



Children & Families Commission
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**Commission Meeting Minutes
 Tuesday, May 22, 2018
 Stanislaus County Office of Education
 Board Room
 1100 "H" Street, Modesto, CA**

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

Members Absent: Kathy Harwell (Chair), Ignacio Cantu Jr., Dr. Julie Vaishampayan.

Staff Present: David Jones, Executive Director; Veronica Ascencio, Accountant; Stephanie Loomis, Staff Services Coordinator; Denae Davis; Confidential Assistant IV; and Amanda DeHart, 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. Pledge of Allegiance was conducted.
- III. Announcement of Commissioner Recusals – None
- IV. Public Comment Period – None
- V. Consent Calendar
 The Consent Calendar was approved.
Motion by Bauman, Second by Skol. Unanimously approved.
- VI. Presentation by Center for Human Services – Communication
 The Commission members, staff, and attendees heard and participated in an interactive activity and presentation from Lori Schumacher, Program Director, from Center for Human Services (CHS).
- VII. Agenda Items
 - A. The Commission approved the Commission Meeting Minutes of April 24, 2018.
Approved on the consent calendar. Motion by Bauman, Second by Skol. Unanimously approved.
 - B. Executive Director’s Office
 - A. Conducted a public hearing to consider the adoption of the Fiscal Year 2018-2019 Budget, Long Range Financial Plan and Related actions; accepted the Fiscal Year 2018-2019 Budget from the Executive Director; conducted a Public Hearing to receive public comment and input on the Fiscal Year 2018-2019 Budget and Long Range Financial Plan; adopted the Fiscal Year 2018-2019 budget; authorized the Executive Director to make necessary technical adjustments to implement the approved Fiscal Year 2018-2019 Budget; authorized staff to submit the proposed budget for inclusion in the County budget; authorized the Executive Director to negotiate and sign an agreement not to exceed \$12,000 with Brown and Armstrong for 2018-2019 services; authorized the Executive Director to negotiate and sign an agreement not to exceed \$7,000 with Matrix Outcomes Model for 2018-2019 services; and adopted the financial projections for fiscal years 2018-2019 through 2022-2023 as the Commission’s Long Range Financial Plan.

State law requires the Commission to annually hold a public hearing before adopting a budget for fiscal year operations (July 1 to June 30) and before adopting a long-range financial plan. The budget is an estimated spending plan for the funds received by the Stanislaus County Children and Families Commission.

The Commission heard a presentation on the Fiscal Year 2018-2019 Budget, Long Range Financial Plan and Related actions from David Jones.

Fiscal Year 2018-2019 Budget

By law, the Stanislaus County Board of Supervisors does not have statutory authority to alter, amend, or approve the Commission's budget. The Commission's budget appears in the Stanislaus County budget as an informational item so the Auditor has a legal basis to make Commission expenditures. The filing date for submitting proposed budgets to the County was March 26, 2018. An expense budget totaling \$6,338,193 for Fiscal Year 2018-2019 was submitted to the Chief Executive Office to act as a placeholder until the Commission adopts its budget. Any budget approved by the Commission at this meeting or at subsequent meetings will be incorporated into the County's 2018-2019 budget. The County implemented a change this year, requesting two-year budgets be submitted for their budget book. The Commission submitted a budget for both Fiscal Years 2018-2019 and 2019-2020. The 2019-2020 budget is considered a status quo/placeholder budget. It is understood the 2019-2020 budget could be modified, potentially significantly, based on the outcomes of the Commission's strategic direction/planning process taking place over the next seven (7) months.

The budget the Commission is acting on as part of this agenda item is only the Fiscal Year 2018-2019 budget, and not any other budget year. This is consistent with the Commission's past practices. It is expected the Fiscal Year 2019-2020 budget will be developed as priorities and strategies of the Commission are finalized through the Strategic Direction/Planning process.

Highlights:

Some important elements and assumptions of the budget and long range financial plan include:

- Total budgeted revenues are projected at \$4,889,108, which is an estimated increase of 13.6% (\$586,239) from the 2017-2018 budget. The projected increase is due to:
 - The planned backfill by the State for revenue lost through implementation of Proposition 56. While Proposition 56 created an additional \$2 tax on a pack of cigarettes, it was projected to decrease overall tobacco consumption, thus decreasing revenue to First 5 organizations. Also, the new \$2 tax was specifically designated for services and programs apart from First 5.
- Total budgeted expenses are projected at \$6,388,193, which is an estimated decrease of 11.4% (\$818,914) from the 2017-2018 budget. For the 2018-2019 budget, a \$500,000 contingency has been established. No funds will be spent from Contingency without the approval of the Commission. Total administrative costs are projected at approximately 5% of total costs.
 - Staffing levels are projected to remain the same in the 2018-2019 budget at 5 positions (four full-time and one part-time).
- Total 2018-2019 service provider contracts are budgeted at \$5,077,914, which is a decrease of 15.6% (\$935,010) from the 2016-2017 budget. These contracts for 2018-2019 were voted on and approved by the Commission at their February 27, 2018, meeting and do not need further action.
- The Commission will have 19 contracts with service providers associated with programs for 2018-2019.
- Funding of \$12,000 is included for a contract with Brown Armstrong for audit services and \$7,000 with Matrix Outcomes Model for Family Development Matrix services and training.

