



**Children & Families Commission**

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**Commission Meeting Minutes  
Tuesday, October 28, 2014  
Stanislaus County Office of Education  
Board Room  
1100 "H" Street, Modesto, CA**

**Members Present:** Vicki Bauman, David Cooper, Denise Hunt, Mary Ann Lee (Chair), Nelly Paredes-Walsborn, Madelyn Schlaepfer, George Skol, and Dr. John Walker.

**Members Absent:** Vito Chiesa

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

- I. Chair Lee called the meeting to order at 4:00 p.m. Commission members and attendees recited the Pledge of Allegiance.
- II. Commission members were introduced and attendees were welcomed.
- III. Announcement of Commissioner Recusals – None
- IV. Public Comment Period – None.
- V. Consent Calendar  
The Consent Calendar was approved.  
**Moved Skol, Seconded Bauman. Unanimously approved.**
- VI. Agenda Items
  - The Commission approved the Commission Planning Session Minutes of September 6, 2014.  
**Approved on the consent calendar. Moved Skol, Seconded Bauman. Unanimously approved.**
  - Cindy Duenas from Center for Human Services made a presentation to the Commission on the Strengthening Families Initiative and the Five Protective factors. Cindy highlighted the ways current Commission programs align with and support the Five Protective factors.
  - Executive Director's Office

1. Section 9.70.090 of the County Code, which established the Commission, prescribes that the members of the Commission shall annually elect a Chairperson who shall serve for a term of one year. The Commission By-Laws indicate that the terms of the Chair and Vice-Chair are from September 1<sup>st</sup> to August 31<sup>st</sup>.

According to the Commission's By-Laws, the Executive Committee serves as the Nominating Committee to develop a slate of candidates for the office of Vice-Chair. Chair Lee, an Executive Committee member, reported that Commissioner Cooper was the recommended candidate for the Office of Vice-Chair.

The recommendation to elect David Cooper as Vice Chair was approved.  
**Moved Skol, Seconded Walker. Abstained Cooper. Unanimously approved.**

2. In a September 29<sup>th</sup> letter to the Commission, the Stanislaus County Auditor Controller provided notice that the Commission will have to find new office space by January 1, 2015.

Commission staff has looked at space in Tenth Street Place and has looked at commercial space in the downtown Modesto area. The former offices of the Commission at 930 15<sup>th</sup> Street in Modesto, which have been vacant since the move to Tenth Street Place, are still available. Staff is

recommending that a 5 year lease for office space at 930 15<sup>th</sup> Street be approved by the Commission for the following reasons:

1. The space is known to the Commission and is known to be workable. The offices have good access and plenty of parking.
2. The furniture owned by the Commission can be used at 930 15<sup>th</sup> Street.
3. The location is centrally located in Modesto and Stanislaus County.
4. Commercial properties in the downtown Modesto rent for \$1.10 to \$1.65 per square foot. The lease at 930 15<sup>th</sup> Street will start at \$.72 per square foot, with 5% increases in the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> years.

In 2012, when it moved from 930 15<sup>th</sup> Street, the Commission was paying \$1.16 per square foot (plus utilities) for a 3,200 square foot space. At Tenth Street Place, the Commission has been paying \$1.15 per square foot (including utilities) for 1,092 square feet (common areas included). The new rate for 930 15<sup>th</sup> Street will be \$.72 per square foot (plus utilities) for 3,200 square feet with a 5% adjustment in years 3, 4, and 5. It is more space than is currently needed, but the reduced square footage charge brings the cost of this larger space in line with smaller commercial spaces with higher square footage costs. (The extra space will permit adjustments in usage if unanticipated changes in Commission functions occur in future years. Additionally, the lease at 930 15<sup>th</sup> Street will contain a provision to permit the Commission to end the lease should revenues decrease unexpectedly or dramatically.)

The recommendation to authorize the Executive Director to negotiate and execute an agreement for office space at 930 15<sup>th</sup> Street and to authorize staff to reduce the 2014-2015 appropriations of the Contract Adjustments line item by \$16,500 and increase budgeted expenditures in the same amount for lease costs, utilities, and one-time relocation costs was approved.

**Approved on the consent calendar. Moved Skol, Seconded Bauman. Unanimously approved.**

3. California Health and Safety Code Section 130150 requires local Children and Families Commission to conduct a public hearing on the Annual Audit and to submit the audit to the State by November 1st of each year.

