FIRST 5 YUBA COUNTY
CHILDREN AND FAMILIES COMMISSION

The Commission's vision is that all children are healthy and thriving in safe and nurturing family environments and ready to succeed in their educational experiences.

Special Meeting (VIRTUAL)
Thursday, May 28, 2020
3:30p.m. – 5:00p.m.

Precautions to address COVID-19 (a.k.a. the “Coronavirus”) will apply to this meeting. See below for additional details.

As authorized by Governor Newsom’s Executive Order, N-25-20, dated March 12, 2020, the meeting will be held via teleconferencing with members of the Commission attending from separate remote locations.

The Public’s health and well-being are the top priority for the First 5 Yuba County Children & Families Commission, and you are urged to take all appropriate health safety precautions.

The meeting will be 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 the recommendation by local officials that certain precautions be taken, including social distancing, to address the threat of COVID-19. Information on how to access the meeting follow the agenda.

MEETING AGENDA

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SUBJECT</th>
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<td>1</td>
<td>Call to order, roll call and the Pledge of Allegiance</td>
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| 1    | Opportunity for Public Comments  
Due to the Coronavirus, comments are be provided by email to first5@co.yuba.ca.us  
Items not on the Agenda – Limit five minutes per speaker (Request to Speak requests for this item must be received by Commission staff prior to the meeting being called to order). |
| 2    | Approval of Minutes of the February 27, 2020 Regular Commission Meeting and the March 27, 2020 Special Commission Meeting |
| 3    | All Commissioners are reminded to recuse themselves from voting on any agenda item that has a real or perceived conflict of interest. |
The Commission is asked to conduct a public hearing to receive testimony from the public at large before adopting the State Commission’s Annual Report, pursuant to Health and Safety Code Section 130140(d)(3). Available for public review here. |
| 3    | Public Hearing: Annual Review of the County Strategic Plan  
The Commission is asked to conduct a public hearing to receive testimony from the public at large before adopting its annual strategic plan pursuant to Health and Safety Code §130140 30140 (a)(1)(C) (iii), (E) and (F) Available for public review here. |
| 4    | First Reading of FY 2020/2021 Draft Budget  
The Commission will review the long-range financial plan and draft 2020-2021 fiscal year budget pursuant to Health and Safety Code Section 130140(d)(3), Commission Policies and Procedures. |
| 5    | Contract Extensions – OPUD and Playzeum  
The Commission will consider extending the program contracts through June 30, 2021. |
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<th>Discussion</th>
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| **Funded Partner Updates – Impact of COVID-19**  
The Commission will receive an overview of how its Strategic Partners and Mini Grants have been impacted by and responded to the COVID-19 orders. |

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<th>Discussion</th>
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| **Monthly Activity Report**  
The Commission will receive information on committees, operational and program activities. |

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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, first5yuba.org.  

The next regular Commission meeting is scheduled for June 25, 2020  

Agendas, minutes and supporting material are available for public review at 1114 Yuba Street, Suite 201, Marysville CA. Agendas are posted at the Yuba County Government Center, 915 8th Street, Marysville CA.  

Please email first5@co.yuba.ca.us to be added to the email distribution list. |

Public participation options:

- Email: You can email comments to first5@co.yuba.ca.us any time before the meeting, or before the hearing is closed on the agenda item, and your comments will be read aloud by Commission staff. Please identify the Agenda item you wish to address in your comments. To join the web based virtual meeting please follow these instructions:

  - Web Conference: The meeting will be conducted live over the internet by PC or Smartphone. Members of the public can join the web-based virtual meeting. (See instructions, below.)

Join from PC, Mac, Linux, iOS or Android: [Click here to join the meeting](#)  

Meeting ID: 882 651 020  

Dial by your location  

  +1 669 900 9128 US (San Jose)  

  +1 253 215 8782 US (Tacoma)
<table>
<thead>
<tr>
<th><strong>Subject</strong></th>
<th>Approval of Minutes of the Regular Commission Meeting February 27, 2020 and Special Commission Meeting March 27, 2020</th>
</tr>
</thead>
</table>
| **Supporting Document(s)** | Draft February 27, 2020 Regular Meeting Minutes  
Draft March 27, 2020 Special Meeting Minutes |
| **Overview** | These items are a Consent Agenda.  
All items listed under Consent Agenda are considered routine and can be enacted in one motion. |
| **Recommendation** | Review Meeting Minutes – Provide corrections if necessary |
| **Fiscal Impact** | None |
| **Action Requested** | Motion to approve minutes |
DRAFT MINUTES
First 5 Commission of Yuba County
Regular Meeting, Thursday February 27, 2020
Yuba County Government Center, Wheatland Conference Room
915 8th Street, Marysville, California 95901

OPEN SESSION CALL TO ORDER: Commissioner Arnold called the meeting to order at 3:33pm

Commissioners Present – Jim Arnold, Gary Bradford, Tony Gordon, Homer Rice, Sally Sokoloski, Melinda Staples
Excused - Francisco Reveles
Staff Present: Ericka Summers, Robin Timoszyk
Pledge of Allegiance led by Commissioner Arnold

PUBLIC COMMENT: None

Item 1: Consent Agenda
Approval of the Minutes of the December 12, 2019 Regular Meeting
Motion by Commissioner Bradford to approve minutes as presented
Second: Commissioner Staples
Vote: 6/0
Ayes: Arnold, Gordon, Bradford, Rice, Sokoloski, and Staples

Item 2: Discussion/Action
Pursuant to County Ordinance- Article VI, Section 2, Appoint Chair and Vice Chair - This item was tabled at the December 2019 meeting due to lack of a quorum. The Commission shall annually elect a chairperson and vice-chairperson (prior to each calendar year) who shall serve for a term of one year. Commissioner conducted brief discussion

Motion by Commissioner Staples to appoint Commissioner Arnold as Chair for 2020 Second: Commissioner Bradford
Vote: 6/0
Ayes: Arnold, Gordon, Bradford, Rice, Sokoloski, and Staples

Motion by Commissioner Sokoloski to appoint Commissioner Staples as Vice Chair for 2020 Second by Commissioner Bradford
Vote: 6/0
Ayes: Arnold, Gordon, Bradford, Rice, Sokoloski, and Staples

Item 3: Discussion/Action
Approval of Advisory Committee Bylaws & Applications
In January, the Advisory Committee (AC) met to discuss member recruitment, roles and responsibilities. As a result, the AC has suggested amending bylaws to reflect in more detail the role of advisory members including Mini Grant program input and review as well as strategic
planning involvement. Following the January meeting, the team has shared recruitment documents and First 5 Yuba has received one new application from Karen Woods.

