



Tuesday, September 27, 2016 @ 4:00 p.m.
Finley Room – West Modesto Community Center
401 E. Paradise Road, Modesto, CA



Children & Families Commission

930 15th Street

Modesto, CA 95354

Phone: 209.558.6218 Fax: 209.558.6225

Commission Meeting Notice

Tuesday, September 27, 2016 @ 4:00 PM, Finley Room, West Modesto Community Center,
401 E. Paradise Road, Modesto, CA 95351

MEMBERS:

Vicki Bauman
School Representative

Vito Chiesa
County Supervisor

David Cooper
Community Representative

Denise Hunt
Community Representative

Mary Ann Lee
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.
Community Representative

Madelyn Schlaepfer
Behavioral Health and
Recovery Services

George Skol
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.

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.



Children & Families Commission

930 15th Street

Modesto, CA 95354

Phone: 209.558.6218 Fax: 209.558.6225

Commission Meeting Notice

*Tuesday, September 27, 2016 @ 4:00 PM, Finley Room, West Modesto Community Center,
401 E. Paradise Road, Modesto, CA 95351*

MEMBERS:

Vicki Bauman
School Representative

Vito Chiesa
County Supervisor

David Cooper
Community Representative

Denise Hunt
Community Representative

Mary Ann Lee
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.
Community Representative

Madelyn Schlaepfer
Behavioral Health and
Recovery Services

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

COMMISSION MEETING AGENDA

September 27, 2016

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 ¹
- 4:10 p.m. IV. Public Comment Period (Limit of 5 minutes per person)
- 4:15 p.m. V. Approval of the Consent Calendar – Agenda items marked by an Asterisk (*)
- VI. Agenda Items
 - * A. Approval of the Commission Meeting Minutes of May 24, 2016. p. 5-9
 - B. Executive Director's Office
- 4:20 p.m. 1. **Public Hearing** on and Adoption of the Policies and Procedures Manual (the Manual in its entirety may be viewed at the following link: <http://www.stanprop10.org/pdf/commission-policies-procedures.pdf>) p. 10-19
- 4:30 p.m. 2. **Public Hearing** on and Acceptance of the 2015-2016 Audit Report (*Public hearing materials can be accessed on our website under Agenda & Minutes or by clicking on the following link: <http://www.stanprop10.org/meetings.shtm>.*) p. 20
- 4:45 p.m. 3. Election of Commission Vice Chair for 2016-2017 p. 21-22
- C. Committee Reports
 - * 1. Accept the Minutes of the Administrative Committee meeting of September 12, 2016. p. 23
 - a. Monthly Financial Report as of June 30, 2016 p. 24
 - b. Quarterly Financial Report as of June 2016 p.25
 - * 2. Accept the Minutes of the Operations Committee meeting of September 15, 2016 p. 26-27
 - * 3. Accept the Minutes of the Executive Committee meeting of September 21, 2016 p.28
- 4:55 p.m. D. Contractor Presentation – La Familia Counseling Program: Yamilet Valladolid, El Concilio
- VII. Correspondence
 - * A. Accept a letter from California State Controller's Office RE: Acceptance of '14-'15 Audit Report p. 29
- 5:10 p.m. VIII. Commissioner Reports
- 5:15 p.m. IX. Staff Reports
 - A. Presentation on the Provider Conference
- 5:20 p.m. X. Adjourn into Closed Session – Public Employee Evaluation, Title: Executive Director, Government Code: 54957(b)

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



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

Commission Meeting Minutes
Tuesday, May 24, 2016
Stanislaus County Office of Education
Board Room
1100 "H" Street, Modesto, CA

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

Members Absent: Vito Chiesa

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

- I. Chair Cooper 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 – Chair Cooper informed the audience that during the budget approval process there would be several recusals during discussions and votes on specific programs and recusals would be noted at that time.
- IV. Public Comment Period – None.
- V. Consent Calendar
 The Consent Calendar was approved.
Moved Skol, Seconded Schlaepfer. Unanimously approved.
- VI. Chair Cooper noted Commissioner Schlaepfer's upcoming retirement and presented her with a plaque recognizing her nearly 4 years of service to the children and families of Stanislaus County.
- VII. Agenda Items
 - A. The Commission approved the Commission Meeting Minutes of March 22, 2016 and May 10, 2016.
Approved on the consent calendar. Moved Skol, Seconded Schlaepfer. Unanimously approved.
 - B. Executive Director's Office
 1. State law requires the Commission to annually hold a public hearing before adopting a budget for fiscal year operations (July 1st to June 30th) and before adopting a long-range financial plan. The budget is an estimated spending plan for the funds received by the Stanislaus County Children and Families Commission. Adoption of a budget is the first step in authorizing expenditures to contractors. However, before funds can be disbursed, a contract must be executed between the Commission and the program operator.

By law, the Stanislaus County Board of Supervisors does not have statutory authority to alter, amend, or approve the Commission's budget. The Commission's budget appears in the Stanislaus County budget as an informational item so the Auditor has a legal basis to make Commission expenditures. The filing date for submitting proposed budgets to the

County was March 28, 2016. A budget totaling \$7,178,774 was submitted to the CEO's office in order to meet the County's deadline. The purpose of the budget submitted to the County was to act as a placeholder until the Commission adopts its budget. Any budget approved by the Commission at this meeting or at subsequent meetings will be incorporated into the County's 2016-2017 budget.

