



Tuesday, June 27, 2017 @ 4:00 p.m.
Board Room – Stanislaus Office of Education
1100 “H” Street, Modesto, CA



Children & Families Commission

930 15th Street

Modesto, CA 95354

Phone: 209.558.6218 Fax: 209.558.6225

Commission Meeting Notice

*Tuesday, June 27, 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

Julie Vaishampayan, MD
Public Health Officer

David T. Jones
Executive Director

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

The agenda is divided into two sections:

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

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

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

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

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

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



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

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

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

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

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



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COMMISSION MEETING AGENDA

June 27, 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 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 23, 2017 p. 4-11
 - B. Executive Director's Office
- 4:18 p.m. 1. Acceptance of the Report on the Stanislaus County Children and Families Commission 2015-2016 Annual Program Evaluation p. 12
- 4:28 p.m. 2. **Public Hearing** to Consider Adoption of Changes to the Policies and Procedure Manual p. 13-15
(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>.)
- * 3. Authorization of the Negotiation and Execution of a One-Year Agreement with Matrix Outcomes Model LLC p. 16-17
- 4:38 p.m. 4. Partner Presentation – Center for Human Services
- C. Committee Reports
 - * 1. Accept the Minutes of the Administrative Committee meeting of June 12, 2017 p. 18-19
 - a. Monthly Financial Report as of March 31, 2017 p. 20
 - * 2. Accept the Minutes of the Operations Committee meeting of June 15, 2017 p. 21-22
 - * 3. Accept the Minutes of the Executive Committee meeting of June 21, 2017 p. 23
- VII. Correspondence
 - 1. Accept a Letter from California State Controller's Office RE: Acceptance of '15-'16 Audit Report p. 24
- VIII. Commissioner Reports
- 4:53 p.m. IX. Staff Reports
 - 1. Site Tours/Visits
 - 2. Contact Execution and Contractor Orientation
 - 3. August Early Care and Education Conference
- 5:00 p.m. X. Adjourn

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



Children & Families Commission
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Commission Meeting Minutes
Tuesday, May 23, 2017
Stanislaus County Office of Education
Board Room
1100 "H" Street, Modesto, CA

Members Present: Vicki Bauman, David Cooper, Kathy Harwell (Vice Chair) Denise Hunt, Mary Ann Lee, Nelly Paredes-Walsborn, George Skol (Chair).

Members Absent: Vito Chiesa, Dr. Julie Vaishampayan

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

- I. Chair Skol 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 Skol 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
 1. Jeri Trainor, Healthy Start Support Coordinator from SCOE, announced her upcoming retirement at the end of June and thanked the Commission for their support of the Healthy Start program. She also introduced her replacement, Erikka Perry.
- V. Consent Calendar

Before the consideration of the Consent Calendar, Commissioner Skol noted he was required by the Brown Act to report that the approval of Agenda Item VI-B confirms the appointment of David Jones to serve as the Executive Director at a starting salary of \$122,000 plus Department Head Benefits as set in the 2017 Benefits Summary. The Consent Calendar was approved.

Motion by Paredes-Walsborn, Second by Lee. Unanimously approved.
- VI. Agenda Items
 - A. The Commission approved the Commission Meeting Minutes of March 28, 2017.
Approved on the consent calendar. Motion by Paredes-Walsborn, Second by Lee. Unanimously approved.
 - B. The Commission approved the appointment of an Executive Director to the Commission.
Approved on the consent calendar. Motion by Paredes-Walsborn, Second by Lee. Unanimously approved.
 - C. 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 27, 2017. A budget totaling \$7,207,107 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 2017-2018 budget.

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

- Budgeted revenues are estimated to decrease 10% (\$477,323) between the 2016-2017 budget and the 2017-2018 budget. The decrease is estimated to be 16.8% (\$850,780) below the projected 2016-2017 year end actual revenue. The projected decrease is due to:
 - The impact of Proposition 56 which created an additional \$2 tax on a pack of cigarettes, and to the change of the legal age to purchase tobacco products from 18 to 21. It is anticipated the backfill of this significant decrease of revenue will be received from the State during the 2018-2019 budget year, as backfill is based on the prior year's actual revenue. Declines in revenue are projected to continue in the long range model.
- Budgeted expenses remain relatively flat with a slight increase of \$28,333, from \$7,178,774 in the 2016-2017 budget to \$7,207,107 in the 2017-2018 budget. This would allow the Commission to maintain current service levels.
 - For 2017-2018, a \$508,470 contingency has been established. No funds will be spent from Contingency without the approval of the Commission.
 - Staff salaries are projected to increase by 2.3% in 2017-2018.
- Total 2017-2018 contracts and programs are budgeted at \$6,036,454, which is the same as the fiscal year 2016-2017 budget.
 - The Commission will have 20 contracts with service providers. This is one fewer than the prior year as the Patterson Unified School District will continue to provide Kinder Transition services, but without a contract with the Commission. They are not seeking Commission reimbursement for their program services.
 - While not impacting the Children and Families Commission budget, it is important to note our partners at the Community Services Agency (CSA) are investing an additional \$400,000 per year over the next three-years toward Family Resource Center Differential Response services.

