



**Tuesday, March 25, 2014 @ 4:00 p.m.**  
**Board Room, Stanislaus County Office of Education**  
**1100 H Street, Modesto, CA**



Children & Families Commission

1010 10<sup>th</sup> Street, Suite 5000  
Modesto, CA 95354

Phone: 209.558.6218 Fax: 209.558.6225

## Commission Meeting Notice

Tuesday, March 25, 2014 @ 4 PM, Board Room, Stanislaus County Office of Education  
1100 H Street, Modesto, CA 95354

### MEMBERS:

Vicki Bauman  
School Representative

Vito Chiesa  
County Supervisor

David Cooper  
Community Representative

Denise Hunt  
Chair  
Community Representative

Mary Ann Lee  
Vice Chair  
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.  
Community Representative

Madelyn Schlaepfer  
Behavioral Health and  
Recovery Services

George Skol  
Community Representative

John Walker, MD  
Public Health Officer

\*\*\*\*\*

John Sims  
Executive Director

The Stanislaus County Children and Families Commission welcomes you to its meetings which are regularly held on the fourth Tuesday of each month. Your interest is encouraged and appreciated.

The agenda is divided into two sections:

**CONSENT CALENDAR:** These matters include routine financial and administrative actions and are identified with an asterisk (\*). All items on the consent calendar will be voted on at the beginning of the meeting under the section titled "Consent Calendar." If you wish to have an item removed from the Consent Calendar, please make your request at the time the Commission Chairperson asks if any member of the public wishes to remove an item from consent.

**REGULAR CALENDAR:** These items will be individually discussed and include all items not on the consent calendar and all public hearings.

**ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE COMMISSION ON A MATTER ON THE AGENDA:** Please raise your hand or step to the podium at the time the item is announced by the Commission Chairperson. In order that interested parties have an opportunity to speak, any person addressing the Commission will be limited to a maximum of 5 minutes unless the Chairperson of the Commission grants a longer period of time.

**PUBLIC COMMENT PERIOD:** Matters under the jurisdiction of the Commission, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Commission for consideration. However, California law prohibits the Commission from taking action on any matter which is not on the posted agenda unless it is determined to be an emergency by the Children and Families Commission. Any member of the public wishing to address the Commission during the "Public Comment" period shall be permitted to be heard once for up to 5 minutes.

**COMMISSION AGENDAS AND MINUTES:** Commission agendas, Minutes, and copies of items to be considered by the Children and Families Commission are typically posted on the Internet on Friday afternoons preceding a Tuesday meeting at the following website: [www.stanprop10.org](http://www.stanprop10.org).

Materials related to an item on this Agenda submitted to the Commission after distribution of the agenda packet are available for public inspection in the Commission office at 930 15<sup>th</sup> Street, Modesto, CA during normal business hours. Such documents are also available online, subject to staff's ability to post the documents before the meeting, at the following website [www.stanprop10.org](http://www.stanprop10.org).

**NOTICE REGARDING NON-ENGLISH SPEAKERS:** Stanislaus County Children & Families Commission meetings are conducted in English and translation to other languages is not provided unless the Commission is notified 72 hours in advance that an interpreter is necessary. Please contact Administration at (209) 558-6218 should you need a translator for this meeting.

Las juntas de la Comision para Niños y Familias son dirigidas en Ingles y no hay traduccion disponible a menos que la Comision sea notificada con 72 horas por avanzado. Si necesita traduccion, por favor contacte a la Comision al (209) 558-6218. (Por favor tome nota, el mensaje es en Ingles pero se le asistara en Español cuando lo pida.)

**REASONABLE ACCOMMODATIONS:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Commission at (209) 558-6218. Notification 72 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting.

**RECUSALS:** California Government Code Section 87100 states that "no public official at any level of state or local government may make, participate in making or in any way use or attempt to use his/her official position to influence governmental decision in which he/she knows or has reason to know he/she has a disqualifying conflict of interest." Likewise, California Government Code section 1090 provides that certain government officials and employees "...shall not be financially interested in any contract made by tem in their official capacity."

These sections of law permit the Stanislaus County Children and Families Commission to execute contracts so long as the Commissioner(s) with the conflict recuses himself or herself from making, participating in making, or in any way attempting to use his or her official position to influence a decision on the contract.



## COMMISSION MEETING AGENDA



It's All About The Kids

**Children & Families Commission**  
1010 10<sup>th</sup> Street, Suite 5000, Modesto, CA  
95354

**March 25, 2014**

**Times provided are approximate times.**

- 4:00 p.m. I. Welcome & Introductions – Chair Denise Hunt
- 4:05 p.m. II. Pledge of Allegiance
- 4:08 p.m. III. Announcement of Recusals <sup>1</sup>
- 4:10 p.m. IV. Public Comment Period (Limit of 5 minutes per person)
- 4:15 p.m. V. Approval of the Consent Calendar – Agenda items marked by an Asterisk (\*)
- VI. Agenda Items
- \* A. Approval of the Commission Meeting Minutes of December 10, 2013. **p. 4-6**
- 4:20 p.m. B. Community Block Grant Presentation – 2014-2015 Annual Action Plan
- C. Executive Director's Office
- 4:25 p.m. 1. **Public Hearing** on First 5 California's 2012-2013 Annual Report (the report in its entirety may **p. 7**  
be viewed at the following link: <http://www.stanprop10.org/pastmeetings/calendar.shtm>)
- 4:35 p.m. 2. Presentation of Fiscal Year 2012-2013 Program Evaluation Report (the report in its entirety **p. 8**  
may be viewed at the following link: <http://www.stanprop10.org/pastmeetings/calendar.shtm>)
- 4:45 p.m. 3. Strategic Plan Time Line **p. 9**
- \* 4. Readoption of Commission By-laws (the current By-Laws in their entirety may be viewed at the **p. 10-20**  
following link: [http://www.stanprop10.org/pdf/Commission\\_By\\_Laws\\_8\\_05.pdf](http://www.stanprop10.org/pdf/Commission_By_Laws_8_05.pdf))
- \* 5. Approval of an Amendment to the Safety Program for Commission Employees – Section 207 **p. 21-24**  
of the Policies and Procedure Manual (the Manual in its entirety may be viewed at the following  
link: <http://www.stanprop10.org/pdf/commission-policies-procedures.pdf>)
- D. Committee Reports
- \* 1. Accept the Minutes of the Administrative Committee meeting of March 10, 2014. **p. 25**
- a. Monthly Financial Report as of February 28, 2014 **p. 26**
- \* 2. Accept the Minutes of the Operations Committee meeting of March 13, 2014. **p. 27**
- VII. Correspondence
- \* 3. Accept a letter from Gina Yarbrough. **p. 28**
- a. Denial of Request
- VIII. Commissioner Reports
- 4:55 p.m. IX. Staff Reports
1. Moving with Math Conference Results
- 5:05 p.m. X. Adjourn

<sup>1</sup> Commissioners may publicly announce the item(s) or recommendation(s) from which he/she will recuse himself or herself due to an actual or perceived conflict of interest. The Commissioner will excuse himself or herself from the meeting and leave the room when the specific agenda item comes up for discussion and voting.



