



**Commission Meeting
August 27, 2019 at 4:00 p.m.**

***Martin Petersen Event Center, Room 1 & 2
720 12th Street, Modesto, CA***



Commission Meeting Notice

Tuesday, August 27, 2019, 4:00 PM
Martin Petersen Event Center – Room 1 & 2
720 12th Street, Modesto, CA 95354

MEMBERS:

Vicki Bauman
School Representative

Ignacio Cantu, Jr.
Community Representative

Vito Chiesa
County Supervisor

David Cooper
Community Representative

Kathy Harwell
Chair
Community Services Agency

Mary Ann Lilly-Tengowski
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.
Vice Chair
Community Representative

George Skol
Community Representative

Julie Vaishampayan, M.D.
Public Health Officer

David Jones
Executive Director

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

The agenda is divided into multiple sections including:

CONSENT CALENDAR: These matters include routine financial and administrative actions. 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.

DISCUSSION ITEMS: These items will be individually discussed with opportunity for public comment.

PUBLIC HEARINGS: These items are opportunities for individuals interested in the matter being addressed on the agenda item to present their views to the Commissioners.

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 either 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.first5stan.org.



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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.first5stan.org.

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 traduccion, 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 Commission 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 them 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.



COMMISSION MEETING AGENDA

August 27, 2019 • 4:00 P.M.
Martin Petersen Event Center – Room 1 & 2
720 12th Street, Modesto, CA

1. Welcome & Introductions – Chair Harwell
2. Pledge of Allegiance
3. Announcement of Recusals¹
4. Public Comment Period (Limit of 5 minutes per person)
5. Consent Calendar
 - A. Miscellaneous
 1. Approval of the July 3, 2019 Commission Meeting Minutes
 2. Authorization to Extend the Lease for Office Space at 930 15th Street
6. Discussion
 - A. Approval of a Legislative and Policy Agenda for 2019
 - B. Approval to Accept Grant Award from Sunlight Giving
 - C. Election of the 2019-2020 Commission Chair and Vice-Chair
7. Correspondence
 - A. Accept a Report from the Stanislaus County Auditor-Controller on the County-Wide Employee Meals Review
8. Commissioner Reports
9. Staff Reports
10. Adjournment

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.



**STANISLAUS COUNTY
CHILDREN & FAMILIES COMMISSION
MEETING MINUTES
Wednesday, July 3, 2019
Stanislaus County Office of Education, Board Room
1100 H Street, Modesto , CA**

Commissioners Present: Vicki Bauman, Ignacio Cantu, Jr., Vito Chiesa, David Cooper, Mary Ann Lilly-Tengowski, George Skol, Dr. Julie Vaishampayan

Commissioners Absent: Kathy Harwell (Chair), Nelly Paredes-Walsborn (Vice Chair)

Staff Present: David Jones, Executive Director; Amanda DeHart, Commission Counsel; Veronica Ascencio, Accountant; Stephanie Loomis, Staff Services Coordinator

1. Commissioner Skol called the meeting to order at 1:02 p.m. Commission members, staff, and attendees were introduced and welcomed.
2. Pledge of Allegiance was conducted.
3. Announcement of Commissioner Recusals – None
4. Public Comments – None
5. Consent Calendar
The Consent Calendar was approved.
Motion by Bauman, Second by Cooper. (5-0)

Commissioner Cantu entered the meeting at 1:06 p.m.

6. Discussion Items
 - A. The Commission heard a presentation from Veronica Ascencio on the process First 5 staff undertook to receive quotes for a one-year Agreement for audit services, with the opportunity to extend the Agreement for a second and third year upon mutual consent. Proposals were carefully reviewed using multiple factors including, but not limited to, the organization's experience working with First 5 organizations, cost of the proposal, references, and willingness to contract for a second and third year if requested. Staff recommended the Commission approve a one-year Agreement, with the option to extend the Agreement for an additional two-years, with Hudson Henderson & Company, Inc. for audit services.

