



October 24, 2017 at 4:00 p.m.

**Board Room – Stanislaus County Office of Education
1100 “H” Street, Modesto, CA**



Children & Families Commission

930 15th Street

Modesto, CA 95354

Phone: 209.558.6218 Fax: 209.558.6225

Commission Meeting Notice

Tuesday, October 24, 2017 at 4:00 PM, Board Room, Stanislaus County Office of Education
1100 "H" Street, Modesto, CA 95354

MEMBERS:

Vicki Bauman
School Representative

Ignacio Cantu Jr.
Community Representative

Vito Chiesa
County Supervisor

David Cooper
Community Representative

Kathy Harwell
Chair
Community Services Agency

Mary Ann Lee
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.
Vice Chair
Community Representative

George Skol
Community Representative

Julie Vaishampayan, MD
Public Health Officer

David T. Jones
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.

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 15th 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.



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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
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COMMISSION MEETING AGENDA

October 24, 2017

Times provided are approximate times.

- 4:00 p.m. I. Welcome & Introductions – Chair Harwell
- 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 September 26, 2017 [p. 5-7](#)
 - B. Executive Director's Office
- 4:18 p.m. 1. Cradle to Career Presentation – Stanislaus Community Foundation
- 4:33 p.m. 2. **Public Hearing** to Consider the Acceptance of the Stanislaus County Children and Families [p. 8-49](#) Commission 2016-2017 Audit Report
- 4:43 p.m. 3. **Public Hearing** on the 2016-2017 Local Annual Report and Authorization for Staff to Submit [p. 50-92](#) the 2016-2017 Local Annual Report to First 5 California
- 4:53 p.m. 4. Approval to Adopt Recommended Changes Adding Section 415 Grant Applications and [p. 93-94](#) Funding to the Policies and Procedure Manual
- 4:58 p.m. 5. Approval to Accept Grant Award from Sunlight Giving [p. 95-96](#)
- C. Committee Reports
 - * 1. Accept the Minutes of the Administrative Committee meeting of October 9, 2017 [p. 97](#)
 - a. Monthly Financial Report as of September 30, 2017 [p. 98](#)
 - b. Quarterly Financial Report July 2017 – September 2017 [p. 99](#)
 - * 2. Accept the Minutes of the Operations Committee meeting of October 12, 2017 [p. 100](#)
- VII. Correspondence
- VIII. Commissioner Reports
- 5:03 p.m. IX. Staff Reports
 - 1. Report to the Community
- 5:08 p.m. X. Adjourn

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, September 26, 2017
West Modesto Community Center
Finley Room
401 E. Paradise Road, Modesto, CA

Members Present: Vicki Bauman, David Cooper, Mary Ann Lee, Nelly Paredes-Walsborn (Vice Chair), George Skol, Dr. Julie Vaishampayan.

Members Absent: Vito Chiesa and Kathy Harwell (Chair)

Staff Present: David Jones, Executive Director; Veronica Ascencio, Accountant; Stephanie Loomis, Administration; and Jack Doering, Commission Counsel.

- I. Vice Chair Paredes-Walsborn called the meeting to order at 4:00 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 – None
- IV. Public Comment Period – None
- V. Consent Calendar
 The Consent Calendar was approved.
Motion by Skol, Second by Cooper. Unanimously approved.
- VI. Agenda Items
 - A. The Commission approved the Commission Meeting Minutes of August 22, 2017.
Approved on the consent calendar. Motion by Skol, Second by Cooper. Unanimously approved.
 - B. Recognition of Denise Hunt
 1. The Commission recognized Denise Hunt for her 11 years of service on the Commission and presented her with a plaque to thank her for her contributions to the Commission and the children of Stanislaus County.
 - C. Executive Director's Office
 1. The Commission heard a presentation on the Focusing On Children Under Stress (FOCUS) Program from Stanislaus County District Attorney Birgit Fladager, George Papadopoulos from Stanislaus County District Attorney's Office, Maribel Garcia from Stanislaus County Probation, and Stanislaus County Office of Education Assistant Superintendent Scott Kuykendell. They shared an overview of the program. The Commission thanked them for the presentation.
 2. The Commission heard a presentation from Dina Brambila from Franklin Healthy Start and Carlos Ramirez from Robertson Road Healthy Start on the Healthy Start collaborative. They shared an update on the services offered at the 10 partner sites as well as the outcomes

the program achieved for fiscal year 2016-2017. The Commission thanked them for the presentation and the work they do in the community.

D. Committee Reports – *Approved on the Consent Calendar. Motion by Skol, Second by Cooper. Unanimously approved.*

1. The Commission accepted the minutes for the Administrative Committee meeting held on September 11, 2017.
 - a. Monthly Financial Report as of August 31, 2017
2. The Commission accepted the minutes for the Operations Committee meeting held on September 14, 2017.
3. The Commission accepted the minutes for the Executive Committee meeting held on September 20, 2017.

II. Correspondence – None

III. Commissioner Reports

- Commissioner Skol congratulated Commission staff on having another clean financial audit for the year ending June 30, 2017.

IV. Staff Reports

Stephanie provided an overview of the Early Care & Education Conference the Commission held, in partnership with SCOE, on August 26, 2017. Of the 198 people registered, 178 attended (90% attendance). Most in attendance found out about the conference through their place of work or received the conference brochure by mail/e-mail. Attendees also suggested future topics for the conference, such as toddler brain development and classroom activities for children with disabilities.

Based on survey results, the conference was well received. The surveys showed that the keynote speaker, Mike Longoria, was very engaging and interactive. 100% of attendees felt the conference did an good to excellence job of providing valuable information.

Costs for the conferences was \$2,825 for the Commission and \$12,037 for SCOE. This equals to a total cost of \$83.49 per participant or a Commission only cost of \$15.87 per participant.

The topic for the February 3, 2018 Conference will be Picasso Meets Einstein and will focus on how children can discover math and science through art.

- David recognized the Commission had a clean financial audit with no finding for the fiscal year ending June 30, 2017.
- David reported that all July invoices received have been processed for payment.
- David shared the Commission would be hosting a brief social after the Commission's October meeting. Commission partner agencies will be encouraged to attend and this will be a nice opportunity for the Commissioners and our partners to visit with one another. Commission staff will send out notification of the informal social.
- David reported the Commission will be holding its quarterly Partner Meeting (formerly referred to as Contractor Meeting) on October 10, 2017 at 10 a.m. in the Patterson Conference Room at SCOE.
- David shared Commission staff will be meeting with Differential Response Family Resource Centers fiscal staff on October 25, 2017 to discuss first quarter workflow and recently implemented process improvements.
- David shared Commission Chair Kathy Harwell will be recognized as one of the receiptants of the 2017 Dale Butler Equal Rights Award on October 6, 2017 in the Board Chambers at Tenth Street Place.

- David thanked the Health Services Agency for graciously allowing the Commission to use their conference room for the Commission meeting.

V. The Commission meeting adjourned at 5:06 p.m.

**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: October 24, 2017COMMISSION AGENDA # VI.B.2 (PUBLIC HEARING)**SUBJECT:**

Public Hearing to Consider the Acceptance of the Stanislaus County Children and Families Commission 2016-2017 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 Commission contracts 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 October 24, 2017, 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 October 9th and October 12th, respectively.

STAFF RECOMMENDATIONS:

1. Conduct a public hearing to consider acceptance of the Stanislaus County Children and Families Commission 2016-2017 Audit Report prepared by Brown and Armstrong, Certified Public Accountants.
2. Accept the 2016-2017 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): _____

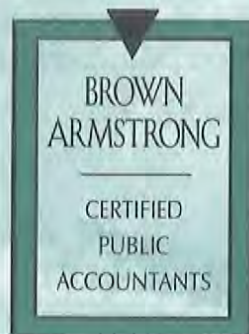
1) _____ Approved as recommended.

2) _____ Denied.

3) _____ Approved as amended.

Motion: _____

Attest: _____
 Stephanie Loomis – Administration



BROWN ARMSTRONG

Certified Public Accountants

To the Board of Commissioners of
Stanislaus County Children and Families Commission
Modesto, California

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We have audited the financial statements of the governmental activities and General Fund of the Stanislaus County Children and Families Commission (the Commission) for the year ended June 30, 2017. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the State of California's *Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act*, issued by the State Controller's Office, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 26, 2017. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. As described in Note 1 to the financial statements, the Commission implemented Governmental Accounting Standards Board (GASB) Statement No. 74, *Financial Reporting for Postemployment Benefits Other than Pension Plans*; GASB Statement No. 77, *Tax Abatement Disclosures*; GASB Statement No. 78, *Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans*; GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*; GASB Statement No. 80, *Blending Requirements for Certain Component Units – an amendment of GASB Statement No. 14*; and GASB Statement No. 82, *Pension Issues – an amendment of GASB Statements No. 67, No. 68, and No. 73*, during the fiscal year ended June 30, 2017. We noted no transactions entered into by the Commission during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Commission's financial statements were:

Management's estimates of the net pension liability and related deferred outflows and inflows of resources are based on actuarial reports prepared and provided by an independent third party. Management's estimate of the fund balance commitments and assignments is based on future contracts and possible provisions and changes on contracts and their payment schedules. We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosures of the pension plan, net pension liability, and related deferred outflows of resources and deferred inflows of resources in Note 9 to the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We detected no such misstatements during our audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated September 22, 2017.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Commission's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Commission's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Management's Discussion and Analysis, Schedule of the Commission's Proportionate Share of the Net Pension Liability, and Schedule of Contributions, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were not engaged to report on the Commission Membership schedule, which accompanies the financial statements but is not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the information and use of the Board of Commissioners and management of the Commission and is not intended to be, and should not be, used by anyone other than these specified parties.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
September 22, 2017

**STANISLAUS COUNTY CHILDREN
AND FAMILIES COMMISSION**

FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
JUNE 30, 2017**

**STANISLAUS COUNTY CHILDREN AND FAMILIES COMMISSION
FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017**

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**STANISLAUS COUNTY CHILDREN AND FAMILIES COMMISSION
COMMISSION MEMBERSHIP
AS OF JUNE 30, 2017**

<u>Name</u>	<u>Position</u>	<u>Original Appointment</u>	<u>Term Expires</u>
Vicki Bauman	School Representative	June 2005	August 2019
Vito Chiesa	Board of Supervisors	January 2009	December 2017
David Cooper	Community Representative	September 2006	August 2018
Denise Hunt	Community Representative	September 2011	August 2017
Mary Ann Lee	Director, Health Services Agency	November 2007	Permanent
Nelly Paredes-Walsborn, PH. D	Community Representative	September 2004	August 2019
Kathryn Harwell	Director, Community Services Agency <i>Vice-Chair</i>	August 2016	Permanent
George Skol	Community Representative <i>Chair</i>	June 2002	August 2017
Julie Vaishampayan, MD	Health Officer	May 2017	Permanent

FINANCIAL SECTION



BROWN ARMSTRONG

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Stanislaus County Children and Families Commission
Modesto, California

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Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and general fund of the Stanislaus County Children and Families Commission (the Commission), a component unit of Stanislaus County, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Commission's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and general fund of the Commission, as of June 30, 2017, and the respective changes in financial position, and the respective budgetary comparison statement for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3-7, the schedule of the Commission's proportionate share of the net pension liability on page 26, and the schedule of contributions on page 27 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements. The Commission Membership is presented for the purposes of additional analysis and is not a required part of the basic financial statements.

