



Tuesday, December 8, 2015 @ 4:00 p.m.
Finley Conference Room – West Modesto Community Center
401 E. Paradise Road Modesto, CA



Children & Families Commission

930 15th Street

Modesto, CA 95354

Phone: 209.558.6218 Fax: 209.558.6225

Commission Meeting Notice

Tuesday, December 8, 2015 @ 4:00 PM, Finley Conference Room, West Modesto Community Center
401 E. Paradise Road, Modesto, CA 95354

MEMBERS:

Vicki Bauman
School Representative

Vito Chiesa
County Supervisor

David Cooper
Chair
Community Representative

Denise Hunt
Community Representative

Mary Ann Lee
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.

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 1010 10th Street, Suite 5000, 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.

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 Comisión para Niños y Familias son dirigidas en Inglés y no hay traducción disponible a menos que la Comisión sea notificada con 72 horas por avanzado. Si necesita traducción, por favor contacte a la Comisión al (209) 558-6218. (Por favor tome nota, el mensaje es en Inglés pero se le asistará 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 them 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



Children & Families Commission

930 15th Street, Modesto, CA 95354
Phone: 209.558.6218 Fax: 209.558.6225

December 8, 2015

Times provided are approximate times.

- 4:00 p.m. I. Welcome & Introductions – Commissioner Lee
 - A. Selection of Interim Chair
 - 4:05 p.m. II. Pledge of Allegiance
 - 4:08 p.m. III. Announcement of Recusals ¹
 - 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 May 26, 2015. p. 4-7
 - B. Executive Director's Office
 - * 1. Approval of the 2016 Commission Meeting Schedule p. 8
 - 4:20 p.m. 2. **Public Hearing** on and Adoption of the Policies and Procedures Manual (the Manual in its entirety may be viewed at the following link: <http://www.stanprop10.org/pdf/commission-policies-procedures.pdf>)
 - 4:30 p.m. 3. **Public Hearing** on and Acceptance of the 2014-2015 Audit Report p. 16
 - 4:45 p.m. 4. **Public Hearing** on the 2014-2015 Local Annual Report p. 17-51
 - 4:55 p.m. 5. Election of Commission Vice Chair for 2015-2016 p. 52-53
- Public hearing materials can be accessed on our website under agenda / minutes or by clicking on the following link: <http://www.stanprop10.org/meetings.shtm>.)*
- C. Committee Reports
 - * 1. Accept the Minutes of the Administrative Committee meeting of November 16, 2015. p. 54
 - a. Monthly Contract Financial Report as of October 31, 2015 p. 55
 - b. Quarterly Financial Report July 2015 to September 2015 p. 56-57
 - * 2. Accept the Minutes of the Operations Committee meeting of December 2, 2015. p. 58
 - VII. Correspondence – None
 - 5:05 p.m. VIII. Commissioner Reports
 - 5:10p.m. IX. Staff Reports
 - 1. Presentation of the Provider Conference Results
 - 5:25 p.m. X. Adjourn into Closed Session – Public Employee Evaluation, Title: Executive Director, Government Code: 54957(b)

¹ 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 15th Street, Modesto, CA 95354
 Phone: 209.558.6218 Fax: 209.558.6225

Commission Meeting Minutes
Tuesday, May 26, 2015
West Modesto Community Center
Finley Conference Room
401 E. Paradise Road, Modesto, CA

Members Present: Vito Chiesa, David Cooper (Vice Chair), Denise Hunt, Mary Ann Lee (Chair), Nelly Paredes-Walsborn, George Skol, and Dr. John Walker.

Members Absent: Vick Bauman and Madelyn Schlaepfer

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

- I. Chair Lee called the meeting to order at 4:01 p.m. Commission members, staff, and attendees were introduced and welcomed.
- II. Commission members and attendees recited the Pledge of Allegiance.
- III. Announcement of Commissioner Recusals – Chair Lee informed the audience that during the budget approval process there would be several recusals during discussions and votes on specific programs and recusals would be noted at that time.
- IV. Public Comment Period
 - Dina Brambila from Franklin Healthy Start thanked the Commission for their continued support of the Healthy Start program and expressed what a wonderful impact the program has at Franklin Elementary.
- 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 March 26, 2015.
Approved on the consent calendar. Moved Skol, Seconded Cooper. Unanimously approved.
 - B. Executive Director's Office
 1. State law requires the Commission to annually hold a public hearing before adopting a budget for fiscal year operations (July 1st to June 30th) and before adopting a long-range financial plan. The budget is an estimated spending plan for the funds received by the Stanislaus County Children and Families Commission. Adoption of a budget is the first step in authorizing expenditures to contractors. However, before funds can be disbursed, a contract must be executed between the Commission and the program operator.

By law, the Stanislaus County Board of Supervisors does not have statutory authority to alter, amend, or approve the Commission's budget. The Commission's budget appears in the Stanislaus County budget as an informational item so the Auditor has a legal basis to make Commission expenditures. The filing date for submitting proposed budgets to the County was April 6, 2015. A budget totaling \$7,287,186 was submitted to the CEO's office in order to meet the County's deadline. The purpose of the budget submitted to the County was to act as a placeholder until the Commission adopts its budget. Any budget approved by the Commission at this meeting or at subsequent meetings will be incorporated into the County's 2015-2016 budget.

Some of the significant features of the budget and long range financial plan include:

- Budgeted revenues are reduced 5.1% between 2014-2015 and 2015-2016 due to:
 - Reduced tobacco tax revenues – a decrease of 2.0% (\$104,104)
 - The ending of the Child Signature Program on June 30, 2015 (\$105,000)
 - A \$67,432 reduction in interest earnings due to lower rates and a smaller fund balance
- 2015-2016 contracts and programs are budgeted at current amounts except for:
 - A \$48,722 decrease in the Healthy Cub's allocation to \$126,278 due to the impacts of the Federal Affordable Care Act
 - A \$105,000 decrease due to the State's elimination of the Child Signature Program on June 30th.
 - An increase of \$30,000 to the Court Appointed Special Advocates to enable the program to serve 25 more children 0-5
- For 2015-2016, a \$518,722 contingency has been established. No funds will be spent from Contingency without the approval of the Commission.
- Staff salaries and benefits will increase 4% in 2015-2016 due to 2% in salary restoration negotiated by the County and a .15 FTE increase for an underfilled position. In the long range financial projections, a 2% increase in salary costs is projected for future years.
- Costs for Brown and Armstrong to conduct the 2014-2015 audit will remain at \$11,200.
- The State's revenue projections for Stanislaus County have been used in the long range financial plan.
- The long range financial plan assumes contractors will spend 95% of their allocations.
- The long range financial plan assumes a minimum reserve of six month's worth of operating costs.

After the presentation, Chair Lee opened the public hearing at 4:18 p.m. to obtain comments from the audience. After hearing no comments, Chair Lee closed the hearing at 4:19 p.m.

Commissioner Skol made a motion to:

- a. Approve the recommendations on page 9 of the agenda packet
- b. Approve the following contract allocation recommendations on page 11 of the agenda packet and authorize the ED to negotiate and execute the contracts:

Program / Agency	Line	Amount
211 Project (United Way of Stanislaus County)	Line 1	\$80,000
The BRIDGE (Sierra Vista)	Line 9	\$185,000
Healthy Start Sites (SCOE)	Line 10	\$416,020
Family Justice Center	Line 13	\$100,000
La Familia Counseling Program (El Concilio)	Line 14	\$98,000
Zero to Five Early Intervention Partnership (BHRS)	Line 15	\$1,523,009
Kindergarten Readiness Program		
Keyes (Keyes Unified)	Line 16	\$10,000
Grayson (Patterson Unified)	Line 17	\$10,000
Riverbank (Riverbank Unified)	Line 18	\$20,000
Healthy Start Support (SCOE)	Line 23	\$82,378

Moved Commissioner Skol; Seconded Commissioner Paredes-Walsborn; Unanimously approved. Motion carried: 7-0

Prior to the next motion, Commissioner Skol announced his recusal and left the room.

