



**Tuesday, December 13, 2016 @ 4:00 p.m.**  
**Board Room – Stanislaus Office of Education**  
**1100 “H” Street, Modesto, CA**



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

## Commission Meeting Notice

Tuesday, December 13, 2016 @ 4:00 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

Kathy Harwell  
Vice Chair  
Community Services Agency

Denise Hunt  
Community Representative

Mary Ann Lee  
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.  
Community Representative

George Skol  
Chair  
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 most 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).



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**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 traducción, 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.



**Children & Families Commission**  
 930 15<sup>th</sup> Street, Modesto, CA 95354  
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## COMMISSION MEETING AGENDA

**December 13, 2016**

**Times provided are approximate times.**

- 4:00 p.m. I. Welcome & Introductions – Vice Chair Harwell
- 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 September 27, 2016. p. 5-7
- B. Executive Director's Office
- 4:20 p.m. 1. **Public Hearing** on the 2015-2016 Local Annual Report (*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>.*) p. 8-52
- \* 2. Acceptance of the 2015-2016 Purchasing Card Charges Audit p. 53-56
- \* 3. Approval to Issue a Request for Proposal (RFP) for the Provision of Child Abuse/Neglect Prevention and Early Intervention and Support Services to Children by Family Resource Centers in Stanislaus County. p. 57-58
- \* 4. Approval of the 2017 Commission Meeting Schedule p. 59
- C. Committee Reports
- \* 1. Accept the Minutes of the Administrative Committee meeting of November 14, 2016. p. 60-61
- a. Monthly Financial Report as of September 30, 2016 p. 62
- b. Quarterly Financial Report as of September 2016 p.63
- \* 2. Accept the Minutes of the Operations Committee meeting of November 17, 2016 p. 64-65
- \* 3. Accept the Minutes of the Executive Committee meeting of December 7, 2016 p. 66-67
- VII. Correspondence – None
- 4:35 p.m. VIII. Commissioner Reports
- 4:45 p.m. IX. Staff Reports
- A. Advocacy Day
- 4:55 p.m. X. Adjourn into Closed Session – Public Employee Evaluation, Title: Executive Director, Government Code: 54957(b)
- XI. Public Employee Appointment: Title: Executive Director. Government Code Section 54957 (b)

<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, September 27, 2016  
 West Modesto Community Center  
 Finley Room  
 401 E. Paradise, Modesto, CA**

**Members Present:** Vicki Bauman, David Cooper, Kathy Harwell, Denise Hunt, Mary Ann Lee, George Skol (Chair), and Dr. John Walker.

**Members Absent:** Vito Chiesa and Nelly Paredes-Walsborn

**Staff Present:** John Sims, Executive Director; Stephanie Loomis, Administration; Veronica Ascencio, Accountant; and Jack Doering, Commission Counsel.

- I. Chair Skol called the meeting to order at 4:00 p.m. Kathy Harwell was introduced as the newest member of the Commission. Commission members were introduced and attendees were welcomed.
- II. Commission members and attendees recited the Pledge of Allegiance.
- III. Announcement of Commissioner Recusals – None
- IV. Public Comment Period – None.
- V. Consent Calendar  
 The Consent Calendar was approved.  
**Moved Hunt, Seconded Cooper. Unanimously approved.**
- VI. Agenda Items
  - A. The Commission approved the Commission Meeting Minutes of May 24, 2016.  
**Approved on the consent calendar. Moved Hunt, Seconded Cooper. Unanimously approved.**
  - B. Executive Director's Office
    1. 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:
      - Minor changes, including formatting changes, that serve to enhance readability and consistency, but not change the meaning of the section.
      - Changes to Section 405 and 406 – Removal of the Executive Director's authorization to permit contractors to carry over funds between fiscal years. These provisions were adopted during the Commission's early years. The provisions have only been used once and the financial circumstances of the Commission are now very different.
      - Change to Section 410 – Lowering the threshold definition of an inventory item from \$1000 down to \$500. The threshold is being lowered to better align with the reduction in cost of electronics such as computers and televisions.



The Commission heard a presentation on the revisions and opened a Public Hearing at 4:08 p.m. to hear comments from the public. Hearing no comments from the public, the hearing was closed at 4:09 p.m.

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

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

2. 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 Veronica Ascencio on the audit. The audit had no findings or recommendations for the 2015-2016 fiscal year. Commission thanked Veronica Ascencio, staff, and partners for delivering another clean audit.

The Public Hearing on the audit was opened at 4:18 p.m. by Chair Skol and, hearing no comments, the Public Hearing was closed at 4:19 p.m.

The Commission accepted the 2015-2016 audit report.

***Moved Lee, Hunt. Unanimously approved.***

3. 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 31st.

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. Commissioner Skol reported that Commissioner Harwell was the recommended candidate for the Office of Vice Chair.

The recommendation to elect Kathy Harwell as Vice Chair was approved.

***Moved Lee, Seconded Hunt. Abstained Harwell. Unanimously approved.***

Committee Reports – ***Approved on the consent calendar. Moved Hunt, Seconded Cooper. Unanimously approved.***

C.

1. The Commission accepted the minutes for the Administrative Committee meeting held on September 12, 2016 – including the Monthly Contract Financial Report as of June 30, 2016 and the Quarterly Financial Report as of June 2016.
2. The Commission accepted the minutes for the Operations Committee meeting held on September 15, 2016.
3. The Commission accepted the minutes for the Executive Committee meeting held on September 21, 2016.

- D. The Commission heard a presentation from Yamilet Valladolid and Vanessa Pulido from El Concilio on the La Familia Counseling program. They gave an overview of services provided by the program to residents in Stanislaus County and shared the impact the program has on its clients. They thanked the Commission for all the support the program has received over the years from the Commission.