Family Resource Center (FRC)/Differential Response (DR) Contract Awards:

The Children and Families Commission, in partnership with CSA, issued Request for Proposal (RFP) #17-17-FQ on March 2, 2017, for the provision of services to children by

Family Resource Centers (FRCs) in seven geographic areas of Stanislaus County for a three-year period. The RFP was designed to identify contractors who will provide family support, strengthen program services at the community or neighborhood level, and promote child abuse/neglect prevention and early intervention programs through the Differential Response (DR) approach.

CSA is allocating \$900,000 annually (a total of \$2,700,000) to fund FRC/DR services for a three-year period. This is an increase from the \$500,000 annual contribution they have been making. The Children and Families Commission will contribute up to \$1,559,357 per year (a total of up to \$4,678,071) for a three-year period. The CFC contribution is consistent with previous annual contract commitments. The combined total funding for the three-year contract period is up to \$7,378,071 to provide services in seven geographic areas covering all of Stanislaus County for FRC/DR services.

Priority was given to proposals promoting, encouraging, and developing collaboration between community-based organizations in targeted areas. A review panel of three members reviewed each proposal based on the information set forth in the Request for Proposals packet.

The following table summarizes successful proposers and the amount recommended for appropriations for proposer for each of the next three fiscal years. The contracts authorized will be three party contracts between the Commission, CSA, and the contractor.

AspiraNet	Turlock	\$ 286,518*	\$ 190,415
Center for Human Services	Westside	\$ 294,057*	\$ 237,938
Center for Human Services	Ceres	\$ 264,431*	\$ 163,418
Parent Resource Center	Central Modesto	\$ 619,124*	\$ 350,457
Sierra Vista	North Modesto/Salida	\$ 560,523*	\$ 311,147
Sierra Vista	Hughson	\$ 202,201*	\$ 147,135
Center for Human Services	Oakdale/Riverbank	\$ 232,503*	\$ 158,847
TOTAL		\$2,459,357	\$1,559,357**

* These amounts reflect the maximum contract value for each agency.

** The total of the Commission's share is the maximum amount that will be spent on the FRC/DR program by the Commission. Individual contractor amounts are estimates. While actual contractor expenses paid by the Commission may vary from these estimates, total Commission expenditures will not exceed \$1,559,357 annually.

After the presentation, Chair Skol opened the public hearing at 4:20 p.m. to obtain comments from the audience. Hearing no comments, Chair Skol closed the hearing at 4:21 p.m.

Commissioner Bauman made a motion to:

1. Approve the recommendations on page 10 of the agenda packet
2. Approve the concept of a \$2,459,357 FRC/DR initiative with CSA - with the Commission's share of the program not to exceed \$1,559,357 in 2017-2018
3. 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
The BRIDGE (Sierra Vista)	Line 9	\$185,000
Family Justice Center	Line 13	\$101,530

La Familia Counseling Program (El Concilio)	Line 14	\$98,000
Zero to Five Early Intervention Partnership (BHRS)	Line 15	\$1,523,009
Kindergarten Readiness Program		
Keyes (Keyes Unified)	Line 16	\$10,000
Riverbank (Riverbank Unified)	Line 17	\$20,000

4. Approve a \$2,459,357 FRC /DR initiative with the Community Services Agency (CSA), with the Commission's share of the program not to exceed \$1,559,357 in 2017-2018. Authorize the ED to sign 3-way contracts 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)	\$264,431	\$163,418
Hughson FRC (Sierra Vista)	\$202,201	\$147,135
N. Modesto / Salida FRC (Sierra Vista)	\$560,523	\$311,147
Oakdale / Riverbank FRC (Center for Human Services)	\$232,503	\$158,847
Parent Resource Center for Central Modesto	\$619,124	\$350,457
Turlock FRC (AspiraNet)	\$286,518	\$190,415
Westside FRC (Center for Human Services)	\$294,057	\$237,938
Total	\$2,459,357	\$1,559,357

Motion by Commissioner Bauman, Second by Commissioner Hunt. Unanimously approved. Motion carried: 7-0

Prior to the next motion being made, Commissioner Harwell announced her recusals and left the room.

