



**Tuesday, February 28, 2017 @ 4:00 p.m.**  
**Board Room – Stanislaus Office of Education**  
**1100 “H” Street, Modesto, CA**



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

## Commission Meeting Notice

Tuesday, February 28, 2017 @ 4:00 PM, Board Room, Stanislaus County Office of Education,  
1100 "H" Street, Modesto, CA 95354

**MEMBERS:**

Vicki Bauman  
School Representative

Vito Chiesa  
County Supervisor

David Cooper  
Community Representative

Kathy Harwell  
Vice Chair  
Community Services Agency

Denise Hunt  
Community Representative

Mary Ann Lee  
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.  
Community Representative

George Skol  
Chair  
Community Representative

John Walker, MD  
Public Health Officer

\*\*\*\*\*

John Sims  
Executive Director

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

The agenda is divided into two sections:

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

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

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

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

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

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



Children & Families Commission

930 15<sup>th</sup> Street

Modesto, CA 95354

Phone: 209.558.6218 Fax: 209.558.6225

## Commission Meeting Notice

Tuesday, February 28, 2017 @ 4:00 PM, Board Room, Stanislaus County Office of Education,  
1100 "H" Street, Modesto, CA 95354

**MEMBERS:**

Vicki Bauman  
School Representative

Vito Chiesa  
County Supervisor

David Cooper  
Community Representative

Kathy Harwell  
Vice Chair  
Community Services Agency

Denise Hunt  
Community Representative

Mary Ann Lee  
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.  
Community Representative

George Skol  
Chair  
Community Representative

John Walker, MD  
Public Health Officer

\*\*\*\*\*

John Sims  
Executive Director

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

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

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

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

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



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

## COMMISSION MEETING AGENDA

**February 28, 2017**

**Times provided are approximate times.**

- 4:00 p.m. I. Welcome & Introductions – Chair Skol
- 4:05 p.m. II. Pledge of Allegiance
- 4:08 p.m. III. Announcement of Recusals <sup>1</sup>
- 4:10 p.m. IV. Public Comment Period (Limit of 5 minutes per person)
- 4:15 p.m. V. Approval of the Consent Calendar – Agenda items marked by an Asterisk (\*)
- VI. Agenda Items
- \* A. Approval of the Commission Meeting Minutes of December 13, 2016. p. 5-7
  - B. Executive Director’s Office
    - \* 1. Approval to Amend the Commission’s Position Allocation List p. 8-9
    - \* 2. Authorization to Pay Late Invoice from United Way p. 10
  - C. Committee Reports
    - \* 1. Accept the Minutes of the Executive Committee meeting of January 5, 2017 p. 11
    - \* 2. Accept the Minutes of the Administrative Committee meeting of February 13, 2017. p. 12-15
      - a. Monthly Financial Report as of January 31, 2017 p. 16
      - b. Quarterly Financial Report as of December 31, 2016 p.17
    - \* 3. Accept the Minutes of the Operations Committee meeting of February 16, 2017 p. 18-19
    - \* 4. Accept the Minutes of the Executive Committee meeting of February 22, 2017 p. 20-21
- VII. Correspondence – None
- VIII. Commissioner Reports
- IX. Staff Reports – None
- 4:20 p.m. X. Adjourn into Closed Session – Public Employee Appointment, Title: Executive Director, Government Code: 54957(b)

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



**Children & Families Commission**

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

**Commission Meeting Minutes  
Tuesday, December 13, 2016  
Stanislaus County Office of Education  
Board Room  
1100 "H" St., Modesto, CA**

**Members Present:** Vito Chiesa, David Cooper, Kathy Harwell (Vice Chair), Denise Hunt, Nelly Paredes-Walsborn, and Dr. John Walker.