- VII. Correspondence – ***Approved on the consent calendar. Moved Hunt, Seconded Cooper. Unanimously approved.***
1. Accepted a letter from California State Controller’s Office RE: Acceptance of the ’14-’15 Audit Report
- VIII. Commissioner Reports
1. Commissioner Walker shared information on the Framework for a Thriving Stanislaus stakeholders meeting held September 23<sup>rd</sup>. He shared that John Sims sits on the Executive Team for Framework and the Commission’s support (through John Sims) for Framework was noted by one of the event’s speakers. Commissioner Walker also noted there was representation from the Stanislaus Asian American Community Resource group at the meeting who expressed appreciation for John reaching out to them.
- IX. Staff Reports
1. Stephanie Loomis shared a recap on the August Provider Conference with the Commission. The Conference is jointly funded and produced by Stanislaus County Office of Education and the Commission. The Commission provided funding for food and staff assisted with logistics at the August event. There were 245 attendees at the conference. The topic addressed the types of tantrums that child experience and techniques to prevent or stop tantrums. The keynote speaker was Ronald Mah.
- X. At 5:00 p.m., the Commission moved into closed session – Public Employee Evaluation – Executive Director, Government Code 54957(b).
- XI. The Commission reconvened at 5:15 p.m. and Chair Skol announced no action was taken in the Closed Session. The meeting adjourned at 5:16 p.m.



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

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

AGENDA DATE: December 13, 2016

COMMISSION AGENDA # VI.B.1 (PUBLIC HEARING)

**SUBJECT:**

Public Hearing on the 2015-2016 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. The Annual Report is a written report on the progress towards and achievement of the goals and objectives of the Proposition.

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 15<sup>th</sup> of each year.

The Administrative and Finance Committee and the Operations Committee reviewed and discussed this item on November 14<sup>th</sup> and November 17<sup>th</sup>, respectively. The Executive Committee reviewed and discussed this item on December 7<sup>th</sup>.

**STAFF RECOMMENDATIONS:**

1. Hear a presentation on the 2015-2016 Local Annual Report.
2. Conduct a **Public Hearing** on the 2015-2016 Local Annual Report.
3. Accept the 2015-2016 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 and Families Commission**

**Local Annual Report**  
**Fiscal Year 2015-2016**



**Annual Report Form 1 (AR-1)  
County Revenue and Expenditure Summary  
For Fiscal Year July 1, 2015 - June 30, 2016**

**County: Stanislaus**

**Thursday, October 27, 2016**

<b>Revenue Detail</b>	
Tobacco Tax Funds	\$5,285,000
CARES Plus Program Funds, Round 2	\$0
CSP, RFA 1 Extension	\$0
CSP, RFA 3 Extension	\$0
Small County Augmentation Funds	\$0
IMPACT	\$0
Other Funds	\$51
Other Funds Description	
Grants	\$0
Grants Description	
Donations	\$0
Revenue From Interest Earned	\$112,699
<b>Total Revenue</b>	<b>\$5,397,750</b>

<b>Improved Family Functioning</b>	
Community Resource and Referral	\$2,180,104
Distribution of Kit For New Parents	\$0
Adult and Family Literacy Programs	\$0
Targeted Intensive Family Support Services	\$2,058,396
General Parenting Education and Family Support Programs	\$0
Quality Family Functioning Systems Improvement	\$0
<b>Total</b>	<b>\$4,238,500</b>



**Annual Report Form 1 (AR-1)  
County Revenue and Expenditure Summary  
For Fiscal Year July 1, 2015 - June 30, 2016**

<b>Improved Child Development</b>	
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	\$35,559
Quality ECE Investments	\$7,430
Quality ECE Investments Description	Early care and provider conferences
<b>Total</b>	<b>\$42,989</b>

<b>Improved Child Health</b>	
Nutrition and Fitness	\$0
Health Access	\$57,667
Maternal and Child Health Care	\$1,340,012
Oral Health	\$14,242
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
Quality Health Systems Improvement Description	
<b>Total</b>	<b>\$1,411,921</b>

<b>Improved Systems of Care</b>	
Policy and Broad Systems-Change Efforts	\$0
Organizational Support	\$199,588
Public Education and Information	\$0
<b>Total</b>	<b>\$199,588</b>



**Annual Report Form 1 (AR-1)  
County Revenue and Expenditure Summary  
For Fiscal Year July 1, 2015 - June 30, 2016**

<b>Expenditure Detail</b>	
Program Expenditures	\$5,892,998
Administrative Expenditures	\$369,970
Evaluation Expenditures	\$23,750
<b>Total Expenditures</b>	<b>\$6,286,718</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenses</b>	<b>(\$888,968)</b>

<b>Other Financing Sources</b>	
Sale(s) of Capital Assets	\$0
Other: Specify Source Below	\$0
Other Description	
<b>Total Other Financing Sources</b>	<b>\$0</b>

<b>Net Change in Fund Balance</b>	
Fund Balance - Beginning July 1	\$10,681,772
Fund Balance - Ending June 30	\$9,792,804
<b>Net Change In Fund Balance</b>	<b>(\$888,968)</b>

<b>FY Fund Balance</b>	
Nonspendable	\$0
Restricted	\$0
Committed	\$6,536,083
Assigned	\$3,256,721
Unassigned	\$0
<b>Total Fund Balance</b>	<b>\$9,792,804</b>



**Annual Report Form 1 (AR-1)  
County Revenue and Expenditure Summary  
For Fiscal Year July 1, 2015 - June 30, 2016**

**Expenditure Notes**

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**For Fiscal Year July 1, 2015 - June 30, 2016**

**County: Stanislaus**

**Thursday, October 27, 2016**

**Service Type: Community Resource and Referral**





For Fiscal Year July 1, 2015 - June 30, 2016

**Result Type: Improved Family Functioning**

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

A) Family Resource Centers, Healthy Start sites, and 211 of Stanislaus County have reported that the families of 9,787 children 0-5 accessed resources in Stanislaus County.