The Commission Membership has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 22, 2017, on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control over financial reporting and compliance.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
September 22, 2017

**STANISLAUS COUNTY CHILDREN AND FAMILIES COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
JUNE 30, 2017**

This section of the Stanislaus County Children and Families Commission's (the Commission) annual financial report presents management's discussion and analysis of the Commission's financial performance for the fiscal year ended June 30, 2017. It is important to read this section in conjunction with the basic financial statements and notes in this audit.

FISCAL YEAR 2016-2017 FINANCIAL HIGHLIGHTS

In 2017, the Commission completed its 17th year of operations in Stanislaus County (the County) promoting the development and well-being of children 0 through 5 years of age. As the Commission expended funds to implement its Strategic Plan, it also continued to implement a plan to spend down a reserve accumulated when the Commission first began operations. Consequently, the highlights of the 2016-2017 fiscal year tend to reflect a planned spend down of reserves coupled with a decreasing revenue stream:

- Total revenues decreased \$515,700 (9.55%) from 2016 to 2017 primarily due to surprisingly strong state-wide tobacco sales at the end of 2016 and a decrease of tobacco revenue in 2017.
- Commission expenses increased by \$92,159 (1.47%) remaining relatively flat over the prior year.
- In a planned draw down of reserves, the Commission's expenses exceeded revenues by \$1,464,253 in 2017.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual financial report consists of two parts:

- Basic financial statements, including government-wide and fund statements and notes to those statements.
- This discussion and analysis of the basic financial statements.

The Commission's basic financial statements offer key, high-level financial information about its activities.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Commission's finances in a manner similar to a private sector business. These statements provide both long-term and short-term information about the Commission's overall financial status.

The statement of net position includes information on all of the Commission's assets, liabilities, and deferred outflows and inflows of resources with the difference between assets plus deferred outflows of resources and liabilities plus deferred inflows of resources reported as net position. Changes in net position may serve as a useful indicator of whether the financial position of the Commission is improving or deteriorating.

The statement of activities presents information showing how the Commission's net position changed during the fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related and legal requirements. All of the Commission's activities are accounted for in one fund.

As a rule, governmental fund financial statements focus on near-term inflows and outflows of spendable resources and on balances of spendable resources at the end of the fiscal year.

The Commission adopts an annual appropriated budget for the General Fund. A budgetary comparison statement has been provided for this fund to demonstrate compliance with the adopted budget.

The Commission was created as an independent County agency by an ordinance of the Board of Supervisors, who acted under the authority of California State law. A nine-member Commission appointed by the Board of Supervisors governs the Commission and authorizes expenditures. The County classifies the Commission as a County agency unit of local government and includes the Commission's basic financial statements in the County's basic financial statements.

CONDENSED FINANCIAL STATEMENTS

The following tables summarize the Commission's 1) Statement of Activities (change in net position) and 2) Statement of Net Position (government-wide financials). Both tables are summarized for the last three fiscal years.

	2015	2016	2017
<u>Revenues</u>			
Program revenues	\$ 5,287,511	\$ 5,287,566	\$ 4,833,041
General revenues	72,609	110,184	49,009
Total revenues	5,360,120	5,397,750	4,882,050
<u>Total Expenses</u>	6,439,720	6,254,144	6,346,303
Deficiency of revenues over expenses	(1,079,600)	(856,394)	(1,464,253)
Beginning net position	11,770,423	10,288,152	9,431,758
Prior period adjustment	(402,671)	-	-
Beginning net position, as restated	11,367,752	10,288,152	9,431,758
Ending net position	\$ 10,288,152	\$ 9,431,758	\$ 7,967,505

Highlights of the above statement include:

- By expending more than it receives, the Commission is continuing to follow its plan to reduce its reserves. (The Commission's stated policy is to maintain at least six month's worth of annual budgeted revenue in its reserve.)

- Total revenues decreased \$515,700 (9.55%) from 2016 to 2017 primarily due to:
 - 2016 ending with unexpectedly strong revenue.
 - 2017 revenue declines attributed to the implementation of State regulatory changes including an increased tax of \$2 per pack of cigarettes and an increase in smoking age to 21.
- Commission expenditures increased by \$92,159, which equals only a 1.47% increase.

	2015	2016	2017
<u>Assets</u>			
Current assets	\$ 11,751,833	\$ 10,347,135	\$ 9,014,467
Capital assets, net	6,323	4,620	2,917
Total assets	<u>\$ 11,758,156</u>	<u>\$ 10,351,755</u>	<u>\$ 9,017,384</u>
<u>Total Deferred Outflows of Resources</u>	<u>\$ 63,712</u>	<u>\$ 69,693</u>	<u>\$ 344,028</u>
<u>Liabilities</u>			
Current liabilities	\$ 1,070,061	\$ 554,331	\$ 643,400
Long-term liabilities	312,310	317,151	744,526
Total liabilities	<u>\$ 1,382,371</u>	<u>\$ 871,482</u>	<u>\$ 1,387,926</u>
<u>Total Deferred Inflows of Resources</u>	<u>\$ 151,345</u>	<u>\$ 118,208</u>	<u>\$ 5,981</u>
<u>Net Position</u>			
Net investment in capital assets	\$ 6,323	\$ 4,620	\$ 2,917
Restricted net position	10,281,829	9,427,138	7,964,588
Total net position	<u>\$ 10,288,152</u>	<u>\$ 9,431,758</u>	<u>\$ 7,967,505</u>

Highlights of the above statement include:

- The decrease in total assets over this year is due to the Commission's planned spending of its reserves.
- Capital assets decreased by \$1,703 due to depreciation recorded against the Commission's assets.
- Current liabilities increased compared to the prior year due to an increase in accruals for contract costs.
- Long-term liabilities increased due to the net pension liability recorded in connection with Governmental Accounting Standards Board (GASB) Statement No. 68 (which was implemented in 2015 – making 2017 the third year of implementation).
- Deferred outflows of resources and deferred inflows of resources of \$344,028 and \$5,981, respectively, were recorded in connection with changes in the Commission's proportionate share of net pension liability.

OVERALL FINANCIAL POSITION

The vast majority of Commission revenues are generated from tobacco taxes on tobacco products collected by the State of California and distributed to California's 58 counties based on the percentage of live births in each county. Tobacco tax revenue has decreased by more than 25% since the creation of the Commission in 1998. This decline accelerated sharply in 2009-2010 when the federal government imposed higher taxes on tobacco. The increased cost of tobacco products encouraged users to quit smoking and/or purchase tobacco products in areas where taxes are not collected (Indian reservations, out of state, or over the internet). Additional regulatory changes were implemented in 2017, including an increased smoking age of 21 and an additional \$2 per pack cigarette tax. A significant decrease in tobacco tax revenue is projected for 2018 followed by a State backfill of revenues in 2019.

In response to anticipated and ongoing tobacco tax revenue decreases (the primary source of revenue for the Commission), a revised Strategic Plan was adopted by the Commission in December of 2014. The plan provides specific detail about Commission priorities and direction in order to give the community as much time as possible to plan for changes in funding support levels for community programs.

According to its financial policies, the Commission is to maintain a reserve that contains the equivalent of at least half of the Commission's budgeted revenues for the current fiscal year. Long-term projections of revenues and expenditures permit program operations to be adjusted to ensure a sufficient reserve is maintained.

ANALYSIS OF THE CHILDREN AND FAMILIES COMMISSION FUND

The Board of Supervisors' ordinance establishing the Stanislaus County Children and Families Commission created a trust fund to record Commission revenues and expenditures. Because the Commission utilizes one fund for all its programs, this audit is somewhat unique as only one fund is examined from a "government-wide" and "fund" perspective.

Fund balances over this three-year period covered by this audit continue to decrease as a result of the Commission's strategic decision to utilize fund balance to support community programs.

BUDGET VERSUS ACTUAL VARIATIONS

The following table compares the original budget for the 2016-2017 fiscal year with the final budget. Both budgets can then be compared to actual expenditures for the year. It should be noted that these figures were developed according to modified accrual basis of accounting standards.

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual (GAAP Basis)</u>	<u>Variance with Final Budget</u>
Revenues				
Proposition 10 - tobacco tax	\$ 4,705,849	\$ 4,705,849	\$ 4,833,041	\$ 127,192
Investment earnings	74,343	74,343	49,009	(25,334)
Total revenues	<u>4,780,192</u>	<u>4,780,192</u>	<u>4,882,050</u>	<u>101,858</u>
Expenditures				
Contracts	6,534,924	6,534,924	5,798,749	736,175
Salaries and employee benefits	506,268	506,268	345,370	160,898
Services and supplies	137,583	137,583	159,668	(22,085)
Total expenditures	<u>7,178,775</u>	<u>7,178,775</u>	<u>6,303,787</u>	<u>874,988</u>
Net change in fund balance	<u>\$ (2,398,583)</u>	<u>\$ (2,398,583)</u>	<u>(1,421,737)</u>	<u>\$ 976,846</u>
Fund balance - beginning of year			<u>9,792,804</u>	
Fund balance - end of year			<u>\$ 8,371,067</u>	

Highlights of the above statement include:

- In 2017, the Commission actually received \$101,858 more in total revenues than what was budgeted. This represents 2.13% more than what was projected.
- Underspending in the Contracts line item in 2017 is due to:
 - Commissioner contractors expending less than projected in allowable expenses; and
 - A Contingency for Contract Adjustments line item not being used.

CAPITAL ASSETS

The Net Investment in Capital Assets line item was decreased by \$1,703, which represents the current year depreciation in 2017.

CURRENTLY KNOWN CONDITIONS

The following are facts, decisions, and conditions that could potentially have a significant impact on Commission finances:

- The 2015-2017 Strategic Plan provides specific detail about Commission priorities and direction. As planned, the Commission will decrease its support to some community programs in future years in order to support priority programs for an extended period of time. This effort to provide priority community programs with extended financial support should be successful – barring any unexpected changes in the Commission's operating environment.
- The Commission will be updating its Strategic Plan during calendar year 2017 with a planned implementation date of January 2018. The new Strategic Plan could change the Commission's direction, activities, priorities, and work plan for future years which could result in changes in its support of current community programs. Also, the Commission could potentially make changes or update this new Strategic Plan during the fiscal year due to any new strategies developed by the Commission.
- Impacts of changes on tobacco tax revenue were felt in 2017 and will continue during 2018 and beyond.
 - During a 2016 Special Session of the California State Legislature, two new laws were enacted that will impact Commission revenues:
 - Raising the legal age to purchase cigarettes from 18 to 21 (which will decrease tobacco taxes collected).
 - Establishing a retail licensing and enforcement program to be funded by retailers selling tobacco products. The prior enforcement program was funded by tobacco sales taxes.
 - In November of 2016, California voters approved Proposition 56 which added a tax of \$2 on every package of cigarettes sold. The Commission will not receive any portion of the \$2 per pack tax that would be authorized by the passage of Proposition 56. However, under the provisions of Proposition 56, the definition of cigarettes was expanded to include e-cigarettes and the Commission will receive an equivalent amount of the current \$.50 per pack tax on traditional cigarette products.
 - Revenue is projected to decrease by approximately \$624,287 during 2018. The State will backfill lost revenue in 2019, but ongoing decreases to tax revenue are projected.