Commissioner Cooper made a motion to:

- a. Approve the following contract allocation recommendations on page 11 of the agenda packet and authorize the ED to negotiate and execute the contracts:

Program / Agency	Line	Amount
Children's Crisis Center	Line 11	\$460,000
Court Appointed Special Advocates (CASA)	Line 12	\$60,000

Moved Commissioner Cooper; Seconded Paredes-Walsborn; Unanimously approved. Motion carried: 6-0; Abstained: 1 (Skol)

Prior to the next motion, Commissioner Skol returned and Commissioners Lee and Walker announced their recusals and left the room. Vice Chair Cooper chaired the meeting in Chair Lee's absence.

Commissioner Paredes-Walsborn made a motion to:

- a. Approve the following contract allocation recommendations on page 11 of the agenda packet and authorize the ED to negotiate and execute the contracts:

Program / Agency	Line	Amount
Healthy Cubs (Health Services Agency)	Line 20	\$126,278
Perinatal Home Visitation – HBO (Health Services Agency)	Line 21	\$1,339,160
Dental Education (Health Services Agency)	Line 22	\$30,000

Moved Commissioner Paredes-Walsborn; Seconded Commissioner Chiesa; Unanimously approved. Motion carried: 5-0; Abstained: 2 (Lee and Walker)

Following the vote, Commissioner Lee and Commissioner Walker returned to the room. Chair Lee resumed chairing the meeting.

2. During a recent review of Section 601 of the Commission's Policies and Procedures Manual, it was noted that the language of the section was imprecise. References were made to a site visit report and a site visit letter. To avoid confusion, staff is recommending the section be reworded to clarify that the site visit letter is to serve as the report documenting the visit. Approval of this revision will confirm the current practices of the Commission and its contractors.
Approved on the consent calendar. Moved Skol, Seconded Cooper. Unanimously approved.

3. The Stanislaus County Children and Families 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 the accounting, administrative, and legal services that it provides to County departments. 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 2013-2014. 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, etc.).

The Executive Summary of the purchasing card audit for 2013-2014, which follows this agenda summary, contains no significant findings and recommendations – so no response to the audit is required. The more detailed Findings Report did note that a tax log was not submitted to the Auditor's Office for two purchases where sales tax was not charged. The Auditor's Office

recommended, and Staff concurs, that office procedures be modified to submit tax logs so the appropriate tax can be paid to the State of California.

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

- 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 May 11, 2015 – including the Monthly Contract Financial Report as of April 30, 2015 and the Quarterly Financial Report January 2015 to March 2015.
 2. The Commission accepted the minutes for the Executive Committee meeting held on May 20, 2014.
- VII. Correspondence – ***Approved on Consent Calendar. Moved Skol, Seconded Cooper. Unanimously approved.***
 1. Accept a Letter from Sierra Vista Children and Families Services RE: Accreditation Through the Joint Commission's Gold Seal Approval
- VIII. Commissioner Reports – None.
- IX. Staff Reports
 - John Sims noted that the Commission was among the top responding commissions to the First 5 Assocations' Commissioner survey.
 - John Sims informed the Commission there was minimal business for June and, pending Executive Committee approval, the Commission meeting would be canceled.
- X. The Commission meeting adjourned at 4:32 p.m.

2016

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Administrative Committee (Noon)
Operations Committee (Noon)
Executive Committee (12:15 PM)

Commission Meeting (4:00 PM)
Holiday - Office Closed
Quarterly Contractor Meeting (10:00 AM)

Contractor meetings have been scheduled at SCOE in the Elmdale Room (1/12 & 4/12) and the Patterson Room (7/12 & 10/11)

All committee meetings have been scheduled at the Commission Office

Commission Meeting Locations

Commission meetings have been scheduled in the SCOE Board Room (3/22, 5/24, 6/28, 10/24 & 12/13) and West Modesto Community Center (1/25, 2/23, 4/25, 8/23 & 9/27)



COMMITTEE ROUTING	
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: December 8, 2015

COMMISSION AGENDA # VI.B.2 (PUBLIC HEARING)

SUBJECT:

Public Hearing on the Policies and Procedures Manual

Adoption of the Policies and Procedures Manual

BACKGROUND:

After being formed, the Children and Families Commission adopted a series of administrative, operational, monitoring, and financial policies to govern Commission and contractor operations. In order to make its policies and procedures more user-friendly and easier to locate, policies and procedures were combined into one document and the document was approved by the Commission as a Policies and Procedures Manual. (The current Manual can be found on the Commission website under Publications & Other Resources.)

To ensure the consistency and accuracy of the Manual, staff annually reviews the document and recommends that the Commission readopt the Manual. Periodically readopting the Manual ensures that its provisions have been reviewed and eliminates any question about what is the most recent version of the document.

Attached to this summary are pages of the Policies and Procedures Manual with suggested changes highlighted. The suggested changes to the Manual can be summarized as follows:

- Minor changes that serve to enhance readability and consistency, but not change the meaning of the section. (Pages 1, 8, 9, and 35.)
- Changes to Section 601 - Site Visits that were originally approved by the Commission at its May 26, 2015 meeting. (Page 50)

The Administrative and Finance Committee and the Operations Committee reviewed and discussed this item on November 16th and December 2nd, respectively.

RECOMMENDATIONS:

1. Conduct a public hearing on the Policies and Procedures Manual and recommended revisions.
2. Adopt the Policies and Procedure Manual as presented.
3. Instruct staff to place the manual on the Commission website.

FISCAL IMPACT:

There is minimal fiscal impact associated with the adoption of the Policies and Procedures Manual as the Commission and its contractors are currently operating under the provisions of the Manual.

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.

Attest: _____

Stephanie Loomis - Administration

3) _____ Approved as amended.

Motion: _____

Attest: _____
Stephanie Loomis – Administration



**STANISLAUS COUNTY
CHILDREN AND FAMILIES COMMISSION**

POLICIES AND PROCEDURES MANUAL

Last Revised: ~~May 26~~December 8, 2015

2.5 Membership of the Administrative and Finance Committee shall be determined by the Commission and shall include not more than four Commissioners. Responsibilities of the Administrative and Finance Committee shall include:

- ❑ Review and recommend to the Commission all Commission Policies & Procedures.
- ❑ Review and recommend to the Executive Director all Policies and Procedures for the Commission office.
- ❑ Review and recommend for adoption the Commission budget.
- ❑ Review, comment, and recommend the Scope of Work and Budgets for all annual contracts.
- ❑ Participate in and with the Independent Annual Audit.
- ❑ Monitor and recommend short and long-term management and financial projections.
- ❑ Oversee and provide general direction of program evaluation efforts.

2.6 Membership of the Operations Committee shall be determined by the Commission and shall include not more than four Commissioners. Responsibilities of the Operations Committee shall include:

- ❑ Oversee the budgets, contracts, and operations of contractors.
- ❑ Liaison, partnership and oversight of and with local and State evaluation teams and efforts.
- ❑ Review, comment and make recommendations regarding the Annual Report to the California First Five Commission.
- ❑ Oversee the review and update of the Strategic Plan.
- ❑ Discuss and recommend Commission partnership, participation and sponsorship of community events, community education, distribution of educational materials, health fairs, public information, teacher trainings, etc.
- ❑ Oversight of the development and maintenance of the Commission logo, website and collateral materials.
- ~~❑ Liaison with the Stanislaus Children's Council, its members and committees.~~
- ❑ Liaison with Commission-funded programs, projects, and services.
- ❑ Share information and communicate with health and education groups, i.e., Asthma Coalition, Stanislaus Association for the Education of Young Children, Domestic Violence Council, etc.

Section 3 – Commission Meetings

Policy:

All meetings of the Commission, except closed sessions permitted by law, are open and public. All Commission meetings are to conform to the Ralph M. Brown Act, including requirements for meeting notice, preparation and distribution of agendas and other written materials, inspections of public records, closed sessions and emergency meetings, at a location designated by the commission, except for those instances defined in the Ralph M. Brown Act (Section 54954).