- There is a projected use of approximately \$1.5 million in fund balance to balance the 2018-2019 budget. Ending fund balance for 2018-2019 is projected to be approximately \$4.6 million
- Additional assumptions for the 2018-2019 budget are included in the attached Budget Assumption worksheet.

Long Range Financial Plan

The Long Range Financial Plan is submitted annually to the State. It is a very important planning document and fiscal tool for the Commission. Similar to the Fiscal Year 2019-2020 Budget, the Long Range Financial Model could be subject to change in the future as a result of priorities and strategies resulting from the Strategic Direction/Planning process.

Some important elements and assumptions of the Long Range Financial Plan for consideration include:

- The Plan is a working document and is to guide long-range planning. The Plan is subject to change upon approval of the Commission using updated projections.
- The State Department of Finance/First 5 California revenue projections for Stanislaus County have been used in the Long Range Financial Plan for the years they were available (2018-2019 through 2021-2022). Stanislaus County Children and Families Commission assumptions were used for 2022-2023.
- The Plan continues to highlight long-term projected revenue declines.
- The Plan assumes contractors will spend 97% of contract allocations in 2018-2019 through 2022-2023.
- The Plan assumes a minimum reserve of at least six months of budgeted revenue per Commission policy.
- The Plan projects that fund balance policy will be impacting the spending strategy of the Commission starting in Fiscal Year 2021-2022.

After the presentation, Vice Chair Paredes Walsborn opened the public hearing at 4:31 p.m. Hearing no other comments from the public, the public hearing was closed at 4:32 p.m.

The Commission adopted the the Fiscal Year 2018-2019 Budget, Long Range Financial Plan and Related actions.

Motion by Skol, Second by Cooper. Unanimously approved.

1. Awarded an Agreement with Glen Price Group for the Provision of Services for a Strategic Direction/Planning process; Authorized the Executive Director to execute the contract with the Glen Price Group and sign any necessary documents; Authorized the use of up to \$74,520 of Fiscal year 2017-2018 Contingency funds for the Agreement and for staff to make necessary technical budget adjustments and to expend these funds per terms of the Agreement; and authorized the establishment of a short-term Ad Hoc Steering Committee for the Strategic Direction/Planning process.

The Commission heard a presentation (Attachment 1) on the Strategic Direction/Planning process and phases from Dr. Mara Mahmood, Glen Price Group.

The Commission awarded an Agreement with Glen Price Group for the Provision of Services for a Strategic Direction/Planning process.

Motion by Bauman, Second by Skol. Unanimously approved.

- C. Committee Reports – ***Approved on the Consent Calendar. Motion by Bauman, Second by Skol. Unanimously approved.***

1. The Commission accepted the minutes for the Administrative Committee meeting held on May 7, 2018, including the Monthly Financial Report as of April 2018.

2. The Commission accepted the minutes for the Operations Committee meeting held on May 10, 2018.
 3. The Commission accepted the minutes for the Executive Committee meeting held on May 16, 2018.
- II. Correspondence - ***Approved on the Consent Calendar. Motion by Bauman, Second by Skol. Unanimously approved.***
1. Accepted a letter from California State Controller's Office RE: Acceptance of '16-'17 Audit Report
- III. Commissioner Reports - None
- IV. Staff Reports
- David expressed more communication regarding the Strategic Plan will be coming out and efforts would be made to keep Commission agendas to be streamlined as possible during the planning period.
 - David invited attendees to introduce themselves to Dr. Mara Mahmood from Glen Price Group following the meeting.
- V. The Commission meeting adjourned at 4:57 p.m.

First 5 Stanislaus Strategic Direction and Planning

Presented by GPG

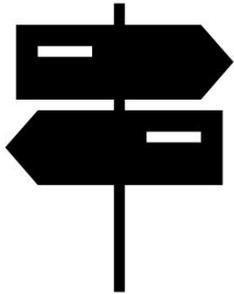
*First 5 Stanislaus Children & Families
Commission Meeting*

May 22, 2018

Glen Price Group (GPG)

GPG Mission: We inspire and support local, statewide, and national public and nonprofit organizations to maximize their results through effective collaboration, planning, and resource development. Through this work, we contribute to a more just and equitable world and improved outcomes for all people, beginning at birth.