ADDITIONAL INFORMATION

This financial report is designed to provide a general overview of the Commission's finances for those with an interest in the Commission's operations. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Executive Director of the Stanislaus County Children and Families Commission, 930 15th Street, Modesto, CA 95354.

BASIC FINANCIAL STATEMENTS

STANISLAUS COUNTY CHILDREN AND FAMILIES COMMISSION
STATEMENT OF NET POSITION
JUNE 30, 2017

	Governmental Activities
<u>ASSETS</u>	
Cash and investments	\$ 8,511,088
Due from other agencies	476,409
Interest receivable	26,970
Capital assets, net	<u>2,917</u>
Total assets	<u><u>\$ 9,017,384</u></u>
<u>DEFERRED OUTFLOWS OF RESOURCES</u>	
Deferred outflows of resources from pensions	<u><u>\$ 344,028</u></u>
<u>LIABILITIES</u>	
Accounts payable	\$ 622,041
Salaries and benefits payable	21,359
Long-term liabilities, compensated absences	95,118
Long-term liabilities, net pension liability	<u>649,408</u>
Total liabilities	<u><u>\$ 1,387,926</u></u>
<u>DEFERRED INFLOWS OF RESOURCES</u>	
Deferred inflows of resources from pensions	<u><u>\$ 5,981</u></u>
<u>NET POSITION</u>	
Net investment in capital assets	\$ 2,917
Restricted net position - children's programs	<u>7,964,588</u>
Total net position	<u><u>\$ 7,967,505</u></u>

The accompanying notes are an integral part of these financial statements.

STANISLAUS COUNTY CHILDREN AND FAMILIES COMMISSION
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2017

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues Operating Grants and Contributions</u>	<u>Net (Expense) and Revenues and Change in Net Position</u>
			<u>Governmental Activities</u>
Governmental activities:			
Child development services	\$ 6,346,303	\$ 4,833,041	\$ (1,513,262)
Totals	<u>\$ 6,346,303</u>	<u>\$ 4,833,041</u>	<u>(1,513,262)</u>
General revenues:			
Interest and investment earnings			<u>49,009</u>
Change in net position			(1,464,253)
Net position beginning of year			<u>9,431,758</u>
Net position end of year			<u>\$ 7,967,505</u>

The accompanying notes are an integral part of these financial statements.

STANISLAUS COUNTY CHILDREN AND FAMILIES COMMISSION
BALANCE SHEET – GOVERNMENTAL FUND
JUNE 30, 2017

	General Fund
<u>ASSETS</u>	
Cash and investments	\$ 8,511,088
Due from other agencies	476,409
Interest receivable	26,970
Total assets	<u>\$ 9,014,467</u>
<u>LIABILITIES</u>	
Accounts payable	\$ 622,041
Salaries and benefits payable	21,359
Total liabilities	<u>643,400</u>
<u>FUND BALANCE</u>	
Committed	
Approved contracts not yet executed	3,026,517
Budget reserve account	500,000
Contracts approved and executed	2,987,937
Total committed	<u>6,514,454</u>
Assigned	
Future CORE programs and services	<u>1,856,613</u>
Total fund balance	<u>8,371,067</u>
Total liabilities and fund balance	<u>\$ 9,014,467</u>
Reconciliation of the Balance Sheet of the Governmental Fund to the Statement of Net Position:	
Total fund balance	\$ 8,371,067
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental fund (net of accumulated depreciation of \$20,505).	2,917
Deferred outflows of resources for pensions used in governmental activities are not financial resources and, therefore, are not reported in the governmental fund.	344,028
Compensated absences (long-term liabilities) are not due in the current period and, therefore, are not included in the governmental fund.	(95,118)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental fund.	(649,408)
Deferred inflows of resources for pensions are not due in the current period, and therefore, are not reported in the governmental fund.	<u>(5,981)</u>
Total net position - governmental activities	<u>\$ 7,967,505</u>

The accompanying notes are an integral part of these financial statements.

**STANISLAUS COUNTY CHILDREN AND FAMILIES COMMISSION
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE – GOVERNMENTAL FUND
FOR THE YEAR ENDED JUNE 30, 2017**

	<u>General Fund</u>
Revenues	
Proposition 10 - tobacco tax	4,833,041
Investment earnings	<u>49,009</u>
Total revenues	<u>4,882,050</u>
Expenditures	
Contracts	5,798,749
Salaries and employee benefits	345,370
Services and supplies	<u>159,668</u>
Total expenditures	<u>6,303,787</u>
Net change in fund balance	<u>(1,421,737)</u>
Fund balance - beginning of year	<u>9,792,804</u>
Fund balance - end of year	<u><u>\$ 8,371,067</u></u>
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of the Governmental Fund to the Statement of Activities:	
Net change in fund balance - governmental fund	\$ (1,421,737)
The governmental fund reports capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation (\$1,703) exceeded capital outlay (\$0) in the current period.	(1,703)
Compensated absences (long-term liabilities) are not due during the current year and, therefore, are not recorded in the governmental fund. This is the amount by which compensated absences increased in the current period.	(68,995)
Pension liability (long-term liability) is not due during the current year and, therefore, is not recorded in the governmental fund. This is the amount by which pension expense is less than current year employer pension contributions.	<u>28,182</u>
Change in net position - governmental activities	<u><u>\$ (1,464,253)</u></u>

The accompanying notes are an integral part of these financial statements.

**STANISLAUS COUNTY CHILDREN AND FAMILIES COMMISSION
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE – BUDGET AND ACTUAL (GAAP)
GOVERNMENTAL FUND
FOR THE YEAR ENDED JUNE 30, 2017**

	Original Budget	Final Budget	Actual (GAAP Basis)	Variance with Final Budget
Revenues				
Proposition 10 - tobacco tax	\$ 4,705,849	\$ 4,705,849	\$ 4,833,041	\$ 127,192
Investment earnings	74,343	74,343	49,009	(25,334)
Total revenues	<u>4,780,192</u>	<u>4,780,192</u>	<u>4,882,050</u>	<u>101,858</u>
Expenditures				
Contracts	6,534,924	6,534,924	5,798,749	736,175
Salaries and employee benefits	506,268	506,268	345,370	160,898
Services and supplies	137,583	137,583	159,668	(22,085)
Total expenditures	<u>7,178,775</u>	<u>7,178,775</u>	<u>6,303,787</u>	<u>874,988</u>
Net change in fund balance	<u>\$ (2,398,583)</u>	<u>\$ (2,398,583)</u>	<u>(1,421,737)</u>	<u>\$ 976,846</u>
Fund balance - beginning of year			<u>9,792,804</u>	
Fund balance - end of year			<u>\$ 8,371,067</u>	

The accompanying notes are an integral part of these financial statements.

**STANISLAUS COUNTY CHILDREN AND FAMILIES COMMISSION
NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2017**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The Stanislaus County Children and Families Commission (the Commission) was established on December 8, 1998, pursuant to Health and Safety Code §130140. The Commission was also established in accordance with the provisions of the California Children and Families First Act of 1998 and by the County of Stanislaus Ordinance #687. The Commission is funded by surtaxes imposed on the sale of cigarettes and tobacco products. The nine members (as amended by Ordinance #787) of the Commission are appointed by the County of Stanislaus (the County) Board of Supervisors.

The Commission is responsible for the creation and implementation of a comprehensive, collaborative, and integrated system of information and services to enhance early childhood development. Services to enhance early childhood development include early childhood education and health programs.

The Commission is a blended component unit of the County under accounting principles generally accepted in the United States of America. As such, the results of its operations are also included in the County's Comprehensive Annual Financial Report (CAFR). The basic financial statements included in this report are intended to present the financial position and results of operations of only the Commission. They are not intended to present the financial position and the results of operations of the County taken as a whole. For additional information regarding the County, please refer to the audited basic financial statements available from the County.

B. Basis of Presentation and Accounting

The basic financial statements of the Commission are prepared on the basis of Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements – Management Discussion and Analysis – for State and Local Governments*, and related standards. GASB Statement No. 34 established standards for external financial reporting for all state and local government entities which include a management's discussion and analysis section, a statement of net position, and a statement of activities. It requires the classification of net position into three components – net investment in capital assets, restricted, and unrestricted.

Government-Wide Statements

The Commission's government-wide financial statements include a Statement of Net Position and a Statement of Activities. These statements present summaries of governmental activities for the Commission.

These statements are presented on an *economic resources* measurement focus and the accrual basis of accounting. Accordingly, all of the Commission's assets and liabilities, including capital assets and long-term liabilities, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred.

Governmental Fund Financial Statements

Governmental fund financial statements include a Balance Sheet and a Statement of Revenues, Expenditures, and Changes in Fund Balance for all major governmental funds. An accompanying schedule is presented to reconcile and explain the differences in fund balances as presented in these statements to the net position presented in the government-wide financial statements. The Commission only has one fund, the General Fund. The General Fund is the Commission's primary operating fund. It accounts for all the financial resources and the legally authorized activities of the Commission.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**B. Basis of Presentation and Accounting (Continued)****Governmental Fund Financial Statements (Continued)**

All governmental fund types are accounted for on a spending or *current financial resources* measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the Balance Sheet. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. Revenues are recognized when received in cash, except that revenues subject to accrual, generally 180 days after year-end, are recognized when due. Expenditures are recognized in the accounting period in which the related fund liability is incurred. When both restricted and unrestricted resources are available for use, it is the Commission's policy to use restricted resources first, and then unrestricted resources as they are needed.

Adjustments Between Fund Financial Statements and Government-Wide Financial Statements

The government-wide financial statements were adjusted from the modified accrual basis of accounting used on the fund financial statements to the accrual basis of accounting used for the government-wide financial statements. These adjustments included expenses for depreciation during the year related to capital assets and compensated absence obligations.

Non-Exchange Transactions

A non-exchange transaction consists of a government giving or receiving value without directly receiving or giving equal value in return. These transactions include income taxes, sales taxes, property taxes and fines, certain grants, and private donations. Recognition of sales taxes or derived tax revenue transactions assume accrual basis of accounting, per GASB Statement No. 33, except where indicated for revenue recognition.

C. Budgets and Budgetary Accounting

The Commission prepares and legally adopts a final budget on or before July 1st of each fiscal year.

After the budget is approved, the appropriations can be added to, subtracted from, or changed only by Commission resolution. All such changes must be within the revenues and reserves estimated as available in the final budget or within revised revenue estimates as approved by the Commission.

An operating budget is adopted each fiscal year on the modified accrual basis of accounting. Additionally, encumbrance accounting is utilized to assure effective budgetary control.