Commissioner Cooper 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
211 Project (United Way of Stanislaus County)	Line 1	\$80,000

Motion by Commissioner Cooper, Second by Commissioner Lee. Unanimously approved. Motion carried: 6-0. Abstained: 1 (Harwell)

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

Commissioner Bauman made a motion to:

1. 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
Children's Crisis Center	Line 11	\$460,000
Court Appointed Special Advocates (CASA)	Line 12	\$60,000

Motion by Commissioner Bauman, Second by Commissioner Hunt. Unanimously approved. Motion carried: 6-0. Abstained: 1 (Skol)

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

Commissioner Harwell made a motion to:

1. 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
Healthy Start Sites (SCOE)	Line 10	\$416,020
Healthy Start Support (SCOE)	Line 22	\$82,378

Motion by Commissioner Harwell, Second by Commissioner Cooper. Unanimously approved. Motion carried: 6-0. Abstained: 1 (Bauman)

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

Commissioner Cooper made a motion to:

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

Program / Agency	Line	Amount
Healthy Cubs (Health Services Agency)	Line 19	\$50,000
Perinatal Home Visitation – HBO (Health Services Agency)	Line 20	\$1,339,160
Dental Education (Health Services Agency)	Line 21	\$30,000

Motion by Commissioner Cooper, Second by Commissioner Paredes-Walsborn. Unanimously approved. Motion carried: 6-0. Abstained: 1 (Lee)

Following the vote, Commissioners Lee 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.

- D. Committee Reports – ***Approved on the Consent Calendar. Motion by Paredes-Walsborn, Second by Lee. Unanimously approved.***

1. The Commission accepted the minutes for the Administrative Committee meeting held on May 08, 2017 – including the Monthly Contract Financial Report as of March 31, 2017 and the Quarterly Financial Report through March 2017.
 2. The Commission accepted the minutes for the Operations Committee meeting held on May 11, 2017.
- II. Correspondence – None.
- III. Commissioner Reports – None.
- IV. Staff Reports
- David thanked the Community Services Agency and the General Services Agency for their participation and assistance in the Family Resource Center (FRC) Request for Proposal process. He also recognized and thanked Mariposa County Community Services Agency, First 5 San Joaquin, and County Probation for their help reviewing and evaluating the FRC proposals received.
 - David noted several upcoming events, including the Early Care and Education Conference on August 26, 2017, the First 5 Summit in November 2017, and the Child Health, Education and Care Summit in April 2018.
- V. The Commission meeting adjourned at 4:38 p.m.



STANISLAUS COUNTY DEPARTMENT HEADS 2017 BENEFIT SUMMARY

TYPE	SEMI-MONTHLY PREMIUMS	DESCRIPTION	SUBJECT TO TAXES
MEDICAL INSURANCE STANISLAUS COUNTY PARTNERS IN HEALTH (SCPH) OR ANTHEM BLUECROSS Medical Plan Carrier is based on employee's zip code. See Employee Benefit Guide for zip code list.	HDHP WITH HSA Employee Only \$320.74 Employee+1 \$641.48 Family \$866.02 EPO Employee Only \$383.52 Employee + 1 \$767.03 Family \$1,035.50 Health Savings Account (HSA) funded by the County: \$1,250 single per year \$2,100 family per year	Employee/dependent HDHP coverage paid at 95%. Employee/dependent EPO coverage paid at 80%. Employees working a benefitted percentage schedule will have a reduced employer contribution toward health insurance benefits. 30-34 hours/week = 75% of the employer contribution 35-39 hours/week = 90% of the employer contribution. Employee share will be deducted semi-monthly before tax from paycheck. \$75.00 semi-monthly medical waive credit provided with proof of other coverage.	Premium Federal/State—No FICA/Medicare—No Retirement Contributable—No Waive Federal/State—Yes FICA/Medicare—Yes Retirement Contributable—Yes
DENTAL INSURANCE DELTA DENTAL	CORE PLAN Employee Only \$18.25 Employee + 1 \$36.50 Family \$62.53 BUYUP PLAN Employee Only \$32.89 Employee + 1 \$65.79 Family \$112.70	Employee/dependent Dental coverage paid at 80% of the Core Plan. Employees working a benefitted percentage schedule will have a reduced contribution toward health insurance benefits.	Premium Federal/State—No FICA/Medicare—No Retirement Contributable—No
VISION INSURANCE VSP	CHOICE PLAN Employee Only \$4.28 Employee + 1 \$8.27 Family \$11.67	Employee/dependent Vision coverage paid at 80%. Employees working a benefitted percentage schedule will have a reduced contribution toward health insurance benefits.	Premium Federal/State—No FICA/Medicare—No Retirement Contributable—No
SUPPLEMENTAL EMPLOYEE AND SPOUSAL TERM AD&D LIFE INSURANCE AND CHILD TERM LIFE INSURANCE VOYA/RELIASTAR	Opt. 1 - \$20,000 - \$ 2.25 EE and SP Opt. 2 - \$30,000 - \$ 3.38 EE and SP Opt. 3 - \$50,000 - \$ 5.63 EE Only Opt. 4 - \$100,000- \$11.25 EE Only Opt. 5 - \$150,000- \$16.88 EE Only Opt. 6 - \$200,000- \$22.50 EE Only Opt. 7 - \$250,000- \$28.13 EE Only Opt. 8 - \$300,000- \$33.75 EE Only Opt. 1 - \$10,000 - \$ 1.25 CH Only	This is a voluntary benefit offered to employees with two options available for spouses. All premiums will be deducted semi-monthly after tax from employee paycheck.	Premium Federal/State—Yes FICA/Medicare—Yes Retirement Contributable—No
BASIC TERM AD&D LIFE INSURANCE VOYA/RELIASTAR	Regular Employee Basic Term Life \$30,000 - \$1.58	County pays 100% of Basic Term Life and AD&D insurance premiums.	Premium Federal/State—No FICA/Medicare—No Retirement Contributable—No
ACCIDENT AND CRITICAL ILLNESS INSURANCE VOYA/RELIASTAR	See Employee Benefit Guide for Rates.	These are voluntary benefits offered to employees and their dependents. All premiums will be deducted semi-monthly after tax from paycheck.	Premium Federal/State—Yes FICA/Medicare—Yes Retirement Contributable—No