Procedure:

- 3.1 Regular Commission meetings are usually scheduled on the fourth Tuesday of each month with the exception of July, November, and December. Meetings are not usually scheduled in July and November and the December meeting is usually held the second Tuesday of the month.
- 3.2 Regular monthly meeting dates and times shall be established by the Commission prior to the start of each calendar year. Scheduled meeting dates may be cancelled and/or rescheduled at the discretion of a majority of the Commission.
- 3.3 Special meetings of the Commission are scheduled at the discretion of the Commission Chair, or Vice Chair, or at the request of at least 4 Commission members. Special meetings of the Commission may be scheduled from time to time to receive information or complete action items related to Commission business. A written notice of a special meeting must be delivered to each Commissioner and to each local newspaper of general circulation, radio, television, or local electronic media requesting notice in writing at least 24 hours in advance of the meeting time specified in the notice. The notice shall specify the time and place of the meeting and the business to be transacted or discussed. No other business shall be considered at the Special Meeting of the Commission. The special meeting notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.
- 3.4 Emergency meetings may be called by the Chair or the Vice-Chair and only under those circumstances defined in the Ralph M. Brown Act necessitating immediate action of the Commission.
- 3.5 The Commission Chair, or in his/her absence the Vice Chair, presides over Commission meetings. In the absence of the Chair or Vice Chair, the majority of Commissioners present at the meeting may choose a meeting Chair.
- 3.6 A quorum of the Commission consists of at least 5 members of the Commission. Each act or decision of the Commission, at a meeting duly held at which a quorum is present, requires the affirmative action of at least 5 members of the Commission.
- 3.7 The development of ~~the monthly~~ meeting agendas is the responsibility of the Executive Committee. Agenda requests from Commissioners may be addressed in writing to the Executive Director or to the Executive Committee. Agenda item

Section 406 – Budget Amendments by Contractors

Policy:

It shall be the policy of the Commission to **require contractors to** establish, at the time a contract is signed, an estimated expenditure budget for the contract. Expenditures made by contractors are not to exceed 10% of any line item and are not to exceed the subtotal in the Personnel, Services, or Fixed Assets categories without a budget amendment being submitted and approved by the Executive Director or his designee.

Procedure:

406.1 Budget amendments initiated by the Contractor are to be submitted in advance of the proposed change by submitting a Budget Revision Form and a Budget Narrative Form. Expenses incurred prior to the approval of a submitted budget amendment request may not be reimbursed. To encourage planning by contractors, budget amendment requests are to be submitted prior to May 1st of each fiscal year (July – June).

406.2 Approval of the Executive Director or his designee is required for any budget amendment proposed by a contractor that:

- ☐ Increases or decreases a line item by more than 10%
- ☐ Increases or decreases the subtotal of the Personnel, Services, or Fixed Asset categories.

406.3 The Commission's Executive Director may approve Contract budget amendments, so long as:

- a. The planned expenditures in the budget amendment are consistent with the contractual scope of work.
- b. The budget amendment does not materially change the scope, size, capacity, or direction of the program.
- c. The budget amendment does not increase the total value of the contract. (Note that in certain limited circumstances, as described elsewhere in these policies, the Executive Director may authorize the use of carryover funds and increase the total of a contract.)

406.4 A Contractor whose budget amendment request has been denied by the Executive Director may submit the request to the Commission.

Section 601 – Site Visits

Policy:

Site visits will be performed at least twice per year. Commission staff will review information regarding program activities, content, effectiveness, and fiscal processes and will document site visits in writing.

Procedure:

601.1 Commission partners will complete a site visit progress report and submit it to Commission staff prior to the visit. Staff will review program operation documentation provided by the contractor and compare it to the contractual scope of work and the scorecard. Documentation to monitor and evaluate Contractor performance may include:

- ☐ Announcements about training sessions, workshops, seminars
- ☐ Sign in sheets
- ☐ Surveys
- ☐ Reports and data
- ☐ Summaries of clients served
- ☐ Quarterly scorecard reports (SCOARRS)

601.2 Following each site visit, staff will send a letter to the Contractor detailing what was observed and discussed. The letter will include an assessment of the Contractor's efforts to comply with the contract's scope of work and scorecard. The review letter may contain a list of the subjects or items to be reviewed or discussed during the next site visit. Electronic copies of letters sent will be filed in the contractor's folder for future reference. Site visit reports and a log of communications with the Contractor may also be included in an electronic database.

601.3 If a substantial variance exists between planned and actual work, activities, milestones, targets, or outputs, staff may develop a corrective action plan with time specific and measurable goals or activities for the Contractor to perform in order to correct operational or contractual deficiencies. Any such plan developed will focus on activities and services provided by the Contractor and changes needed in order for the Contractor to meet planned contractual obligations. Such a corrective action plan will be filed in the contractor's folder for future reference and may also be included in an electronic database, which will allow all staff to review the progress of the Contractor.

**COMMITTEE ROUTING**

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: December 8, 2015COMMISSION AGENDA # VI.B.3 (PUBLIC HEARING)**SUBJECT:**

Public Hearing on the 2014-2015 Audit Report
 Acceptance of the 2014-2015 Audit Report

BACKGROUND:

Following its passage by voters in 1998, the provisions of Proposition 10 were codified into California State Law as Sections 130100 – 130155 of the California Health and Safety Code. Section 130150 of the Health and Safety Code requires local Children and Families Commissions to complete an annual audit by October 15th of each year, conduct a public hearing on the audit, and submit the audit to the State by November 1st. (The audit was submitted to the State prior to November 1st.)

Like last year, the Commission has contracted with Brown and Armstrong (Bakersfield, CA) to perform the annual audit. The audit, which has been included with the Commission's agenda packet, contains no findings or recommendations. At the Commission's December 8th, 2014 meeting, a public hearing will be held on the audit.

An electronic copy of the audit can be found on the Commission's website under Publications & Other Resources.

The Administrative and Finance Committee and the Operations Committee reviewed and discussed this item on November 16th and December 2nd, respectively.

STAFF RECOMMENDATIONS:

1. Hear a presentation on the 2014-2015 Audit Report.
2. Conduct a **Public Hearing** on the 2014-2015 Audit Report.
3. Accept the 2014-2015 Audit Report.

FISCAL IMPACT:

There is no fiscal impact associated with the approval of this agenda item.

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

COMMITTEE ROUTING

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: December 8, 2015COMMISSION AGENDA # VI.B.4 (PUBLIC HEARING)**SUBJECT:**

Public Hearing on the 2014-2015 Local Annual Report

BACKGROUND:

Following its passage by voters in 1998, the provisions of Proposition 10 were codified into California State Law as Sections 130100 – 130155 of the California Health and Safety Code. Section 130150 of the Health and Safety Code requires local Children and Families Commissions to conduct a public hearing on its Annual Report and to submit the Annual Report to the State by November 1st of each year. The Annual Report, which is a written report on the progress towards and achievement of the goals and objectives of the Proposition, was submitted to the State prior to November 1st.

An electronic copy of the report can be found on the Commission's website under Publications & Other Resources.

To assist local Commissions in complying with this requirement, the State First 5 Commission sends out a format to guide the written responses of all 58 counties. The State uses these 58 local reports to compile a statewide report that must be submitted to the Legislature by January 15th of each year.

The Administrative and Finance Committee and the Operations Committee reviewed and discussed this item on November 16th and December 2nd, respectively.

STAFF RECOMMENDATIONS:

1. Hear a presentation on the 2014-2015 Local Annual Report.
2. Conduct a **Public Hearing** on the 2014-2015 Local Annual Report.
3. Accept the 2014-2015 Local Annual Report.

FISCAL IMPACT:

There is no fiscal impact associated with the approval of this agenda item.