**Children & Families Commission**  
 930 15<sup>th</sup> Street, Modesto, CA 95354  
 Phone: 209.558.6218 Fax: 209.558.6225

**Commission Meeting Minutes**  
**Tuesday, December 10, 2013**

**Stanislaus County Office of Education, Board Room, 1100 H St., Modesto, CA**

**Members Present:** Vito Chiesa, David Cooper, Denise Hunt (Chair), Nelly Paredes-Walsborn, Madelyn Schlaepfer, George Skol, and Dr. John Walker.

**Members Absent:** Vick Bauman and Mary Ann Lee (Vice Chair)

**Staff Present:** John Sims, Executive Director; Erica Inacio, Program Monitor; Tina Jamison, Accountant; Stephanie Loomis, Administration; and Jack Doering, Commission Counsel.

- I. Chair Hunt called the meeting to order at 4:03 p.m. Commission members and attendees recited the Pledge of Allegiance.
- II. Commission members, staff, and attendees were introduced and welcomed.
- III. Announcement of Commissioner Recusals – None.
- IV. Public Comment Period – None.
- V. Consent Calendar  
 The Consent Calendar was approved.  
**Moved Skol, Seconded Cooper. Unanimously approved.**
- VI. Agenda Items
  - A. The Commission approved the Commission Meeting Minutes of September 24, 2013.  
**Approved on the consent calendar. Moved Skol, Seconded Cooper. Unanimously approved.**
  - B. Executive Director's Office
    1. Section 403 of the Commission's Policies and Procedures Manual addresses the submission of invoices by contractors. The section states that year-end invoices must be received from contractors no later than September 30<sup>th</sup>. Invoices for the prior fiscal year that are received after September 30<sup>th</sup> cannot be paid by Commission staff without Commission approval.

Two 2012-2013 invoices were received by Commission staff after the September 30<sup>th</sup> deadline:

- Riverbank Unified School District (RUSD) submitted a \$16,464 invoice for the Kindergarten Transition Program to the Commission on October 4, 2013. The invoice was mailed to the Commission's old offices on 15<sup>th</sup> Street on August 29<sup>th</sup>, but the invoice was not forwarded by the Post Office until October.
- United Way submitted a \$7,298 invoice for the 211 program on October 4, 2013.

The recommendation to authorize Commission staff to pay a late invoice from Riverbank Unified School District in the amount of \$16,464 and a late invoice from United Way in the amount of \$7,298 was approved.

**Moved Chiesa, Seconded Schlaepfer. Unanimously approved.**

2. To ensure the consistency and accuracy of the Commission's Policies and Procedures Manual, staff annually reviews the document and recommends that the Commission readopt the Manual.

The suggested changes to the Manual include:

- Changing the adoption date on the title page.
- Designating the second Tuesday in December as the Commission’s regular meeting date.
- A punctuation change that serves to enhance readability and consistency, but does not change the meaning of the section.
- Updating Commission Office address to current office location.

The Commission heard a presentation on the revisions and opened a Public Hearing at 4:12 p.m. to hear comments from the public. Hearing no comments from the public, the hearing was closed at 4:13 p.m.

The Commission adopted the revised Policies and Procedures Manual and instructed staff to place the manual on the Commission’s website.

***Moved Skol, Seconded Walker. Unanimously approved.***

3. The Commission approved the 2013 Meeting calendar.  
***Approved on the consent calendar. Moved Skol, Seconded Cooper. Unanimously approved.***
4. The Commission is an independent unit of local government that is classified as a “County agency” for purposes of State law. The Commission has executed an agreement with Stanislaus County to provide accounting, administrative, and legal services as if it were a County department. Commission employees are considered to be County employees for payroll and benefit purposes and the Commission has based its travel and purchasing card policies on County policies for convenience and consistency between the two agencies.

The Board of Supervisors directed the Auditor’s Office to conduct an audit of all County departments’ purchasing card charges for fiscal year 2011-2012. Because Commission employees use purchasing cards issued through Stanislaus County, the Commission’s purchasing card charges were audited under this Board directive. The use of Commission purchasing cards is the preferred method of paying for employee travel costs (mileage, meals, parking, bridge tolls, etc) and for the purchase of supplies (office materials, meeting materials, newspaper ads, etc.).

The Commission was presented with the 2011-2012 Purchasing Card Charges Audit conducted by the Auditor’s Office. The audit contains two findings (four monthly credit card statement reviews/reconciliations were not documented with a signature and date). It was recommended that reviews and reconciliations of purchasing card activity both be documented with signatures and dates. Staff agrees with this recommendation and has recommended a response to the recommendation stating that the Executive Director will issue a memo to the Department directing employees who review and reconcile purchasing card statements to sign and date the documents in accordance with the County of Stanislaus Purchasing Card Policy.

The Commission accepted the 2011-2012 Purchasing Card Charges Audit and approved a response.  
***Moved Paredes-Walsborn, Seconded Cooper. Unanimously approved.***

5. The Child Abuse Prevention Council (CAPC) made a presentation to the Commission regarding CAPC’s mission and current and future projects.
- Committee Reports – ***Approved on the Consent Calendar. Moved Skol, Seconded Cooper. Unanimously approved.***
    1. The Commission accepted the minutes for the Administrative Committee meeting held on November 18, 2013 – including the Monthly Financial Report as of October 31, 2013 and the Quarterly Financial Report for July 2013 to September 2013.
    2. The Commission accepted the minutes for the Operations Committee held on November 21, 2013.
    3. The Commission accepted the minutes for the Executive Committee held on December 2, 2013.

VII. Correspondence - None.

VIII. Commissioner Reports

- Commissioner Walker, Paredes-Walsborn and Skol shared that the Family Domestic Violence Conference was very interesting and informative.

IX. Staff Reports

- John Sims informed the Commission that staff was working with CAPC to create an MOU establishing CAPC as the Commission's advisory board.