The Commission authorized the Executive Director to negotiate and sign an \$11,040 agreement with Hudson Henderson & Company, Inc. for audit services.

Motion by Bauman, Second by Cooper. (6-0)

Commissioner Lilly-Tengowski entered the meeting at 1:09 p.m.

7. Correspondence – None
8. Commissioner Reports
 - Commissioner Bauman shared Sierra Vista Child & Family Services has received a federal grant to offer Mental Health First Aid training to the community. David will share information on the training with First 5 partners.
9. Staff Reports
 - Executive Director Jones shared that April revenue has not yet been received and March revenue came in under projections at around \$333,000. There is potential for revenue to end at budget for FY 2018-2019. Jones shared the budget the Commission approved at its May meeting will be submitted to the County to be include in the County's Final Budget. Jones shared First 5 hosted a webinar on June 6 titled Taking Care of You. Over 200 people registered for the webinar and about 70 attended. The webinar was rated extremely well by attendees and support First 5 efforts to provide community training. Jones shared First 5 and CSA held a FRC Leadership Summit on June 19 to engage in dialogue on how to move forward in light of First 5's new strategic priorities. The summit went well and was a great starting conversation. Jones shared First 5 has agreed to be listed as a partner on El Concilio's Census Complete Count proposal for outreach for hard to count populations. This is not a financial commitment on First 5's part and if El Concilio is awarded the grant, the Commission would take action to approve formal involvement prior to staff moving forward. Jones shared he represented First 5 and the 0-5 population at the McClatchy California Priorities event hosted on June 13 at the Gallo Center. Panelists were from northern California and Jones expressed it was an honor to represent the Commission. Jones noted the next Early Care and Education conference will be held on Saturday, August 24. The keynote speaker, Laura Fish, will be presenting on teaching to children based on brain science and not habit. Jones shared SCOE is interested in meeting with First 5 staff to discuss partnering to offer a pilot Spanish language only Early Care and Education conference in the future.
10. Adjourned at 1:17 p.m.

**COMMITTEE ROUTING**

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

ACTION AGENDA SUMMARYAGENDA DATE: August 27, 2019COMMISSION AGENDA #: 5.A.2**SUBJECT:**Authorization to Extend the Lease for Office Space at 930 15th Street**BACKGROUND:**

In October 2014, the Commission entered into a five-year lease agreement with the Richard Bosio 2012 Trust for office space at 930 15th Street. The lease began December 1, 2014, and is set to end November 30, 2019. The rental rate started at \$0.72 per square foot (plus utilities) for 3,200 square feet for years 1 and 2, with a 5% increase in years 3, 4, and 5. The current rental rate for year 5 is \$0.84 per square foot.

First 5 staff began researching alternatives to the current office location and researching market pricing for leased space in spring 2019. Staff considered a number of factors in looking at the appropriateness of relocating the Commission office. One key factor was implementation of the new Strategic Plan for First 5 which is significantly changing the strategies and activities of First 5 staff. After consideration, staff determined there was not yet enough information in regard to future space needs to make an office move a current priority item. Also, given the financial benefits of the current office location, staff pursued an option for a lease extension with the landlord.

The landlord has agreed to a 15-month lease extension with a 5% increase for the period of December 1, 2019 through February 28, 2021. The rental rate on December 1, 2019, will increase to \$0.88 per square foot for the duration of the 15-month lease agreement extension.

The Administrative and Financial Committee, Operations, and Executive Committee heard this item at their respective meetings in June 2019.

STAFF RECOMMENDATIONS:

1. Authorize the Executive Director to negotiate and execute an amendment to extend the original agreement for office space at 930 15th Street.

FISCAL IMPACT:

The Fiscal Year 2019-2020 budget includes \$33,152 for the building lease expense, which is sufficient to cover the increased lease cost.

