



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

AGENDA

April 25, 2024, 3pm – 5pm

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

1. Call to Order & Roll Call

Anna called the meeting to order at 3:04 PM

Present Commissioners were: Anna Scott, Lindsey Ricci, Alex Burciaga, Heather Carr, and Josie Rogers.

Not Present was Commissioners: Trina Orrill and Jeff Griffiths.

Also present were Katelyne Lent, First 5 Director.

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

3. **Commission Appointments** - Anna welcomed new Commissioner Josie Rogers as the Early Education

4. **Minutes** - Katelyne presented the minutes from January 25, 2024.
- Lindsey motioned to approved the January 25, 2024 meeting minutes. Alex seconded the motion. All were in favor.

5. **Meeting Schedule** - Katelyne presented the Proposed 2024-2025 meeting schedule.
- Lindsey motioned to approve the 2024-2025 meeting schedule. Anna seconded the motioned. All were in favor.

Anna opened the Public hearing at 3:09 PM

6. **First 5 CA Annual Report 2022-2023** - This public hearing is an opportunity for the public to comment on the First 5 California Annual Report for fiscal year 2022-2023. Katelyne presented a few key items included in the report such as: Director's highlight, SPCFA funding, and county highlights.
- There was no public comment on the First 5 California Annual Report for fiscal year 2021-2022.

Anna closed the Public Hearing at 3:16 PM

7. **Financial Report** - Katelyne presented expenses through March of 2024. Katelyne shared anticipated expenses still to be seen. First 5 is in good standing with expenses for the year.
- Katelyne presented a draft budget for fiscal year 2024-2025 for Commission consideration and approval.
- Lindsey motioned to approve the fiscal year 2024-2025 budget. Heather seconded the motion. All were in favor.



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ATTACHMENT #3

First 5 Regular Meeting, June 27, 2024.

ITEM 6. Small Population County Funding Augmentation (SPFCA) Grant Award Notification

Details: The Grant Award Notification for First 5 California Small Population County Funding Augmentation (SPCFA) ensures First 5 Inyo County receives four-and-one-quarter years of funding from April 1, 2021 to June 30, 2025. The grant award notice has been amended and extended for 1 year.

The goal of the SPCFA is to support the success of small counties in their work and to ensure Proposition 10 is truly a statewide effort that impacts the lives of young children throughout California. For counties with a small number of annual births, the statutory funding alone does not provide sufficient funding to fully operate a county commission or effective First 5 programs. SPCFA funding makes it possible for Proposition 10 to be a statewide effort that promotes, supports, and improves the early development of children ages 0 to 5.

Action Requested: Approve Anna Scott, HHS Director to sign SPCFA Grant Award Notification, contingent on Inyo County Board of Supervisors Approval.



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ATTACHMENT #4

First 5 Regular Meeting, June 27, 2024.

ITEM 7. Financial Report

Details: Staff will present spending through May 2024. Current expenses to date (through May 31, 2024) for fiscal year 2023-2024 are \$405,805.55. 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	56,255.89	78.9%
5001	SALARIED EMPLOYEES	HUMAN SERVICES SUPERVISOR, HOME VISITING	11,277.00	7,713.48	68.4%
5001	SALARIED EMPLOYEES	FISCAL ANALYST	3,488.00	3,107.38	89%
5001	SALARIED EMPLOYEES	DIRECTOR	86,076.00	76,385.10	88.7%
5001	SALARIED EMPLOYEES	PREVENTION SPECIALIST	36,989.00	28,771.22	77.7%
5001	SALARIED EMPLOYEES	VACANT, ADMINISTRATIVE ANALYST I	2,211.00	2471.40	111%
			211,326.00	174,704.47	82.6%
5021-5032	RETIREMENT & SOCIAL SECURITY	PREVENTION SPECIALIST	42,184.00	34,895.17	82.7%
5021-5032	RETIREMENT & SOCIAL SECURITY	HUMAN SERVICES SUPERVISOR, HOME VISITING	5,208.00	2,579.17	49.5%
5021-5032	RETIREMENT & SOCIAL SECURITY	FISCAL ANALYST	2,123.00	1,841.85	86.7%
5021-5032	RETIREMENT & SOCIAL SECURITY	DIRECTOR	27,611.00	24,510.34	88.7%
5021-5032	RETIREMENT & SOCIAL SECURITY	PREVENTION SPECIALIST	10,985.00	10,683.19	97.2%
5021-5032	RETIREMENT & SOCIAL SECURITY	VACANT, ADMINISTRATIVE ANALYST I	1,192.00	1500.43	
5024	RETIREMENT-UNFUNDED LIAB	Retirement-Unfunded Liability	20,460.00	20,460.00	100%
			109,763.00	96,470.15	87.8%
5122	CELL PHONES	Cell Phones	1,470.00	789.54	53.1%
5232	OFFICE & OTHER EQUIP < \$5,000	Office & Other Equipment	2,650.00	0	
5263	ADVERTISING	General Advertising of program events and Triple P training throughout the year	5,000.00	1,809.00	36.2%
5265	PROFESSIONAL & SPECIAL SERVICE	Annual Audit	11,000.00	11,000	100%
5265	PROFESSIONAL & SPECIAL SERVICE	Childcare costs for commissioners	500.00	0	
5265	PROFESSIONAL & SPECIAL SERVICE	Hola Doctor	2,000.00	0	
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	2,721.60	18.1%
5265	PROFESSIONAL & SPECIAL SERVICE	First 5 Association fees	3,450.00	3,450.00	100%
5265	PROFESSIONAL & SPECIAL SERVICE	Time Study Buddy	357.00	308.87	86.5%
5265	PROFESSIONAL & SPECIAL SERVICE	Resilience ACE Training	4,000.00	0	
5265	PROFESSIONAL & SPECIAL SERVICE	Parents as Teachers Curriculum Renewal	240.00	150.00	62.5%
5265	PROFESSIONAL & SPECIAL SERVICE	Zoom	96.00	104.16	108.5%
5265	PROFESSIONAL & SPECIAL SERVICE	IMPACT ICOE (Coaching & Data)	34,150.00	9,172.23	26.8%
5291	OFFICE, SPACE & SITE RENTAL	Bishop Consolidated Building	5,904.00	4,724.42	80%
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	1,318.52	21.9%
5311	GENERAL OPERATING EXPENSE	Triple P education curriculum	8,000.00	7,668.73	95.8%
5311	GENERAL OPERATING EXPENSE	Child Abuse Prevention Council Supplies including CAP outreach campaign	2,000.00	1,209.69	60.4%
5311	GENERAL OPERATING EXPENSE	General Office Supplies (Paper, pens, pencils, toners, etc.) \$12,000	6,000.00	1,709.82	28.4%