TYPE	BIWEEKLY	DESCRIPTION	SUBJECT TO TAXES
VACATION ACCRUAL	4.62 hours biweekly first year. 6.16 hours biweekly beginning 2 nd - 20 th year. 7.70 hours biweekly beginning 21 st + years. Prorated if work less than 80 hours base. Maximum of 800 hours plus one year accruals or their actual balance on 12/15/95 if more than 800 hours.	120 hours—3 weeks annually 160 hours—4 weeks annually 200 hours—5 weeks annually	Taxed when time is used. Federal/State—Yes FICA/Medicare—Yes Retirement Contributable—Yes
VACATION FLOATS	1.24 hours biweekly - Posted as part of per pay period vacation accrual.	32 hours total annually - additional vacation included in biweekly accruals.	Taxed when time is used. Federal/State—Yes FICA/Medicare—Yes Retirement Contributable—Yes
ANNUAL VACATION CASH OUT ALLOWANCE		Twice in any 12 month period contingent upon departmental budget/approval and Ventura limitation.	Federal/State—Yes FICA/Medicare—Yes Retirement Contributable—Yes
TERM VACATION CASH OUT		Balance of hours paid at termination.	Federal/State—Yes FICA/Medicare—Yes Retirement Contributable—No
MANAGEMENT LEAVE		56 hours per year, no carry over, no cash out. Use it or lose it. Prorated for new Department Head.	Federal/State—Yes FICA/Medicare—Yes Retirement Contributable—Yes
SICK LEAVE ACCRUAL	3.7 hours per pay period. Prorated if work less than 80 hours base.	96.20 hours annually.	Taxed when time is used. Federal/State—Yes FICA/Medicare—Yes Retirement Contributable—Yes
TERM SICK LEAVE CASH OUT		0% - Less than one year of service. 25% - Over one year of service. 75% - Upon retirement (service or disability) or death up to 600 hours or individual maximum set in 11/9/94 and 1/18/95. Employees receive hour for hour retirement service credit for any sick leave above 600 hours or their personal maximum amount.	Federal/State—Yes FICA/Medicare—Yes Retirement Contributable—No
SICK LEAVE CONVERSION		Convert sick leave to vacation time at open enrollment. Rate = 40%. Remaining sick leave balance = 500 hours.	Taxed when time is used. Federal/State—Yes FICA/Medicare—Yes Retirement Contributable—Yes
DEFERRED COMPENSATION	2.0% of base wages.	County pays 2.0% of employee's base wages to designated deferred compensation plan.	Federal/State—No FICA/Medicare—No Retirement Contributable—Yes
PROFESSIONAL DEVELOPMENT	\$1,200 annually (fiscal year).	Reimbursement allowance to assist eligible employees in achieving professional and educational growth related to their professional position. The allowance covers work-related expenditures such as classes and seminars, professional memberships, registration fees, educational materials, tools, and equipment. See policy for further details.	Reimbursement can be either: Taxable Federal/State—Yes FICA/Medicare—Yes Retirement Contributable—No Non-Taxable Federal/State—No FICA/Medicare—No Retirement Contributable—No
SHORT TERM DISABILITY		Waiting period—30 days. On day 31 receive 50% biweekly salary for eleven months when completely disabled.	Federal/State—Yes FICA/Medicare—Yes Retirement Contributable—Yes
LONG TERM DISABILITY		60% to a maximum of \$6,000 per month. Waiting period—365 days.	Premium Federal/State—No FICA/Medicare—Yes Retirement Contributable—No
CAR ALLOWANCE	\$184.62 per pay period, plus mileage.	\$4,800 annually	Federal/State—Yes FICA/Medicare—Yes Retirement Contributable—Yes
MOVING ALLOWANCE	Recruited from out-of-County up to \$3,000. Paid by the Department.	See Personnel Policy Tab 12.	See IRS publication 521.