Encumbrances outstanding at year-end represent the estimated amount of the expenditures ultimately to result if the unperformed contracts in process at year-end are completed or purchase commitments satisfied. Such year-end encumbrances are reported as reservations of fund balances and do not constitute expenditures or liabilities because the commitments will be honored during the subsequent year and included in the subsequent year's budget. Unencumbered appropriations lapse at year-end.

D. Due from Other Agencies

These amounts represent receivables from other governments or contractors. As of June 30, 2017, the Commission had \$476,409 due from the State of California and \$26,970 in interest receivable due from the County Cash and Investment Pool. Management believes its receivables to be fully collectible and, accordingly, no allowance for doubtful accounts is required.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**E. Capital Assets**

Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated historical cost. Additions, improvements, and other capital outlays that significantly extend the useful life of the asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Equipment – 10 years

F. Compensated Absences – Vacation and Sick Leave

Commission employees earn vacation and sick leave with pay every year. The amount of vacation and sick leave earned is based on the years of continuous service.

After at least six months of Commission service, most regular employees, upon separation, are entitled to all unused vacation time accumulation. Most regular employees are entitled to a portion of accumulated sick leave after six years of service, depending on age, years of service, and bargaining unit.

At the close of each fiscal year, the balance of this accumulated time at the last pay period is computed for each employee at the current salary range. In the basic financial statements, these amounts are referred to as "Compensated Absences."

G. Pensions

In government-wide financial statements, retirement plans (pensions) are required to be recognized and disclosed using the accrual basis of accounting (see Note 9 and the Required Supplementary Information (RSI) section immediately following the Notes to the Financial Statements), regardless of the amount recognized as pension expenditures on the governmental fund statements, which use the modified accrual basis of accounting.

In general, the Commission recognizes a net pension liability, which represents the Commission's proportionate share of the County's proportionate share of the excess of the total pension liability over the fiduciary net position of the pension reflected in the actuarial report provided by Stanislaus County Employees' Retirement Association (StanCERA). The net pension liability is measured as of the County's prior fiscal year-end. Changes in the net pension liability are recorded, in the period incurred, as pension expense or as deferred inflows of resources or deferred outflows of resources depending on the nature of the change. The changes in net pension liability that are recorded as deferred inflows of resources or deferred outflows of resources (that arise from changes in actuarial assumptions or other inputs and differences between expected or actual experience) are amortized over the weighted average remaining service life of all participants in the respective pension plan and are recorded as a component of pension expense beginning with the period in which they are incurred.

For purposes of measuring the net pension liability and deferred outflows of resources or deferred inflows of resources related to pensions and pension expense, information about the fiduciary net position of the County's pension plans with StanCERA and additions to/deductions from the plans' fiduciary net position have been determined on the same basis as they were reported to StanCERA. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Projected earnings on pension investments are recognized as a component of pension expense. Differences between projected and actual investment earnings are reported as deferred inflows of resources or deferred outflows of resources and amortized as a component of pension expense on a closed basis over a five-period beginning with the period in which the difference occurred. Each subsequent year will incorporate an additional closed five-year period of recognition.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**H. Use of Estimates**

The preparation of basic financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

I. Fund Balance

Beginning with fiscal year 2011, the Commission implemented GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This statement provides more clearly defined balance categories to make the nature and extent of the constraints placed on a government's fund balances more transparent. The following classifications describe the relative strength of the spending constraints:

- **Nonspendable** - Amounts that are not in spendable form (such as inventory) or are required to be maintained intact.
- **Restricted** - Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- **Committed** - Amounts constrained to specific purposes by the Commission itself, using its highest level of decision-making authority (Board of Commissioners). To be reported as committed, amounts cannot be used for any other purpose unless the Commission takes the same highest level action to remove or change the constraint.
- **Assigned** - Amounts the Commission intends to use for a specific purpose. Intent can be expressed by the Board of Commissioners or by an official or body to which the Board of Commissioners delegates the authority.
- **Unassigned** - Amounts that are available for any purpose. Positive amounts are reported only in the General Fund.

The Commission establishes and modifies or rescinds fund balance commitments by passage of an ordinance or policy. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget as a designation or commitment of the fund, such as approved contracts. Assigned fund balance is established by the Commission through adoption or amendment of the budget or future year budget plan as intended for a specific purpose.

The Commission's policy is to first apply committed resources and then assigned resources when an expenditure is incurred for purposes for which any amounts in any of these unrestricted fund value classifications could be used.

For the Commission's governmental fund, the Commission strives to maintain a budgeted total fund balance that is in excess of at least half of current year budgeted revenues.

J. Governmental Accounting Standards Update

During the fiscal year ending June 30, 2017, the Commission implemented the following standards:

GASB Statement No. 74 – *Financial Reporting for Postemployment Benefits Other than Pension Plans*. The provisions of this statement are effective for fiscal years beginning after June 15, 2016. There was no effect on the Commission's accounting or financial reporting as a result of implementing this standard.

GASB Statement No. 77 – *Tax Abatement Disclosures*. The requirements of this statement are effective for reporting periods beginning after December 15, 2015. There was no effect on the Commission's accounting or financial reporting as a result of implementing this standard.

GASB Statement No. 78 – *Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans*. The requirements of this statement are effective for reporting periods beginning after December 15, 2015. There was no effect on the Commission's accounting or financial reporting as a result of implementing this standard.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**J. Governmental Accounting Standards Update** (Continued)

GASB Statement No. 79 – *Certain External Investment Pools and Pool Participants*. The requirements of this statement are effective for reporting periods beginning after June 15, 2015, except for the provisions in paragraphs 18, 19, 23-26, and 40. There was no effect on the Commission's accounting or financial reporting as a result of implementing this standard.

GASB Statement No. 80 – *Blending Requirements for Certain Component Units – an amendment of GASB Statement No. 14*. The requirements of this statement are effective for reporting periods beginning after June 15, 2016. There was no effect on the Commission's accounting or financial reporting as a result of implementing this standard.

GASB Statement No. 82 – *Pension Issues – an amendment of GASB Statements No. 67, No. 68, and No. 73*. The requirements of this statement are effective for reporting periods beginning after June 15, 2016, except for the requirements of paragraph 7 in a circumstance in which an employer's pension liability is measured as of a date other than the employer's most recent fiscal year-end. In that circumstance, the requirements of paragraph 7 are effective for that employer in the first reporting period in which the measurement date of the pension liability is on or after June 15, 2017. There was no effect on the Commission's accounting or financial reporting as a result of implementing this standard.

Recently released standards by GASB affecting future fiscal years are as follows:

GASB Statement No. 75 – *Accounting and Financial Reporting for Postemployment Benefits Other than Pension Plans*. The provisions of this statement are effective for fiscal years beginning after June 15, 2017. The Commission has not fully judged the effect of the implementation of GASB Statement No. 75 as of the date of the basic financial statements.

GASB Statement No. 81 – *Irrevocable Split-Interest Agreements*. The requirements of this statement are effective for reporting periods beginning after December 15, 2016. The Commission has not fully judged the effect of the implementation of GASB Statement No. 81 as of the date of the basic financial statements.

GASB Statement No. 83 – *Certain Asset Retirement Obligations*. The requirements of this statement are effective for reporting periods beginning after June 15, 2018. The Commission has not fully judged the impact of implementation of GASB Statement No. 83 on the financial statements.

GASB Statement No. 84 – *Fiduciary Activities*. The requirements of this statement are effective for reporting periods beginning after June 15, 2018. The Commission has not fully judged the impact of implementation of GASB Statement No. 84 on the financial statements.

GASB Statement No. 85 – *Omnibus 2017*. The requirements of this statement are effective for reporting periods beginning after June 15, 2017. The Commission has not fully judged the impact of implementation of GASB Statement No. 85 on the financial statements.

GASB Statement No. 86 – *Certain Debt Extinguishment Issues*. The requirements of this statement are effective for reporting periods beginning after June 15, 2017. The Commission has not fully judged the impact of implementation of GASB Statement No. 86 on the financial statements.

GASB Statement No. 87 – *Leases*. The requirements of this statement are effective for reporting periods beginning after December 15, 2019. The Commission has not fully judged the impact of implementation of GASB Statement No. 87 on the financial statements.

NOTE 2 – CASH AND INVESTMENTS

The Commission's cash is invested in the County cash and investment pool. The County cash and investment pool is invested in accordance with California State Government Code Section 53600. In addition, the cash and investment pool is further restricted to those investments deemed acceptable per the investment policy guidelines prepared by the County Treasurer and approved by the Board of Supervisors of the County.

Cash and investments held as of June 30, 2017, were invested in certificates of deposit, commercial paper, money market funds, federal notes, treasury notes and bills, corporate notes, and an external investment pool.

Interest earned on the cash and investment pool is apportioned on a quarterly basis. Per GASB Statement No. 31, investment losses and gains are recorded at market value on the Statement of Net Position and as income for the period. The changes resulting from investment losses and gains are shared by the various participants of the pool. For further information regarding the cash and investment pool, the audit report of the County may be obtained by writing the County of Stanislaus, 1010 10th Street, Suite 5100, Modesto, CA 95354.

Cash and investment balances as of June 30, 2017, are as follows:

\$ 8,511,088

NOTE 3 – CHANGES IN CAPITAL ASSETS

The following is a summary of changes in the capital assets for the year ended June 30, 2017:

	Beginning Balance	Additions	Deletions	Ending Balance
Equipment	\$ 25,125	\$ -	\$ -	\$ 25,125
Less accumulated depreciation	(20,505)	(1,703)	-	(22,208)
Total	<u>\$ 4,620</u>	<u>\$ (1,703)</u>	<u>\$ -</u>	<u>\$ 2,917</u>

Depreciation expense for the year ending June 30, 2017, was \$1,703.

NOTE 4 – ECONOMIC DEPENDENCY

The Commission received the majority of its funding from one source, taxes imposed by Section 30131.2 of the California Tax and Revenue Code. This code imposes additional taxes on the sale of cigarettes and tobacco products. The total amount of funding from the additional taxes was \$4,833,041 or 99% of total revenue for the year ending June 30, 2017. The Commission is thus subject to possible risk of reductions in services and/or closure due to potential future changes to Section 30131.2 of the California Tax and Revenue Code.

NOTE 5 – GOVERNMENT-WIDE STATEMENTS, NET POSITION – CLASSIFICATIONS

The classification of net position into three components, net investment in capital assets, restricted, and unrestricted, is required by GASB Statement No. 34 (and subsequently GASB Statement No. 63). These classifications are defined as follows:

Net Investment in Capital Assets – Consists of capital assets, net of accumulated depreciation and reduced by outstanding balances of debt issued to finance the acquisition, improvement, or construction of those assets.

NOTE 5 – GOVERNMENT-WIDE STATEMENTS, NET POSITION – CLASSIFICATIONS (Continued)

Restricted Net Position – Consists of constraints placed on net position use through external constraints imposed by creditors, grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislations.

Unrestricted Net Position – Consists of funds which are undesignated and available for general operations.

