

**FIRST 5 YUBA COUNTY  
CHILDREN AND FAMILIES COMMISSION**

**Regular Meeting Agenda (Hybrid – In Person/Virtually)  
Thursday, April 28, 2022  
3:30p.m. – 5:00p.m.**

**1128 Yuba St.  
Marysville CA 95901  
Wheatland Room**

The meeting will be also be held virtually in compliance with the requirements of AB 361. Live-cast via **Zoom** where members of the public shall have the right to observe and offer public comment. This altered format is in observance of recommendations by state officials that certain precautions be taken, including social distancing, to address the threat of COVID-19.

<https://us02web.zoom.us/j/89944155576?pwd=VEZ4SWw2OEEx2NGRSMIIDSXk5ODEzQT09>

Meeting ID: 899 4415 5576 Passcode: 494623

One tap mobile +16699009128,,89944155576#,,,,\*494623# US (San Jose)

ITEM	SUBJECT
	Call to order, roll call, and the Pledge of Allegiance
	<b>Opportunity for Public Comments</b> Items not on the Agenda – Limit five minutes per speaker.
<b>Consent Agenda</b>	All matters listed under Consent Agenda are considered to be routine and can be enacted in one motion
<b>Consent Agenda 1</b>	<b>Resolution Regarding Teleconferencing in Accordance with AB361</b> The Commission will review the impact of recently adopted AB 361 authorizing the Commission and standing committee meetings to occur via teleconference
<b>Consent Agenda 2</b>	<b>Approval of Minutes of the February 24, 2021, Regular Commission Meeting</b>
<i>Commissioner Recusal Reminder</i>	<i>All Commissioners are reminded to recuse themselves from voting on any agenda item that has a real or perceived conflict of interest.</i>
<b>3 Discussion/Action</b>	<b>Advisory Committee Member Application:</b> Review and make a recommendation for application for Advisory committee Member
<b>4 Discussion/Action</b>	<b>Special Presentation:</b> The Commission will hear a brief presentation on the Benefits of School Readiness in Yuba County.
<b>5 Discussion/Action</b>	<b>Policies &amp; Procedure Review:</b> The Commission is asked to conduct a review of updates to policy and procedures related to Section 204: Use of Emergency Discretionary Funds.
<b>6 Discussion/Action</b>	<b>Special Presentation:</b> The Commission will hear a brief presentation from Olivehurst Public Utility District (OPUD) regarding a proposal to increase injury prevention efforts, water safety and recreation among children 0-5 in Yuba County.
<b>7 Discussion/Action</b>	<b>First Reading of the Annual Budget &amp; Long Range Financial Plan</b> The Commission will review the long-range financial plan and draft the 2021-2022 fiscal year budget pursuant to Health and Safety Code Section 130140(d)(3), Commission Policies and Procedures.

<b>8 Discussion</b>	<b>Executive Director Monthly Activity Report</b> The Commission will receive information on committees, and operational and program activities.
<b>Adjourn</b>	

If you are planning to attend and need special accommodations, please contact us at (530) 749-4877 at least three days in advance of the meeting. The schedule of future meetings is posted on the Commission's website, [www.first5yuba.org](http://www.first5yuba.org).

**The next regular Commission meeting will be on June 23, 2022**

*Agendas, minutes, and supporting material are available for public review at 1114 Yuba Street, Suite 141, Marysville CA. Agendas are posted at the Yuba County Government Center, 915 8th Street, Marysville CA 95901. Please email [first5@co.yuba.ca.us](mailto:first5@co.yuba.ca.us) to be added to the email distribution list.*

**Updated: 4/22/2022 4:11 PM**

BEFORE THE FIRST 5 YUBA COUNTY  
CHILDREN AND FAMILIES COMMISSION

**RESOLUTION: Authorizing the continuing use of teleconferencing for Commission and standing committee meetings in accordance with AB361 signed into law September 15, 2021**

**RESOLUTION NO. 22 – 03**

**WHEREAS**, First 5 Yuba County, a California local governmental agency formed under the California Children and Families Act of 1998, conducts its meetings in accordance with the Ralph M. Brown Act (Brown Act) under Government Code section 54950 et seq.; and

**WHEREAS**, the Brown Act requires all public meetings of local agencies to be publicly noticed in locations where members of the local body will be participating, that such location be open and accessible to the public, and at least a quorum of the members of the legislative body must participate from locations within the boundaries of the territory over which the local body exercises jurisdiction; and

**WHEREAS**, under AB 361, a local agency may hold a teleconferenced meeting during a proclaimed state of emergency upon a determination, by majority vote, that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; and

**WHEREAS**, on October 28, 2021, the Commission approved Resolution 22-01; and

**WHEREAS**, as a condition of extending the use of the teleconferencing provisions beyond Resolution 22-01, the Commission adopted Resolution 22-02 on December 16, 2021; and

**WHEREAS**, the Commission further extended the use of teleconferencing provisions when it adopted Resolution 22-03 on February 24, 2022; and

**WHEREAS**, pursuant to AB 361, in order to continue to allow the Commission, and any standing sub-committees under the commission to meet by teleconference under such abbreviated teleconferencing procedures must be renewed at least every thirty (30) days; and

**NOW, THEREFORE, BE IT RESOLVED** that the First 5 Yuba Commission find as follows:

1. The facts stated in the recitals above are true and correct and the Commission so finds, orders, and determines.

2. The Commission hereby continues resolves and determines that meeting in person would present imminent risks to the health and safety of attendees, and will continue to hold its meetings by teleconference pursuant to AB 361.

3. This resolution shall become effective as of April 28, 2022, and shall apply to meetings of the Commission and meetings of all standing committees of the Commission.

