



A division of Inyo County Health & Human Services

Commissioners: Alex Burciaga • Anna Scott • Darcia Blackdeer-Lent • Heather Carr • Jeff Griffiths • Lindsey Ricci
• Trina Orrill

AGENDA

January 25, 2024, 3pm – 5pm

Location: 1360 N. Main St. Bishop, Rm 103

1. Call to Order & Roll Call

2. Public Comment Chance for community members to share any questions or concerns.

3. Commission Appointments Welcome to new Commissioners, Alex Burciaga as the Parent Representative, and Heather Carr as the Early Education Representative.

Consider appointing Chair and Vice-Chair for the 2024 calendar year.

[See attachment #1](#) **(ACTION)**

4. Minutes Consider approving minutes for October 26, 2023. [See Attachment #2](#).
(ACTION)

5. Policy Review Consider annual review of Policy Packet and recommend any changes
[See attachment #3](#). **(DISCUSSION)**

6. Financial Report Staff will present 2023-2024 approved budget by the Inyo County Board of Supervisors and spending to date. [See Attachment #4](#)
(DISCUSSION)

7. Commissioner Reports Commissioners may report on local, state, or federal issues relating to children ages 0-5 and their families. **(DISCUSSION)**

8. Director Report Director will report on programs and activities. [See Attachment #5](#)
(DISCUSSION)

Next Commission Meeting: April 25, 2024

Anyone requesting information on the First 5 Inyo County Commission agenda, OR disability related accommodations, should contact: Katelyne Lent, either by telephone 760-873-6453, in writing, First 5 Inyo County, 1360 N. Main St., Bishop, CA, 93514, or by email at klent@inyocounty.us.



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ATTACHMENT #1

First 5 Regular Meeting, January 25, 2024.

ITEM 4. Commission Appointments

Details: Four terms on the Commission expired December 5th, 2023. We would like to recognize Amanda Miloradich for her six years of service as an Early Education Representative. Two letters of interest were received by the application deadline: one from Heather Carr, currently serving in our Early Education position, requesting a reappointment. The second application was received from Alex Burciaga, currently serving in our Community Alternate role, requesting to seek appointment to the Community Parent Representative.

We have an open recruitment for the remaining 2 vacant positions, closing February 2nd, 2024.

Additionally, the Commission will elect a Chair and a Vice Chair to serve in 2024.

Action Requested: Consider appointing Chair and Vice-Chair for the 2024 calendar year.

Excerpt from First 5 Inyo County Bylaws

Article VI: Officers and Duties

- 1. The officers of the Commission shall be a Chairperson, elected annually to serve for a term of one year, a Vice-Chairperson and such officers as the Commission may designate. Pursuant to section 2.50.110 of the Inyo County Code, the commission shall make such rules and regulations as are necessary to conduct its business.*
- 2. All officers shall be elected by a majority of the voting members of the Commission at a regular meeting or special meeting where a quorum is present. This person must be a member of the Commission duly appointed by the Board of Supervisors. All officers shall hold office until their successors are duly elected. Officers may be re-elected to the same office or elected to a different office without restriction on the number of terms.*
- 3. The Chairperson shall preside over all business and meetings of the Commission. In the absence of the Chairperson, the Vice Chairperson shall conduct routine business matters and meetings.*



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ATTACHMENT #2

First 5 Regular Meeting, January 25, 2024.

ITEM 4. Minutes

Details: Consider Approving minutes for October 26, 2023.

Action Requested: Approve minutes for the First 5 Inyo County Commission meeting on October 26, 2023.



A division of Inyo County Health & Human Services

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AMENDED

AGENDA

October 26, 2023, 3pm – 5pm

Location: 1360 N. Main St. Bishop, Rm 103

1. Call to Order & Roll Call

Lindsey called the meeting to order at 3:03 PM

Present Commissioners were: Lindsey Ricci, Amanda Miloradich, Darcia Blackdeer-Lent, Trina Orrill, Jeff Griffiths, Alex Burciaga, and Anna Scott.

Not Present was Commissioner Heather Carr.