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



Stanislaus County

Children & Families Commission

Local Annual Report

Fiscal Year 2014-2015



**Annual Report Form 1 (AR-1)
County Revenue and Expenditure Summary
For Fiscal Year July 1, 2014 - June 30, 2015**

County: Stanislaus

Friday, October 23, 2015

Revenue Detail	
Tobacco Tax Funds	\$5,158,016
CARES Plus Program Funds, Round 2	\$0
CSP, RFA 1	\$0
CSP, RFA 2	\$127,825
CSP, RFA 3	\$0
Small County Augmentation Funds	\$0
Other Funds	\$63
Grants	\$0
Donations	\$0
Revenue From Interest Earned	\$74,216
Total Revenue	\$5,360,120

Improved Family Functioning	
Community Resource and Referral	\$2,160,878
Distribution of Kit For New Parents	\$0
Adult and Family Literacy Programs	\$0
Targeted Intensive Family Support Services	\$2,052,396
General Parenting Education and Family Support Programs	\$0
Quality Family Functioning Systems Improvement	\$0
Total	\$4,213,274



Annual Report Form 1 (AR-1)
County Revenue and Expenditure Summary
For Fiscal Year July 1, 2014 - June 30, 2015

Improved Child Development	
Preschool Programs for 3- and 4- Year Olds	\$0
Infants, Toddlers, and All-Age Early Learning Programs	\$0
Early Education Provider Programs	\$0
Kindergarten Transition Services	\$37,684
Quality ECE Investments	\$137,631
Total	\$175,315

Improved Child Health	
Nutrition and Fitness	\$0
Health Access	\$73,744
Maternal and Child Health Care	\$1,313,534
Oral Health	\$16,724
Primary and Specialty Medical Services	\$0
Comprehensive Screening and Assessments	\$0
Targeted Intensive Intervention for Identified Special Needs	\$0
Safety Education and Injury Prevention	\$0
Tobacco Education and Outreach	\$0
Quality Health Systems Improvement	\$0
Total	\$1,404,002

Improved Systems of Care	
Policy and Broad Systems-Change Efforts	\$0
Organizational Support	\$262,675
Public Education and Information	\$0
Total	\$262,675



Annual Report Form 1 (AR-1)
County Revenue and Expenditure Summary
For Fiscal Year July 1, 2014 - June 30, 2015

Expenditure Detail	
Program Expenditures	\$6,055,266
Administrative Expenditures	\$388,494
Evaluation Expenditures	\$26,810
Total Expenditures	\$6,470,570
Excess (Deficiency) of Revenues Over (Under) Expenses	(\$1,110,450)

Other Financing Sources	
Sale(s) of Capital Assets	\$0
Other: Specify Source Below	\$0
Total Other Financing Sources	\$0

Net Change in Fund Balance	
Fund Balance - Beginning July 1	\$11,792,222
Fund Balance - Ending June 30	\$10,681,772
Net Change In Fund Balance	(\$1,110,450)

FY Fund Balance	
Nonspendable	\$0
Restricted	\$0
Committed	\$6,611,202
Assigned	\$4,070,570
Unassigned	\$0
Total Fund Balance	\$10,681,772

Expenditure Notes



For Fiscal Year July 1, 2014 - June 30, 2015

County: Stanislaus

Friday, October 23, 2015

Result Type: Improved Family Functioning

Service Type: Community Resource and Referral

Provide the most recent compelling service outcome available for this service.

A) Family Resource Centers, Healthy Start Sites, and 2-1-1 of Stanislaus County have reported that the families of nearly 9,071 children 0-5 accessed resources in Stanislaus County.

B) Of the 9,071, families of 2,628 children accessed resources through the countywide referral phone line (2-1-1). 764 unduplicated callers (with children 0-5) or 69% of those surveyed in a follow-up call, indicated that their needs were met through this service.

Provide the comparison data used to determine whether the service outcome was an improvement and specify the origin of the data.

A) 2009/10: 8,628; 2010/11: 9,346; 2011/12: 10,279; 2012/13: 7,825; 2013/14: 7,768

B) 2009/10: 1,626; 763 (64%); 2010/11: 1,847; 850 (59%); 2011/12: 2,233; 673 (58%); 2012/13: 1,747; 747 (77%); 2013/14: 2,023; 274 (64%)

Describe the measurement tool used in the evaluation to measure the outcome.

A) Database (Excel), Scorecards, Surveys

B) Database, Follow-Up Surveys, Scorecards



For Fiscal Year July 1, 2014 - June 30, 2015

Provide a breakdown of the population served by the following demographic categories	
Children Less Than 3 Years Old	3204
Children from 3rd to 6th Birthday	3445
Children - Ages Unknown (birth to 6th Birthday)	2422
Parents/Guardians/Primary Caregivers	8219
Other Family Members	4140
Providers	0
Total Population Served	21430

Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.		
Alaska Native/American Indian	63	56
Asian	250	538
Black/African-American	525	407
Hispanic/Latino	5184	4546
Pacific Islander	37	30
White	2286	2130
Multiracial	329	184
Other	234	208
Unknown	163	120
Sub Totals	9071	8219
Total Population Served	17290	



For Fiscal Year July 1, 2014 - June 30, 2015

Provide a breakdown of the population served by the language that they primarily speak at home.
Report children separate from Parents, Guardians, and Primary Caregivers.

English	6220	5359
Spanish	2633	2360
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	2
Korean	0	0
Other	197	485
Unknown	21	13
Sub Totals	9071	8219
Total Population Served	17290	



For Fiscal Year July 1, 2014 - June 30, 2015

County: Stanislaus

Friday, October 23, 2015

Result Type: Improved Family Functioning

Service Type: Distribution of Kit for New Parent

Provide the most recent compelling service outcome available for this service.

Not applicable for this service.

Provide the comparison data used to determine whether the service outcome was an improvement and specify the origin of the data.

Not applicable for this service.

Describe the measurement tool used in the evaluation to measure the outcome.

Used the online order tracker.



For Fiscal Year July 1, 2014 - June 30, 2015

Provide a breakdown of the population served by the following demographic categories	
Children Less Than 3 Years Old	0
Children from 3rd to 6th Birthday	0
Children - Ages Unknown (birth to 6th Birthday)	0
Parents/Guardians/Primary Caregivers	3718
Other Family Members	0
Providers	0
Total Population Served	3718

Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.		
Alaska Native/American Indian	0	0
Asian	0	4
Black/African-American	0	0
Hispanic/Latino	0	1145
Pacific Islander	0	0
White	0	2569
Multiracial	0	0
Other	0	0
Unknown	0	0
Sub Totals	0	3718
Total Population Served	3718	



For Fiscal Year July 1, 2014 - June 30, 2015

Provide a breakdown of the population served by the language that they primarily speak at home.
Report children separate from Parents, Guardians, and Primary Caregivers.

English	0	2569
Spanish	0	1145
Cantonese	0	1
Mandarin	0	1
Vietnamese	0	1
Korean	0	1
Other	0	0
Unknown	0	0
Sub Totals	0	3718
Total Population Served	3718	



For Fiscal Year July 1, 2014 - June 30, 2015

County: Stanislaus

Friday, October 23, 2015

Result Type: Improved Family Functioning

Service Type: Targeted Intensive Family Support Services

Provide the most recent compelling service outcome available for this service.

Provide the comparison data used to determine whether the service outcome was an improvement and specify the origin of the data.

Describe the measurement tool used in the evaluation to measure the outcome.



For Fiscal Year July 1, 2014 - June 30, 2015

Provide a breakdown of the population served by the following demographic categories	
Children Less Than 3 Years Old	541
Children from 3rd to 6th Birthday	644
Children - Ages Unknown (birth to 6th Birthday)	0
Parents/Guardians/Primary Caregivers	1868
Other Family Members	312
Providers	0
Total Population Served	3365

Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.		
Alaska Native/American Indian	6	5
Asian	15	16
Black/African-American	53	43
Hispanic/Latino	562	1024
Pacific Islander	4	7
White	362	570
Multiracial	131	24
Other	20	33
Unknown	32	146
Sub Totals	1185	1868
Total Population Served	3053	



For Fiscal Year July 1, 2014 - June 30, 2015

Provide a breakdown of the population served by the language that they primarily speak at home.
Report children separate from Parents, Guardians, and Primary Caregivers.