X. The Commission meeting adjourned at 4:59 p.m.



It's All About The Kids

Stanislaus County Children and Families Commission

**ACTION AGENDA SUMMARY**

<u>COMMITTEE ROUTING</u>	
Administrative/Finance	<input checked="" type="checkbox"/>
Operations	<input checked="" type="checkbox"/>
Executive	<input type="checkbox"/>

AGENDA DATE: March 25, 2014

COMMISSION AGENDA #: V.C.1

**SUBJECT:**

Public Hearing on First 5 California's 2012-2013 Annual Report

**BACKGROUND:**

Section 130140(a)(1)(H) of the California State Health and Safety Code requires County Commissions to hold a public hearing on the State Commission's annual report (which is submitted to the Legislature each January). The State's Annual Report can be reviewed and/or printed from the Stanislaus County Children and Families Commission website at <http://www.stanprop10.org/pastmeetings/calendar.shtm>.

The Administrative and Finance Committee and the Operations Committee met on March 10<sup>th</sup> and March 13<sup>th</sup>, respectively, to review and discuss this item.

**STAFF RECOMMENDATIONS:**

1. Hear a presentation on First 5 California's 2012-2013 Annual Report.
2. Open a Public Hearing on First 5 California's 2012-2013 Annual Report.
3. Receive public comments (if any).
4. Close the Public Hearing.

**FISCAL IMPACT:**

There is no fiscal impact associated with holding a Public Hearing on First 5 California's 2012-2013 Annual Report.

**COMMISSION ACTION:**

On motion of Commissioner \_\_\_\_\_; Seconded by Commissioner \_\_\_\_\_

And approved by the following vote:

Ayes: Commissioner(s): \_\_\_\_\_

Noes: Commissioner(s): \_\_\_\_\_

Excused or Absent Commissioner(s): \_\_\_\_\_

Abstaining: Commissioner(s): \_\_\_\_\_

- 1) \_\_\_\_\_ Approved as recommended.
- 2) \_\_\_\_\_ Denied.
- 3) \_\_\_\_\_ Approved as amended.

Motion: \_\_\_\_\_

Attest: \_\_\_\_\_

Stephanie Loomis - Administration



It's All About The Kids

Stanislaus County Children and Families Commission

**ACTION AGENDA SUMMARY**

<u>COMMITTEE ROUTING</u>	
Administrative/Finance	<input checked="" type="checkbox"/>
Operations	<input checked="" type="checkbox"/>
Executive	<input type="checkbox"/>

AGENDA DATE: March 25, 2014

COMMISSION AGENDA #: VI.C.2

**SUBJECT:**

Presentation of Fiscal Year 2012-2013 Program Evaluation Report

**BACKGROUND:**

Section 130100 of the California Health and Safety Code requires the Stanislaus County Children and Families Commission to "use outcome based accountability to determine future expenditures". This provision of law has been interpreted to require evaluations to be conducted of programs funded with Proposition 10 funds.

Since 2005, an internal evaluator, as a member of Commission staff, has reviewed all programs, except for programs evaluated by other means (Lisa Project, Child Signature Program #2, and Early Childhood Education Provider Conferences).

The 2012-2013 Program Evaluation Report, which was distributed with the Commission's March agenda packet, is designed to provide Commissioners with:

- Information about the effectiveness of 24 programs executing contracts (does not include Turlock Unified)
- Recommendations regarding program changes

The Administrative and Finance Committee and the Operations Committee met on March 10<sup>th</sup> and March 13<sup>th</sup>, respectively, to review and discuss this item.

**STAFF RECOMMENDATIONS:**

1. Hear a presentation by Commission staff.
2. Discuss the report, its findings, and recommendations.
3. Provide direction to staff, if any, regarding evaluated programs.
4. Accept the report.

**FISCAL IMPACT:**

There is no direct fiscal impact associated with this agenda item. It is anticipated that information from this agenda item may be used by the Commission to make future decisions about funding, contracts, and budgets.

**COMMISSION ACTION:**

On motion of Commissioner \_\_\_\_\_; Seconded by Commissioner \_\_\_\_\_

And approved by the following vote:

Ayes: Commissioner(s): \_\_\_\_\_

Noes: Commissioner(s): \_\_\_\_\_

Excused or Absent Commissioner(s): \_\_\_\_\_

Abstaining: Commissioner(s): \_\_\_\_\_

1) \_\_\_\_\_ Approved as recommended.

2) \_\_\_\_\_ Denied.

3) \_\_\_\_\_ Approved as amended.

Motion: \_\_\_\_\_

Attest: \_\_\_\_\_

Stephanie Loomis - Administration



# STRATEGIC PLAN TIME LINE

**March 19, 2014**

- |                    |  |
|--------------------|--|
| March 25, 2014     | Strategic Plan timeline established by Commission  |
| April 29, 2014     | Annual review of 2012-2014 Strategic Plan and 2012-2014 Priorities Plan<br>(as required by State law)  |
| August 22, 2014    | Send out Commissioner written survey regarding priorities for services,<br>providers, and service locations  |
| September 13, 2014 | ½ day Commission Workshop (in place of September meeting)<br>County “snapshot” update<br>Review of 2012-2013 Evaluation Report<br>Review results of Commissioner survey in areas of service priority,<br>provider priority, service location priority<br>Funding projections for 2013-2014 through 2018-2019 |
| October 28, 2014   | Draft Strategic/Priorities Plan presented to Commission<br>Public Hearing on Draft Strategic/Priorities Plan   |
| December 9, 2014   | Strategic/Priorities Plan for 2015-2017 is considered for adoption   |



<b>COMMITTEE ROUTING</b>	
Administrative/Finance	<input checked="" type="checkbox"/>
Operations	<input checked="" type="checkbox"/>
Executive	<input type="checkbox"/>

Stanislaus County Children and Families Commission  
**ACTION AGENDA SUMMARY**

AGENDA DATE: March 25, 2014

COMMISSION AGENDA #: VI.C.4

**SUBJECT:**

Readoption of Commission By-Laws

**BACKGROUND:**

Since its inception in 1998, the Stanislaus County Children and Families Commission has conducted itself according to Roberts Rules of Order and according to customs and practices that have evolved over time. In August of 2004, the Commission adopted a set of By-Laws to formalize and memorialize these practices. The Commission's current By-Laws have not been amended since September of 2005.