Also Present were Katelyne Lent, First 5 Director and Vanessa Morgan

- 2. Public Comment**
- There was no public comment

- 3. Commission Appointments**
- Lindsey welcomed New Commissioner, Alex Burciaga as the Community Representative alternate.

- 4. Minutes**
- Katelyne presented the minutes from April 27, 2023 and July 27, 2023.
 - Darcia motioned to approve the April 27, 2023 and July 27, 2023 meeting minutes. Trina Seconded the motion. All were in favor.

Lindsey opened the Public Hearing at 3:07 PM

- 5. Annual Report**
- Katelyne presented the Annual Report for First 5 Inyo representing the Fiscal Year 2022-2023, including the AR-1 County Revenue and Expenditure Summary, the AR-2 County Service Demographic Worksheet Overview, and the AR-3 County Evaluation Summary and Highlights Overview.
 -

- 6. Annual Audit**
- Katelyne presented the Annual Audit Report for First 5 Inyo County.
 - No public comments or questions.

Lindsey closed the Public Hearing at 3:14 PM

- 7. Annual Report and Audit**
- Lindsey motioned to approve the Annual Report and Annual Audit. Amanda seconded the motion. All were in favor.

- 8. ICOE Agreement**
- Katelyne presented the agreement with Inyo County Office of Education (ICOE)+ in the amount of \$75,404.00 for IMPACT Implementation Services.
 - Lindsey motioned to approve the Agreement
 - Alex seconded the motion. All were in favor.



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9. Financial Report

- Katelyne presented the 2023-2024 approved budget by the Inyo County Board of Supervisors, and the spending to date (through September of the fiscal year)

10. Commissioner Report

- This item allows Commissioners to report on local, state, or federal issues relating to children ages 0-5 and their families.
- California State Association of Counties is working to find High Level meetings that support Children and Families.
- Trina shared a good place to advertise the recently incarcerated Parents group would be with Probation and Drug Court participants.

11. Director Report

- Katelyne gave a report on programs and activities. See complete packet for additional detail regarding staff vacancies, Perinatal Taskforce, Child Abuse Prevention Council, Triple P Network, Triple P parenting classes, Home Visiting, Reach Out and Read, Imagination Library, Developmental Screenings, Quality Counts Inyo and IMPACT, JEDI Work, and First 5 Network updates.

Anna Scott adjourned the meeting at 3:36 PM

Next Commission Meeting: January 25, 2024

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ATTACHMENT #3

First 5 Regular Meeting, January 25, 2024.

ITEM 4. Policy Review

Details: Consider annual review of Policy Packet and recommend any changes.

First 5 Inyo County Policies can be found online at the [First 5 Website](#).

Action Requested: None.



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ATTACHMENT #4

First 5 Regular Meeting, January 25, 2024.

ITEM 4. Staff will present the FY 2023-2024 approved budget by the Inyo County Board of Supervisors and spending to date.

Details: The final FY 2023-2024 approved budget includes estimating total revenue at \$477,384 and total expenses at \$590,079.00. Spending above revenue estimates to be \$112,695.00, which is consistent with the Commission's long range plan to slowly spend down the fund balance.

Current expenses to date (through December 31, 2023) for fiscal year 2023-2024 are 202,044.87. Please see the grant tracking report on the following pages.

Action Requested: None.