**PASSED, APPROVED, AND ADOPTED** this 28th day of April 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Commission Chair (or Vice Chair)

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ATTEST: Ericka Summers  
First 5 Yuba Executive Director

## DRAFT MINUTES

First 5 Yuba County Children and Families Commission  
Regular Meeting (Virtual) Minutes, February 24, 2021

**CALL TO ORDER:** *Commissioner Staples called the meeting to order at 3:33 PM.*

> **COMMISSIONERS PRESENT –**

*Commissioner Gordon  
Commissioner Sokoloski  
Commissioner Arnold  
Commissioner Staples  
Commissioner Bradford  
Commissioner Thurman*

> **STAFF PRESENT –**

*Ericka Summers  
Robin Timoszyk  
Carmen Rodriguez  
Rita Baker  
Sarah Kotko*

> **COMMISSIONERS EXCUSED –**

*Commissioner Reveles*

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**PLEDGE OF ALLEGIANCE:** *The group conducted a virtually Pledge of Allegiance and Commissioner Gordon presented a flag.*

**PUBLIC COMMENT:** *No public comments received.*

**1. Consent / Action- Resolution Regarding Teleconferencing in Accordance with AB361**

**2. Consent / Action- Approval of Minutes for December 16, 2022**

Motion by Commissioner Arnold to approve the Consent Agenda.  
Second: Commissioner Bradford

Roll Call Vote:

Ayes: Commissioner Arnold, Gordon, Bradford, Sokoloski, Staples, and Thurman  
Nay/Abstain: None

*Motion passed.*

**3. Public Hearing: Review of First 5 CA Annual Report for FY 2020-2021**

Public hearing opened and closed. No comments or discussion.

**4. Public Hearing: Annual Review of the County Strategic Plan 2021-2024**

Public hearing opened and closed. No comments or discussions. No recommendation for changes at this time.

**5. Discussion: Special Presentation: Communication Plan**

Kary Hauk presented an overview and slideshow of the Communication Plan. This plan was also presented to the Advisory Committee and they provided feedback. The commission liked the plan and strategies to reach harder to reach populations and communities.

**6. Discussion/Action: Mid-Year Budget Review**

- Revenue
  - Prop 10- Received about 60% off annual projection.
  - Grant Revenue is up but also because of rollover from last year which is reason for most of the Mid year changes.
  - Rita secured a Mini Grant for \$2,500 for the support of FFNs and will be implementing projects as soon as allocations are received.
- Salaries and Benefit: Prop 10 went down due to the changes of FTE in the external grants but Salaries increased slightly overall.
- Operating Expenses:

- Professional Svcs- Operating: reduced by \$2,463.33 due to not using minimal of the legal counsel and external auditor fees. These cost savings will be moved to Evaluation.
- Building Rent increased \$550 due to increase in monthly rent agreement.  
\*Most changes done are minimal changes.
- Program Expenses:
  - Systems of Care (Help Me Grow): In Dec.2021 Commission approved reallocation of \$5,000 to cover costs of Communication Plan increasing to \$40,000.
  - Mini Grant program had unallocated fund balance of ~\$14,000. This amount was reallocated to Community Outreach, Education, Advocacy Budget (11,000) and Systems of Care (Help Me Grow) budgets \$3,000 (see attached budget breakdowns)
- Evaluation Expense: increase \$2,463.33 to support new online evaluation program data management.

Motion by Commissioner Sokoloski to approve the changes for Mid-Year Budget and allow Executive Director carry out all functions or and/any minor changes necessary to finalize the Budget.

Second: Commissioner Arnold

Roll Call Vote:

Ayes: Commissioner Arnold, Gordon, Bradford, Sokoloski, Staples, and Thurman

Nay/Abstain: None

*Motion Passed: Mid-Year Budget Changes.*

#### **7. Discussion/Action: Contract Amendment with Social Solutions**

ES is asking to amend the contract with Social Solutions to add 1 additional Administrative user and 3 end user account, which totals of \$12,871 over the course of the 4-year contract. This would be for possible new partners since there is still funds available in certain areas for the Strategic Plan. FY 21-22 increase of \$2,463.33.

Motion by Commissioner Bradford to approve amendment with the contract of Social Solutions

Second: Commissioner Staples

Roll Call Vote:

Ayes: Commissioner Arnold, Gordon, Bradford, Sokoloski, Staples, and Thurman

Nay: None

*Motion approved the amendment with the contract with Social Solution Global (Apricot 360).*

#### **8. Discussion: Special Presentation: First 5 Yuba Grant Programs**

Sarah Kotko- Building Resilient Families Grant: She gave an update on program success over the last year.

Rita Baker gave the update of the three programs she oversees including Bi-County Home Visiting Collaborative, IMPACT, & Help Me Grow programs and highlighted program successes.

*\*Commissioner Arnold left at 4:45 pm.*

#### **9. Discussion- Executive Director Monthly Activity Report**

Executive Director Summers provided the commission with a brief administration, program and special committee's updates and outreach.

**Commissioner Bradford moved to adjourn. Commissioner Staples second.**

**MEETING ADJOURNED AT 4:51 PM**

**Next Commission Meeting is scheduled for April 28, 2022.**

DRAFT

**AGENDA ITEM 3**

**April 28, 2022**

<b>Subject</b>	<b>Advisory Committee Application Review</b>
<b>Supporting Document(s)</b>	a) Application b) Current Advisory Committee Roster
<b>Overview</b>	<p>In March an application was received from Denae Rollins for a position as a First 5 Advisory Committee Member – Parent Representative.</p> <p>Denae Rollins is a lifelong resident of Yuba County and currently resides in Marysville area with her husband and raises 3 children under the age of 5 (7 Mo, 3 &amp; 4). Denae has a degree in Psychology and Masters in Psychology - Marriage &amp; Family Therapy) MFT. Denae currently works for Sutter County Superintendent of Schools as a Program Manager for Prevention Supports and Services and was previously a PBIS Coordinator for MJUSD. In this role, Denae is hoping to improve programs for youth and families in her community.</p>
<b>Recommendation</b>	The commission will review the application
<b>Fiscal Impact</b>	None
<b>Action Requested</b>	Motion to approve and appoint Denae Rollins as a First 5 Yuba Advisory Committee Member- Parent Representative.



