



**Commission Meeting
December 3, 2019 4:00pm**

***Martin Petersen Center, Rooms 1 & 2
720 12th St., Modesto CA 95354***



Commission Meeting Notice

Tuesday, December 3, 2019, 4:00pm
Martin Petersen Center, Rooms 1 & 2
720 12th St., Modesto, CA 95354

MEMBERS:

Vicki Bauman
Chair

School Representative

Ignacio Cantu, Jr.
Vice Chair

Community Representative

Vito Chiesa
County Supervisor

David Cooper
Community Representative

Kathy Harwell
Community Services Agency

Mary Ann Lilly-Tengowski
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.
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 Comisión para Niños y Familias son dirigidas en Ingles y no hay traducción disponible a menos que la Comisión sea notificada con 72 horas por avanzado. Si necesita traducción, por favor contacte a la Comisión al (209) 558-6218. (Por favor tome nota, el mensaje es en Ingles, pero se le asistirá 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

December 3, 2019 • 4:00 P.M.
Martin Petersen Center- Rooms 1-2
720 12th St., Modesto, CA

1. Welcome & Introductions
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 August 27, 2019 Executive Committee Meeting Minutes
 2. Approval of the October 22, 2019 Commission Meeting Minutes
 3. Approval of the November 12, 2019 Administrative Committee Meeting Minutes
 - a. Result Area Fiscal Report as of September 30, 2019
 - b. First Quarter Financial Report 2019-2020
 4. Approval of the November 15, 2019 Operations Committee Meeting Minutes
6. Discussion
 - A. Approval to Extend the Agreement for External Auditor Services with Hudson Henderson & Company, Inc., for Two Additional Years from July 1, 2020 through June 30, 2021, and from July 1, 2021 through June 30, 2022
7. Public Hearing
 - A. Public Hearing to Consider Adoption of the Policies and Procedures Manual
 - B. Public Hearing to Consider Approval of an Update Report on the First 5 Stanislaus Strategic Plan 2019-2024
8. Correspondence
9. Commissioner Reports
10. Staff Reports
11. 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.



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MEMBERS:

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County Supervisor

David Cooper
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Mary Ann Lilly-Tengowski
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Nelly Paredes-Walsborn, Ph.D.
Vice Chair
Community Representative

George Skol
Community Representative

Julie Vaishampayan, MD
Public Health Officer

David Jones
Executive Director

Executive Committee Minutes

Tuesday, August 27, 2019

Commissioners Present: Vito Chiesa, Kathy Harwell, Nelly Paredes-Walsborn

Staff Present: David Jones

1. Legislative Platform – The legislative and policy platform was briefly discussed.
2. Building Lease Amendment – The lease will be brought forward to the Commission for their consideration.
3. Financial Audit – An update was given on timing of the audit and moving forward.
4. Nominations of Chair and Vice Chair – The Executive Committee, serving as the Nominating Committee, discussed options to present as recommendations to the full Commission.
5. Draft Agenda for August 27, 2019 Commission Meeting – **Martin Petersen Center, Rooms 1 and 2**
 - a. Approval of Minutes from July 3, 2019 Commission Meeting
 - b. Authorization to Extend the Lease for Office Space at 930 15th Street
 - c. Approval of a Legislative Platform for First 5 Stanislaus
 - d. Acceptance of Grant Funding
 - e. Approval of Nominations for Chair and Vice Chair
6. Executive Director Report – there were no additional updates from the Executive Director.
7. Adjournment



**STANISLAUS COUNTY
CHILDREN & FAMILIES COMMISSION
MEETING MINUTES
Tuesday, October 22, 2019
Stanislaus County Office of Education, Board Room
1100 H Street, Modesto , CA**

Commissioners Present: Vicki Bauman (Chair), Ignacio Cantu, Jr. (Vice Chair), David Cooper, Kathy Harwell, Nelly Paredes-Walsborn, George Skol, Dr. Julie Vaishampayan

Commissioners Absent: Mary Ann Lilly-Tengowski, Vito Chiesa

Staff Present: David Jones, Executive Director; Amanda DeHart, Commission Counsel; Veronika Carrasco, Confidential Assistant IV; Stephanie Loomis, Staff Services Coordinator

1. Chair Bauman called the meeting to order at 4:00 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.
 - A. Miscellaneous
 1. Approved the Commission Meeting Minutes of August 24, 2019
 2. Accepted the Minutes of the Administrative Committee Meeting of October 7, 2019
 - a. Result Area Fiscal Report as of June 30, 2019
 - b. Quarterly Financial Report - Fourth Quarter Fiscal Year 2018-2019
 3. Accepted the Minutes of the Operations Committee Meeting of October 10, 2019
Motion by Skol, Second by Cooper. (7-0)(Chiesa and Lilly-Tengowski absent.)
6. Discussion
 - A. Approved the 2020 Meeting Calendar. Executive Director Jones presented the 2020 Meeting Calendar for consideration. It was explained there were no dates available for the December 2020 Association summit as of yet, and therefore committees and the Commission meeting will be scheduled at their traditionally held times for

November/December. If changes are needed in the future, a proposal will be brought back to the Commission. Commissioner Bauman (Chair) asked whether rooms had been secured for commission meetings during the remodeling taking place at the Stanislaus County Office of Education building. Jones mentioned that rooms had been secured.