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Grant Tracking Report

Object Code	Object Name	Description	Total		%
5001	SALARIED EMPLOYEES	PREVENTION SPECIALIST	71,285.00	33,125.72	46.4%
5001	SALARIED EMPLOYEES	HUMAN SERVICES SUPERVISOR, HOME VISITING	11,277.00		
5001	SALARIED EMPLOYEES	FISCAL ANALYST	3,488.00	1,639.65	47%
5001	SALARIED EMPLOYEES	DIRECTOR	86,076.00	40,341.98	46.8%
5001	SALARIED EMPLOYEES	PREVENTION SPECIALIST	36,989.00	16,689.63	45.1%
5001	SALARIED EMPLOYEES	VACANT, ADMINISTRATIVE ANALYST I	2,211.00		
			211,326.00		
5021-5032	RETIREMENT & SOCIAL SECURITY	PREVENTION SPECIALIST	42,184.00	18,200.79	43.1%
5021-5032	RETIREMENT & SOCIAL SECURITY	HUMAN SERVICES SUPERVISOR, HOME VISITING	5,208.00		
5021-5032	RETIREMENT & SOCIAL SECURITY	FISCAL ANALYST	2,123.00	966.18	45.5%
5021-5032	RETIREMENT & SOCIAL SECURITY	DIRECTOR	27,611.00	12,946.35	46.8%
5021-5032	RETIREMENT & SOCIAL SECURITY	PREVENTION SPECIALIST	10,985.00	5,461.17	49.7%
5021-5032	RETIREMENT & SOCIAL SECURITY	VACANT, ADMINISTRATIVE ANALYST I	1,192.00		
5024	RETIREMENT-UNFUNDED LIAB	Retirement-Unfunded Liability	20,460.00	20460.00	100%
			109,763.00		
5122	CELL PHONES	Cell Phones	490.00	587.37	119.8%
5122	CELL PHONES	Cell Phones	490.00		
5122	CELL PHONES	Cell Phones	490.00		
5232	OFFICE & OTHER EQUIP < \$5,000	Office & Other Equipment	2,650.00		
5263	ADVERTISING	General Advertising of program events and Triple P training throughout the year	5,000.00	25.00	0.5%
5265	PROFESSIONAL & SPECIAL SERVICE	Annual Audit	11,000.00		
5265	PROFESSIONAL & SPECIAL SERVICE	Childcare costs for commissioners	500.00		
5265	PROFESSIONAL & SPECIAL SERVICE	Hola Doctor	2,000.00		
5265	PROFESSIONAL & SPECIAL SERVICE	ASQ Online Contract and Web hosting (Brookes)	2,000.00	989.40	49.4%
5265	PROFESSIONAL & SPECIAL SERVICE	Triple P America training	15,000.00		
5265	PROFESSIONAL & SPECIAL SERVICE	First 5 Association fees	3,450.00		
5265	PROFESSIONAL & SPECIAL SERVICE	Time Study Buddy	357.00	79.00	22.1%
5265	PROFESSIONAL & SPECIAL SERVICE	Resilience ACE Training	4,000.00		
5265	PROFESSIONAL & SPECIAL SERVICE	Parents as Teachers Curriculum Renewal	240.00		
5265	PROFESSIONAL & SPECIAL SERVICE	Zoom	96.00		
5265	PROFESSIONAL & SPECIAL SERVICE	IMPACT IOOE (Coaching & Data)	34,150.00		
5291	OFFICE, SPACE & SITE RENTAL	Bishop Consolidated Building	5,904.00		
5291	OFFICE, SPACE & SITE RENTAL	Storage	1,800.00	1,800.00	100%
5311	GENERAL OPERATING EXPENSE	Parent Education Supports and Motivational Redirectives	6,000.00	536.05	8.9%
5311	GENERAL OPERATING EXPENSE	Triple P education curriculum	8,000.00	6,757.55	84.4%
5311	GENERAL OPERATING EXPENSE	Child Abuse Prevention Council Supplies including CAP outreach campaign	2,000.00		



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Grant Tracking Report cont.