Motion by Commissioner Sokoloski to approve revisions to the Advisory Committee Bylaws
Second: Commissioner Staples
Vote: 6/0
Ayes: Arnold, Gordon, Bradford, Rice, Sokoloski, and Staples

Motion by Commissioner Bradford to accept the new AC member application from Karen Woods as a community agency representative for the health priority area
Second: Commissioner Sokoloski
Vote: 6/0
Ayes: Arnold, Gordon, Bradford, Rice, Sokoloski, and Staples

**Item 4: Discussion/Action**
**Mid-Year Budget Revisions**

Commissioners reviewed a revised budget showing where additional income from the agreement with Yuba County Office of Education (YCOE) to implement programming related to IMPACT will be used. This falls primarily in salaries and benefits; funds for Help Me Grow.

In January, the First 5 Association of California and the Yuba Sutter Economic Development Corporation approached First 5 Yuba to support Census 2020 outreach, education and messaging specifically related to the 0-5 populations. Funding associated with these efforts will be spent on extra hire staff (student interns) and communication plan activities.

Additional funding is as follows:
- Yuba County Office of Education – IMPACT: Net fund increase of $100,904
- First 5 Association – Census 2020: Net fund increase of $2,550
- Yuba Sutter Economic Development Corp, Census 2020: Net fund increase of $5,000
- Total net fund increase: $108,454

Motion by Commissioner Sokoloski to approve net funding increase of $108,454 as outlined in the 2019-2020 mid-year budget revision
Second: Commissioner Bradford
Vote: 6/0
Ayes: Arnold, Gordon, Bradford, Rice, Sokoloski, and Staples

**Item 5: Discussion/Action**
**Additional First 5 Yuba Funding & Staffing**

In early October, The California Department of Public Health Tobacco Control Program released a new RFP #20-10004 Rising Alliances for a Tobacco-Free California. With approval and direction from the commission, in December 2019 First 5 staff submitted an application. On February 19, 2020, First 5 Yuba was notified with a Letter of Intent to award for fiscal years July
With the funding, First 5 will be required to retain additional staff, equipment and ensure workable facilities. Staff discussed with the commission the need to create a similar classification to that of a Health Education Specialist which is currently a class under Health and Human Services. Commissioner Rice explained reasoning for reserving that class spec to Human Services and was supportive of creating a similar class spec given the funding source, roles and responsibilities as well as being acceptable for the County employee union.

Commissioner Gordon outlined that developing a new class spec may take a little longer than anticipated but supported moving forward with the process. The commission reviewed supporting documentation. Discussion followed regarding working with Yuba County Human Resources to develop an appropriate class specification and salary schedule comparable to the work outlined in the grant award with the intent of hiring staff as outlined in the application prior to or beginning July 1, 2020.

Motion by Commissioner Sokoloski to accept funds from The California Department of Public Health Tobacco Control Program in relation to RFA #20-10004 Rising Alliances for a Tobacco-Free California and direct the ED to complete contract negotiations with CTCP and work with Yuba County HROS for staff recruitment.
Second: Commissioner Rice
Vote: 6/0
Ayes: Arnold, Gordon, Bradford, Rice, Sokoloski, and Staples

**Item 6: Discussion/Action**
**Strategic Partner Program Performance**
Commission reviewed program performance summaries, budget analysis and performance charts for Strategic Partners. Discussion occurred regarding the recommendations outlined in the performance summaries.

Motion by commissioner Sokoloski to approve extending all Strategic Partner agreements through June 30, 2021 based on performance reviews.
Second: Commissioner Staples
Vote: 6/0
Ayes: Arnold, Gordon, Bradford, Rice, Sokoloski, and Staples

**Item 7: Discussion**
**Monthly Activity Report**
The Commission received information on committees, operational and program activities for January and February including:
- Continuing research for appropriate office space
- Reviewing possible cost savings to see if conducting a more thorough Kindergarten Readiness Assessment is possible for the 20/21 fiscal year
• Report on current schedule of community outreach events
  Special report on the following:
  • First 5 California budget and projections. F5CA continues to project a modest 2-3% ongoing annual decline in funding. ED stated she would use a more conservative number when preparing 20/21 budget.
  • RFA for IMPACT funding. Local commissions have first right of refusal for IMPACT funding and Yuba, Sutter and Colusa determined that our Child Care Planning Council continues to be the best fit as lead agency for these funds. First 5 staff is working with Child Care Planning Council to budget for continued staff to administer a piece of IMPACT funding. Currently, this is funded as an Intervention Counselor. Staff explained, to the commission, that should funding move forward, we would need to reclassify this staff as well to ensure a more optimal fit for roles, responsibilities, and salary. Potentially the new class developed with HR could meet the needs of First 5 and the County employee union.
  • Home Visiting Coordination Initiative from F5CA to strengthen communication, cross program referral, identify and overcome system barriers. Funding will be made available through a noncompetitive RFA process. Anticipated release of the RFA is early March.

**Closed Session entered at 4:40pm**

**Public Employee Performance Evaluation.** Executive Director, annual review, pursuant to Government Code Section 54957.