**Members Absent:** Vicki Bauman, Mary Ann Lee, and George Skol (Chair),

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

- I. Vice Chair Harwell called the meeting to order at 4:00 p.m. She recognized this would be John Sims' last meeting with the Commission before he went on to work for another agency. Commission members were introduced and attendees were welcomed.
- II. Commission members and attendees recited the Pledge of Allegiance.
- III. Announcement of Commissioner Recusals – None
- IV. Public Comment Period – None.
- V. Consent Calendar  
The Consent Calendar was approved.  
**Moved Hunt, Seconded Cooper. Unanimously approved.**
- VI. Agenda Items
  - A. The Commission approved the Commission Meeting Minutes of September 27, 2016.  
**Approved on the consent calendar. Moved Hunt, Seconded Cooper. Unanimously approved.**
  - B. Executive Director's Office
    1. Provisions of Proposition 10 were codified into California State Law as Sections 130100-130155 of the California Health and Safety Code. Section 130150 requires local Children and Families Commissions to conduct a public hearing on the Annual Report and to submit the report to the California First 5 Commission. The report shows the progress towards and achievement of the goals and objectives of the Proposition.  
  
The Commission heard a presentation from Stephanie Loomis on the 2015-2016 Local Annual Report.  
  
Vice Chair Harwell opened the Public Hearing for the 2015-2016 Local Annual Report at 4:15 p.m. Members from the audience were asked to make comments. Hearing no comments, Vice Chair Harwell closed the hearing at 4:16 p.m.  
  
The Commission accepted the 2015-2016 Local Annual Report.  
**Moved Walker, Seconded Cooper. Unanimously approved.**
    2. The Stanislaus County Children and Families Commission is an independent unit of local government that is classified as a "County agency" for purposes of State law. The Commission has executed an agreement with Stanislaus County to provide the accounting, administrative, and legal services that it provides to County departments. Commission employees are considered to be County employees for payroll and benefit purposes and the Commission has based its travel and



purchasing card policies on County policies for convenience and consistency between the two agencies.

The Board of Supervisors directed the Auditor's Office to conduct an audit of all County departments' purchasing card charges for fiscal year 2015-2016. Because Commission employees use purchasing cards issued through Stanislaus County, the Commission's purchasing card charges were audited under this Board directive. The use of Commission purchasing cards is the preferred method of paying for employee travel costs (mileage, meals, parking, bridge tolls, etc) and for the purchase of supplies (office materials, meeting materials, etc.).

The Executive Summary and the more detailed Finding Report of the purchasing card audit for 2015-2016 contained no significant findings and recommendations. Therefore no response to the audit is required.

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

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

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

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

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

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

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

4. The Commission approved the 2017 Meeting calendar  
***Approved on the consent calendar. Moved Hunt, Seconded Cooper. Unanimously approved.***

C. Committee Reports – ***Approved on the Consent Calendar. Moved Hunt, Seconded Cooper. Unanimously approved.***

1. The Commission accepted the minutes for the Administrative Committee meeting held on November 14, 2016 – including the Monthly Contract Financial Report as of September 30, 2016 and the Quarterly Financial Report July 2016 to September 2016.
2. The Commission accepted the minutes for the Operations Committee meeting held on November 17, 2016.

3. The Commission accepted the minutes for the Executive Committee meeting held on December 7, 2016.
- VII. Correspondence – None
- VIII. Commissioner Reports
1. Commissioner Cooper shared he found the 2016 Child Health, Education, and Care Summit he attended with the Commission in November outstanding. Commissioners Paredes-Walsborn, Harwell, and Chiesa agree.
- IX. Staff Reports
1. John Sims shared that Advocacy Day 2017, which is coordinated by the First 5 Association, is scheduled for January 31<sup>st</sup>. The day is an opportunity for Commissioners and staff to meet with legislators from the local region. Commissioners were invited to attend.
  2. John Sims expressed his gratitude for being able to work for the Commission for the last thirteen years.
- X. At 4:28 p.m., the Commission moved into Closed Session
- A. Public Employee Evaluation: Title: Executive Director. Government Code 54957(b).
  - B. Public Employee Appointment: Title: Executive Director. Government Code Section 54957 (b).
- VIII. The Commission reconvened at 4:45 p.m. and Vice Chair Harwell announced no action was taken in the Closed Session. The meeting was adjourned at 4:46 p.m.