English	882	1120
Spanish	272	608
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	0
Korean	0	0
Other	3	5
Unknown	28	135
Sub Totals	1185	1868
Total Population Served	3053	



For Fiscal Year July 1, 2014 - June 30, 2015

County: Stanislaus

Friday, October 23, 2015

Result Type: Improved Child Development

Service Type: Kindergarten Transition Services

Provide the most recent compelling service outcome available for this service.

Provide the comparison data used to determine whether the service outcome was an improvement and specify the origin of the data.

Describe the measurement tool used in the evaluation to measure the outcome.



For Fiscal Year July 1, 2014 - June 30, 2015

Provide a breakdown of the population served by the following demographic categories	
Children Less Than 3 Years Old	0
Children from 3rd to 6th Birthday	144
Children - Ages Unknown (birth to 6th Birthday)	0
Parents/Guardians/Primary Caregivers	128
Other Family Members	6
Providers	0
Total Population Served	278

Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.		
Alaska Native/American Indian	0	0
Asian	1	1
Black/African-American	3	4
Hispanic/Latino	107	97
Pacific Islander	0	0
White	30	23
Multiracial	0	0
Other	3	3
Unknown	0	0
Sub Totals	144	128
Total Population Served	272	



For Fiscal Year July 1, 2014 - June 30, 2015

Provide a breakdown of the population served by the language that they primarily speak at home.
Report children separate from Parents, Guardians, and Primary Caregivers.

English	52	47
Spanish	90	79
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	0
Korean	0	0
Other	2	2
Unknown	0	0
Sub Totals	144	128
Total Population Served	272	



For Fiscal Year July 1, 2014 - June 30, 2015

County: Stanislaus

Friday, October 23, 2015

Result Type: Improved Child Development

Service Type: Quality ECE Investments

Provide the most recent compelling service outcome available for this service.

Provide the comparison data used to determine whether the service outcome was an improvement and specify the origin of the data.

Describe the measurement tool used in the evaluation to measure the outcome.



For Fiscal Year July 1, 2014 - June 30, 2015

Provide a breakdown of the population served by the following demographic categories	
Children Less Than 3 Years Old	0
Children from 3rd to 6th Birthday	0
Children - Ages Unknown (birth to 6th Birthday)	0
Parents/Guardians/Primary Caregivers	0
Other Family Members	0
Providers	533
Total Population Served	533

Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.		
Alaska Native/American Indian	0	0
Asian	0	0
Black/African-American	0	0
Hispanic/Latino	0	0
Pacific Islander	0	0
White	0	0
Multiracial	0	0
Other	0	0
Unknown	0	0
Sub Totals	0	0
Total Population Served	0	



For Fiscal Year July 1, 2014 - June 30, 2015

Provide a breakdown of the population served by the language that they primarily speak at home.
Report children separate from Parents, Guardians, and Primary Caregivers.

English	0	0
Spanish	0	0
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	0
Korean	0	0
Other	0	0
Unknown	0	0
Sub Totals	0	0
Total Population Served	0	



For Fiscal Year July 1, 2014 - June 30, 2015

County: Stanislaus

Friday, October 23, 2015

Result Type: Improved Child Health

Service Type: Health Access

Provide the most recent compelling service outcome available for this service.

Provide the comparison data used to determine whether the service outcome was an improvement and specify the origin of the data.

Describe the measurement tool used in the evaluation to measure the outcome.



For Fiscal Year July 1, 2014 - June 30, 2015

Provide a breakdown of the population served by the following demographic categories	
Children Less Than 3 Years Old	28
Children from 3rd to 6th Birthday	11
Children - Ages Unknown (birth to 6th Birthday)	0
Parents/Guardians/Primary Caregivers	274
Other Family Members	0
Providers	0
Total Population Served	313

Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.		
Alaska Native/American Indian	2	1
Asian	0	0
Black/African-American	1	0
Hispanic/Latino	23	247
Pacific Islander	0	1
White	9	15
Multiracial	0	0
Other	1	7
Unknown	3	3
Sub Totals	39	274
Total Population Served	313	



For Fiscal Year July 1, 2014 - June 30, 2015

Provide a breakdown of the population served by the language that they primarily speak at home.
Report children separate from Parents, Guardians, and Primary Caregivers.

English	19	48
Spanish	9	214
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	0
Korean	0	0
Other	7	7
Unknown	4	5
Sub Totals	39	274
Total Population Served	313	



For Fiscal Year July 1, 2014 - June 30, 2015

County: Stanislaus

Friday, October 23, 2015

Result Type: Improved Child Health

Service Type: Maternal and Child Healthcare

Provide the most recent compelling service outcome available for this service.

A) 228 infants were born to pregnant women who participated in a program designed to improve healthy birth outcomes

B) 199 (87%) infants were born term

C) 194 (85%) infants were born weighing at least 5 lbs., 5 oz. and no more than 8 lbs., 13 oz.

D) 498 support sessions were provided for pregnant women; 243 completed a satisfaction survey and 98% of them rated the groups as having met their need; 3,705 referrals were provided to women attending the support groups

E) of the 228 infants born, 208 mothers initiated breastfeeding (91%)

Provide the comparison data used to determine whether the service outcome was an improvement and specify the origin of the data.

A) 2009/10: 287; 2010/11: 287; 2011/12: 223; 2012/13: 160; 2013/14: 220

B) 2009/10: 268 (93%); 2010/11: 275 (96%); 2011/12: 198 (89%); 2012/13: 141 (88%); 2013/14: 199 (90%)

C) 2009/10: 261 (91%); 2010/11: 275 (96%); 2011/12: 204 (91%); 2012/13: 148 (92%); 2013/14: 187 (85%)

D) 2012/13: 530, 117, 99%, 1,815; 2013/14: 544, 239, 97%, 3,086

E) 2012/13: 160, 128 (80%); 2013/14: 230, 196 (89%)

Describe the measurement tool used in the evaluation to measure the outcome.



For Fiscal Year July 1, 2014 - June 30, 2015

A-E: Database, client tracking, surveys

Provide a breakdown of the population served by the following demographic categories	
Children Less Than 3 Years Old	503
Children from 3rd to 6th Birthday	0
Children - Ages Unknown (birth to 6th Birthday)	0
Parents/Guardians/Primary Caregivers	502
Other Family Members	0
Providers	0
Total Population Served	1005

Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.		
Alaska Native/American Indian	1	1
Asian	5	5
Black/African-American	15	15
Hispanic/Latino	390	390
Pacific Islander	0	0
White	80	79
Multiracial	5	5
Other	7	7
Unknown	0	0
Sub Totals	503	502
Total Population Served	1005	



For Fiscal Year July 1, 2014 - June 30, 2015

Provide a breakdown of the population served by the language that they primarily speak at home.
Report children separate from Parents, Guardians, and Primary Caregivers.

English	233	235
Spanish	269	267
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	0
Korean	0	0
Other	1	0
Unknown	0	0
Sub Totals	503	502
Total Population Served	1005	



For Fiscal Year July 1, 2014 - June 30, 2015

County: Stanislaus

Friday, October 23, 2015

Result Type: Improved Child Health

Service Type: Oral Health

Provide the most recent compelling service outcome available for this service.

Provide the comparison data used to determine whether the service outcome was an improvement and specify the origin of the data.

Describe the measurement tool used in the evaluation to measure the outcome.



For Fiscal Year July 1, 2014 - June 30, 2015

Provide a breakdown of the population served by the following demographic categories	
Children Less Than 3 Years Old	162
Children from 3rd to 6th Birthday	255
Children - Ages Unknown (birth to 6th Birthday)	0
Parents/Guardians/Primary Caregivers	263
Other Family Members	36
Providers	0
Total Population Served	716

Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.		
Alaska Native/American Indian	0	0
Asian	4	2
Black/African-American	8	7
Hispanic/Latino	302	193
Pacific Islander	0	0
White	80	45
Multiracial	22	0
Other	1	16
Unknown	0	0
Sub Totals	417	263
Total Population Served	680	



For Fiscal Year July 1, 2014 - June 30, 2015

Provide a breakdown of the population served by the language that they primarily speak at home.
Report children separate from Parents, Guardians, and Primary Caregivers.