**MEETING ADJOURNED AT 5:00PM**
PRECAUTIONS TO ADDRESS COVID-19 (A.K.A. THE “CORONAVIRUS”) APPLIED TO THIS MEETING. AS AUTHORIZED BY GOVERNOR NEWSOM’S EXECUTIVE ORDER, N-25-20, DATED MARCH 12, 2020, THE MEETING WAS HELD VIA TELECONFERENCING WITH MEMBERS OF THE COMMISSION ATTENDING FROM SEPARATE REMOTE LOCATIONS.

OPEN SESSION CALL TO ORDER: COMMISSIONER ARNOLD CALLED THE MEETING TO ORDER AT 1:00PM

> COMMISSIONERS PRESENT – JIM ARNOLD, GARY BRADFORD, HOMER RICE, SALLY SOKOLOSKI, MELINDA STAPLES
> EXCUSED- TONY GORDON, FRANCISCO REVELES
> STAFF PRESENT: ERICKA SUMMERS AND ROBIN TIMOSZYK
> PLEDGE OF ALLEGIANCE – OMITTED

PUBLIC COMMENT – ITEMS NOT ON THE AGENDA:

Michele Blake, Executive Director Sutter County Children and Families Commission shared that the Sutter CFC Families Learning In Play (FLIP) program has transitioned to online programming and opened it up limited participation for Yuba county families during the State of Emergency.

ITEM 1: DISCUSSION/ACTION

POLICIES AND PROCEDURES DURING STATE OF EMERGENCY (COVID-19) – RESOLUTION

PUBLIC COMMENT: JULIAN BARKLEY-BRINSON, EXECUTIVE DIRECTOR RISE UP YOUTH PROGRAM FOR THE PERFORMING ARTS. HE SHARED CONCERN ABOUT COMPLETING MINI GRANT REQUIREMENTS DURING THE COVID-19 STAY AT HOME ORDERS. HE REQUESTED FLEXIBILITY IN DELIVERY METHODS AND TIMELINES.

ADOPT A RESOLUTION TO TEMPORARILY LIFT PROVISIONS OUTLINED IN THE FIRST 5 YUBA COUNTY POLICIES AND PROCEDURES MANUAL RELATED TO ADMINISTRATIVE, FINANCIAL, MONITORING AND EVALUATION TO ALLOW FIRST 5 STAFF TO SUPPORT CURRENT OR NEWLY FUNDED PARTNERS DUE TO THE STATE OF EMERGENCY COVID-19. DURING THE DISCUSSION PERIOD, COMMISSIONERS INDICATED THE REQUEST WAS REASONABLE CONSIDERING THE SITUATION.

RESOLUTION READ BY COMMISSION CHAIR

VOTE TO APPROVE: 5/0

AYES: ARNOLD, BRADFORD RICE, SOKOLOSKI, STAPLES

NAYS: NONE
Item 2 Discussion/Action

Responsive Discretionary Funds

The commission considered creating a Responsive Need Grant to directly support children 0-5, their families, and childcare providers directly affected by the COVID-19 State of Emergency. The grant would follow similar application process to the existing sponsorship and mini grant funding processes.

Motion to approve the following:

1. Approve the establishment of a Responsive Discretionary Fund up to $20,000 to be used in response and as it directly relates to State of Emergency due to COVID-19 for the remainder of FY 2019/2020.
2. Approve reallocation of unspent funds totaling $10,000 from the following line items: Salaries- Extra Hire, Special Department Expense, and Professional Services as appropriate and necessary to the Responsive Discretionary Fund (Special Dept. Expense line item) for FY 2019/2020.
3. Allocate up to $10,000 from the Children’s Trust Fund if necessary and appropriate to the Responsive Discretionary Fund (Special Department Expense line item) for FY 2019/2020.

Motion to approve made by Commissioner: Bradford

Second: Commissioner: Sokoloski

Vote: 5/0

Ayes: Arnold, Bradford Rice, Sokoloski, Staples

Nays: None

Item 3 Discussion/Action

Extra-Hire Staff

The commission considered staff request to utilize the existing Extra Hire Student Interns to support essential activities and First 5 Yuba’s response during the State of Emergency for COVID-19. This work would be in addition to any Census outreach support already approved by the Commission.

Motion to approve use of Extra Hire Student Interns as needed and allowed within the 19/20 budget for support during COVID-19 Emergency and support with childcare for essential workers.

Motion to approve made by Commissioner: Bradford

Second: Commissioner: Sokoloski

Vote: 5/0
Item 4: Discussion

EXECUTIVE DIRECTOR REPORT

ED Summers reviewed the activities and matters regarding COVID-19 Emergency with Commission including the following:

- Both First 5 Yuba and Sutter Children and Families Commission (SCFC) were designated as call center for families to assist with navigating services related to supplies, resources, food and other general items.

- Surveys sent out in partnership with CCPC and SCFC to local childcare providers regarding availability, staffing, supply needs and another to essential workers through local human resource departments of essential businesses regarding childcare needs and age groups. Hoping to create a cross walk to link those with need for childcare to access to existing or pop-up childcare. The survey is showing the largest need is in area of school age childcare.

- At state level reviewing policies effecting families & childcare providers that affect workforce, unemployment, what Families First act means to our families, also statewide survey similar to but more comprehensive than local survey. F5CA working with Supply Bank.org regarding potentially providing supplies on a statewide level.