Some of the significant assumptions contained in the budget and long range financial plan include:

- 2016-2017 contracts and programs are budgeted at current amounts except for:
 - A \$76,278 decrease in the Healthy Cub's allocation to \$50,000 due to the impacts of the Federal Affordable Care Act and Medi-cal expansion.
 - Extension of Family Resource Center contracts into a 4th year (under current RFP) with no change in cost
 - An increase of \$1,159 to 211 for a one-time cost to rebuild their website
- For 2016-2017, a \$498,000 contingency has been established. No funds will be spent from Contingency without the approval of the Commission.
- In the long range financial projections, a 2% increase in salaries, benefits, services and supplies, and CAP charges is projected for future years.
- Costs for Brown and Armstrong to conduct the 2015-2016 audit will increase by \$600 to \$11,800.
- The State's revenue projections for Stanislaus County have been used in the long range financial plan.
- The long range financial plan assumes contractors will spend 95% of their allocations.
- The long range financial plan assumes a minimum reserve of six month's worth of operating costs.

After the presentation, Chair Cooper opened the public hearing at 4:22 p.m. to obtain comments from the audience. Hearing no comments, Chair Cooper closed the hearing at 4:23 p.m.

Commissioner Lee made a motion to:

1. Approve the recommendations on pages 9 and 10 of the agenda packet
2. Approve the following contract allocation recommendations on page 14 of the agenda packet and authorize the ED to negotiate and execute the contracts:

Program / Agency	Line	Amount
211 Project (United Way of Stanislaus County)	Line 1	\$81, 159
The BRIDGE (Sierra Vista)	Line 9	\$185,000
Family Justice Center	Line 13	\$100,000
La Familia Counseling Program (El Concilio)	Line 14	\$98,000
Kindergarten Readiness Program		
Keyes (Keyes Unified)	Line 16	\$10,000
Grayson (Patterson Unified)	Line 17	\$10,000
Riverbank (Riverbank Unified)	Line 18	\$20,000

3. Approve a one year extension of the \$2,059,357 FRC /DR initiative with the Community Services Agency (CSA), with the Commission's share of the program not

to exceed \$1,559,357 in 2016-2017. Authorize the ED to sign 3-way contract amendments with CSA and the following agencies in the following contract amounts:

Program / Agency	Total Contract Amount	Commission Share
Ceres Partnership for Healthy Children (Center for Human Services)	\$243,855	\$184,648
Hughson FRC (Sierra Vista)	\$156,205	\$118,279
N. Modesto / Salida FRC (Sierra Vista)	\$427,485	\$323,694
Oakdale / Riverbank FRC (Center for Human Services)	\$207,980	\$157,484
Parent Resource Center for Central Modesto	\$524,706	\$397,310
Turlock FRC (AspiraNet)	\$269,945	\$204,405
Westside FRC (Center for Human Services)	\$229,181	\$173,537
Total	\$2,059,357	\$1,559,357

Moved Commissioner Lee; Seconded Commissioner Skol; Unanimously approved. Motion carried: 8-0

Prior to the next motion, Commissioner Schlaepfer announced her recusal and left the room.

Commissioner Skol made a motion to:

1. Approve the following contract allocation recommendation on page 14 of the agenda packet and authorize the ED to negotiate and execute the contract:

Program / Agency	Line	Amount
Zero to Five Early Intervention Partnership (BHRS)	Line 15	\$1,523,009

Moved Commissioner Skol; Seconded Commissioner Bauman; Unanimously approved. Motion carried: 7-0; Abstained: 1 (Schlaepfer)

Prior to the next motion being made, Commissioner Schlaepfer returned and Commissioner Skol announced his recusal and left the room.

Commissioner Hunt made a motion to:

1. Approve the following contract allocation recommendation on page 14 of the agenda packet and authorize the ED to negotiate and execute the contract:

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

Moved Commissioner Hunt; Seconded Commissioner Paredes-Walsborn; Unanimously approved. Motion carried: 7-0; Abstained: 1 (Skol)

Prior to the next motion being made, Commissioner Skol returned and Commissioner Bauman announced her recusal and left the room.

Commissioner Walker made a motion to:

1. Approve the following contract allocation recommendation on page 14 of the agenda packet and authorize the ED to negotiate and execute the contract:

Program / Agency	Line	Amount
Healthy Start Sites (SCOE)	Line 10	\$416,020

Healthy Start Support (SCOE)	Line 23	\$82,378
------------------------------	---------	----------

Moved Commissioner Walker; Seconded Commissioner Schlaepfer; Unanimously approved. Motion carried: 7-0; Abstained: 1 (Bauman)

Prior to the next motion being made, Commissioner Bauman returned and Commissioner Lee and Walker announced their recusals and left the room.

Commissioner Skol made a motion to:

1. Approve the following contract allocation recommendation on page 14 of the agenda packet and authorize the ED to negotiate and execute the contract:

Program / Agency	Line	Amount
Healthy Cubs (Health Services Agency)	Line 20	\$50,000
Perinatal Home Visitation – HBO (Health Services Agency)	Line 21	\$1,339,160
Dental Education (Health Services Agency)	Line 22	\$30,000

Moved Commissioner Skol; Seconded Commissioner Paredes-Walsborn; Unanimously approved. Motion carried: 6-0; Abstained: 2 (Lee and Walker)

Following the vote, Commissioners Lee and Commissioner Walker returned to the room.