Motion by Skol, Second by Vaishampayan. (7-0)(Chiesa and Lilly-Tengowski absent.)

7. Public Hearing

- A. Accepted the 2018-2019 audit report. Staff was thanked for their work leading up to the audit. Brian Henderson, independent auditor, was introduced and presented the First 5 Stanislaus 2018-2019 audit report.

Henderson explained that there were two reports issued. There were no findings noted in either. Revenue for May and June was adjusted because numbers were not available from the state when the audit originally started. Overall, no significant changes in financial statements were found and First 5 is in a strong financial position.

The Public Hearing on the audit was opened at 4:14 p.m. by Chair Bauman and, hearing no comments, the Public Hearing was closed at 4:15 p.m.

Motion by Paredes-Walsborn, Second by Skol. (7-0)(Chiesa and Lilly-Tengowski absent.)

- B. Accepted the Local Annual Report and authorized staff to submit the 2018-2019 Local Annual Report to First 5 California. The Commission heard a presentation from Stephanie Loomis on the 2018-2019 Local Annual Report. Stephanie shared an overview of the accomplishments achieved during FY 2018-2019.

The Public Hearing on the Local Annual Report was opened at 4:23 p.m. by Chair Bauman and, hearing no comments, the Public Hearing was closed at 4:24 p.m.

Motion by Harwell, Second by Vaishampayan. (7-0)(Chiesa and Lilly-Tengowski absent.)

8. Correspondence - None

9. Commissioner Reports

Chair Bauman shared that Stanislaus County Office of Education has received a grant to conduct mental health trainings. These trainings will be focused on Turlock, Hughson, and Patterson due to their high depression rates

10. Staff Reports

- Stephanie Loomis provided a brief recap on the August 24, 2019 Early Care and Education Conference. She shared 99% of the 200 attendees rated the conference as excellent/good and 99% of attendees reported they will use information learned at the conference and apply it to their classroom/center.
- Executive Director Jones highlighted that First 5 has yet to receive 2019-2020 funds from the state and the situation will continue to be monitored. He shared that First 5 Stanislaus may be applying for IMPACT funding at the end of December or early January. First 5 will be taking a close look at opportunities for this funding and how it could be used to support work in Family Resource Centers. First 5 is going through this process in collaboration with the Yosemite Community College District and Stanislaus County Office of Education.

Jones updated Commissioners on a number of initiatives including community capacity building, parenting programs, asset mapping, and high-risk maternal care/Healthy Birth Outcomes. He spoke about the Spanish language Early Care and Education Conference pilot project planning with the Stanislaus County Office of Education, and that the implementation date of April 25, 2020 currently did not look achievable. Staff will keep Commissioners posted on this project as it is a priority.

Jones shared that First 5 Stanislaus has hosted several 0-5 census planning meetings and is facilitating an effort to create a census outreach plan for the 0-5 population. A large number of groups have attended and given feedback about barriers to participation and trusted messengers within the hard-to-count population census tracts. He communicated that the After Care Learning session First 5 hosted in conjunction with Community Services Agency (CSA) was well attended and successful. He also highlighted that First 5 Stanislaus' 2019 Report to the Community is in digital format and hosted on First 5's website. The report features client and provider videos and expanded data presented in a more visual format.

Staff also highlighted a new Family Events Calendar that has launched on the First 5 Stanislaus website to provide opportunities for families to spend time together and participate in low/no cost community events. This project was in response to feedback the Commission received during its strategic planning process.

11. The Commission meeting adjourned at 5:13 p.m.



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George Skol
Community Representative

Julie Vaishampayan, M.D.
Public Health Officer

David T. Jones
Executive Director

Administrative/Financial Committee Minutes

Tuesday, November 12, 2019

Commissioners Present: Vicki Bauman, Mary Ann Lilly-Tengowski,
Nelly Paredes-Walsborn, PhD

Commissioners Absent: Kathryn Harwell

Staff Present: David Jones, Veronica Ascencio

1. Results Area Fiscal Report (monthly contract report) as of September 30, 2019 was reviewed.
2. Quarterly Financial Report for First Quarter July – September 2019 was reviewed
3. Staff discussed recommendations for extending the contract with the outside Auditor for years two and three.
4. Staff reviewed recommended updates to the Policies and Procedures Manual.
5. Draft Agenda for December 3, 2019 Commission Meeting – **Martin Petersen Center, Rooms 1 & 2**
 - a. Public Hearing on Policies and Procedures Manual Updates
 - b. Public Hearing on the Annual Strategic Plan Review
 - c. Approval of Audit Contract Extension
6. No additional items discussed in the Executive Director's Report
7. Adjournment