NOTE 6 – FUND FINANCIAL STATEMENTS, FUND BALANCES

In accordance with GASB Statement No. 54, fund balances are reserved for amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use. Commitments of fund balance represent uses of funds for a specific purpose that require the Board of Commissioners Action for initiation, modification, and removal. Assignment of fund balance represent management plans that are subject to change. Fund balances have been Committed for the following purposes:

Approved Contracts Not Yet Executed represents amounts that the Commission has authorized and entered into an agreement, but the contract has not been executed.

Budget Reserve Account represents an amount the Commission has established, as a contingency fund, of which no funds will be spent without prior Commission approval.

Contracts Approved and Executed represents amounts that the Commission has authorized, entered into an agreement, and has been executed.

NOTE 7 – COMMITMENTS

Operating Lease, Building – The Commission entered into a building lease agreement to house the operations of the Commission at 930 15th Street, Modesto, CA. The lease commenced on December 1, 2014, and will terminate on November 30, 2019. The lease has an option to renew for an additional three years at the end of the first lease period. Lease expense for the year ending June 30, 2017, was \$28,544 for the 930 15th Street building.

Future minimum payments for the year ending June 30 are as follows:

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>Total</u>
Office space lease	<u>\$ 30,080</u>	<u>\$ 31,616</u>	<u>\$ 13,440</u>	<u>\$ 103,680</u>
Total	<u><u>\$ 30,080</u></u>	<u><u>\$ 31,616</u></u>	<u><u>\$ 13,440</u></u>	<u><u>\$ 103,680</u></u>

NOTE 8 – RISK MANAGEMENT

The Commission is exposed to various levels of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Commission participates in the County risk management insurance. Insurance covered under the County's risk management includes general liability, unemployment, workers' compensation, professional liability, health insurance, and other benefits.

No claims were outstanding during the year ending June 30, 2017. Audit reports of the County listing further details of the County's insurance coverage may be obtained by writing the County of Stanislaus, 1010 10th Street, Suite 5100, Modesto, CA 95354.

NOTE 8 – RISK MANAGEMENT (Continued)

Risk management expenditures during the fiscal year are as follows:

	<u>2017</u>
General liability insurance	\$ 902
Unemployment insurance	62
Workers' compensation insurance	977
Health insurance	15,638
Other insurance	<u>707</u>
Total risk management expenditures	<u>\$ 18,286</u>

NOTE 9 – PENSIONS**A. General Information about the Employee Retirement System*****Plans Description***

The County is a major participant in the Stanislaus County Employees' Retirement Association (StanCERA), a retirement system organized under the County Employees' Retirement Law of 1937. StanCERA is a cost-sharing multiple-employer Public Employee Retirement System (PERS). StanCERA provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits. Health and welfare insurance for retirees and their dependents is available however administered independently of StanCERA. The plans are administered by StanCERA. An actuarial valuation is performed for the system annually as a whole and the contribution rate is determined for each participating entity. StanCERA issues a Comprehensive Annual Financial Report (CAFR) that includes financial statements and required supplementary information for StanCERA. The CAFR may be obtained by writing to Stanislaus County Employees' Retirement Association, PO Box 3150, Modesto, CA 95353-3150 or by calling (209) 525-6393.

StanCERA's CAFR is prepared using the accrual basis of accounting. Plan member contributions are recognized in the period in which the contributions are due. Employer contributions are recognized when due and a formal commitment to provide the contributions has been made. Benefits and refunds are recognized when due and payable in accordance with the terms of the plan.

Plan investments are reported at fair value. Short-term investments are reported at cost, which approximates fair value. All other securities are valued at the last reported market price at current exchange rates.

The plans' provisions and benefits in effect at June 30, 2017, are summarized as follows:

General Tiers 1, 2, 4, 5 (not open to new members)	Vests after five years of credited service and may retire at age 50 or older with 10 or more years of membership with StanCERA or any age with 30 or more years of credited service
General Tier 3 (not open to new members)	Vested after ten years of credited service and may retire at age 55 with 10 or more years of credited service.
General Tier 6 (open to new members)	Vests after five years of credited service and may retire at age 52 with 5 years of service credit or age 70 regardless of service credit.

NOTE 9 – PENSIONS (Continued)**A. General Information about the Employee Retirement System** (Continued)**Benefits Provided**

Members terminating employment before accruing five years (ten years for Tier 3) of retirement service credit forfeit the right to receive retirement benefits unless they establish reciprocity with another public agency within the prescribed time period. Non-vested members who terminate service are entitled to withdraw their accumulated contributions plus accrued interest. Members who terminate after earning five or ten years of retirement service credit may leave their contributions on deposit and elect to take a deferred retirement. Difference between expected or actual experience for vested and non-vested benefits may result in an increase or decrease to pension expense and net pension liability.

For members with Tier 1, Tier 4, or Tier 5 benefits, final average salary is the average monthly salary based on the highest twelve consecutive months of earnings. For members with Tier 2, Tier 3, or Tier 6 benefits, final average salary is the average monthly salary based on the highest thirty-six consecutive months of earnings.

Specific details for the retirement, disability, or death benefit calculations and cost-of-living (COLA) adjustment maximums for each of the pension plans are available in the StanCERA's publically available CAFR.

Contributions

Those members participating in Tier 1, Tier 2, Tier 4, Tier 5, and Tier 6 are required by statute to contribute to the pension plan. Members' contribution rates for Tier 1, Tier 2, Tier 4, and Tier 5 are formulated on the basis of the age at date of entry and the actuarially calculated future benefits. Members' contribution rate for Tier 6 is a flat rate based on the actuarially calculated future benefit. The County is required by statute to contribute the remaining amounts necessary to finance the estimated benefits accrued to its members. Member and employer contribution rates for each plan are as follows:

<u>PLAN</u>	<u>EMPLOYER CONTRIBUTION RATES</u>	<u>EMPLOYEE CONTRIBUTION RATES</u>
General Tier 1	25.11%	4.83-7.29%
General Tier 2	20.99%	6.29-10-48%
General Tier 3	14.74%	Non-contributory
General Tier 4	28.62%	4.71-7.09%
General Tier 5	22.92%	7.60-11.70%
General Tier 6	19.74%	8.06%

The Commission's portion of the County's contributions to StanCERA for the past three fiscal years was equal to the required contributions for each year and is noted in the chart below. The County does not contribute towards post employment benefits other than retirement.

<u>Fiscal Year Ended</u>	
June 30, 2015	\$ 64,870
June 30, 2016	52,809
June 30, 2017	51,349

NOTE 9 – PENSIONS (Continued)**A. General Information about the Employee Retirement System** (Continued)**Contributions** (Continued)

The County Employees' Retirement Law of 1937 establishes the basic obligations for employer and member contributions and benefits to and of the retirement system. The actual employer and member contribution rates in effect each year are based on recommendations made by an independent actuary and adopted by the StanCERA Board of Retirement.

StanCERA provides a death benefit of \$5,000 paid to the beneficiary or estate if a member dies after retirement, provided that the County was the members' last public employer.

Ad-hoc benefits are non-vested benefits determined by the StanCERA Board of Retirement. Approved changes to the excess earnings policy by the StanCERA Board of Retirement on June 30, 2014, placed restrictions on offering ad-hoc benefits, specifically that the system must be 100% actuarially funded prior to the StanCERA Board of Retirement offering any ad-hoc benefits. StanCERA is 87.5% actuarially funded as of June 30, 2015.

B. Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2017, the Commission reported a liability of \$649,408 for its proportionate share of the County's proportionate share of the net pension liability. The County's net pension liability was measured as of June 30, 2016, and the liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2015, updated to June 30, 2016. The County's proportion of the net pension liability was based on a projection of the County's long-term share of contributions to the pension plan relative to the projected contributions of all pension plan participants, actuarially determined. The Commission's proportion of the County's proportion of the net pension liability was based on the Commission's contributions to the pension plan during the year ended June 30, 2016. At June 30, 2016, the Commission's proportion of the County's proportion was 0.0998%, compared to 0.1111% at June 30, 2015, a decrease of 0.0113%.

For the year ended June 30, 2017, the Commission recognized pension expense of \$28,182. Pension expense represents the change in the net pension liability during the measurement period, adjusted for actual contributions and the deferred recognition of changes in investment gain/loss, actuarial gain/loss, actuarial assumptions, or method and plan benefits.

At June 30, 2017, the Commission reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Deferred outflows of resources - change in proportion and change in contributions	\$ 288,206	\$ -
County contributions subsequent to the measurement date	55,822	-
Deferred inflows of resources - change in actual vs. proportionate contributions	-	5,981
Total	<u>\$ 344,028</u>	<u>\$ 5,981</u>

Deferred outflows of resources and deferred inflows of resources above represent the unamortized portion of changes to net pension liability to be recognized in future periods in a systematic and rational manner.

NOTE 9 – PENSIONS (Continued)**B. Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions** (Continued)

The Commission contributions of \$55,822 made subsequent to the measurement date are reported as deferred outflows of resources for fiscal year ending June 30, 2017, and will be recognized as reduction of the net pension liability in the fiscal year ending June 30, 2018.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ended June 30</u>	<u>Amount</u>
2018	\$ 60,012
2019	60,012
2020	87,358
2021	74,843
Thereafter	<u>-</u>
Total	<u>\$ 282,225</u>

Actuarial Assumptions

The total pension liability in the June 30, 2015 actuarial valuation was determined using the following actuarial assumptions. Total pension liability represents the portion of the actuarial present value of projected benefit payments attributable to past periods of service for current and inactive employees.

Inflation	3.00%
Amortization growth rate	3.25%
Salary increases	3.25% plus merit component
COLA increases	2.70% for those eligible for COLA
Investment rate of return	7.25%, net of investment expense
Post-retirement mortality	Sex distinct RP-2000 Combined Mortality, projected to 2020 using scale AA

NOTE 9 – PENSIONS (Continued)**B. Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions** (Continued)***Actuarial Assumptions*** (Continued)

The actuarial assumptions used in the June 30, 2014 valuation were based on the results of an actuarial experience study for the period July 1, 2009 – June 30, 2012.

<u>Asset Class</u>	<u>Long-Term Expected Real Rate of Return</u>
Domestic Equities	
US Large Capital	5.90%
US Small Capital	5.20%
International Equities	
International Developed	9.20%
Emerging Market Equity	11.30%
US Fixed Income	
Core fixed income	3.20%
U.S. Treasury	2.30%
Short-term Gov/Credit	2.50%
Real Estate	
Core	4.70%
Value-add	6.70%
Risk Parity	7.00%
Private Equity	8.20%
Private Credit	9.10%
Infrastructure	4.70%
Cash	2.00%

Discount Rate

The discount rate used to measure the total pension liability was 7.75%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from the employers will be made at contractually required rates, actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Commission's proportionate share of the County's proportionate share of the net pension liability calculated using the discount rate of 7.75%, as well as the Commission's proportionate share of the County's proportionate share of the net pension liability if it were calculated using a discount rate that is 1 percentage point lower (6.75%) or 1 percentage point higher (8.75%) than the current rate:

	<u>1% Decrease 6.75%</u>	<u>Discount Rate 7.75%</u>	<u>1% Increase 8.75%</u>
Commission's proportionate share of the County's proportionate share of the net pension liability	\$ 966,004	\$ 649,408	\$ 391,664

NOTE 9 – PENSIONS (Continued)**B. Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions** (Continued)***Pension Plan Fiduciary Net Position***

Detailed information about each pension plan's fiduciary net position is available in the separately issued StanCERA financial reports.