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: June 27, 2017COMMISSION AGENDA #: VI-B-1**SUBJECT:**

Acceptance of the Report on the Stanislaus County Children and Families Commission 2015-2016 Annual Program Evaluation

BACKGROUND:

Section 130100 of the California Health and Safety Code requires local Commissions to “use outcome based accountability to determine future expenditures.” This provision of law has been interpreted to require evaluations to be conducted of programs funded with Proposition 10 funds. The Stanislaus County Children and Families Commission Strategic Plan includes the structure to evaluate its programs in alignment with the State’s results area framework.

The Commission uses four results areas for evaluating program outcomes: Improved Family Functioning; Improved Child Development; Improved Health; and Improved Systems of Care.

Stanislaus County Children and Families Commission staff review all funded programs through a variety of processes including bi-annual on-site meetings at program locations, data analysis and the preparation of an annual report.

The 2015-2016 Annual Program Evaluation report is designed to provide Commissioners and the public with important information including: the funding distribution of the various Commission contracts in regard to Result Areas; historic funding levels; geographic distribution of contracted services; demographics of funded program recipients; and outcomes/effectiveness of the 21 contracted programs of the Commission.

Various Commission committees have met to review and discuss this item.

STAFF RECOMMENDATIONS:

1. Accept the Report on the Stanislaus County Children and Families Commission Annual Program Evaluation for 2015-2016.

FISCAL IMPACT:

There is no direct fiscal impact associated with this agenda item. It is anticipated that information from this agenda item may be used by the Commission to make future decisions about funding, contracts, and budgets.

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



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: June 27, 2017COMMISSION AGENDA # VI-B-2**SUBJECT:**

Public Hearing to Consider Adoption of Changes to the Policies and Procedures Manual

BACKGROUND:

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

Staff reviews the manual on a periodic basis and recommended changes are brought to the Commission for consideration. There are two suggested changes to the manual that are being recommended. These changes are attached to this summary document and can be outlined as follows:

- A change to Section 403 – Submission of Billing Invoices by Contractors. This change would add section 403.6 which would formalize the Commission's practice of being able to close review of a contractor submitted invoice and authorize payment after five (5) business days of completing review and requesting additional information or documentation from a contractor. (Page 32)
- A change to Section 410 – Allowable Expenditures by Contractors. This changes would formalize the Commission's practice of requiring Contractors to request and receive prior authorization for any food and beverage purchases that are not listed in the contract scope of work and budget. (Page 42)

Various Commission committees have met to review and discuss this item.

RECOMMENDATIONS:

1. Conduct a public hearing on the recommended changes to the Policies and Procedures Manual.
2. Adopt the Policies and Procedure Manual changes as presented.

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): _____

Noes: Commissioner(s): _____

Excused or Absent Commissioner(s): _____

Abstaining: Commissioner(s): _____

1) _____ Approved as recommended.

2) _____ Denied.

3) _____ Approved as amended.

Motion: _____

Attest: _____

Stephanie Loomis - Administration

Section 403 – Submission of Billing Invoices by Contractors

Policy:

Billing invoices must be submitted on a timely basis throughout the year and prior to September 30th of each year.

Procedure:

- 403.1** Contractors scheduled to submit billing invoices to the Commission on a monthly basis shall submit the invoices within 30 days of the end of the month being billed.
- 403.2** Contractors scheduled to submit billing invoices to the Commission on a quarterly basis shall submit the invoices within 30 days of the end of the quarter being billed.
- 403.3** Contractors shall submit all year-end invoices for any costs incurred during the period July 1st through June 30th as soon as possible following the end of the fiscal year. In the event the Contractor is unable to submit an actual invoice prior to July 15th, Contractor shall submit an accurate estimate of year-end expenses the Commission can expect to be invoiced.
- 403.4** All year-end invoices must be received no later than September 30th. Invoices for the prior fiscal year that are received after September 30th will be rejected and will not be paid. Commission approval is needed to pay year-end invoices received after September 30th.
- 403.5** Once Commission staff has accepted an invoice and a determination has been made the invoice is complete, payment to Contractor shall be made within thirty (30) days.
- 403.6** In the event a submitted Contractor invoice is not complete and the Commission has requested additional information or documentation, including clarifying information or the provision of missing or additional documentation from the Contractor, the Commission may, upon its discretion, close a Contractor invoice and authorize payment five (5) business days after requesting such clarification or documentation from the Contractor. If additional information is provided after the five (5) day time period, the Commission will evaluate. If it is determined payment adjustment is needed, it will occur with the next available monthly invoice.
- 403.5**

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- ❑ The items are related to an extended training session (a lunch meal as a part of an all day training session, for example)
- ❑ The items are integral to the service being provided (nutrition education or obesity prevention, for example).
- ❑ Practicality, convenience, and efficiency dictate the need for such items (meetings of extended length or meetings held at sites where access to such items is not readily available, for example).