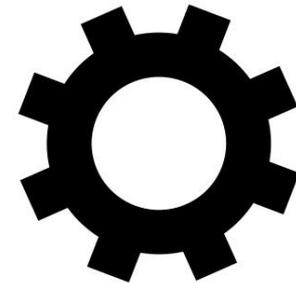
GPG Types of Work



Strategic, Business, Action, and
Sustainability **Planning**



Funding Research and **Grant
Proposal Development**



Systems-change and
Collaboration

Knowledge of First 5 State and County Commissions and Trends in the First 5 Community

- First 5 California
 - Strategic Plan
- First 5 Contra Costa
 - Strategic Planning and Resource Development
- First 5 Shasta
 - Strategic Planning
- First 5 Los Angeles
 - Grade Level Reading, School Readiness Workgroup

Project Team

Project Lead	Mara Mahmood, Ph.D., Senior Associate
Project Advisors	Maggie Steakley, Senior Associate Aaron Price, President
Project Team Members	Katherine Aspell, Associate Angela Chang, Support Associate
Sub-Consultant	Lucia Obregon, Spanish Focus Groups Facilitator

Objectives

The Children and Families Commission's strategic direction and planning **process** will:

- Build on the Children and Families Commission's successful efforts and investments
- Engage local stakeholders in linguistically and culturally responsive ways
- Utilize local expertise and experience

Objectives

The Children and Families Commission's **strategic direction and plan** will:

- Present First 5 Stanislaus' vision, mission, and values
- Identify areas for strategic investments
- Outline steps to achieve goals and objectives
- Present a timeline for implementation
- Establish a framework for implementation
- Present information clearly and concisely

Project Phases

Phase I: Discovery

June 2018 - Aug 2018

1 Part-day Commission
Planning Meeting

Phase II: Planning

Aug 2018 - Oct 2018

1 Full-day and 2 Half-
day Commission
Planning Meetings

Phase III: Plan Development & Finalization

Nov 2018 - Dec 2018

1 As-needed Half-Day
Commission Planning
Meeting

Ongoing Communication with Executive Director and Targeted Engagement with a Steering Committee Consisting of Staff and Commissioners

Project Phases

Phase I: Discovery <i>June 2018 - Aug 2018</i>	
ACTIVITIES	DELIVERABLES
<ol style="list-style-type: none"> 1. Initial meeting with Executive Director and staff 2. Review and analyze key resources 3. Develop draft strategic plan outline with definitions 4. Develop draft stakeholder engagement plan 5. Meeting #1: Review previous planning efforts, discuss outline, identify background materials, discuss stakeholder engagement plan 6. Conduct interviews, focus groups, and surveys 7. Develop Discovery Report 	<ol style="list-style-type: none"> 1. Work plan and timeline 2. Strategic plan outline 3. Meeting #1 design and notes 4. Stakeholder engagement plan 5. Interview guide 6. Focus group designs 7. Discovery Report

Project Phases

Phase II: Planning <i>Aug 2018 - Oct 2018</i>	
ACTIVITIES	DELIVERABLES
<p>Meeting #2</p> <ol style="list-style-type: none"> 1. Review Discovery Phase results 2. Discuss future direction and priority areas including vision, mission, and values 3. Identify goals and desired outcomes <p>Meeting #3</p> <ol style="list-style-type: none"> 1. Finalize vision, mission, values, goals, and outcomes 2. Discuss objectives and priorities for strategic investments 3. Identify tasks <p>Meeting #4</p> <ol style="list-style-type: none"> 1. Finalize objectives and priorities for strategic investments 2. Continue work on tasks 3. Determine approach for monitoring progress toward goals and objectives <p>Ongoing: Collaboratively Develop Plan</p>	<ol style="list-style-type: none"> 1. Meeting design and notes 2. Iterative drafts of plan components 3. Iterative drafts of criteria for strategic investments 4. Draft statement on monitoring plan implementation

Project Phases

Phase III: Plan Development and Finalization <i>Nov 2018 - Dec 2018</i>	
ACTIVITIES	DELIVERABLES
<ol style="list-style-type: none"> 1. Develop draft strategic plan 2. Meeting #5 (if needed): Review and finalize plan components and create proposed timeline and framework for implementation and monitoring progress toward goals and objectives 3. Develop near-final version of strategic plan 4. Present near-final strategic plan at public meeting of CFC 5. Incorporate feedback from CFC and finalize plan 	<ol style="list-style-type: none"> 1. Meeting design and notes 2. Draft strategic plan 3. Final strategic plan 4. Presentation slides for CFC

Thank You!

Questions and Discussion