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 – Staff Services Coordinator



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

ACTION AGENDA SUMMARY

AGENDA DATE: August 27, 2019

COMMISSION AGENDA #: 6.A

SUBJECT:

Approval of a Legislative and Policy Agenda for 2019

BACKGROUND:

First 5 Stanislaus does not currently have a Legislative and Policy Agenda. As part of the strategic direction and planning process conducted in 2018, the Commission desired to develop a formal agenda that would support advocacy in regard to issues impacting children 0-5 and their families. Although advocacy was not considered the highest priority of First 5 Stanislaus during the planning process, it was recognized as an important strategic priority for the organization.

Staff from First 5 Stanislaus viewed different models for a Legislative and Policy Agenda and created a hybrid model. The model focuses on the priority areas from the Strategic Plan and also ties to the significant activity occurring through the First 5 Association of California network strategy. The First 5 Stanislaus Legislative and Policy Agenda serves as general, guiding principles for legislative and policy issues impacting children and families in Stanislaus County.

The Agenda supports the four priority areas of the Commission: 1) Families are supported and safe in communities that are capable of strengthening families; 2) Children are eager and ready learners; 3) Children are born healthy and stay healthy; and 4) Sustainable and coordinated systems are in place that promote the well-being of children from the prenatal stage through age five. The Agenda also incorporates eight strategies of First 5 Stanislaus as highlighted in the Strategic Plan.

The Agenda, as proposed, would align with the advocacy efforts of the First 5 Association of California and their policy agenda. The elements of the Association's Policy Agenda will stay in effect in the First 5 Stanislaus Legislative and Policy Agenda until changed by the Association. Unless the Commission takes action otherwise, any amendments made to the Association's Agenda will be automatically incorporated into the scope of the First 5 Stanislaus Legislative and Policy Agenda.

The First 5 Stanislaus Legislative and Policy Agenda also contains authorities and methodologies for actions that can be taken by First 5 Stanislaus staff in alignment with the Agenda. It also contains additional guidance for correspondence from the Chair of First 5 Stanislaus.

Approval of the Legislative and Policy Agenda provides authority for First 5 Stanislaus staff to appropriately advocate for policy decisions at a local, state, and federal level. The Legislative and Policy Agenda also provides a framework for addressing issues that develop during the year that are not in the approved Agenda. This Legislative and Policy Agenda for 2019 will not expire until the passage of the next Legislative and Policy Agenda by action of the Commission.

The Administrative and Financial Committee, Operations and Executive Committee heard this item at their respective meetings in June 2019.

STAFF RECOMMENDATIONS:

1. Approve the Legislative and Policy Agenda for 2019

FISCAL IMPACT:

There is no immediate fiscal impact in approving the Legislative and Policy Agenda for 2019.

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 – Staff Services Coordinator



First 5 Stanislaus Legislative and Policy Agenda for 2019

The Legislative and Policy Agenda is developed to serve as a guide for advocacy efforts of First 5 Stanislaus. Advocacy can occur as appropriate at the federal, state and local level. The agenda is driven by the goals, priorities and strategies outlined in the First 5 Stanislaus Strategic Plan. The Legislative and Policy Agenda contains a list of legislative priorities approved by the First 5 Stanislaus.

Advocacy efforts in 2019 will focus on the following priority areas:

Families are supported and safe in communities that are capable of strengthening families

- a. Increase parental and caregiver knowledge, skills, and access to resources to support their child's development.
- b. Improve a sense of community in the lives of families by increasing connections, relationships, and concrete support for parents and caregivers

Children are eager and ready learners

- a. Increase the number of children that are read to daily
- b. Increase access to opportunities for professional growth for Family, Friend, and Neighbor providers
- c. Increase the number of children who are “ready to go” when they enter kindergarten

Children are born healthy and stay healthy

- a. Increase the rate of healthy births
- b. Increase children's access to and utilization of health insurance benefits

Sustainable and coordinated systems are in place that promote the well-being of children from prenatal through age five

