

FIRST 5 STANISLAUS



**Commission Meeting
May 26, 2020 4:00pm**

Join Zoom Meeting

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Commission Meeting Notice

Tuesday, March 26, 2020, 4:00 PM

Meeting to be conducted via Zoom (video and phone conference) for Commissioners and Public

This meeting will be held in accordance with the Governor's Stay at Home Executive Order N-33-20 and will not include in person public attendance. Members of the public may observe the meeting and provide comments to the Board via email, telephone, or Zoom as described below.
Zoom Meeting: <https://us02web.zoom.us/j/86282856880?pwd=YmZqamg1dSszUFoyQ3ZlSTh6b3Fudz09>

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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 utilize the "raise hand" function or state that you have a comment through the chat function on Zoom to be acknowledged by the Chair during the meetings or submit your comments by email to carrascov@stancounty.com prior to the meeting. Those observing the meeting telephonically may speak up when the Chair asks if there are any comments. 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: Public comment may be submitted in advance of the meeting via email to carrascov@stancounty.com or by mail to 930 15th St. Modesto Ca. 95354. Please indicate in your email the agenda item to which your comment applies. Please submit public comments as soon as possible so that they can be provided to the Commissioners before, and, as feasible, during the meeting. Any member of the audience desiring to address the Commission on a matter on the agenda, please utilize the "raise hand" function or state that you have a comment through the chat function on zoom to be acknowledged by the Chair during the meetings. If you have anything that you wish distributed to the Board and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.

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 T. Jones
Executive Director



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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. A recording of the Zoom Commission meeting will also be available at the same website.

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

March 26, 2020 • 4:00 P.M.

Join Zoom Meeting

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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 February 25, 2020 Commission Meeting Minutes
 2. Approval of the March 9, 2020 Administrative Committee Meeting Minutes
 - a. Result Area Fiscal Report as of January 31, 2020
 3. Approval of the March 12, 2020 Operations Committee Meeting Minutes
 4. Approval of the March 18, 2020 Executive Committee Meeting Minutes
6. Discussion
 - A. Approval for the Executive Director to Negotiate and Sign an Agreement with Nancy Fisher for Consulting Services for High Risk Prenatal Care
 - B. Approval for the Executive Director to Negotiate and Sign an Agreement with Judi Sherman for Family Strengthening Consulting Services
7. Public Hearing

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.

- A. Public Hearing on the First 5 California 2018-2019 Annual Report (the report in its entirety may be viewed at the following link: <http://first5stan.org/agendas.shtm>).
- B. Public Hearing to Consider Adoption of the Fiscal Year 2020-2021 Budget, Long Range Financial Plan and Related Actions

- 8. Correspondence
- 9. Commissioner Reports
- 10. Staff Reports
- 11. Adjournment



**STANISLAUS COUNTY
CHILDREN & FAMILIES COMMISSION
MEETING MINUTES
Tuesday, February 25, 2020
Stanislaus County Office of Education, Board Room
1100 H St., Modesto CA 95354**

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

Commissioners Absent: None

Staff Present: Tom Boze, Commission Counsel; David Jones, Executive Director; Veronika Carrasco, Confidential Assistant IV; Veronica Ascencio, Accountant III, Pam Thompson-Ryan, Account Clerk III

1. Chair Bauman called the meeting to order at 4:02 p.m. Commission members, staff, and attendees were introduced and welcomed.
2. Pledge of Allegiance was conducted.
3. Announcement of Commissioner Recusals – None
4. Presentation
 - A. The Commission heard a presentation from Cradle to Career representatives. Marian Kaanon and Scott Kuykendall explained that Cradle to Career was formally launched in April 2018 and is a long-term commitment for systems to come together. This initiative will follow individuals from healthy pregnant moms until their child turns 26 years of age. Five initiatives comprise the Cradle to Career initiative: StanREADY, StanREADS, StanMATH, Stan FUTURES and StanCareers. A study showed that high school students lack a person to look up to that looks like them. As a result of this data, Stanislaus State recently received a grant to hire 47 Civic Action Fellows who are Stan State juniors and seniors. These Fellows are people of color to serve as new peer mentors within the Cradle to Career partnership. Kaanon highlighted that the Cradle to Career Initiative is emphasizing that as a parent, they are the child's first teacher. The Cradle to Career team is asking for organizations to collect ASQ data to look for potential solutions. The presenters requested that First 5 Stanislaus Commissioners and leadership attend the Cradle to Career Summit and to sign the Cradle to Career Partnership Pledge. It was also requested for the Commission to align the Ages and Stages Questionnaire data from the contracted Family Resource Centers with the StanREADY initiative.

Commissioner Cooper asked David Jones if he was part of the Cradle to Career Steering Committee. Jones shared he is not a Steering Committee member, and that he is an Action Team Lead for the StanREADY team focusing on ages 0-5.

5. Public Comment Period (Limit of 5 minutes per person) - None

6. Consent Calendar

Items 6.A.3 and 6.A.4 were removed from the Consent Calendar and were acted on separately so First 5 could correct the meeting minutes. These changes are non-substantive so an amendment to the minutes is not needed; only a correction.

A. Miscellaneous

1. Approved the December 3, 2019, Commission Meeting Minutes
2. Approved the February 10, 2020, Administrative Committee Meeting Minutes
 - a. Result Area Fiscal Report as of December 31, 2019
 - b. Second Quarter Financial Report 2019-2020

5. Accepted the 2018-2019 Purchasing Card Compliance Review

6. Approved the Executive Director to Negotiate and Sign an Agreement with **insightsoftware** for Fiscal Software License and Maintenance
Motion by Skol, Second by Cooper. (9-0)

3. Approved the February 13, 2020, Operations Committee Meeting Minutes as corrected to reflect the correct day of the week from Monday to Thursday
Motion by Cooper, Second by Skol. (9-0)

4. Approved the February 19, 2020 Executive Committee Meeting Minutes as corrected to reflect the correct day of the week from Monday to Wednesday
Motion by Paredes-Walsborn, Second by Lilly-Tengowski. (9-0)

7. Discussion

A. Approved to accept a Mini-Grant Award from Complete Count California and Associated Partners. First 5 Stanislaus had the opportunity to apply for grant funding from the First 5 Association in the amount of \$3,000 to be used for activities or print items related to the 2020 Census. First 5 was awarded this funding and was also made aware there may be more funding available. For this reason, David Jones asked the Commission for authorization to receive, record and use up to \$7,500 of funding for activities or print items related to the 2020 Census, should additional funds become available. Jones also mentioned the possibility of partnering with other organizations that align with First 5's Strategic Plan as it pertains to Census work and using this money to host events or provide Census materials.