5311	GENERAL OPERATING EXPENSE	General Office Supplies (Paper, pens, pencils, toners, etc.) \$12,000	6,000.00	340.09	5.6%
5311	GENERAL OPERATING EXPENSE	Literacy Supplies	11,300.00	1,373.75	12.1%
5311	GENERAL OPERATING EXPENSE	Developmental Play supplies	4,500.00		
5311	GENERAL OPERATING EXPENSE	Wellness Supplies including Diaper Depot	2,000.00	455.80	22.7%
5311	GENERAL OPERATING EXPENSE	Perinatal Taskforce Supplies including Breastfeeding Advocacy	3,000.00		
5331	TRAVEL EXPENSE		12,672.00	2,220.79	17.5%
5351	UTILITIES	Estimated utility expenses	1,000.00	129.35	12.9%
5121	INTERNAL CHARGES	Information Services	800.00	193.04	8.1%
5121	INTERNAL CHARGES	Building and Maintenance	5,000.00	1,119.50	22.4%
5123	TECH REFRESH EXPENSE	Fixed Cost	2,239.00		
5127	MOBILE DEVICE MANAGEMENT-INTER	Fixed Cost	0.00		
5129	INTERNAL COPY CHARGES (NON-IS)	Fixed Cost	3,000.00		
5152	WORKERS COMPENSATION	Fixed Cost	4,613.00	2,306.52	50%
5155	PUBLIC LIABILITY INSURANCE	Fixed Cost	8,904.00	4,452.00	50%
5315	COUNTY COST PLAN	County Cost Plan	26,845.00	13,422.48	49.9%
5333	MOTOR POOL	Out of County Travel	2,000.00	428.98	21.4%
5333	MOTOR POOL	Countywide travel	1,500.00	1,707.39	113%
5539	OTHER AGENCY CONTRIBUTIONS	FIRST program expenses.	68,000.00	24,597.77	36.2%
			590,079.00	202,044.87	34.2%



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Allocation Tracking Table

	SPCFA	Prop 10	Home Visiting Coordination	IMPACT
Total Expenses	106,289.23	81,821.64	6,051.30	7,882.71
Allocation	266,226	93,317	\$43,823	\$74,018
Percent Used	39.9%	87.6%	13.8%	10.6%



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ATTACHMENT #5

First 5 Regular Meeting, January 25, 2024.

ITEM 4. Director Report

Details: Director will report on programs and activities. Items underlined include additional documents following.

- **Staff Vacancies:** We are currently recruiting for a Home Visitor. Funding for this position comes from the allocation from the California Home Visiting Program (CHVP) Evidence Based Home Visiting (EBHV) Grant and the Substance Abuse Block Grant.
- **2023 Holiday Toy Shop:** Staff hosted the annual [Holiday Toy Drive and Toy Shop](#). Well over 1000 gifts and stuffed animals were generously donated by HHS staff and community members. California Highway Patrol Officer Michner facilitated a generous donation of over 200 gifts. Donations were collected in Bishop, at the Quilter Consolidated Offices Building and the Lone Pine County Offices Building. The Toy Shop provided gifts to 600 children throughout Inyo County. There were three locations, one in Bishop, Lone Pine, and Tecopa. Staff promoted the Holiday Toy Shop on Sierra Wave media Skippable News in December.
<https://youtu.be/lycO3Jras-A?si=Nk2dOV6gLcZ3Fled> (25:23)
- **Perinatal Taskforce:** The January Perinatal taskforce meeting was held on January 11th. Mono County First 5 delivered a presentation about their Home Visiting Program and how to refer families. During report outs from the taskforce, members shared that the Ridgecrest Labor and Delivery would be closing, and Northern Inyo Hospital will be the only Labor and Delivery location open from Lancaster to Carson City, NV. Inyo County WIC will be hosting a National Nutrition Month event on March 14th from 3:00 to 4:30PM at the Bishop City Park.
- **Triple P Positive Parenting Program:** January is Positive Parenting Awareness month. Staff promoted Positive Parenting Awareness Month on Sierra Wave Media Skippable News.
<https://youtu.be/IKsdyHbmrSU?si=-pF9qQocgrfcMEcy> (17:24)
- **Triple P Network:** The Inyo County Triple P Network was scheduled to meet on January 9th. The Next meeting will be held on March 12th, 2024.
- **Classes:** Rebecca had 14 individuals complete the Parenting Fair inside the Inyo County Jail in December and were able to gift their children and families with recorded read aloud books and cards. On January 11th, Rebecca started a 12 week course in the Jail, Inside out Dad and Understanding Dad for Moms. Rebecca is currently offering a 4-week [Primary Care](#) course for parents of children 2-10 years old focusing individually on specific problems such as toilet



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training, tantrums, etc. We will be investing in the 3rd Edition of Inside out Dad and working to delivery 24:7 Dad to the community.

