

FIRST 5 STANISLAUS



**Commission Meeting
May 25, 2021, 4:00 pm**

Join Zoom Meeting:

<https://us02web.zoom.us/j/81745687168?pwd=R0l1clV2SjlLUepBNFZObkUwbE5Ydz09>

Meeting ID: 817 4568 7168

Passcode: 020069

Dial by your location

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Find your local number: <https://us02web.zoom.us/j/kQ6AO7yJr>



Commission Meeting Notice

MEMBERS:

Vicki Bauman
School Representative

Ignacio Cantu, Jr.
Chair
Community Representative

Vito Chiesa
County Supervisor

David Cooper
Vice Chair
Community Representative

Kathy Harwell
Community Services Agency

Mary Ann Lilly-Tengowski
Health Services Agency

Tony Lomeli
Community Representative

Nelly Paredes-Walsborn, Ph.D.
Community Representative

Julie Vaishampayan, M.D.
Public Health Officer

David T. Jones
Executive Director

Tuesday, May 25, 2021, 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 or telephone as described below.

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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 edwardsk@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 edwardsk@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.



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Tuesday, May 25, 2021, 4:00 PM

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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

May 25, 2021 • 4:00 P.M.

Join Zoom Meeting: <https://us02web.zoom.us/j/81745687168?pwd=R0l1c1V2SjlUEpBNFZOmkUwbE5Ydz09>

Meeting ID: 817 4568 7168

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One tap mobile

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(San Jose)

+12532158782,,81745687168#,,,,*020069# US
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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 April 27, 2021, Commission Meeting Minutes
 2. Approval of the May 10, 2021, Administrative Committee Meeting Minutes
 - a. Result Area Fiscal Report as of March 31, 2021
 - b. Third Quarter Financial Report
 3. Approval of the May 13, 2021, Operations Committee Meeting Minutes
 4. Approval of the May 19, 2021, Executive Committee Meeting Minutes
 5. Approval to Correct the Date on the First Page of the May 26, 2020, Commission Meeting Notice and the May 26, 2020, Commission Meeting Agenda
 6. Approval to Accept \$100,000 Grant Award from Sunlight Giving
6. Discussion
7. Public Hearing
 - A. Public Hearing to Consider Approval of Amendments to the Policies and Procedures Manual
 - B. Public Hearing to Consider Adoption of the Fiscal Year 2021-2022 Budget, Long Range Financial Plan, and Related Actions
8. Correspondence

¹ Commissioners may publicly announce the item(s) or recommendation(s) from which he/she will recuse himself/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.

9. Commissioner Reports

10. Staff Reports

11. Adjournment



**STANISLAUS COUNTY
CHILDREN & FAMILIES COMMISSION
MEETING MINUTES
Tuesday, April 27, 2021
Zoom**

<https://us02web.zoom.us/j/85725594839?pwd=L2VYVEFtQ1MyeE5rVnlTZjNwSjdQdz09>

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

Commissioners Absent: David Cooper (Vice-Chair), Tony Lomeli

Staff Present: David Jones, Executive Director; Veronica Ascencio, Accountant III; Angie Cobb, Commission Counsel; Kellie Edwards, Confidential Assistant IV; Stephanie Loomis, Staff Services Coordinator

1. Chair Cantu called the meeting to order at 4:02 p.m. Commission members and First 5 staff were introduced.
2. Pledge of Allegiance was conducted.
3. Announcement of Commissioner Recusals – None
4. Presentation
 - A. A presentation was given by Stephanie Aguilar, Director of the Child Development Training Consortium for Yosemite Community College District, on IMPACT 2020.
5. Public Comment Period (Limit of 5 minutes per person) – None
6. Consent Calendar
 - Paredes-Walsborn/Bauman (7,0) approved the Consent Calendar
 - A. Miscellaneous
 1. Approval of the February 23, 2021, Commission Meeting Minutes
 2. Approval of the April 12, 2021, Administrative Committee Meeting Minutes
 - a. Result Area Fiscal Report as of February 28, 2021
 3. Approval of the April 15, 2021, Operations Committee Meeting Minutes
 4. Approval of the April 21, 2021, Executive Committee Meeting Minutes
7. Discussion
 - A. Chiesa/Paredes-Walsborn (7,0) accepted the First 5 Stanislaus 2020 State of Children Birth to Age 5 Report. Maggie Steakley from the Glen Price Group gave a presentation on the report.
 - B. Harwell/Lilly-Tengowski (7,0) accepted the First 5 Stanislaus 2019-2020 Annual Program Evaluation Report. Stephanie Loomis gave a presentation on the report.