The Commission contracted with Brown and Armstrong to perform the annual audit.

The Commission heard a presentation from John Sims on the audit. The audit had no findings or recommendations for the 2013-2014 fiscal year. The Commission thanked Tina Jamison and staff for delivering a clean audit.

The public hearing on the audit was opened at 4:35 p.m. and hearing no comments, the Public Hearing was closed at 4:36 p.m.

The Commission accepted the 2013-2014 audit report. The Executive Director will submit the 2013-2014 audit report to the California First 5 Commission.

**Moved Bauman, Seconded Hunt. Unanimously approved.**

4. Provisions of Proposition 10 were codified into California State Law as Sections 130100-130155 of the California Health and Safety Code. Section 130150 requires local Children and Families Commissions to conduct a public hearing on the Annual Report and to submit the report to the California First 5 Commission by November 1st of each year. The report shows the progress towards and achievement of the goals and objectives of the Proposition.

The Commission heard a presentation from John Sims on the 2013-2014 Local Annual Report. Chair Lee opened the Public Hearing for the 2013-2014 Local Annual Report at 4:43 p.m. Members from the audience were asked to make comments. Hearing no comments, Chair Lee closed the hearing at 4:44 p.m.

The Commission accepted the 2013-2014 Local Annual Report and authorized the Executive Director to submit the report to the California First 5 Commission.

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

- Staff presented the Commission with a proposed matrix of prioritized services for the 2015-2017 Commission Strategic Plan. It was noted that a new service, Father/Male Involvement, was suggested to be added to the matrix. The Commission approved the addition but asked staff to present at some future date how this new service would be implemented.

Other changes to the matrix include:

1. Adding materials to the health and safety classes service
2. Lowering the priority of health insurance enrollment services due to fewer children lacking coverage
3. Lowering the priority of public awareness campaigns for health, safety and early child care education

The Commission directed staff to prepare a draft Strategic Plan and to present it at the December Commission meeting.

- Committee Reports – **Approved on the Consent Calendar. Moved Skol, Seconded Bauman. Unanimously approved.**
  1. The Commission accepted the minutes for the Administrative Committee meeting held on October 13, 2014 – including the Monthly Contract Financial Report as of September 30, 2014 and the Quarterly Financial Report July 2014 to September 2014.
  2. The Commission accepted the minutes for the Operations Committee meeting held on October 16, 2014.

VII. Correspondence – **Approved on the Consent Calendar. Moved Skol, Seconded Bauman. Unanimously approved.**

1. Accept a letter from the California State Controller re: Acceptance of the '12-'13 Audit Report
2. Accept a letter from Stanislaus County Auditor Controller re: Notice of Intent to Terminate Office Space Rental Agreement

VIII. Commissioner Reports

- Commissioner Hunt felt that Stanislaus County's Focus on Prevention 2015 aligned well with what the Commission is already doing and she's looking forward to the Commission participating in the new initiative.
- Commissioner Skol acknowledged Tina's work on preparing a clean audit again.
- Commissioner Bauman thanked Commissioner Lee and John for their presentation to the Stanislaus County Board of Supervisors on the Commission's accomplishments in 2013-2014.

IX. Staff Reports

- Erica Inacio shared a recap on the August Provider Conference with the Commission. The Commission provided funding for food and staff assisted with logistics at the event. Approximately 232 individuals attended the conference. The topic was the importance of math in child development. The keynote speaker was Laura Conley.
- John Sims presented the Report to the Community and shared Report distribution information.
- John Sims shared there would be a State-wide Commissioner Conference on February 10, 2015 in Sacramento and that more information would be shared as it became available.
- John Sims provided a status update to the Commission regarding the discussion with the Stanislaus County Chief Executive Officer, the Stanislaus County Auditor Controller, and Commission Counsel to define the Commission's relationship with Stanislaus County. John shared that it was determine the Commission was a department of the County with independent powers. Further research is being conducted to determine who has appointing authority for the Commission's Executive Director position. Commissioner Hunt recommended the discussion be documented in a memorandum.

X. At 5:18 p.m., the Commission moved into closed session – Public Employee Evaluation – Executive Director, Government Code 54957(b).

XI. The Commission reconvened at 5:39 p.m. and Chair Lee announced no action was taken in the Closed Session. The meeting adjourned at 5:40 p.m.