It's All About The Kids

Stanislaus County Children and Families Commission

**ACTION AGENDA SUMMARY**

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

AGENDA DATE: February 28, 2017

COMMISSION AGENDA #: VI.B.1

**SUBJECT:**

Approval to Amend the Commission's Position Allocation List

**BACKGROUND:**

The fiscal year 2016-2017 budget for the Children and Families Commission was approved by the Commission during its May 24, 2016 regular meeting. The budget contained funding for 5 positions:

- 1 Executive Director
- 1 Confidential Assistant IV (.8 FTE)
- 1 Accountant II
- 1 Staff Services Coordinator
- 1 Account Clerk III (.5 FTE)

The CA IV position was funded as an 80% full-time equivalent (FTE) and the AC III was funded as a 50% FTE. Additionally, the Staff Services Coordinator position and the Account Clerk III position are currently vacant.

Concerned that the extensive and comprehensive duties performed by the Accountant II might not be commensurate with similar county positions, in February of 2016 the Commission's Executive Director requested that the Stanislaus County Human Resources Division examine the position and make a recommendation on the appropriate classification for the position. The County's study indicated the position should be classified at least as an Accountant III. The Commission's Accountant position is unique in the County structure as the duties and responsibilities for basic departmental functions (reconciliations, invoice coding, etc.) as well as very high level fund functions (preparing financial statements and schedules, inclusion of the Commission fund into County roll-up reports - like the Comprehensive Annual Financial Report - CAFR, fund administration, overseeing the audit of a fund, etc.) rest in one person.

Based on the complexity of duties and responsibilities associated with the Commission's accounting function, it is recommended that the Commission approve a reclassification of the Accountant II position to an Accountant III position. As the Commission operates within the County personnel structure, it is further recommended that the Board of Supervisors be requested to change their list of classifications assigned to the Commission to reflect the Commission's approval of this reclassification.

The Commission's incumbent Accountant II meets the minimum qualifications for Accountant III and is currently on an Accountant III promotional list. If appointed as an Accountant III, the incumbent will receive a compensation increase of approximately 5% and will serve a one-year probationary period.

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

**RECOMMENDATIONS:**

1. Approve the reclassification of the Commission's Accountant II position to Accountant III effective March 07, 2017.

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



2. Request that the Board of Supervisors change the County's Position Allocation List to reflect this reclassification.

**FISCAL IMPACT:**

Approval of this agenda item will result in an expenditure increase of approximately \$3,120 in the 12 months following the effective date of the reclassification.

**COMMISSION ACTION:**

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

and approved by the following vote:

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

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

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

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

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

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

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

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

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

Stephanie Loomis – Administration



It's All About The Kids

Stanislaus County Children and Families Commission

**ACTION AGENDA SUMMARY**

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

AGENDA DATE: February 28, 2017

COMMISSION AGENDA #: VI.B.2

**SUBJECT:**

Authorization to Pay Late Invoice from United Way

**BACKGROUND:**

Section 403 of the Commission's Policies and Procedures Manual addresses the submission of invoices by contractors. The section states that year-end invoices must be received from contractors no later than September 30<sup>th</sup>. Invoices for the prior fiscal year that are received after September 30<sup>th</sup> cannot be paid by Commission staff without Commission approval.

A 2015-2016 invoice was received by Commission staff after the September 30<sup>th</sup> deadline:

- United Way submitted a \$19,594 invoice for the 211 program on October 28, 2016.

Commission staff has worked with United Way to ensure future bills are submitted on a timely basis.

The Administrative and Finance Committee and the Operations Committee reviewed and discussed this item on February 13<sup>th</sup> and February 16<sup>th</sup>, respectively. The Executive Committee reviewed and discussed this item on February 22<sup>nd</sup>.

**STAFF RECOMMENDATIONS:**

1. Authorize Commission staff to pay a late invoice from United Way in the amount of \$19,594.

**FISCAL IMPACT:**

Approval of this agenda item will result in the expenditure of \$19,594 of Commission funds. Since these funds were encumbered last fiscal year, this expenditure will be applied to the Commission's 2015-2016 budget.