After reviewing the By-Laws, it is suggested that the following changes be made:

- Changing the adoption date on the title page. (Page 1)
- Clarifying that audio recordings are to be made of Commission meetings. (Page 5)
- Adding "Announcement of Recusals" and "Consent Agenda" to the list of recurring agenda items. (Page 5)
- Specifying that the Commission Counsel, rather than County Counsel, is to review Commission documents. (Page 7)
- Designating five minutes for individual public comments - to be consistent with Commission agenda language. (Page 8)
- Addition of a paragraph restating the Commission's commitment to open government and adherence to State conflict of interest laws and regulations. (Page 10).

The Administrative and Finance Committee and the Operations Committee met on March 10<sup>th</sup> and March 13<sup>th</sup>, respectively, to review and discuss this item.

**STAFF RECOMMENDATIONS:**

1. Adopt the Commission's revised By-Laws

**FISCAL IMPACT:**

There is no fiscal impact associated with the adoption of the Commission's revised By-Laws.

**COMMISSION ACTION:**

On motion of Commissioner \_\_\_\_\_; Seconded by Commissioner \_\_\_\_\_  
and approved by the following vote:

Ayes: Commissioner(s): \_\_\_\_\_

Noes: Commissioner(s): \_\_\_\_\_

Excused or Absent Commissioner(s): \_\_\_\_\_

Abstaining: Commissioner(s): \_\_\_\_\_

1) \_\_\_\_\_ Approved as recommended.

2) \_\_\_\_\_ Denied.

3) \_\_\_\_\_ Approved as amended.

Motion: \_\_\_\_\_

Attest: \_\_\_\_\_

Stephanie Loomis – Administration

**1/6/14 Draft**

# **Stanislaus County Children & Families Commission**



## **Commission By-Laws**

**Adopted: ~~September 2005~~  
(~~Revised~~) February 2014**

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## **BYLAWS OF THE STANISLAUS COUNTY CHILDREN AND FAMILIES COMMISSION**

In order to provide an efficient and expeditious handling of public business, and of the business of the Stanislaus County Children and Families Commission (Commission), the following bylaws are promulgated. Whenever possible, the rules and procedures shall be construed generally and failure to observe them shall not affect the jurisdiction of the Commission or invalidate any action taken at a meeting otherwise held in conformity with the law.

### **I. BACKGROUND OF THE COMMISSION**

The Commission was established on December 8, 1998, pursuant to Ordinance 687 of Stanislaus County (Ordinance 687), incorporated herein by reference, and as may be amended from time to time.

### **II. PURPOSE, INTENT, AND DUTIES OF THE COMMISSION**

The purpose, intent, and duties of the Commission shall be that as set forth by Ordinance 687 and Proposition 10 (which was codified as Sections 130100 through 130155 of the State of California Health and Safety Code), as may be amended from time to time, as follows:

1. Facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development and to ensure children are ready to enter school.
2. Provide greater local flexibility in designing delivery systems and to eliminate duplicate administrative systems.
3. Use outcome-based accountability systems to determine future expenditures.

### **III. MEMBERSHIP AND OFFICERS OF THE COMMISSION**

#### **A. Members of the Commission**

The membership of the Commission shall consist of nine (9) members as established pursuant to Health and Safety Code section 130140 and Ordinance 687, as may be amended from time to time.

- 1 Member of the Commission shall be a member of the Board of Supervisors
- 1 Member of the Commission shall be a County Health Officer
- 2 Members of the Commission shall be two of the following County Department Heads: Health Services Agency Director, Behavioral Health and Recovery Services Director, Community Services Agency Director
- 1 Member shall be a representative of a local school district
- 4 Members shall be Community Representatives

**B. Appointment to the Commission/Term of Appointment**

The Stanislaus County Board of Supervisors shall appoint commission members. Commission members shall serve at the pleasure of the Board. The term of office for each member shall be three (3) years and until the appointment of his/her successor.

**C. Election of Chair and Vice-Chair of the Commission**

The Executive Committee shall serve as a Nominating Committee to develop a slate of candidates for the office of Vice-Chair. At the August regular meeting of the Commission, members of the Commission shall consider the Nominating Committee's candidate(s) and shall elect a Vice-Chair for the Commission, who shall serve a term of September 1<sup>st</sup> through August 31<sup>st</sup>. Following a term as Vice-Chair, the Vice-Chair shall serve a one-year term as Chair of the Commission during the following September 1<sup>st</sup> to August 31<sup>st</sup> period. The purpose of this process is to provide continuity for a two-year period as a Commissioner moves from the office of Vice-Chair to Chair.

In the interests of promoting community involvement, it is the goal of the Commission to alternate the Chair between community representatives and County representatives. It is recognized that unanticipated and unplanned changes in Commission membership may affect the Commission's ability to attain this goal.

Upon a vacancy in the office of Chair, the Vice-Chair shall assume the office of Chair. Upon a vacancy in the office of Vice-Chair, the Commission shall hold a special election upon receiving a recommendation from the Nominating Committee.

Either the Chair or the Vice-Chair shall attend each meeting of the Commission. The Vice-Chair shall preside over any meetings of the Commission in the absence of the Chair.

**D. Attendance at Meetings of the Commission**

All members of the Commission are expected to regularly attend meetings of the Commission. A failure by any member to attend three (3) consecutive regular or special meetings of the Commission or four (4) regular or special meetings in a twelve (12) month period shall cause the Commission seat to be declared vacant. A letter shall be issued to the Board of Supervisors informing them of the vacancy.

**E. Secretary to the Commission**

The Executive Director of the Commission shall act as Secretary to the Commission.

#### IV. MEETINGS OF THE COMMISSION

- A. All meetings of the Commission shall be open and public, and shall be subject to the Brown Act, (Government Code Section 54950 et seq.), as may be amended from time to time.
- B. The audio A of all meetings of the Commission shall be ~~tape~~ recorded by the Secretary of the Commission for the purpose of transcribing the official, written minutes of the Commission.
- C. The notice of the meeting shall be posted in the manner required under the Brown Act by the Secretary of the Commission or his/her designees.
- D. Otherwise, any business not considered at a meeting of the Commission shall be either: (1) continued to the next scheduled meeting, or (2) adjourned to a date and time as designated by the Commission.
- E. A quorum is necessary for any regular or special meeting of the Commission. A quorum of the Commission is the presence of five (5) Members.
- F. The business of the Commission shall be taken-up for consideration and disposition in the following order, although the order may be altered by necessity:
1. Call to Order – Chair or Vice-Chair in the absence of the Chair
  2. Public Comments
  - ~~2~~.3. Announcement of Recusals
  - ~~3~~.4. Consent Calendar Agenda
  - ~~4~~.5. Approve the Minutes (Prior Meeting)
  - ~~5~~.6. Presentation(s) – Optional
  - ~~6~~.7. Reports, Discussions and Action Items
  - ~~7~~.8. Public Hearings – Optional
  - ~~8~~.9. Correspondence
  - ~~9~~.10. Adjournment

The order of business as noted above may be changed for any purpose during a meeting by the Chair.