Food and beverage purchases for regular and recurring program activities may be purchased only if listed in the contract scope of work and budget. All other food and beverage purchases must be approved by Commission staff prior to the purchase.

Should the contractor submit food claims that are determined by Commission staff to be excessive or not demonstrating good stewardship of public resources, a written notification may be delivered to the contractor specifying which future food purchases will not be reimbursed to the contracting agency from Commission funds.

- 410.7** As a general rule, food and non-alcoholic beverage items should not be supplied for the exclusive use of contractor's staff. The Commission will accept such items on contractor invoices only when it can be demonstrated the items are associated with extended training or with a meeting over a meal period that could not reasonably be scheduled for another time. Attendance sheets, agendas, and meeting minutes (if any) shall be included as documentation of the need for such expenditures.
- 410.8** Contractor travel costs shall comply with the contracting agency's reasonable travel policies, providing the Executive Director has approved such policies. Contracting agencies without an adopted travel policy shall comply with Stanislaus County's Travel Policy. Nothing herein shall exempt the contractor from providing sufficient appropriate documentation to support travel expenditures. Should the contractor's travel policy permit travel reimbursements that are determined by Commission staff to be excessive or not demonstrating good stewardship of public resources, a written notification may be delivered to the contractor specifying which future costs or types of travel costs will not be reimbursed to the contracting agency from Commission funds.
- 410.9** Under no circumstances should stipends or gift cards be supplied to contractor's staff as an incentive or reward or compensation. To incentivize program participants or volunteers, the Commission prefers that contractors provide materials or supplies that are targeted to children 0 - 5 (books, educational materials, infant/toddler care supplies, learning games, etc.). The use of stipends or gift cards may be used as an incentive for program participants or volunteers only if specified in the contractor's scope of work and budget.



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: June 27, 2017COMMISSION AGENDA #: VI-B-3**SUBJECT:**

Authorization of the Negotiation and Execution of a One-Year Agreement with Matrix Outcomes Model LLC

BACKGROUND:

The Stanislaus County Children and Families Commission has determined in consultation with its partner organizations that it is appropriate and in their best interest to support the use of the Family Development Matrix (FDM) assessment by the contracted DR Family Resource Centers (DR FRCs). The FDM assessment is a strength-based model for family assessment, case planning and client outcomes management. The matrix is guided by the principles of family support and specifically designed for family assessment and family-directed empowerment plans to utilize shared outcomes measurement indicators.

The FDM is used by each of the Commission's funded DR Family Resource Centers as part of their ongoing programs. Matrix Outcomes Model LLC is the organization which hosts the online data center that is used by each of the participating organizations across the state of California, including the Commission's funded DR Family Resource Centers. The Agreement gives the Commission, and its DR FRC partners, access to the FDM database and allows the organizations to enter data into the on-line portal and generate reports. The FDM data is used annually by the Commission as part of its Annual Program Evaluation and DR FRCs use the system for quarterly and annual analysis of programs.

If approved, this would be the third successive year the Commission has executed an Agreement with Matrix Outcomes Model LLC.

Funding for the \$4,000 annual Agreement with Matrix Outcomes Model LLC was included in the 2017-2018 Budget which was approved by action of the Commission on May 23, 2017. No additional budget action is needed.

This agenda item is to provide the authority for the Executive Director to negotiate and sign the annual Agreement. Approval of this item will support implementation of the Commission's Strategic Plan.

STAFF RECOMMENDATIONS:

1. Authorize the Executive Director to negotiate and sign a one-year agreement with Matrix Outcomes Model LLC.

FISCAL IMPACT:

There is no direct fiscal impact associated with this agenda item. It is anticipated that information from this agenda item may be used by the Commission to make future decisions about funding, contracts, and budgets.