English	113	42
Spanish	300	203
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	0
Korean	0	0
Other	4	18
Unknown	0	0
Sub Totals	417	263
Total Population Served	680	



For Fiscal Year July 1, 2014 - June 30, 2015

County: Stanislaus

Friday, October 23, 2015

Result Type: Improved Systems of Care

Service Type: Organizational Support

Provide the most recent compelling service outcome available for this service.

A) With the support of Stanislaus County Office of Education (SCOE) Healthy Start Support, the ten countywide Health Start sites provided the families of 2,321 unduplicated children 0-5 with community resources, information and referrals.

B) 97% of the families participating in a Healthy Start indicated an increase in knowledge of community resources.

C) 96% of families indicated an increase in social emotional support; 89% experienced a decrease of stress; 89% reported improved parenting skills.

Provide the comparison data used to determine whether the service outcome was an improvement and specify the origin of the data.

A) 2009/10: 5,131 (duplicated); 2010/11: 5,584 (duplicated); 2011/12: 2,083 (unduplicated); 2012/13: 1,953 (unduplicated); 2013/14: 2,081 (unduplicated)

B) 2009/10: 99%; 2010/11: 97%; 2011/12: 85%; 2012/13: 85%; 2013/14: 97%

C) 2012/13: 91%, 78%, 84%; 2013/2014: 97%, 78%, and 90%

Describe the measurement tool used in the evaluation to measure the outcome.

A-C: Parent surveys and scorecard



For Fiscal Year July 1, 2014 - June 30, 2015

Who was the primary audience for the service?

Stanislaus County Office of Education (SCOE) Healthy Start Support provides technical assistance in multiple ways to ten individual Healthy Start sites countywide.

What were the types of services provided?

SCOE manages a 10-site healthy start collaborative to provide effective services. Technical support provided in the areas of budgeting, health services, outreach, education, sustainability, reporting, and operational issues. Monthly meetings are held to provide a forum to share information, resources, and best practices.

What was the intended result of the service? What was the community impact of the service?

SCOE Healthy Start's goal is to strengthen families by improving and integrating systems of care to enhance the well-being of the child. Its intended result is to facilitate reaching the goal by providing support services, including training and marketing. As a result, the sites have been providing community support in a more effective and coordinated manner.



Annual Report Form 3 (AR-3) County Evaluation Summary For Fiscal Year July 1, 2014 - June 30, 2015

County: Stanislaus

Friday, October 23, 2015

Provide a description of the evaluation activities completed during the fiscal year

The Stanislaus County Children and Families Commission (CFC) views evaluation as both a process and a tool. The process of evaluation is fluid and occurs throughout the fiscal year, encompassing multiple methods and activities. As a tool, the evaluation informs stakeholders and assists in future funding or scope of work revisions. The primary focus of the evaluation is promoting a learning environment. Learning occurs when the following types of evaluation information are shared: effective and ineffective practices; impacts on children, families, and communities; costs and benefits of programs; and the contributions of programs towards achieving population results expressed in the CFC Strategic Plan. The Strategic Plan is the foundation of any given fiscal year's evaluation cycle, as it communicates the Commission's goals, objectives, and strategies. The evaluation activities begin as each funded program addresses the Strategic Plan through its activities and planned outcomes, which are identified in the Scope of Work (SOW) that is developed at the start of the fiscal year. The SOW becomes the basis for each program's SCOARRS (Stanislaus County Outcomes and Results Reporting Scorecard), which is designed to document services performed, resources used, data collected, and outcomes expected. Both documents are constructed jointly between CFC staff and program staff, and each draws on the unique capacity of the programs to contribute to the Commission's goals and objectives. Both documents serve as blueprints that enable programs and the Commission to mutually understand how resources will turn into results.

Quantitative and qualitative data are collected through each individual program's SCOARRS, which provides a structured framework for tracking and reporting data and outcomes. SCOARRS are submitted quarterly by all programs and contribute to the effective monitoring of each program on a quarterly basis. SCOARRS data also supply program with information to learn what is working well and what improvements can be made throughout the fiscal year, and allows programs to explain and/or revise practices.

The Commission and programs continuously evaluate program services throughout the annual evaluation cycle, using both qualitative and quantitative methods of collecting, analyzing, and reporting data. A variety of tools provide the programs and the Commission with program data, including the following: pre/post tests, customer/employee satisfaction surveys, observations, intake forms, and screenings. Programs capture output and outcome data through SCOARRS and demographic information through a Demographic Data Collection Tool. Commission staff then reviews all the information and reports submitted, along with budgets, invoices, and site visit summaries to evaluate individual program effectiveness, as well as overall aggregate progress toward Commission goals and objectives.

Efforts to evaluate leveraging and collaboration efforts continue through a collaboration matrix tool used since 2009-2010. Results have been shared and opportunities to increase collaborations efforts have been supported. Leveraging is part of many programs' sustainability plans and has been measured and supported.

Describe the evaluation findings reported during the fiscal year

Improved Family Functioning

- Families are in a quest to find and receive support.



Annual Report Form 3 (AR-3) County Evaluation Summary For Fiscal Year July 1, 2014 - June 30, 2015

The parents of 10,809 children received family support services through countywide Family Resource Centers or other programs. 2,040 received more intensive services focused on improving child abuse risk factors.

- Parents are exploring, gaining knowledge, and improving parenting skills.
The parents of 1,284 children attended parenting classes to increase parenting skills and knowledge.
- Caregivers are screened for depression and linked to additional support.
1,571 children 0-5, whose caregivers were screened for depression, of which 352 children 0-5 had a caregiver referred for mental health services as a result.
- Children are flourishing in stable environments.
389 children experienced improvements in their family environment after being enrolled in respite childcare.

Improved Child Development

- Parents are reading with their children.
1,204 families increased the time spent reading with their children at home after receiving literacy services.
- Children are being screened and identified for developmental delays.
1,458 children 0-5 were screened for educational developmental issues, and 286 were reported as being referred for further assessments or services.
- Children are preparing to enter Kindergarten and be victorious.
144 children participated in the Kindergarten Readiness Program at school sites across the county that helped prepare them for Kindergarten.

Improved Health

- Pregnant women and children are receiving health care.
411 children 0-5 and pregnant women who did not have access to health care received medical attention through an interim health care program.
- A greater number of children now have health coverage.
363 pregnant women and children 0-5 who did not have health insurance are now enrolled in a health coverage plan.
- Infants are born robust.
199 infants were born term after their mothers participated in a healthy birth program. 91% of the mothers initiated breastfeeding.

Improved Systems of Care

- Strengthen families with knowledge.
Families of 6,790 children have increased knowledge and use of community resources.
- Leveraging Prop 10 funds.
Prop 10 funded programs brought in more than \$7 million from other funding sources during fiscal year '14-'15, increasing the level of services for children 0-5 and their families. Of that \$7 million, \$5 million came from funding sources outside of Stanislaus County.

*Data reported by contractors



**Annual Report Form 3 (AR-3)
County Evaluation Summary
For Fiscal Year July 1, 2014 - June 30, 2015**

Describe the policy impact of the evaluation results

The policy impact of the evaluation results will not be fully utilized until the program evaluation report for 2014-2015 is completed. The evaluation results are one of multiple tools to be used by the Commission to make program funding decisions for the 2016-2017 fiscal year.

Despite the fact that the evaluation results are not yet finalized, the evaluation process was used throughout the year to make policy decisions on multiple levels. Funded programs receive evaluation feedback throughout the year as part of the evaluation cycle feedback loop. The SCOARRS, Annual Report, and site visit reports serve as tools to identify what is working well and where challenges remain. Through this process, programs take action to revise methods or services.

The Commission receives evaluation updates in several forms: Annual Report submission, an annual program evaluation, and the state annual report. These reports provide the Commission with information that can be used to make decisions regarding short and long-term budgeting, program recommendations, and revising and updating its Strategic Plan. Evaluation information continues to influence decisions regarding the prioritization of services and the allocation of diminishing resources.

