



Children & Families Commission

August 22, 2017 at 4:00 p.m.

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



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

Commission Meeting Notice

Tuesday, August 22, 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

August 22, 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 June 27, 2017 p. 5-8
 - B. Executive Director’s Office
- 4:18 p.m. 1. Election of Commission Vice-Chair for 2017-2018 p. 9-10
- 4:28 p.m. 2. Focus on Prevention Presentation
- 4:48 p.m. 3. Partner Presentation – Parent Resource Center
 - C. Committee Reports
 - * 1. Accept the Minutes of the Executive Committee meeting of August 16, 2017 p. 11
- VII. Correspondence – None
- VIII. Commissioner Reports
- 5:03 p.m. IX. Staff Reports
 - 1. Family Development Matrix
 - 2. Revenue Report
 - 3. Strategic Planning
 - 4. August Early Care and Education Conference
- 5:13 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.



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Commission Meeting Minutes
Tuesday, June 27, 2017
Stanislaus County Office of Education
Board Room
1100 "H" Street, Modesto, CA

Members Present: Vicki Bauman, Vito Chiesa, Denise Hunt, Mary Ann Lee, Nelly Paredes-Walsborn, George Skol (Chair), Dr. Julie Vaishampayan.

Members Absent: David Cooper, Kathy Harwell (Vice Chair)

Staff Present: David Jones, Executive Director; Veronica Ascencio, Accountant; Stephanie Loomis, Administration; and Jack Doering, 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 – None

IV. Public Comment Period – None

V. Consent Calendar

Before the consideration of the Consent Calendar, David Jones shared the Monthly Financial Report to be accepted as part of the Administrative Committee minutes was for the period July 2016-May 2017, not July 2016-March 2017 as listed on the agenda. The Consent Calendar was approved.

Motion by Paredes-Walsborn, Second by Bauman. Unanimously approved.

VI. Agenda Items

A. The Commission approved the Commission Meeting Minutes of May 23, 2017.

Approved on the consent calendar. Motion by Paredes-Walsborn, Second by Bauman. Unanimously approved.

B. Executive Director's Office

1. 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.

The Commission took action to accept the 2015-2016 Annual Program Evaluation Report.

Motion by Bauman, Second by Hunt. Unanimously approved.

2. 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)

The Commission heard a presentation on the revisions and opened a Public Hearing at 4:18 p.m. to hear comments from the public. Hearing no comments from the public, the hearing was closed at 4:19 p.m.

The Commission adopted the revised Policies and Procedures Manual and instructed staff to place the manual on the Commission’s website.

Motion by Bauman, Second by Lee. Unanimously approved.

3. 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.

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.

The Commission authorized the Executive Director to negotiate and sign a one-year agreement with Matrix Outcomes Model LLC.

Approved on the Consent Calendar. Motion by Paredes-Walsborn, Second by Bauman. Unanimously approved.

4. The Commission heard a presentation from Cindy Duenas, Executive Director, from Center for Human Services (CHS). Cindy shared an update on the work being done at the three CHS Family Resource Centers.

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

1. The Commission accepted the minutes for the Administrative Committee meeting held on June 12, 2017 – including the Monthly Contract Financial Report as of May 31, 2017.
2. The Commission accepted the minutes for the Operations Committee meeting held on June 15, 2017.
3. The Commission accepted the minutes for the Executive Committee meeting held on June 21, 2017.

II. Correspondence – ***Motion by Bauman, Second by Skol. Unanimously approved.***

1. Accepted a Letter from California State Controller's Office RE: Acceptance of the '15-'16 Audit Report.

III. Commissioner Reports – None

IV. Staff Reports

- David shared he has been meeting with Commission funded partners and community agencies. He is impressed with the work being done and is honored to join their efforts. He is learning about their organizations and is having productive, interactive discussions to get feedback about work of the Commission.
- David shared an update on contract execution for fiscal year 2017-2018. He also mentioned the annual Contractor Orientation meeting format was being updated for fiscal year 2017-2018. Programs will now be required to have a representative present at the orientation from the following three areas: administration, program and fiscal.
- Stephanie shared information on the upcoming Early Care and Education Conference on August 26, 2017. The topic for the conference is *The Hidden Power of Movement: Stretching the*

Muscles of the Brain and will focus on the importance of movement in brain development and learning retention in young children.

V. The Commission meeting adjourned at 4:46 p.m.



It's All About The Kids

Stanislaus County Children and Families Commission

ACTION AGENDA SUMMARY

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

AGENDA DATE: August 22, 2017

COMMISSION AGENDA #: VI-B-1

SUBJECT:

Election of Commission Vice-Chair for 2017-2018

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. The Commission’s By-Laws contain the process for election of the Chair and Vice-Chair, with the terms of both extending 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 current Vice-Chair, Kathy Harwell, automatically assumes the Office of Chair on September 1, 2017. The Executive Committee of the Commission serves as the Nominating Committee and recommends Nelly Paredes-Walsborn for the Office of Vice-Chair for a term to commence on September 1, 2017. Per Commission By-Laws, following her term as Vice-Chair, Ms. Paredes-Walsborn would then serve a one-year term as Chair of the Commission.

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 1, 2017, to August 31, 2018. (The Vice-Chair will automatically become Chair on September 1, 2018, 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): _____

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



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Executive Committee

Wednesday, August 16, 2017

MEMBERS:

Vicki Bauman
School Representative

Vito Chiesa
County Supervisor

David Cooper
Community Representative

Kathy Harwell
Vice Chair
Community Services Agency

Denise Hunt
Community Representative

Mary Ann Lee
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.
Community Representative

George Skol
Chair
Community Representative

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. The Election of Commission Vice-Chair will be placed on the August 22 agenda.
2. Committee members discussed the current status of the recruitment for the Community Member position that will be open as a result of the term of Denise Hunt ending. The Committee discussed the importance of a careful selection process and the timeline for filling the position. It was recommended to continue the selection process and review at the September Executive Committee meeting for possible action.
3. The draft agenda for the August 22 Commission meeting was discussed.
4. The Committee had focused discussion on strategic planning and how to move forward. The Committee reviewed the important timing of moving forward with the planning process, implications for not moving forward and the significant future impact the long-term strategic plan would have on the Commission and the community. The Committee recommended bringing a comprehensive agenda item on strategic planning to the September 26 Commission meeting.