**COMMISSION ACTION:**

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

And approved by the following vote:

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

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

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

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

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

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

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

Stephanie Loomis - Administration



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

## *Executive Committee*

Thursday, January 5, 2017

**MEMBERS:**

Vicki Bauman  
School Representative

Vito Chiesa  
County Supervisor

David Cooper  
Community Representative

Kathy Harwell  
Vice Chair  
Community Services Agency

Denise Hunt  
Community Representative

Mary Ann Lee  
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.  
Community Representative

George Skol  
Chair  
Community Representative

John Walker, MD  
Public Health Officer

\*\*\*\*\*

John Sims  
Executive Director

Commissioners Present: Vito Chiesa, Kathy Harwell, George Skol,

Commissioners Absent: None

Staff Present: John Sims, Stephanie Loomis

1. John Sims shared a list of upcoming Commission business that will occur within the next few months and a status update for each item listed.
2. The Committee was presented with the Executive Director recruitment timeline. John Sims shared the position opened to the public January 3<sup>rd</sup>.
3. At 9:35 a.m., Stephanie Loomis left the room and the Committee moved into closed session.
  1. Public Employee Appointment: Title: Executive Director. Government Code Section 54957 (b).
4. The Committee reconvened at 9:51 a.m. and Chair Skol announced no action was taken in the Closed Session. The meeting was adjourned at 10:03 a.m.



**AMENDED**  
Minutes amended per agenda item V. of the Commission Meeting on February 28, 2017 to reflect Commissioner Dr. Walker's attendance in place of Commissioner Bauman's.



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

## Administrative Committee

Monday, February 13, 2017

**MEMBERS:**

Vicki Bauman  
School Representative

Vito Chiesa  
County Supervisor

David Cooper  
Community Representative

Kathy Harwell  
Vice Chair  
Community Services Agency

Denise Hunt  
Community Representative

Mary Ann Lee  
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.  
Community Representative

George Skol  
Chair  
Community Representative

John Walker, MD  
Public Health Officer

\*\*\*\*\*

John Sims  
Executive Director

Commissioners Present: Kathy Harwell, Nelly Paredes-Walsborn, Dr. Walker  
Commissioners Absent: Mary Ann Lee  
Staff Present: Stephanie Loomis

1. The Committee was informed that United Way (211) submitted an invoice for June 2016 after the September 30<sup>th</sup> deadline and the Commission, as required by the Policies and Procedure Manual, needs to authorize payment at the February Commission meeting.
2. Staff shared that the 2017-2018 Prop 10 revenue projections included in the State's proposed 2017-2018 Budget were significantly lower than what had been previously projected. The decreased projections are a result of Prop 56 passing (a \$2 a pack tax increase) and the expected decline in tobacco sales associated with the increased tax. Prop 56 does include backfill language which will make Prop 10 whole but the lost revenue won't be recouped until 2018-2019. It is projected the Commission's revenue will be approximately \$800,000 less in 2017-2108 but the Commission will receive that sum back in 2018-2019.
3. Staff shared with the Committee Parent Resource Center's new lease and discussed what would be approved rent and utility expenses for the contract starting December 2016 forward.
4. Staff shared the Family Resource Center (FRC) Request for Proposals (RFP) had not been released January 24<sup>th</sup> as originally scheduled. The process was delayed due to process and staff changes that occurred since the last time the FRC RFP was released in 2013. The RFP is anticipated to be released within the next week or so.
5. The Committee was presented with a Monthly Contract Financial Report as of January 31, 2017.
6. The Committee was presented with a Quarterly Financial Report – July 2016 to December 2016

**MEMBERS:**

Vicki Bauman  
School Representative

Vito Chiesa  
County Supervisor

David Cooper  
Community Representative

Kathy Harwell  
Vice Chair  
Community Services Agency

Denise Hunt  
Community Representative

Mary Ann Lee  
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.  
Community Representative

George Skol  
Chair  
Community Representative

John Walker, MD  
Public Health Officer

\*\*\*\*\*

John Sims  
Executive Director

7. The Committee was informed that the next Commission meeting is scheduled to be held in the Board Room of the Stanislaus County Office of Education office at 1100 H St., in Modesto on February 28, 2017. Items to be discussed include:
  - \* 1. Approval to Amend the Commission’s Position Allocation List
  - \* 2. Authorization to Pay June 2016 Invoice Received After September 30th
  3. Closed Session – Public Employee Appointment, Title: Executive Director, Government Code: 54957 (b)
  
8. Staff shared the bi-annual Early Care and Education Conference the Commission hosts in conjunction with Stanislaus County Office of Education will be held Saturday, February 25<sup>th</sup>. The theme for the conference is Math in Motion.
  