B) Of the 9,787, families of 2,250 children accessed resources through the countywide referral phone line (211). 224 unduplicated callers (with children 0-5), or 71% 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) 2010/11:9,346; 2011/12:10,279; 2012/13: 7,825; 2013/14: 7,768; 2014/15: 9,071

B) 2010/11: 1,847, 850 (59%); 2011/12: 2,233, 673 (58%); 2012/13: 1,747, 747 (77%); 2013/14: 2,023, 274 (64%); 2014/15: 2,628, 764 (69%)

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

A-B: Database, scorecard, client tracking, and surveys



For Fiscal Year July 1, 2015 - June 30, 2016

<b>Provide a breakdown of the population served by the following demographic categories</b>	
Children Less Than 3 Years Old	4940
Children from 3rd to 6th Birthday	4840
Children - Ages Unknown (birth to 6th Birthday)	9
Parents/Guardians/Primary Caregivers	9008
Other Family Members	5015
Providers	0
<b>Total Population Served</b>	<b>23812</b>

<b>Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.</b>		
Alaska Native/American Indian	52	46
Asian	345	639
Black/African-American	430	358
Hispanic/Latino	5971	5327
Pacific Islander	45	43
White	2077	1980
Multiracial	371	219
Other	310	272
Unknown	188	124
<b>Sub Totals</b>	<b>9789</b>	<b>9008</b>
<b>Total Population Served</b>	<b>18797</b>	



For Fiscal Year July 1, 2015 - June 30, 2016

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	6270	5523
Spanish	3211	2904
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	0
Korean	0	0
Other	276	570
Unknown	32	11
<b>Sub Totals</b>	<b>9789</b>	<b>9008</b>
<b>Total Population Served</b>	<b>18797</b>	



**For Fiscal Year July 1, 2015 - June 30, 2016**

**County: Stanislaus**

**Thursday, October 27, 2016**

**Service Type: Distribution of Kit for New Parent**



For Fiscal Year July 1, 2015 - June 30, 2016

**Result Type: Improved Family Functioning**

**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, 2015 - June 30, 2016

<b>Provide a breakdown of the population served by the following demographic categories</b>	
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	2087
Other Family Members	0
Providers	0
<b>Total Population Served</b>	<b>2087</b>

<b>Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.</b>		
Alaska Native/American Indian	0	0
Asian	0	70
Black/African-American	0	0
Hispanic/Latino	0	693
Pacific Islander	0	0
White	0	1324
Multiracial	0	0
Other	0	0
Unknown	0	0
<b>Sub Totals</b>	<b>0</b>	<b>2087</b>
<b>Total Population Served</b>	<b>2087</b>	





For Fiscal Year July 1, 2015 - June 30, 2016

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	1324
Spanish	0	693
Cantonese	0	10
Mandarin	0	20
Vietnamese	0	20
Korean	0	20
Other	0	0
Unknown	0	0
<b>Sub Totals</b>	<b>0</b>	<b>2087</b>
<b>Total Population Served</b>	<b>2087</b>	



**For Fiscal Year July 1, 2015 - June 30, 2016**

**County: Stanislaus**

**Thursday, October 27, 2016**

**Service Type: Targeted Intensive Family Support Services**



For Fiscal Year July 1, 2015 - June 30, 2016

**Result Type: Improved Family Functioning**

**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, 2015 - June 30, 2016

<b>Provide a breakdown of the population served by the following demographic categories</b>	
Children Less Than 3 Years Old	569
Children from 3rd to 6th Birthday	720
Children - Ages Unknown (birth to 6th Birthday)	0
Parents/Guardians/Primary Caregivers	1991
Other Family Members	665
Providers	0
<b>Total Population Served</b>	<b>3945</b>

<b>Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.</b>		
Alaska Native/American Indian	7	8
Asian	13	24
Black/African-American	31	38
Hispanic/Latino	693	1124
Pacific Islander	9	21
White	360	632
Multiracial	151	28
Other	14	8
Unknown	11	108
<b>Sub Totals</b>	<b>1289</b>	<b>1991</b>
<b>Total Population Served</b>	<b>3280</b>	



For Fiscal Year July 1, 2015 - June 30, 2016

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	868	1242
Spanish	408	628
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	26
Korean	0	0
Other	3	0
Unknown	10	95
<b>Sub Totals</b>	<b>1289</b>	<b>1991</b>
<b>Total Population Served</b>	<b>3280</b>	



**For Fiscal Year July 1, 2015 - June 30, 2016**

**County: Stanislaus**

**Thursday, October 27, 2016**

**Service Type: Kindergarten Transition Services**





**For Fiscal Year July 1, 2015 - June 30, 2016**

**Result Type: Improved Child Development**

**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, 2015 - June 30, 2016

<b>Provide a breakdown of the population served by the following demographic categories</b>	
Children Less Than 3 Years Old	0
Children from 3rd to 6th Birthday	165
Children - Ages Unknown (birth to 6th Birthday)	0
Parents/Guardians/Primary Caregivers	211
Other Family Members	0
Providers	0
<b>Total Population Served</b>	<b>376</b>

<b>Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.</b>		
Alaska Native/American Indian	1	2
Asian	7	7
Black/African-American	6	7
Hispanic/Latino	139	179
Pacific Islander	0	0
White	12	16
Multiracial	0	0
Other	0	0
Unknown	0	0
<b>Sub Totals</b>	<b>165</b>	<b>211</b>
<b>Total Population Served</b>	<b>376</b>	



For Fiscal Year July 1, 2015 - June 30, 2016

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	65	118
Spanish	99	92
Cantonese	0	0
Mandarin	0	0
Vietnamese	1	1
Korean	0	0
Other	0	0
Unknown	0	0
<b>Sub Totals</b>	<b>165</b>	<b>211</b>
<b>Total Population Served</b>	<b>376</b>	



**For Fiscal Year July 1, 2015 - June 30, 2016**

**County: Stanislaus**

**Thursday, October 27, 2016**

**Service Type: Quality ECE Investments**



For Fiscal Year July 1, 2015 - June 30, 2016

**Result Type: Improved Child Development**

**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, 2015 - June 30, 2016

<b>Provide a breakdown of the population served by the following demographic categories</b>	
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	492
<b>Total Population Served</b>	<b>492</b>

<b>Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.</b>		
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
<b>Sub Totals</b>	<b>0</b>	<b>0</b>
<b>Total Population Served</b>	<b>0</b>	





For Fiscal Year July 1, 2015 - June 30, 2016

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
<b>Sub Totals</b>	<b>0</b>	<b>0</b>
<b>Total Population Served</b>	<b>0</b>	



**For Fiscal Year July 1, 2015 - June 30, 2016**

**County: Stanislaus**

**Thursday, October 27, 2016**

**Service Type: Health Access**



**For Fiscal Year July 1, 2015 - June 30, 2016**

**Result Type: Improved Child 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, 2015 - June 30, 2016

<b>Provide a breakdown of the population served by the following demographic categories</b>	
Children Less Than 3 Years Old	9
Children from 3rd to 6th Birthday	5
Children - Ages Unknown (birth to 6th Birthday)	0
Parents/Guardians/Primary Caregivers	83
Other Family Members	0
Providers	0
<b>Total Population Served</b>	<b>97</b>