## ADVISORY COMMITTEE

The Advisory Committee comprises community members from diverse backgrounds that provide the Commission input concerning the needs of children 0-5 years and their families from all parts of the county. The Advisory Committee meetings are regularly scheduled on the first Tuesday of every quarter at 10:00 am at the Yuba County Office of Education.

Rose Mclsaac Health Representative	Ampla Health - WIC 1114 Yuba Street Suite 217 Marysville, CA 95901 (530) 749-4830; <a href="mailto:rmcisaac@amplahealth.org">rmcisaac@amplahealth.org</a>
Courtney Pyse Family Support	Yuba County Health and Human Services 5730 Packard Avenue Suite 100, Marysville, CA 95901 (530) 749-6235; <a href="mailto:cpyse@co.yuba.ca.us">cpyse@co.yuba.ca.us</a>
Leslie Cena Education Representative	Yuba County Office of Education 935 14th Street, Marysville, CA 95901 (530) 749-4900; <a href="mailto:leslie.cena@yubacoe.k12.ca.us">leslie.cena@yubacoe.k12.ca.us</a>
Community Agency Representative	VACANT
Parent Representative	VACANT
John Floe Health Representative	Sutter-Yuba Behavioral Health Services 1965 Live Oak Blvd., Suite A, Yuba City, CA 95991 (530)674-1885 x 114; <a href="mailto:jfloe@co.sutter.ca.us">jfloe@co.sutter.ca.us</a>
Veronica Baumgardner Parent Representative	10614 Spring Valley Rd. Marysville, CA 95901 (530) 917-5165; <a href="mailto:vbaumgardner@co.sutter.ca.us">vbaumgardner@co.sutter.ca.us</a>
Katheryn "Katie" Keith Family Support	6230 Highway 20 Browns Valley, CA 95918 530-218-0335 <a href="mailto:dkkeithfamily@att.net">dkkeithfamily@att.net</a>



# First 5 Yuba Advisory Committee Application For Membership



### RETURN APPLICATION WITH ORIGINAL SIGNATURE TO:

FIRST 5 YUBA  
ADVISORY COMMITTEE  
1114 YUBA STREET, SUITE 201  
MARYSVILLE, CA 95901  
(530) 749-4877

APPLICANT NAME: Danae Rollins

HOME ADDRESS: 451 Covillard Pl. Marysville, CA 95901  
Street, City, Zip

TELEPHONE: Home: n/a Mobile: (530) 409 4456

EMAIL ADDRESS: \_\_\_\_\_

AGENCY: Parent Rep. TITLE: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_  
Street, City, Zip

BUSINESS TELEPHONE: Direct: \_\_\_\_\_ Office: \_\_\_\_\_

LIST PAST AND CURRENT PUBLIC POSITIONS HELD: SEL Coordinator - SCSOS, Program Manager Prevention Supports & Services PCOE, PHS Coordinator - MJUSD, Clinician - River Oak Center for children

1. The First 5 Yuba Commission make appointments to the First 5 Yuba Advisory Committee. Membership will include parents and other member from diverse backgrounds who live or work in Yuba County or those who provide professional services to Yuba County residence. Members are to be drawn from each of the following categories described below. Please indicate which appointment category you are applying for.

a. Community/Public Agency Representative who work with young children, preferably children 0-5 and their families.

Priority area, please choose one: [ ] health [ ] education or [ ] family support

Organization \_\_\_\_\_

Location \_\_\_\_\_ Service Area \_\_\_\_\_

Target Population \_\_\_\_\_

b. Parent/Guardian/Provider who care for young children, preferably children 0-5 and their families.

Are you currently receiving child care?  No  Yes, please circle the type family/private/publicly funded

Name of Provider Fusion Early Learning City Marysville

2. Please describe any related organizations which you are currently involved that may support or enhance work with child 0-5 and their families: I have three children under 5

whom attend daycare/preschool in Marysville since 2018. I am also the SEL Coordinator for SC SOS.

3. Please describe the following items: Reason(s) to serve on this committee and qualifications/skills you would bring to the committee (you may include an letter in lieu of or in addition to).

I am a lifelong resident of Yuba County and so is my husband. As a mom of three young children and someone who has worked in local school districts and SYMH I would like to support and continue to improve programs available to youth and families in our community.

4. Members are expected to attend quarterly meetings and participate in at least one subcommittee.

Additional meetings may be scheduled for training and commission business. Are you able to commit to a regular participation, given this schedule?  No  Yes

DO YOU HAVE ANY CRIMINAL CONVICTION THAT MAY BE CONSIDERED A CONFLICT OF INTEREST WITH THE COMMITTEE YOU WISH TO SERVE UPON?  NO  YES

IF YES, PLEASE EXPLAIN. NOTE: THAT A FELONY CONVICTION SHALL PRECLUDE YOU FROM SERVICE.

I UNDERSTAND THAT IF APPOINTED TO A BOARD/COMMISSION/COMMITTEE AND WHAT MAY BE CONSIDERED A CONFLICT OF INTEREST ARISES, THAT I HAVE A DUTY TO GIVE WRITTEN NOTICE OF SUCH TO THE COUNTY.

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Denae Rollins  
SIGNATURE

3/21/2022  
DATE

*Thank you for your interest.*

Visit First 5 Yuba at [www.first5yuba.org](http://www.first5yuba.org) or join us on Facebook at [www.facebook.com/first5yuba](http://www.facebook.com/first5yuba).

THIS SECTION FOR OFFICE USE ONLY

NO VACANCY CURRENTLY EXISTS ON THIS COMMITTEE, APPLICANT NOTIFIED.