The dissemination of evaluation results to a multitude of stakeholders is essential to increase awareness of how Prop 10 funding is accounted for and to impact local and state policy. Through the "Report to the Community" the Commission relays results of the work being done with local Prop 10 funding. In 2015 the report will be disseminated to more than 290,000 stakeholders. The report will provide information through stories, demographic information, and highlights of services delivered. As the information reaches the community, local policy and advocacy efforts can be influenced (e.g., buy-in from local businesses or governments). A presentation, based on the "Report to the Community", is presented annually to the Board of Supervisors in October, creating additional awareness and support at the County policy level.



It's All About The Kids

Stanislaus County Children and Families Commission

ACTION AGENDA SUMMARY**COMMITTEE ROUTING**

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

AGENDA DATE: December 8, 2015COMMISSION AGENDA #: VI.B.5**SUBJECT:**

Election of Commission Vice Chair for 2015-2016

BACKGROUND:

The Stanislaus County Board of Supervisors' ordinance establishing the Children and Families Commission was adopted on December 8, 1998. Section 9.70.090 of the ordinance prescribes that the members of the Commission shall annually elect a Chairperson who shall serve for a term of one (1) year. According to the Commission's By-Laws, the terms of the Chair and Vice Chair are from September 1st to August 31st.

According to the Commission's By-Laws:

"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 1st through August 31st. Following a term as Vice Chair, the Vice Chair shall serve a one-year term as Chair of the Commission during the following September 1st to August 31st 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."

In accordance with these provisions, the Commission's previous Vice Chair, David Cooper, automatically assumed the Office of Chair on September 1, 2015. The Commissioner elected Vice Chair at the December 8th meeting (the Commission did not hold a regular meeting August – October and was not scheduled to meet in November) will become Commission Chair on September 1, 2016.

As specified in the By-Laws, the Commission is scheduled to hear a report from the Executive Committee as a part of this agenda item.

STAFF RECOMMENDATIONS:

1. Hear a presentation from the Executive Committee regarding a recommended candidate or candidates for the Office of Vice Chair.
2. Conduct an election for the Office of Vice Chair for the term of December 8, 2015 to August 31, 2016. (The Vice Chair will automatically become Chair on September 1, 2016 for a one year term.)

FISCAL IMPACT:

There is no fiscal impact associated with the election of a Commission Vice Chair.

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



Children & Families Commission

930 15th Street
Modesto, CA 95354
Phone: 209.558.6218 Fax: 209.558.6225

Administrative Committee

Monday, November 16, 2015

MEMBERS:

Vicki Bauman
School Representative

Vito Chiesa
County Supervisor

David Cooper
Chair
Community Representative

Denise Hunt
Community Representative

Mary Ann Lee
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

Commissioners Present: Mary Ann Lee, Nelly Paredes-Walsborn, and Madelyn Schlaepfer

Commissioners Absent: None

Staff Present: John Sims, Tina Jamison, and Stephanie Loomis

1. The Committee was informed that the annual re-adoption of the Policies and Procedures Manual would be conducted during a public hearing at the December Commission meeting. Staff indicated only minor grammatical/readability changes will be needed.
2. The Committee was presented with the proposed Commission meeting schedule for 2016. It was noted that the January, April and October Commission meetings have been scheduled on the 4th Monday of the month instead of the 4th Tuesday due to a conflict with First 5 California and First 5 Association quarterly meetings.
3. The Committee was presented with a Monthly Contract Financial Report as of October 31, 2015.
4. The Committee was presented with a Quarterly Financial Report – July 2015 to September 2015.
5. The Committee was presented with the FY 14-15 Audit and made aware that a public hearing on the document would need to be conducted at the December Commission meeting.
6. The Committee was presented with the FY 14-15 Annual Report to the State and made aware that a public hearing on the document would need to be conducted at the December Commission meeting. Stephanie mentioned that the State had changed reporting requirements for this year's report and the Commission only needed to provide outcome details for two of the reporting areas instead of all of them as was required in prior years.
7. The Committee was informed that the next Commission meeting is scheduled to be held December 8, 2015 in the Finley Conference Room, West Modesto Community Center. Items to be discussed include:
 - a. Election of Commission Vice Chair
 - b. Public Hearing and Re-adoption of Policies and Procedures Manual
 - * c. 2016 Commission Meeting Schedule
 - d. Presentation and Public Hearing on FY 14-15 Audit
 - e. Presentation and Public Hearing on FY 14-15 Annual Report to the State
 - f. Closed Session – Public Hearing Employee Evaluation, Title: Executive Director, Government Code: 54957(b)

STANISLAUS COUNTY CHILDREN & FAMILIES COMMISSION

CONTRACT SCHEDULE

10/31/2015

		Budget	Actual Expenditures	Remaining Budget	% Actual to Budget
RESULT AREA 1: Improved Family Functioning (Family Support, Education, and Services)					
Community Resource and Referral					
1	211 Project (<i>United Way</i>)	\$ 80,000	\$ -	\$ 80,000	0%
Family Resource Centers:					
2	Ceres Partnership for Healthy Children (<i>CHS</i>)	\$ 184,648	\$ 29,796	\$ 154,852	16%
3	Hughson Family Resource Center (<i>SV</i>)	\$ 118,279	\$ 22,151	\$ 96,128	19%
4	N. Modesto/Salida Family Resource Center (<i>SV</i>)	\$ 323,694	\$ 48,011	\$ 275,683	15%
5	Oakdale/Riverbank Family Resource Center (<i>CHS</i>)	\$ 157,484	\$ 27,058	\$ 130,426	17%
6	Parent Resource Center	\$ 397,310	\$ 51,576	\$ 345,734	13%
7	Turlock Family Resource Center (<i>Aspiranet</i>)	\$ 204,404	\$ 14,653	\$ 189,751	7%
8	Westside Family Resource Center (<i>CHS</i>)	\$ 173,538	\$ 24,139	\$ 149,399	14%
9	The Bridge (<i>Sierra Vista</i>)	\$ 185,000	\$ 33,324	\$ 151,676	18%
10	Healthy Start Sites	\$ 416,020	\$ 49,922	\$ 366,098	12%
Targeted Intensive Family Support Services					
11	Children's Crisis Center	\$ 460,000	\$ 114,898	\$ 345,102	25%
12	Court Appointed Special Advocates	\$ 60,000	\$ 13,772	\$ 46,228	23%
14	Family Justice Center	\$ 100,000	\$ -	\$ 100,000	0%
15	La Familia Counseling Program (<i>El Concilio</i>)	\$ 98,000	\$ 16,019	\$ 81,981	16%
16	Zero to Five Early Intervention Partnership (<i>BHRS</i>)	\$ 1,523,009	\$ 243,207	\$ 1,279,802	16%
Total Area 1:		\$ 4,481,386	\$ 688,526	\$ 3,792,860	15%
RESULT AREA 2: Improved Child Development (Child Development Services)					
Kindergarten Transition Services					
17	Keyes (1)	\$ 10,000	\$ -	\$ 10,000	0%
18	Grayson (1)	\$ 10,000	\$ -	\$ 10,000	0%
19	Riverbank (2)	\$ 20,000	\$ -	\$ 20,000	0%
Quality ECE Investments					
20	Early Care and Education Conference	\$ 12,000	\$ 4,145	\$ 7,855	35%
Total Area 2:		\$ 52,000	\$ 4,145	\$ 47,855	8%
RESULT AREA 3: Improved Health (Health Education and Services)					
Health Access					
21	Healthy Cubs (<i>Health Services Agency</i>)	\$ 126,278	\$ 14,905	\$ 111,373	12%
Maternal & Child Health Care					
22	Healthy Birth Outcomes (<i>Health Services Agency</i>)	\$ 1,339,160	\$ 255,137	\$ 1,084,023	19%
Oral Health					
23	Dental Education (<i>Health Services Agency</i>)	\$ 30,000	\$ 1,352	\$ 28,648	5%
Total Area 3:		\$ 1,495,438	\$ 271,394	\$ 1,224,044	18%
RESULT AREA 4: Improved Systems of Care					
Provider Capacity Building, Training and Support					
24	Healthy Start Support (<i>SCOE</i>)	\$ 82,378	\$ 17,979	\$ 64,399	22%
Total Area 4:		\$ 82,378	\$ 17,979	\$ 64,399	22%
Total Services Contracts		\$ 6,111,202	\$ 982,044	\$ 5,129,158	16%