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- **Home Visiting:**
- **CHVP:** The California Home Visiting Program (CHVP) Evidence Based Home Visiting (EBHV) is working towards Parents as Teachers Affiliation and recruiting families to participate in the program. The Home Visiting Program will be hosting a [Free Play Group](#) for all parents with children prenatally to 5 years old on January 27th, 2024 from 11 AM to 1 PM.
- **First 5 California Home Visiting Coordination:** Staff have participated in Regional Home Visiting Coordination (HVC) meetings. Staff will be meeting with the local Bishop Tribe Language department to offer an opportunity for local Tribal Language holders to translate and/or publish books in their tribal languages. Regional staff have also developed an on-call schedule for Mono County Home Visitors and Inyo County Home Visitors to rotate calling in to NIH to inform and recruit new families.
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- **Literacy:**
- **Reach Out and Read:** Staff is maintaining the program, providing books as needed by the local clinics.
- **Imagination Library:** Registrations have increased to 379 children! We have had 222 children graduate turn 5 and graduate the program. During the winter months, Rebecca and Micaela hosted a series of Story times and each of the preschools in the County to promote DPIL.
-
- **Developmental Screenings:** Staff will be offering training to Southern Inyo Pediatrics this spring to train new staff.
- **Quality Counts Inyo/IMPACT:** The Quality Counts team is launched the new year and signed up providers. The team has been attending monthly HUB meetings. The Inyo QCC team will be meeting at the end of January to check in report back on mid-year check in's with providers.
- **First 5 California:** The First 5 California Summit will be March 25-27. Any Commissioners who are interested in attending are Welcome to attend. Staff will be in attendance to the summit. More information can be found here:
<https://whova.com/web/ByqAXsgt5P9d9fYm1KeWVBHXZYqdL3P5Z2IE-126jl%3D/>

Action Requested: None.



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Holiday Toy Shop Photos





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Primary Care Flyer



Join Inyo County First 5 For **PRIMARY CARE** FOR PARENTS OF CHILDREN 2-10



Class Begins

Monday

January 22, 2024 5 -7 PM



Clint Quilter Consolidated Office
Building
1360 N Main St.
Bishop, CA 93545

Triple P- Positive Parenting Program
Space is limited call 760-873-6453 to register today



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Home Visting Playgroup Flyer (English)



JOIN INYO COUNTY FIRST 5 FOR A FREE COMMUNITY PLAYGROUP!

**PARENTS AND CAREGIVERS WITH CHILDREN 5 AND UNDER
ARE INVITED TO JOIN US**

SATURDAY, JANUARY 27TH, 2024

11:00 AM- 1:00 PM

1360 N. MAIN ST. BISHOP, CA 93514



**Enjoy crafts and other
fun activities**



**Meet other parents
and children**



**Play and learn along
with your child**



**Learn about our Home
Visiting Program**

Free refreshments provided!

**FOR QUESTIONS PLEASE CALL
INYO COUNTY FIRST 5**

(760)873-6456





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Home Visting Playgroup (Spanish)



¡ÚNETE A INYO COUNTY FIRST 5 PARA UN GRUPO DE JUEGO COMUNITARIO GRATUITO!

**PADRES Y CUIDADORES CON NIÑOS MENORES DE 5 AÑOS
ESTÁN INVITADOS A UNIRSE A NOSOTROS EL
SÁBADO 27 DE ENERO DE 2024
11:00 A.M. - 1:00 P.M.
1360 N. MAIN ST. BISHOP, CA 93514**



**Disfruta de
manualidades y otras
actividades divertidas**



**Conozca a otros
padres e hijos**



**Juegue y aprenda
junto con su niño/a**



**Conozca nuestro
Programa de Visitas
Domiciliarias**

¡Se proporcionan bocadillos gratis!



**PARA PREGUNTAS, FAVOR DE LLAMAR
INYO COUNTY FIRST 5**

(760)873-6456