- G. The Secretary, or his/her designee, shall attend all meetings of the Commission, unless excused, and record and transcribe the minutes of each meeting of the Commission, except closed sessions.
- H. Meetings may be adjourned by either less than a quorum of members, or by the Secretary to the Commission when all members are absent, as provided by the Brown Act.
- I. Regular meetings of the Commission shall normally be held at 4:00 PM on the fourth Tuesday of the month according to a schedule approved by the Commission. Meetings shall be held at ~~401 Paradise Road~~ 401 Paradise Road, Modesto, CA 95354<sup>1</sup>, unless another location is approved by a majority of the Commission.

## V. AGENDAS

- A. Agendas for the Commission shall be prepared by the Secretary of the Commission, subject to review by the Executive Committee. The Executive Committee shall be responsible for determining when and what items are to be included; provided, however, that any Commission Member may include an item on the agenda, in accordance with the provisions of the Brown Act.
- B. Items to be included on the agenda for a meeting shall be submitted to the Secretary of the Commission no later than one calendar week prior to the scheduled regular meeting (noon 12:00 PM Tuesday the week prior to the meeting), unless a legal holiday necessitates moving the agenda deadline to an earlier time and date.
- C. No action or discussion shall be taken on any item not appearing on the posted agenda, except that Commission Members may briefly respond to statements made or questions posed by persons exercising their public testimony rights. In addition, Commission Members, on their own initiative, or in response to questions posed by the public, may ask a question for clarification, provide a reference to staff, to any of the various Commissions established by the Board of Supervisors, or to other resources for factual information, or request staff to report back to the Commission at a subsequent meeting concerning any matter. Furthermore, a Commission Member or the Commission may take action to direct staff to place a matter of business on a future agenda.
- D. Notwithstanding Section V C, any item not on the agenda may be considered by the Commission by a vote of five (5) Members under the following conditions (prior to discussing any such item, the Commission shall publicly identify the item):
  1. Upon a determination that an emergency situation exists; or
  2. Upon a determination that there is a need to take immediate action and the need for action came to the attention of the Commission subsequent to the agenda being posted.
  3. The item was previously posted for a meeting, which was held not more than five (5) days earlier, and at the prior meeting, the item was continued to the meeting at which action is being taken.



- E. All resolutions, agreements, leases, contracts and any other legal documents shall be reviewed and approved by the ~~Office of County~~Commission's Counsel prior to submission to the Commission.

## VI. MINUTES

- A. Minutes shall be recorded and transcribed of all meetings of the Commission, except closed sessions, which minutes shall include, without limitations, the date, hours and place of the meetings, notice of the meeting, names of the Commission members and staff present and absent, and any action taken by the Commission.
- B. If any Commission member arrives after the meeting has commenced or departs before the adjournment, the minutes shall indicate such time of arrival and departure.
- C. Written reports or other written forms of communication submitted at a Commission meeting shall be included in the minutes with a record of action, if any, taken by the Commission on the report or other written communication.
- D. A summary of the oral reports and other forms of oral communication shall be included in the minutes.
- E. The titles and numbers of resolutions and other matters shall be entered into the minutes.
- F. The time of adjournment of all meetings of the Commission shall be entered into the minutes.
- G. Any Commission Member shall have the right to have his/her dissent from, or his/her protest against, any action taken by the Commission entered into the minutes by requesting that his/her remarks be made "of record" at the time such dissent or protest is made.
- H. Unless a Commission member requests the reading of the minutes of the Commission meeting, such minutes may be approved without reading if a copy thereof has been previously provided to each Commission member.

## VII. OFFICIAL ACTION

All official actions of the Commission shall be by resolution or by minute order duly recorded in the minutes.

## VIII. PUBLIC COMMENT

- A. Any person may comment and otherwise address the Commission regarding any matter relating to the Stanislaus County Children and Families Commission, in accordance with the provisions as set forth herein. Such comment(s) shall be made during the time set aside for public comments on the agenda, except, when otherwise allowed by the Chair of the Commission. Preference will be

given to those persons who have first submitted a request in writing to the Secretary of their desire to make a comment, or otherwise address, the Commission.

- B. Each person addressing the Commission shall:
1. State his/her name and address.
  2. Limit comments to ~~three~~ **five (35)** minutes unless the Chair of the Commission allows additional time.
  3. Address their comments to the Members of the Commission.
- C. If an identifiable group of persons desires to address the Commission on the same subject matter or agenda item, the Chair of the Commission may request that a spokesperson be selected by the group to address the Commission. If different issues are to be presented on the subject matter or agenda item by any other member of the group, the Chair may limit the number of persons and time period for speaking, as he/she deems appropriate in order to avoid unnecessary repetition of issues.
- D. Any person making personal, impertinent, slanderous or profane remarks, or who becomes unruly while addressing the Commission, may be barred from further speaking and may be ejected if his/her conduct disrupts the meeting, in accordance with the provisions herein, and applicable law.
- E. In the event any meeting is willfully interrupted by a person or person(s) so as to render the orderly conduct of such meeting infeasible, and order cannot be restored by the removal of the individual(s) who are willfully interrupting the meeting, the Chair, or Vice-Chair in the absence of the Chair, may order the meeting room cleared and continue in session.

## **IX. PROCEDURE**

- A. In the event a dispute arises concerning conduct and/or procedural matters not specifically addressed herein, then the Chair, or the Vice-Chair in the absence of the Chair, may resolve and otherwise rule on the matter(s), unless the Commission by appropriate motion made and carried, deems otherwise.
- B. Procedure with respect to motions shall be as follows:
1. When a motion is under consideration by the Commission, no other motion shall be received unless a decision has been made of one of the following:
    - a. To adopt and approve the motion
    - b. To continue to a certain date
    - c. To direct staff on the matter, and continue to a later date for consideration
    - d. To amend
    - e. To postpone indefinitely, to 'table' the motion

2. When a motion is seconded, the Chair shall state the motion before consideration of any other matter may begin.

C. The procedure with respect to voting shall be as follows:

1. At least five (5) members must be present and voting for the transaction of business, except with respect to those matters, which require nine (9) votes or a unanimous vote of the Commission, as required by law. When at least five (5) members are present and voting, a vote with at least five affirmative votes constitutes an official action of the Commission.
2. An abstention by any member casts no vote whatsoever, and hence, shall not be considered for purposes of determining whether an affirmative action was taken by the Commission.
3. A member may vote on a legislative or quasi-legislative matter even though he/she missed all or part of the discussion or public hearing.
4. A member may not vote on a judicial or quasi-judicial matter if he/she missed all or part of the public hearing, unless he/she considers and appraises the evidence prior to participating in the decision.
5. In the event a conflict of interest prevents at least five Commission members from voting on an issue, the provisions of the Brown Act will be applied to enable a quorum to cast votes.