2. Section 130140 of the California Health and Safety Code requires that each county commission conduct an annual review of their strategic plan. Should a Commission decide to adopt a strategic plan or amend its existing strategic plan, at least one public hearing is to be held before a plan or an amendment to a plan is adopted.

The 2015-2017 Strategic Plan was adopted by the Stanislaus County Children and Families Commission on December 9, 2014. As part of the Strategic Plan annual review, staff shared a comparison of the data reported in the Plan when it was published and current figures.

Commissioners discussed the Plan and thanked Stephanie Loomis for her presentation and leading the Commission through its review of the 2015-2017 Strategic Plan.

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

1. The Commission accepted the minutes for the Administrative Committee meeting held on May 09, 2016 – including the Monthly Contract Financial Report as of March 31, 2016 and the Quarterly Financial Report through March 2016.
2. The Commission accepted the minutes for the Operations Committee meeting held on May 12, 2016.

D. The Commission heard a presentation from Steve Ashman, Executive Director of Court Appointed Special Advocates (CASA) of Stanislaus County. He gave an overview of services provided by the program to the foster youth of Stanislaus County, specifically children birth to 5 years of age.

II. Correspondence – None.

III. Commissioner Reports

- Commissioner Lee shared information on two early literacy initiatives Health Services Agency (HSA) would be starting. One was piloting Little Free Libraries in HSA clinic waiting rooms, starting with the Pediatric clinic. The other initiative was reimplementing Reach Out and Read, a program that incorporates books into pediatric visits and encourages families to read together.
- Commissioner Skol shared information about CASA's upcoming fundraising concert being held in June. He also shared he was impressed with Camille Mabe, Executive Director of First 5 California and the State's programs.

IV. Staff Reports

- John Sims shared an update on tobacco related bills that were signed by the Governor since the Commission last met in March. The bills resulted in the following:
 - Classified e-cigarettes as tobacco products, making them subject to smoke-free laws, age restrictions and other rules governing tobacco products.
 - Raised the legal age to buy tobacco products from 18 to 21.
 - Closed loopholes in the state's smoke free workplace laws. Now smoking is banned in warehouses, gambling clubs, motel lobbies, covered parking lots, and various other public places previously left out.
 - Required all schools to be tobacco free.
 - Established a tobacco licensing fee program under the state Board of Equalization.
- John also shared that the Food and Drug Administration (FDA) approved a law that bans sale of electronic nicotine delivery devices (e-cigarettes, vape pens, etc.) to minors, expands the definition of "tobacco product" to include e-cigarettes, and requires that all vape manufacturers (who began selling after February 15, 2007) must register with the FDA and submit their products for approval. This rule will be effective starting August 8th.

V. The Commission meeting adjourned at 5:00 p.m.



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

Stanislaus County Children and Families Commission

ACTION AGENDA SUMMARY

AGENDA DATE: September 27, 2016

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

SUBJECT:

Public Hearing on the Policies and Procedures Manual

Adoption of the Policies and Procedures Manual

BACKGROUND:

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

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

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

- Minor changes that serve to enhance readability and consistency, but not change the meaning of the section. (Pages 1, 10, 17, 18, and 49)
- Changes to Section 405 and 406 – Removal of the Executive Director's authorization to permit contractors to carry over funds between fiscal years. These provisions were adopted during the Commission's early years. The provisions have only been used once and the financial circumstances of the Commission are now very different. (Pages 34 and 35)
- Change to Section 410 – Lowering the threshold definition of an inventory item from \$1000 down to \$500. The threshold is being lowered to better align with the reduction in cost of electronics such as computers and televisions. (Page 41)

The Administrative and Finance Committee, the Operations Committee, and the Executive Committee reviewed and discussed this item on September 12th, September 15th, and September 21st, respectively.

RECOMMENDATIONS:

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

FISCAL IMPACT:

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

COMMISSION ACTION:

On motion of Commissioner _____; Seconded by Commissioner _____
and approved by the following vote:

Ayes: Commissioner(s): _____

Attest: _____

Stephanie Loomis - Administration

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**

POLICIES AND PROCEDURES MANUAL

Last Revised: ~~December 8, 2015~~ September 27, 2016

submitted no later than 7 working days before the scheduled Commission meeting, to allow time for drafting/finalizing agenda items.

- | **3.8** Public comment is welcomed at each Commission meeting and ~~may~~ will be accepted on posted agenda items, consistent with Ralph M. Brown Act requirements.

Section 201 – Priority in the Use of Childcare Funds

Policy:

In the area of childcare, licensed providers in licensed facilities shall receive priority in the allocation of childcare funds over unlicensed facilities and providers.

Procedure:

- 201.1** In order to increase the capacity of childcare and expand the quality of childcare, it is the intent of the Stanislaus County Children & Families Commission to expend the Commission's childcare funds to support licensed childcare providers, facilities, homes, and centers.
- 201.2** Exceptions to this policy may include, but are not limited to, funds for training, educational stipends, and other funds that will enhance quality and lead facilities [and providers](#) towards licensure.

Section 202 – Unsolicited Funding Proposals

Policy:

Unsolicited funding proposals are proposals from agencies or individuals that were not ~~invited-~~ solicited or requested by the Stanislaus County Children and Families Commission. The proposals usually take the form of plans, budgets, or narratives that request funding from the Commission.