8. Public Hearing
 - A. Bauman/Chiesa (7,0) conducted a public hearing on the First 5 California 2019-2020 Annual Report and accepted the report. Stephanie Loomis gave a presentation on the report.
9. Correspondence - None
10. Commissioner Reports

Commissioner Harwell shared her official retirement date was effective March 27, 2021. She has remained in County service on a part-time basis and will continue to serve in her role as a Commissioner until a new Director of the Community Services Agency is hired.
11. Staff Reports
 - A. Executive Director report. Jones provided an update on the hiring status for the Home Visiting Coordinator Contract Position; reported meetings with HBO staff continue to coordinate the transition as their contract is concluding at the end of June; provided status update on the CSA/First 5 joint contract RFP process - award letters were issued on April 19, 2021, and the protest period will end on May 4, 2021; shared the new Prenatal through Age 1 program will be named PlanetBaby! along with details and status of its development; shared that a pilot program is in process with RT Productions to produce training videos to be used and available on an ongoing basis; shared his continued work on additional training partnerships including the WIC program; reported that the online 0 to 5 resource directory which is part of the online Family Network project is almost completed; shared additional resources that will be available on the Family Network; advised that First 5 is working with County IT to find a program to enhance service, better capture, and retain First 5 customers and that he will be seeking quotes for a multi-channel marketing hub service; announced the proposed budget will be presented in May, including new community grant opportunities; shared he is in discussion with a non-profit, On The Verge, regarding opportunities to stay in relationships with graduates from Leadership Cohort 1; shared that First 5 staff is working with County IT on the concept of a web-based reporting tool for funded partners; shared his participation in the virtual legislative day today.
12. The Commission meeting adjourned to closed session at 5:53 p.m. Public Employee Evaluation, Title: Executive Director, Government Code: 54957(b). No reportable action was taken.
13. Adjournment at 6:10 p.m.



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

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Vito Chiesa

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David Cooper

Vice Chair

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Kathy Harwell

Community Services Agency

Mary Ann Lilly-Tengowski

Health Services Agency

Tony Lomeli

Community Representative

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Community Representative

Julie Vaishampayan, M.D.

Public Health Officer

David T. Jones

Executive Director

Administrative/Financial Committee Minutes

Monday May 10, 2021

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

Commissioners Absent: Kathy Harwell

Staff Present: David Jones, Veronica Ascencio, Kellie Edwards,
Stephanie Loomis

Meeting was called to order at 12:03 p.m.

1. Result Area Fiscal Report as of March 31, 2021 – Ascencio presented the report to Committee members, Jones shared administrative concerns with funded partners that CSA and First 5 are currently addressing to resolve, and no action was taken.
2. Third Quarter Financial Report – Ascencio presented the report to Committee members, and no action was taken.
3. Date correction for May 26, 2020, Commission Meeting Documents – Jones advised of date correction needed, and no action was taken.
4. \$100,000 Sunlight Giving Grant Award – Jones shared that First 5 received the first of three annual \$100,000 grant awards, and no action was taken.
5. Policies and Procedures Manual Updates – Jones shared proposed amendments to the Policies and Procedures Manual with the Committee members, and no action was taken.
6. 2021-2022 Budget and Long Range Financial Plan – Jones presented a draft overview of the 2021-2022 Budget, and no action was taken.

Commissioner Lilly-Tengowski left the meeting at 12:53 p.m.

7. Draft Agenda for May 25, 2021, Commission Meeting – the draft agenda was presented to Committee members, and no action was taken.
8. Executive Director Report – None
9. Adjournment at 12:57 p.m.