## X. **PUBLIC HEARINGS**

- A. The Commission shall hold public hearings when required by law and whenever called for by the Commission.
- B. Procedurally, the Chair shall open a public hearing, and at the conclusion thereof, the Chair shall close it.

## XI. **AMENDMENTS TO THE BYLAWS**

The Bylaws may be amended from time to time upon official action of the Commission.

## XII. **SEVERABILITY AND INVALIDITY**

If any provision of these Bylaws, or any Amendment thereto is found to be invalid, void or enforceable by any court of competent jurisdiction, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way, and shall be in effect only to the extent that it is in contravention of applicable laws without invalidating the remaining provisions.

## XIII. **CONFLICTS OF INTEREST FORMS**

All members of the Commission shall be required to complete the Conflict of Interest forms, entitled "Statement of Economic Interests for Designated Officials and Employees", Form 700 of the Fair Political Practices Commission (FPPC), in accordance

with the requirements of the FPPC and in accordance with the requirements of the Conflicts of Interest Code as adopted by Stanislaus County.

In furtherance of its commitment to open government, the Commission has adopted a "Conflict of Interest Code" as Section 204 of its Policies and Procedures Manual. The Commission has also adopted a secondary document entitled "Supplemental Ethics Policies". Commission members shall comply with these conflict and ethics policies and any other applicable State or Federal laws.



It's All About The Kids

Stanislaus County Children and Families Commission

**ACTION AGENDA SUMMARY**

<u>COMMITTEE ROUTING</u>	
Administrative/Finance	<input checked="" type="checkbox"/>
Operations	<input checked="" type="checkbox"/>
Executive	<input type="checkbox"/>

AGENDA DATE: March 25, 2014

COMMISSION AGENDA #: VI.C.5

**SUBJECT:**

Approval of an Amendment to the Safety Incentive Program for Commission Employees – Section 207 of the Policies and Procedures Manual

**BACKGROUND:**

In June of 2007, in accordance with Section 25843 of the Government Code and the model incentive program of the County Executive's Office, the Stanislaus County Children and Families Commission developed a safety incentive program designed to encourage and reward employees performing their jobs in a safe (and therefore productive) manner. The policy adopted in 2007 permitted an incentive award of \$20 per quarter to be provided to employees if at least 3 safety points were earned during the quarter. Safety Points were earned through attendance at safety meetings, submitting safety suggestions, making safety presentations, attending safety classes, etc. To the extent possible, award items purchased were to be for the employee's personal use: hats, shirts, coffee, juices, movies, etc.

Due to staff's desire to be responsible stewards of public funds and concerns over the taxable nature of award items, employees have declined the monetary awards from the safety incentive program. Consequently, it is being recommended that an incentive lunch be awarded to employees after two safety points are earned during a quarter. The cost of the incentive lunch would be limited to \$15 per employee – in accordance with the Commission's travel policy, which mirrors the Stanislaus County travel policy.

It is recommended that this change to the program take effect in the current calendar quarter – January to March, 2014.

The Administrative and Finance Committee and the Operations Committee met on March 10<sup>th</sup> and March 13<sup>th</sup>, respectively, to review and discuss this item.

**STAFF RECOMMENDATIONS:**

1. Approve the revisions to Section 207 of the Commission's Policies and Procedures Manual regarding a safety incentive program for employees.

**FISCAL IMPACT:**

There is a minor fiscal impact associated with the adoption of the revisions to Section 207 of the Commission's Policies and Procedures Manual as employees will be more likely to utilize the incentive program. Costs for four employees will not exceed \$60 per quarter or \$240 per year.

**COMMISSION ACTION:**

On motion of Commissioner \_\_\_\_\_; Seconded by Commissioner \_\_\_\_\_  
and approved by the following vote:

Ayes: Commissioner(s): \_\_\_\_\_

Noes: Commissioner(s): \_\_\_\_\_

Attest: \_\_\_\_\_

Stephanie Loomis – Administration

Excused or Absent Commissioner(s): \_\_\_\_\_

Abstaining: Commissioner(s): \_\_\_\_\_

1) \_\_\_\_\_ Approved as recommended.

2) \_\_\_\_\_ Denied.

3) \_\_\_\_\_ Approved as amended.

Motion: \_\_\_\_\_

Attest: \_\_\_\_\_

Stephanie Loomis – Administration

## **Section 207 – Safety Incentive Program for Commission Employees**

### **Policy:**

Employees shall work safely in environments where observed hazards are reported and corrected. Utilizing the County of Stanislaus' Safety Incentive Program and in compliance with Government Code Section 25843, the Commission provides a safety incentive program to encourage employees to establish and maintain safe work environments and habits.

### **Procedure:**

**207.1** The Safety Incentive Program is an approach to encourage and reward employees performing their jobs in a safe (and therefore productive) manner. The program provides for a system of rewards to acknowledge and promote the safe efforts of employees, with a goal of improving the attitude and morale of the workforce. This policy is also designed to set the stage for long-term reductions in worker compensation costs in the County.

**207.2** As a safety incentive, the Commission will purchase lunch (in accordance with the Purchasing Card Policy) in the following quarter for ~~Each full-time~~ employee ~~shall be awarded \$20 in incentive award funds when who is~~ employed by the Commission for more than half of the ~~previous~~ quarter and ~~when who earned 23~~ or more safety points ~~are earned~~ in the ~~previous~~ quarter. Safety points can be earned in the following manner:

- The employee sustains no injuries in the quarter – 1 Point.
- The employee sustains an injury, files a report, and attends a County sponsored safety class approved by the Executive Director – 1 Point.
- The employee attends a non-mandatory County sponsored safety class approved by the Executive Director – 1 Point.
- The employee files an incident/accident/near miss report along with a suggestion to avoid future similar incidents – 1 Point.
- The employee makes one or more safety improvement suggestions that are reasonable and workable – 1 Point.
- The employee performs a written safety inspection of the office. (Only one report can be submitted per quarter by Commission employees.) – 1 Point.
- The employee participates in safety meetings in the following ways – a maximum of 2 Points:
  - i. Making a presentation at a safety meeting – 1 Point.
  - ii. Organizing and leading the safety meeting and producing minutes – 1 Point.
  - iii. Attending all departmental safety meetings and drills in the quarter – 1 Point.