9. At 1:03 p.m., Stephanie Loomis left the room and the Committee moved into Closed Session
  1. Public Employee Appointment, Title: Executive Director, Government Code: 54957 (b)
  
10. The Committee reconvened at 1:22 p.m. and Vice Chair Harwell announced no action was taken in the Closed Session.



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

## Administrative Committee

Monday, February 13, 2017

**MEMBERS:**

Vicki Bauman  
School Representative

Vito Chiesa  
County Supervisor

David Cooper  
Community Representative

Kathy Harwell  
Vice Chair  
Community Services Agency

Denise Hunt  
Community Representative

Mary Ann Lee  
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.  
Community Representative

George Skol  
Chair  
Community Representative

John Walker, MD  
Public Health Officer

\*\*\*\*\*

John Sims  
Executive Director

Commissioners Present: Kathy Harwell, Nelly Paredes-Walsborn, Vicki Bauman  
Commissioners Absent: Mary Ann Lee  
Staff Present: Stephanie Loomis

1. The Committee was informed that United Way (211) submitted an invoice for June 2016 after the September 30<sup>th</sup> deadline and the Commission, as required by the Policies and Procedure Manual, needs to authorize payment at the February Commission meeting.
2. Staff shared that the 2017-2018 Prop 10 revenue projections included in the State's proposed 2017-2018 Budget were significantly lower than what had been previously projected. The decreased projections are a result of Prop 56 passing (a \$2 a pack tax increase) and the expected decline in tobacco sales associated with the increased tax. Prop 56 does include backfill language which will make Prop 10 whole but the lost revenue won't be recouped until 2018-2019. It is projected the Commission's revenue will be approximately \$800,000 less in 2017-2108 but the Commission will receive that sum back in 2018-2019.
3. Staff shared with the Committee Parent Resource Center's new lease and discussed what would be approved rent and utility expenses for the contract starting December 2016 forward.
4. Staff shared the Family Resource Center (FRC) Request for Proposals (RFP) had not been released January 24<sup>th</sup> as originally scheduled. The process was delayed due to process and staff changes that occurred since the last time the FRC RFP was released in 2013. The RFP is anticipated to be released within the next week or so.
5. The Committee was presented with a Monthly Contract Financial Report as of January 31, 2017.
6. The Committee was presented with a Quarterly Financial Report – July 2016 to December 2016



**MEMBERS:**

Vicki Bauman  
School Representative

Vito Chiesa  
County Supervisor

David Cooper  
Community Representative

Kathy Harwell  
Vice Chair  
Community Services Agency

Denise Hunt  
Community Representative

Mary Ann Lee  
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.  
Community Representative

George Skol  
Chair  
Community Representative

John Walker, MD  
Public Health Officer

\*\*\*\*\*

John Sims  
Executive Director

7. The Committee was informed that the next Commission meeting is scheduled to be held in the Board Room of the Stanislaus County Office of Education office at 1100 H St., in Modesto on February 28, 2017. Items to be discussed include:
  - \* 1. Approval to Amend the Commission’s Position Allocation List
  - \* 2. Authorization to Pay June 2016 Invoice Received After September 30th
  3. Closed Session – Public Employee Appointment, Title: Executive Director, Government Code: 54957 (b)
  
8. Staff shared the bi-annual Early Care and Education Conference the Commission hosts in conjunction with Stanislaus County Office of Education will be held Saturday, February 25<sup>th</sup>. The theme for the conference is Math in Motion.
  
9. At 1:03 p.m., Stephanie Loomis left the room and the Committee moved into Closed Session
  1. Public Employee Appointment, Title: Executive Director, Government Code: 54957 (b)
  