Motion by Skol, Second by Paredes-Walsborn (9-0)

B. Approved the Executive Director to Negotiate and Sign an Agreement with Stanislaus County Office of Education for Ages and Stages Questionnaire Training. First 5 has partnered with Strategies 2.0 to provide funded partners with free local trainings in the past. In an effort to continue adding value through these trainings, First 5 is looking to provide more Ages and Stages Questionnaire Trainings. The partner First 5 is looking to provide this training is the Stanislaus County Office of Education. Commissioner Harwell asked if this training would be available to all of First 5's funded partners to which David Jones said yes and that First 5 might expand beyond funded partners as well.

Motion by Lilly-Tengowski, Second by Chiesa (9-0)

8. Public Hearing- None

9. Correspondence - None

10. Commissioner Reports

Commissioner Paredes-Walsborn shared that she attended a parent café in Oakdale this past January and was impressed with the activities and attendance. She also expressed her gratitude to all Commissioners and staff who attended the February Summit and for all the travel arrangements that were made for Commissioners to attend the February Summit in Irvine Ca. She enjoyed the summit and learned a lot from it as well, such as the difference between Promotoras and Family Friends and Neighbors. Commissioner Harwell shared how Dr. Rosemarie Allen spoke about the effect of trauma on children and disparity. She also shared that boys and girls of color are more likely to be suspended from preschool. Commissioner Harwell further mentioned that this keynote speaker shared a lot of new beneficial information to the group and she spoke about how teachers may treat children differently and the percent of discipline that occurs within the color community. Chair Bauman also added that the keynote speaker was fantastic and very powerful in talking about implicit bias. Commissioner Harwell spoke about the importance of dual language learners and how much more the brain is developed in those who learn two languages at once. Commissioner Harwell mentioned this also helps children in problem-solving and cognitive skills. Commissioner Skol shared how interesting the scientific equipment used to determine brain function in infants is and how it is used to measure brain waves.

11. Staff Reports – David Jones thanked the Commissioners for attending the February Summit in Irvine and those who attended the January 29 First 5 Board of Supervisors presentation. Susan Mendieta Beasley was thanked for presenting at the Board of Supervisor's meeting and for bringing clients to share their story as well. Jones also reminded Commissioners that 700 Forms are due April 1st and that ethics training is due by the end of March for some as well. He explained that Commissioners could fulfill this with an online class they received a link for over email. County Counsel Boze was not certain if County Counsel would be able to provide an in-person ethics training before the deadline as a result of some departmental changes. Commissioner Skol asked whether there would be waivers available offering an extension to complete the course if an in-person version was not offered by the County. Counsel Boze indicated that a training of some sort would need to be attended.

Further, Jones spoke about the mid-year budget and how the \$100,000 the Commission accepted last August from Sunlight Giving was included. David Jones shared the importance of Adverse Childhood Experiences (Aces). Jones also gave a revenue update and shared that First 5 has received revenue funding for July – November and Prop. 56 funding as well from the state. The Executive Director also briefed Commissioners on IMPACT funding from the state of California and shared that about five years ago First 5 Stanislaus had the right of first refusal for funding targeting the quality of early childhood education and First 5 Stanislaus declined the funding. Yosemite Community College District (YCCD) accepted the funding five years ago. First 5, YCCD and the Stanislaus County Office of Education have been working together for the past few months in regards to IMPACT funding for this new round of funding. First 5 wanted to make sure it was prepared for these discussions to see if it was appropriate for First 5 to pursue that funding or not. Jones emphasized that they are getting close to making this decision but at the moment it does not look like First 5 will be a lead organization in this endeavor. However, YCCD and First 5 have been working together to look at First 5's strategic plan to identify opportunities to work in partnership with the Family Resource Centers, Healthy Starts and libraries. More meetings are scheduled to take place as the three organizations work collaboratively on the grant application. The FRC Leadership Team wants to move forward with

the On the Verge leadership cohort for their staff for this next fiscal year. This is an exciting opportunity. First 5 is also in talks with United Way on a possible partnership. Jones also shared that there has been a date established for the Spanish ECE conference (May 16th) and it is currently planned to be taking place at Bret Harte Elementary. First 5 is anticipating the use of Sunlight Giving Funding for the Spanish ECE event. Commissioner Bauman shared that she became aware of some training which would be taking place in Spanish with English translations. Jones also shared that First 5 Stanislaus was featured in a Stanislaus Magazine and passed out copies.

12. The Commission meeting adjourned at 4:53 p.m.



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

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Community Representative

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David Cooper
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George Skol
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Julie Vaishampayan, M.D.
Public Health Officer

David T. Jones
Executive Director

Administrative/ Financial Committee Minutes

Monday, March 9, 2020

Commissioners Present: Vicki Bauman, Nelly Paredes-Walsborn

Commissioners Absent: Kathryn Harwell, Mary Ann Lilly-Tengowski

Staff Present: Veronica Ascencio, David Jones

1. Result Area Fiscal Report as of January 31, 2020 – Ascencio presented information on the Result Area Fiscal Report as of January 31, 2020.
2. State Revenue Update – Ascencio reported that revenue has been received for July – November 2019, January 2020 and for Prop 56. There are still challenges for the State to distribute funds and they are hoping to be caught up by May 2020.

Veronica Ascencio left the meeting

3. IMPACT 2020 – Quality Counts California Grant Update – Jones updated attendees on the status of efforts to collaborate on the Quality Counts California grant.
4. Draft Agenda for March 24, 2020 Commission Meeting- **Board Room, Stanislaus County Office of Education**
 - a. Auditor/Controller's Office General Ledger Update - Presentation
 - b. IMPACT 2020- Quality Counts California Grant
 - c. First 5 California 2018-2019 Annual Report – Public Hearing
 - d. Adjourn into Closed Session – Public Employee Evaluation
5. Executive Director Report – Jones updated Commissioners with a reminder to complete Form 700 and the deadline for AB 1234 Ethics Training. Jones relayed information on the COVID-19 virus. Jones shared updates on meetings with Library staff, CSA/First 5 contracting discussion for Fiscal Year 2021-2022, planning with the Health Services Agency on the Healthy Birth Outcomes project, Cradle to Career, the Stanislaus County CSA/CEO Book Club project and the upcoming Spanish ECE event.