<b>Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.</b>		
Alaska Native/American Indian	0	0
Asian	1	2
Black/African-American	0	1
Hispanic/Latino	5	67
Pacific Islander	0	0
White	4	9
Multiracial	0	0
Other	3	2
Unknown	1	2
<b>Sub Totals</b>	<b>14</b>	<b>83</b>
<b>Total Population Served</b>	<b>97</b>	



For Fiscal Year July 1, 2015 - June 30, 2016

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	11	16
Spanish	3	65
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	0
Korean	0	0
Other	0	0
Unknown	0	2
<b>Sub Totals</b>	<b>14</b>	<b>83</b>
<b>Total Population Served</b>	<b>97</b>	



**For Fiscal Year July 1, 2015 - June 30, 2016**

**County: Stanislaus**

**Thursday, October 27, 2016**

**Service Type: Maternal and Child Healthcare**



For Fiscal Year July 1, 2015 - June 30, 2016

**Result Type: Improved Child Health**

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

A) 233 infants were born to pregnant women who participated in a program designed to improve healthy birth outcomes

B) 205 (88%) infants were born term

C) 191 (82%) infants were born weighing at least 5 lbs., 5 oz. and no more than 8 lbs., 13 oz.

D) 510 support sessions were provided for pregnant women; 265 completed a satisfaction survey and 93% of them rated the groups as having met their need; 4,771 referrals were provided to women attending the support groups

E) Of the 233 infants born, 209 mothers initiated breastfeeding (90%)

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

A) 2010/11: 287; 2011/12: 223; 2012/13: 160; 2013/14: 220; 2014/15: 228

B) 2010/11: 275 (96%); 2011/12: 198 (89%); 2012/13: 148 (92%); 2013/14: 199 (90%); 2014/15: 199 (87%)

C) 2010/11: 275 (96%); 2011/12: 204 (91%); 2012/13: 148 (92%); 2013/14: 187 (85%); 2014/15: 194 (85%)

D) 2012/13: 530, 117, 99%, 1,815; 2013/14: 544, 239, 97%, 3,086; 2014/15: 498, 243, 98%, 3,705

E) 2012/13: 160, 128 (80%); 2013/14: 230, 196 (89%); 2014/15: 228, 208 (91%)

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



**For Fiscal Year July 1, 2015 - June 30, 2016**

A-E: Database, scorecard, client tracking, and surveys

<b>Provide a breakdown of the population served by the following demographic categories</b>	
Children Less Than 3 Years Old	704
Children from 3rd to 6th Birthday	0
Children - Ages Unknown (birth to 6th Birthday)	0
Parents/Guardians/Primary Caregivers	699
Other Family Members	82
Providers	0
<b>Total Population Served</b>	<b>1485</b>

<b>Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.</b>		
Alaska Native/American Indian	3	3
Asian	6	6
Black/African-American	16	16
Hispanic/Latino	586	583
Pacific Islander	0	0
White	81	79
Multiracial	5	5
Other	7	7
Unknown	0	0
<b>Sub Totals</b>	<b>704</b>	<b>699</b>
<b>Total Population Served</b>	<b>1403</b>	





For Fiscal Year July 1, 2015 - June 30, 2016

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	261	259
Spanish	441	438
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	0
Korean	0	0
Other	2	2
Unknown	0	0
<b>Sub Totals</b>	<b>704</b>	<b>699</b>
<b>Total Population Served</b>	<b>1403</b>	



**For Fiscal Year July 1, 2015 - June 30, 2016**

**County: Stanislaus**

**Thursday, October 27, 2016**

**Service Type: Oral Health**



**For Fiscal Year July 1, 2015 - June 30, 2016**

**Result Type: Improved Child 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, 2015 - June 30, 2016

<b>Provide a breakdown of the population served by the following demographic categories</b>	
Children Less Than 3 Years Old	213
Children from 3rd to 6th Birthday	420
Children - Ages Unknown (birth to 6th Birthday)	0
Parents/Guardians/Primary Caregivers	130
Other Family Members	9
Providers	0
<b>Total Population Served</b>	<b>772</b>

<b>Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.</b>		
Alaska Native/American Indian	2	0
Asian	10	0
Black/African-American	29	3
Hispanic/Latino	478	123
Pacific Islander	0	0
White	57	1
Multiracial	46	0
Other	10	3
Unknown	1	0
<b>Sub Totals</b>	<b>633</b>	<b>130</b>
<b>Total Population Served</b>	<b>763</b>	



For Fiscal Year July 1, 2015 - June 30, 2016

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	139	4
Spanish	479	123
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	0
Korean	0	0
Other	5	3
Unknown	10	0
<b>Sub Totals</b>	<b>633</b>	<b>130</b>
<b>Total Population Served</b>	<b>763</b>	



**For Fiscal Year July 1, 2015 - June 30, 2016**

**County: Stanislaus**

**Thursday, October 27, 2016**

**Service Type: Organizational Support**



For Fiscal Year July 1, 2015 - June 30, 2016

**Result Type: Improved Systems of Care**

**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.



**For Fiscal Year July 1, 2015 - June 30, 2016**

**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, 2015 - June 30, 2016**

**County: Stanislaus**

**Thursday, October 27, 2016**

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



## Annual Report Form 3 (AR-3) County Evaluation Summary For Fiscal Year July 1, 2015 - June 30, 2016

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 data collected by individual programs' annual reports. 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. The parents of 11,782 children received family support services through countywide Family Resource



## Annual Report Form 3 (AR-3) County Evaluation Summary For Fiscal Year July 1, 2015 - June 30, 2016

Centers or other programs. 2,369 received more intensive services focused on improving child abuse risk factors.

- Parents are exploring, gaining knowledge, and improving parenting skills.  
The parents of 1,989 children attended parenting classes to increase parenting skills and knowledge.
- Caregivers are screened for depression and linked to additional support.  
1,785 children 0-5, whose caregivers were screened for depression, of which 434 children 0-5 had a caregiver referred for mental health services as a result.
- Children are flourishing in stable environments.  
412 children experienced improvements in their family environment after being enrolled in respite childcare.