First 5 Stanislaus
Result Area Fiscal Report
YTD as of 3/31/21

	<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	\$ 19,581	\$ 20,419	49%
Family Resource Centers:				
Ceres Partnership for Healthy Children (<i>CHS</i>)	\$ 163,418	\$ 98,291	\$ 65,127	60%
Hughson Family Resource Center (<i>SV</i>)	\$ 147,135	\$ 79,236	\$ 67,899	54%
N. Modesto/Salida Family Resource Center (<i>SV</i>)	\$ 311,147	\$ 127,268	\$ 183,879	41%
Oakdale/Riverbank Family Resource Center (<i>CHS</i>)	\$ 158,847	\$ 66,706	\$ 92,141	42%
Parent Resource Center	\$ 350,457	\$ 147,857	\$ 202,600	42%
Turlock Family Resource Center (<i>Aspiranet</i>)	\$ 190,415	\$ 54,617	\$ 135,798	29%
Westside Family Resource Center (<i>CHS</i>)	\$ 237,938	\$ 108,853	\$ 129,085	46%
The Bridge (<i>Sierra Vista</i>)	\$ 166,500	\$ 91,284	\$ 75,216	55%
Healthy Start	\$ 498,398	\$ 202,429	\$ 295,969	41%
Total Area 1:	\$ 2,264,255	\$ 996,122	\$ 1,268,133	44%
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>)	\$ 717,852	\$ 245,676	\$ 472,176	34%
Total Area 3:	\$ 717,852	\$ 245,676	\$ 472,176	34%
RESULT AREA 4: Improved Systems of Care				
Program and Systems Improvement Efforts				
Early Care and Education Conference	\$ 12,000	\$ 5,382	\$ 6,618	45%
Community Strengthening Efforts				
Stanislaus Community Foundation - Cradle to Career	\$ 40,000	\$ 6,667	\$ 33,333	-
Total Area 4:	\$ 52,000	\$ 12,048	\$ 39,952	23%
Result Area Total	\$ 3,034,107	\$ 1,253,846	\$ 1,780,261	
ADJUSTED PROGRAM CONTRACT EXPENDITURES*	\$ 2,982,107	\$ 1,248,464	\$ 1,740,309	42%

* Adjusted Program Contract Expenditures does not include ECE Conference Costs

First 5 Stanislaus
Fiscal Year 2020-2021
3rd Quarter Financial Report

	Three Months Ended March 31		YTD				
	2021	2020	FY 20/21 Adopted Budget	FY 20/21 Legal Budget	FY 20/21 Actual	Remaining FY Budget	% Actual to Budget
REVENUE							
Interest	\$ 30,033	\$ 40,128	\$ 119,000	\$ 119,000	\$ 71,710	\$ 47,290	60%
Tobacco Tax (Prop 10) (incl. SMIF, Backfill)	\$ 2,183,106	\$ 3,394,721	\$ 4,128,201	\$ 4,128,201	\$ 3,670,292	\$ 457,909	89%
Other - State Revenue (HVG)	\$ -	\$ -	\$ -	\$ 7,992	\$ -		
Other - Grants, Misc	\$ 66,286	\$ 7,683	\$ 25,000	\$ 195,000	\$ 198,336	\$ 128,714	0%
TOTAL REVENUE	\$ 2,213,139	\$ 3,442,532	\$ 4,272,201	\$ 4,450,193	\$ 3,940,339	\$ 633,912	92%
EXPENDITURES							
							+
<u>Program</u>							
Contracts/Programs*	\$ 463,891	\$ 771,017	\$ 2,994,107	\$ 2,994,107	\$ 1,253,846	\$ 1,740,261	42%
Contracts-Prior Year (Payments/Adjstments)	\$ -	\$ -	\$ -	\$ -	\$ 1,773	\$ (1,773)	
Contract Adjustments (TBD)	\$ -	\$ -	\$ 500,000	\$ 430,000	\$ -	\$ 430,000	0%
Salaries & Benefits	\$ 52,763	\$ 55,926	\$ 216,969	\$ 216,969	\$ 178,776	\$ 38,193	82%
Services & Supplies	\$ 53,562	\$ 34,966	\$ 479,545	\$ 719,545	\$ 279,546	\$ 439,999	39%
County Cap Charges		\$ 11,522	\$ -	\$ -	\$ -	\$ -	0%
Total Expenditures - Program	\$ 570,216	\$ 873,431	\$ 4,190,621	\$ 4,360,621	\$ 1,713,941	\$ 2,646,680	39%
<u>Evaluation</u>							
Salaries & Benefits	\$ 4,872	\$ 3,538	\$ 12,053	\$ 12,053	\$ 13,484	\$ (1,431)	112%
Services & Supplies	\$ 3,255	\$ 702	\$ 21,012	\$ 21,012	\$ 3,255	\$ 17,757	15%
County Cap Charges	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	0%
Total Expenditures - Evaluation	\$ 8,127	\$ 4,539	\$ 33,065	\$ 33,065	\$ 16,739	\$ 16,326	51%
<u>Administration</u>							
Salaries & Benefits	\$ 99,503	\$ 78,881	\$ 373,668	\$ 373,668	\$ 223,466	\$ 150,202 ⁺	60%
Services & Supplies	\$ (11,603)	\$ 2,628	\$ 153,814	\$ 153,814	\$ 49,082	\$ 104,732	32%
County Cap Charges		\$ (1,701)	\$ -	\$ -	\$ -	\$ -	0%
Total Expenditures - Administration	\$ 87,900	\$ 79,807	\$ 527,482	\$ 527,482	\$ 272,547	\$ 254,935	52%
TOTAL EXPENDITURES	\$ 666,242	\$ 957,778	\$ 4,751,168	\$ 4,921,168	\$ 2,003,227	\$ 2,917,941	41%