First 5 Stanislaus
Result Area Fiscal Report
YTD as of 9/30/19

	<i>Budget</i>	<i>Actual Expenditures</i>	<i>Remaining Budget</i>	<i>% Actual to Budget</i>
RESULT AREA 1: Improved Family Functioning (Family Support, Education, and Services)				
General Family Support				
<i>211/Family Resource Centers;CBO - Non-Profit;County Office of Ed-School District</i>				
211 Project (<i>United Way</i>)	\$ 40,000	\$ -	\$ 40,000	0%
Family Resource Centers:				
Ceres Partnership for Healthy Children (<i>CHS</i>)	\$ 163,418	\$ -	\$ 163,418	0%
Hughson Family Resource Center (<i>SV</i>)	\$ 147,135	\$ -	\$ 147,135	0%
N. Modesto/Salida Family Resource Center (<i>SV</i>)	\$ 311,147	\$ -	\$ 311,147	0%
Oakdale/Riverbank Family Resource Center (<i>CHS</i>)	\$ 158,847	\$ -	\$ 158,847	0%
Parent Resource Center	\$ 350,457	\$ 22,653	\$ 327,804	6%
Turlock Family Resource Center (<i>Aspiranet</i>)	\$ 190,415	\$ -	\$ 190,415	0%
Westside Family Resource Center (<i>CHS</i>)	\$ 237,938	\$ -	\$ 237,938	0%
The Bridge (<i>Sierra Vista</i>)	\$ 166,500	\$ -	\$ 166,500	0%
Healthy Start	\$ 498,398	\$ -	\$ 498,398	0%
Total Area 1:	\$ 2,264,255	\$ 22,653	\$ 2,241,602	1%
RESULT AREA 3: Improved Health (Health Education and Services)				
Prenatal & Infant Home Visiting <i>Other;County Health & Human Services</i>				
Healthy Birth Outcomes (<i>Health Services Agency</i>)	\$ 1,000,000	\$ -	\$ 1,000,000	0%
Total Area 3:	\$ 1,000,000	\$ -	\$ 1,000,000	0%
RESULT AREA 4: Improved Systems of Care				
Program and Systems Improvement Efforts				
Early Care and Education Conference	\$ 12,000	\$ 2,395	\$ 9,605	20%
Total Area 4:	\$ 12,000	\$ 2,395	\$ 9,605	20%
Result Area Total	\$ 3,276,255	\$ 25,049	\$ 3,251,206	
ADJUSTED PROGRAM CONTRACT EXPENDITURES*				
	\$ 3,264,255	\$ 22,653	\$ 3,241,602	1%

* Adjusted Program Contract Expenditures does not include ECE Conference Costs

First 5 Stanislaus

Fiscal Year 2019-2020

1st Quarter Financial Report

	Three Months Ended September 30		YTD				
	2019	2018	FY 19/20 Adopted Budget	FY 19/20 Legal Budget	FY 18/19 Actual	Remaining FY Budget	% Actual to Budget
REVENUE							
Interest	\$ -	\$ -	\$ 102,000	\$ 102,000	\$ -	\$ 102,000	0%
Tobacco Tax (Prop 10) (incl. SMIF, Backfill)	\$ -	\$ -	\$ 4,559,650	\$ 4,559,650	\$ -	\$ 4,559,650	0%
Other - Grants, Misc	\$ -	\$ 100,000	\$ 20,000	\$ 20,000	\$ 100,000	\$ (80,000)	0%
TOTAL REVENUE	\$ 100,000	\$ -	\$ 4,681,650	\$ 4,681,650	\$ 100,000	\$ 4,581,650	2%
EXPENDITURES							
Program							
Contracts/Programs*		50,717					1%
Contracts-Prior Year (Payments/Adjstments)	\$ 25,049	\$ 354	\$ 3,276,255	\$ 3,276,255	\$ 25,049	\$ 3,251,206	
Contract Adjustments (TBD)	\$ 11,016				\$ 11,016	\$ (11,016)	
Salaries & Benefits	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ 500,000	0%
Services & Supplies	\$ 49,605	\$ 43,899	\$ 201,708	\$ 201,708	\$ 49,605	\$ 152,103	25%
County Cap Charges	\$ 5,637	\$ 29,664	\$ 398,926	\$ 398,926	\$ 5,637	\$ 393,289	1%
	\$ 3,279	\$ 4,739	\$ 19,522	\$ 19,522	\$ 3,279	\$ 16,243	17%
Total Expenditures - Program	\$ 94,586	\$ 129,374	\$ 4,396,411	\$ 4,396,411	\$ 94,586	\$ 4,301,825	2%
Evaluation							
Salaries & Benefits	\$ -	\$ 202	\$ 11,206	\$ 11,206	\$ -	\$ 11,206	0%
Services & Supplies	\$ -	\$ 4,038	\$ 21,609	\$ 21,609	\$ -	\$ 21,609	0%
County Cap Charges	\$ -	\$ 6	\$ 1,831	\$ 1,831	\$ -	\$ 1,831	0%
Total Expenditures - Evaluation	\$ -	\$ 4,246	\$ 34,646	\$ 34,646	\$ -	\$ 34,646	0%
Administration							
Salaries & Benefits	\$ 71,001	\$ 92,232	\$ 347,386	\$ 347,386	\$ 71,001	\$ 276,385	20%
Services & Supplies	\$ 25,351	\$ 33,439	\$ 121,515	\$ 121,515	\$ 25,351	\$ 96,164	21%
County Cap Charges	\$ 3,573	\$ 5,345	\$ 39,656	\$ 39,656	\$ 3,573	\$ 36,083	9%
Total Expenditures - Administration	\$ 99,925	\$ 131,017	\$ 508,557	\$ 508,557	\$ 99,925	\$ 408,632	20%
TOTAL EXPENDITURES	\$ 194,511	\$ 264,637	\$ 4,939,614	\$ 4,939,614	\$ 194,511	\$ 4,745,103	4%

* Contracts/Program actuals includes all result area costs, including ECE



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Public Health Officer

David T. Jones
Executive Director

Operations Committee Minutes

Friday, November 15, 2019

Commissioners Present: George Skol, Dr. Julie Vaishampayan

Commissioners Absent: David Cooper, Ignacio Cantu, Jr.