APPLICANT APPOINTED:

OTHER:

**AGENDA ITEM 4**

**April 28, 2022**

<b>Subject</b>	<b>Special Presentation: Benefits of School Readiness in Yuba County</b>
<b>Supporting Document(s)</b>	NA
<b>Overview</b>	The Commission will hear a short presentation on findings and benefits of School readiness Programs in Yuba County- Presented by First 5 Staff
<b>Recommendation</b>	None
<b>Fiscal Impact</b>	None
<b>Action Requested</b>	None

## AGENDA ITEM 5

April 28, 2022

<b>Subject</b>	<b>First 5 Policies and Procedure Review &amp; Approval</b>
<b>Supporting Document(s)</b>	a. Policies and Procedures Manual draft changes
<b>Overview</b>	The Commission will receive information and updates to the First 5 Yuba Polices and Procedures Manual on items related to <i>Section 204: Use of Emergency Discretionary Funds</i> .
<b>Discussion</b>	<p>Beginning in FY 2020-2021 the Commission budgeted a new line item <i>Responsive Emergency Discretionary Funds</i> to allow flexibility of Proposition 10 Funds in the event of an Emergency Discretionary Funds may be used in the event of a local, state or national declared emergency or natural disaster.</p> <p>The purpose of this addition to the manual: <i>Section 204: Use of Emergency Discretionary Funds</i>: is to provide guidance for the Executive Director, Commission staff, and Commissioners related to the management of Emergency Discretionary Funds. This draft section seeks to establish:</p> <p>Emergency Discretionary Funds may be used in the event of a local, state or national declared emergency or natural disaster and when goods or services are necessary to further the purpose of the Act or for the protection of the Commissions personnel or property. The situation must meet the criteria of being an emergency or have a direct impact on health and safety of children, prenatal through 5 years of age or Commission personnel. The Chair or Vice Chair must provide authorization to the Executive Director to utilize a specified amount up to the maximum amount budgeted annually.</p>
<b>Recommendation</b>	Review and approve the recommended changes to the First 5 Yuba Policies and Procedures Manual related to <i>Section 204: Use of Emergency Discretionary Funds</i>
<b>Fiscal Impact</b>	None
<b>Action Requested</b>	Motion to approve the recommended changes to the First 5 Yuba Policies and Procedures Manual related to <i>Section 204: Use of Emergency Discretionary Funds</i> .

## Financial Polices

### Section 313: Use of Emergency Discretionary Funding

#### 1. POLICY

Emergency Discretionary Funds may be used in the event of a local, state, or national declared emergency or natural disaster and when goods or services are necessary to further the purpose of the Act or for the protection and preservation of the Commission's personnel or real or personal property. The emergency or natural disaster shall meet the criteria of being an emergency or have a direct impact on health and safety of children, prenatal through 5 years of age or Commission personnel, or the Commission's real or personal property ("Emergency Event"). The Chair or Vice Chair shall provide authorization to the Executive Director to utilize a specified amount up to the maximum amount budgeted annually. In the event the Chair or Vice Chair can't be reached the Executive Director can use up to %50 of the annual funds budgeted without prior authorization.

#### 2. PURPOSE

The purpose of this section is to provide guidance for the Executive Director, Commission staff, and Commissioners related to the management of Emergency Discretionary Funds.

#### 3. PROCEDURE

- 3.1. Prior to the start of a fiscal year, the Commission shall adopt an annual budget containing sufficient detail to identify contracts, programs, and staff to be funded during the fiscal year.
- 3.2. Authority for use of Emergency Discretionary Funds is delegated to the Commission Chair or Vice Chair. The Chair or Vice Chair may provide authorization to the Executive Director to utilize a specified amount up to the maximum amount budgeted annually.
- 3.3. The Executive Director shall submit a request to the Commission Chair or Vice Chair to use Emergency Discretionary Funds and shall describe the need therefor, including a brief analysis or determination of the use of funds in accordance with this Policy.
- 3.4. The Executive Director shall confirm that the use is consistent with the purpose of the Emergency Discretionary Fund as described in this Policy.
- 3.5. Emergency Discretionary Funds requested pursuant to this Policy are not required to follow the procedure as described in Section 311 (Invoice Preparation, Review, and Approval). However, invoices shall be created thereafter pursuant to Subsection 3.1 of Section 311 for record keeping and auditing purposes.
- 3.6. The use of Emergency Discretionary Funds will be reported to the Executive Committee and Commission at the next scheduled meeting(s), accompanied by a description of the need and use of funds.

**AGENDA ITEM 6**

**April 28, 2022**

<b>Subject</b>	<b>Special Presentation: Olivehurst Public Utility District (OPUD)</b>
<b>Supporting Document(s)</b>	Provided by OPUD Prior to meeting
<b>Overview</b>	The Commission will hear a brief presentation from Olivehurst Public Utility District (OPUD) regarding a proposal to increase injury prevention efforts, water safety and recreation among children 0-5 in Yuba County in alignment with the 2021-2026.
<b>Recommendation</b>	NA
<b>Fiscal Impact</b>	Dependent on Proposal
<b>Action Requested</b>	Commission Discussion or Action

# **OLIVEHURST PUBLIC UTILITY DISTRICT**

*Our mission is to provide high quality services to enhance our community's quality of life.*



## **BOARD OF DIRECTORS**

Dennise Burbank   John Floe   MaryJane Griego   Lacey Nelson   Marc Perrault

## **GENERAL MANAGER**

John Tillotson

April 26, 2022

First 5 Yuba County  
Attention: Ericka Summers  
1114 Yuba Street, Suite 141  
Marysville, CA 95901

Re: First 5 Unsolicited Funding Proposal – Pool

The Olivehurst Public Utility District (OPUD) mission is to provide high quality services to enhance our community's quality of life. One particular service that OPUD offers to the surrounding communities within Yuba County is a public pool that is monitored by certified lifeguards. Children, teens, and adults of all ages are welcome to swim during the hot summer months of June, July, and August in an environment that is safe for all. The OPUD pool is offered as a safe alternative to swimming and playing in the local surrounding rivers and open water sources where swift moving water, undercurrents, and hidden dangers can have life altering consequences. The strong tides can be a major issue in the local river ways which can lead to drowning, especially with no supervision of lifeguards or the use of required life vests.