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



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Julie Vaishampayan, M.D.

Public Health Officer

David T. Jones

Executive Director

Operations Committee Minutes

Thursday May 13, 2021

Commissioners Present: Tony Lomeli, Julie Vaishampayan, M.D.

Commissioners Absent: Ignacio Cantu, Jr., David Cooper

Staff Present: David Jones, Veronica Ascencio, Stephanie Loomis

Meeting was called to order at 12:05 p.m.

1. Result Area Fiscal Report as of March 31, 2021 – Ascencio presented the report to Committee members, Jones shared administrative concerns with funded partners that CSA and First 5 are currently addressing to resolve, and no action was taken.
2. Third Quarter Financial Report – Ascencio presented the report to Committee members, and no action was taken.
3. Date correction for May 26, 2020, Commission Meeting Documents – Jones advised of date correction needed, and no action was taken.
4. \$100,000 Sunlight Giving Grant Award – Jones shared that First 5 received the first of three annual \$100,000 grant awards, and no action was taken.
5. Policies and Procedures Manual Updates – Jones shared proposed amendments to the Policies and Procedures Manual with the Committee members, and no action was taken.
6. 2021-2022 Budget and Long Range Financial Plan – Jones presented a draft overview of the 2021-2022 Budget, and no action was taken.
7. Draft Agenda for May 25, 2021, Commission Meeting – the draft agenda was presented to Committee members, and no action was taken.
8. Executive Director Report – None
9. Adjournment at 12:47 p.m.



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Tony Lomeli

Community Representative

Nelly Paredes-Walsborn, Ph.D.

Community Representative

Julie Vaishampayan, M.D.

Public Health Officer

David T. Jones

Executive Director

Executive Committee Minutes

Wednesday May 19, 2021

Commissioners Present: Ignacio Cantu, Jr., David Cooper

Commissioners Absent: Vito Chiesa

Staff Present: David Jones, Veronica Ascencio, Kellie Edwards,
Stephanie Loomis

Meeting was called to order at 12:16 p.m.

1. Result Area Fiscal Report as of March 31, 2021 – Jones presented the report to Committee members, Jones shared administrative concerns with funded partners that CSA and First 5 are currently addressing to resolve, and no action was taken.
2. Third Quarter Financial Report – Ascencio presented the report to Committee members, and no action was taken.
3. Date correction for May 26, 2020, Commission Meeting Documents – Jones advised of date correction needed, and no action was taken.
4. \$100,000 Sunlight Giving Grant Award – Jones shared that First 5 received the first of three annual \$100,000 grant awards, and no action was taken.
5. Policies and Procedures Manual Updates – Jones shared proposed amendments to the Policies and Procedures Manual with the Committee members, and no action was taken.
6. 2021-2022 Budget and Long Range Financial Plan – Jones presented a draft overview of the 2021-2022 Budget, and no action was taken.
7. Draft Agenda for May 25, 2021, Commission Meeting – the draft agenda was presented to Committee members, and no action was taken.
8. Executive Director Report – None
9. Adjournment at 1:01 p.m.