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First 5 Stanislaus
Result Area Fiscal Report
YTD as of 1/31/20

	<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	\$ 13,635	\$ 26,365	34%
Family Resource Centers:				
Ceres Partnership for Healthy Children (<i>CHS</i>)	\$ 163,418	\$ 50,665	\$ 112,753	31%
Hughson Family Resource Center (<i>SV</i>)	\$ 147,135	\$ 69,972	\$ 77,163	48%
N. Modesto/Salida Family Resource Center (<i>SV</i>)	\$ 311,147	\$ 136,092	\$ 175,056	44%
Oakdale/Riverbank Family Resource Center (<i>CHS</i>)	\$ 158,847	\$ 83,637	\$ 75,210	53%
Parent Resource Center	\$ 350,457	\$ 161,509	\$ 188,948	46%
Turlock Family Resource Center (<i>Aspiranet</i>)	\$ 190,415	\$ 68,647	\$ 121,768	36%
Westside Family Resource Center (<i>CHS</i>)	\$ 237,938	\$ 89,720	\$ 148,218	38%
The Bridge (<i>Sierra Vista</i>)	\$ 166,500	\$ 80,736	\$ 85,764	48%
Healthy Start	\$ 498,398	\$ 103,382	\$ 395,016	21%
Total Area 1:	\$ 2,264,255	\$ 857,994	\$ 1,406,261	38%
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	\$ 294,283	\$ 705,717	29%
Total Area 3:	\$ 1,000,000	\$ 294,283	\$ 705,717	29%
RESULT AREA 4: Improved Systems of Care				
Program and Systems Improvement Efforts				
Early Care and Education Conference	\$ 12,000	\$ 2,790	\$ 9,210	23%
Total Area 4:	\$ 12,000	\$ 2,790	\$ 9,210	23%
Result Area Total	\$ 3,276,255	\$ 1,155,067	\$ 2,121,188	
ADJUSTED PROGRAM CONTRACT EXPENDITURES*				
	\$ 3,264,255	\$ 1,152,278	\$ 2,111,977	35%

* Adjusted Program Contract Expenditures does not include ECE Conference Costs



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Operations Committee Minutes

Thursday, March 12, 2020

Commissioners Present: David Cooper, George Skol

Commissioners Absent: Julie Vaishampayan, Ignacio Cantu, Jr.

Staff Present: Veronica Ascencio, David Jones

1. Result Area Fiscal Report as of January 31, 2020 – Ascencio presented information on the Result Area Fiscal Report as of January 31, 2020.
2. State Revenue Update – Ascencio reported that revenue has been received for July – November 2019, January 2020 and for Prop 56. There are still challenges for the State to distribute funds and they are hoping to be caught up by May 2020.

Veronica Ascencio left the meeting

3. IMPACT 2020 – Quality Counts California Grant Update – Jones updated attendees on the status of efforts to collaborate on the Quality Counts California grant.
4. Draft Agenda for March 24, 2020 Commission Meeting- **Board Room, Stanislaus County Office of Education**
 - a. Auditor/Controller's Office General Ledger Update - Presentation
 - b. IMPACT 2020- Quality Counts California Grant
 - c. First 5 California 2018-2019 Annual Report – Public Hearing
 - d. Adjourn into Closed Session – Public Employee Evaluation
5. Executive Director Report – Jones updated Commissioners with a reminder to complete Form 700 and the deadline for AB 1234 Ethics Training. Jones relayed information on the COVID-19 virus. Jones shared updates on meetings with Library staff, CSA/First 5 contracting discussion for Fiscal Year 2021-2022, planning with the Health Services Agency on the Healthy Birth Outcomes project, Cradle to Career, the Stanislaus County CSA/CEO Book Club project and the upcoming Spanish ECE event.

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Executive Director

Executive Committee Minutes

Wednesday, March 18, 2020

Commissioners Present: Vito Chiesa, Vicki Bauman, Ignacio Cantu, Jr.

Staff Present: David Jones, Veronica Ascencio, Stephanie Loomis, Veronika Carrasco

David Jones called the meeting to order at 12:17 pm. Commissioner Ignacio Cantu, Jr. attended the meeting via telephone.

1. Result Area Fiscal Report as of January 31, 2020 was discussed by Veronica Ascencio. Ascencio shared that First 5 is at 35% of budget and invoices are coming in and out in within a thirty-day timeframe. First 5 is currently working with Center for Human Services (CHS) Eastside due to their increased spending but there are no other concerns at this time.
2. State Revenue Update - Ascencio updated Commissioners on the decline in Prop 10 revenue and untimely payments from the State. There was a 15% overall revenue drop, 11 % for First 5. Of the 15% decline, 10% was a decline in sales and the other 5% decline was due to an admin error that has since been corrected. There appear to be multiple factors continuing to impact CDTFA managing calculation of payments and distribution of revenue. Payment delays are supposed to catch up by May.
3. IMPACT 2020 – Jones updated the Commissioners on the status of the IMPACT 2020 grant. YCCD and First 5 staff have been working closely together to see how First 5's strategic plan can be incorporated into the IMPACT program in conjunction with SCOE. First 5 will not be a lead agency in this endeavor but will be working in partnership with YCCD.
4. Executive Director Report – Stanislaus County is rapidly responding to the evolving COVID-19 situation. David Jones made it clear that staff safety is a priority and briefed Commissioners on County actions being taken as they quickly develop policy.

David communicated that First 5 employees are county employees and as such, are considered disaster workers as well. First 5 trainings are being cancelled through May, including the Spanish ECE conference.

David Jones shared that First 5s perform essential services through their work in funding and supporting community partners. The focus of First 5 will be to ensure continuity of services for our funded partners by focusing on timely payment, support, and connecting with them. Jones brought up the possibility of advanced payment for contractors. Jones discussed being prepared to streamline First 5's invoicing process to help keep the nonprofits partners operating if needed. Jones explained the advanced payment option available to Commission policy which provides a mechanism to help First 5 pay invoices without having to review all backup documentation. Invoices are still expected to come in but First 5 would like the flexibility to process invoices without any delays if there is a shortage of staff during this pandemic, both for First 5 or its partners. Jones highlighted that the Executive Director can approve advanced payment for no more than two months of the annualized contract value. Anything past that must be approved by the Commission. Jones noted that if there was no objection, this is what First 5 would potentially exercise moving forward during this crisis. He will also be notifying the rest of the Commissioners for full disclosure and transparency, but there was no need to vote due to this already being a part of First 5 policy.

5. Commission Meeting – Jones expressed there were no urgent items for a March Commission meeting and proposed the March Commission meeting be cancelled.

Jones updated Commissioners on the status for the HBO contract discussions. For April, First 5 staff were planning to take an update to the full Commission and a plan for the Healthy Birth Outcomes (HBO) program. As of right now, First 5 has commitment from the Health Services Agency (HSA) to lead the HBO program for one more year and details are continuing to be worked out. Jones wanted to give the Commissioners a heads up before bringing this to the Commission meeting in April and get feedback but now First 5 is shifting all energies towards essential duties. There was discussion over whether First 5 could continue funding organizations if they were not operating. Staff needed to research this. Chair Bauman shared that SCOE has received Federal and State directive that services can still be paid and she would share her information with First 5 staff. David Jones confirmed the Commission Meeting for March will be cancelled and he will be sending Commissioners an update on what is going on at First 5.