NOTE 10 – RELATED PARTY TRANSACTIONS

During the fiscal year ended June 30, 2017, the Commission paid the County, a related party, \$2,849,362 for the following costs: \$29,305 in accounting, legal, and administrative services and \$2,820,057 for program services. The Commission is a special revenue fund of the County as stated in Note 1.

NOTE 11 – PROGRAM EVALUATION

The Commission spent \$30,092 on program evaluation during the fiscal year ended June 30, 2017, all of which consisted of Commission salaries, benefits, services, and supplies based on time study allocations.

NOTE 12 – SECTION 30131.4 OF THE CALIFORNIA TAX AND REVENUE CODE CERTIFICATION

The Commission has certified that the supplant requirement stated in Section 30131.4 of the California Tax and Revenue Code has been met.

NOTE 13 – SUBSEQUENT EVENTS

In compliance with accounting standards generally accepted in the United States of America, management has evaluated events that have occurred after year-end to determine if these events are required to be disclosed in these basic financial statements. Management has determined that no events require disclosure in accordance with accounting standards. These subsequent events have been evaluated through September 22, 2017, which is the date the basic financial statements were issued.

REQUIRED SUPPLEMENTARY INFORMATION

**STANISLAUS COUNTY CHILDREN AND FAMILIES COMMISSION
A COST-SHARING DEFINED BENEFIT PENSION PLAN
SCHEDULE OF THE COMMISSION'S PROPORTIONATE
SHARE OF THE NET PENSION LIABILITY
AS OF JUNE 30, 2017
LAST 10 YEARS***

	<u>June 30, 2016</u>	<u>June 30, 2015</u>	<u>June 30, 2014</u>
Commission's proportion of the County's proportion of the net pension liability	0.10%	0.10%	0.12%
Commission's proportionate share of the County's proportionate share of the net pension liability	\$ 649,408	\$ 291,028	\$ 281,849
Commission's covered-employee payroll	\$ 211,089	\$ 263,665	\$ 268,299
Commission's proportionate share of the County's proportionate share of the net pension liability as a percentage of its covered-employee payroll	307.65%	110.38%	105.05%
Plan's fiduciary net position	\$ 1,769,244	\$ 1,806,975	\$ 2,166,234
Plan fiduciary net position as a percentage of the Commission's proportionate share of the County's proportionate share of the total pension liability	70.63%	86.13%	88.49%

* Fiscal year 2015 was the first year of implementation; therefore, only three years are shown.

Notes to Schedule:

Benefit changes and changes in assumption

In 2015, there were no changes in assumptions for benefits changes in the current year, as the beginning and end of year total pension liability are both based on the same actuarial valuation. There was no difference between expected and actual experience this year.

The information presented relates solely to the Commission and not the County of Stanislaus or the Stanislaus County Employees' Retirement Association as a whole.

See accompanying independent auditor's report.

STANISLAUS COUNTY CHILDREN AND FAMILIES COMMISSION
A COST-SHARING DEFINED BENEFIT PENSION PLAN
SCHEDULE OF CONTRIBUTIONS
AS OF JUNE 30, 2017
LAST 10 YEARS*

	<u>June 30, 2016</u>	<u>June 30, 2015</u>	<u>June 30, 2014</u>
Contractually Required Contribution (Actuarially Determined)	\$ 51,259	\$ 53,096	\$ 56,552
Contributions in Relation to the Actuarially Determined Contributions	<u>51,349</u>	<u>52,809</u>	<u>56,328</u>
Contribution Deficiency (Excess)	<u>\$ (90)</u>	<u>\$ 287</u>	<u>\$ 224</u>
Covered-Employee Payroll	\$ 211,089	\$ 263,665	\$ 268,299
Contributions as a Percentage of Covered- Employee Payroll	24.33%	20.03%	20.99%

* Fiscal year 2015 was the first year of implementation; therefore, only three years are shown.

The information presented relates solely to the Commission and not the County of Stanislaus or the Stanislaus County Employees' Retirement Association as a whole.

See accompanying independent auditor's report.

COMPLIANCE SECTION



BROWN ARMSTRONG

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

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5250 CLAREMONT AVENUE
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STOCKTON, CA 95207
TEL 209.451.4833

To the Board of Commissioners
Stanislaus County Children and Families Commission
Modesto, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and general fund of the Stanislaus County Children and Families Commission (the Commission), a component unit of Stanislaus County, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated September 22, 2017.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Commission's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
September 22, 2017



BROWN ARMSTRONG

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON STATE COMPLIANCE

To the Board of Commissioners
Stanislaus County Children and Families Commission
Modesto, California

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We have audited the Stanislaus County Children and Families Commission's (the Commission) compliance with the requirements specified in the State of California's *Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act*, issued by the State Controller's Office, applicable to the Commission's statutory requirements identified below for the year ended June 30, 2017.

Management's Responsibility

Management is responsible for compliance with the requirements of the laws and regulations applicable to the California Children and Families Act.

Auditor's Responsibility

Our responsibility is to express an opinion on the Commission's compliance with the requirements referred to above based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the State of California's *Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act*, issued by the State Controller's Office. Those standards and the State of California's *Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act* require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the requirements referred to above that could have a direct and material effect on the statutory requirements listed below. An audit includes examining, on a test basis, evidence about the Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance. However, our audit does not provide a legal determination of the Commission's compliance with those requirements. In connection with the audit referred to above, we selected and tested transactions and records to determine the Commission's compliance with the state laws and regulations applicable to the following items:

<u>Description</u>	<u>Audit Guide Procedures</u>	<u>Procedures Performed</u>
Contracting and Procurement	6	Yes
Administrative Costs	3	Yes
Conflict-of-Interest	3	Yes
County Ordinance	4	Yes

<u>Description</u>	<u>Audit Guide Procedures</u>	<u>Procedures Performed</u>
Long-Range Financial Plans	2	Yes
Financial Condition of the Commission	1	Yes
Program Evaluation	3	Yes
Salaries and Benefit Policies	2	Yes

Opinion

In our opinion, the Commission complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on the California Children and Families Program for the year ended June 30, 2017.

This report is intended solely for the information and use of the County of Stanislaus Board of Supervisors, the Commission, the State Commission, and the State Controller's Office and is not intended to be, and should not be, used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
September 22, 2017



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: October 24, 2017COMMISSION AGENDA VI.B.3 (PUBLIC HEARING)**SUBJECT:**

Public Hearing on the 2016-2017 Local Annual Report and Authorization for Staff to Submit the 2016-2017 Local Annual Report to First 5 California

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 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 15th of each year.

The Administrative and Finance Committee and the Operations Committee reviewed and discussed this item on October 9th and October 12th, respectively.

STAFF RECOMMENDATIONS:

1. Conduct a public hearing on the 2016-2017 Local Annual Report.
2. Accept the 2016-2017 Local Annual Report and authorize staff to submit the report to First 5 California.

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 2016-2017



**Annual Report Form 1 (AR-1)
County Revenue and Expenditure Summary
For Fiscal Year July 1, 2016 - June 30, 2017**

County: Stanislaus

Monday, October 02, 2017

Revenue Detail	
Tobacco Tax Funds	\$4,833,041
Small County Augmentation Funds	\$0
IMPACT	\$0
Other Funds	\$0
Other Funds Description	
Grants	\$0
Grants Description	
Donations	\$0
Revenue From Interest Earned	\$49,009
Total Revenue	\$4,882,050

Improved Family Functioning	
Community Resource and Referral	\$2,164,083
Distribution of Kit For New Parents	\$0
Adult and Family Literacy Programs	\$0
Targeted Intensive Family Support Services	\$2,151,979
General Parenting Education and Family Support Programs	\$0
Quality Family Functioning Systems Improvement	\$0
Total	\$4,316,062



Annual Report Form 1 (AR-1)
County Revenue and Expenditure Summary
For Fiscal Year July 1, 2016 - June 30, 2017

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	\$19,350
Quality ECE Investments	\$8,370
Quality ECE Investments Description	Early care and provider conferences
Total	\$27,720

Improved Child Health	
Nutrition and Fitness	\$0
Health Access	\$28,741
Maternal and Child Health Care	\$1,322,218
Oral Health	\$30,000
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	
Total	\$1,380,959

Improved Systems of Care	
Policy and Broad Systems-Change Efforts	\$0
Organizational Support	\$181,518
Public Education and Information	\$0
Total	\$181,518



Annual Report Form 1 (AR-1)
County Revenue and Expenditure Summary
For Fiscal Year July 1, 2016 - June 30, 2017

Expenditure Detail	
Program Expenditures	\$5,906,259
Administrative Expenditures	\$367,436
Evaluation Expenditures	\$30,092
Total Expenditures	\$6,303,787
Excess (Deficiency) of Revenues Over (Under) Expenses	(\$1,421,737)

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

Net Change in Fund Balance	
Fund Balance - Beginning July 1	\$9,792,804
Fund Balance - Ending June 30	\$8,371,067
Net Change In Fund Balance	(\$1,421,737)

FY Fund Balance	
Nonspendable	\$0
Restricted	\$0
Committed	\$6,514,454
Assigned	\$1,856,613
Unassigned	\$0
Total Fund Balance	\$8,371,067

Expenditure Notes



For Fiscal Year July 1, 2016 - June 30, 2017

County: Stanislaus

Monday, October 02, 2017

Service Type: Community Resource and Referral



For Fiscal Year July 1, 2016 - June 30, 2017

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 8,418 children 0-5 accessed resources in Stanislaus County.