Staff Present: David Jones

1. Results Area Fiscal Report (monthly contract report) as of September 30, 2019 was reviewed.
2. Quarterly Financial Report for First Quarter July – September 2019 was reviewed
3. Staff discussed recommendations for extending the contract with the outside Auditor for years two and three.
4. Staff reviewed recommended updates to the Policies and Procedures Manual.
5. Draft Agenda for December 3, 2019 Commission Meeting – **Martin Petersen Center, Rooms 1 & 2**
 - a. Public Hearing on Policies and Procedures Manual Updates
 - b. Public Hearing on the Annual Strategic Plan Review
 - c. Approval of Audit Contract Extension
6. No additional items discussed in the Executive Director's Report
7. Adjournment

**COMMITTEE ROUTING**Administrative/Finance ☒Operations ☒Executive ☐**ACTION AGENDA SUMMARY**AGENDA DATE: December 3, 2019COMMISSION AGENDA #: 6A**SUBJECT:**

Approval to Extend the Agreement for External Auditor Services with Hudson Henderson & Company, Inc., for Two Additional Years from July 1, 2020 through June 30, 2021, and from July 1, 2021 through June 30, 2022

BACKGROUND:

The California Health and Safety Code requires local Commissions to conduct an annual audit with specific requirements for this process.

State law 12410.6(b) requires government agencies to limit contracting with an audit firm to six consecutive fiscal years starting the 2013-2014 fiscal year. Fiscal Year 2018-2019 marked the 6th consecutive year First 5 Stanislaus contracted with Brown and Armstrong for auditing services resulting in First 5 needing to identify a new audit firm. First 5 staff went through a detailed proposal process before identifying a recommended audit firm for the Commission.

On July 3, 2019, the Commission acted to approve a one-year Agreement with Hudson Henderson & Company, Inc., for external audit services for July 1, 2019 through June 30, 2020, with the option to extend the Agreement for an additional two-years at the same pricing. The 2018-2019 Fiscal Year Audit was successfully completed by Hudson Henderson & Company, Inc.

First 5 Stanislaus staff completed an evaluation after the audit and are recommending the Commission extend the Agreement for years two and three. Based on the Agreement language, the extension of the Agreement will cost \$11,400 for July 1, 2020 through June 30, 2021, and \$11,400 for July 1, 2021 through June 30, 2022.

The Administrative and Financial Committee, and the Operations Committees heard this item at their respective meetings in November 2019.

STAFF RECOMMENDATIONS:

1. Approve the extension of the current Agreement for external audit services with Hudson Henderson & Company, Inc. for two additional years.
2. Authorize the Executive Director to Negotiate and Sign an Agreement with Hudson Henderson & Company, Inc. for audit services for July 1, 2020 through June 30, 2021 and from July 1, 2021 through June 30, 2022.

FISCAL IMPACT:

The cost of the Agreement will be \$11,400 for July 1, 2020 through June 30, 2021 and \$11,400 for July 1, 2021 through June 30, 2022. Funds for this Agreement will be appropriated in the Fiscal Year 2020-2021 and Fiscal Year 2021-2022 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: _____

Veronika Carrasco – Confidential Assistant IV

**COMMITTEE ROUTING**

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

ACTION AGENDA SUMMARYAGENDA DATE: December 3, 2019COMMISSION AGENDA #: 7A (PUBLIC HEARING)**SUBJECT:**

Public Hearing to Consider Adoption of the Policies and Procedures Manual

BACKGROUND:

The Children and Families Commission adopted a series of administrative, operational, monitoring, and financial policies to govern Commission and contractor operations upon formation. 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 on the Commission information page.

Staff periodically reviews the manual. Recommended changes are brought to the Commission for consideration. Periodically readopting the Manual ensures its provisions have been reviewed and eliminates any question as to the most recent version of the Manual. After review, changes are recommended by staff as needed.

Attached to this summary are pages of the Policies and Procedures Manual with highlighted suggested changes. If approved by the Commission as presented, the Policy & Procedure Manual will be updated to reflect all changes as needed, including numbering and formatting. The suggested changes to the Manual are summarized as follows:

- Minor changes to enhance readability, consistency, grammar or punctuation, without changing the meaning of the section. (Pages 2, 7, 14, 19, 50, 53, 55, 56, 57)
- Changes to "Section 200 – Intended Use of Funds." Clarifying changes made to reflect alignment with State Health and Safety Code and the 2019-2024 Strategic Plan (Page 16)
- Removes "Section 201 – Priority in the Use of Childcare Funds." This section corresponded to previous discontinued funding practices and is no longer applicable. (Page 17)
- Changes to "Section 205 – Purchasing and Procurement." Clarifying language changes and an update of dates for the County Policies and Procedures document. (Page 22)
- Changes to "Section 401- Encumbrances." Changes made to simplify the policy and procedure while maintaining accountability and alignment with County procedures. (Pages 29, 30)
- Changes to "Section 404 – Purchasing Cards." Clarifying changes made to reflect current practices while maintaining accountability and alignment with County procedures. (Page 34)

The Administrative and Financial Committee and the Operations Committee heard this item at their respective meetings in November 2019.