Unsolicited funding proposals must target children (0 through 5 years of age) and their families and must be consistent with the Commission's strategies / initiatives, as amended:

- | | |
|--|---|
| <input type="checkbox"/> Improved Family Functioning | <input type="checkbox"/> Improved Health |
| <input type="checkbox"/> Improved Child Development | <input type="checkbox"/> Improved Systems of Care |

Procedure:

202.1 Individuals or organizations wishing to submit an unsolicited funding proposal should deliver the proposal to.

Executive Director
Children & Families Commission
930 15th Street
Modesto, CA 95354
Phone: (209) 558-6218

202.2 Committees may evaluate the proposals and may make a recommendation about possible funding.

202.3 Committees may forward their recommendation to the Commission for its consideration.

202.4 Individuals or organizations submitting an unsolicited funding proposal will be notified within 10 business days following any Commission action involving the proposal.

Section 405 – Appropriation of Funds / Unused Appropriations

Policy:

It shall be the policy of the Commission to approve fiscal year appropriations for contractors. Each annual appropriation shall be the maximum amount of Proposition 10 funds available to a Contractor in a fiscal year. Appropriations for a fiscal year not used or not invoiced by a Contractor shall revert to the Commission. Unless written approval is granted by the Commission or the Commission's Executive Director, unused appropriations from one fiscal year cannot be used by a Contractor in the following fiscal year.

Procedure:

405.1 Contractors who wish to utilize unused appropriations from a fiscal year in the following fiscal year must submit a request in writing to the Commission by July 31st. The request shall include:

- ❑ A narrative explaining the need to expend unused appropriations in the following fiscal year.
- ❑ A budget that combines the Commission approved appropriation for a fiscal year with unused appropriations from the prior fiscal year.

~~**405.2** The Commission's Executive Director may approve requests to utilize unused appropriations and execute contract amendments to add the appropriations, so long as:~~

- ~~❑ The planned use of the additional appropriations is consistent with the contractual scope of work of either fiscal year.~~
- ~~❑ The amount requested is not more than \$50,000 and is not more than 25% of the higher budget for either fiscal year.~~
- ~~❑ The amount requested does not materially change the scope, size, capacity, or direction of the program.~~

~~**405.3** A decision by the Commission's Executive Director to permit a Contractor to utilize prior year's unused appropriations must be reported to the Commission at its next regular meeting.~~

~~**405.4** A Contractor whose request has been denied by the Executive Director may submit the request to the Commission.~~

~~**405.5** Requests to utilize unused appropriations that total more than \$50,000 or equal more than 25% of the higher budget for either fiscal year may only be approved by the Commission.~~

Section 406 – Budget Amendments by Contractors

Policy:

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

Procedure:

- 406.1** Budget amendments initiated by the Contractor are to be submitted in advance of the proposed change by submitting a Budget Revision Form and a Budget Narrative Form. Expenses incurred prior to the approval of a submitted budget amendment request may not be reimbursed. To encourage planning by contractors, budget amendment requests are to be submitted prior to May 1st of each fiscal year (July – June).
- 406.2** Approval of the Executive Director or his designee is required for any budget amendment proposed by a contractor that:
- ☐ Increases or decreases a line item by more than 10%
 - ☐ Increases or decreases the subtotal of the Personnel, Services, or Fixed Asset categories.
- 406.3** The Commission's Executive Director may approve Contract budget amendments, so long as:
- a. The planned expenditures in the budget amendment are consistent with the contractual scope of work.
 - b. The budget amendment does not materially change the scope, size, capacity, or direction of the program.
 - c. The budget amendment does not increase the total value of the contract. ~~(Note that in certain limited circumstances, as described elsewhere in these policies, the Executive Director may authorize the use of carryover funds and increase the total of a contract.)~~
- 406.4** A Contractor whose budget amendment request has been denied by the Executive Director may submit the request to the Commission.

Section 410 – Allowable Expenditures by Contractors

Policy:

Expenditures made by contractors shall comply with Federal, State, and local laws and policies; adhere to agreed upon contractual terms; and demonstrate good stewardship of public resources.

Procedure:

- 410.1** Expenditures shall be made for only those services, supplies, and materials that benefit the health and well being of children 0 through 5 years of age. It is acknowledged that some services provided to other family members in families with children 0 through 5 will have a benefit to the child (mental health services, health enrollment assistance services, English language lessons, literacy, etc.)
- 410.2** Expenditures made by contractors shall comply with the scope of work and budget attached to the agreement between the Commission and the contracting agency. Budget categories may include, but are not limited to: salaries and benefits, services and supplies, and equipment/fixed assets.
- 410.3** Contractor requests for reimbursement shall be accompanied by appropriate documentation. Commission staff may request additional documentation to determine that an invoiced expenditure is consistent with these policies.
- 410.4** Equipment, materials, supplies, or property purchased for or financed from Commission funds having a useful life of three (3) years or greater or a value in excess of ~~One Thousand Five Hundred~~ Dollars (~~\$1,000.00~~\$500) shall be defined as an inventory item. Prior written approval of the Executive Director, or his/her designee, is required for all purchases of inventory items.
- 410.5** All items purchased or financed with Commission funds not fully consumed during the execution of an agreement shall be the property of the Commission at the termination of an agreement unless the Commission, at its sole discretion, makes an alternative disposition.
- 410.6** The Commission and its contractors must be ever vigilant regarding their obligations and responsibilities to be good stewards of the public funds entrusted to them. Providing food and non-alcoholic beverage items at meetings and events is an especially sensitive subject and such items should be provided only in very limited and occasional circumstances. Alcoholic beverages cannot be purchased with public funds under any circumstances. Food or beverage items may be invoiced as an allowable expenditure when:
 - ❑ An attendance sheet or list of meeting attendees accompanies the invoice, along with a meeting agenda and meeting minutes, if any
 - ❑ The meeting targets community members, the public, and/or employees of other agencies (education or training session, for example)
 - ❑ The items purchased contain predominately healthy choices: fruits, vegetables, water, juices, unsweetened drinks, etc.