B) Of the 8,418, families of 1,811 children accessed resources through the countywide referral phone line (211). 126 unduplicated callers (with children 0-5), or 72% 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) 2011/12: 10,279; 2012/13: 7,825; 2013/14: 7,768; 2014/15: 9,071; 2015/16: 9,787

B) 2011/12: 2,233, 673 (58%); 2012/13: 1,747, 747 (77%); 2013/14: 2,023, 274 (64%); 2014/15: 2,628, 764 (69%); 2015/16: 2,250, 224, (71%)

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, 2016 - June 30, 2017

Provide a breakdown of the population served by the following demographic categories	
Children Less Than 3 Years Old	4165
Children from 3rd to 6th Birthday	4214
Children - Ages Unknown (birth to 6th Birthday)	39
Parents/Guardians/Primary Caregivers	8141
Other Family Members	5184
Providers	0
Total Population Served	21743

Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.		
Alaska Native/American Indian	44	40
Asian	339	672
Black/African-American	482	389
Hispanic/Latino	4966	4596
Pacific Islander	20	29
White	1902	1902
Multiracial	290	158
Other	262	251
Unknown	113	104
Sub Totals	8418	8141
Total Population Served	16559	



For Fiscal Year July 1, 2016 - June 30, 2017

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	5425	4844
Spanish	2697	2698
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	0
Korean	0	0
Other	254	588
Unknown	42	11
Sub Totals	8418	8141
Total Population Served	16559	



For Fiscal Year July 1, 2016 - June 30, 2017

County: Stanislaus

Monday, October 02, 2017

Service Type: Distribution of Kit for New Parent



For Fiscal Year July 1, 2016 - June 30, 2017

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, 2016 - June 30, 2017

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	2391
Other Family Members	0
Providers	0
Total Population Served	2391

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	8
Black/African-American	0	0
Hispanic/Latino	0	903
Pacific Islander	0	0
White	0	1480
Multiracial	0	0
Other	0	0
Unknown	0	0
Sub Totals	0	2391
Total Population Served	2391	



For Fiscal Year July 1, 2016 - June 30, 2017

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	1480
Spanish	0	903
Cantonese	0	2
Mandarin	0	2
Vietnamese	0	2
Korean	0	2
Other	0	0
Unknown	0	0
Sub Totals	0	2391
Total Population Served	2391	



For Fiscal Year July 1, 2016 - June 30, 2017

County: Stanislaus

Monday, October 02, 2017

Service Type: Targeted Intensive Family Support Services



For Fiscal Year July 1, 2016 - June 30, 2017

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, 2016 - June 30, 2017

Provide a breakdown of the population served by the following demographic categories	
Children Less Than 3 Years Old	548
Children from 3rd to 6th Birthday	667
Children - Ages Unknown (birth to 6th Birthday)	0
Parents/Guardians/Primary Caregivers	1636
Other Family Members	693
Providers	0
Total Population Served	3544

Provide breakdown of the population served by ethnic or racial category. Report children separate from Parents, Guardians, and Primary Caregivers.		
Alaska Native/American Indian	11	0
Asian	7	19
Black/African-American	19	54
Hispanic/Latino	622	918
Pacific Islander	3	2
White	362	582
Multiracial	165	31
Other	17	29
Unknown	9	1
Sub Totals	1215	1636
Total Population Served	2851	



For Fiscal Year July 1, 2016 - June 30, 2017

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	860	1128
Spanish	348	506
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	0
Korean	0	0
Other	4	2
Unknown	3	0
Sub Totals	1215	1636
Total Population Served	2851	



For Fiscal Year July 1, 2016 - June 30, 2017

County: Stanislaus

Monday, October 02,2017

Service Type: Kindergarten Transition Services



For Fiscal Year July 1, 2016 - June 30, 2017

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, 2016 - June 30, 2017

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	120
Children - Ages Unknown (birth to 6th Birthday)	0
Parents/Guardians/Primary Caregivers	193
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	1	0
Asian	7	7
Black/African-American	0	0
Hispanic/Latino	92	30
Pacific Islander	0	0
White	13	3
Multiracial	2	0
Other	0	0
Unknown	5	153
Sub Totals	120	193
Total Population Served	313	



For Fiscal Year July 1, 2016 - June 30, 2017

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	48	19
Spanish	65	14
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	0
Korean	0	0
Other	7	7
Unknown	0	153
Sub Totals	120	193
Total Population Served	313	



For Fiscal Year July 1, 2016 - June 30, 2017

County: Stanislaus

Monday, October 02, 2017

Service Type: Quality ECE Investments



For Fiscal Year July 1, 2016 - June 30, 2017

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, 2016 - June 30, 2017

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	497
Total Population Served	497

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, 2016 - June 30, 2017

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, 2016 - June 30, 2017

County: Stanislaus

Monday, October 02, 2017

Service Type: Health Access



For Fiscal Year July 1, 2016 - June 30, 2017

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, 2016 - June 30, 2017

Provide a breakdown of the population served by the following demographic categories	
Children Less Than 3 Years Old	9
Children from 3rd to 6th Birthday	4
Children - Ages Unknown (birth to 6th Birthday)	0
Parents/Guardians/Primary Caregivers	172
Other Family Members	0
Providers	0
Total Population Served	185

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	1
Black/African-American	0	1
Hispanic/Latino	12	158
Pacific Islander	0	3
White	0	0
Multiracial	0	0
Other	1	0
Unknown	0	9
Sub Totals	13	172
Total Population Served	185	



For Fiscal Year July 1, 2016 - June 30, 2017

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	3	44
Spanish	9	120
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	0
Korean	0	0
Other	0	0
Unknown	1	8
Sub Totals	13	172
Total Population Served	185	



For Fiscal Year July 1, 2016 - June 30, 2017

County: Stanislaus

Monday, October 09, 2017

Service Type: Maternal and Child Healthcare



For Fiscal Year July 1, 2016 - June 30, 2017

Result Type: Improved Child Health

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

A) 195 infants were born to pregnant women who participated in a program designed to improve healthy birth outcomes

B) 163 (84%) infants were born term

C) 164 (84%) infants were born weighing at least 5 lbs., 5 oz. and no more than 8 lbs., 13 oz.

D) 471 support sessions were provided for pregnant women; 243 women participating in support sessions completed a satisfaction survey and 99% of them rated the groups as having met their need; 4,771 referrals were provided to women attending the support groups

E) Of the 195 infants born, 180 mothers initiated breastfeeding (92%)

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; 2015/16: 233

B) 2010/11: 275 (96%); 2011/12: 198 (89%); 2012/13: 148 (92%); 2013/14: 199 (90%); 2014/15: 199 (87%); 2015/16: 205(88%)

C) 2010/11: 275 (96%); 2011/12: 204 (91%); 2012/13: 148 (92%); 2013/14: 187 (85%); 2014/15: 194 (85%); 2015/16: 191 (82%)

D) 2012/13: 530, 117, 99%, 1,815; 2013/14: 544, 239, 97%, 3,086; 2014/15: 498, 243, 98%, 3,705; 2015/16: 510, 265, 93%

E) 2012/13: 160, 128 (80%); 2013/14: 230, 196 (89%); 2014/15: 228, 208 (91%); 2015/16: 233, 209 (90%)

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



For Fiscal Year July 1, 2016 - June 30, 2017

A-E: Database, client tracking, surveys

Provide a breakdown of the population served by the following demographic categories	
Children Less Than 3 Years Old	767
Children from 3rd to 6th Birthday	0
Children - Ages Unknown (birth to 6th Birthday)	0
Parents/Guardians/Primary Caregivers	763
Other Family Members	23
Providers	0
Total Population Served	1553

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	10	10
Black/African-American	16	16
Hispanic/Latino	612	608
Pacific Islander	0	0
White	84	84
Multiracial	5	5
Other	9	9
Unknown	30	30
Sub Totals	767	763
Total Population Served	1530	



For Fiscal Year July 1, 2016 - June 30, 2017

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	321	321
Spanish	434	430
Cantonese	0	0
Mandarin	0	0
Vietnamese	0	0
Korean	0	0
Other	6	6
Unknown	6	6
Sub Totals	767	763
Total Population Served	1530	



For Fiscal Year July 1, 2016 - June 30, 2017

County: Stanislaus

Monday, October 02, 2017

Service Type: Oral Health



For Fiscal Year July 1, 2016 - June 30, 2017

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, 2016 - June 30, 2017

Provide a breakdown of the population served by the following demographic categories	
Children Less Than 3 Years Old	177
Children from 3rd to 6th Birthday	423
Children - Ages Unknown (birth to 6th Birthday)	0
Parents/Guardians/Primary Caregivers	345
Other Family Members	7
Providers	0
Total Population Served	952

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	3
Asian	18	3
Black/African-American	32	13
Hispanic/Latino	457	289
Pacific Islander	0	0
White	40	30
Multiracial	19	0
Other	32	7
Unknown	0	0
Sub Totals	600	345
Total Population Served	945	



For Fiscal Year July 1, 2016 - June 30, 2017

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	101	44
Spanish	457	267
Cantonese	0	0
Mandarin	0	0
Vietnamese	2	0
Korean	2	0
Other	38	34
Unknown	0	0
Sub Totals	600	345
Total Population Served	945	



For Fiscal Year July 1, 2016 - June 30, 2017

County: Stanislaus

Monday, October 09, 2017

Service Type: Organizational Support



For Fiscal Year July 1, 2016 - June 30, 2017

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 is 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, 2016 - June 30, 2017

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, 2016 - June 30, 2017

County: Stanislaus

Monday, October 09, 2017

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 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



Annual Report Form 3 (AR-3) **County Evaluation Summary** **For Fiscal Year July 1, 2016 - June 30, 2017**

- Families are receiving support.

The parents of 10,400 children received family support services through countywide Family Resource Centers or other programs. The parents of 2,373 children received more intensive services focused on improving child abuse risk factors.

- Parents are gaining knowledge and improving parenting skills.

The parents of 2,490 children attended parenting classes to increase parenting skills and knowledge.

- Caregivers are screened for depression and linked to additional support.

Of the 1,730 children 0-5 whose caregivers were screened for depression, 396 children 0-5 had a caregiver referred for mental health services as a result.

- Children are flourishing in stable environments.

418 children experienced improvements in their family environment after being enrolled in respite childcare.

Improved Child Development

- Families are reading with their children.

The families of 1,698 children increased the time spent reading with them at home after receiving literacy services.

- Children are being screened and identified for developmental delays.

1,681 children 0-5 were screened for educational developmental issues and 341 were reported as being referred for further assessments or services.

- Children are preparing to enter Kindergarten and be successful.

120 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.

192 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.

185 pregnant women and children 0-5 who did not have health insurance are now enrolled in a health coverage plan.

- Infants are born robust.

163 infants were born term after their mothers participated in a healthy birth program. 92% of the mothers initiated breastfeeding.

Improved Systems of Care



Annual Report Form 3 (AR-3) County Evaluation Summary For Fiscal Year July 1, 2016 - June 30, 2017

- Strengthening families with knowledge.

Families of 6,561 children have increased knowledge and use of community resources.

- Leveraging Prop 10 funds.

Prop 10 funded programs brought in more than \$8.7 million from other funding sources during fiscal year '16-'17, increasing the level of services for children 0-5 and their families. Of that \$8.7 million, nearly \$5.7 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 2016-2017 is completed. The evaluation results are one of multiple tools to be used by the Commission to make program funding decisions for the 2018-2019 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 2017 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.



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: October 24, 2017

COMMISSION AGENDA #: VI.B.4

SUBJECT: Approval to Adopt Recommended Changes Adding Section 415 Grant Applications and Funding to 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.)

Changes to the manual are brought to the Commission for consideration on a periodic basis. Financial policies are contained in Section 400 – 599 of the Policies and Procedure manual. The addition of Section 415 Grant Applications and Funding provides a policy and procedure direction for applying for and receiving grant funding for the Commission. The Section 415 policy with its procedures are attached for reference.

STAFF RECOMMENDATIONS:

1. Adopt the recommended change to add Section 415 Grant Applications and Funding to the Policies and Procedures Manual.

FISCAL IMPACT:

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

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

Section 415 – Grant Applications and Funding**Policy:**

Commission staff may submit grant funding applications to public or private organizations if certain conditions are met such as: the grant application fits within the existing scope and strategic plan of the Commission; the application does not involve hiring additional Commission employee(s). If a proposal would go outside the existing scope of the Commission's work or involve hiring additional Commission employee(s), the proposal shall be reviewed by the Commissioners prior to submission of the grant application. If any grant application is approved by the funder, the Commission shall take action to accept funding after either formal or informal notification by the funder.