**COMMITTEE ROUTING**

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

ACTION AGENDA SUMMARYAGENDA DATE: May 25, 2021COMMISSION AGENDA #: 5.A.5.**SUBJECT:**

Approval to Correct the Date on the First Page of the May 26, 2020, Commission Meeting Notice and the May 26, 2020, Commission Meeting Agenda

BACKGROUND:

During a review, First 5 staff discovered that the date on the first page of the May 26, 2020, Commission Meeting Notice and the May 26, 2020, Commission Meeting Agenda both reflected the incorrect date of March 26, 2020.

Staff is requesting approval to correct the date on these documents to May 26, 2020.

The Administrative and Finance Committee, the Operations Committee, and the Executive Committee were updated on this project at their respective meetings on May 10th, May 13th, and May 19th.

STAFF RECOMMENDATIONS:

1. Approval to correct the date on the first page of the May 26, 2020, Commission Meeting Notice and the May 26, 2020, Commission Meeting Agenda from March 26, 2020, to May 26, 2020.

FISCAL IMPACT:

There is no fiscal impact associated with this notice.

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: _____

Kellie Edwards – Confidential Assistant IV

**COMMITTEE ROUTING**

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

ACTION AGENDA SUMMARYAGENDA DATE: May 25, 2021COMMISSION AGENDA #: 5.A.6.

SUBJECT: Approval to Accept \$100,000 Grant Award from Sunlight Giving

BACKGROUND:

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

First 5 Stanislaus was first invited to apply for funding from Sunlight Giving in 2017. Since 2019, First 5 Stanislaus has received annual grant funding from Sunlight Giving as unrestricted operating support. First 5 staff were notified on April 28, 2021, that the organization had been awarded a multi-year, unrestricted grant for the total amount of \$300,000. This unrestricted funding will be disbursed to First 5 in increments of \$100,000 per year, beginning with the first payment of \$100,000 received on May 5, 2021. The remaining two \$100,000 payments are scheduled to be issued on May 1, 2022, and May 1, 2023. It is recommended that the Commission approve the acceptance of the first \$100,000 unrestricted grant award from Sunlight Giving received on May 5, 2021.

The Administrative and Financial Committee, Operations, and Executive Committee heard this item at their respective meetings on May 10th, May 13th, and May 19th.

STAFF RECOMMENDATIONS:

1. Approve receipt of the grant award from Sunlight Giving in the amount of \$100,000.
2. Authorize staff to make the necessary technical and budget adjustments to increase the First 5 Stanislaus revenue by \$100,000 for Fiscal Year 2020-2021.

FISCAL IMPACT:

Acceptance of the \$100,000 grant award will support the work of First 5 Stanislaus.

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: _____
Kellie Edwards – Confidential Assistant IV

**COMMITTEE ROUTING**

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

ACTION AGENDA SUMMARYAGENDA DATE: May 25, 2021COMMISSION AGENDA #: 7.A. (PUBLIC HEARING)

SUBJECT: Public Hearing to Consider Approval of Amendments to the Policies and Procedures Manual

BACKGROUND:

The Children and Families Commission has an approved Policies and Procedures Manual to govern Commission and contractor operations. The current Manual can be found on the First 5 Stanislaus website on the Commission information page: <http://www.first5stan.org/commission.shtm>. Staff periodically review the manual and recommended changes are brought to the Commission for consideration.

Attached to this summary are the amended sections 500.1, 500.8, and, 601, noted in track changes, from the Policies and Procedures Manual. If approved by the Commission as presented, the Policies and Procedures Manual will be updated to reflect the three amended sections. The suggested amendments are summarized as follows:

- Section 500.1 – Services no longer covered have been removed.
- Section 500.8 – Clarified timeframe for Contractor's travel request submission and approval. The option for Contractors to use their own organization's travel policy in lieu of the County's travel policy has been removed.
- Section 601 – Site visits have been amended from twice per year to once per year.

