the mutual consent of the parties hereto, if such amendment or change is in written form, and executed with the same formalities as this Agreement.

#### **13. TERMINATION.**

This Agreement may be terminated for cause, including any breach or default, with five (5) days notice to the other party. In addition, either party may terminate this Agreement without cause by providing the other party with written notice of termination (non-renewal) prior to May 30<sup>th</sup> of any fiscal year, which termination shall be effective as of June 30<sup>th</sup>. This Agreement may also be terminated by the Commission due to loss of funds, as specified by Section 11. Finally, this Agreement shall terminate automatically pursuant to Section 3(A) of this Agreement in the event the parties are unable to agree upon compensation for any fiscal year.

**14. NOTICE.**

Any notice, communication, amendments, additions or deletions to this Agreement, including change of address of any party during the term of this Agreement, which Commission or MCOE shall be required, or may desire to make, shall be in writing and may be personally served, or sent by prepaid first class mail to the respective parties as follows:

The Mono County Children & Families Commission  
Attn: Commission Chair  
P.O. Box 130  
Mammoth Lakes, California 93546

Mono County Office of Education  
Attn: Stacey Adler Mono County Superintendent of Schools  
P.O. Box 477  
Bridgeport, CA 93517-0477

**15. ENTIRE AGREEMENT.**

This Agreement contains the entire agreement of the parties, and no representations, inducements, promises, or agreements otherwise between the parties not embodied herein or incorporated herein by reference, shall be of any force or effect. It also supersedes any and all other agreements or contracts, either oral or written, between the parties with respect to the subject matter hereof. Further, no term or provision hereof may be changed, waived, discharged, or terminated, unless the same be in writing executed by the parties hereto.

**16. REPRESENTATION BY COUNSEL.**

The parties hereto acknowledge that they have had the opportunity to be represented by separate legal counsel of their own choice with respect to the negotiation and preparation of this Agreement, and that they are fully aware of the contents of this Agreement and of its legal effect. Thus, any ambiguities in this Agreement shall not be resolved in favor of or against either party.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE ENTERED INTO THIS AGREEMENT AS OF THE DATE FIRST WRITTEN ABOVE.

MONO.COUNTY.SUPERINTENDENT  
OF SCHOOLS

MONO.COUNTY.CHILDREN AND  
FAMILIES COMMISSION

*S4*  
By:-----  
Stacey Adler

By: *Bob Gardner*  
BobGardner(Jul7,202117:1JPDIT)  
Bob Gardner · Chair

APPROVED AS TO FORM:

APPROVED AS TO FORM:

*Shannon DeNatale Boyd*  
Shannon DeNatale Boyd (Jul 2, 2021 08:35 PDT)  
MCOE's Counsel on behalf of the  
Superintendent

*A. Milovich*  
christylovich(Jul 2, 2021 08:24 POT)  
County Counsel's Office on behalf of  
the Commission

## ATTACHMENT A

### AGREEMENT BETWEEN THE MONO COUNTY CHILDREN AND FAMILIES COMMISSION AND THE MONO COUNTY SUPERINTENDENT OF SCHOOLS (dba MONO COUNTY OFFICE OF EDUCATION) FOR THE PROVISION OF OPERATIONAL SUPPORT SERVICES

#### SCOPE OF WORK

MCOE shall provide Human Resources, Employee Health Insurance, Information Technology, Liability Insurance, Payroll, Custodial, Retirement, and Business Office services to support Commission staff including but not limited to the following positions: Executive Director, Support Services Clerk, Program Coordinator, Home Visitor, Playgroup Leader, and Oral Health Outreach positions.

#### SUMMARY OF EXECUTIVE DIRECTOR SERVICES

The Executive Director will be responsible for planning, developing, organizing, coordinating and implementing the Commission's efforts to improve early childhood development from the prenatal stage to age five and promoting strong families, according to the provisions of the California Children and Families First Act of 1998, with emphasis on fulfilling the vision of the Commission.

The Executive Director will serve as a resource, administrator, coordinator, planner and advisor to the Commission with the goal of providing successful outcomes for children and families.

The responsibilities of the Executive Director include, but are not limited to:

**Commission Operations Support.** Work with the Commission to fulfill the responsibilities outlined in the Children and Families First Act and the Commission's bylaws in a responsive, respectful and creative manner. This set of responsibilities includes:

- With the Commission chair, plan and set the agenda for Commission meetings.
- Oversee management and supervision of Commission office and staff, and participate in the selection of staff as applicable.
- Develop and carry out plans for providing timely and responsive training, technical assistance and consultation to members of the Commission and any committees established by the Commission.
- Promote timely and effective communications between the Commission, the Executive Director, and other staff.

**Planning.** An integral component of the Children and Families First Act of 1998 is the development and annual update of the Commission-wide strategic plan for early childhood development. Specific duties in this area include:

- In coordination with the Commission, complete the strategic plan and/or employ independent Contractors, as appropriate, to complete specific tasks such as updating the community assessment of needs and resources and writing elements of the strategic plan.
- Facilitate research and development activities specified in the Act, utilizing local expertise, to review, assess and interpret pertinent research, promising practices, and programs with demonstrated successful outcomes for young children and their families.

**Fund Allocation and Contract Management.** The Commission is responsible for decision-making

regarding the allocation of funds accumulated in the County Children and Families Trust Fund, and requires significant staff support to guide the fund allocation process. Once the Commission approves grants and contracts, they must be administered to ensure strict accountability over the use of funds and ensure compliance with contract provisions. Duties included here:

- In coordination with the Commission, develop a documented process and timetable for making funding decisions on programs and services outlined in the strategic plan.
- Develop Requests for Proposals, Requests for Applications and/or other suitable instruments that are needed to implement the fund allocation process.
- Assist the Commission with carrying out the fund allocation process through issuing RFPs/RFAs, providing information and technical assistance to potential bidders, receiving and managing proposals and applications, coordinating the proposal review process, and otherwise supporting the funding process.
- Ensure that contracts complying with The Commission requirements are established with each organization that is awarded funding by the Commission.
- Follow up on each contract during the term specified in the contract to verify that the Contractor is complying with the terms of the agreement.

**Fiscal Management.** Provide overall tracking and management of funds in the County's Children and Families Trust Fund, consisting of:

- Work with the Commission to develop an annual budget, and administer the budget according to the guidelines established by the Commission.
- Investigate and make the Commission aware of opportunities to blend or leverage funds in order to maximize the amount of funding available to the Commission for uses that are contained in the strategic plan.
- Prepare applications for public and private funds that will further extend the County-wide program of early childhood development.
- Maintain accurate and appropriate records regarding income, expenditures, and the balance of the Trust Fund and other resources available to the Commission.

**Program Evaluation.** The Children and Families First Act contains provisions requiring the Commission to define and report measurable outcomes of its programs, services, and projects using appropriate reliable indicators. Specific duties of the Executive Director supporting this objective are:

- In coordination with the Commission, develop a methodology for evaluating progress, results and achievements associated with each of the goals and objectives defined in the Commission strategic plan as well as criteria for evaluating the performance of each individual program, service and project funded by the Commission.
- Facilitate the development and/or acquisition of data collection instruments, information systems and other tools necessary to implement the Commission's evaluation methodology.
- Oversee the implementation of the evaluation process and generation of timely, reliable periodic reports that show the outcomes being achieved for young children and families along with the performance of individual contracts.

**Public and Provider Relations.** These responsibilities include:



- Oversee the development and maintenance of an outstanding communication system that facilitates information sharing and networking between the Commission, the general public, and with consumers and providers of early childhood development services.
- Oversee the development of publications, media presentation and outreach materials that promote optimal early childhood development and maintain a high level of visibility for the work of the Commission.
- Collaboration and integration of services. Provide leadership within the community to promote coordinated planning, service delivery, information sharing, and other initiatives with and among providers of early childhood development and family support services.