Section 600 – Monitoring and Evaluation of Contractors

Policy:

All Contractors shall be monitored and evaluated on a regular basis throughout their contract period.

Procedure:

600.1 Monitoring means any planned, ongoing, or periodic activity that measures and ensures Contractor compliance with the terms, conditions, and requirements of a contract.

600.2 Evaluation is the systematic acquisition and analysis of information to provide useful feedback to a funded program and to support decision making about continuing or altering program operations. It is an on-going process in which questions are selected, framed, and answered in order to assess the value and effectiveness of programs, as well as to further strengthen and build the capacity of programs.

600.3 Technical assistance means to support and assist Contractors/partners in the development of those changes, alterations, adjustments and amendments that will increase the likelihood of the Contractor successfully and effectively performing under the terms, conditions, and requirements of their contract.

600.4 Activities that will be used to monitor and evaluate Contractor performance may include:

- ❑ **Periodic Contractor reporting:** Quarterly, as required in their contractual scope of work, contractors will submit activity and outcome data in a format prescribed by the State of California and [the Stanislaus County Children and Families Commission](#).
- ❑ **Review of Contractor's audit reports:** Examination of an independent audit commissioned by the Contractor.
- ❑ **Invoice reviews:** Ensures the costs being charged are within contract parameters.
- ❑ **Onsite reviews and observations:** At least semi-annually, this may include some or all of the following: interviews with Contractor staff, interviews with clients about services received, reviews of key systems and service documentation, reviews of client case records, reviews of personnel records to ensure staff have appropriate credentials, reviews of on-site fiscal records, observations of operations, and reviews of scopes of work and scorecards.
- ❑ **Contact with Contractor:** Continuous dialogue with the Contractor in the form of letters, meetings, and phone conversations.
- ❑ **Surveys:** Concerning contract service delivery and quality.

600.5 The contractor is responsible for developing and operating a data collection system that provides timely and accurate information on activities, progress towards milestones, and outcomes. When requested, Commission staff will assist the contractor in the development of a data collection and reporting system.

**COMMITTEE ROUTING**

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

Stanislaus County Children and Families Commission
ACTION AGENDA SUMMARY

AGENDA DATE: September 27, 2016COMMISSION AGENDA # VI.B.2 (PUBLIC HEARING)**SUBJECT:**

Public Hearing on the 2015-2016 Audit Report
 Acceptance of the 2015-2016 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.

Like last year, the Commission has contracted with Brown and Armstrong (Bakersfield, CA) to perform the annual audit. The audit, which has been included with the Commission's agenda packet, contains no findings or recommendations. At the Commission's September 27, 2016 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, the Operations Committee, and the Executive Committee reviewed and discussed this item on September 12th, September 15th, and September 21st, respectively.

STAFF RECOMMENDATIONS:

1. Hear a presentation on the 2015-2016 Audit Report.
2. Conduct a **Public Hearing** on the 2015-2016 Audit Report.
3. Accept the 2015-2016 Audit Report.

FISCAL IMPACT:

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

COMMISSION ACTION:

On motion of Commissioner _____; Seconded by Commissioner _____
 and approved by the following vote:

Ayes: Commissioner(s): _____

Noes: Commissioner(s): _____

Excused or Absent Commissioner(s): _____

Abstaining: Commissioner(s): _____

- 1) _____ Approved as recommended.
- 2) _____ Denied.
- 3) _____ Approved as amended.

Motion: _____

Attest: _____
 Stephanie Loomis – Administration



It's All About The Kids

Stanislaus County Children and Families Commission

ACTION AGENDA SUMMARY**COMMITTEE ROUTING**

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

AGENDA DATE: September 27, 2016COMMISSION AGENDA #: VI.B.3**SUBJECT:**

Election of Commission Vice Chair for 2016-2017

BACKGROUND:

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

According to the Commission's By-Laws:

"The Executive Committee shall serve as a Nominating Committee to develop a slate of candidates for the office of Vice Chair. At the August regular meeting of the Commission, members of the Commission shall consider the Nominating Committee's candidate(s) and shall elect a Vice Chair for the Commission, who shall serve a term of September 1st through August 31st. Following a term as Vice Chair, the Vice Chair shall serve a one-year term as Chair of the Commission during the following September 1st to August 31st period. The purpose of this process is to provide continuity for a two-year period as a Commissioner moves from the office of Vice Chair to Chair."

"In the interests of promoting community involvement, it is the goal of the Commission to alternate the Chair between community representatives and County representatives. It is recognized that unanticipated and unplanned changes in Commission membership may affect the Commission's ability to attain this goal."