OPUD's lifeguards are trained in skills from injury and drowning prevention to water safety and what to do in the event of an emergency. According to the CDC, "evidence suggest that lifeguard services benefit public safety by saving lives, lowering drowning rates, and preventing injuries in aquatic recreation environments." Swimming at OPUD's community pool is the safest alternative to playing in the local river water or any open water source where there is no certified lifeguard on duty and where the risk of injury and/or drowning is at its highest. According to Safe Kids Worldwide, as children get older, they are more at risk of fatally drowning in open water. In children between the ages 1 and 4, roughly 22% of drownings occur in open water and more than half of open water drownings occur in children under the age of 15. Children older than 15 are at greater risk of drowning in open, unsupervised water, at 73%. Approximately 50-75% of all drownings for children, teen, and adults of all ages occur in open water sources like that of rivers and lakes. From 2018 to present day, there have been 7 swift water rescue calls locally in Yuba County alone. It is the goal of OPUD to ensure that its pool be available to all community members and to reduce the amount of swift water rescue calls as individuals choose to take advantage of the community pool rather than risk playing in open water.



In previous years, OPUD and First 5 Yuba have partnered together to offer free swimming lessons and free open swim for community members in the 0-5 age group. The focus was teaching swimming fundamentals and then building on that foundation to help prevent drownings as well as offering a safe environment for youth to exercise. The pool has also been used as an area where playgroups and social gatherings would meet up where young children could safely play in the water and allow parents to have some social time. It has also provided an opportunity for parents and young children to bond and for children to make new friends while expending their energy. OPUD would like to see the community take advantage of these services and opportunities again.

In order for OPUD to offer a safe swimming environment for the 0-5 age group and their families, funds are needed to operate its public pool. OPUD is requesting another partnership with First 5 Yuba in the form of a pool grant. We are hoping to receive \$27,125 – \$31,115 per year for the next three years to aid in covering some of the operational expenses it will incur along with the required training of Lifeguard personnel and staff. Without these funds, it will be difficult for OPUD to open its pool for the summer season which could have drastic and possibly fatal consequences for children, teens, and adults of all ages seeking open water sources to play and swim in.

Additionally, we are partnering with Yuba Water Agency and have reached out to Yuba County HHS for additional funding for the pool. OPUD provides as much funding itself as we can to keep the pool open as long as possible. We just replaced the fiberglass pool liner at a cost of over \$90,000 which was needed to be permitted by the County to open. This renewed partnership and pool grant between OPUD and First 5 Yuba is vital to keeping the community safe as they cool off during the summer months. We appreciate your generosity and truly hope you consider aiding OPUD in its mission to provide high quality services to enhance our community's quality of life.

Sincerely,



John Tillotson  
General Manager

PROPOSED PROGRAM BUDGET

EXHIBIT ESTIMATE

Agency Name: OLIVEHURST PUBLIC UTILITY DISTRICT

Project Title: OPUD AQUATICS PROGRAM

Fiscal Lead Contact: JOHN TILLOTSON, GENERAL MANAGER

Phone Number: 530-682-1114

Email: [jtillotson@opud.org](mailto:jtillotson@opud.org)