The meeting adjourned at 1:08pm



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

ACTION AGENDA SUMMARY

AGENDA DATE: May 26, 2020

COMMISSION AGENDA #: 6.A

SUBJECT:

Approval for the Executive Director to Negotiate and Sign an Agreement with Nancy Fisher for Consulting Services for High Risk Prenatal Care

BACKGROUND:

First 5 Stanislaus has funded the Healthy Birth Outcomes (HBO) program operated by the Health Services Agency (HSA) for more than 15 years. There are two main components of the program. The first component provides free services for high risk pregnant women using public health nurses. The second component provides free peer support groups for women who are not high risk through subcontracts with Family Resource Centers (FRCs). Discussions began with HSA staff at the beginning of Fiscal Year 2019-2020 to discuss and plan for the future of the HBO program. During this time, it became apparent that significant changes would be needed for the HBO program in Fiscal Year 2020-2021 and it would also be the final year for the HBO program.

To help move discussions forward with HSA for continuity of services, in January 2020 First 5 Stanislaus entered into a scope of work with Nancy Fisher, RN, PHN. Fisher was brought in to lead and facilitate a joint planning effort to define a scope of work and path forward with HSA for the HBO program for Fiscal Year 2020-2021. Fisher helped identify organizational needs, facilitated discussions about data and service possibilities, and was of great value in facilitating dialogue leading to final agreement. Her work also included meeting planning and facilitation, data collection and analysis, and strategy development.

HSA identified for Fiscal Year 2020-2021 that the high risk pregnancy, public health nursing component would no longer be part of the HBO program. HSA's plan is to transition high risk clients out of the HBO program into other existing Public Health programs offered by Health Services Agency as part of their changes. The HBO peer support groups would continue to operate at Family Resource Centers where they function as HSA subcontractors. However, the peer support groups would move forward with a planned reduction in enrollment during Fiscal Year 2020-2021 until the HBO program discontinues at the end of the fiscal year.

The First 5 Stanislaus Strategic Plan for 2019-2024 highlights the importance of supportive services for high risk pregnant women and the opportunity to address those at a broader, community-based level. As the HBO program is transitioning to closure, First 5 staff are recommending that work begins as soon as possible on the larger systems-level discussion of high risk supportive services in the community.

Staff recommends entering into a contract with Nancy Fisher to implement the process of planning and moving forward with an outreach to stakeholders who provide services to high risk pregnant women in the County. Stakeholders could include, but are not limited to, organizations such as public health, health plans, medical groups and others. Fisher is a Registered Nurse with an extensive background in public health nursing, administration, community engagement, as well as high risk maternal child health. Fisher was of tremendous assistance in getting to a well-thought out decision for the HBO program for Fiscal Year 2020-2021. Objectives for this contract would be to identify and bring key stakeholders together who provide these community services; for stakeholders to understand the changes taking place with the HBO program; to create a forum for partners to learn and understand the services other organizations are providing to this population; to discuss transition plans that might be taking place organizationally for stakeholders as a result of the change in HBO services; and to identify opportunities for systems improvements and coordination of services in the community. Funds for this project are available in the current Fiscal Year 2019-2020 budget.

Staff recommends the Commission authorize the Executive Director to negotiate and sign an agreement with Nancy Fisher to complete the defined scope of work for \$10,000. Fisher is well acquainted with the First 5 Stanislaus Strategic Plan for 2019-2024, public health services, high risk maternal care and is well-positioned to facilitate this process in the community.

STAFF RECOMMENDATIONS:

1. Authorize the Executive Director to Negotiate and Sign a \$10,000 Agreement with Nancy Fisher for Consulting Services for High Risk Prenatal Care.

FISCAL IMPACT:

Funding for this contract is included in the Fiscal Year 2019-2020 budget.

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 type="checkbox"/>
Operations	<input type="checkbox"/>
Executive	<input type="checkbox"/>

ACTION AGENDA SUMMARY

AGENDA DATE: May 26, 2020

COMMISSION AGENDA #: 6.B

SUBJECT:

Approval for the Executive Director to Negotiate and Sign an Agreement with Judi Sherman for Family Strengthening Consulting Services.

BACKGROUND:

The First 5 Stanislaus Strategic Plan for 2019-2024 took effect in December 2018. Since that time, the organization has been starting new initiatives and aligning existing services with the new Strategic Plan. The plan contains some significant strategic shifts for the organization. The plan also indicates that different strategies will begin and be implemented in different phases over the five-year period.

Starting in February 2020, Judi Sherman has been providing family strengthening consulting services on a hourly basis to First 5 Stanislaus to advise, provide strategic insights, and give program and strategy advice in relationship to the strategic plan and projects. Sherman is a recognized expert in family strengthening work and is one of the premier consultants specializing in family resource centers in the state of California. Sherman was the co-author of the monograph "Family Resource Centers: Vehicles for Change, Volume 1" in 2000, which was presented to the field and recognized as the seminal document describing family resource centers (FRCs) and how they are a unique platform for service delivery and community engagement. In 2017, "Family Resource Centers: Vehicles for Change, Volume II, was released by Sherman and described how FRCs have responded to a growing body of research and best practices. Sherman is a proponent of Family Resource Centers as essential components of community engagement and change.

Sherman was involved with First 5 Stanislaus in the early years of FRC development in Stanislaus County and has maintained relationships and awareness of the FRCs since that time. Sherman is well-respected by organizations throughout the region. Recently in our community, Sherman has been providing consulting services to develop and finalize a strategic plan for the Stanislaus County Child Abuse Prevention Council (CAPC).

FRCs have played an important role in implementation of the First 5 Stanislaus Strategic Plan for more than a decade, and they continue to play an important role. FRCs are vital to providing neighborhood-based services and staff are trusted messengers in local communities. The role of FRCs has evolved over time and will continue to change based on community needs and how people are willing to engage with organizations. First 5 is very interested in how FRCs can continue to be a strong part of implementation of the evolving strategies of the Strategic Plan. First 5 Stanislaus has enjoyed a long-standing partnership with the Community Services Agency (CSA) to coordinate staff and funding resources to support the work of jointly contracted FRCs in Stanislaus County. This relationship is greatly valued and is of great benefit to all organizations. CSA and FRC staff are aware of the evolution of the First 5 Strategic Plan, were engaged in the strategic planning process, and understand First 5's need to look at how the relationships and services can evolve.