**State-Level Involvement and Advocacy.** Responsibilities in the area of state-level involvement and advocacy include:

- Provide vision, presence and leadership to promote the goals of the California Children and Families Act throughout the state.
- Represent the Commission as requested and required at the Commission and state wide meetings, forums and hearings, using such opportunities to represent the Commission's goals, programs and philosophies.

**Legal Requirements Tracking and Compliance.** The Commission is subject to the provisions of state statutes and local ordinances, and relies on the Executive Director to ensure that all such legal provisions are complied with. These responsibilities include:

- Ensure that all meetings involving members of the Commission are publicly noticed and otherwise conform to the requirements of the Ralph M Brown Act, as appropriate.
- Facilitate the conduct of an annual audit and development of an annual report in compliance with state statutes and guidelines from the California Children and Families Commission.
- Track changes in state and local laws and regulations affecting the Commission and work with the Commission to ensure that all applicable laws and regulations are complied with.

# Agreement - MCOE & Mono First 5

Final Audit Report

2021-07-02

Created:	2021-07-02
By:	Christy Milovich (cmilovich@mono.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAId5-M-bicGaSkL63rF00gceu4tGIEXMj

## "Agreement - MCOE & Mono First 5" History



Document created by Christy Milovich (cmilovich@mono.ca.gov)

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Document e-signed by Christy Milovich (cmilovich@mono.ca.gov)

Signature Date: 2021-07-02 - 3:24:56 PM GMT - Time Source: server- IP address: 162.252.88.209



Document emailed to Shannon DeNatale Boyd (sboyd@ppplaw.com) for signature

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Email viewed by Shannon DeNatale Boyd (sboyd@ppplaw.com)

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Document e-signed by Shannon DeNatale Boyd (sboyd@ppplaw.com)

Signature Date: 2021-07-02 - 3:35:01 PM GMT - Time Source: server- IP address: 72.215.176.102



Document emailed to Stacey Adler (sadler@monocoe.org) for signature

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Email viewed by Stacey Adler (sadler@monocoe.org)

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Document e-signed by Stacey Adler (sadler@monocoe.org)

Signature Date: 2021-07-02 - 4:18:31 PM GMT - Time Source: server- IP address: 72.34.122.44



Agreement completed.

2021-07-02 - 4:18:31 PM GMT





## QUALITY IMPROVEMENT SERVICES AGREEMENT

# QUALITY IMPROVEMENT SERVICES AGREEMENT

## SERVICES AGREEMENT

This Agreement (the “Agreement”) is entered into by and between “**Los Angeles Universal Preschool,**” dba Child360, a California non-profit, public benefit corporation, (hereinafter referred to as “**Child360**”) and “**First 5 Mono,**” (hereinafter referred to as “**Client**”). Child360 and Client are referred to collectively herein as “the Parties.” This Agreement sets forth the terms and conditions under which Child360 will provide services to Client.

### RECITALS

A. WHEREAS Client has determined that assistance is needed in providing training to Client’s staff (the “Services”);

B. WHEREAS Child360 has a highly qualified staff available to provide the Services to Client; and

C. WHEREAS Client desires that Child360 provide the Services as forth in this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants, conditions and restrictions set forth herein, the Parties hereby mutually agree as follows:

### **1. RESPONSIBILITIES OF Child360**

1.1 Professional Services and Coverage. During the term of this Agreement, Child360 shall provide the Services to Client in accordance with the terms of this Agreement.

1.2 Scope of Services. The Services to be provided under this Agreement shall include deliverables as set forth and described in the Scope of Work (Exhibit 1.2).

1.3 Communication. Child360 shall contact Client’s designated contact with any questions regarding performance of the Services outlined in this Agreement.

### **2. RESPONSIBILITIES OF CLIENT**

2.1 Client shall provide a designated contact to provide accurate and timely information to Child360, and to answer questions regarding performance of the Services outlined in this Agreement. The designated contact is Molly DesBaillets.

### **3. BILLING**

## QUALITY IMPROVEMENT SERVICES AGREEMENT

3.1 Client shall pay **One-Thousand Eight-Hundred Sixty-Two Dollars and 50/100 cents (\$1,862.50)** to Child360 for work performed hereunder in accordance with the Scope of Work (Exhibit 1.2).

3.2 Child360 will submit an invoice documenting work performed in compliance with the Scope of Work (Exhibit 1.2). Payments for fees and expenses shall be due within 30 calendar days from the date Client receives the Child360's invoice.

### 4. **TERM AND TERMINATION**

4.1 **Term.** This Agreement shall commence upon execution by both Parties and shall remain in full force and effect until June 30, 2022, unless this Agreement is terminated at an earlier date as provided herein.

4.2 **Termination.** This Agreement may be terminated by either party upon giving thirty (30) days written notice to the other party. If the Agreement is terminated, Client is only liable for the payment of Services assigned and performed prior to the effective date of termination, and any non-cancelable obligations.

### 5. **CONFIDENTIALITY**

5.1 **Confidentiality.** The Parties agree to maintain the confidentiality of all records resulting from the provision of Services under this Agreement in accordance with applicable federal and state laws and regulations. Either party may disclose the records and data resulting from the provision of Services under this Agreement only if the records or data are presented either in aggregate form or some other form which removes all identifying personal information.

### 6. **STATUS OF THE PARTIES**

6.1 It is the express intention of the Parties that the legal status of Child360 to Client shall be that of an independent contractor, furnishing the Services to Client under a contractual arrangement which constitutes neither a partnership, joint venture, or a cost-sharing arrangement. Child360 shall be solely responsible for paying or withholding all relevant taxes arising from the compensation of Child360. Child360 shall have no claim under this Agreement, or otherwise, against Client for workers' compensation, unemployment compensation, vacation pay, sick leave, retirement benefits, Social Security benefits, disability insurance benefits, unemployment insurance benefits, or any other employee benefits, all of which shall be the sole responsibility of Child360.

### 7. **INDEMNIFICATION AND INSURANCE**

7.1 **Indemnification by Child360.** Child360 shall defend, indemnify and hold Client harmless from and against any and all liability, loss, expense, (including reasonable

## QUALITY IMPROVEMENT SERVICES AGREEMENT

attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent acts or omissions of Child360, its officers, employees, or agents.

7.2 Indemnification by Client. Client shall defend, indemnify and hold Child360, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the negligent performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent acts or omissions of Client, its officers, employees, or agents.

7.3 Insurance. Child360 shall obtain, pay for, and maintain in effect during the life of this Agreement, the following policies of insurance shall secure and maintain insurance described in Exhibit 1.1, attached hereto and incorporated herein by this reference.

### 8. GENERAL

8.1 Governing Law. This Agreement shall be governed by and construed and enforced in accordance with and subject to the laws of the State of California.

8.2 Severability. If any term, provision, covenant or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereto shall remain in full force and effect and shall in no way be affected, impaired or invalidated as a result of such decision.

8.3 Assignment. Neither party may assign, delegate or transfer in any manner the obligations and rights set forth in this Agreement.

8.4 Amendments. This Agreement or any part of it may be amended only by the mutual written consent of the duly authorized representatives of the Parties unless otherwise provided in this Agreement.

8.5 Entire Agreement. This Agreement is the entire agreement between the Parties relating to the subject matter of the Agreement and shall supersede all prior arrangements, negotiations, and understandings between the Parties, whether oral or written. No waiver of any term, provision or condition of this Agreement shall be deemed to be, or shall constitute a waiver of any term, and no waiver of any present condition shall constitute a waiver of such condition occurring in the future.