### Improved Child Development

- Parents are reading with their children.  
1,451 families increased the time spent reading with their children at home after receiving literacy services.
- Children are being screened and identified for developmental delays.  
1,565 children 0-5 were screened for educational developmental issues, and 304 were reported as being referred for further assessments or services.
- Children are preparing to enter Kindergarten and be victorious.  
166 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.  
238 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.  
237 pregnant women and children 0-5 who did not have health insurance are now enrolled in a health coverage plan.
- Infants are born robust.  
205 infants were born term after their mothers participated in a healthy birth program. 90% of the mothers initiated breastfeeding.

### Improved Systems of Care

- Strengthen families with knowledge.  
Families of 7,228 children have increased knowledge and use of community resources.



## Annual Report Form 3 (AR-3) County Evaluation Summary For Fiscal Year July 1, 2015 - June 30, 2016

- Leveraging Prop 10 funds.

Prop 10 funded programs brought in more than \$7.3 million from other funding sources during fiscal year '15-'16, increasing the level of services for children 0-5 and their families. Of that \$7 million, nearly \$5 million came from funding sources outside of Stanislaus County.

\*Data reported by contractors

### **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 2015-2016 is completed. The evaluation results are one of multiple tools to be used by the Commission to make program funding decisions for the 2017-2018 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, program 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 2016 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.



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

Stanislaus County Children and Families Commission

**ACTION AGENDA SUMMARY**

AGENDA DATE: December 13, 2016

COMMISSION AGENDA # VI.B.2

**SUBJECT:**

Acceptance of 2015-2016 Purchasing Card Charges Audit

**BACKGROUND:**

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 accounting, administrative, and legal services as are provided 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 2015-2016. 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 purchasing card audit for 2015-2016, which follows this agenda summary, contains no findings.

The Administrative and Finance Committee and the Operations Committee reviewed and discussed this item on November 14<sup>th</sup> and November 17<sup>th</sup>, respectively. The Executive Committee reviewed and discussed this item on December 7<sup>th</sup>.

**RECOMMENDATIONS:**

Accept the 2015-2016 purchasing card charges audit.

**FISCAL IMPACT:**

There is no fiscal impact associated with approval of this recommendation.

**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  
EXECUTIVE SUMMARY  
CHILDREN & FAMILIES COMMISSION  
PURCHASING CARD AUDIT**

The Auditor-Controller's Office has completed an audit of the Stanislaus County Purchasing Card Program for fiscal year beginning July 1, 2015 through June 30, 2016. The objective of the audit was to determine whether the Department's use of purchasing cards complies with the County Purchasing Card Policy and Procedures along with the Travel Policy in effect at the time of the purchases. We also considered Department Policy, if applicable and other County policies as they related to the purchasing card transactions. In addition, we assessed the Department's internal controls over the maintenance and use of the County Purchasing Cards.

Stanislaus County implemented the Bank of America Purchasing Card System on October 11, 1996. The Board of Supervisors approved agenda item number 2001-593 on August 7, 2001 directing the Chief Executive Officer and the Auditor-Controller to provide an annual report of the Purchasing Card Program including department-specific findings and recommendations.

All County departments and related agencies utilizing the County purchasing card system are subject to the audit process as required by policy. In consideration of several consecutive years of performance of purchasing card audits along with performance of an annual risk analysis, a determination was made to audit the departments and agencies over a two year time period. A total of 17 department and related agencies were selected for audit covering fiscal year 2015-2016 transactions.

The audit period covered purchasing card activity for Children & Families Commission during fiscal year 2015-2016. All, or 100%, of the Department Head's transactions were tested for this period. The Department Head transactions consisted of 18 transactions totaling \$1,037.60. The test transactions for Department personnel were selected randomly at a minimum threshold of 25 purchasing card transactions. Additional transactions were also judgmentally considered for testing, based on dollar amount or transaction type. The purchasing card transactions for Department personnel consisted of 51 transactions totaling \$4,051.50. For our engagement, we selected 25 transactions (approximately 49%) in the amount of \$2,656.85 (approximately 66%) from the entire population for testing.

The engagement was conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing*, published by the Institute of Internal Auditors. Accordingly, we examined, on a test basis, evidence supporting the procedures in place and performed such other procedures as we considered necessary.

The audit methodology used to assess each department selected included the following procedures:

- We obtained a list of purchasing card transactions for each department directly from the authorized software application used by Bank of America.
- We verified the transactions were approved and dated by appropriate personnel.

- We verified the charges were appropriate County business expenses, costs appeared reasonable, and did not exceed allowable limits contained in the County Purchasing Card Policies and Procedures along with the Travel Policy.
- We examined the transactions to ensure they complied with all other relevant guidelines contained in the County Purchasing Card, Travel, and other related policies and procedures.

We assessed the internal controls over the purchasing card transactions by:

- Interviewing department personnel and documenting the department's controls over purchasing cards.
- We examined the Purchasing Card Application and Authorization Forms to verify that an application form exists for each employee issued a County purchasing card and the form was approved by an appropriate personnel.
- We examined the Purchasing Card Reconciliation Reports to ensure administrative staff were reviewing and reconciling the monthly transactions to the purchasing card statements from the Bank of America.
- We reviewed the Purchasing Card Transaction Detail Reports to ensure management was reviewing the purchasing card transactions for appropriateness.

It appears the Department's purchasing card procedures were materially compliant with the County Purchasing Card Policy and Procedures along with the Travel Policy. While the findings discussed below may not, individually or in the aggregate, impair compliance with the County Purchasing Card Program, they do present risks that can be more effectively controlled. We appreciate the courtesies and cooperation extended to the Auditor-Controller's Office during the audit process.

#### **FINDINGS AND RECOMMENDATIONS**

There were no significant findings and recommendations for the Department purchasing card transactions during fiscal year 2015-2016.

## **FINDINGS REPORT**

### **CHILDREN & FAMILIES COMMISSION**

Purchasing Card Engagement

Audit Date: November 29, 2016

Audit Period: July 1, 2015 - June 30, 2016

The Auditor-Controller's Office has completed an audit of the Children & Families Commission purchasing card processes and transactions for fiscal year 2015-2016. The Findings Report is primarily for management purposes. This report contains all of the findings we noted during this engagement. Please refer to the Executive Summary Report for those findings deemed significant.