In addition to approving the amendments to Sections 500.1, 500.8, and 601, the Commission is requested to approve staff to make any non-substantive, minor changes needed in the Manual which could include items such as spacing, spelling, page numbering, formatting, punctuation, consistency, and numbering.

The Administrative and Financial Committee, Operations, and Executive Committee heard this item at their respective meetings on May 10th, May 13th, and May 19th.

STAFF RECOMMENDATIONS:

1. Conduct a public hearing on the recommended amendments to the Policies and Procedures Manual.
2. Approve the amendments as presented and authorize staff to make minor, non-substantive changes to the Policies and Procedures Manual.

FISCAL IMPACT:

There is no fiscal impact associated with the approval of this policy.

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: _____
Kellie Edwards – Confidential Assistant

Sections to Be Amended

Section 500 – Allowable Expenditures by Contractors

Policy:

Expenditures made by Contractors shall comply with Federal, State, and local laws and policies; adhere to the agreed upon contractual terms; and demonstrate good stewardship of public resources.

Procedure:

500.1 Expenditures shall be made for only those services, supplies, and materials that directly benefit the health and well-being of children 0 through 5 years of age. It is acknowledged that some services provided to other family members in families with children 0 through 5 will have a benefit to the child (~~mental health services, health enrollment assistance services, English language lessons~~parent education, literacy, family advocacy, etc.)

500.8 Out of county travel by Contractors must be submitted on an Out of County Travel Request Form and approved by Commission staff thirty (30) days prior to the travel. Once complete information is received from the Contractor, Commission staff shall approve or deny the request in writing to the Contractor within seven (7) business days. Out of County travel which does not have prior approval may be rejected for reimbursement by the Commission. Contractor travel costs shall comply ~~either with the contracting agency's travel policies—which must be deemed reasonable by the Commission—or~~ with Stanislaus County's Travel Policy~~policy~~. ~~Contractors without an adopted travel policy shall comply with Stanislaus County's Travel Policy.~~ Nothing herein shall exempt the Contractor from providing sufficient supporting documentation to support travel expenditures. ~~Should the Contractor's travel policy permit travel reimbursements that are determined by Commission staff to be excessive or not demonstrating good stewardship of public resources, a written notification may be delivered to the Contractor specifying which costs or types of travel costs shall not be reimbursed to the contracting agency from Commission funds.~~

Section 601 – Site Visits

Policy:

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

**COMMITTEE ROUTING**

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

ACTION AGENDA SUMMARYAGENDA DATE: May 25, 2021COMMISSION AGENDA #: 7.B. (PUBLIC HEARING)**SUBJECT:**

Public Hearing to Consider Adoption of the Fiscal Year 2021-2022 Budget, Long Range Financial Plan, and Related Actions

BACKGROUND:

The Stanislaus County Children and Families Commission (First 5 Stanislaus) is an agency of County government. The Commission governs First 5 and has independent authority for the strategic plan, the local trust fund which holds First 5 funding, and to approve and amend the budget. The Fiscal Year 2021-2022 Budget is an estimated operating plan for the funds received by First 5 Stanislaus. The First 5 Stanislaus budget is referenced in the County budget book but is not included as part of the budget itself. Revenue for First 5 Stanislaus primarily comes from State taxes on tobacco and other smaller funding sources. This revenue is held in an independent account with the County's Treasurer Tax Collector. The First 5 Stanislaus Budget appears as a discrete component when included in the Stanislaus County Comprehensive Annual Financial Report.

The Fiscal Year 2021-2022 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 its partner organizations continue to move forward with initiation, development and integration of the Strategic Plan strategies. Funding in the Fiscal Year 2021-2022 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

At the time the Fiscal Year 2020-2021 Budget was proposed to the Commission in May 2020, there was tremendous uncertainty around the impact of COVID-19 at the local, state, national and international level. The State budget was projected to have a massive budget shortfall and First 5 organizations across the State were budgeting a 10% revenue decrease in anticipation of negative economic impacts. A year later, the world is still grappling with COVID-19 and its impacts; however, tobacco tax revenue did not take the negative turn that was anticipated, and revenue through State disbursements to First 5 have been mostly stable this year.