Procedure:

- 415.1** Commission staff shall notify Commissioners of the intent to submit a grant funding application prior to submitting the application.
- 415.2** Following the guidance of Section 415, grant applications which need Commissioner review shall be taken through the Committee meeting process to receive feedback and direction prior to submission to the funder.
- 415.3** After formal or informal notification of approval by the funder, the Commission shall take action to accept funding at a posted Commission meeting.



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: October 24, 2017COMMISSION AGENDA #: VI.B.5**SUBJECT:** Approval to Accept Grant Award from Sunlight Giving**BACKGROUND:**

In early June 2017, staff from the Children and Families Commission was approached by staff from Sunlight Giving to learn more about the local work being done by the Commission. Sunlight Giving is a non-profit foundation whose mission is to sustain healthy families and strong communities. They fulfill that by working with local and national organizations that provide basic services to low-income families with children ages 0-5 in vulnerable communities. Sunlight Giving was established in 2014 and focuses on counties in the Bay Area and several San Joaquin Valley counties – including Stanislaus. The Foundation works on an invitation-only basis for funding proposals. Sunlight was looking to fund organizations in Stanislaus County when they approached the Commission. They have previously funded other First 5 organizations in other counties.

Commission staff had multiple contacts with Sunlight Giving and they requested a tour of a local family resource center. Staff hosted an on-site tour of a local family resource center and explained the importance of the work being done in the local community and the tremendous need that exists. Sunlight Giving was very aware of the work of family resource centers and the important role they play in the community.

Commission staff reviewed Commission financial information with staff from Sunlight Giving that revealed the significant use of fund balance that was needed to completely fund our partners, including family resource centers. Also discussed was the challenge of declining tax revenue that serves as the primary revenue for the Commission.

After the in-person meeting and site visit, Sunlight Giving invited the Commission to apply for grant funding. Staff shared with the Commission during Commission Committee meetings their intent to apply for the grant funding. Staff completed and submitted an online funding application, resulting in an approved award of \$75,000 to support family resource centers for the Commission.

STAFF RECOMMENDATIONS:

1. Approve receipt of the grant award from Sunlight Giving in the amount of \$75,000.

FISCAL IMPACT:

Acceptance of the \$75,000 grant will help to offset expenses the Commission incurs for its contracts with family resource centers. The Commission is budgeted to use approximately \$2.9 in fund balance for budget balancing in 2017-2018 and the grant award will help decrease the impact of this deficit spending. No increase in appropriations is requested as a result of acceptance of this grant funding. If additional accounting or budget changes are necessary, these will be brought to the Commission during the County Mid-Year Budget process.

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.

Attest: _____

Stephanie Loomis – Administration

- 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, October 9, 2017

MEMBERS:

Vicki Bauman
School Representative

Ignacio Cantu Jr.
Community Representative

Vito Chiesa
County Supervisor

David Cooper
Community Representative

Kathy Harwell
Chair
Community Services Agency

Mary Ann Lee
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.
Vice Chair
Community Representative

George Skol
Community Representative

Julie Vaishampayan, MD
Public Health Officer

David T. Jones
Executive Director

Commissioners Present: Vicki Bauman, Kathy Harwell, Mary Ann Lee, Julie Vaishampayan
 Commissioners Absent: None

Staff Present: David Jones, Veronica Ascencio, Stephanie Loomis

1. The Monthly Contract Financial Report for September 2017 was reviewed.
2. The Quarterly Financial Report for July 2017-September 2017 was not available. Staff shared the Report would be finalized by the October 24 Commission meeting.
3. Commission membership was discussed and the group received an update on the status of the process of filling the vacant seat.
4. The group reviewed a draft grant funding application policy.
5. The FY 2016-2017 financial audit was reviewed. Staff shared there were no audit findings.
6. The 2016-2017 Local Annual Report was reviewed.
7. Staff shared the Report to the Community would be inserted into the Modesto Bee and other local newspapers starting Sunday, October 28, 2017.
8. Strategic planning was discussed including options for the planning process.
9. The agenda for the October 24 Commission meeting was reviewed. The Committee was informed that the next Commission meeting is scheduled to be held in the Stanislaus County Office of Education Board Room. Items to be discussed include: presentation on Cradle to Career initiative; presentation and public hearing on FY 16-17 Audit; presentation and public hearing on 2016-2017 Local Annual Report; grant funding application policy; the Monthly Contract Financial Report; and the Quarterly Financial Report.
10. Adjournment

STANISLAUS COUNTY CHILDREN & FAMILIES COMMISSION

CONTRACT SCHEDULE

9/30/2017

		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>)	\$ 163,418	\$ 7,772	\$ 155,646	5%
3	Hughson Family Resource Center (<i>SV</i>)	\$ 147,135	\$ 11,151	\$ 135,984	8%
4	N. Modesto/Salida Family Resource Center (<i>SV</i>)	\$ 311,147	\$ 23,180	\$ 287,967	7%
5	Oakdale/Riverbank Family Resource Center (<i>CHS</i>)	\$ 158,847	\$ 7,916	\$ 150,931	5%
6	Parent Resource Center	\$ 350,457	\$ 29,106	\$ 321,351	8%
7	Turlock Family Resource Center (<i>Aspiranet</i>)	\$ 190,415	\$ 14,411	\$ 176,004	8%
8	Westside Family Resource Center (<i>CHS</i>)	\$ 237,938	\$ 9,661	\$ 228,277	4%
9	The Bridge (<i>Sierra Vista</i>)	\$ 185,000	\$ 14,298	\$ 170,702	8%
10	Healthy Start Sites	\$ 416,020	\$ -	\$ 416,020	0%
Targeted Intensive Family Support Services					
11	Children's Crisis Center	\$ 460,000	\$ 38,265	\$ 421,735	8%
12	Court Appointed Special Advocates	\$ 60,000	\$ 9,241	\$ 50,759	15%
13	Family Justice Center	\$ 101,530	\$ -	\$ 101,530	0%
14	La Familia Counseling Program (<i>El Concilio</i>)	\$ 98,000	\$ -	\$ 98,000	0%
15	Zero to Five Early Intervention Partnership (<i>BHRS</i>)	\$ 1,523,009	\$ 60,128	\$ 1,462,881	4%
	Total Area 1:	\$ 4,482,916	\$ 225,128	\$ 4,257,788	5%
RESULT AREA 2: Improved Child Development (Child Development Services)					
Kindergarten Transition Services					
16	Keyes (1)	\$ 10,000	\$ -	\$ 10,000	0%
17	Riverbank (2)	\$ 20,000	\$ -	\$ 20,000	0%
Quality ECE Investments					
18	Early Care and Education Conference	\$ 12,000	\$ 2,674	\$ 9,326	22%
	Total Area 2:	\$ 42,000	\$ 2,674	\$ 39,326	6%
RESULT AREA 3: Improved Health (Health Education and Services)					
Health Access					
19	Healthy Cubs (<i>Health Services Agency</i>)	\$ 50,000	\$ 2,233	\$ 47,767	4%
Maternal & Child Health Care					
20	Healthy Birth Outcomes (<i>Health Services Agency</i>)	\$ 1,339,160	\$ 54,511	\$ 1,284,649	4%
Oral Health					
21	Dental Education (<i>Health Services Agency</i>)	\$ 30,000	\$ -	\$ 30,000	0%
	Total Area 3:	\$ 1,419,160	\$ 56,744	\$ 1,362,417	4%
RESULT AREA 4: Improved Systems of Care					
Provider Capacity Building, Training and Support					
22	Healthy Start Support (<i>SCOE</i>)	\$ 82,378	\$ -	\$ 82,378	0%
	Total Area 4:	\$ 82,378	\$ -	\$ 82,378	0%
	Total Services Contracts	\$ 6,026,454	\$ 284,545	\$ 5,741,909	5%

STANISLAUS COUNTY CHILDREN & FAMILIES COMMISSION

FISCAL YEAR 2017-2018

QUARTERLY FINANCIAL REPORT

7/1/17-9/30/17

		FY 17/18 Budget	Actual	Remaining Budget	% Actual to Budget
1	Beginning Fund Balance	\$ 8,671,493	\$ 8,371,067		
REVENUE					
2	Interest	\$ 98,048	\$ -	\$ 98,048	0%
3	Tobacco Tax (Prop 10)	\$ 4,204,821	\$ 460,768	\$ 3,744,053	11%
4	Grants, SMIF, Misc.	\$ -	\$ -	\$ -	0%
5	TOTAL REVENUE	\$ 4,302,869	\$ 460,768	\$ 3,842,101	11%
EXPENDITURES					
Program					
6	Contracts/Programs	\$ 6,026,454	\$ 284,546	\$ 5,741,908	5%
7	Contracts-Prior Year		\$ 4,663	\$ (4,663)	
8	Contract Adjustments (TBD)	\$ 508,470		\$ 508,470	0%
9	Salaries & Benefits	\$ 199,366	\$ 19,340	\$ 180,026	10%
10	Services & Supplies	\$ 29,636	\$ 17,362	\$ 12,274	59%
11	County Cap Charges	\$ 6,332	\$ 1,953	\$ 4,379	31%
12	Total Expenditures - Program	\$ 6,770,258	\$ 327,864	\$ 6,442,394	5%
Evaluation					
13	Salaries & Benefits	\$ 58,474	\$ (1,746)	\$ 60,220	-3%
14	Services & Supplies	\$ 12,887	\$ 534	\$ 12,353	4%
15	County Cap Charges	\$ 1,266		\$ 1,266	0%
16	Total Expenditures - Evaluation	\$ 72,627	\$ (1,213)	\$ 73,840	-2%
Administration					
17	Salaries & Benefits	\$ 260,272	\$ 84,487	\$ 175,785	32%
18	Services & Supplies	\$ 86,221	\$ 22,000	\$ 64,221	26%
19	County Cap Charges	\$ 17,730	\$ 4,348	\$ 13,382	25%
20	Total Expenditures - Administration	\$ 364,223	\$ 110,835	\$ 253,388	30%
21	Total Expenditures	\$ 7,207,108	\$ 437,486	\$ 6,769,622	6%
22	NET INCREASE (DECREASE) TO FUND BALANCE	\$ (2,904,239)	\$ 23,282		
23	ENDING FUND BALANCE	\$ 5,767,254	\$ 8,394,349		



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

Operations Committee

Thursday, October 12, 2017

MEMBERS:

Vicki Bauman
School Representative

Ignacio Cantu Jr.
Community Representative

Vito Chiesa
County Supervisor

David Cooper
Community Representative

Kathy Harwell
Chair
Community Services Agency

Mary Ann Lee
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.
Vice Chair
Community Representative

George Skol
Community Representative

Julie Vaishampayan, MD
Public Health Officer

David T. Jones
Executive Director

Commissioners Present: David Cooper, Nelly Paredes-Walsborn, George Skol

Commissioners Absent: None

Staff Present: David Jones, Veronica Ascencio, Stephanie Loomis

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