STANISLAUS COUNTY CHILDREN & FAMILIES COMMISSION

FISCAL YEAR 2015-2016 QUARTERLY FINANCIAL REPORT

9/30/15

		FY 15/16 Budget	Actual	Remaining Budget	% Actual to Budget
1	Beginning Fund Balance	\$ 10,602,612	\$ 10,681,772		
REVENUE					
2	Interest	\$ 84,821	\$ -	\$ 84,821	0%
3	Tobacco Tax (Prop 10)	\$ 5,094,712	\$ 481,644	\$ 4,613,068	9%
4	Grants, SMIF, Misc.	\$ -	\$ -	\$ -	0%
5	TOTAL REVENUE	\$ 5,179,533	\$ 481,644	\$ 4,697,889	9%
EXPENDITURES					
Program					
6	Contracts	\$ 6,111,202	\$ 425,988	\$ 5,685,214	7%
7	Contracts-Prior Year	\$ -	\$ 683	\$ (683)	
8	Contract Adjustments (TBD)	\$ 518,722	\$ -	\$ 518,722	0%
9	Salaries & Benefits	\$ 155,639	\$ 34,410	\$ 121,229	22%
10	Services & Supplies	\$ 31,461	\$ 4,830	\$ 26,631	15%
11	County Cap Charges	\$ 7,934	\$ 1,349	\$ 6,585	17%
12	Total Expenditures - Program	\$ 6,824,958	\$ 467,260	\$ 6,357,698	7%
Evaluation					
13	Salaries & Benefits	\$ 62,436	\$ 7,697	\$ 54,739	12%
14	Services & Supplies	\$ 9,668	\$ 1,027	\$ 8,641	11%
15	County Cap Charges	\$ 744	\$ 289	\$ 455	39%
16	Total Expenditures - Evaluation	\$ 72,848	\$ 9,013	\$ 63,835	12%
Administration					
17	Salaries & Benefits	\$ 304,251	\$ 75,563	\$ 228,688	25%
18	Services & Supplies	\$ 69,012	\$ 12,337	\$ 56,675	18%
19	County Cap Charges	\$ 16,117	\$ 3,178	\$ 12,939	20%
20	Total Expenditures - Administration	\$ 389,380	\$ 91,078	\$ 298,302	23%
21	Total Expenditures	\$ 7,287,186	\$ 567,352	\$ 6,719,834	8%
22	NET INCREASE (DECREASE) TO FUND BALANCE	\$ (2,107,653)	\$ (85,707)		
23	ENDING FUND BALANCE	\$ 8,494,959	\$ 10,596,065		

STANISLAUS COUNTY CHILDREN & FAMILIES COMMISSION

CONTRACT SCHEDULE

9/30/2015

		<i>Budget</i>	<i>Actual Expenditures</i>	<i>Remaining Budget</i>	<i>% Actual to Budget</i>
RESULT AREA 1: Improved Family Functioning (Family Support, Education, and Services)					
Community Resource and Referral					
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Family Resource Centers:					
2	Ceres Partnership for Healthy Children (<i>CHS</i>)	\$ 184,648	\$ 12,522	\$ 172,126	7%
3	Hughson Family Resource Center (<i>SV</i>)	\$ 118,279	\$ -	\$ 118,279	0%
4	N. Modesto/Salida Family Resource Center (<i>SV</i>)	\$ 323,694	\$ -	\$ 323,694	0%
5	Oakdale/Riverbank Family Resource Center (<i>CHS</i>)	\$ 157,484	\$ 11,889	\$ 145,595	8%
7	Parent Resource Center	\$ 397,310	\$ 27,679	\$ 369,631	7%
8	Turlock Family Resource Center (<i>Aspiranet</i>)	\$ 204,404	\$ -	\$ 204,404	0%
9	Westside Family Resource Center (<i>CHS</i>)	\$ 173,538	\$ 12,442	\$ 161,096	7%
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11	Healthy Start Sites	\$ 416,020	\$ -	\$ 416,020	0%
Targeted Intensive Family Support Services					
12	Children's Crisis Center	\$ 460,000	\$ 76,599	\$ 383,401	17%
13	Court Appointed Special Advocates	\$ 60,000	\$ 8,987	\$ 51,013	15%
14	Family Justice Center	\$ 100,000	\$ -	\$ 100,000	0%
15	La Familia Counseling Program (<i>El Concilio</i>)	\$ 98,000	\$ -	\$ 98,000	0%
16	Zero to Five Early Intervention Partnership (<i>BHRS</i>)	\$ 1,523,009	\$ 131,051	\$ 1,391,958	9%
Total Area 1:		\$ 4,481,386	\$ 281,169	\$ 4,200,217	6%
RESULT AREA 2: Improved Child Development (Child Development Services)					
Kindergarten Transition Services					
17	Keyes (1)	\$ 10,000	\$ -	\$ 10,000	0%
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22	Perinatal Home Visitations (<i>Health Services Agency</i>)	\$ 1,339,160	\$ 130,204	\$ 1,208,956	10%
Oral Health					
23	Dental Education (<i>Health Services Agency</i>)	\$ 30,000	\$ -	\$ 30,000	0%
Total Area 3:		\$ 1,495,438	\$ 140,675	\$ 1,354,763	9%
RESULT AREA 4: Improved Systems of Care					
Provider Capacity Building, Training and Support					
24	Healthy Start Support (<i>SCOE</i>)	\$ 82,378	\$ -	\$ 82,378	0%
Total Area 4:		\$ 82,378	\$ -	\$ 82,378	0%
Total Services Contracts		\$ 6,111,202	\$ 425,988	\$ 5,685,214	7%



Children & Families Commission

930 15th Street
Modesto, CA 95354
Phone: 209.558.6218 Fax: 209.558.6225

Operations Committee

Wednesday, December 2, 2015

MEMBERS:

Vicki Bauman
School Representative

Vito Chiesa
County Supervisor

David Cooper
Chair
Community Representative

Denise Hunt
Community Representative

Mary Ann Lee
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

Commissioners Present: Vicki Bauman, David Cooper and George Skol

Commissioners Absent: Denise Hunt and Dr. John Walker

Staff Present: John Sims, Tina Jamison, and Stephanie Loomis

1. The Committee was informed that the annual re-adoption of the Policies and Procedures Manual would be conducted during a public hearing at the December Commission meeting. Staff indicated only minor grammatical/readability changes will be needed.
2. The Committee was presented with the proposed Commission meeting schedule for 2016. It was noted that the January, April and October Commission meetings have been scheduled on the 4th Monday of the month instead of the 4th Tuesday due to a conflict with First 5 California and First 5 Association quarterly meetings.
3. The Committee was presented with a Monthly Contract Financial Report as of October 31, 2015.
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6. The Committee was presented with the FY 14-15 Annual Report to the State and made aware that a public hearing on the document would need to be conducted at the December Commission meeting. Stephanie mentioned that the State had changed reporting requirements for this year's report and the Commission only needed to provide outcome details for two of the reporting areas instead of all of them as was required in prior years.
7. John asked the Committee if they would be interested in having one contractor share program highlights at each meeting. The Committee thought it was a good chance to hear from contractors more frequently throughout the year.
8. The Committee was informed that the next Commission meeting is scheduled to be held December 8, 2015 in the Finley Conference Room, West Modesto Community Center. Items to be discussed include:
 - a. Election of Commission Vice Chair
 - b. Public Hearing and Re-adoption of Policies and Procedures Manual
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 - f. Closed Session – Public Hearing Employee Evaluation, Title: Executive Director, Government Code: 54957(b)