- a. Increase funding and/or alignment of funding for a coordinated system of support for children and families
- b. Increase the level of county data integration/alignment of indicators, associated monitoring, and use of data to inform course-correction as needed to improve outcomes for children and families
- c. Increase the knowledge of individuals serving young children about available resources (including professional development), services, and referral opportunities

Advocacy efforts in 2019 can also support the strategies of First 5 Stanislaus as expressed in the Strategic Plan:

1. Align and secure funding
2. Establish a comprehensive parenting program
3. Establish a resource and referral hub/network
4. Build capacity for individuals/organizations serving young children
5. Scale integrated early childhood reading access, strategies, and support
6. Serve as an advocate/voice for children and families
7. Coordinate data alignment and outcome monitoring among organizations serving children and families
8. Facilitate systems improvement to better serve children and families

First 5 Association of California

Advocacy efforts can also be made by First 5 Stanislaus in support of the First 5 Association of California 2019 Policy Agenda, which appears in this document as Attachment 1. It is understood that if amendments are made to the First 5 Association 2019 Policy Agenda, they will automatically be incorporated into the scope of the First 5 Stanislaus Legislative and Policy Agenda, unless the Commission takes action otherwise.

Implementation of the Legislative Platform

First 5 Stanislaus supports the principles and policy agenda items set forth as general, guiding principles for legislative and policy issues impacting children and families in Stanislaus County. First 5 Stanislaus staff will apply these general, guiding principles to evaluate proposed and adopted legislation, as well as executive and regulatory actions, and to guide First 5 Stanislaus action on these issues. The Executive Director may write letters of support or opposition and conduct advocacy efforts as appropriate based on alignment with the Legislative and Policy Agenda. Any letters of support or opposition from the Executive Director will be communicated to Commission members. In situations where it is appropriate for correspondence to come directly from the Commission on a matter that is covered by the Legislative and Policy Agenda, the Chairperson of the Commission, or designee, shall sign this correspondence.

Further legislation and administrative actions also may be added during the legislative session. The Legislative and Policy Agenda will not expire until the passage of the next Legislative and Policy Agenda by action of the Commission.

Attachment 1

2019 POLICY AGENDA



First 5 builds the early childhood systems and supports needed to ensure California's young children are healthy, safe, and ready to succeed in school. This is accomplished through:

RESILIENT FAMILIES

**VISION:**

Promote parental resilience, social connections, concrete support in times of crisis, and knowledge of parenting and child development.

POLICY GOALS:

- Expand access to evidence-based family strengthening programs, including home visiting and parent education, to optimize child development and reduce the risk of abuse and neglect.
- Strengthen the social safety net to build family resiliency and promote self-sufficiency.
- Support community hubs for integrated services and crisis supports for children and families.
- Support parent engagement on child brain development, including *Talk. Read. Sing.**

COMPREHENSIVE HEALTH AND DEVELOPMENT

**VISION:**

Build a family-centered health system that prioritizes prevention.

POLICY GOALS:

- Increase coordination across systems of care to connect young children to screening and early intervention, including through the expansion of **Help Me Grow**.
- Increase use of essential Medi-Cal services, especially dental, mental health, and vision services.
- Ensure all pregnant mothers and children ages 0-5 have affordable and comprehensive health insurance.
- Expand availability and geographic spread of health care providers and professionals.

QUALITY EARLY LEARNING

**VISION:**

Ensure children are healthy and have the social-emotional and cognitive skills to enter kindergarten ready to learn.

POLICY GOALS:

- Increase supply of high-quality early learning programs for children 0-5.
- Embed high-quality standards in all state-funded early learning programs and support state and local efforts to meet them.
- Promote affordability of early learning programs, while ensuring fair workforce compensation.

SUSTAINABILITY AND SCALE

**VISION:**

Fulfill the voter-approved Proposition 10 mandate: *"To create a comprehensive and integrated delivery system of information and services to promote early childhood development."*

POLICY GOALS:

- Explore and advance alternative revenue sources for children's services.
- Improve and integrate county data systems to track and evaluate children's outcomes.
- Regulate tobacco products.
- Mitigate public health risks that widely affect children's health and wellbeing.