In accordance with these provisions, the Commission's previous Vice Chair, George Skol, automatically assumed the Office of Chair on September 1, 2016. The Commissioner elected Vice Chair at the September 27th meeting (the Commission did not hold a regular meeting in August) will become Commission Chair on September 1, 2017.

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

STAFF RECOMMENDATIONS:

1. Hear a presentation from the Executive Committee regarding a recommended candidate or candidates for the Office of Vice Chair.
2. Conduct an election for the Office of Vice Chair for the term of September 27, 2016 to August 31, 2017. (The Vice Chair will automatically become Chair on September 1, 2017 for a one year term.)

FISCAL IMPACT:

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

COMMISSION ACTION:

On motion of Commissioner _____; Seconded by Commissioner _____
and approved by the following vote:

Ayes: Commissioner(s): _____

Noes: Commissioner(s): _____

Excused or Absent Commissioner(s): _____

Abstaining: Commissioner(s): _____

1) _____ Approved as recommended.

2) _____ Denied.

3) _____ Approved as amended.

Motion: _____

Attest: _____
Stephanie Loomis - Administration



Children & Families Commission

930 15th Street

Modesto, CA 95354

Phone: 209.558.6218 Fax: 209.558.6225

Administrative Committee

Monday, September 12, 2016

MEMBERS:

Vicki Bauman
School Representative

Vito Chiesa
County Supervisor

David Cooper
Community Representative

Denise Hunt
Community Representative

Mary Ann Lee
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.
Community Representative

Madelyn Schlaepfer
Behavioral Health and
Recovery Services

George Skol
Chair
Community Representative

John Walker, MD
Public Health Officer

John Sims
Executive Director

Commissioners Present: Mary Ann Lee, Nelly Paredes-Walsborn, and George Skol

Commissioners Absent: None

Staff Present: John Sims, Veronica Ascencio, and Stephanie Loomis

1. The Committee was informed that the annual re-adoption of the Policies and Procedures Manual would be conducted during a public hearing at the September Commission meeting. Staff indicated in addition to minor grammatical/readability changes, two major changes are proposed. One change removed the Executive Director's authority to approve requests to utilize unused appropriations from one fiscal year to the next fiscal year. The other change reduced the threshold for considering an item purchased by a contractor as an asset from \$1,000 to \$500.
2. The Committee was presented with the draft FY 15-16 Audit and made aware that a public hearing on the document would need to be conducted at the September Commission meeting. Staff shared there was no findings or recommendations in the draft report and expected none to be listed in the final Audit. Staff indicated that if an issue arises prior to the meeting, this item may be held for a later Commission meeting.
3. Staff shared the Commission Vice Chair for September 2016 through August 2017 would be elected at the September Commission meeting. The prior Executive Committee is tasked with nominating a candidate.
4. The Committee was presented with a Monthly Contract Financial Report as of June 30, 2016. As no invoices have been paid for FY 16-17 yet, the Monthly Contract Financial Report for August was not shared.
5. The Committee was presented with a Quarterly Financial Report – April 2016 to June 2016.
6. The Committee was informed that the next Commission meeting is scheduled to be held September 27, 2016 in the Finley Conference Room, West Modesto Community Center. Items to be discussed include:
 - a. Election of Commission Vice Chair for 2016-2017
 - b. Presentation and Public Hearing on FY 14-15 Audit
 - c. Public Hearing and Re-adoption of Policies and Procedures Manual
 - d. Staff Report on the August Provider Conference
 - e. Closed Session – Public Hearing Employee Evaluation, Title: Executive Director, Government Code: 54957(b)