The Department Head's purchasing card transactions were tested separately from those of department personnel. We tested 100% of the Department Head's transactions. The Department Head incurred 18 purchasing card transactions totaling \$1,037.60 for the period under review.

Department personnel incurred 51 purchasing card transactions totaling \$4,051.50. For our engagement, we selected 25 transactions (approximately 49%) in the amount of \$2,656.85 (approximately 66%) from the entire transaction population for testing.

Listed below are the findings and recommendations categorized as they relate to the Department Head or Department.

### **DEPARTMENT HEAD FINDINGS**

There were no Department Head Findings for the period under review.

### **DEPARTMENT FINDINGS**

There were no Department Findings for the period under review.

### **INTERNAL CONTROL COMMENTS**

Our engagement also included a limited assessment of the Department's controls over the purchasing card process. Listed below are control weaknesses we noted during our engagement not specifically addressed in a policy. These areas should be addressed in order to strengthen internal controls over purchasing cards.

- There were no Internal Control Comments for the period under review.





It's All About The Kids

Stanislaus County Children and Families Commission

### ACTION AGENDA SUMMARY

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

AGENDA DATE: December 13, 2016

COMMISSION AGENDA #: VI.B.3

**SUBJECT:**

Approval to Issue a Request for Proposal (RFP) for the Provision of Child Abuse/Neglect Prevention and Early Intervention and Support Services to Children by Family Resource Centers in Stanislaus County

**BACKGROUND:**

Since 2005, the Children and Families Commission and the Community Services Agency (CSA) have collaborated and braided funding to provide child abuse/neglect prevention, early intervention, and family support services through Family Resources Centers (FRCs) throughout the community. There are currently seven contracts for ten (10) FRC sites throughout Stanislaus County. The Children and Families Commission and the Community Services Agency have agreed to continue to support FRCs in Stanislaus County through the issuance of a Request for Proposal (RFP) for the provision of services to children by Family Resource Centers for the contract period July 1, 2017 through June 30, 2020.

FRCs funded by this RFP will provide family support and strengthening services at the community or neighborhood level. The FRCs will promote child abuse/neglect prevention and early intervention programs through the Differential Response (DR) approach. FRC services will be provided to children 0 through age 5 and their families, and pregnant women. The Commission and the Community Services Agency envision that the FRC'S will continue to:

- Provide a single point of entry to an integrated service system that provides local access to information, education, and services that improve the lives of children 0 through 5.
- Provide an infrastructure and capacity to organize and supply services at the community level.
- Provide a framework for unifying the efforts of new and existing programs.
- Provide a structure for linking finance/administration with community feedback, local development, and improved program evaluation.

These activities will be accomplished through the use of strength based assessments, case management, parent education, links to mental health services, developmental assessments, school readiness services, and connection with health care providers.

As in the past, the Commission and CSA will consider all proposals submitted. Priority shall be given to proposals that promote, encourage, and develop collaboration between community-based organizations and Family Resource Centers in the proposal area.

The Children and Families Commission will contribute up to \$1,559,357 per year, or a total of up to \$4,678,071 for the three-year period. The Stanislaus County Community Services Agency will be contributing at least \$500,000 of funding annually or a total of at least \$1,500,000 for the three-year period. The exact amount of CSA's contribution is expected to be finalized after the first of the year.

Attest: \_\_\_\_\_  
Stephanie Loomis – Administration

The proposed timeline for the RFP is as follows:

December 13, 2017	Commission approves the issuance of an RFP
January 24, 2017	Board of Supervisors approves the issuance of an RFP
January 25, 2017	RPF issued
February 7, 2017	Bidders conference
March 7, 2017	Proposals due
Late March	Ranking of proposals
April 3, 2017	Tentative awards
April 2017	Contracts negotiated
May 23, 2017	Commission and Board of Supervisors approve FRC contracts
July 1, 2017	Contracts Start

The Administrative and Finance Committee and the Operations Committee reviewed and discussed this item on November 14<sup>th</sup> and November 17<sup>th</sup>, respectively. The Executive Committee reviewed and discussed this item on December 7<sup>th</sup>.

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**RECOMMENDATIONS:**

Authorize the General Services Agency (GSA) Purchasing Division to issue a Request for Proposals (RFP) on behalf of the Children and Families Commission (and in collaboration with the Community Services Agency) for the provision of services to children by Family Resource Centers for the contract period July 1, 2017 through June 30, 2020.

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**FISCAL IMPACT:**

The total cost for the contracts that will be awarded as a result of issuing this Request for Proposals will be at least \$6,178,071 over the three-year period or at least \$2,059,357 annually. The Children and Families Commission will contribute not more than \$1,559,357 per year or a total of up to \$4,678,071 for the three-year period. CSA's contributions for the program are over and above the Commission's contributions and are expected to be at least \$500,000 per year or at least \$1,500,000 for the three year period.

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**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

# 2017

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23*	24	25	26	27	28
29	30	31				

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24*	25	26	27	28	29
30						

MAY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26*	27	28	29	30

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23*	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 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)

All contractor meetings have been scheduled at SCOE (Patterson Room)

All committee meetings have been scheduled at the Commission Office

Commission Meeting Locations  
*All Commission meetings have been scheduled in the SCOE Board Room except 1/23 & 9/26 which will be held in the Finley Room at West Modesto (Note: Jan., Apr. & Oct. meetings are scheduled for Mondays)*



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

## Administrative Committee

Monday, November 14, 2016

**MEMBERS:**

Vicki Bauman  
School Representative

Vito Chiesa  
County Supervisor

David Cooper  
Community Representative

Kathy Harwell  
Vice Chair  
Community Services Agency

Denise Hunt  
Community Representative

Mary Ann Lee  
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.  
Community Representative

George Skol  
Chair  
Community Representative

John Walker, MD  
Public Health Officer

\*\*\*\*\*

John Sims  
Executive Director

Commissioners Present: Mary Ann Lee, Nelly Paredes-Walsborn, Vicki Bauman  
Commissioners Absent: Kathy Harwell  
Staff Present: John Sims, Veronica Ascencio

1. The Committee was presented with the 2015-2016 Local Annual Report. Staff described the contents of the report and reminded the committee the commission is required to hold public hearing on the matter. Staff will present a power point presentation on the 2015-2016 Local Annual Report at the December 2016 Commission Meeting.