- Thanked partners, interns, and staff for being nimble and flexible in meeting needs of Yuba Co. families

MEETING ADJOURNED AT 1:58PM
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<tr>
<th>Subject</th>
<th>Public Hearing: Review of First 5 California Annual Report for FY 2018-19</th>
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<tr>
<td>Overview</td>
<td>Pursuant to Health and Safety Code Section 130140(d)(3). and the County of Yuba Ordinance Code [Chapter 4.45] The Commission shall conduct at least one public hearing on each annual report by the State Commission</td>
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| Recommendation | 1) Open Public Hearing.  
2) Receive public comment.  
3) Accept the Annual Report of First 5 California for Fiscal Year 20118-19  
4) Authorize the Executive Director to submit public comment, if any, to the State Commission.  
5) Close Public Hearing |
<p>| Fiscal Impact | The Health and Safety Code grants First 5 California the authority to withhold funding from any county commission failing to review and accept the State Annual Report |
| Action Requested | No formal action |</p>
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<tr>
<th>Subject</th>
<th>Public Hearing: Annual Review of the County Strategic Plan</th>
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<tr>
<td>Supporting Document(s)</td>
<td>First 5 Yuba Strategic Plan 2016 – 2021 available online <a href="#">here</a></td>
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<tr>
<td>Overview</td>
<td>The Commission is asked to conduct a public hearing to receive testimony from the public at large before adopting the revised strategic plan pursuant to Health and Safety Code §130140 30140 (a)(1)(C)(iii).</td>
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<tr>
<td>Discussion</td>
<td>In April 2016 the Commission approved a Strategic Plan for July 2016 – June 2021. It has been reviewed annually, as required, and revised as appropriate. The most recent revision was June 2019. With FY 20/21 being the final year of the plan, staff recommends no changes to the existing First 5 Yuba Strategic Plan.</td>
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<tr>
<td>Recommendation</td>
<td>1) Open Public Hearing.</td>
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<td>2) Receive public comment.</td>
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<td>3) Close Public Hearing</td>
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<tr>
<td>Fiscal Impact</td>
<td>None</td>
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<td>Action Requested</td>
<td>No formal action</td>
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**AGENDA ITEM 4**  
**May 28, 2020**  
Special Meeting

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<tr>
<th>Subject</th>
<th>First Reading Fiscal Year (FY) 2020-2021 Budget</th>
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| Supporting Document(s) | A. Draft Budget Narrative  
B. Draft Budget – General  
C. Draft Budget – Combine  
D. New Funding Reference Chart |
| Overview | In June of, 2019, pursuant to Health and Safety Code provisions and the County of Yuba Ordinance Code 4.45, the Commission adopted a budget prior to the start of the fiscal year using First 5 allocation projections provided in May 2019.  
Department of Finance (DOF) has not issued new projections since 2019. Overall, tobacco tax revenues have been declining at a higher rate in recent years. |
| Recommendation | Review annual draft budgets options A and B 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 2020/2021. |
| Fiscal Impact | 1. Option A – revenue decline of 2.5% (DOF Projections) + $677,992 with a deficit of $232,527  
2. Option B – revenue decline of 4% = $650,110 with a deficit of $271,996 |
| Action Requested | Review the draft options and provide guidance to ED on how to proceed with developing the finalized budget for FY 2019/2020 to be approved prior to June 30, 2020. |
Budget Narrative
Fiscal Year 2020 - 2021

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 program expenditures for 2020-2021.

REVENUE

Department of Finance (DOF) has not issued new Prop 10 projections since May of 2019. Overall, tobacco tax revenues have been declining at a higher rate in recent years. The projected tobacco tax revenue allocation for Yuba County for the current Fiscal Year (FY) 2019/2020 is $691,932.

Revenue projections for FY **2020-2021 are $677,992** and are based on an overall 1.5-2.5%-1.5% decline thereafter (DOF).

Prop 56 legislation includes a formula for backfill of Prop 10 for overall loss in revenue due to decreased consumer consumption. Since July of 2018, First 5 Yuba has received three Prop 56 backfill allocations which are now reflected in our overall projections.

- Q4 FFY 2016/2017-Q4 $29,000- allocated July 2018
- FFY 2017/2018 $75,000- allocated December 2018
- FFY 2018/2019 $183,000- allocated December 2019

Interest from account 110 (Prop 10) and Endowment 210 are expected to gain at a similar rate. Budget interest is based on 1% rate. In past years, actuals hold around 2.5%.

PROPOSED BUDGET EXPENDITURES

Proposed draft budget options for the 2019/2020 – 2020/2021 are summarized below by category. Supplemental exhibits B,C, and D show costs broken down.

Salaries & Benefits:
Overall salaries and benefits increased from the prior FY due to annual salary increases COLA, and benefit increases (PERS UAL increased to reflect increased staffing).

Other Administrative Costs:
- Increase in Professional Services include **one-time cost of $15,000** to be subcontracted to conduct Yuba County Strategic plan in FY 2020/2021. Results will include a 2021/2022-2025/2026 First 5 Yuba Strategic Plan which will guide funding for the next 5 year period.
- Rents and Leases – Rent **increased from ~$13,000/year to $30,000**. This reflects 6 months at current rate ~$1,120/month to ~$4,000/month. This is an over estimate and will be supported by additional funding sources.
- Decrease to annual office expenses.
Program

Option A- Draft budget with declined projections of 2.0% (DOF projections) revenues and some decreased expenditures. Notable changes include:

- Increase to Imagination Library Program allocations. Original estimates provided by Imagination Library Cooperation projected second year annual costs of ~$25,000. When reviewing and researching new projected costs it was identified that these projections did not include rates for programs allowing online registration. These projected costs do NOT exist. Our annual program estimates of ~$35,000 were calculated internally using current enrollment rates.
- Decrease in allocations to HMG program based need for less supplies and discontinuation of iCarol database.
- Contingent Funds: Due to COVID-19 and current safety regulations, the OPUD pool will not open this season. We are considering supporting spray parks to remain open for the summer season so families can enjoy the park during the hot summer months. In addition, we are exploring other ideas such as life jackets for children 0-5. We will propose a reduced budget (~$5,000-$10,000) and SOW by June 30, 2020.
- Contingent Funds: The Child Care Planning Council (CCPC) of Yuba- Sutter currently receives match funding from First 5 to support provider Professional Development. To offset costs of associated with staffing for IMPACT, the CCPC has agreed to fill this gap with other sourced funding. However, contracts have not been finalized or approved at this point so program costs are still uncertain.