		FISCAL YEAR: 2021 - 2022				FISCAL YEAR: 2022 - 2023				FISCAL YEAR: 2023 - 2024			
		TOTAL PROGRAM COSTS	APPLICANT FUNDING	* IN KIND / OTHER FUNDING	COST TO FIRST 5 YUBA	TOTAL PROGRAM COSTS	APPLICANT FUNDING	*IN KIND / OTHER FUNDING	COST TO FIRST 5 YUBA	TOTAL PROGRAM COSTS	APPLICANT FUNDING	*IN KIND / OTHER FUNDING	COST TO FIRST 5 YUBA
<b>A. SALARIES &amp; BENEFITS</b>													
<b>FTE</b>	<b>POSITION TITLE</b>												
	Parks Maintenance Supervisor	\$5,000.00	\$5,000.00		\$0.00	\$5,350.00	\$5,350.00			\$5,724.50	\$5,724.50		
	Parks Maintenance Worker	\$3,000.00	\$3,000.00		\$0.00		\$3,210.00				\$3,434.70		
	Financial Manager	\$5,000.00	\$5,000.00		\$0.00		\$5,350.00				\$5,724.50		
	Pool Manager and Lifeguards (6 Full-Time Employees)	\$28,350.00	\$14,175.00		\$14,175.00	\$30,334.50	\$15,167.25		\$15,167.25	\$32,457.92	\$16,228.96		\$16,228.96
	Office Manager	\$1,000.00	\$1,000.00		\$0.00	\$1,070.00	\$1,070.00			\$1,144.90	\$1,144.90		
	<b>TOTAL SALARIES</b>	<b>\$42,350.00</b>	<b>\$28,175.00</b>		<b>\$14,175.00</b>	<b>\$45,314.50</b>	<b>\$30,147.25</b>	<b>\$0.00</b>	<b>\$15,167.25</b>	<b>\$48,486.52</b>	<b>\$32,257.56</b>	<b>\$0.00</b>	<b>\$16,228.96</b>
	<b>TOTAL BENEFITS</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>		<b>\$0.00</b>	<b>\$2,675.00</b>	<b>\$2,675.00</b>			<b>\$2,862.25</b>	<b>\$2,862.25</b>		
	<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$44,850.00</b>	<b>\$30,675.00</b>	<b>\$0.00</b>	<b>\$14,175.00</b>	<b>\$47,989.50</b>	<b>\$32,822.25</b>	<b>\$0.00</b>	<b>\$15,167.25</b>	<b>\$51,348.77</b>	<b>\$35,119.81</b>	<b>\$0.00</b>	<b>\$16,228.96</b>
<b>B. OPERATING EXPENSES</b>													
	Office Expense	\$2,000.00		\$1,000.00	\$1,000.00	\$2,140.00		\$1,070.00	\$1,070.00	\$2,289.80		\$1,144.90	\$1,144.90
	Program Materials & Supplies (Chemicals, operating and Pool Supplies, Repairs, Insurance, Fees, Safety Supplies, buildings and improvement, pool testing, miscellaneous)	\$22,000.00		\$12,000.00	\$10,000.00	\$23,540.00		\$12,840.00	\$10,700.00	\$25,187.80		\$13,738.80	\$11,449.00
	Travel & Training	\$2,000.00		\$1,000.00	\$1,000.00	\$2,140.00		\$1,070.00	\$1,070.00	\$2,289.80		\$1,144.90	\$1,144.90
	Water, Sewer, Communications Utilities	\$2,000.00		\$1,000.00	\$1,000.00	\$2,140.00		\$1,070.00	\$1,070.00	\$2,289.80		\$1,144.90	\$1,144.90
		\$0.00				\$0.00				\$0.00			
		\$0.00				\$0.00				\$0.00			
		\$0.00				\$0.00				\$0.00			
	<b>TOTAL OPERATING EXPENSE</b>	<b>\$28,000.00</b>	<b>\$0.00</b>	<b>\$15,000.00</b>	<b>\$13,000.00</b>	<b>\$29,960.00</b>	<b>\$0.00</b>	<b>\$16,050.00</b>	<b>\$13,910.00</b>	<b>\$32,057.20</b>	<b>\$0.00</b>	<b>\$17,173.50</b>	<b>\$14,883.70</b>
<b>C. SUBCONTRACTS</b>													
	SUBCONTRACTS - AGENCY NAME												
		\$0.00				\$0.00				\$0.00			
		\$0.00				\$0.00				\$0.00			
	<b>TOTAL SUBCONTRACTS</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>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>TOTAL DIRECT PROGRAM COSTS</b>	<b>\$72,850.00</b>	<b>\$30,675.00</b>	<b>\$15,000.00</b>	<b>\$27,175.00</b>	<b>\$77,949.50</b>	<b>\$32,822.25</b>	<b>\$16,050.00</b>	<b>\$29,077.25</b>	<b>\$83,405.97</b>	<b>\$35,119.81</b>	<b>\$17,173.50</b>	<b>\$31,112.66</b>
<b>D. INDIRECT COST (%)</b>													
	% of Grant	\$0.00				\$0.00				\$0.00			
	<b>TOTAL INDIRECT EXPENSES</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>TOTAL PROGRAM BUDGET</b>	<b>\$72,850.00</b>			<b>\$27,175.00</b>	<b>\$77,949.50</b>			<b>\$29,077.25</b>	<b>\$83,405.97</b>			<b>\$31,112.66</b>

\* ASSUME OPUD RECIEVES FUNDING FROM YUBA WATER AGENCY FOR \$15,000 and an additional 7% for the next two fiscal years

3-Year Total \$87,364.91

**AGENDA ITEM 7**

**April 28, 2022**

<b>Subject</b>	<b>First Reading- Fiscal Year (FY) 2022-2023 Draft Budget</b>
<b>Supporting Document(s)</b>	A. Draft Budget Narrative B. Draft Budget & LRFP
<b>Overview</b>	Pursuant to Health and Safety Code provisions and the County of Yuba Ordinance Code 4.45, the Commission must adopt a budget prior to the start of the fiscal year. This budget uses the most recent Prop 10 projections provided by the Department of Finance from May 2021.
<b>Recommendation</b>	Review annual draft budgets authorizing the Executive Director to move forward to compile a final budget in order to perform all operational and administrative duties necessary to implement the strategic plan in FY 2022-2023.
<b>Fiscal Impact</b>	See attached narrative
<b>Action Requested</b>	Recommendations only



## Draft Budget Narrative Fiscal Year 2022-2023

Pursuant to Health and Safety Code provisions and the County of Yuba Ordinance Code 4.45, the Commission will adopt a budget prior to the start of each fiscal year. This narrative is intended to brief the Commission on projected revenues and provide a draft overview of the program and administrative expenditures for fiscal year (FY) 2022-2023.

### REVENUE

Department of Finance (DOF) released Prop 10 projections in May 2021. Overall, tobacco tax revenues have traditionally been declining at a higher rate in recent years. The projected tobacco tax revenue allocation for Yuba County for the current Fiscal Year (FY) 2020-2021 is \$830,327.

Prop 10 Revenue Projections: FY 2021-22: **\$758,625**

New projections from the Department of Finance (DOF) are usually released in May prior to the next FY. Projections to build the 2022-2023 Draft Budget use Projections from May of 2021. Since July of 2018, Prop 56 backfill allocations have been disbursed which are now reflected in the overall projections.

First 5 Yuba uses projections from DOF that reflect a conservative formula and projects revenues based on the Flavor Ban being passed by CA voters in November 2022.

Additional Grant Revenues: **\$438,562**

- CDPH- Tobacco \$251,421
- FFCA- Home Visiting: \$40,434
- FFCA IMPACT- \$44,350

### Highlights of Proposed Draft Budget (Prop 10)

Proposed draft budget for the 2022-2023 are summarized below by category.

Prop 10 Administrative Costs: Overall increase in administration costs by **\$68,269**

#### Salaries & Benefits:

Overall salaries and benefits increased **~\$37,888** from the prior FY due to supplemental grant funding.