8.6 Notice. Any written notification required hereunder shall be personally served or mailed by certified mail, return receipt requested, or by commercial courier to the following:

## QUALITY IMPROVEMENT SERVICES AGREEMENT

If to Client: Molly DesBaillets  
First 5 Mono  
365 Sierra Park  
Mammoth Lakes, CA 93546

If to Child360: Sonia Soto  
Child360  
515 S. Figueroa St., Suite 900  
Los Angeles, California 90071

8.7 Change in Law. In the event that a change in state or federal law, statute, regulation, or enforcement or same materially affects this Agreement, the Parties agree to negotiate immediately, in good faith, any necessary or appropriate amendment(s) to the terms of this Agreement. If the Parties fail to reach a mutually agreeable amendment within thirty (30) days of such negotiation period, this Agreement shall terminate at the end of such thirty (30) day period.

8.8 Third Parties. This Agreement is not intended and shall not be construed to create any rights for any third party.

8.9 Exhibits. All Exhibits referred to herein are hereby incorporated herein. In the event that any provision of this Agreement conflicts with any Exhibit to this Agreement, the Exhibit shall control with respect to the subject matter of such Exhibit.

8.10 Counterparts. This Agreement may be executed in any number or counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute but one and the same instrument.

8.11 Ability to Enter Agreement. Each party represents and warrants that it is free to enter into this Agreement and to perform each of the terms and conditions of the Agreement.

8.12 Attorneys Fees. The prevailing party in any legal action brought due to a breach by the other, or to enforce the terms of this Agreement, shall be entitled to recover its costs of suit including, without limitation, reasonable attorneys fees.

QUALITY IMPROVEMENT SERVICES AGREEMENT

IN WITNESS WHEREOF, the Parties have executed this Agreement to be effective as set forth in Section 4 above.

**Los Angeles Universal Preschool**  
**515 S. Figueroa Street, Suite 900**  
**Los Angeles, California 90071**

**First 5 Mono**  
**365 Sierra Park**  
**Mammoth Lakes, California 93546**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**



## QUALITY IMPROVEMENT SERVICES AGREEMENT

### **INSURANCE (Exhibit 1.1)**

Child360 shall provide and maintain at its own expense the following programs of insurance throughout the term of this Agreement. Such programs and evidence of insurance shall be issued by insurers admitted to conduct business in the State of California, with a minimum A.M. Best's rating of A: VII unless otherwise approved in writing as satisfactory to Client.

If applicable, Child360 shall provide Client with the following policies of liability:

#### General Liability Insurance

Child360 warrants that it has general liability insurance that will be in effect throughout the term of this Agreement.

#### Workers Compensation Insurance

Such insurance shall be in an amount and form to meet all applicable requirements of the Labor Code of the State of California.

#### Automobile Insurance

Such insurance shall be in an amount and form to meet all applicable requirements of the laws of the State of California.

## QUALITY IMPROVEMENT SERVICES AGREEMENT

### SCOPE OF WORK (Exhibit 1.2)

Child360 will conduct the following trainings, via a virtual platform, for the Client:

Task Description	Quantity	Unit Price	Total
Self-Paced Courses Using Child360's Learning Management System (LMS): <ul style="list-style-type: none"><li>• Cultural Competency</li><li>• Culturally Responsive Teaching</li></ul>	15	\$17.50	\$262.50
Training: Trauma Informed Care Virtual Instruction Led	1	\$1,600.00	\$1,600.00
Total Cost			\$1,862.50



~~June 29, 2021~~ July 21, 2021

Molly DesBaillets  
First 5 Mono County  
365 Sierra Park Road, Bldg. M  
PO Box 130  
Mammoth Lakes, CA 93546  
760-924-7626  
mdesbaillets@monocoe.org

## **MARINE CORPS COMMUNITY SERVICES SPONSORSHIP AGREEMENT**

1. **Parties in Agreement.** This Agreement is between Marine Corps Community Services, located at Bridgeport, CA hereinafter referred to as “MCCS” and First 5 Mono County located at 365 Sierra Park Road. Bldg. M. Mammoth Lakes, CA 93546 hereinafter referred to as “SPONSOR.”

2. **Authority and Legal Status.** MCCS Morale, Welfare and Recreation (MWR) activities are an integral part of the Department of Defense (DoD), and Non-Appropriated Fund (NAF) Instrumentalities of the United States Government. DoD Instruction 1015.10 and Marine Corps Order P1700.27B authorize MCCS to engage in commercial sponsorship. Commercial sponsorship is the act of providing assistance, funding, goods, equipment (including fixed assets), or services to MCCS MWR programs and events by an individual, agency, association, company or corporation, or other entity for a specific period of time in return for public recognition or advertising promotions. Governing law under this Agreement is that of the United States Government.

3. **Event or Program to be Sponsored.** SPONSOR agrees to support Child Development Center, IMPACT Program hereinafter referred to as the "Program" located aboard the Marine Corps Mountain Warfare Training Center (MCMWTC) in Bridgeport, California beginning ~~July-August~~ July-August 20, 2021 and ending September 30, 2021. The terms herein are for this Agreement and the above referenced Event only and will not be considered a precedent for any other agreements with a third party or future agreements between the Parties.

**4. Scope of the Agreement.**

a. **SPONSOR** agrees to provide:

- 1) Four Thousand ~~£~~Three Hundred and Fifty Dollars (\$4,350.00) for the continuing education of the staff and children at the Child Development Center involved in the IMPACT program for the 2021-2022 school year.
- 2) All necessary information to produce the marketing materials for the IMPACT program.

b. **MCCS** agrees to provide the following recognition and promotion opportunities:

- 1) Completion of all required trainings, surveys, and educational classes as outlined in the IMPACT program.
- 2) Distribution of 2021-2022 school years' Ages and Stages Questionnaire results to all installation families.
- 3) End of 2021-2022 school year documentation of completed trainings, education, and other activities as decided upon in the site plan at the beginning of the school year.
- 4) Completion of IMPACT program requirements and determination by the First 5 IMPACT Program Coordinator that MCCS has met the requirements of the Childcare Quality Program for FY 2021-22. which is at a minimum is 21 hours of professional development per school year for a minimum of 50% of the teaching staff and providing all families an Ages and Stages Questionnaire in August-September of each school year.

**5. Payment Terms:** **SPONSOR** agrees to provide Four Thousand Three Hundred and Fifty Dollars (\$4,350.00) as stated in Agreement Section 4.a., as follows:

- a. Four Thousand Three Hundred and Fifty Dollars (\$4,350.00) due on or before August 1, 2021.

**The SPONSOR is to make any and all checks payable to MCCS. Please include SP 21-014 on the Memo or Reference line of your check. Payment shall only be mailed to the address provided below:**

MCMWTC  
MCCS Marketing  
HC83, Bldg 6002  
Bridgeport, CA  
93517  
ATTN: Barbara Stone

6. **Cost of Sponsorship.** SPONSOR agrees that no amount of its cost of sponsoring the Event described in this Agreement will be charged to any entity or subdivision of the Federal Government under any circumstances. By entering into this Agreement, SPONSOR understands that there is no implication or promise on the part of MCCS or the United States Marine Corps to obligate or award appropriated funds for future business with SPONSOR.

7. **Disclaimer.** The United States Marine Corps and the Federal Government, including MCCS, are prohibited from officially endorsing or favoring sponsors. The parties agree that MCCS is required to disclaim official endorsement in any public recognition or media associated with a sponsored event.

8. **Insurance.** SPONSOR certifies that it has a standard Comprehensive General Liability Policy. If requested, SPONSOR shall supply Organizer with such evidence of coverage. Organizer assumes no responsibility for loss or damage to SPONSOR's goods or products while aboard the installation. SPONSOR certifies that it has automobile bodily injury and property damage insurance in an amount sufficient to comply with state insurance requirements.