STAFF RECOMMENDATIONS:

1. Conduct a Public Hearing on the Policies and Procedures Manual and recommended revisions.
2. Adopt the Policies and Procedures Manual as presented.
3. Instruct staff to update all necessary changes to the Manual and to place the Manual on the First 5 Stanislaus website.

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: _____

Veronika Carrasco – Confidential Assistant IV



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FIRST 5 STANISLAUS

STANISLAUS COUNTY
CHILDREN AND FAMILIES COMMISSION

POLICIES AND PROCEDURES MANUAL

Last Revised: ~~April 24, 2018~~ December 3, 2019

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Section 2 – Commission Committees

Policy:

Standing Committees shall exist to assist the Commission in formulating policies, making policy recommendations, and performing oversight functions delegated by the Commission. Ad hoc Committees shall be established to serve a time-limited issue or program specific function, such as assisting in developing responses to State Commission or Foundation initiatives.

Procedure:

- 2.1 Standing Committees shall be established by formal action of the Commission. The Commission shall appoint members, as the Commission deems necessary.
- 2.2 As it deems necessary, the Commission may also establish ~~Ad Hoc~~ ad hoc Committees. Committee members who are not also members of the Commission shall act in an advisory capacity to the Committee and the Commission.
- 2.3 The standing Committees of the Commission are:
 - ❑ Executive
 - ❑ Administrative and Finance
 - ❑ Operations
- 2.4 Membership of the Executive Committee shall include the Chair, Vice-Chair, and one member of the Commission. Responsibilities of the Executive Committee shall include:
 - ❑ Direct liaison with the Chief Executive Officer.
 - ❑ Direct oversight of the Executive Director.
 - ❑ Working through and with the Commission staff, liaison with the Board of Supervisors regarding the Annual Report, Commission membership, etc.
 - ❑ Working through and with the Commission staff, preparing the agenda for the regularly scheduled meetings of the Commission.
 - ❑ Working through and with the Commission staff, arranging for scheduling and preparing the agenda for special meetings of the Commission.
 - ❑ Provide the leadership, direction and content for the Annual Commission Planning Day.
 - ❑ Recommending Commissioner assignments to standing and/or ad hoc committees.
 - ❑ Serving as the Nominating Committee to recommend candidates for Commission Officers.
- 2.5 Membership of the Administrative and Finance Committee shall be determined by the Commission and shall include not more than four Commissioners. Responsibilities of the Administrative and Finance Committee shall include:

Section 7 – Use of Commission Logo

Policy:

Contractors and partnering organizations are required to use the Commission's name and logo on all printed materials, promotional information, products, etc., that are funded by the Commission. The purpose of this policy is to stipulate guidelines for the use of the Commission's name and official logo on documents and publications produced by Commission grantees and partnering organizations.

Procedure:

7.1 Commission contractors/partners must adhere to the following:

- ❑ Contractors and partnering organizations shall use the Commission logo on printed materials, promotional information, products, etc. and must receive prior approval from the Commission's Executive Director or designee prior to the final printing or production of the product.
- ❑ Organizations that use the Commission logo are required to submit samples of the final product to the Commission for their information and potential use.
- ❑ The following language, or something very similar, is to be included on all printed materials, promotional information, products, etc., funded by the Commission:
 - ✓ "This program is made possible by a grant from ~~the Stanislaus County Children and Families Commission~~ [First 5 Stanislaus](#)."
 - ✓ "This program is made available through a grant from ~~the Stanislaus County Children and Families Commission~~ [First 5 Stanislaus](#)."
 - ✓ "This program is made available through a partnership with ~~the Stanislaus County Children and Families Commission~~ [First 5 Stanislaus](#)."

Section 200 – Intended Use of Funds

Policy:

~~It is the intent of the Stanislaus County Children & Families Commission to support local not-for-profit organizations, family care homes, community-based organizations, faith-based organizations, schools, and government programs by making funds available for services and/or projects for children 0 through 5. The purpose of this policy is to make funds available to children 0 – 5 and their parents, targeting those in the greatest need.~~[The California Children and Families First Act \(Proposition 10\) was passed by California voters in 1998. California Health and Safety Code \(HSC\) created a program to implement the intent of Proposition 10.](#)

[Section 130100 \(a\) of the HSC Code states:](#)

[“It is the intention of this act to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development and to ensure that children are ready to enter school.”](#)

[Expenditure of funds for implementing the purposes of the California Children and Families First Act is accomplished by both the California Children and Families Commission and local Children and Families Commissions.](#)

[The purpose of this policy is to utilize Stanislaus County Children and Families Commission funds to support the advancement of the First 5 Stanislaus Strategic Plan.](#)

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Procedure:

- 200.1** All Commission Requests for Proposals, contracts, and all sub-contracts negotiated by its Contractors shall be developed under this policy.
- 200.2** The Executive Director and the Commission's Administrative and Finance Committee are responsible for implementing and executing this policy by developing requests for proposals (RFP's) and contracts consistent with this policy.

Section 201 — Priority in the Use of Childcare Funds

Policy:

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

Procedure:

~~**201.1** In order to increase the capacity of childcare and expand the quality of childcare, it is the intent of the Stanislaus County Children & Families Commission to expend the Commission's childcare funds to support licensed childcare providers, facilities, homes, and centers.~~

~~**201.2** Exceptions to this policy may include, but are not limited to, funds for training, educational stipends, and other funds that will enhance quality and lead facilities and providers towards licensure.~~

Section 203 – Documentation by Contractors

Policy:

Each Contractor, if applicable, will have a tracking/filing system and other procedures in place for documenting the client's assessment/contacts, including interventions, follow-up, and outreach/waiting lists.