Option B- Draft budget with higher rate of decline in revenues using projections of 4.0% and some decreased expenditures. Notable changes include:

- Increase to Imagination Library Program allocations. (same as above)
- Rollover for 1,2,3 Grow Program and Library programs;
- Decrease in allocations to HMG program based need for less supplies and discontinuation of iCarol database;
- Decrease in Communications Plan funding (sponsorships);
- Decrease in allocations to Mini Grant Program in order to sustain funding to programs specifically outlined in our strategic plan;
- Contingent Funds: Due to COVID-19 and current safety regulations, the OPUD pool will not open this season. We are considering supporting spray parks to remain open for the summer season so families can enjoy the park during the hot summer months. In addition, we are exploring other ideas such as life jackets for children 0-5. We will propose a reduced budget (~$5,000-$10,000) and SOW by June 30, 2020;
- Contingent Funds: The Child Care Planning Council (CCPC) of Yuba- Sutter currently receives match funding from First 5 to support Professional Development. To offset costs of associated with staffing for IMPACT, the CCPC has agreed to fill this gap with other sourced funding. However, contracts have not been finalized or approved at this point so program costs are still uncertain.

Evaluation: Evaluation costs decreased as outlines in their contract.
**Executive Director Comments**

The COVID-19 pandemic has severely interrupted children’s early learning experience and development and opportunities. Early learning funding proposed originally by Governor Newsom is now being redirected and programs eliminated as California enters a budget deficit and a multi-year economic recession.

State Health officer Dr. Nadine Burke Harris said the Covid-19 pandemic is a “perfect storm” for stress to negatively impact children’s mental and physical health and behavior. These stressful events – which right now may include the absence of routines, a parent's job loss and economic hardship, loss of social interaction, or the serious illness or death - can leave children feeling traumatized, effecting their health development and overall well-being.

Many preschools and daycare centers, childcare homes have remained closed because of the risk to staff and the complexities of complying with safety regulations that limit classrooms to no more than 10 people. In addition, it is still hard to find reliable supplies of gloves, disinfectant wipes and hand sanitizer to ensure these necessary precautions are taken.

There is no clear answer on how to address the unforeseen consequences of COVID-19 to our youngest generation and their families. However, the COVID-19 pandemic highlights the need for innovative, coordinated systems to reach children families in need, and address the inequities that will rise in terms of access to developmental support services for children and families.

Now more than ever, First 5 programs are critical services that have the ability to dramatically affect the trajectory of a child’s life. Our Help Me Grow program model, including care coordination and the call center is going to be more essential than ever to serve as an access point for families. Our funded partners and the services they provide will be even more vital to support the health, development and success of the children 0-5 in Yuba County.

The proposed budget options reflect sustainable funding for the next FY yet remain conservative as we enter an economic recession.
## FIRST 5 YUBA COUNTY
### DRAFT ANNUAL BUDGET
#### FY 2020/2021

### TOTAL REVENUE

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<th>Description</th>
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<td>110-0000-371-9899</td>
<td>Projected Prop. 10 Revenue</td>
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<td>110-0000-371-9899</td>
<td>Prop 10 Interest Income</td>
<td>1,500</td>
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<tr>
<td>210-0000-371-9899</td>
<td>Endowment Interest</td>
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<td><strong>TOTAL REVENUE</strong></td>
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<td><strong>709,492</strong></td>
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### TOTAL EXPENDITURES

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<th>Description</th>
<th>Amount</th>
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<td>110-5500-451-0101</td>
<td>Salaries - Regular</td>
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<td>Benefits - Co Share PERS UAL</td>
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<td>110-5500-451-0202</td>
<td>Benefits - Co Share PERS Normal</td>
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<td>110-5500-451-0204</td>
<td>Group Health Insurance</td>
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<td>Life Insurance</td>
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<td>Unemployment Insurance</td>
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<td>110-5500-451-0209</td>
<td>Retiree Healthcare Insurance</td>
<td>1,689</td>
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Net Increase/(Decrease) (232,527)

Fund Balance at Beginning of Year 45,000

Fund Balance at End of Year 45,000

Operating transfer in from 210 endowment 232,527

Adjusted 110 Fund Balance at End of Year 45,000
### FIRST 5 YUBA COUNTY
#### DRAFT ANNUAL BUDGET
**FY 2020/2021**

**EXHIBIT B**

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<td><strong>942,019</strong></td>
<td><strong>953,576</strong></td>
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Net Increase/(Decrease) | (232,527) | (271,966) |
Fund Balance at Beginning of Year | 45,000 | 45,000 |
Fund Balance at End of Year | (187,527) | (226,966) |
Operating transfer in from 210 endowment | 232,527 | 271,966 |
Adjusted 110 Fund Balance at End of Year | 45,000 | 45,000 |
First 5 Yuba
New Funding Reference (non Prop 10)

Funding Agency

California Department of Public Health (CDPH)
California Tobacco Control Program (CTCP)

Total funding: $1,257,885

2020-2025

Building Family Resiliency

1. Builds upon existing systems such as the Help Me Grow Program model, and integrate proven early screening, intervention and treatment supports within obstetric and pediatric clinical setting for pregnant/postpartum women or youth who use tobacco or are exposed to second or third hand smoke.