CONTACT: Margot Grant Gould, Policy Director | 510.227.6968 | margot@first5association.org www.first5association.org



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

ACTION AGENDA SUMMARY

AGENDA DATE: August 27, 2019

COMMISSION AGENDA #: 6.B

SUBJECT:

Approval to Accept Grant Award from Sunlight Giving

BACKGROUND:

Sunlight Giving is a non-profit foundation whose mission is to sustain healthy families and strong communities. They fulfill their mission by working with local and national organizations that provide basic services to low-income families with children ages 0-5 in vulnerable communities. Sunlight Giving was established in 2014 and focuses on counties from the Bay Area and several San Joaquin Valley counties – including Stanislaus. The Foundation works on an invitation-only basis for funding proposals.

In 2017, First 5 Stanislaus (then known as the Stanislaus County Children and Families Commission) was invited to apply for funding from Sunlight Giving. First 5 completed the funding application and Sunlight Giving chose to award \$75,000 to First 5 to be used for work with family resource centers.

First 5 conducted a significant strategic direction and planning process in 2018 and during this period of time remained in contact with staff from Sunlight Giving. Sunlight Giving did not invite First 5 to apply for funding in 2018 as they chose to wait and see the results of the strategic direction and planning process.

Staff continued to stay in touch with Sunlight Giving after completion of the strategic direction and planning process. In spring of 2019, staff from Sunlight Giving notified First 5 they were again inviting First 5 to apply for funding. First 5 was notified by Sunlight Giving in July 2019 that they were awarded a \$100,000 grant with unrestricted funding.

The Executive Committee heard this item at their July 2019 meeting.

STAFF RECOMMENDATIONS:

1. Approve receipt of the award from Sunlight Giving in the amount of \$100,000.
-

FISCAL IMPACT:

Acceptance of the \$100,000 grant award will support the work of First 5 Stanislaus during Fiscal Year 2019-2020. No increase in appropriations is requested as a result of acceptance of this grant funding. If additional accounting or budget changes are necessary, these will be brought to the Commission during the County Mid-Year Budget process.

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 – Staff Services Coordinator



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

ACTION AGENDA SUMMARY

AGENDA DATE: August 27, 2019

COMMISSION AGENDA #: 6.C

SUBJECT:

Election of the 2019-2020 Commission Chair and Vice-Chair

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 for 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."

Kathy Harwell assumed the office of Chair and Nelly Paredes Walsborn assumed the office of Vice-Chair of the Commission on September 1, 2017. On August 30, 2018, Harwell and Paredes Walsborn were both elected by the Commission for an additional term in their current roles to provide important stability during the First 5 Stanislaus strategic direction and planning process. The current Chair and Vice-Chair are to be recognized for the significant commitment of time and energy spent over the past two-years leading the Commission through this time of significant change. Both the current Chair and Vice-Chair would prefer not to continue as the elected officers after their terms end on August 31, 2019, if possible. Therefore, the Commission will be requested to act in electing both a Chair and Vice Chair for the one-year term to begin September 1, 2019.

The Executive Committee of the Commission will serve as the Nominating Committee and will bring a slate of candidates for the Chair and Vice-Chair positions for consideration at the August 27, 2019 meeting. If approved, the term of service for the newly elected Chair and Vice-Chair will be from September 1, 2019, through August 31, 2020. Per Commission By-Laws, the elected Vice-Chair would then assume the office of Chair beginning September 1, 2020 for a one-year term.

STAFF RECOMMENDATIONS:

1. Conduct an election for the offices of Chair and Vice-Chair for the term of September 1, 2019 to August 31, 2020.

FISCAL IMPACT:

There is no fiscal impact associated with the election of the Commission Chair and Vice-Chair positions.