STANISLAUS COUNTY CHILDREN & FAMILIES COMMISSION

CONTRACT SCHEDULE

6/30/2016

		<i>Budget</i>	<i>Actual Expenditures</i>	<i>Remaining Budget</i>	<i>% Actual to Budget</i>
RESULT AREA 1: Improved Family Functioning (Family Support, Education, and Services)					
Community Resource and Referral					
1	211 Project (<i>United Way</i>)	\$ 80,000	\$ 78,129	\$ 1,871	98%
Family Resource Centers:					
2	Ceres Partnership for Healthy Children (<i>CHS</i>)	\$ 184,648	\$ 169,734	\$ 14,914	92%
3	Hughson Family Resource Center (<i>SV</i>)	\$ 118,279	\$ 118,279	\$ -	100%
4	N. Modesto/Salida Family Resource Center (<i>SV</i>)	\$ 323,694	\$ 323,694	\$ -	100%
5	Oakdale/Riverbank Family Resource Center (<i>CHS</i>)	\$ 157,484	\$ 150,021	\$ 7,463	95%
6	Parent Resource Center	\$ 397,310	\$ 390,795	\$ 6,515	98%
7	Turlock Family Resource Center (<i>Aspiranet</i>)	\$ 204,404	\$ 192,892	\$ 11,512	94%
8	Westside Family Resource Center (<i>CHS</i>)	\$ 173,538	\$ 171,817	\$ 1,721	99%
9	The Bridge (<i>Sierra Vista</i>)	\$ 185,000	\$ 177,694	\$ 7,306	96%
10	Healthy Start Sites	\$ 416,020	\$ 416,020	\$ -	100%
Targeted Intensive Family Support Services					
11	Children's Crisis Center	\$ 460,000	\$ 460,000	\$ -	100%
12	Court Appointed Special Advocates	\$ 60,000	\$ 58,134	\$ 1,866	97%
14	Family Justice Center	\$ 100,000	\$ 96,982	\$ 3,018	97%
15	La Familia Counseling Program (<i>El Concilio</i>)	\$ 98,000	\$ 94,245	\$ 3,755	96%
16	Zero to Five Early Intervention Partnership (<i>BHRS</i>)	\$ 1,523,009	\$ 1,369,874	\$ 153,135	90%
Total Area 1:		\$ 4,481,386	\$ 4,268,311	\$ 213,075	95%
RESULT AREA 2: Improved Child Development (Child Development Services)					
Kindergarten Transition Services					
17	Keyes (1)	\$ 10,000	\$ 9,979	\$ 21	100%
18	Grayson (1)	\$ 10,000	\$ 10,000	\$ -	100%
19	Riverbank (2)	\$ 20,000	\$ 20,000	\$ -	100%
Quality ECE Investments					
20	Early Care and Education Conference	\$ 12,000	\$ 8,118	\$ 3,882	68%
Total Area 2:		\$ 52,000	\$ 48,098	\$ 3,902	92%
RESULT AREA 3: Improved Health (Health Education and Services)					
Health Access					
21	Healthy Cubs (<i>Health Services Agency</i>)	\$ 126,278	\$ 57,856	\$ 68,423	46%
Maternal & Child Health Care					
22	Healthy Birth Outcomes (<i>Health Services Agency</i>)	\$ 1,339,160	\$ 1,339,000	\$ 160	100%
Oral Health					
23	Dental Education (<i>Health Services Agency</i>)	\$ 30,000	\$ 14,242	\$ 15,758	47%
Total Area 3:		\$ 1,495,438	\$ 1,411,097	\$ 84,341	94%
RESULT AREA 4: Improved Systems of Care					
Provider Capacity Building, Training and Support					
24	Healthy Start Support (<i>SCOPE</i>)	\$ 82,378	\$ 82,378	\$ -	100%
Total Area 4:		\$ 82,378	\$ 82,378	\$ -	100%
Total Services Contracts		\$ 6,111,202	\$ 5,809,884	\$ 301,318	95%

STANISLAUS COUNTY CHILDREN & FAMILIES COMMISSION

FISCAL YEAR 2015-2016

QUARTERLY FINANCIAL REPORT

6/30/16 Pre-Audit

		FY 15/16 Budget	Actual	Remaining Budget	% Actual to Budget
1	Beginning Fund Balance	\$ 10,602,612	\$ 10,681,772		
REVENUE					
2	Interest	\$ 84,821	\$ 74,587	\$ 10,234	88%
3	Tobacco Tax (Prop 10)	\$ 5,094,712	\$ 5,285,337	\$ (190,625)	104%
4	Grants, SMIF, Misc.	\$ -	\$ 2,195	\$ (2,195)	0%
5	TOTAL REVENUE	\$ 5,179,533	\$ 5,362,119	\$ (182,586)	104%
EXPENDITURES					
Program					
6	Contracts	\$ 6,111,202	\$ 5,809,884	\$ 301,318	95%
7	Contracts-Prior Year	\$ -	\$ (34,095)	\$ 34,095	
8	Contract Adjustments (TBD)	\$ 518,722	\$ -	\$ 518,722	0%
9	Salaries & Benefits	\$ 155,639	\$ 91,251	\$ 64,388	59%
10	Services & Supplies	\$ 31,461	\$ 20,224	\$ 11,237	64%
11	County Cap Charges	\$ 7,934	\$ 5,735	\$ 2,199	72%
12	Total Expenditures - Program	\$ 6,824,958	\$ 5,892,999	\$ 931,959	86%
Evaluation					
13	Salaries & Benefits	\$ 62,436	\$ 16,845	\$ 45,591	27%
14	Services & Supplies	\$ 9,668	\$ 5,931	\$ 3,737	61%
15	County Cap Charges	\$ 744	\$ 974	\$ (230)	131%
16	Total Expenditures - Evaluation	\$ 72,848	\$ 23,750	\$ 49,098	33%
Administration					
17	Salaries & Benefits	\$ 304,251	\$ 287,658	\$ 16,593	95%
18	Services & Supplies	\$ 69,012	\$ 63,263	\$ 5,749	92%
19	County Cap Charges	\$ 16,117	\$ 18,918	\$ (2,801)	117%
20	Total Expenditures - Administration	\$ 389,380	\$ 369,839	\$ 19,541	95%
21	Total Expenditures	\$ 7,287,186	\$ 6,286,588	\$ 1,000,598	86%
22	NET INCREASE (DECREASE) TO FUND BALANCE	\$ (2,107,653)	\$ (924,468)		
23	ENDING FUND BALANCE	\$ 8,494,959	\$ 9,757,304		



Children & Families Commission

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

Operations Committee

Thursday, September 15, 2016

MEMBERS:

Vicki Bauman
School Representative

Vito Chiesa
County Supervisor

David Cooper
Community Representative

Denise Hunt
Community Representative

Mary Ann Lee
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.
Community Representative

Madelyn Schlaepfer
Behavioral Health and
Recovery Services

George Skol
Chair
Community Representative

John Walker, MD
Public Health Officer

John Sims
Executive Director

Commissioners Present: Vicki Bauman, David Cooper, Denise Hunt, Dr. John Walker
Commissioners Absent: None