2. Home visiting models will be used a vehicle to reach low income isolated rural pregnant/postpartum women and their children who are using or exposed to second or third hand smoke.
First 5 Yuba
New Funding Reference (non Prop 10)

Funding Agency

First 5 CA
Subcontract w/ Yuba County Office of Education (YCOE)

Total funding: $216,000
2020-2023

Improve and Maximize Programs so All Children Thrive (IMPACT)

1. Provide training and professional development to enhance the quality and capacity of care among childcare providers and in alternative settings.
2. Enhance and increase access early developmental screenings.
3. Provide technical assistance and promote coordination with Help Me Grow and other First 5 Yuba funded programs and services.
First 5 Yuba

New Funding Reference (non Prop 10)

Funding Agency

First 5 CA (FFCA-HV)

Home Visiting Coordination

1. Conduct or update the county’s environmental scan of communities with concentrations of risk and systems in those communities that support family and child well-being.
2. Expand access to evidence-based home visiting services.
3. Strengthen home visiting coordination.
4. Implement systems-strengthening activities to ensure families receive high quality, appropriate home visiting supports.

Total funding: $200,000

2020-2022
First 5 Yuba Organizational Chart

Commission

Executive Director

First 5 Staff
Program Specialist
Prop 10 .8 FTE
CDPH .2 FTE

First 5 Staff
“Program Coordinator”
CDPH 1.0 FTE

First 5 Staff
Office Specialist
Prop 10 .5 FTE
CDPH .5 FTE

First 5 Staff
“Program Coordinator”
FFCA-HV .5 FTE
IMPACT .5 FTE
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<th>Subject</th>
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| Supporting Document(s) | A. Playzeum Contract Amendment with 2020/2021 Budget  
B. Olivehurst Public Utility District (OPUD) Contract Amendment with 2020/2021 Budget |
| Overview | In February, The commission reviewed Strategic Partner Program Performance for FY 2016-2020. Based on program performance, the commission unanimously approved all 11 contracts be provided contract extensions for the remainder of the Strategic Plan (FY 2020/21).  

Both Playzeum of Yuba Sutter and the Olivehurst Public Utility District were approved Strategic Partner Contracts starting in July 2017 in alignment with the strategic plan. These contracts were out of alignment with the termination dates other Strategic Partners by one year and now must align with the remain funding years.  

Contingent Funds: Due to COVID-19 and current safety regulations, the OPUD pool will remain closed for the upcoming season. We are considering supporting spray parks to remain open for the summer season so families can enjoy the park during the hot summer months. In addition, we are exploring other ideas such as life jackets for children 0-5. A likely reduced budget and SOW will be shared with the Commission by June 30, 2020. |
| Recommendation | Playzeum of Yuba Sutter  
- Approve Contract, SOW and budget for an additional year (FY2021-2022) at the current funding amount of $45,419.  

Olivehurst Public Utility District (OPUD)  
- Move forward with contracting through 6/30/2021 for Olivehurst Public Utility District for an amount not to exceed $17,000.  
- The Executive Director will work with OPUD to adjust the budget and SOW as appropriate. |
| Fiscal Impact | Up to $62,419 in program costs in FY20/21 budget. |
| Action Requested | In separate motions:  
- Move to approve contract extension through 6/30/2021 with Playzeum of Yuba Sutter in the amount of $45,419.  
- Move to approve contract the extension through 6/30/2021 for Olivehurst Public Utility District for an amount not to exceed $17,000. |
FIRST 5 YUBA COUNTY CHILDREN AND FAMILIES COMMISSION
AMENDMENT NUMBER 1 TO
AGREEMENT NO: SP18-102
BY AND BETWEEN FIRST 5 YUBA COUNTY CHILDREN AND FAMILIES
COMMISSION AND PLAYZEUM YUBA SUTTER

THIS FIRST AMENDMENT (Amendment) to Agreement No. SP18-102
(Agreement) entered into between the FIRST 5 YUBA COUNTY CHILDREN AND
FAMILIES COMMISSION (“COMMISSION”) and PLAYZEUM YUBA SUTTER
(PROVIDER) on July 1, 2017 is made and entered into this 1st day of July 2020

RECITALS

WHEREAS, the COMMISSION entered into the AGREEMENT with
PROVIDER for the purpose of increasing parent knowledge of child development
through Help Me Grow Playgroup program; and

WHEREAS, the COMMISSION on February 27, 2020 reviewed Provider’s
performance and approved extending the Agreement through June 30, 2021; and

AGREEMENT

NOW, THEREFORE, in consideration of the mutual conditions, promises, and
covenants hereinafter contained, the parties agree as follows:

1. INCORPORATION OF RECITALS

The recitals set forth above, and all defined terms set forth in such recitals and in
the introductory paragraph preceding the recitals, are hereby incorporated into
this Agreement as if set forth herein in full.

2. CONTRACT TYPE.

This Agreement is a cost reimbursement grant for professional services.
Notwithstanding any other provision of this Agreement, in no event shall the cost
to Commission for the work to be provided herein exceed the maximum sum of
ONE HUNDRED EIGHTY-ONE THOUSAND SIX HUNDRED SEVENTY SIX
($181,676.00) without the prior authorization of the Commission.

3. CONTRACT TERM

Length. This amendment shall extend the contract term for one year and shall
terminate on June 30, 2021.

4. BUDGET.

Provider shall use funds derived from this Agreement as outlined in the Program
BUDGET approved by the Commission set forth in EXHIBIT A for the Program
written above. Any modifications to specific line items that vary the budgeted line item by more than 10 percent require approval by the Commission.

5. CONTINUATION OF TERMS OF AGREEMENT

Except as expressly modified herein by this First Amendment, all terms and conditions of the AGREEMENT shall remain in full force and effect.

6. AUTHORITY.

By signing below, the parties to this Agreement represent that they have the authority to enter into this Agreement and that they agree to abide by the terms and conditions specified above.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date written.