2. Staff shared that the development of a Request for Proposal (RFP) for Family Resource Center (FRC) services in 7 geographical areas of Stanislaus County is currently underway as a joint effort with the Community Services Agency (CSA). Staff will request Commission approval for the issuance of the RFP with CSA at the December 2016 Commission meeting. Commissioner Bauman asked what the requirements will be for the RFP. Staff informed that the RFP is written in such matter that describes the services requested and within the RFP process, parties interested could provide responses on how they would meet the service level requested.

3. Staff shared with the Committee the request from Healthy Cubs to increase their 2016-2017 Program Budget by \$7,500. The Commission has previously authorized the Executive Director to fund the Healthy Cubs contract up to a maximum of \$50,000 and the current contract is only \$37,500. A contract amendment will be prepared to increase the contract by the request amount for a contract total of \$45,000.

4. The Committee was presented with the Commission's 2017 meeting schedule. Commissioner Bauman reminded staff that since most of the meetings are held at Stanislaus County Office of Education (SCOE) to contact SCOE staff of any meeting cancelations or reschedules to avoid any no show fees.

**MEMBERS:**

Vicki Bauman  
School Representative

Vito Chiesa  
County Supervisor

David Cooper  
Community Representative

Kathy Harwell  
Vice Chair  
Community Services Agency

Denise Hunt  
Community Representative

Mary Ann Lee  
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.  
Community Representative

George Skol  
Chair  
Community Representative

John Walker, MD  
Public Health Officer

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John Sims  
Executive Director

5. The Committee was informed that the Auditor-Controller’s Office performed the 2015-2016 Purchasing Card Audit of the Commission staff’s purchasing cards. Orally, staff has been informed that there are no findings. An item to accept the Audit Report will be placed on the Commission’s 12/13 agenda if the Report is received in time.

6. The Committee was informed of the issuance of the Office of Management and Budget’s (OMB) Super Circular. The Super Circular provides guidance for expenditures paid with Federal Funding. This guidance is relevant to our FRC contracts with CSA. Staff explained that certain expenditures not previously allowed are now allowable under this Super Circular and could affect service funding.

7. Concerned that the Accountant position was not classified correctly, last February the Executive Director asked County Human Resources to examine the Accountant’s job duties and recommend a classification. The County’s review indicates the position should be classified no lower than an Accountant III. It is being recommended that the Commission reclassify the current Accountant II position to an Accountant III at a future meeting. Commission members discussed the position and the timing of the reclassification.

# STANISLAUS COUNTY CHILDREN & FAMILIES COMMISSION

## CONTRACT SCHEDULE

### 9/30/2016

	Budget	Actual Expenditures	Remaining Budget	% Actual to Budget
<b>RESULT AREA 1: Improved Family Functioning (Family Support, Education, and Services)</b>				
<b>Community Resource and Referral</b>				
1	\$ 81,159	\$ -	\$ 81,159	0%
Family Resource Centers:				
2	\$ 184,648	\$ -	\$ 184,648	0%
3	\$ 118,279	\$ -	\$ 118,279	0%
4	\$ 323,694	\$ -	\$ 323,694	0%
5	\$ 157,484	\$ -	\$ 157,484	0%
6	\$ 397,310	\$ -	\$ 397,310	0%
7	\$ 204,404	\$ -	\$ 204,404	0%
8	\$ 173,538	\$ -	\$ 173,538	0%
9	\$ 185,000	\$ -	\$ 185,000	0%
10	\$ 416,020	\$ -	\$ 416,020	0%
<b>Targeted Intensive Family Support Services</b>				
11	\$ 460,000	\$ -	\$ 460,000	0%
12	\$ 60,000	\$ -	\$ 60,000	0%
14	\$ 100,000	\$ -	\$ 100,000	0%
15	\$ 98,000	\$ -	\$ 98,000	0%
16	\$ 1,523,009	\$ -	\$ 1,523,009	0%
<b>Total Area 1: \$ 4,482,545 \$ - \$ 4,482,545 0%</b>				
<b>RESULT AREA 2: Improved Child Development (Child Development Services)</b>				
<b>Kindergarten Transition Services</b>				
17	\$ 10,000	\$ -	\$ 10,000	0%
18	\$ 10,000	\$ -	\$ 10,000	0%
19	\$ 20,000	\$ -	\$ 20,000	0%
<b>Quality ECE Investments</b>				
20	\$ 12,000	\$ 4,335	\$ 7,665	36%
<b>Total Area 2: \$ 52,000 \$ 4,335 \$ 47,665 8%</b>				
<b>RESULT AREA 3: Improved Health (Health Education and Services)</b>				
<b>Health Access</b>				
21	\$ 50,000	\$ -	\$ 50,000	0%
<b>Maternal &amp; Child Health Care</b>				
22	\$ 1,339,160	\$ -	\$ 1,339,160	0%
<b>Oral Health</b>				
23	\$ 30,000	\$ -	\$ 30,000	0%
<b>Total Area 3: \$ 1,419,160 \$ - \$ 1,419,160 0%</b>				
<b>RESULT AREA 4: Improved Systems of Care</b>				
<b>Provider Capacity Building, Training and Support</b>				
24	\$ 82,378	\$ -	\$ 82,378	0%
<b>Total Area 4: \$ 82,378 \$ - \$ 82,378 0%</b>				
<b>Total Services Contracts \$ 6,036,083 \$ 4,335 \$ 6,031,748 0%</b>				