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): _____

Attest: _____

Stephanie Loomis – Administration

- 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

Administration Committee

Monday, June 12, 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

Julie Vaishampayan, MD
Public Health Officer

David T. Jones
Executive Director

Commissioners Present: Kathy Harwell, Denise Hunt, Nelly Paredes-Walsborn

Commissioners Absent: Mary Ann Lee

Staff Present: David Jones, Stephanie Loomis

1. The Committee was presented a Monthly Contract Financial Report as of May 31, 2017.
2. Staff shared the status of invoice processing for year end.
3. The Committee was presented with proposed changes to the Police and Procedure Manual. One proposed change would be adding the Commission's existing business practice of closing out an invoice five business days after requesting clarifying or back-up documents from a funded partner if no response is received. The other proposed change would be adding the Commission's existing business practice of requiring prior approval from the Commission for purchases of food that are not listed in the Contract scope of work.
4. Staff shared a status update on contract execution for fiscal year 2017-2018 contracts. Staff also shared information on the upcoming Contractor Orientation meetings scheduled for July.
5. Executive Director shared he has been having meetings with funded partners and other stakeholders. He verbally provided some of the feedback he has received. He will continue to meet with partners, stakeholders and be continuing to make site visits.
6. Executive Director discussed the strategic planning process and the linkage to feedback he is receiving during meetings and site visits. He also discussed the State revenue decreases that continue to occur, the changing local environment for service provision and other key issues. There was discussion of how to meet strategic planning deadlines to comply with State requirement and the need for a more robust and inclusive planning process to allow for a deeper look at the role of the Commission and where to be positioned for the future.

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

Julie Vaishampayan, MD
Public Health Officer

David T. Jones
Executive Director

7. Staff indicated they would be researching the cost to update the Commission office conference room to allow for improved functionality.

8. Staff shared with the Committee that the next Early Care and Education Conference would be Saturday, August 26, 2017, at the Petersen Center. The keynote presenter, Dr. Mike Longoria, will discuss the importance of movement in memory retention in young children.

9. Staff shared that the 2015-2016 Annual Program Evaluation will be published in June and a presentation on the report will be made at the Commission's June meeting.

10. The Committee was informed 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 June 27, 2017. Items to be discussed include:

- a. Presentation on the 2015-2016 Annual Program Evaluation
- b. Presentation from Center for Human Services
- c. Monthly Contract Financial Report as of May 31, 2017
- d. Public Hearing: Policies and Procedures Update
- e. Staff Report
 1. Site Tours/Visits
 2. Contracts and Contractor Orientation
 3. August Early Care and Education Conference

11. Stephanie left the meeting. Executive Director shared an update on various Commission office items, including staffing levels.

STANISLAUS COUNTY CHILDREN & FAMILIES COMMISSION

CONTRACT SCHEDULE

5/31/2017

		Budget	Actual Expenditures	Remaining Budget	% Actual to Budget
RESULT AREA 1: Improved Family Functioning (Family Support, Education, and Services)					
Community Resource and Referral					
1	211 Project (<i>United Way</i>)	\$ 81,159	\$ 39,395	\$ 41,764	49%
Family Resource Centers:					
2	Ceres Partnership for Healthy Children (<i>CHS</i>)	\$ 184,648	\$ 91,361	\$ 93,287	49%
3	Hughson Family Resource Center (<i>SV</i>)	\$ 118,279	\$ 70,512	\$ 47,767	60%
4	N. Modesto/Salida Family Resource Center (<i>SV</i>)	\$ 323,694	\$ 183,352	\$ 140,342	57%
5	Oakdale/Riverbank Family Resource Center (<i>CHS</i>)	\$ 157,484	\$ 82,789	\$ 74,695	53%
6	Parent Resource Center	\$ 397,310	\$ 222,335	\$ 174,975	56%
7	Turlock Family Resource Center (<i>Aspiranet</i>)	\$ 204,404	\$ 92,436	\$ 111,968	45%
8	Westside Family Resource Center (<i>CHS</i>)	\$ 173,538	\$ 94,418	\$ 79,120	54%
9	The Bridge (<i>Sierra Vista</i>)	\$ 185,000	\$ 135,290	\$ 49,710	73%
10	Healthy Start Sites	\$ 416,020	\$ 141,447	\$ 274,573	34%
Targeted Intensive Family Support Services					
11	Children's Crisis Center	\$ 460,000	\$ 349,507	\$ 110,493	76%
12	Court Appointed Special Advocates	\$ 60,000	\$ 44,308	\$ 15,692	74%
14	Family Justice Center	\$ 100,000	\$ 45,426	\$ 54,574	45%
15	La Familia Counseling Program (<i>El Concilio</i>)	\$ 98,000	\$ 46,169	\$ 51,831	47%
16	Zero to Five Early Intervention Partnership (<i>BHRS</i>)	\$ 1,523,009	\$ 837,464	\$ 685,545	55%
Total Area 1:		\$ 4,482,545	\$ 2,476,210	\$ 2,006,335	55%
RESULT AREA 2: Improved Child Development (Child Development Services)					
Kindergarten Transition Services					
17	Keyes (1)	\$ 10,000	\$ -	\$ 10,000	0%
18	Grayson (1)	\$ 10,000	\$ -	\$ 10,000	0%
19	Riverbank (2)	\$ 20,000	\$ -	\$ 20,000	0%
Quality ECE Investments					
20	Early Care and Education Conference	\$ 12,000	\$ 8,203	\$ 3,797	68%
Total Area 2:		\$ 52,000	\$ 8,203	\$ 43,797	16%
RESULT AREA 3: Improved Health (Health Education and Services)					
Health Access					
21	Healthy Cubs (<i>Health Services Agency</i>)	\$ 50,000	\$ 19,843	\$ 30,157	40%
Maternal & Child Health Care					
22	Healthy Birth Outcomes (<i>Health Services Agency</i>)	\$ 1,339,160	\$ 716,887	\$ 622,273	54%
Oral Health					
23	Dental Education (<i>Health Services Agency</i>)	\$ 30,000	\$ 24,170	\$ 5,830	81%
Total Area 3:		\$ 1,419,160	\$ 760,900	\$ 658,260	54%
RESULT AREA 4: Improved Systems of Care					
Provider Capacity Building, Training and Support					
24	Healthy Start Support (<i>SCOE</i>)	\$ 82,378	\$ 62,669	\$ 19,709	76%
Total Area 4:		\$ 82,378	\$ 62,669	\$ 19,709	76%
Total Services Contracts		\$ 6,036,083	\$ 3,307,982	\$ 2,728,101	55%