First 5 Stanislaus is in need of additional consulting services to guide the organization through a significant decision-making process associated with family resource centers including: the evolution of the structural relationship with the Community Services Agency; to establish agreement of how First 5 and CSA can further integrate their contributions for FRCs; and, to identify opportunities to leverage First 5 and CSA funding. Work is also needed to create an agreed upon framework between the two organizations that represents essential services and activities for FRCs to strengthen families across the spectrum of prevention. Consulting services needed would include meeting preparation and facilitation, process design and management, strategy development, and facilitating key decisions.

This work would be performed collaboratively with participation from First 5 Stanislaus and the Community Services Agency, as well as partner Family Resource Center representatives.

Staff recommends the Commission authorize the Executive Director to negotiate and sign an agreement with Judi Sherman to complete the scope of work for \$12,500. Sherman is well acquainted with the First 5 Stanislaus Strategic Plan for 2019-2024, the Community Services Agency, FRCs, and is well-positioned to facilitate this process. The work on this project is time-sensitive with a goal to complete this work by the end of September 2020.

STAFF RECOMMENDATIONS:

1. Authorize the Executive Director to Negotiate and Sign a \$12,500 Agreement with Judi Sherman for family strengthening services consulting work.

FISCAL IMPACT:

Funding for this contract is included in the Fiscal Year 2019-2020 budget.

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 type="checkbox"/>
Operations	<input type="checkbox"/>
Executive	<input type="checkbox"/>

ACTION AGENDA SUMMARYAGENDA DATE: May 26, 2020COMMISSION AGENDA #: 7.A. (PUBLIC HEARING)**SUBJECT:**

Public Hearing on the First 5 California 2018-2019 Annual Report

BACKGROUND:

Section 130140(a)(1)(H) of the California State Health and Safety Code requires County Commissions to hold a public hearing on the State Commission's annual report (which is submitted to the Legislature each January). The State's Annual Report can be reviewed and/or printed from First 5 Stanislaus' website at <http://first5stan.org/agendas.shtm>. The annual report summarizes past year's accomplishments including education, outreach and screening efforts.

STAFF RECOMMENDATIONS:

1. Conduct a Public Hearing on the First 5 California 2018-2019 Annual Report.
2. Accept the First 5 California 2018-2019 Annual Report.

FISCAL IMPACT:

There is no fiscal impact associated with holding a Public Hearing on the First 5 California 2018-2019 Annual Report.

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 type="checkbox"/>
Operations	<input type="checkbox"/>
Executive	<input type="checkbox"/>

ACTION AGENDA SUMMARYAGENDA DATE: May 26, 2020COMMISSION AGENDA #: 7.B (PUBLIC HEARING)**SUBJECT:**

Public Hearing to Consider Adoption of the Fiscal Year 2020-2021 Budget, Long Range Financial Plan and Related Actions

BACKGROUND:

State law requires the Commission annually to hold a public hearing before adopting a budget for fiscal year operations (July 1 to June 30) and before adopting a long-range financial plan. The Fiscal Year 2020-2021 Budget is an estimated operating plan for the funds received by First 5 Stanislaus.

Fiscal Year 2020-2021 Budget

By law, the Commission has authority for the budget of First 5 Stanislaus. The Stanislaus County Board of Supervisors does not have statutory authority to alter, amend, or approve the Commission's budget. The First 5 Stanislaus budget appears in the Stanislaus County Budget as an informational item, so the Auditor has a legal basis to make First 5 Stanislaus expenditures. As of Fiscal Year 2018-2019, First 5 Stanislaus was classified as a discrete component when included in the Stanislaus County Comprehensive Annual Financial Report (CAFR). Fiscal Year 2020-2021 is the first year of a two-year budget cycle for the County. It is recommended the Commission approve the Fiscal Year 2020-2021 Budget. The Fiscal Year 2021-2022 "placeholder" Spending Plan that is shown as part of the Long Range Financial Model will be submitted to the County for their reference and use as well. It is understood that the Fiscal Year 2021-2022 Spending Plan submitted to the County as a placeholder budget could be modified based on the Commission's approval of their official budget for Fiscal Year 2021-2022.

The Fiscal Year 2020-2021 Budget recommended to the Commission reflects the priorities and strategies of the Commission as finalized through the Strategic Plan for 2019-2024. First 5 staff and partners continue to move forward with initiation, development and integration of the Strategic Plan strategies. Funding in the Fiscal Year 2020-2021 budget would allow continued development of those priorities and supports Commission strategies to:

- Align and secure funding
- Establish a comprehensive parenting program
- Establish a resource/referral hub/network
- Build capacity for individuals/organizations serving young children
- Scale integrated early childhood reading access, strategies and support
- Serve as an advocate/voice for children and families
- Coordinate data alignment and outcome monitoring among organizations serving children
- Facilitate systems improvement to better serve children and families
- Implement administrative and fiscal strategies

It is important to note that the COVID-19 pandemic currently impacting the world is an unprecedented event for most people who are alive. There are tremendous unknowns for Fiscal Year 2020-2021, and beyond, as a result of the impact of this incident. California is moving deeper into a significant fiscal crisis with a projected \$57 billion shortfall in the upcoming Fiscal Year 2020-2021 Budget which will impact millions of people, including local

government and nonprofit organizations. There is significant uncertainty as to the future of Prop 10 revenues. There is increasing community need and needs of First 5 Stanislaus funded partners. There are many lessons learned from the Great Recession; especially that the underserved community, communities of color, those economically disadvantaged, and more, will potentially suffer the greatest. It is imperative that First 5 continue to work closely with its partners to understand and appropriately respond to emerging needs, to align with the priorities of the Commission during this time of crisis, and to take action to preserve the positive impact of First 5 into the future. This will be a significant period of challenge and the organization is prepared to stand strong.

Highlights - Some important elements and assumptions of the budget and Long Range Financial Plan include:

- Total budgeted revenues are projected at \$4,272,201, which is an estimated decrease of 8.7% (\$409,451) from the 2019-2020 budget. Staff used the most current State revenue projections, which were as of May 2019. Prop. 10 revenue estimates for 2020-2021 were then reduced by an additional 10% based on State guidance. State fiscal projections show the continued decline of revenue into future years which are reflected in the Long Range Financial Plan. Prop 10 revenue decreases starting in FY 2021-2022 varied from 1.5% - 3% annually based on State projections. Staff has also budgeted revenue associated with the Community Services Agency reimbursement contract for First 5 staff work performed on the Family Resource Center joint contracts.
- Total budgeted expenses are projected at \$4,751,168, which is an estimated decrease of 3.8% (\$188,446) from the 2019-2020 budget. For the 2020-2021 budget, a \$500,000 Contract Adjustments/Contingency account has been established. No funds will be spent from Contract Adjustments/Contingency account without the approval of the Commission. Future Commission spending as presented in the Long Range Financial Plan will continue to reflect the need to minimize use of fund balance while implementing Commission priorities. As revenue declines and staffing remains static, total administrative costs are projected to increase to approximately 10% of total actual costs as a function of these lower expenses. It is recommended that the Commission consider a policy change for the administrative cost cap at a future meeting.
- Staffing levels are projected to remain the same in the 2020-2021 budget at 5 positions (four full-time and one part-time). The scope and function of staff positions will be evaluated during Fiscal Year 2020-2021 for appropriateness in supporting operations and the new Strategic Plan of the Commission. The Long Range Financial Plan reflects a projected addition of one position in Fiscal Year 2021-2022 which would support the ongoing implementation of the Strategic Plan priorities. The responsibilities of this position will be refined and presented to the Commission for consideration at a future date. If needed, this recommended position could be brought to the Commission at an earlier time.
- Total Fiscal Year 2020-2021 service provider contracts are budgeted at \$2,982,107, which is a decrease of 8.6% (\$282,148) from the 2019-2020 budget. These 11 provider contracts for Fiscal Year 2020-2021, if approved by the Commission, will continue with continuity of existing services funded by the Commission.
- There will be changes to the Healthy Birth Outcomes (HBO) program reflected in the Fiscal Year 2020-2021 Budget. First 5 Stanislaus has funded the Healthy Birth Outcomes (HBO) program operated by the Health Services Agency (HSA) for more than 15 years. The program provides free services for high risk pregnant women using public health nurses. The program also provides free support groups for women who are not high risk, through subcontracts with Family Resource Centers (FRCs). HSA staff has indicated that operational changes are needed for Fiscal Year 2020-2021 and it would also be the final year for the HBO program. HSA is moving forward with transitioning high risk clients out of the HBO program into other existing Public Health programs as part of this change. The high risk public health nursing component will not be part of the Fiscal Year 2020-2021 budget. Support groups will continue to operate through HBO for Fiscal Year 2020-2021 at subcontracted FRCs, but with a planned decline in enrollment until the program is discontinued as the end of the fiscal year. Funding of \$717,852 is in the Fiscal Year

2020-2021 Budget to fund the Health Services Agency to operate the HBO program in its modified format. This contract is part of the total contract amount of \$2,982,107 for Fiscal Year 2020-2021 and is one of the 11 total contracts referenced above.

- Approximately \$325,000 has been budgeted for implementation of Commission strategic priorities associated with the Strategic Plan for 2019-2024. Projects include, but are not limited to, advancing the strategic development of Family Resource Center relationships and services; facilitating a systems level discussion of supportive services for high risk pregnant women in our community; community capacity building; funding of grant writing for systems revenue enhancement; advancement of parenting strategies; enhanced digital community resources; support of early childhood reading; facilitation of systems improvement efforts and more.
- Funding of \$5,000 is included for a contract with Matrix Outcomes Model for Family Development Matrix services and training. Funding of \$11,040 is included in the Fiscal Year 2020-2021 Budget for Hudson Henderson & Company, Inc., to complete the annual outside audit. Their audit contract was previously approved by the Commission at its December 3, 2019 meeting. First 5 will again contract with the Community Services Agency for reimbursement of up to \$36,000 for staff time associated with providing services for the joint Family Resource Center contract.
- There is a projected use of approximately \$478,967 in fund balance needed to balance the 2020-2021 budget, which is a \$221,003 increase from the 2019-2020 budget. Ending fund balance for 2020-2021 is projected to be approximately \$6.9 million.
- Additional assumptions for the 2020-2021 budget are included in the attached Budget Assumption worksheet.

Recommended Funded Partner Contracts for Fiscal Year 2020-2021

FY 2020-2021 Contract Schedule					
			Recommended		
	One Year Agreements	FY 19-20	FY 20-21		
1	United Way of Stanislaus	211 Program	\$40,000	\$40,000	
2	Sierra Vista Child & Family Services	The Bridge	\$166,500	\$166,500	
3	Stan. Co. Health Services Agency	Healthy Birth Outcomes	\$1,000,000	\$717,852	
4	Stanislaus County Office of Education	Healthy Start	\$498,398	\$498,398	
	Sub Total		\$1,704,898	\$1,422,750	
		First 5 Share	First 5 Share		
			Recommended	Total Award	
	4th Year FRC Contract Extension	FY 19-20	FY 20-21	FY 20-21	
5	Aspiranet	Turlock Family Resource Center	\$190,415	\$190,415	\$286,518
6	Center for Human Services	Ceres Partnership for Healthy Children	\$163,418	\$163,418	\$264,431
7	Center for Human Services	Oakdale Family Resource Center	\$158,847	\$158,847	\$232,503
8	Center for Human Services	Patterson/Newman Family Resource Center	\$237,938	\$237,938	\$294,257
9	Parent Resource Center	Parent Resource Center - Modesto	\$350,457	\$350,457	\$619,124
10	Sierra Vista Child & Family Services	Hughson/Waterford Family Resource Center	\$147,135	\$147,135	\$202,201
11	Sierra Vista Child & Family Services	North Modesto Family Resource Center	\$311,147	\$311,147	\$560,523
	Sub Total		\$1,559,357	\$1,559,357	\$2,459,557
	Total First 5 Partner Agreements		\$3,264,255	\$2,982,107	

Long Range Financial Plan

The Long Range Financial Plan is submitted annually to the State and is an important planning document and fiscal tool for the Commission.

Some important elements and assumptions of the Long Range Financial Plan for consideration include:

- The Plan is a working document and is to guide long-range planning. The plan is subject to change upon approval of the Commission using updated projections.
- The May 2019 State Department of Finance/First 5 California revenue projections for Stanislaus County have been used in the Long Range Financial Plan for the years they were available (2019-2020 through 2023-2024). First 5 Stanislaus assumptions were used for 2024-2025 and 2025-2026.
- The Plan continues to highlight long-term projected revenue declines.
- The Plan assumes contractors will spend 100% of their allocations in 2020-2021.
- The Plan reflects a minimum reserve of at least six months of budgeted revenue per Commission policy.
- The Plan reflects a minimal use of fund balance for budget balancing and reflects a stable fund balance into future years based on current plan assumptions.