~~Part-time employees working 20 hours per week or more shall be eligible for a prorated award.~~

~~**207.3** At the end of each quarter, incentive funds earned by employees will be redeemed through the purchase of incentive awards. To the extent practical, award items purchased shall be for the employee's personal use, such as apparel, food, specialty beverages (coffees or juices, for example), or entertainment (movies, for example). Awards to be purchased will be determined by the Executive Director after consultation~~

~~with employees. Award funds not used in a quarter may be combined with incentives from other quarters in a fiscal year. In other words, awards cannot be combined except within a fiscal year.~~

~~207.4~~**207.3** To assist in the maintenance of a safe work place, the department will annually ~~hold~~, at a minimum, **hold** 4 safety meetings (1 each quarter), **participate in** two building evacuations, and ~~a building~~**perform a department safety** inspection.

~~207.5~~**207.4** The overall objective of the Commission's safety program is to ensure that all employees recognize that safety is everyone's job.





**Children & Families Commission**  
1010 10<sup>th</sup> Street, Suite 5000,  
Modesto, CA 95354  
Phone: 209.558.6218 Fax: 209.558.6225

## *Administrative Committee*

*Monday, March 10, 2014*

Commissioners Present: Denise Hunt, Mary Ann Lee, and Nelly Paredes-Walsborn

Commissioners Absent: None

Staff Present: John Sims and Stephanie Loomis

**MEMBERS:**

Vicki Bauman  
School Representative

Vito Chiesa  
County Supervisor

David Cooper  
Community Representative

Denise Hunt  
Chair  
Community Representative

Mary Ann Lee  
Vice Chair  
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.  
Community Representative

Madelyn Schlaepfer  
Behavioral Health and  
Recovery Services

George Skol  
Community Representative

John Walker, MD  
Public Health Officer

\*\*\*\*\*

John Sims  
Executive Director

1. The Committee was presented with a proposed timeline for the Strategic Plan update process. It was suggested that current programs be given five minutes to share what their agency does to assist the Commission in making decisions regarding funding priorities. The Commission will approve the timeline at the March Commission meeting.
2. The Committee was presented with the 2012-2013 State Annual Report. A public hearing on the report will be held at the March Commission meeting.
3. The Committee was informed that staff is finalizing the 2012-2013 Local Program Evaluation report. Staff indicated a copy of the report would be included in the Commission agenda packet for review and that it will be on the March agenda for the Commission to accept the report.
4. The Committee reviewed proposed updates to the Commission's By-Laws. Staff shared a draft with the proposed minor changes. It was noted that the adoption date needed to be update since the last edits were made. The Commission will hold a public hearing on the manual at the March Commission meeting.
5. The Committee reviewed a proposed amendment to the Policy Manual that was originally discussed at the Committee's January meeting. The amendment updates the section of the Manual related to the Employee Injury/Safety Incentive Program and includes a decrease in the value of incentive available to employees.
6. The Committee was presented with a Monthly Contract Financial Report as of February 28, 2014.
7. The Committee was informed that the next Commission meeting is scheduled to be held March 25, 2014 in the SCOE Board Room. Items to be discussed included:
  - a. Community Block Grant Presentation – 2014-2015 Annual Action Plan
  - b. State Annual Report
  - c. Local Evaluation
  - d. Strategic Plan Timeline
  - \* e. Readoption of By-Laws
  - \* f. Policy Manual Amendment – Employee Injury/Safety Incentive Program
  - \* g. Monthly Contract Financial Report as of January 31, 2014
  - h. Staff Report:
    - Recap of Early Provider Conference – February 22