Procedure:

203.1 The Contractor's staff shall document all services provided to participants under the agreement with the Commission.

203.2 Documentation includes:

- ☐ Date, time, purpose, and site of contact.
- ☐ The name and title of the person making the contact.
- ☐ Pertinent details, including the ongoing assessment, intervention, referrals, and outcomes.
- ☐ Client responses to interventions.
- ☐ Any other pertinent details.
- ☐ Commonly used abbreviations, acceptable terminology.
- ☐ The complete signature and title of the staff person entering the data on the client.

203.3 The client record, including all copies, should be kept in a secure location at the program site that is inaccessible to unauthorized persons.

203.4 Client records should be kept for a minimum of five (5) years from the date of final payment under the agreement.

203.5 Client records and program documentation shall be available to representatives of the Stanislaus [County](#) Children and Families Commission.

Section 205 – Purchasing and Procurement

Policy:

~~Recognizing that not all of its~~ Except when certain provisions are not applicable to Commission operations, the County of Stanislaus' purchasing and procurement policies shall be the purchasing and procurement policies for the Stanislaus County Children and Families Commission.

Procedure:

205.1 The applicable provisions of the document entitled "Stanislaus County Purchasing Division Policies and Procedures," dated ~~2/27/09~~ 6/25/19, (effective 7/1/19 ~~3/2/09~~), are hereby incorporated into these policies by this reference.

205.2 At the time the document described above is amended by the Stanislaus County Board of Supervisors, changes applicable to the Commission shall be incorporated into these policies by this reference.

Section 401 – Encumbrances

Policy:

~~To aid in the management and control of the Commission's budget, encumbrances shall be established for goods and services expected to be purchased in a fiscal year. The amount encumbered shall be periodically reviewed to reflect changing conditions.~~ Encumbrances, or commitments for goods and services, shall be recorded in the accounting system for the purpose of budgetary control over the Commission's budget. Monitoring and management of the encumbrance balance shall occur on a regular basis and especially at fiscal year-end.

Procedure:

401.1 ~~Encumbrances are defined as commitments related to unperformed contracts or unfulfilled commitments for goods and services. Encumbrances represent the estimated amount of expenditures in the current fiscal year if unperformed contracts or unfulfilled commitments are fulfilled. Examples of encumbrances include: contracts for services, supplies, printing, meeting expenses, translation costs, etc.~~ obligations in the form of purchase orders, contracts or other commitments which are chargeable to an appropriation and for which a part of an appropriation is reserved. Encumbrances are not expenditures or liabilities. They are a reserve of appropriations.

401.2 ~~Encumbrances for contracts shall be established following the execution of a Commission approved contract.~~

- ~~□ The Executive Director delivers a fully executed contract to the Commission's Accountant.~~
- ~~□ The Accountant verifies that sufficient funds have been allocated in the Commission's approved budget.~~
- ~~□ To establish a purchase order, the Accountant delivers a contract cover sheet and a copy of the contract to the Purchasing Department.~~
- ~~□ Upon establishment of the purchase order by Purchasing, the Auditor's Office shall be notified of the approval by Purchasing and the Auditor's Office shall establish the encumbrance for the face value of the contract.~~
- ~~□ If amended during the fiscal year, a copy of the revised contract and a revised contract cover sheet are to be sent by the Accountant to the Purchasing Department to amend the purchase order.~~
- ~~Once the purchase order is revised, the Auditor's Office shall be notified of the approval by Purchasing and the Auditor's Office shall establish the encumbrance for the amended face value of the contract.~~ Encumbrance balances should be reviewed by fiscal staff at least quarterly to determine if the encumbrance is still needed or should be liquidated.

401.3 ~~Establishing encumbrances for blanket purchase orders (for operating supplies, for example) shall be accomplished in the following manner:~~

- ~~□ The Accountant verifies that sufficient funds have been allocated in the Commission's approved budget.~~
- ~~□ The Commission's Accountant completes a blanket purchase order form for the acquisition of materials (like operating supplies) from known vendors. Once completed, the form is sent to the Purchasing Department.~~

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~~□ Upon establishment of the blanket purchase order by Purchasing, the Auditor's Office shall be notified of the approval by Purchasing and the Auditor's Office shall establish the encumbrance for the face value of the purchase order.~~

~~□ If amended during the fiscal year to change amounts or vendors, a copy of the revised purchase order form is to be sent by the Accountant to the Purchasing Department to amend the blanket purchase order.~~

- ~~Once the purchase order is revised, the Auditor's Office shall be notified of the approval by Purchasing and the Auditor's Office shall establish the encumbrance for the amended face value of the blanket purchase order.~~ At fiscal year-end, encumbrance balances shall be reviewed by fiscal staff to determine whether it is necessary to forward the balance to the new fiscal year, or to liquidate.

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401.4 At least quarterly, an Encumbrance Status Summary and an Expenditure Detail Report shall be reconciled by the Accountant to determine the continuing need for the encumbrance. Unneeded encumbrances shall be liquidated so as to provide a true and fair reflection of the Commission's financial position.