## **Indemnity.**

### Indemnification

#### a. Claims arising from Acts or Omissions of the County

The County hereby agrees to indemnify, defend, and hold harmless MCCS, the U.S. Government, the U.S. Marine Corps, and their officers and employees, agents, successors, and assigns from and against any and all claims, damages, liabilities, losses, government proceedings, and costs and expenses, including reasonable attorneys' fees and costs of suit against MCCS, arising out of actions or omissions of the County in the performance of this contract. At its discretion, the MCCS may participate at its own expense in the defense of any claim, action, or proceeding, but such participation shall not relieve the County of any obligation imposed by this ~~contract~~this Agreement. The MCCS shall notify the County promptly of any claim, action, or proceeding and cooperate fully.

#### b. Claims arising from Acts or Omissions of the MCCS

The MCCS hereby agrees to indemnify, defend, and hold harmless County, its agents, officers, and employees from and against any and all claims, damages, liabilities, losses, government proceedings, and costs and expenses, including reasonable attorneys' fees and costs of suit against County, arising out of actions or omissions of the MCCS in the performance of this contract. At its discretion, the County may participate at its own expense in the defense of any claim, action, or proceeding, but such participation shall not relieve the MCCS of any obligation imposed by this ~~contract~~Agreement. The County shall notify the MCCS promptly of any claim, action, or proceeding and cooperate fully.

~~SPONSOR agrees to indemnify, defend, and hold harmless MCCS, the U.S. Government, the U.S. Marine Corps, and their officers and employees, agents, successors, and assigns, from and against any and all claims, damages, liabilities, losses, government proceedings, and costs and expenses, including reasonable attorneys' fees and costs of suit, arising out of any or all aspects of the Agreement and Event. Third parties will look solely to SPONSOR for payment and satisfaction of an obligation or claim arising from this event, or breach of any warranty or representations made by it, or any act or omission by it in the performance of the Event outlined in this Agreement.~~ **TERMINATION OF THIS AGREEMENT** shall not affect the continuing obligations of each of the parties under this indemnification section paragraph.

9.

**10. SPONSOR's Trademark.** SPONSOR's trademarks, label designs, product identifications, artwork, and other symbols and devices associated with SPONSOR's products or services are and shall remain SPONSOR's property. SPONSOR hereby authorizes MCCS to use SPONSOR's trademarks in promotions during the term of this agreement. The right to use SPONSOR's trademark is non-exclusive, non-assignable and non-transferable. All uses by MCCS of SPONSOR's trademarks shall inure solely to the benefit of the SPONSOR.

- a. This Agreement does not authorize SPONSOR to make use of any Marine Corps trademarks, including but not limited to those connected to MCCS programs. SPONSOR may make factual statements in reference to the sponsored Events. Example: On SPONSOR's media, SPONSOR could state, "A proud Sponsor of MCMWTC Bridgeport Marine Corps Ball," however SPONSOR may not display any Marine Corps or MCCS logo, emblem, seal, trademark, or other protected mark. Marine Corps and MCCS trademarks are regulated by the U.S. Marine Corps Trademark Licensing Program. Information on this program, including FAQs, guidance on obtaining a license, and contact information for the Marine Corps Trademark and Licensing Office is available at [www.marines.mil/trademark](http://www.marines.mil/trademark).

**11. Non-Exclusivity.** This Agreement does not confer to SPONSOR an exclusive right to promote its products in the MCCS Commercial Sponsorship Program. MCCS reserves the right to accept sponsorships from entities competitive to SPONSOR.

**13. Assignment.** This Agreement is not assignable in whole or in part by any party hereto in the absence of prior written consent by the other party.

**14. Termination.** Either party may immediately terminate the Agreement as follows:

- a. Upon a material breach of Agreement terms
- b. If the Event must be cancelled due to circumstances beyond reasonable control of either party such as an act of God, weather delays, Government restrictions and mission requirements, or unforeseen commercial delays. If the event is cancelled in whole or in part due to such reasons, MCCS may either refund sponsorship fees and in-kind items provided or reschedule the Event and provide all of the advertising and sponsorship rights set forth in this Agreement at no additional charge to SPONSOR.

c. Upon twenty-one (21) days written notice to the other party for any reason. If **MCCS** terminates this Agreement by written notice, it shall be without penalty. Should **SPONSOR** terminate this Agreement by written notice, **SPONSOR** agrees to compensate **MCCS** for reasonable costs incurred.

**15. Disputes.** This Agreement is not subject to the Contract Disputes Act of 1978, 41 U.S.C, Chapter 71. All disputes arising under or relating to this Agreement shall be resolved under this clause. All disputes relating to this agreement will be decided by the **MCCS** Contracting Officer, who will issue a written Final Decision and mail or otherwise furnish a copy thereof to **SPONSOR**. The Contracting Officer's decision will be final and conclusive unless within 90 (ninety) days from the date of **SPONSOR**'s receipt of the Contracting Officer's Final Decision, **SPONSOR** mails or otherwise furnishes the Contracting Officer a written appeal (two copies) addressed to the Director, **MCCS**, Twentynine Palms, CA. The decision of the Director is final and conclusive and not subject to further appeal.

IN WITNESS WHEREOF, the parties have below executed this Agreement.

For **SPONSOR**:

---

Molly DesBaillets Date  
First 5 Mono County  
365 Sierra Park Road, Bldg. M  
PO Box 130  
Mammoth Lakes, CA

For **MCCS**:

---

Emiley Stroud Date  
Sponsorship & Marketing Specialist  
Marine Corps Community Services  
MCMWTC, MCCS, Bridgeport, CA

For **MCCS**:

---

Mike McClure Date  
Deputy Director  
Marine Corps Community Services  
MCMWTC, MCCS, Bridgeport, CA

**Note:** Please return the signed copy (SIGNATURE PAGE ONLY)  
by email to [Emiley.Stroud@usmc-mccs.org](mailto:Emiley.Stroud@usmc-mccs.org)



## 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 to nine members appointed by the board of supervisors and shall be comprised accordingly:

a. One member shall be a member of the County Board of Supervisors.

b. One member shall be the county superintendent of schools, as an educator specializing in early childhood development.

c. At least two members shall be from among 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.

d. The remaining members shall persons from the following categories: recipients of project services included in the county strategic plan; educators specializing in early childhood development; representatives of a local child care resource or referral agency, or a local child care coordinating group; representatives of a local organization for prevention or early intervention for families at risk; representatives of community-based organizations that have the goal of promoting nurturing and early childhood development; representatives of local school districts; and representatives of local medical, pediatric, or obstetric associations or societies.

~~The commission shall consist of seven to nine 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 five 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 five 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 five ~~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.)



6.17.2021

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

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

**Janice Mendez**  
*Commission Secretary  
Project Lead, Community Health  
in Diabetes Prevention*

*Bridgeport Indian Colony*

**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*

Dear Town of Mammoth Lakes,

At the First 5 Mono Commission meeting June 17<sup>th</sup>, 2021 the Executive Director, Molly DesBaillets, provided an update that the Town of Mammoth Lakes (TOML) decided to not pursue the Council authorized Community Development Block Grant planning application for childcare feasibility. We are writing to seek understanding of that decision and ask for information on how the Town plans to move forward to address childcare needs.

In Ms. DesBaillets' report she shared that in communicating with TOML staff, she was told that over the next 6 months the TOML would call together agencies with experience in childcare in the TOML and conduct a needs assessment to prepare for a CDBG application submission in January, when the next application is planned to be released. Can you please confirm the TOML plans to move forward in that manner? Or, if not, how the TOML does plan to move forward to leverage CDBG funds to improve access to childcare within its jurisdiction?

First 5 is a willing and experienced partner and seeks to improve childcare availability in Mammoth Lakes. We are willing to assist the Town in its needs assessment if that would help achieve some progress.