10. The Committee reconvened at 1:22 p.m. and Vice Chair Harwell announced no action was taken in the Closed Session.

# STANISLAUS COUNTY CHILDREN & FAMILIES COMMISSION

## CONTRACT SCHEDULE

### 1/31/2017

	Budget	Actual Expenditures	Remaining Budget	% Actual to Budget
<b>RESULT AREA 1: Improved Family Functioning (Family Support, Education, and Services)</b>				
<b>Community Resource and Referral</b>				
1	\$ 81,159	\$ -	\$ 81,159	0%
Family Resource Centers:				
2	\$ 184,648	\$ 18,051	\$ 166,597	10%
3	\$ 118,279	\$ 8,212	\$ 110,067	7%
4	\$ 323,694	\$ 40,676	\$ 283,018	13%
5	\$ 157,484	\$ 18,208	\$ 139,276	12%
6	\$ 397,310	\$ 109,491	\$ 287,819	28%
7	\$ 204,404	\$ 13,937	\$ 190,467	7%
8	\$ 173,538	\$ 7,904	\$ 165,634	5%
9	\$ 185,000	\$ 54,156	\$ 130,844	29%
10	\$ 416,020	\$ -	\$ 416,020	0%
<b>Targeted Intensive Family Support Services</b>				
11	\$ 460,000	\$ 115,276	\$ 344,724	25%
12	\$ 60,000	\$ 15,180	\$ 44,820	25%
14	\$ 100,000	\$ 23,915	\$ 76,085	24%
15	\$ 98,000	\$ 14,268	\$ 83,732	15%
16	\$ 1,523,009	\$ 155,654	\$ 1,367,355	10%
<b>Total Area 1:</b>				
	<b>\$ 4,482,545</b>	<b>\$ 594,928</b>	<b>\$ 3,887,617</b>	<b>13%</b>
<b>RESULT AREA 2: Improved Child Development (Child Development Services)</b>				
<b>Kindergarten Transition Services</b>				
17	\$ 10,000	\$ -	\$ 10,000	0%
18	\$ 10,000	\$ -	\$ 10,000	0%
19	\$ 20,000	\$ -	\$ 20,000	0%
<b>Quality ECE Investments</b>				
20	\$ 12,000	\$ 4,335	\$ 7,665	36%
<b>Total Area 2:</b>				
	<b>\$ 52,000</b>	<b>\$ 4,335</b>	<b>\$ 47,665</b>	<b>8%</b>
<b>RESULT AREA 3: Improved Health (Health Education and Services)</b>				
<b>Health Access</b>				
21	\$ 50,000	\$ 9,582	\$ 40,418	19%
<b>Maternal &amp; Child Health Care</b>				
22	\$ 1,339,160	\$ -	\$ 1,339,160	0%
<b>Oral Health</b>				
23	\$ 30,000	\$ -	\$ 30,000	0%
<b>Total Area 3:</b>				
	<b>\$ 1,419,160</b>	<b>\$ 9,582</b>	<b>\$ 1,409,578</b>	<b>1%</b>
<b>RESULT AREA 4: Improved Systems of Care</b>				
<b>Provider Capacity Building, Training and Support</b>				
24	\$ 82,378	\$ 18,240	\$ 64,138	22%
<b>Total Area 4:</b>				
	<b>\$ 82,378</b>	<b>\$ 18,240</b>	<b>\$ 64,138</b>	<b>22%</b>
<b>Total Services Contracts</b>				
	<b>\$ 6,036,083</b>	<b>\$ 627,084</b>	<b>\$ 5,408,999</b>	<b>10%</b>

**STANISLAUS COUNTY CHILDREN & FAMILIES COMMISSION**  
**FISCAL YEAR 2016-2017**  
**QUARTERLY FINANCIAL REPORT**  
**12/31/16**