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Grant Tracking Report cont.

5311	GENERAL OPERATING EXPENSE	Literacy Supplies	11,300.00	7,823.23	69.2%
5311	GENERAL OPERATING EXPENSE	Developmental Play supplies	4,500.00	368.57	8%
5311	GENERAL OPERATING EXPENSE	Wellness Supplies including Diaper Depot	2,000.00	1,610.23	80.5%
5311	GENERAL OPERATING EXPENSE	Perinatal Taskforce Supplies including Breastfeeding Advocacy	3,000.00	0	
5331	TRAVEL EXPENSE		12,672.00	2,839.88	22.4%
5351	UTILITIES	Estimated utility expenses	1,000.00	0	
5121	INTERNAL CHARGES	Information Services	800.00	742.65	92.8%
5121	INTERNAL CHARGES	Building and Maintenance	5,000.00	3,026.73	60.5%
5123	TECH REFRESH EXPENSE	Fixed Cost	2,239.00	1,679.25	75%
5127	MOBILE DEVICE MANAGEMENT-INTER	Fixed Cost	0.00	0	
5129	INTERNAL COPY CHARGES (NON-IS)	Fixed Cost	3,000.00	2,130.46	71%
5152	WORKERS COMPENSATION	Fixed Cost	4,613.00	4,228.62	91.6%
5155	PUBLIC LIABILITY INSURANCE	Fixed Cost	8,904.00	8,162	91.6%
5315	COUNTY COST PLAN	County Cost Plan	26,845.00	24,607.88	91.6%
5333	MOTOR POOL	Out of County Travel	2,000.00	0	0%
5333	MOTOR POOL	Countywide travel	1,500.00	3,887.68	259%
5539	OTHER AGENCY CONTRIBUTIONS	FIRST program expenses.	68,000.00	24,597.77	36.2%
			590,079.00	405,805.55	68.7%



A division of Inyo County Health & Human Services

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Allocation Tracking Table

	SPCFA	Prop 10	Home Visiting Coordination	IMPACT
Total Expenses	\$175,488.14	\$154,055.48	\$13,771.81	\$28,216.24
Allocation	\$266,226	\$93,317	\$43,823	\$74,018
Percent Used	65.9%	165%	31.4%	38.1%



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ATTACHMENT #5

First 5 Regular Meeting, June 27, 2024.

ITEM 9. Directors Report

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

- **Staff Vacancies:** We are currently recruiting a Home Visiting Supervisor. The job posting closed on June 19th, We have interviews scheduled for July 8th.

Triple P:

- **Classes:** Miceala is wrapping up her an English Group Class. There are 3 participants expected to complete the class. She had 5 Spanish caregivers complete her spring group class. She is looking at locations in Lone Pine to hold her next group class. Micaela has established a Primary Care flyer that is being distributed throughout the county for parents or caregivers seeking support.

Home Visiting:

- **CHVP:** The Inyo County Home Visiting program, from funding from the California Home Visiting Program was accepted as a Parents As Teacher Affiliate program on May 24th. Next steps in the program implementation process include additional affiliate training and data input in the visit tracking software.
- **First 5 California Home Visiting Coordination:** Katelyne attended the Regional Home Visiting Coordination meeting earlier this month. The region is working on getting the book Cuddled and Carried translated into local tribal languages. The region also decided to re-allocate regional funds to print additional books and translate a different book of the tribes choosing, if not a tribal book that has already been translated. We have secured a contractor to translate Cuddled and Carried into Payahuu-gwae-tu (Bishop). We are still looking for a translator to translate the book into Shoshone or the other dialects throughout Inyo County.
- **Literacy:**
- **Reach Out and Read:** Staff is maintaining the program, providing books as needed to the local clinics. We will be completing the Jan-June Progress Report in August.
- **Imagination Library:** Registrations have increased to 359 children! We have had 264 children graduate from the program.
- **Quality Counts Inyo/IMPACT:** The Quality Counts team is closed out this year's coaching with providers. All the providers who completed their Quality Improvement Plans received their stipends. The team has been attending monthly HUB meetings and working within the HUB to agree on a Coaching Plan. On July 18th, the Quality Counts team will meet to discuss and plan



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the 24-25 Provider Coaching year. We are currently looking at additional ways to educate providers on the program and recruit additional providers to participate.

- **Family Friend & Neighbor:** We are seeking Family Friend and Neighbors to participate in our FFN program. Micaela has worked diligently to learn the new curriculum and finds wat to adapt the curriculum to fit the needs of local FFN's providing summer care to our families.
- **IMPACT Story Time:** Micaela wrapped up story times with the Family Child Care Providers. She will resume Story times this fall when the Quality Counts program year begins.

Action Requested: NONE