Children & Families Commission
 930 15th Street, Modesto, CA 95354
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Operations Committee

Thursday, June 15, 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

Julie Vaishampayan, MD
Public Health Officer

David T. Jones
Executive Director

Commissioners Present: Vicki Bauman, David Cooper, George Skol, Julie Vaishampayan

Commissioners Absent: None

Staff Present: David Jones, Stephanie Loomis

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School Representative

Vito Chiesa
County Supervisor

David Cooper
Community Representative

Kathy Harwell
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Denise Hunt
Community Representative

Mary Ann Lee
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Nelly Paredes-Walsborn, Ph.D.
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Public Health Officer

David T. Jones
Executive Director

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9. Staff shared that the 2015-2016 Annual Program Evaluation will be published in June and a presentation on the report will be made at the Commission's June meeting.

10. The Committee was informed 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 June 27, 2017. Items to be discussed include:

- a. Presentation on the 2015-2016 Annual Program Evaluation
- b. Presentation from Center for Human Services
- c. Monthly Contract Financial Report as of May 31, 2017
- d. Public Hearing: Policies and Procedures Update
- e. Staff Report
 1. Site Tours/Visits
 2. Contracts and Contractor Orientation
 3. August Early Care and Education Conference

11. Stephanie left the meeting. Executive Director shared an update on various Commission office items, including staffing levels.



Children & Families Commission
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Executive Committee

Wednesday, June 21, 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

Julie Vaishampayan, MD
Public Health Officer

David T. Jones
Executive Director

Commissioners Present: Vito Chiesa, Kathy Harwell, George Skol

Commissioners Absent: None

Staff Present: David Jones

1-9. The Committee referenced that agenda items 1-9 that previously been heard in the Administration and Operations Committees or had been covered in prior discussions with Commission members. There were no additional questions or comments on each of the items and attendees agreed to move to item 10.

10. Commissioner Updates - The attendees discussed Commission membership and the process to fill a Commissioner position.

11. The Committee was informed 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 June 27, 2017. Agenda items will include:

- a. Presentation on the 2015-2016 Annual Program Evaluation
- b. Presentation from Center for Human Services
- c. Monthly Contract Financial Report as of May 31, 2017
- d. Public Hearing: Policies and Procedures Update
- e. Authorization to Sign a Contract for Family Development Matrix Services
- f. Staff Report
 1. Site Tours/Visits
 2. Contracts and Contractor Orientation
 3. August Early Care and Education Conference

12. Executive Director Report – David shared an update on various Commission office items, including staffing levels.



JUN 05 2017 AM 07:07

BETTY T. YEE
California State Controller

May 30, 2017

Stephanie Loomis, Interim Executive Director
Stanislaus County Children and Families Commission
930 15th Street
Modesto, CA 95354

Dear Ms. Loomis:

The State Controller's Office (SCO) has completed the desk review of your annual audit report for the fiscal year ended June 30, 2016. The review disclosed that the audit report met the minimum reporting standards contained in the 2015-16 *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, which appears to read "L. Hughes" followed by a stylized flourish.

LISA HUGHES, Chief
Community Related Audits Bureau
Division of Audits

LH/lr

18170

16-50

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