	FY 16/17 Budget	Actual	Remaining Budget	% Actual to Budget
1 <b>Beginning Fund Balance</b>	\$ 9,292,904	\$ 9,792,803		
<b>REVENUE</b>				
2 Interest	\$ 74,343	\$ -	\$ 74,343	0%
3 Tobacco Tax (Prop 10)	\$ 4,705,849	\$ 2,325,693	\$ 2,380,156	49%
4 Grants, SMIF, Misc.	\$ -	\$ -	\$ -	0%
5 <b>TOTAL REVENUE</b>	\$ 4,780,192	\$ 2,325,693	\$ 2,454,499	49%
<b>EXPENDITURES</b>				
<b>Program</b>				
6 Contracts	\$ 6,036,083	\$ 366,602	\$ 5,669,481	6%
7 Contracts-Prior Year		\$ 38	\$ (38)	
8 Contract Adjustments (TBD)	\$ 498,841	\$ -	\$ 498,841	0%
9 Salaries & Benefits	\$ 193,023	\$ 52,712	\$ 140,311	27%
10 Services & Supplies	\$ 24,669	\$ 16,884	\$ 7,785	68%
11 County Cap Charges	\$ 6,079	\$ 2,538	\$ 3,541	42%
12 <b>Total Expenditures - Program</b>	\$ 6,758,695	\$ 438,774	\$ 6,319,921	6%
<b>Evaluation</b>				
13 Salaries & Benefits	\$ 56,371	\$ 10,334	\$ 46,037	18%
14 Services & Supplies	\$ 19,229	\$ 8,457	\$ 10,772	44%
15 County Cap Charges	\$ 3,293	\$ 647	\$ 2,646	20%
16 <b>Total Expenditures - Evaluation</b>	\$ 78,893	\$ 19,438	\$ 59,455	25%
<b>Administration</b>				
17 Salaries & Benefits	\$ 256,874	\$ 138,330	\$ 118,543	54%
18 Services & Supplies	\$ 68,356	\$ 57,976	\$ 10,380	85%
19 County Cap Charges	\$ 15,957	\$ 8,492	\$ 7,464	53%
20 <b>Total Expenditures - Administration</b>	\$ 341,186	\$ 204,799	\$ 136,388	60%
21 <b>Total Expenditures</b>	\$ 7,178,774	\$ 663,011	\$ 6,515,764	9%
22 <b>NET INCREASE (DECREASE) TO FUND BALANCE</b>	\$ (2,398,582)	\$ 1,662,682		
23 <b>ENDING FUND BALANCE</b>	\$ 6,894,322	\$ 11,455,486		



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

## Operations Committee

Thursday, February 16, 2017

**MEMBERS:**

Vicki Bauman  
School Representative

Vito Chiesa  
County Supervisor

David Cooper  
Community Representative

Kathy Harwell  
Vice Chair  
Community Services Agency

Denise Hunt  
Community Representative

Mary Ann Lee  
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.  
Community Representative

George Skol  
Chair  
Community Representative

John Walker, MD  
Public Health Officer

\*\*\*\*\*

John Sims  
Executive Director

Commissioners Present: Vicki Bauman, David Cooper, George Skol  
Commissioners Absent: Denise Hunt  
Staff Present: Stephanie Loomis

1. At 12:00 p.m., Stephanie Loomis left the room and the Committee moved into Closed Session
  1. Public Employee Appointment, Title: Executive Director, Government Code: 54957 (b)
2. The Committee reconvened at 12:20 p.m. and Chair Skol announced no action was taken in the Closed Session.
3. The Committee was informed that United Way (211) submitted an invoice for June 2016 after the September 30<sup>th</sup> deadline and the Commission, as required by the Policies and Procedure Manual, needs to authorize payment at the February Commission meeting.
4. Staff shared that the 2017-2018 Prop 10 revenue projections included in the State's proposed 2017-2018 Budget were significantly lower than what had been previously projected. The decreased projections are a result of Prop 56 passing (a \$2 a pack tax increase) and the expected decline in tobacco sales associated with the increased tax. Prop 56 does include backfill language which will make Prop 10 whole but the lost revenue won't be recouped until 2018-2019. It is projected the Commission's revenue will be approximately \$800,000 less in 2017-2108 but the Commission will receive that sum back in 2018-2019.
5. Staff shared with the Committee Parent Resource Center's new lease and discussed what would be approved rent and utility expenses for the contract starting December 2016 forward.
6. Staff shared the Family Resource Center (FRC) Request for Proposals (RFP) had not been released January 24<sup>th</sup> as originally scheduled. The process was delayed due to process

**MEMBERS:**

Vicki Bauman  
School Representative

Vito Chiesa  
County Supervisor

David Cooper  
Community Representative

Kathy Harwell  
Vice Chair  
Community Services Agency

Denise Hunt  
Community Representative

Mary Ann Lee  
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.  
Community Representative

George Skol  
Chair  
Community Representative

John Walker, MD  
Public Health Officer

\*\*\*\*\*

John Sims  
Executive Director

and staff changes that occurred since the last time the FRC RFP was released in 2013. The RFP is anticipated to be released within the next week or so.