Respectfully,

**Molly DesBaillets, MA**  
*Executive Director*

*Providing leadership in sustaining a network of support for all children, ages 0 through 5 years, and their families. Partnering with the community to improve outcomes in children's health, safety and learning.*

P.O. Box 130 ♦ Mammoth Lakes, CA 93546  
760-924-7626 ♦ 760-934-8443 (fax) ♦ [mdesbaillets@monocoe.org](mailto:mdesbaillets@monocoe.org) [monokids.org](http://monokids.org)

# Mono County Child Care Council



**November 15, 2018 Minutes**

**9:30AM-12:00PM**

- 1. Call to Order:** Molly DesBaillets, Vice-Chair, called the meeting to order at 9:30AM
- 2. Establish Quorum:** Quorum established: 6 of 8 members present  
**Members Present:** Brooke Bien, Julie Winslow, Molly DesBaillets, Annaliesa Calhoun, Jacinda Croissant, Sofia Flores  
**LPC Coordinator:** Queenie Barnard  
**IMACA Staff:** Nancy Carrillo, Charles Broten (phone)
- 3. Public Comment:** Patricia Robertson, Executive Director of Mammoth Lakes Housing and First 5 Commissioner, shared with the Council that the California State Community Development Block Grant (CDBG) Program published a "Notice of Funding Availability" (NOFA) on November 1, 2018. Patricia wants to be supportive of the Local Planning Council and continue having conversations to find opportunities to obtain free money to create more child care slots in Mono County. \*Molly DesBaillets requested that the 2018 CBDG NOFA be agendaized for the January Council meeting. Molly asked Queenie to reach out to The Town of Mammoth Lakes to ask them to hold a public hearing for the 2018 CBDG NOFA.
- 4. Agency Round Table:**  
**Mono County Health Department Update:** Jacinda Croissant shared that the flu shot clinics have been a huge success with a great turnout, serving over 900. She also shared that she is the SIDS (Sudden Infant Death Syndrome) coordinator and will be doing trainings throughout the county.  
  
**Mammoth Unified School District/ Husky Club Update:** Brooke Bien shared that their biggest challenge right now is Husky Club's afterschool free and reduced program which is completely full. They over served children last year. As of now, there is a wait list, but they won't be enrolling any more students for the remainder of the year. Paying students can enroll at any time.  
  
**IMACA / Alternative Payment Program Update:** Queenie Barnard shared that she plans to start the enrollment process with the majority of the families on the waitlist. As of now, there is 23 families on the wait list which is equivalent to 37 children. The Community Connection for Children office is going to be restructured and we will be hiring a third staff person and moving Nancy Carrillo into a new position that will include assisting Queenie with processing provider payments, enrollments, eligibility determination, etc. for the Alternative Payment program. There are currently 25 families/46 children on the subsidized child care program. There was increase in the number of infants on the waitlist for child care. Queenie also shared flyers for upcoming provider trainings, food program distribution dates and times, and the holiday basket application.

## Mono County Child Care Council



**Behavioral Health / Clubhouse Live Update:** Sofia Flores shared that Behavioral Health still has the wellness programs running for children and adults. She shared that Clubhouse Live is their popular after school free program. She is in the process of going to the middle school to start recruiting more participants since they lost most of their participants when the children moved to the high school or are now participating in sports. Sofia also shared that they have Circulo de Mujeres and Espacio Creativo, two Spanish support groups that are offered to women in the community. Child care is offered during these sessions to children who are potty trained. They will be starting a do-it-yourself social group for adults once a month. Foro Latino will be December 13<sup>th</sup> from 5:30- 7:30PM at the high school. Flyers will be provided once they are finished. Lastly, Sofia just finished the Life Skills trainings that she had been providing for the middle school and high school.

**Child Care Quality System Update:** Annaliesa Calhoun shared that their site plans and ASQ's were successfully completed and their Communities of Practice are going great. Annaliesa is starting a Coaching Community of Practice for anyone in the region who provides coaching of any type to child care facilities. That will start up in January. Annaliesa also shared that she is being trained by First 5 California to become a coach.

**Kids Corner Update:** Julie Winslow shared that they just had their Thanksgiving potluck feast yesterday. They had great turnout from parents. She is working on creative ways to accommodate more slots for infants. She finished all of her ASQ's and is ready to start the Brigance.

**First 5 Update:** Molly DesBaillets shared that she is the middle of her strategic planning for the next five year period. She is collecting all the suggestions and input to present. Molly provided handouts for First 5 Peapod playgroups. They are offering a second cafe for moms, depending on participation, they will continue to provide cafe for moms. She also provided flyers for Safe Kids Mono with information about safety resources through other agencies.

### 5. Membership Update:

- a. Queenie reviewed the updated 2018-19 Membership Roster. All new members have been officially approved and Molly DesBaillets has been reappointed. Two spots are vacant under consumers of child care. She will update and send out the recruitment flyer so that members can distribute to potential new members. She also shared that Sandra Villalpando's membership term is ending in December. She recently learned that Sandra will be coming back from her maternity leave in May, leaving her position on the council vacant after 12/31/18. Queenie will be reaching out to someone in Sandra's department to ask about a replacement for her position on the Council.
- b. Queenie reviewed the By-Laws regarding member absences:
  - i. If a member is absent for (3) consecutive or five (5) meetings in a fiscal year, the member may be asked to resign by the Chair.

## Mono County Child Care Council



### 6. Minutes:

- a. Approval of January 18, 2018 meeting minutes was tabled until a quorum of members who were present at the meeting is established.
- b. Approval of June 18, 2018 meeting minutes was tabled until a quorum of members who were present at the meeting is established.
- c. Annaliesa Calhoun made a motion to approve the September 20, 2018 meeting minutes. Julie Winslow seconded. Vote: 4 yes; 0 no; 2 abstained. **Motion carried.**

### 7. Budget Update:

- a. Queenie reviewed the current 2018-19 fiscal year Council budget. She shared that she is still waiting to hear back from the fiscal department about the fringe benefit percentage that the Council had asked about at the September 20<sup>th</sup> meeting.
- b. Queenie requested that the Council fund the purchase of several extra textbooks for two popular Child Development courses currently being offered at Cerro Caso as the Council had originally only purchased one textbook for the course and several students have expressed interest in borrowing the textbook from both courses. Brooke Bien made a motion to move the \$500 of funding allocated for the reusable bags to go to the purchase of extra textbooks. Julie Winslow seconded. Vote: 6 yes; 0 no. **Motion Carried**
- c. Queenie shared the Minaret Cinemas advertising invoice for the unapproved period of 5/18/18-9/20/18 and asked the Council for their input on proceeding with payment. Annaliesa Calhoun made a motion to draft a letter to Minaret Cinemas explaining that the Council is unable to pay the amount that is being charged as we have already allocated all our funds for this fiscal year. Brooke Bien seconded. Vote: 6 yes; 0 no. **Motion Carried**

### 8. Annual Report, Strategic Plan, and BOS Requests:

- a. Queenie reviewed the Annual Report/ progress made in FY 2017-18 on Strategic Plan. Council requested the following changes to the Annual Report and brought to the January meeting for approval:
  - i. Page 2, Number 2, Bullet 1: Add asterisk stating, "\*There is no longer a Mammoth Mountain maintained list of babysitters/nannies."
  - ii. Page 3, Number 3, Bullet 1, Sub-bullet 1: Change to, "Kindergarten Readiness Snap Shot poster was created and distributed to all most child care sites in Mono County in April 2018."
  - iii. Page 3, Number 3, Bullet 2, Sub-bullet 1: Change to, "Kindergarten Readiness training was previously scheduled for April 2018 and 9 child care providers attended. Attempting to schedule a Kindergarten Readiness training for the 2018-2019 fiscal year to earlier in the school year. Tentatively scheduled for December-12, 2018. Awaiting confirmation from Mammoth Elementary School principal."