Section 404 – Purchasing Cards Credit Cards

Policy:

The Stanislaus County Children and Families Commission has adopted the Stanislaus County Purchasing Card Policy. The Purchasing Card Policy allows for internal control of purchasing cards and accountability of items purchased.

Procedure:

404.1 These procedures apply to all Commission members and all Commission staff members. The Executive Director is responsible for implementing and administering this policy.

404.2 A staff person will be assigned the duties of a Purchasing Card Clerk, pursuant to the purchasing card policy to include but not limited to, reconciliation of the purchasing cards.

~~**404.2** Purchasing cards shall remain under the control of the Executive Director or his/her designee. Cards will be issued to employees and Commissioners only for the period of time public business purchases can reasonably be expected to be made.~~

404.3 Detailed receipts for all purchases showing the item charged and the reason for the purchase will be turned into the assigned Purchasing Card Clerk. The clerk will check the receipts for compliance with the purchasing card policy. In the event a purchasing card was used for an unallowable purpose or an overage is noted, the cardholder will reimburse the Commission within three business days for the unallowed expense or overage.

~~**404.3** When issued, purchasing cardholders shall sign the card(s) out in a log. At the time of sign-out, the holder must state the date and purpose/use for the purchasing card.~~

~~**404.4** Upon completion of business where the card is required, purchasing cards will be returned to the Executive Director, or his/her designee, and signed back in to the log. When the card is returned, all detailed receipts showing the item charged and the reason for the purchase will be turned in and the employee receiving the card will check the receipts for compliance with the purchasing card policy. In the event a purchasing card was used for an unallowable purpose, the cardholder will reimburse the Commission within one working day.~~

~~**404.5**~~ **404.4** Monthly, the Executive Director will cause a reconciliation of ~~credit~~ purchasing card charges and credit card receipts to be completed to assure accuracy and to assure compliance with County policy. The Executive Director will sign the monthly reconciliation.

507 – Appropriation of Funds

Policy:

It shall be the policy of the Commission to approve fiscal year appropriations for Contractors. Each annual appropriation shall be the maximum amount of Proposition 10 funds available to a Contractor in a fiscal year. Budget revisions for a Contractor may [be](#) considered as needed, ~~but~~ may not exceed the maximum amount of the contract. Appropriations for a fiscal year not used or not invoiced by a Contractor shall revert to the Commission.

Section 600 – Monitoring and Evaluation of Contractors

Policy:

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

Procedure:

- 600.1** Monitoring means any planned, ongoing, or periodic activity that measures and ensures Contractor compliance with the terms, conditions, and requirements of a contract.
- 600.2** Evaluation is the systematic acquisition and analysis of information to provide useful feedback to a funded program and to support decision making about continuing or altering program operations. It is an on-going process in which questions are selected, framed, and answered in order to assess the value and effectiveness of programs, as well as to further strengthen and build the capacity of programs.
- 600.3** Technical assistance means to support and assist Contractors/partners in the development of those changes, alterations, adjustments and amendments that will increase ~~will increase~~ the likelihood of the Contractor successfully and effectively performing under the terms, conditions, and requirements of their contract.
- 600.4** Activities that shall be used to monitor and evaluate Contractor performance may include:
- ❑ **Periodic Contractor reporting:** Quarterly, as required in their contractual scope of work, contractors ~~shall submit~~ shall submit activity and outcome data in a format prescribed by the State of California and the Stanislaus County Children and Families Commission.
 - ❑ **Review of Contractor's audit reports:** Examination of an independent audit commissioned by the Contractor.
 - ❑ **Invoice Reviews:** Ensures the costs being charged are within contract parameters.
 - ❑ **Financial Monitoring:** Commission reserves the right to perform on-site evaluation of financial records and internal control mechanisms upon reasonable advance notice.
 - ❑ **On-site reviews and observations:** At least semi-annually, this may include some or all of the following: interviews with Contractor staff, interviews with clients about services received, reviews of key systems and service documentation, reviews of client case records, reviews of personnel records to ensure staff have appropriate credentials, reviews of on-site fiscal records, observations of operations, and reviews of scopes of work and scorecards.
 - ❑ **Contact with Contractor:** Continuous dialogue with the Contractor in the form of letters, meetings, and phone conversations.
 - ❑ **Surveys:** Concerning contract service delivery and quality.
- 600.5** The Contractor is responsible for developing and operating a data collection system that provides timely and accurate information on activities, progress towards milestones, and

Section 601 – Site Visits

Policy:

Site visits ~~shall be~~ shall be performed at least twice per year. Commission staff ~~shall review~~ shall review information regarding program activities, content, effectiveness, and fiscal processes and ~~shall document~~ shall document site visits in writing.

Procedure:

601.1 Commission partners shall complete a site visit progress report and submit it to Commission staff prior to the visit. Staff ~~shall review~~ shall review program operation documentation provided by the Contractor and compare it to the contractual scope of work and the scorecard. Documentation to monitor and evaluate Contractor performance may include:

- ☐ Announcements about training sessions, workshops, seminars
- ☐ Sign in sheets
- ☐ Surveys
- ☐ Reports and data
- ☐ Summaries of clients served
- ☐ Quarterly scorecard reports (SCOARRS)

601.2 Following each site visit, staff ~~shall send~~ shall send a letter to the Contractor detailing what was observed and discussed. The letter shall include an assessment of the Contractor's efforts to comply with the contract's scope of work and scorecard. The review letter may contain a list of the subjects or items to be reviewed or discussed during the next site visit. Electronic copies of letters sent ~~shall be~~ shall be filed in the Contractor's folder for future reference. Site visit reports and a log of communications with the Contractor may also be included in an electronic database.