7. The Committee was presented with a Monthly Contract Financial Report as of January 31, 2017.

8. The Committee was presented with a Quarterly Financial Report – July 2016 to December 2016

9. The Committee was informed that the next Commission meeting is scheduled to be held in the Board Room of the Stanislaus County Office of Education office at 1100 H St., in Modesto on February 28, 2017. Items to be discussed include:

- \* 1. Approval to Amend the Commission’s Position Allocation List
- \* 2. Authorization to Pay June 2016 Invoice Received After September 30th
- 3. Closed Session – Public Employee Appointment, Title: Executive Director, Government Code: 54957 (b)

10. Staff shared the bi-annual Early Care and Education Conference the Commission hosts in conjunction with Stanislaus County Office of Education will be held Saturday, February 25<sup>th</sup>. The theme for the conference is Math in Motion.



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

## *Executive Committee*

Wednesday, February 22, 2017

### MEMBERS:

Vicki Bauman  
School Representative

Vito Chiesa  
County Supervisor

David Cooper  
Community Representative

Kathy Harwell  
Vice Chair  
Community Services Agency

Denise Hunt  
Community Representative

Mary Ann Lee  
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.  
Community Representative

George Skol  
Chair  
Community Representative

John Walker, MD  
Public Health Officer

\*\*\*\*\*

John Sims  
Executive Director

Commissioners Present: Vito Chiesa, Kathy Harwell, George Skol

Commissioners Absent: None

Staff Present: Stephanie Loomis

1. The Committee was informed that United Way (211) submitted an invoice for June 2016 after the September 30<sup>th</sup> deadline and the Commission, as required by the Policies and Procedure Manual, needs to authorize payment at the February Commission meeting.
2. Staff shared that the 2017-2018 Prop 10 revenue projections included in the State's proposed 2017-2018 Budget were significantly lower than what had been previously projected. The decreased projections are a result of Prop 56 passing (a \$2 a pack tax increase) and the expected decline in tobacco sales associated with the increased tax. Prop 56 does include backfill language which will make Prop 10 whole but the lost revenue won't be recouped until 2018-2019. It is projected the Commission's revenue will be approximately \$800,000 less in 2017-2108 but the Commission will receive that sum back in 2018-2019.
3. Staff shared with the Committee Parent Resource Center's new lease and discussed what would be approved rent and utility expenses for the contract starting December 2016 forward.
4. Staff shared the Family Resource Center (FRC) Request for Proposals (RFP) had not been released January 24<sup>th</sup> as originally scheduled. The process was delayed due to process and staff changes that occurred since the last time the FRC RFP was released in 2013. The RFP is anticipated to be released within the next week or so.
5. The Committee was presented with a Monthly Contract Financial Report as of January 31, 2017.
6. The Committee was presented with a Quarterly Financial Report – July 2016 to December 2016



**MEMBERS:**

Vicki Bauman  
School Representative

Vito Chiesa  
County Supervisor

David Cooper  
Community Representative

Kathy Harwell  
Vice Chair  
Community Services Agency

Denise Hunt  
Community Representative

Mary Ann Lee  
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.  
Community Representative

George Skol  
Chair  
Community Representative

John Walker, MD  
Public Health Officer

\*\*\*\*\*

John Sims  
Executive Director

7. The Committee was informed that the next Commission meeting is scheduled to be held in the Board Room of the Stanislaus County Office of Education office at 1100 H St., in Modesto on February 28, 2017. Items to be discussed include:

- \* 1. Approval to Amend the Commission’s Position Allocation List
- \* 2. Authorization to Pay June 2016 Invoice Received After September 30th
- 3. Closed Session – Public Employee Appointment, Title: Executive Director, Government Code: 54957 (b)

8. Staff shared the bi-annual Early Care and Education Conference the Commission hosts in conjunction with Stanislaus County Office of Education will be held Saturday, February 25<sup>th</sup>. The theme for the conference is Math in Motion.

9. At 12:50 p.m., Stephanie Loomis left the room and the Committee moved into Closed Session

- 1. Public Employee Appointment, Title: Executive Director, Government Code: 54957 (b)

10. The Committee reconvened at 1:08 p.m. and Chair Skol announced no action was taken in the Closed Session.