## Mono County Child Care Council



- iv. Page 3, Number 3, Bullet 3, add to Sub-bullet 1: Council members also distributed flyers to families personally. There was an increase from 46% to 76% of incoming kindergartners in Mammoth Lakes who attended Kindergarten Readiness Roundup in 2018.
- b. Queenie reviewed the strategies and action plan from the Strategic Plan and asked the Council for input and whether they felt adjustments needed to be made. Council requested the following changes to the Strategic Plan:
  - i. Objective 2: Change to, "By June 20, 2022, ensure that Advocate and work towards a minimum of 50% of children 0-12 with parents in the workforce have having a child care slot."
  - ii. Action Plan 2, Bullet 1: Remove and replace with "Develop a flyer with resources for babysitters/nannies."
  - iii. Action Plan 2, add Bullet 4: "Develop a new child care center."
  - iv. Action Plan 2, add Bullet 5: "Support public entities eligible for funding (e.g. CDBG funding)."
  - v. Strategies 3, Bullet 1: Add asterisk at end of strategy, add asterisk at bottom of document with link to more information about Childcare Quality System.
  - vi. Add date(s) Strategic Plan was amended along the bottom of document.
- Annaliesa Calhoun made a motion to amend the Strategic Plan as discussed. Brooke Bien seconded.  
Vote: 6 yes; 0 no. **Motion carried.**
- c. Discussion of facilitation of community-based efforts to coordinate part-day programs with other child care to provide full-day, full-year child care and development services was tabled for January's meeting.

9. **LPC Contract:** Annaliesa Calhoun made a motion to ask for proposals from both MCOE and IMACA regarding LPC contract administration. Proposals should address budget, who would be filling the LPC Coordinator role, and whether or not background knowledge of current Council Coordinator will be utilized. Julie Winslow seconded. Vote: 5 yes; 0 no. **Motion carried.**

10. **Meeting Schedule:** Council reviewed remaining meetings for 2018-19 Fiscal Year:  
Third Thursday of every other month (9:30AM-12:00PM):  
January 17, 2019, March 21, 2019, May 16, 2019, June 6, 2019

**Meeting Adjourned:** 12:00PM

Respectfully submitted,  
Nancy Carrillo, Bilingual Resource and Family Services Assistant

**CALIFORNIA QUALITY RATING AND IMPROVEMENT SYSTEM (CA-QRIS)**  
**QUALITY CONTINUUM FRAMEWORK – RATING MATRIX WITH ELEMENTS AND POINTS FOR CONSORTIA COMMON TIERS 1, 3, AND 4**

ELEMENT	1 POINT	2 POINTS	3 POINTS	4 POINTS	5 POINTS
<b>CORE I: CHILD DEVELOPMENT AND SCHOOL READINESS</b>					
1. Child Observation	<input type="checkbox"/> Not required	<input type="checkbox"/> Program uses evidence-based child assessment/observation tool annually that covers all five domains of development	<input type="checkbox"/> Program uses valid and reliable child assessment/observation tool aligned with <i>CA Foundations &amp; Frameworks</i> <sup>1</sup> twice a year	<input type="checkbox"/> DRDP (minimum twice a year) and results used to inform curriculum planning	<input type="checkbox"/> Program uses DRDP twice a year and uploads into DRDP Tech and results used to inform curriculum planning
2. Developmental and Health Screenings	<input type="checkbox"/> Meets Title 22 Regulations	<input type="checkbox"/> Health Screening Form (Community Care <i>Licensing</i> form LIC 701 "Physician's Report - Child Care Centers" or equivalent) used at entry, then: 1. Annually OR 2. Ensures vision and hearing screenings are conducted annually	<input type="checkbox"/> Program works with families to ensure screening of all children using a <b>valid and reliable developmental screening tool</b> at entry and as indicated by results thereafter <b>AND</b> <input type="checkbox"/> Meets Criteria from point level 2	<input type="checkbox"/> Program works with families to ensure screening of all children using the <b>ASQ</b> at entry and as indicated by results thereafter <b>AND</b> <input type="checkbox"/> Meets Criteria from point level 2	<input type="checkbox"/> Program works with families to ensure screening of all children using the <b>ASQ &amp; ASQ-SE</b> , if indicated, at entry, then as indicated by results thereafter <b>AND</b> <input type="checkbox"/> Program staff uses children's screening results to make referrals and implement intervention strategies and adaptations as appropriate <b>AND</b> <input type="checkbox"/> Meets Criteria from point level 2
<b>CORE II: TEACHERS AND TEACHING</b>					
3. Minimum Qualifications for Lead Teacher/ Family Child Care Home (FCCH)	<input type="checkbox"/> Meets Title 22 Regulations [Center: 12 units of Early Childhood Education (ECE)/Child Development (CD) FCCH: 15 hours of training on preventive health practices]	<input type="checkbox"/> Center: 24 units of ECE/CD <sup>2</sup> OR Associate Teacher Permit <input type="checkbox"/> FCCH: 12 units of ECE/CD OR Associate Teacher Permit	<input type="checkbox"/> 24 units of ECE/CD + 16 units of General Education OR Teacher Permit <b>AND</b> <input type="checkbox"/> 21 hours professional development (PD) annually	<input type="checkbox"/> Associate's degree (AA/AS) in ECE/CD (or closely related field) OR AA/AS in any field plus 24 units of ECE/CD OR Site Supervisor Permit <b>AND</b> <input type="checkbox"/> 21 hours PD annually	<input type="checkbox"/> Bachelor's degree in ECE/CD (or closely related field) OR BA/BS in any field plus/with 24 units of ECE/CD (or master's degree in ECE/CD) OR Program Director Permit <b>AND</b> <input type="checkbox"/> 21 hours PD annually
4. Effective Teacher–Child Interactions: CLASS Assessments ("Use tool for appropriate age group as available")	<input type="checkbox"/> Not Required	<input type="checkbox"/> Familiarity with CLASS for appropriate age group as available by one representative from the site	<input type="checkbox"/> Independent CLASS assessment by reliable observer to inform the program's professional development/improvement plan	<input type="checkbox"/> Independent CLASS assessment by reliable observer with minimum CLASS scores: <b>Pre-K</b> ▪ Emotional Support – 5 ▪ Instructional Support – 3 ▪ Classroom Organization – 5 <b>Toddler</b> ▪ Emotional & Behavioral Support – 5 ▪ Engaged Support for Learning – 3.5 <b>Infant</b> ▪ Responsive Caregiving (RC) – 5.0	<input type="checkbox"/> Independent assessment with CLASS with minimum CLASS scores: <b>Pre-K</b> ▪ Emotional Support – 5.5 ▪ Instructional Support – 3.5 ▪ Classroom Organization – 5.5 <b>Toddler</b> ▪ Emotional & Behavioral Support – 5.5 ▪ Engaged Support for Learning – 4 <b>Infant</b> ▪ Responsive Caregiving (RC) – 5.5

1. Approved assessments are: Creative Curriculum GOLD, Early Learning Scale by National Institute of Early Education Research (NIEER), and Brigance Inventory of Early Development III.

2. For all ECE/CD units, the core eight are desired but not required.

**Note:** Point values are not indicative of Tiers 1–5 but reflect a range of points that can be earned toward assigning a tier rating (see Total Point Range).