601.3 If a substantial variance exists between planned and actual work, activities, milestones, targets, or outputs, staff may develop a corrective action plan with time specific and measurable goals or activities for the Contractor to perform in order to correct operational or contractual deficiencies. Any such plan developed ~~shall focus~~ shall focus on activities and services provided by the Contractor and changes needed ~~in order for~~ for the Contractor to meet planned contractual obligations. Such a corrective action plan ~~shall be~~ shall be filed in the Contractor's folder for future reference and may also be included in an electronic database, which ~~shall allow~~ shall allow all staff to review the progress of the Contractor.

Section 602 – Corrective Action by Contractors

Policy:

Contractors significantly deviating from planned performance shall be required to develop and implement corrective actions.

Procedure:

602.1 Corrective action means action taken by the Contractor that corrects identified deficiencies or produces recommended improvements. Corrective action is suggested when identified deficiencies are serious (for example, a failure to ensure client health or safety) or where less formal means have failed. Examples of issues requiring corrective action include:

- ❑ Significant audit or monitoring findings
- ❑ Inferior quality of services
- ❑ Failure to perform all or part of the contract
- ❑ Late performance
- ❑ Late submission of reports or invoices on a recurring basis
- ❑ Inadequate, unclear, or excessive billing.
- ❑ Failure to adequately meet contractual obligations.

602.2 When an item or issue is noted that needs correction, Commission staff is to:

- ❑ Notify the Contractor both verbally and in writing that a problem has been identified.
- ❑ Clearly identify the problem verbally and in writing using dates, number of occurrences, or other data that quantifies the problem. For example, "Paragraph 4 of your Contract states that you must submit a report by the 5th of each month. Your reports for May, June, and July were all submitted over 5 weeks after the due date, and we have not yet received your August report."
- ❑ Ask the Contractor to advise how the problem ~~shall be~~ shall be corrected.
- ❑ Notify the Contractor of expectations for correcting the problem. If appropriate, ask the Contractor to propose a corrective action plan, including dates when corrective action shall be completed.
- ❑ Document conversations with the Contractor by way of a memo to the contract file.

602.3 While a Contractor is working to correct a problem, Commission staff ~~may offer~~ may offer advice, assistance, and support to encourage a successful resolution of the problem. Commission staff ~~shall track~~ shall track all corrective action to completion and ~~shall consult~~ shall consult with the Contractor when requested.

602.4 When the corrective action resolves the issue, Commission staff shall notify the Contractor in writing that resolution has been achieved. A copy of such a letter shall be included ~~in~~ in the contract file.

602.5 If a deadline is missed or corrective action is otherwise not completed, Commission staff ~~shall notify~~ shall notify the Contractor in writing that a deadline has been missed and ask the Contractor when the action shall be completed. The Contractor ~~shall be~~ shall be advised that failure to comply with the corrective action plan could lead to termination of the contract. Staff ~~shall notify~~ shall notify the Commission of the failure of the Contractor to perform in accordance with the agreement and/or any plan of correction. The matter may be scheduled for formal Commission action.

**COMMITTEE ROUTING**Administrative/Finance ☒Operations ☒Executive ☐**ACTION AGENDA SUMMARY**AGENDA DATE: December 3, 2019COMMISSION AGENDA #: 7B (PUBLIC HEARING)**SUBJECT:**

Public Hearing to Consider Approval of an Update Report on the First 5 Stanislaus Strategic Plan 2019-2024

BACKGROUND:

Section 130100-130158 of the California Health and Safety Code (HSC) contains language specific to implementation of the Children and Families First Act (Prop 10). Section 130140 of the HSC contains references to a county commission's strategic plan. Language states:

(a.1.C.iii) The county commission shall, on at least an annual basis, be required to review its county strategic plan and to revise the plan as may be necessary or appropriate.

(a.1.E) The requirement that the county commission conduct at least one public hearing on its periodic review of the county strategic plan before any revisions to the plan are adopted.

On December 10, 2018, the Commission approved the First 5 Stanislaus Strategic Plan 2019-2024 as the result of an extensive community-informed planning process. The plan serves as the guiding document for First 5 Stanislaus in implementing its mission, vision and strategic priorities during this time period. First 5 Stanislaus staff has been moving forward on implementation of the Strategic Plan and will provide an update report on major initiatives/projects taking place to support the strategies of the Commission. This report will serve as the opportunity for the Commission to review the plan for compliance purposes. The Commission is required to conduct at least one public hearing on its periodic review of the county strategic plan before any revisions to the plan are adopted. While staff are not recommending any changes to the current Strategic Plan as it was approved on December 10, 2018, a Public Hearing on the plan is being conducted as an opportunity for transparency.

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

STAFF RECOMMENDATIONS:

1. Conduct a Public Hearing on the First 5 Stanislaus Strategic Plan for 2019-2024
2. Accept the Update Report on the First 5 Stanislaus Strategic Plan for 2019-2024

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: _____
Veronika Carrasco – Confidential Assistant IV