FIRST FIVE YUBA COMMISSION

______________________________    _______________________
Commission Chair                  Date

PLAYZEUM YUBA SUTTER

______________________________    _______________________
Executive Director                Date

Approved as to Form:

______________________________    _______________________
Commission Counsel                Date
## A. SALARIES & BENEFITS

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**TOTAL SALARIES**: $27,390.00

**TOTAL BENEFITS**: $0.00

**TOTAL SALARIES & BENEFITS**: $27,390.00

## B. SERVICES & SUPPLIES

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**TOTAL SERVICES & SUPPLIES**: $13,900.00

**TOTAL PROGRAM BUDGET**: $41,290.00

**Indirect (as approved)**: $4,129.00

**10% of Grant**:

- **FISCAL YEAR: 2017-2018**: $4,129.00
- **FISCAL YEAR: 2018-2019**: $4,129.00
- **FISCAL YEAR: 2019-2020**: $4,129.00
- **FISCAL YEAR: 2020-2021**: $4,129.00

**Total 4 Years**: $181,676.00
FIRST 5 YUBA COUNTY CHILDREN AND FAMILIES COMMISSION
AMENDMENT NUMBER 1 TO
AGREEMENT NO: SP18-101

BY AND BETWEEN FIRST 5 YUBA COUNTY CHILDREN AND FAMILIES
COMMISSION AND OLIVEHURST PUBLIC UTILITY DISTRICT

THIS FIRST AMENDMENT (“Amendment”) to Agreement No. SP18-101
(Agreement) entered into between the FIRST 5 YUBA COUNTY CHILDREN AND
FAMILIES COMMISSION (“Commission”) and Olivehurst Public Utility District (OPUD or
Provider) on July 1 2017 is made and entered into this 1st day of July 2020

RECITALS

WHEREAS, the COMMISSION entered into the AGREEMENT with PROVIDER
the purpose of increased physical activity and encouraging healthy nutrition through the
Aquatics program; and

WHEREAS, the COMMISSION on February 27, 2020 reviewed PROVIDER’S
approved extending the AGREEMENT through June 30, 2021; and

AGREEMENT

NOW, THEREFORE, in consideration of the mutual conditions, promises, and
covenants hereinafter contained, the parties agree as follows:

1. INCORPORATION OF RECITALS

The recitals set forth above, and all defined terms set forth in such recitals and in
the introductory paragraph preceding the recitals, are hereby incorporated into this
Agreement as if set forth herein in full.

2. CONTRACT TYPE.

This Agreement is a cost reimbursement grant for professional services.
Notwithstanding any other provision of this Agreement, in no event shall the cost to
Commission for the work to be provided herein exceed the maximum sum of
SEVENTY-SEVEN THOUSAND DOLLARS ($77,000.00) without the prior
authorization of the Commission.

3. CONTRACT TERM

Length. This amendment shall extend the contract term for one year and shall
terminate on June 30, 2021.
4. **BUDGET.**

   Provider shall use funds derived from this Agreement as outlined in the Program BUDGET approved by the Commission set forth in EXHIBIT A for the Program written above. Any modifications to specific line items that vary the budgeted line item by more than 10 percent require approval by the Commission.

5. **CONTINUATION OF TERMS OF AGREEMENT**

   Except as expressly modified herein by this First Amendment, all terms and conditions of the AGREEMENT shall remain in full force and effect.

6. **AUTHORITY.**

   By signing below, the parties to this Agreement represent that they have the authority to enter into this Agreement and that they agree to abide by the terms and conditions specified above.

   IN WITNESS WHEREOF, the parties have executed this Agreement on the date written.

**FIRST FIVE YUBA COMMISSION**

__________________________________________  ________________
Commission Chair  Date

**OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)**

__________________________________________  ________________
OPUD Board of Directors Chair  Date

Approved as to Form:

__________________________________________  ________________
Commission Counsel  Date
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<th>PROVIDER FUNDING</th>
<th>DONATED RESOURCES/OTHER FUNDING</th>
<th>FIRST 5 YUBA FUNDING</th>
<th>TOTAL PROGRAM COSTS</th>
<th>PROVIDER FUNDING</th>
<th>DONATED RESOURCES/OTHER FUNDING</th>
<th>FIRST 5 YUBA FUNDING</th>
<th>TOTAL PROGRAM COSTS</th>
<th>PROVIDER FUNDING</th>
<th>DONATED RESOURCES/OTHER FUNDING</th>
<th>FIRST 5 YUBA FUNDING</th>
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<td>1</td>
<td>Pool Manager</td>
<td>$4,632.00</td>
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<td>4</td>
<td>Lifeguards</td>
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<tr>
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<td>TOTAL SALARIES</td>
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<td>TOTAL BENEFITS</td>
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</tbody>
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### TOTAL SALARIES & BENEFITS

- 2017-2018: $21,700.00
- 2018-2019: $18,900.00
- 2019-2020: $16,100.00
- 2020-2021: $16,100.00

### TOTAL PROGRAM BUDGET

- 2017-2018: $20,000.00
- 2018-2019: $17,000.00
- 2019-2020: $17,000.00
- 2020-2021: $17,000.00

4 year total: $77,000.00
<table>
<thead>
<tr>
<th>Subject</th>
<th>Funded Partner Update – Impact of COVID-19</th>
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</thead>
<tbody>
<tr>
<td>Supporting Document(s)</td>
<td>Staff Report on funded Partner’s Impact and Response to COVID-19</td>
</tr>
<tr>
<td>Overview</td>
<td></td>
</tr>
<tr>
<td>Recommendation</td>
<td></td>
</tr>
<tr>
<td>Fiscal Impact</td>
<td>Unknown. Partners are continually reviewing their ability to operate and budget needs. Some partners may request rollover of 19/20 funds to the 20/21 year</td>
</tr>
<tr>
<td>Action Requested</td>
<td>None</td>
</tr>
</tbody>
</table>
First 5 Yuba Funded Partner Response to COVID-19

Strategic Partners – Staff contacted partners by email March 30, 2020 to let them know the deadline for third quarter reports and invoices was pushed to May 10th and 20th, respectively. They were also offered flexibility with their budget had until 4/10/20 to request a COVID related revision. Applied Survey Research has been very helpful with adjustments to evaluation plans and moving some tools online. A COVID-19 Impact report has been added to their fourth quarter reporting requirements. Many of our partners were able to submit both progress reports and invoices prior to the new deadline. Those that were not able to do so have been in contact with staff to make other arrangements. Below is a brief review of the partners/programs who were immediately affected and their response.