STAFF RECOMMENDATIONS:

1. Accept the Fiscal Year 2020-2021 Budget from the Executive Director.
2. Conduct a Public Hearing to receive public comment and input on the proposed Long Range Financial Plan.
3. Direct and approve any changes the Commissioners choose to make to the Fiscal Year 2020-2021 Budget and adopt the Fiscal Year 2020-2021 budget.
4. Authorize the Executive Director to make necessary technical adjustments to implement the approved Fiscal Year 2020-2021 Budget including negotiating and executing agreements with service providers.
5. Authorize staff to work with contractors to develop budgets up to the contract amounts specified on the contract schedule.
6. Authorize staff to submit the proposed budget for appropriate inclusion in County budget and financial documents.
7. Authorize the Executive Director to negotiate and sign an agreement not to exceed \$5,000 with Matrix Outcomes Model for Family Development Matrix services and training.
8. Adopt the financial projections for fiscal years 2021-2022 through 2025-2026 as the Commission's Long Range Financial Plan.
9. Authorize the Executive Director to negotiate and sign an agreement not to exceed \$36,000 with the Community Services Agency for reimbursement of First 5 staff time associated with providing services for the joint Community Services Agency/First 5 Stanislaus contracts with Family Resource Centers.

FISCAL IMPACT:

The Fiscal Year 2020-2021 Budget contains projected expenses of \$4,751,168 with projected revenues of \$4,272,201 and a \$478,967 projected use of fund balance. The projected 2020-2021 year-end fund balance is approximately \$6.9 million. Agreements and/or addendums between First 5 Stanislaus and program operators will be executed before funds are disbursed to program operators.

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

MOTIONS TO ADOPT 2020-2021 CONTRACT ALLOCATIONS

May 26, 2020

1. ALL COMMISSIONERS CAN VOTE ON THE FOLLOWING MOTION:

I move that the Commission:

- a. Approve recommendations # 1-8 on page 23 of the agenda packet
- b. Approve the following contract allocation recommendation on page 22 of the agenda packet and authorize the ED to negotiate and execute the contract:

Agency	Program	Line	Amount
Sierra Vista Child & Family Services	The BRIDGE	Line 2	\$166,500

- c. Approve a one-year extension of the \$2,456,357 FRC /DR initiative with the Community Services Agency (CSA), with the Commission's share of the program not to exceed \$1,559,357 in 2020-2021. Authorize the ED to sign 3-way contract amendments with CSA and the following agencies in the following contract amounts:

Agency / Program	Line	Total Contract Amount	Commission Share
Aspiranet (Turlock FRC)	Line 5	\$286,518	\$190,415
Center for Human Services (Ceres Partnership for Healthy Children	Line 6	\$264,431	\$163,418
Center for Human Services (Oakdale / Riverbank FRC)	Line 7	\$232,503	\$158,847
Parent Resource Center for Central Modesto	Line 8	\$619,124	\$350,457
Center for Human Services (Westside FRC)	Line 9	\$294,057	\$237,938
Sierra Vista Child & Family Services (Hughson FRC)	Line 10	\$202,201	\$147,135
Sierra Vista Child & Family Services (N. Modesto / Salida FRC)	Line 11	\$560,523	\$311,147
Total		\$2,459,357	\$1,559,357

2. Commissioner Harwell leaves the Zoom Meeting

I move that the Commission:

- a. Approve recommendation # 9 on page 23 of the agenda packet
- b. Approve the following contract allocation recommendation on page 22 of the agenda packet and authorize the ED to negotiate and execute the contract:

Agency	Program	Line	Amount
United Way of Stanislaus	211 Program	Line 1	\$40,000

3. Commissioner Harwell returns and Commissioners Lilly-Tengowski and Vaishampayan leaves the Zoom meeting:

I move that the Commission approve the following contract allocation recommendation on page 22 of the agenda packet and authorize the ED or his designee to negotiate and execute the contract:

Agency	Program	Line	Amount
Stanislaus County Health Services Agency	Healthy Birth Outcomes/Perinatal Home Visitations	Line 3	\$717,852

4. Commissioners Lilly-Tengowski and Vaishampayan return and Commissioners Bauman and Cantu leave the Zoom meeting:

I move that the Commission approve the following contract allocation recommendation on page 22 of the agenda packet and authorize the ED or his designee to negotiate and execute the contract:

Agency	Program	Line	Amount
Stanislaus County Office of Education	Healthy Start	Line 4	\$498,398

5. Commissioners Bauman and Cantu return and the meeting continues.

FIRST 5 STANISLAUS
LONG RANGE FINANCIAL PLAN - FY 2020/2021 through FY 2025/2026

				2 Year Budget					
	Actual FY 17/18	Actual FY 18/19	FY 19/20 Adopted Budget	FY 20/21 Budget	FY 21/22 Projection	FY 22/23 Projection	FY 23/24 Projection	FY 24/25 Projection	FY 25/26 Projection
REVENUE									
Interest	\$ 73,889	\$ 199,740	\$ 102,000	\$ 119,000	\$ 117,215	\$ 115,691	\$ 114,187	\$ 112,703	\$ 111,238
Tobacco Tax (Prop 10)	\$ 4,482,154	\$ 4,879,905	\$ 4,559,650	\$ 4,128,201	\$ 4,059,488	\$ 3,998,859	\$ 3,918,155	\$ 3,804,528	\$ 3,694,197
Other/Misc. Revenue	\$ 75,083	\$ 36,381	\$ 20,000	\$ 25,000	-	-	-	-	-
TOTAL REVENUE	\$ 4,631,126	\$ 5,116,026	\$ 4,681,650	\$ 4,272,201	\$ 4,176,703	\$ 4,114,550	\$ 4,032,342	\$ 3,917,231	\$ 3,805,434
EXPENDITURES									
Program									
Result Area Contracts	\$ 5,787,234	\$ 4,425,500	\$ 3,276,255	\$ 2,994,107	\$ 2,512,276	\$ 2,512,000	\$ 2,512,000	\$ 2,512,000	\$ 2,512,000
Contract Adjustments (Contingency)	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Salaries & Benefits	\$ 168,062	\$ 157,169	\$ 201,708	\$ 216,969	\$ 253,063	\$ 261,290	\$ 269,791	\$ 278,577	\$ 287,657
Services & Supplies	\$ 74,813	\$ 91,845	\$ 398,926	\$ 479,545	\$ 490,575	\$ 566,507	\$ 371,607	\$ 377,413	\$ 383,346
County Cap Charges	\$ 19,393	\$ 23,466	\$ 19,522	\$ -	\$ -				
Total Expenditures - Program	\$ 6,049,502	\$ 4,697,980	\$ 4,396,411	\$ 4,190,621	\$ 3,755,914	\$ 3,439,797	\$ 3,253,398	\$ 3,267,990	\$ 3,283,003
Evaluation									
Salaries & Benefits	\$ 8,930	\$ 9,552	\$ 11,206	\$ 12,053	\$ 14,059	\$ 14,516	\$ 14,988	\$ 15,477	\$ 15,981
Services & Supplies	\$ 9,024	\$ 10,038	\$ 21,609	\$ 21,012	\$ 21,495	\$ 21,800	\$ 22,094	\$ 22,509	\$ 22,929
County Cap Charges	\$ 1,225	\$ 1,619	\$ 1,831	\$ -					
Total Expenditures - Evaluation	\$ 19,178	\$ 21,210	\$ 34,646	\$ 33,065	\$ 35,554	\$ 36,316	\$ 37,082	\$ 37,986	\$ 38,910
Administration									
Salaries & Benefits	\$ 279,331	\$ 338,088	\$ 347,386	\$ 373,668	\$ 435,832	\$ 449,999	\$ 464,641	\$ 479,772	\$ 495,409
Services & Supplies	\$ 63,403	\$ 87,724	\$ 121,515	\$ 153,814	\$ 157,352	\$ 164,762	\$ 167,489	\$ 169,574	\$ 171,720
County Cap Charges	\$ 17,623	\$ 24,508	\$ 39,656	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Expenditures - Administration	\$ 360,357	\$ 450,321	\$ 508,557	\$ 527,482	\$ 593,184	\$ 614,761	\$ 632,130	\$ 649,346	\$ 667,129
Total Expenditures	\$ 6,429,038	\$ 5,169,511	\$ 4,939,614	\$ 4,751,168	\$ 4,384,652	\$ 4,090,874	\$ 3,922,610	\$ 3,955,322	\$ 3,989,042
NET INCREASE (DECREASE) TO FUND BALANCE	\$ (1,797,912)	\$ (53,485)	\$ (257,964)	\$ (478,967)	\$ (207,949)	\$ 23,676	\$ 109,732	\$ (38,091)	\$ (183,608)
Beginning Fund Balance	\$ 8,371,068	\$ 6,573,156	\$ 5,700,000	\$ 7,436,064	\$ 6,957,097	\$ 6,749,148	\$ 6,772,824	\$ 6,882,556	\$ 6,844,465
ENDING FUND BALANCE*	\$ 6,573,156	\$ 6,519,671	\$ 5,442,036	\$ 6,957,097	\$ 6,749,148	\$ 6,772,824	\$ 6,882,556	\$ 6,844,465	\$ 6,660,858