- Salaries: ~\$22,166, reflects step increased for 3 FTE and projected COLA of 5.0% (not yet finalized by BOS)
- Benefits: ~\$15,722

Other Administrative Costs: Overall increase of \$30,381. Reasons include:

- Increase in Professional Services include a one-time investment up to \$20,000 to create a communications plan to support internal and external programs and local advocacy efforts. (e.g., outreach, social media, website, etc.)
- Increase in county A-87 charges due to increased staffing levels (2.5 to 5 FTE)

- Network Fees increased from \$5,000 to \$35,000 annually. County Administration will begin charging Network Admin fees up front rather than Retroactive though A-87. Eventually A-87 costs will come down to reflect this change.

#### Prop 10 Program Expenditures

The projected Prop 10 annual program expenditures for the upcoming FY is estimated to be **\$642,310**. This reflects an increase investment of \$62,310 from FY 21/22 due to unspent program funds which will rollover.

Funding is allocated in the following goal areas:

1. Child Health & Development: \$175,625
2. Resilient Families: \$294,980
3. Quality Early Learning: \$68,043
4. Strong Systems: \$70,000

#### Combine Program Expenditures

With combine additional grant funding; projected program expenditures for the upcoming fiscal year are **\$675,972**. All program funding sources are allocated in the following ways:

1. Child Health & Development: \$175,625
2. Family Functioning: \$294,980
3. Quality Early Learning: \$68,043
4. Systems of Care: \$103,662

#### Evaluation Costs: Total \$80,024

Evaluation costs slightly decrease due to the prior year one time investment and ongoing maintenance of the new online data platform established in July 2021.

#### Executive Director Comments

The proposed draft budget reflects sustainable funding for the next FY, yet remains conservative. Unexpected increases to administrative fees and a gap in one year of Home Visiting program funds from First Five CA may lead to an overall deficit in which may result in ~\$311,000 transfer from Children's Trust to help sustain programs and support services.

**FIRST 5 YUBA COUNTY  
FIRST 5 COMBINE BUDGET  
FY 2022/2023**

		Total Combine Budget
110-5500-361-6200	Revenue - Prop. 10 (Includes 56)	\$ 758,625.00
110-5500-361-6200	Revenue- Grant Awards (CDPH, FFCA)	\$ 251,421.00
110-5500-363-7400	Revenue - Other (Non- Gov't Grants)	\$ 84,784.00
110-5500-351-3000	Interest Income & SMIF	\$ 3,000.00
<b>TOTAL REVENUE</b>		<b>\$ 1,097,830.00</b>

110-5500-451-0101	Salaries - Regular	\$ 350,857.00
110-5500-451-0201	Benefits - Co Share PERS UAL	\$ 68,508.00
110-5500-451-0202	Benefits - Co Share PERS Normal	\$ 23,028.00
110-5500-451-0204	Group Health Insurance	\$ 56,471.00
110-5500-451-0205	Medicare	\$ 5,044.00
110-5500-451-0206	Workers Comp Insurance	\$ 2,751.00
110-5500-451-0207	Life Insurance	\$ 428.00
110-5500-451-0208	Unemployment Insurance	\$ 348.00
110-5500-451-0209	Retiree Healthcare Insurance	\$ 1,816.00
<b>Total Salaries &amp; Benefits</b>		<b>\$ 509,251.00</b>
110-5500-451-1200	Communications	\$ 2,300.00
110-5500-451-1500	Insurance	\$ 6,400.00
110-5500-451-1700	Network Fees	\$ 37,023.00
110-5500-451-2000	Memberships	\$ 4,500.00
110-5500-451-2200	Office Expense	\$ 4,408.00
110-5500-451-2300	Professional Services - Administration	\$ 15,000.00
110-5500-451-2400	Publications	\$ 500.00
110-5500-451-2500	Rents & Leases - Equipment	\$ 1,663.00
110-5500-451-2600	Rents & Leases - Building	\$ 33,075.00
110-5500-451-2700	Minor Equipment	\$ 4,000.00
110-5500-451-2900	Travel	\$ 4,888.00
110-5500-451-4000	Responsive Discretionary Fund- Emergency Hold Harmless	\$ 10,000.00
110-5500-451-5301	County Administrative A-87 Charges	\$ 53,778.00
<b>Total Operating Expenses</b>		<b>\$ 177,535.00</b>
110-5500-451-2300	Professional Services -Child Health & Development	\$ 175,625.00
110-5500-451-2300	Professional Services - Resilient Families	\$ 294,980.00
110-5500-451-2300	Professional Services - Quality Early Learning	\$ 68,043.00
110-5500-451-2300	Professional Services - Systems of Care	\$ 10,000.00
110-5500-451-2300	Professional Services - GRANT Program Supports	\$ 33,662.00
110-5500-451-2300	Mini Grant Program (Systems of Care)	\$ 40,000.00
110-5500-451-2300	Community Outreach, Education & Advocacy (Systems of Ca	\$ 20,000.00
<b>Total Program Strategic Priority Area Expenses</b>		<b>\$ 642,310.00</b>
110-5500-451-2300	External Evaluators	\$ 58,024.00
110-5500-451-2300	Data System Management- Online Portal	\$ 22,000.00
<b>Professional Services - Evaluation</b>		<b>\$ 80,024.00</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,409,120.00</b>

	Net Increase/(Decrease)	\$ (311,290.00)
	Fund Balance at Beginning of Year	\$ 45,000.00
	Fund Balance at End of Year	\$ (266,290.00)
110-5500-372-9901	Operating transfer in from 210 endowment	\$ 311,290.00
	Adjusted 110 Fund Balance at End of Year	\$ 45,000.00

**AGENDA ITEM 8**

**April 28 2022**

<b>Subject</b>	<b>Executive Director Activity Report: March - April</b>
<b>Supporting Document(s)</b>	ED Report will be provided prior to the meeting
<b>Overview</b>	The Commission will receive information on committees, First 5 State and Association updates, operational/program activities, and the Executive Director special report.
<b>Discussion</b>	Further discussion upon inquiry
<b>Recommendation</b>	None
<b>Fiscal Impact</b>	None
<b>Action Requested</b>	None

## ACTIVITY REPORT

March – April 2022

### COMMITTEE UPDATE

Executive Committee (EC) – The EC met via Zoom on April 4, 2022. EC was provided updates and reviewed the April meeting agenda. The EC provided guidance to staff on midyear budget planning.