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 – Staff Services Coordinator



AUDITOR-CONTROLLER

Kashmir Gill, CPA
Auditor-Controller

1010 10TH Street, Suite 5100, Modesto, CA 95354
PO Box 770, Modesto, CA 95353-0770
Phone: 209.525.6398 Fax: 209.525.7507



EXECUTIVE SUMMARY
COUNTY-WIDE EMPLOYEE MEALS REVIEW
FOR THE PERIOD OF JULY 1, 2018 THROUGH FEBRUARY 28, 2019

June 24, 2019

The Internal Audit Division of the Auditor-Controller's Office performed a review of employee meal purchases for the period of July 1, 2018 through February 28, 2019. The objective of our review was to determine if meal reimbursements were duplicated through the use of County purchasing cards and employee reimbursements through the payroll system. The scope of our engagement included all County departments and related agencies utilizing County-issued purchasing cards. The review was conducted between March 2019 and June 2019.

The methodology used to perform the engagement included the following:

- Obtained list of purchasing card transactions for each department/agency directly from the authorized software application used by Bank of America for the period of July 1, 2018 through February 28, 2019.
- Obtained list of employee meal reimbursements directly from the County payroll system for the period of July 1, 2018 through February 28, 2019.
- Utilizing data analytics software, compared the purchasing card transactions to the meal reimbursement transactions to identify any instances where employees were reimbursed for meals on the same day their County purchasing card was used to incur meal charges.
- Reviewed supporting documentation to determine if employees received a meal reimbursement while also receiving the same meal purchased on their County-issued purchasing card.
- Examined transactions to ensure compliance with the Stanislaus County Travel Policy, Stanislaus County Purchasing Card Policy and Stanislaus County Purchasing Card Procedures.

Our responsibility is to conduct the review in accordance with the *International Standards for the Professional Practice of Internal Auditing* established by the Institute of Internal Auditors. These standards require that we identify, analyze, evaluate and document sufficient information and evidence to achieve our objectives. We believe that the evidence obtained provided reasonable basis for the results, observations, and recommendations contained in our report.

To verify reimbursement of meals were not duplicated, we compared meal charges incurred through the use of County purchasing cards with reimbursements claimed through the payroll system. A total of 139 purchasing card transactions were tested. Based upon our review, it appears the internal controls are operating as designed within the departments and related agencies. We appreciate the courtesy and cooperation of the departments and related agencies' staff throughout the course of this review.

Summary of Observations and Recommendations

There were no significant findings or recommendations for 29 departments and related agencies during the period under review. The respective departments and related agencies included the following:

Aging and Veterans Services
Agricultural Commissioner
Assessor's Office
Auditor-Controller's Office
Behavioral Health and Recovery Services
Chief Executive Office
Child Support Services
Clerk-Recorder
Community Services Agency
County Counsel
District Attorney
Environmental Resources
First 5 Stanislaus
General Services Agency
Health Services Agency
Library
Local Agency Formation Commission
Parks and Recreation
Planning and Community Development
Probation
Public Defender
Public Works
Sheriff's Department
Stanislaus Business Technology
Stanislaus County Employees Retirement Association
Stanislaus Regional 9-1-1
Treasurer-Tax Collector
UC Cooperative Extension
Workforce Development



AUDITOR-CONTROLLER

Kashmir Gill, CPA
Auditor-Controller

1010 10TH Street, Suite 5100, Modesto, CA 95354
PO Box 770, Modesto, CA 95353-0770
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FINDINGS REPORT

FIRST 5 STANISLAUS

Employee Meals Review

For the period of July 1, 2018 through February 28, 2019

The Internal Audit Division of the Auditor-Controller's Office performed a review of employee meal purchases for the period of July 1, 2018 through February 28, 2019. The objective of our review was to identify instances where an employee purchased a meal using their County-issued purchasing card while also receiving a meal reimbursement through the County payroll system. This report contains all findings noted for the Department during the review.

Findings and Recommendations

There were no findings or recommendations noted during the period under review.