ELEMENT	1 POINT	2 POINTS	3 POINTS	4 POINTS	5 POINTS
<b>CORE III: PROGRAM AND ENVIRONMENT - Administration and Leadership</b>					
<b>5. Ratios and Group Size</b> (Centers Only beyond licensing regulations)	<input type="checkbox"/> Center: Title 22 Regulations Infant Ratio of 1:4 Toddler Option Ratio of 1:6 Preschool Ratio of 1:12 <input type="checkbox"/> FCCH: Title 22 Regulations (excluded from point values in ratio and group size)	<input type="checkbox"/> Center - Ratio: Group Size  Infant/Toddler – 4:16 Toddler – 3:18 Preschool – 3:36	<input type="checkbox"/> Center - Ratio: Group Size  Infant/Toddler– 3:12 Toddler – 2:12 Preschool– 2:24	<input type="checkbox"/> Center - Ratio: Group Size  Infant/Toddler – 3:12 or 2:8 Toddler – 2:10 Preschool – 3:24 or 2:20	<input type="checkbox"/> Center - Ratio: Group Size  Infant/Toddler – 3:9 or better Toddler – 3:12 or better Preschool – 1:8 ratio and group size of no more than 20
<b>6. Program Environment Rating Scale(s)</b> (Use tool for appropriate setting: ECERS-R, ITERS-R, FCCERS-R)	<input type="checkbox"/> Not Required	<input type="checkbox"/> Familiarity with ERS and every classroom uses ERS as a part of a Quality Improvement Plan	<input type="checkbox"/> Assessment on the whole tool. Results used to inform the program's Quality Improvement Plan	<input type="checkbox"/> Independent ERS assessment. All subscales completed and averaged to meet overall score level of 5.0	<input type="checkbox"/> Independent ERS assessment. All subscales completed and averaged to meet overall score level of 5.5 OR Current National Accreditation approved by the California Department of Education
<b>7. Director Qualifications</b> (Centers Only)	<input type="checkbox"/> 12 units ECE/CD+ 3 units management/ administration	<input type="checkbox"/> 24 units ECE/CD + 16 units General Education +/-with 3 units management/ administration  OR Master Teacher Permit	<input type="checkbox"/> Associate's degree with 24 units ECE/CD +/-with 6 units management/ administration and 2 units supervision OR Site Supervisor Permit AND <input type="checkbox"/> 21 hours PD annually	<input type="checkbox"/> Bachelor's degree with 24 units ECE/CD +/-with 8 units management/ administration OR Program Director Permit AND <input type="checkbox"/> 21 hours PD annually	<input type="checkbox"/> Master's degree with 30 units ECE/CD including specialized courses +/-with 8 units management/ administration, OR Administrative Credential AND <input type="checkbox"/> 21 hours PD annually
<b>TOTAL POINT RANGES</b>					
<b>Program Type</b>	<b>Common-Tier 1</b>	<b>Local-Tier 2<sup>3</sup></b>	<b>Common-Tier 3</b>	<b>Common-Tier 4</b>	<b>Local-Tier 5<sup>4</sup></b>
Centers 7 Elements for 35 points	Blocked (7 points) – Must Meet All Elements	Point Range 8 to 19	Point Range 20 to 25	Point Range 26 to 31	Point Range 32 and above
FCCHs 5 Elements for 25 points	Blocked (5 points) – Must Meet All Elements	Point Range 6 to 13	Point Range 14 to 17	Point Range 18 to 21	Point Range 22 and above

3. Local-Tier 2: Local decision if Blocked or Points and if there are additional elements.

4. Local-Tier 5: Local decision if there are additional elements included California Department of Education, February 2014 updated on May 28, 2015; effective July 1, 2015

# First 5 Mono County Budget vs. Actuals: 2020-2021

July 2020 - June 2021

FY

	<u>110 Impact (9036)</u>		<u>115 Home Visiting (9037)</u>		<u>125 Oral Health (9038)</u>		<u>130 Peapod (9039)</u>	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Income</b>								
Total 4300 Government Revenue	\$ 0.00	\$ 0.00	\$ 192,428.54	\$ 152,050.00	\$ 13,295.23	\$ 13,561.00	\$ 2,633.97	\$ 2,989.00
Total 4500 Government Grants	\$ 88,505.69	\$ 87,582.00	\$ 186,111.90	\$ 217,711.00	\$ 0.00	\$ 0.00	\$ 40,000.00	\$ 40,000.00
Total 5300 Investments	\$ 0.00	\$ 0.00	\$ 7,231.89	\$ 12,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5999 Misc. Revenue	1,600.00	1,600.00						
<b>Total Income</b>	<b>\$ 90,105.69</b>	<b>\$ 89,182.00</b>	<b>\$ 385,772.33</b>	<b>\$ 381,761.00</b>	<b>\$ 13,295.23</b>	<b>\$ 13,561.00</b>	<b>\$ 42,633.97</b>	<b>\$ 42,989.00</b>
<b>Expenses</b>								
Total 7000 Grants & Direct Assistance	\$ 18,000.00	\$ 18,995.00	\$ 0.00	\$ 35,996.70	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total 7200 Salaries & Related Expenses	\$ 61,541.90	\$ 61,533.00	\$ 302,530.26	\$ 273,700.00	\$ 10,827.49	\$ 11,074.00	\$ 34,175.88	\$ 34,900.00
Total 7500 Contract Service Expenses	\$ 1,600.00	\$ 1,600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total 8100 Non-personnel Expenses	\$ 867.41	\$ 500.00	\$ 28,877.00	\$ 21,315.00	\$ 1,592.97	\$ 1,600.00	\$ 5,000.00	\$ 4,600.00
Total 8200 Facility Expenses	\$ 136.37	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total 8300 Travel & Conference Expenses	\$ 0.00	\$ 400.00	\$ 22,142.56	\$ 23,750.00	\$ 0.00	\$ 0.00	-\$ 250.91	\$ 500.00
Total 8400 Other Client Specific Expenses	\$ 6,790.96	\$ 6,154.00	\$ 19,896.38	\$ 26,999.30	\$ 877.00	\$ 887.00	\$ 2,989.00	\$ 2,989.00
Total 8500 Other Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	-\$ 2.23	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total Expenses</b>	<b>\$ 88,936.64</b>	<b>\$ 89,182.00</b>	<b>\$ 373,446.20</b>	<b>\$ 381,761.00</b>	<b>\$ 13,295.23</b>	<b>\$ 13,561.00</b>	<b>\$ 41,913.97</b>	<b>\$ 42,989.00</b>
<b>Net Income</b>	<b>\$ 1,169.05</b>	<b>\$ 0.00</b>	<b>\$ 12,326.13</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 720.00</b>	<b>\$ 0.00</b>

# First 5 Mono County Budget vs. Actuals: 2020-2021

July 2020 - June 2021

FY

	<u>135 First 5 Ops (9300)</u>		<u>140 Safe Kids</u>		<u>145 School Readiness</u>		<u>150 Systems Building</u>	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Income</b>								
Total 4300 Government Revenue	\$ 63,651.28	\$ 57,494.00	\$ 5,000.00	\$ 7,000.00	\$ 14,428.14	\$ 51,557.00	\$ 28,978.88	\$ 29,360.00
Total 4500 Government Grants	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 21,329.57	\$ 0.00	\$ 0.00	\$ 0.00
Total 5300 Investments	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5999 Misc. Revenue	288.58				2,000.00	2,000.00		
<b>Total Income</b>	<b>\$ 63,939.86</b>	<b>\$ 57,494.00</b>	<b>\$ 5,000.00</b>	<b>\$ 7,000.00</b>	<b>\$ 37,757.71</b>	<b>\$ 53,557.00</b>	<b>\$ 28,978.88</b>	<b>\$ 29,360.00</b>
<b>Expenses</b>								
Total 7000 Grants & Direct Assistance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total 7200 Salaries & Related Expenses	\$ 31,561.15	\$ 28,339.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 26,312.41	\$ 26,694.00
Total 7500 Contract Service Expenses	\$ 10,540.00	\$ 10,530.00	\$ 5,000.00	\$ 7,000.00	\$ 22,253.39	\$ 41,000.00	\$ 0.00	\$ 0.00
Total 8100 Non-personnel Expenses	\$ 2,285.49	\$ 1,700.00	\$ 0.00	\$ 0.00	\$ 10,540.49	\$ 10,057.00	\$ 0.00	\$ 0.00
Total 8200 Facility Expenses	\$ 10,863.52	\$ 10,392.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total 8300 Travel & Conference Expenses	\$ 0.00	\$ 3,100.00	\$ 0.00	\$ 0.00	\$ 43.09	\$ 100.00	\$ 0.00	\$ 0.00
Total 8400 Other Client Specific Expenses	\$ 6,981.47	\$ 2,433.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,666.00	\$ 2,666.00
Total 8500 Other Expenses	\$ 901.32	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 5,006.92	\$ 2,400.00	\$ 0.00	\$ 0.00
<b>Total Expenses</b>	<b>\$ 63,132.95</b>	<b>\$ 57,494.00</b>	<b>\$ 5,000.00</b>	<b>\$ 7,000.00</b>	<b>\$ 37,757.71</b>	<b>\$ 53,557.00</b>	<b>\$ 28,978.41</b>	<b>\$ 29,360.00</b>
<b>Net Income</b>	<b>\$ 806.91</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.47</b>	<b>\$ 0.00</b>