**STANISLAUS COUNTY CHILDREN & FAMILIES COMMISSION**  
**CONTRACT SCHEDULE**  
**2/28/2014**

		<i>Budget</i>	<i>Actual Expenditures</i>	<i>Remaining Budget</i>	<i>% Actual to Budget</i>
<b>RESULT AREA 1: Improved Family Functioning (Family Support, Education, and Services)</b>					
<b>Community Resource and Referral</b>					
1	211 Project ( <i>United Way</i> )	\$ 80,000	\$ 18,269	\$ 61,731	23%
Family Resource Centers:					
2	Ceres Partnership for Healthy Children ( <i>CHS</i> )	\$ 184,648	\$ 56,318	\$ 128,330	31%
3	Hughson Family Resource Center ( <i>SV</i> )	\$ 118,279	\$ 69,145	\$ 49,134	58%
4	N. Modesto/Salida Family Resource Center ( <i>SV</i> )	\$ 323,694	\$ 121,126	\$ 202,568	37%
5	Oakdale/Riverbank Family Resource Center ( <i>CHS</i> )	\$ 157,484	\$ 57,208	\$ 100,276	36%
6	Parent Resource Center	\$ 397,310	\$ 183,503	\$ 213,807	46%
7	Turlock Family Resource Center ( <i>Aspiranet</i> )	\$ 204,404	\$ -	\$ 204,404	0%
8	Westside Family Resource Center ( <i>CHS</i> )	\$ 173,537	\$ 73,251	\$ 100,286	42%
9	The Bridge ( <i>Sierra Vista</i> )	\$ 185,000	\$ 88,709	\$ 96,291	48%
10	Healthy Start Sites	\$ 416,020	\$ 16,641	\$ 399,379	4%
<b>Targeted Intensive Family Support Services</b>					
11	Children's Crisis Center	\$ 460,000	\$ 331,669	\$ 128,331	72%
12	Court Appointed Special Advocates	\$ 30,000	\$ 16,054	\$ 13,946	54%
13	La Familia Counseling Program ( <i>El Concilio</i> )	\$ 98,000	\$ 40,194	\$ 57,806	41%
14	Family Justice Center	\$ 111,430	\$ 62,308	\$ 49,122	56%
15	Zero to Five Early Intervention Partnership ( <i>BHRS</i> )	\$ 1,523,009	\$ 667,362	\$ 855,647	44%
<b>Total Area 1:</b>		<b>\$ 4,462,815</b>	<b>\$ 1,801,758</b>	<b>\$ 2,661,057</b>	<b>40%</b>
<b>RESULT AREA 2: Improved Child Development (Child Development Services)</b>					
<b>Kindergarten Transition Services</b>					
16	Keyes (1)	\$ 10,000	\$ -	\$ 10,000	0%
17	Grayson (1)	\$ 10,000	\$ -	\$ 10,000	0%
18	Riverbank (2)	\$ 20,000	\$ -	\$ 20,000	0%
19	Turlock (3) <i>contract not executed</i>	\$ -	\$ -	\$ -	
<b>Quality ECE Investments</b>					
20	First 5 Calif. Child Signature Program ( <i>SCOE</i> )	\$ 87,500	\$ -	\$ 87,500	0%
<b>Total Area 2:</b>		<b>\$ 127,500</b>	<b>\$ -</b>	<b>\$ 127,500</b>	<b>0%</b>
<b>RESULT AREA 3: Improved Health (Health Education and Services)</b>					
<b>Health Access</b>					
21	Healthy Cubs ( <i>Health Services Agency</i> )	\$ 325,000	\$ 31,706	\$ 293,294	10%
<b>Maternal &amp; Child Health Care</b>					
22	Perinatal Home Visitations ( <i>Health Services Agency</i> )	\$ 1,339,160	\$ 611,465	\$ 727,695	46%
<b>Oral Health</b>					
23	Dental Education ( <i>Health Services Agency</i> )	\$ 30,000	\$ 10,272	\$ 19,728	34%
<b>Safety Education and Injury Prevention</b>					
24	Shaken Baby Syndrome ( <i>CAPC/SV</i> )	\$ 13,000	\$ 1,291	\$ 11,709	10%
<b>Total Area 3:</b>		<b>\$ 1,707,160</b>	<b>\$ 654,735</b>	<b>\$ 1,052,425</b>	<b>38%</b>
<b>RESULT AREA 4: Improved Systems of Care</b>					
<b>Provider Capacity Building, Training and Support</b>					
25	Healthy Start Support ( <i>SCOE</i> )	\$ 82,378	\$ 17,307	\$ 65,071	21%
<b>Total Area 4:</b>		<b>\$ 82,378</b>	<b>\$ 17,307</b>	<b>\$ 65,071</b>	<b>21%</b>
<b>Total Services Contracts</b>		<b>\$ 6,379,853</b>	<b>\$ 2,473,800</b>	<b>\$ 3,906,053</b>	<b>39%</b>



**Children & Families Commission**

1010 10<sup>th</sup> Street, Suite 5000,  
Modesto, CA 95354  
Phone: 209.558.6218 Fax: 209.558.6225

## Operations Committee

Thursday, March 13, 2014

Commissioners Present: Vicki Bauman, David Cooper, George Skol, and Dr. John Walker

Commissioners Absent: None

Staff Present: John Sims and Stephanie Loomis

**MEMBERS:**

Vicki Bauman  
School Representative

Vito Chiesa  
County Supervisor

David Cooper  
Community Representative

Denise Hunt  
Chair  
Community Representative

Mary Ann Lee  
Vice Chair  
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.  
Community Representative

Madelyn Schlaepfer  
Behavioral Health and  
Recovery Services

George Skol  
Community Representative

John Walker, MD  
Public Health Officer

\*\*\*\*\*

John Sims  
Executive Director

1. The Committee was presented with a proposed timeline for the Strategic Plan update process. It was recommended that Staff check with Commissioners to limit schedule conflicts for a half day workshop. The Commission will approve the timeline at the March Commission meeting.
2. The Committee was presented with the 2012-2013 State Annual Report. A public hearing on the report will be held at the March Commission meeting.
3. The Committee was informed that staff is finalizing the 2012-2013 Local Program Evaluation report. Staff indicated a copy of the report would be included in the Commission agenda packet for review and that it will be on the March agenda for the Commission to accept the report.
4. The Committee reviewed proposed updates to the Commission's By-Laws. Staff shared a draft with the proposed minor changes. It was noted that the adoption date needed to be update since the last edits were made. The Commission will hold a public hearing on the manual at the March Commission meeting.
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7. The Committee was informed that the next Commission meeting is scheduled to be held March 25, 2014 in the SCOE Board Room. Items to be discussed included:
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  - d. Strategic Plan Timeline
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  - \* f. Policy Manual Amendment – Employee Injury/Safety Incentive Program
  - \* g. Monthly Contract Financial Report as of January 31, 2014
  - h. Staff Report:
    - Recap of Early Provider Conference – February 22

March 4, 2014

Dear Children and Families Commission,

I am Gina Yarbrough MSPT, pediatric and neonatal therapist for Kaiser Permanente in Modesto. I work with the families and children in our community both for Stanislaus and San Joaquin County. On a weekly basis I meet new young mothers who have limited family support and a poor understanding of the benefits of breast feeding their premature infant. They often lack education in this matter and turn to the simplest solution, manufactured formula, which is costly and lacks the complete nutrients and immunity support their baby needs most.

In order to better serve this population of young and inexperienced parents, I researched training programs and was excited to find a course offered right here in Modesto starting May 28 and ending July 10, 2014. It is a satellite course with UC San Diego Extension Program which would provide me with the credentials to be a certified lactation educator. I believe that this will help me to better serve my new mothers and their fragile infants. This program prepares health professionals with training in the basic information necessary to promote breastfeeding and to interact in the breastfeeding situation by assisting and encouraging the breastfeeding triad of mother, baby, and support person. Topics include basic physiology of lactation, early attachment of the baby, support during the postpartum stage, common concerns and solutions, and apparatuses used in breastfeeding. At completion of the course I will be a "Certificated Lactation Educator Counselor". This certification would give me the skills needed to educate and support mothers/parents so that they can be better equipped to help their newborn child with proper nutrition. In addition to this, I will be able to help parents be more prepared emotionally to handle the social pressure from peers, who might also benefit from the knowledge gained.

The course registration cost is \$695.00 not including text book materials or lost wages during class time. I have already paid this in order to enroll and I am asking the committee to consider financially supporting me in this endeavor upon completion of the course and attaining the certification. I realize that the Children & Families Commission funds are limited and must be managed with great care. Because of this, I would not want the committee to fund my course if it means limiting resources for a needy child or family in the community. My proposal is that upon completion of certification the committee would reimburse me for the registration fee of \$695, as a mini-grant recipient. With this said, I have attached a copy of my proof of registration and my contact information.

Thank you for your consideration of this matter.

Sincerely,



Gina Yarbrough MSPT