Staff Present: John Sims, Veronica Ascencio, and Stephanie Loomis

1. The Committee was informed that the annual re-adoption of the Policies and Procedures Manual would be conducted during a public hearing at the September Commission meeting. Staff indicated in addition to minor grammatical/readability changes, two major changes are proposed. One change removed the Executive Director's authority to approve requests to utilize unused appropriations from one fiscal year to the next fiscal year. The other change reduced the threshold for considering an item purchased by a contractor as an asset from \$1,000 to \$500. Commissioner Walker requested these changes be share with contractors prior to the Commission meeting.
2. The Committee was presented with the draft FY 15-16 Audit and made aware that a public hearing on the document would need to be conducted at the September Commission meeting. Staff shared there was no findings or recommendations in the draft report and expected none to be listed in the final Audit. Staff indicated that if an issue arises prior to the meeting, this item may be held for a later Commission meeting.
3. Staff shared the Commission Vice Chair for September 2016 through August 2017 would be elected at the September Commission meeting. The prior Executive Committee is tasked with nominating a candidate.
4. The Committee was presented with a Monthly Contract Financial Report as of June 30, 2016. As no invoices have been paid for FY 16-17 yet, the Monthly Contract Financial Report for August was not shared.
5. The Committee was presented with a Quarterly Financial Report – April 2016 to June 2016.
6. The Committee was informed that the next Commission meeting is scheduled to be held September 27, 2016 in the Finley Conference Room, West Modesto Community Center. Items to be discussed include:
 - a. Election of Commission Vice Chair for 2016-2017
 - b. Presentation and Public Hearing on FY 14-15 Audit
 - c. Public Hearing and Re-adoption of Policies and Procedures Manual
 - d. Staff Report on the August Provider Conference

- e. Closed Session – Public Hearing Employee Evaluation, Title: Executive Director,
Government Code: 54957(b)



Children & Families Commission

930 15th Street

Modesto, CA 95354

Phone: 209.558.6218 Fax: 209.558.6225

Executive Committee

Wednesday, September 21, 2016

MEMBERS:

Vicki Bauman
School Representative

Vito Chiesa
County Supervisor

David Cooper
Community Representative

Denise Hunt
Community Representative

Mary Ann Lee
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.
Community Representative

Madelyn Schlaepfer
Behavioral Health and
Recovery Services

George Skol
Chair
Community Representative

John Walker, MD
Public Health Officer

John Sims
Executive Director

Commissioners Present: Kathy Harwell and George Skol

Commissioners Absent: Vito Chiesa

Staff Present: John Sims and Stephanie Loomis

1. The Committee was informed that the annual re-adoption of the Policies and Procedures Manual would be conducted during a public hearing at the September Commission meeting. Staff indicated in addition to minor grammatical/readability changes, two major changes are proposed. One change removed the Executive Director's authority to approve requests to utilize unused appropriations from one fiscal year to the next fiscal year. The other change reduced the threshold for considering an item purchased by a contractor as an asset from \$1,000 to \$500.
2. The Committee was presented with the draft FY 15-16 Audit and made aware that a public hearing on the document would need to be conducted at the September Commission meeting. Staff shared there was no findings or recommendations in the draft report and expected none to be listed in the final Audit. Staff indicated that if an issue arises prior to the meeting, this item may be held for a later Commission meeting.
3. Staff shared the Commission Vice Chair for September 2016 through August 2017 would be elected at the September Commission meeting. The prior Executive Committee is tasked with nominating a candidate.
4. The Committee was presented with a Monthly Contract Financial Report as of June 30, 2016. As no invoices have been paid for FY 16-17 yet, the Monthly Contract Financial Report for August was not shared.
5. The Committee was presented with a Quarterly Financial Report – April 2016 to June 2016.
6. The Committee was informed that the next Commission meeting is scheduled to be held September 27, 2016 in the Finley Conference Room, West Modesto Community Center. Items to be discussed include:
 - a. Election of Commission Vice Chair for 2016-2017
 - b. Presentation and Public Hearing on FY 14-15 Audit
 - c. Public Hearing and Re-adoption of Policies and Procedures Manual
 - d. Staff Report on the August Provider Conference
 - e. Closed Session – Public Hearing Employee Evaluation, Title: Executive Director, Government Code: 54957(b)



MAY 31 2016 AM 06:56

BETTY T. YEE
California State Controller

May 24, 2016

John Sims, Executive Director
Stanislaus County Children and Families Commission
930 15th Street
Modesto, CA 95354

Dear Mr. Sims:

The State Controller's Office (SCO) has completed the desk review of your annual audit report for the fiscal year ended June 30, 2015. The review disclosed that the audit report met the minimum reporting standards contained in the 2014-15 *Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act* (First 5 Audit Guide) and prescribed in California Health and Safety Code section 130151(b).

If you have any questions, please contact Michael Sweeney, Audit Manager, by telephone at (916) 323-6970 or by email at First5Audits@sco.ca.gov.

Sincerely,

A handwritten signature in blue ink that reads "M. Sweeney" followed by a stylized flourish.

LISA HUGHES, Chief
Community Related Audits Bureau
Division of Audits

LH/as

17312

15-50

cc: Michael Sweeney, Audit Manager
State Controller's Office
Sierra Losh, Director, Fiscal Services Office
First 5 California
Brown Armstrong, CPAs