Camptonville Community Partnership – 1, 2, 3 Grow

- In-person meetings stopped. Some funds from personnel were moved to materials to cover the cost of at-home developmentally appropriate activity kits. Staff training to assist in transition from assistant to instructor postponed.

Child Care Planning Council – Keys to Quality

- In person trainings suspended. Transitioned to supporting providers through the crisis and providing online training options.

Family SOUP – Special Needs Navigation

- Transitioned to work from home for most operations including case management and moved Out of the Box Kids parenting class online. Established a general online support group and is currently coordinating with local partners to continue PALS play groups virtually.

MJUSD – School Readiness

- In-person meetings suspended. School Readiness staff have informally connected with families to support them during this time. Activity bags, resources and virtual support continues.

MJUSD/Peach Tree Health – Toothmobile

- Outreach ended and dental services were reduced to urgent services only under the guidance of the California Dental Association.

Playzeum – Help Me Grow Developmental Playgroups

- Two of the three developmental playgroups successfully transitioned to an online format. The third (infants) was not able to transition. Provider reallocated funds to
create and distribute developmentally appropriate at-home activity kits and distributed them in Wheatland the beginning of May. They also subcontract with 1,2,3 grow to provide kits to their families.

Yuba County Library – Story Time

- In-person services came to a halt with the health order. They are currently providing an virtual story time several times a week including art activities.

Yuba County Office of Education – Child Development Behavior Specialist

- Services transitioned to remote delivery including the Positive Discipline and BEST parenting classes. In addition, community coordination with other local professionals is conducted weekly.

Yuba County Public Health - Help Me Grow

- Public Health Staff were busy leading and supporting the County’s response to COVID-19. Coordination between Help Me Grow staff and First 5 has been minimal during this time. Partners mutually agreed not push ASQ’s during March April and May, given most staff were working Emergency Operations or on Admin Leave. Coordination with public health and ASQ’s will resume in June.

Mini Grant Recipients – Providers were contacted by email and phone to advise them they have until June 30, 2020 to spend funds and complete their projects. The reporting requirements have been adjusted accordingly. Evaluation plans were adjusted to gather information on how their project was impacted by COVID-19 and how they responded. Some providers had already completed their projects and others have made adjustments.

Family Support Booster Club Beale – Exceptional Family Member 0-5 Playgroups

- Possible line item adjustments to transition from in person groups to remote groups or activity kits.

Mindful Youth Adventures – Mindful Yoga Community Outreach

- Prior to the order, provider was working with the Adventist Rideout breastfeeding mom’s support group to offer infant/mommy classes and is working toward transitioning this to an online format. The online delivery method may open the group to more moms and has been connected with our local WIC office as an additional resource.

Rise Up - Youth Program for Performing Arts – 3 through 5 Year Old Dance Classes

- The immediate impact was the loss of 3 weeks of in person classes. They moved classes online and adjusted the end date into June to make up for lost time. The final recital to July 26, 2020.
Sutter Health – Children's Bereavement

- Their ability to have in-person groups was impacted by the stay at home order.

Tri Counties Breastfeeding Alliance – 2020 Conference

- Partner transitioned the conference to an online format. They decided on an on-demand version to expand the reach of the conference. They still plan to offer continuing education credits.

**First 5 Yuba 2019-20 Mini Grant Snapshot As of 5/20/2020**

<table>
<thead>
<tr>
<th>Grantee</th>
<th>Project</th>
<th>Amount Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Viking Woodworks</td>
<td>Virtual Preschool cooking classes</td>
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</tr>
<tr>
<td>Casandra Fifield</td>
<td>Virtual Storytime</td>
<td>$650.00</td>
</tr>
<tr>
<td>Venus Ganih</td>
<td>Early Learning and Family Support</td>
<td>$900.00</td>
</tr>
<tr>
<td>Mary Sietsema cc provider</td>
<td>Essential Worker CC Needs</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Joe Moye</td>
<td>Age appropriate entertainment</td>
<td>$500.00</td>
</tr>
<tr>
<td>Rachel Bijold cc provider</td>
<td>Essential Worker CC Needs</td>
<td>$1,772.00</td>
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<tr>
<td>Trisha Sanchez Childcare</td>
<td>Ed materials &amp; Sanitation supplies</td>
<td>$825.00</td>
</tr>
<tr>
<td>Christie Karnes</td>
<td>Firefly Yoga &amp; Wellness</td>
<td>$450.00</td>
</tr>
<tr>
<td>YES Charter Academy</td>
<td>Outdoor video series</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>RiseUp</td>
<td>online music class</td>
<td>$0.00</td>
</tr>
<tr>
<td>Beale AFB AFRC</td>
<td>C-19 face masks &amp; 0-2 activities</td>
<td>$600.00</td>
</tr>
<tr>
<td>Sunshine Garden Playskool</td>
<td>H Street - Outdoor Play items</td>
<td>$2,000.00</td>
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<table>
<thead>
<tr>
<th>Total Requests from 4/23 through 5/27/20</th>
<th>Total Awarded through 5/27/20</th>
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<tbody>
<tr>
<td></td>
<td>$14,947.00</td>
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</table>

COVID-19 Responsive Grant Funds Budgeted $20,000.00

Less funds awarded through May 20, 2020 $14,947.00

Funds available as of 5/20/20 $5,053.00