Prop. 10 Tobacco Tax Revenue based on State Projections

Stanislaus County Children and Families Commission

Budget Assumptions May 26, 2020

Fiscal Year 2019-2020 Year End Projections

- Revenue:
 - Revenue is projected to end approximately \$277,000 over budget; however, revenue is very volatile.
 - Prop 10 revenue has declined 10% due to decreased tobacco tax & OTP sales
 - Prop 56 backfill revenue came in at \$1.1M and was higher than what was anticipated. F5 Assoc. & CA are still researching the increase.
 - Interest income is trending at approximately a 2% return.
- Expenditures:
 - Contracts – Most contractors are expected to expend close to 100% of their contract amount.
 - Estimated actual expenses are projected to finish under budget by approximately \$900K as a result of the contingency account and decreased expenditures in professional service, services and supplies and salaries. COVID-19 was an unexpected event that significantly impacted operations not only for the Commission but our partners and community.
- Fund balance surplus of approx. \$900K is projected depending on final revenue amounts.

TWO YEAR BUDGET CYCLE

Budget Estimates & Projection for Fiscal Year 2020-2021

Commission action will take place for FY 20/21 Budget and the LRM

- Revenue
 - P10 Revenue is projected at a 10% decrease from the State's May 2019 projection issued by First 5 California. The decline is due to the decrease in tobacco tax and OTP sales. The State has not issued any new projections and are not expected to until after Budget Action is taken by the Governor in May of 2020.
 - Prop 10 revenue is projected to continue to decrease
 - Revenue associated with a Fiscal Agreement/Contract for Services with CSA for fiscal and administrative services related to the FRC contracts has also been budgeted.
- Interest Income
 - Conservatively assumed 1.7% interest return on the annual fund balance (County Treasury projected over 2%).
- Salaries and Benefits
 - Staffing budgeted at 4.5 positions
 - i. 1 Executive Director

- ii. 1 Confidential Assistant
 - iii. 1 Staff Services Coordinator
 - iv. 1 Accountant III
 - v. 0.5 Account Clerk III
- Salaries and Benefits Total \$602K for FY 20/21
 - i. Category includes:
 - 1. COLA & step increases
 - 2. Approx. 5% increase in health costs
 - 3. Retirement is projected at 3.5% increase
- Expenditures:
 - Shared costs for Services and Supplies and Cap Charges are budgeted and spread accordingly in the following cost categories:
 - i. Administration 62%
 - ii. Evaluation 2%
 - iii. Program 36%
 - Costs associated with Year 2 of the Strategic Plan implementation at approx. \$325K
 - The budget includes the following contracts:
 - i. Family Matrix Outcomes Model \$5,000 for annual licensing and training for the FRCs.
 - ii. Fiscal/Administrative contract of \$36,000 with CSA for work associated as the fiscal lead on the FRC contracts.
 - iii. 11 Program Contracts totaling \$2,982,107
 - Funding of \$11,040 for the FY 19/20 Hudson & Henderson Audit fees, a contract was previously approved by the Commission in December 2019
 - Cost associated with Early Childhood Education (ECE) Conferences is budgeted at \$12,000 (Due to State Reporting Requirements, historically the ECE conference is budgeted with contracts, although there is no contract.)
- The projected use of fund balance is approximately \$479K to balance the 2020-2021 budget. Ending fund balance for 2020-2021 is projected at approx. \$6.9M

Fiscal Year 2021-2022 Spending Plan

- Revenue
 - P10 Revenue is projected at a 1.5% decrease from FY 2020-2021 based on the most current State revenue projections.
 - Revenue is projected to continue to decrease.
- Interest Income
 - Conservatively assumed 1.5% return on interest on the annual fund balance (County Treasury projected over 1.7%).
- Salaries and Benefits
 - Staffing budgeted at 5.5 positions
 - i. 1 Executive Director

- ii. 1 Confidential Assistant
 - iii. 1 Staff Services Coordinator
 - iv. 1 Accountant III
 - v. 0.5 Account Clerk III
 - vi. *1 potential additional position similar to a Staff Services Analyst @ Step 1 (approx. \$84K total)*
- Salaries and Benefits escalators used:
 - i. Salaries & Benefits 3.5%
 - ii. Retirement 1.11%
 - iii. Group Health Insurance 5%
- Expenditures:
 - Shared costs for Services and Supplies and Cap Charges are budgeted and spread Same as FY 20/21:
 - i. Administration 62%
 - ii. Evaluation 2%
 - iii. Program 36%
 - Expenditure escalator used was the CPI factor of 2.3%.
- The projected use of fund balance is approximately \$208K to balance the 2021-2022 budget. Ending fund balance for 2021-2022 is projected approximately \$6.7M