Advisory Committee (AC) – The AC meeting met Tuesday March 8<sup>th</sup>. The committee was provided with a recap of this year's Mini Grant Program awards and gave feedback on next FY process. They provided suggestions and feedback on membership. The committee meets again June 7, 2022.

### PROGRAM UPDATE

Strategic Partnership – Strategic Partners continue to implement new programming and shift to meet the needs of families.

Onboarding for Apricot 360 (online data systems) is ongoing. Partners are being to utilize the system with program data. Ongoing trainings will occur the end of May and July. Projects who completed all the trainings and onboarding engagement have received a \$100 stipend for their time and effort to be spent on program related materials supplies etc.

#### Evaluation-

##### Online Data Systems Transition

Both ASR and staff has been meeting weekly with Social Solutions Global Inc. In January First 5 and ASR will began onboarding Strategic Partners through a phased in approach and have been holding office hours weekly for partners as they continue to onboard.

##### Applied Survey Research

First 5 Yuba has been working diligently with ASR on multiple projects including:

- Online data systems build
- Home visiting collaborative data collection
- Building Resilient Families Evaluation components (key informant interviews, parent focus groups, campus observations etc.)

Budget: Tobacco tax revenues for fiscal year 2021-2022 are estimated to be **\$830,327**. Through December 2021 total **\$576,838 ~70%** of projection.

### Community Outreach, Education and Sponsorship

#### Community Outreach:

- Dia De' Los Nino's : April 30, 2022 10am – 2pm MIA/POW Park in Edgewater



- Mental Health Awareness Month (Women/postpartum, Children, Fathers & caregivers)
- New Programs:
  - First 5 Fridays in Partnership with Yuba County Library
  - DaiSY- Developmental & Social Emotional screening program in Yuba County in partnership With YCOE Behavioral Consultation Program & YCOE FRC
  - Caregiver Cafe's @ Merry Mead Housing in Marysville
  - Professional Learning Communities – Home Visitors

Sponsorships:

- May 4<sup>th</sup> – Baby Fair with Yuba County WIC
- May 21<sup>st</sup>- Kiwanis Fishing Derby

**Advocacy Meetings-** Staff hosted or attended the following advocacy meetings monthly:

March - April

- Yuba County Children's Wellness and Child Abuse Prevention Council- Monthly
- Prevention Network Planning Meetings
- Child Care Planning Council - Monthly
- Child Care Planning Council – Policy and advocacy committee - Monthly
- BEAS Collaborative - Monthly
- Home Visiting Collaborative- Monthly
- Tri Counties Breast Feeding Alliance- Monthly
- Blue Ribbon Commission - Monthly
- MHSA Advisory Committee

**OPERATIONAL UPDATES**

**First 5 California (F5CA):**

1. COVID-19 Response: FFCA will continue to supply Counties with PPE for families and childcare providers.
2. First 5 CA Family Book Distribution Partnership Program: In August FFCA invested help increase literacy by partnering with local counties to bring more books into the homes of young children. The CFBDP has committed funds to DPIL to build new enrollment to reach 65% of county eligible population and sustain for two years. Meaning all new child enrollments are being funded under this program.
3. State Meetings  
May 9, 2022 10:00 AM – 4:00 PM

**First 5 Association**

1. Ongoing monthly First 5 Association teleconferences include:
  - Association Executive Committee
  - Association Network Calls – General information and updates

- Monthly Communications call - all 58 counties
- Bi-Monthly Policy Committee – Sac Region Representative
- Monthly Communications Calls

### **Monthly Correspondence**

First 5 staff continues to work to promote programs and events through our social media pages and list serves. First 5 has established a Padlet and social media outreach continues to grow.

**In the Media:** First 5 partnered with OES to quickly respond to the community regarding the tragic death of two young children in Yuba County. The community was made aware of a few available resources and services with First 5.

### **COVID Response:**

- From January – April, First 5 collaborated with Yuba County Health Department to package and distribute over 500 Rapid COVID tests to Childcare providers in Yuba County. In addition staff packed PPE supplies including masks, gloves and disinfectant as well as child development resources were provided.

### **EXECUTIVE DIRECTOR – SPECIAL REPORT**

- During the month of May- Mental Health Awareness Month - First 5 will be collaborating with HHS Community Engagement team and Public Health to create awareness about Perinatal Mood and Anxiety Disorders. First 5 will be hosting a traveling Blue Dot and go to community partners and County Departments to take pictures to spread awareness through social media about the effects and highlight the need for services.
- **NEW!** Mini Grant From Home Grown: The mission of Home Grown is to increase access to and the quality of home-based child care so that children have the care they need to reach their full potential (cognitive, social, emotional, health and wellness). Recently approved for \$2,500 to engage local FFNs in the community.
- Imagination Library:
  - Enrolled **2,050** of the 0-5 population.
  - Another 879 have graduated from our program.
  - We continuously restock our little free libraries at 5 locations: Loma Rica, Browns Valley, Olivehurst, Edgewater, Wheatland.
- In January First 5 partnered with Ampla WIC to increase access to Imagination Library by offering support with direct registration of their clients not currently enrolled in the program. Once enrolled WIC plans to cover the cost of books for up to one year. This program may be expanded for another year.