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# **First 5 Mono County** **Budget vs. Actuals: FY** **2020-2021**

July 2020 - June 2021

	<u>200 CSPP BG</u>		<u>210 CDBG</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
<b>Income</b>				
Total 4300 Government Revenue	\$ 0.00	\$ 0.00	\$ 930.76	\$ 0.00
Total 4500 Government Grants	\$ 22,409.12	\$ 23,215.00	\$ 87,156.29	\$ 141,205.00
Total 5300 Investments	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5999 Misc. Revenue				
<b>Total Income</b>	<b>\$ 22,409.12</b>	<b>\$ 23,215.00</b>	<b>\$ 88,087.05</b>	<b>\$ 141,205.00</b>
<b>Expenses</b>				
Total 7000 Grants & Direct Assistance	\$ 11,980.00	\$ 11,000.00	\$ 0.00	\$ 0.00
Total 7200 Salaries & Related Expenses	\$ 7,593.31	\$ 6,860.00	\$ 4,131.60	\$ 2,205.00
Total 7500 Contract Service Expenses	\$ 0.00	\$ 3,650.00	\$ 83,955.45	\$ 139,000.00
Total 8100 Non-personnel Expenses	\$ 0.00	\$ 700.00	\$ 0.00	\$ 0.00
Total 8200 Facility Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total 8300 Travel & Conference Expenses	\$ 0.00	\$ 400.00	\$ 0.00	\$ 0.00
Total 8400 Other Client Specific Expenses	\$ 2,805.87	\$ 605.00	\$ 0.00	\$ 0.00
Total 8500 Other Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total Expenses</b>	<b>\$ 22,379.18</b>	<b>\$ 23,215.00</b>	<b>\$ 88,087.05</b>	<b>\$ 141,205.00</b>
<b>Net Income</b>	<b>\$ 29.94</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

# First 5 Mono County Budget vs. Actuals: 2020-2021

July 2020 - June 2021

FY

	220 QCC PDG-R		230 Region 6 T&TA Hub		620 Misc		TOTAL	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Income</b>								
Total 4300 Government Revenue	\$ 505.22	\$ 0.00	\$ 3,354.65	\$ 0.00	\$ 24,793.33	\$ 35,989.00	\$ 350,000.00	\$ 350,000.00
Total 4500 Government Grants	\$ 26,739.00	\$ 26,739.00	\$ 92,048.98	\$ 112,065.00	\$ 0.00	\$ 0.00	\$ 564,300.55	\$ 648,517.00
Total 5300 Investments	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,231.89	\$ 12,000.00
5999 Misc. Revenue						1,000.00	3,888.58	4,600.00
<b>Total Income</b>	<b>\$ 27,244.22</b>	<b>\$ 26,739.00</b>	<b>\$ 95,403.63</b>	<b>\$ 112,065.00</b>	<b>\$ 24,793.33</b>	<b>\$ 36,989.00</b>	<b>\$ 925,421.02</b>	<b>\$ 1,015,117.00</b>
<b>Expenses</b>								
Total 7000 Grants & Direct Assistance	\$ 5,550.00	\$ 5,500.00	\$ 3,980.00	\$ 11,000.00	\$ 10,000.00	\$ 20,000.00	\$ 49,510.00	\$ 102,491.70
Total 7200 Salaries & Related Expenses	\$ 21,458.17	\$ 14,544.00	\$ 4,668.80	\$ 19,273.00	\$ 0.00	\$ 0.00	\$ 504,800.97	\$ 479,122.00
Total 7500 Contract Service Expenses	\$ 0.00	\$ 3,593.00	\$ 71,455.03	\$ 65,280.00	\$ 7,304.33	\$ 7,500.00	\$ 202,108.20	\$ 279,153.00
Total 8100 Non-personnel Expenses	\$ 70.49	\$ 538.00	\$ 7,735.93	\$ 12,400.00	\$ 0.00	\$ 1,000.00	\$ 56,969.78	\$ 54,410.00
Total 8200 Facility Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,999.89	\$ 10,392.00
Total 8300 Travel & Conference Expenses	\$ 0.00	\$ 500.00	\$ 275.00	\$ 3,444.00	\$ 0.00	\$ 0.00	\$ 22,123.56	\$ 32,194.00
Total 8400 Other Client Specific Expenses	\$ 165.56	\$ 2,064.00	\$ 7,288.87	\$ 668.00	\$ 0.00	\$ 0.00	\$ 50,461.11	\$ 45,465.30
Total 8500 Other Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,489.00	\$ 8,489.00	\$ 13,395.01	\$ 11,889.00
<b>Total Expenses</b>	<b>\$ 27,244.22</b>	<b>\$ 26,739.00</b>	<b>\$ 95,403.63</b>	<b>\$ 112,065.00</b>	<b>\$ 24,793.33</b>	<b>\$ 36,989.00</b>	<b>\$ 910,368.52</b>	<b>\$ 1,015,117.00</b>
<b>Net Income</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 15,052.50</b>	<b>\$ 0.00</b>

**First 5 Mono County**  
**Budget vs. Actuals Summary: FY2021-2022**  
 July 2021 - June 2022

	TOTAL		
	Actual	Budget	% of Budget
<b>Income</b>			
Total 4300 Government Revenue	\$ 0.00	\$ 371,207.00	0.00%
Total 4500 Government Grants	\$ 3,300.00	\$ 649,869.00	0.51%
Total 5300 Investments	\$ 0.00	\$ 12,000.00	0.00%
5999 Misc. Revenue	174.12	1,000.00	17.41%
<b>Total Income</b>	<b>\$ 3,474.12</b>	<b>\$ 1,034,076.00</b>	<b>0.34%</b>
<b>Expenses</b>			
Total 7000 Grants & Direct Assistance	\$ 10,000.00	\$ 55,951.00	17.87%
Total 7200 Salaries & Related Expenses	\$ 0.00	\$ 537,173.75	0.00%
Total 7500 Contract Service Expenses	\$ 25,240.28	\$ 247,330.00	10.21%
Total 8100 Non-personnel Expenses	\$ 9,677.94	\$ 53,044.00	18.25%
Total 8200 Facility Expenses	\$ 0.00	\$ 10,392.00	0.00%
Total 8300 Travel & Conference Expenses	\$ 13,265.86	\$ 35,251.00	37.63%
Total 8400 Other Client Specific Expenses	\$ 53.05	\$ 83,534.12	0.06%
Total 8500 Other Expenses	\$ 1,436.64	\$ 11,400.13	12.60%
8999 Uncategorized Expense	442.72	0.00	
<b>Total Expenses</b>	<b>\$ 60,116.49</b>	<b>\$ 1,034,076.00</b>	<b>5.81%</b>
<b>Net Operating Income</b>	<b>-\$ 56,642.37</b>	<b>\$ 0.00</b>	

Wednesday, Sep 08, 2021 09:31:36 AM GMT-7 - Accrual Basis