# STANISLAUS COUNTY CHILDREN & FAMILIES COMMISSION

## FISCAL YEAR 2016-2017 QUARTERLY FINANCIAL REPORT

### 9/30/16

	FY 16/17 Budget	Actual	Remaining Budget	% Actual to Budget
1 <b>Beginning Fund Balance</b>	\$ 9,292,904	\$ 9,792,803		
<b>REVENUE</b>				
2 Interest	\$ 74,343	\$ -	\$ 74,343	0%
3 Tobacco Tax (Prop 10)	\$ 4,705,849	\$ 518,772	\$ 4,187,077	11%
4 Grants, SMIF, Misc.	\$ -	\$ -	\$ -	0%
5 <b>TOTAL REVENUE</b>	<b>\$ 4,780,192</b>	<b>\$ 518,772</b>	<b>\$ 4,261,420</b>	<b>11%</b>
<b>EXPENDITURES</b>				
<b>Program</b>				
6 Contracts	\$ 6,036,083	\$ 4,335	\$ 6,031,748	0%
7 Contracts-Prior Year		\$ -	\$ -	
8 Contract Adjustments (TBD)	\$ 498,841	\$ -	\$ 498,841	0%
9 Salaries & Benefits	\$ 193,023	\$ 26,660	\$ 166,363	14%
10 Services & Supplies	\$ 24,669	\$ 7,559	\$ 17,110	31%
11 County Cap Charges	\$ 6,079	\$ 1,330	\$ 4,749	22%
12 <b>Total Expenditures - Program</b>	<b>\$ 6,758,695</b>	<b>\$ 39,884</b>	<b>\$ 6,718,811</b>	<b>1%</b>
<b>Evaluation</b>				
13 Salaries & Benefits	\$ 56,371	\$ 4,632	\$ 51,739	8%
14 Services & Supplies	\$ 19,229	\$ 5,512	\$ 13,717	29%
15 County Cap Charges	\$ 3,293	\$ 266	\$ 3,027	8%
16 <b>Total Expenditures - Evaluation</b>	<b>\$ 78,893</b>	<b>\$ 10,410</b>	<b>\$ 68,483</b>	<b>13%</b>
<b>Administration</b>				
17 Salaries & Benefits	\$ 256,874	\$ 66,619	\$ 190,255	26%
18 Services & Supplies	\$ 68,356	\$ 21,166	\$ 47,190	31%
19 County Cap Charges	\$ 15,957	\$ 3,725	\$ 12,231	23%
20 <b>Total Expenditures - Administration</b>	<b>\$ 341,186</b>	<b>\$ 91,510</b>	<b>\$ 249,676</b>	<b>27%</b>
21 <b>Total Expenditures</b>	<b>\$ 7,178,774</b>	<b>\$ 141,804</b>	<b>\$ 7,036,970</b>	<b>2%</b>
22 <b>NET INCREASE (DECREASE) TO FUND BALANCE</b>	<b>\$ (2,398,582)</b>	<b>\$ 376,968</b>		
23 <b>ENDING FUND BALANCE</b>	<b>\$ 6,894,322</b>	<b>\$ 10,169,771</b>		





**Children & Families Commission**  
 930 15<sup>th</sup> Street, Modesto, CA 95354  
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## Operations Committee

Thursday, November 17, 2016

**MEMBERS:**

Vicki Bauman  
 School Representative

Vito Chiesa  
 County Supervisor

David Cooper  
 Community Representative

Kathy Harwell  
 Vice Chair  
 Community Services Agency

Denise Hunt  
 Community Representative

Mary Ann Lee  
 Health Services Agency

Nelly Paredes-Walsborn, Ph.D.  
 Community Representative

George Skol  
 Chair  
 Community Representative

John Walker, MD  
 Public Health Officer

\*\*\*\*\*

John Sims  
 Executive Director

Commissioners Present: George Skol, Denise Hunt, David Cooper  
 Commissioners Absent: Dr. Walker  
 Staff Present: John Sims, Veronica Ascencio

1. The Committee was presented with the 2015-2016 Local Annual Report. Staff described the contents of the report and reminded the committee the commission is required to hold public hearing on the matter. Staff will present a power point presentation on the 2015-2016 Local Annual Report at the December 2016 Commission Meeting.
2. Staff shared that the development of a Request for Proposal (RFP) for Family Resource Center (FRC) services in 7 geographical areas of Stanislaus County is currently underway as a joint effort with the Community Services Agency (CSA). Staff will request Commission approval for the issuance of the RFP with CSA at the December 2016 Commission meeting. Commissioners Cooper and Skol asked for clarification on the process to select a successful proposal.
3. Staff shared with the Committee the request from Healthy Cubs to increase their 2016-2017 Program Budget by \$7,500. The Commission has previously authorized the Executive Director to fund the Healthy Cubs contract up to a maximum of \$50,000 and the current contract is only \$37,500. A contract amendment will be prepared (and approved by the ED) to increase the contract by the requested amount for a contract total of \$45,000.
4. The Committee was presented with the Commission's 2017 meeting schedule.
5. The Committee was informed that the Auditor-Controller's Office performed the 2015-2016 Purchasing Card Audit of the Commission staff's purchasing cards. Orally, staff has been informed that there are no findings. An item to accept the Audit Report will be placed on the Commission's 12/13 agenda if the Report is received in time.



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County Supervisor

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Community Representative

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8. The Committee was presented with a Monthly Contract Financial Report as of September 30, 2016. Due to submission and processing timelines, no invoices have been paid for FY 16-17 yet; however the schedule shows expenditure totals for the ECE Provider Conference.

9. The Committee was presented with a Quarterly Financial Report – July 2016 to September 2016. It was noted that 2016-2017 Proposition 10 revenues were delayed by the State and not received until October. The revenue will be reflected in the 2<sup>nd</sup> Quarterly Report.



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## Executive Committee

Wednesday, December 7, 2016

**MEMBERS:**

Vicki Bauman  
 School Representative

Vito Chiesa  
 County Supervisor

David Cooper  
 Community Representative

Kathy Harwell  
 Vice Chair  
 Community Services Agency

Denise Hunt  
 Community Representative

Mary Ann Lee  
 Health Services Agency

Nelly Paredes-Walsborn, Ph.D.  
 Community Representative

George Skol  
 Chair  
 Community Representative

John Walker, MD  
 Public Health Officer

\*\*\*\*\*

John Sims  
 Executive Director

Commissioners Present: Vito Chiesa, Kathy Harwell, George Skol,  
 Commissioners Absent: None  
 Staff Present: John Sims, Stephanie Loomis

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County Supervisor

David Cooper  
Community Representative

Kathy Harwell  
Vice Chair  
Community Services Agency

Denise Hunt  
Community Representative

Mary Ann Lee  
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.  
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Public Health Officer

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John Sims  
Executive Director

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