The first half of Fiscal Year 2020-2021 was very challenging for all organizations including private sector businesses, government, and community-based organizations as the pandemic worsened. First 5 Stanislaus provided essential services through funding and supporting its network of nonprofit and government partners. These partner organizations responded to the pandemic through a dramatic business shift into virtual services - which still continue – in order to maintain relationships with existing customers and provide services to new customers.

First 5 staff continued to press forward in Fiscal Year 2020-2021 in aligning funding and services with the Strategic Plan. First 5 Stanislaus began a process in early 2020 of evaluating how they would partner with the Community Services Agency (CSA) to collaborate on funding the work of Differential Response Family Resource Centers (DR FRCs) in Stanislaus County. While this process was initially paused during the beginning of COVID-19, both organizations re-convened over many months in a facilitated, thoughtful, and community-informed look at how to align this work with the Commission's Strategic Plan. The result is a well-aligned approach to collaborative and leveraged funding to support a network of DR FRCs across Stanislaus County. Contracts for this network of DR FRCs are being presented to the Commission for approval as part of the Fiscal Year 2021-2022 Budget.

During Fiscal Year 2020-2021, First 5 Stanislaus staff also worked collaboratively with staff from the Health Services Agency to coordinate a smooth transition for the closure of the Healthy Birth Outcomes (HBO) program that would take place at the end of June 2021. Staff also used these meetings to gather key learnings from HBO program staff to help prepare for the launch of a new prenatal through age 1 group-based program in July 2021. The new program will be operated by DR FRC staff. First 5 staff also collaborated with the Yosemite Community College District and the Stanislaus County Office of Education to align elements of First 5 California's IMPACT 2020 funding with the First 5 Stanislaus Strategic Plan. The result was an effective way to leverage funding to increase Family Resource Center's staff skill sets, who in turn will use those skills to provide training and support to their participants who provide childcare in their homes for their own family, friends and neighbors.

Some important elements and assumptions of the Fiscal Year 2021-2022 Budget and Long Range Financial Plan include:

- Total budgeted revenues are projected at \$4,935,748, which is an estimated increase of 16% (\$663,547) from the 2020-2021 budget. Staff used the most current State Prop 10 revenue projections of \$4,707,423 from May 2020 as the basis for the revenue budget. Projected revenue for interest income of \$80,000 was used as well as \$100,000 from a funding commitment from Sunlight Giving and \$48,000 of other revenue. Revenue of \$48,325 was projected for the First 5 California Home Visiting Coordination Contract. The prior contract between First 5 and the Community Services Agency for First 5 services associated with the Differential Response Family Resource Center contracts will not be renewed as CSA will be transitioning into a lead fiscal role on this project. Fund balance is projected to end at approximately \$9.4 million.
- Total budgeted expenses are projected at \$4,895,626 which is an estimated increase of 3% (\$144,458) from the 2020-2021 budget. For the 2021-2022 budget, a \$500,000 Contract Adjustments/Contingency account has been established. No funds will be spent from the Contract Adjustments/Contingency account without the approval of the Commission. Total administrative costs are projected to be below the 15% maximum established by the Commission. Future Commission spending as presented in the Long Range Financial Plan will continue to reflect a focus on alignment of investment with the Strategic Plan.
- Staffing levels remain the same in the 2021-2022 budget with five positions (four full-time and one part-time). The scope and function of staff positions will be evaluated during Fiscal Year 2021-2022 for appropriateness in supporting operations and implementation of the Strategic Plan. The Long Range Financial Plan reflects a projected addition of one position in Fiscal Year 2022-2023 which would support the ongoing implementation of the Strategic Plan priorities.
- Total Fiscal Year 2021-2022 service provider contracts are budgeted at \$2,168,400, which is a decrease of 5% (\$813,707) from the 2020-2021 budget. This decrease reflects a slightly lower investment in the Differential Response Family Resource Centers (DR FRC), Sierra Vista Child & Family Services - The Bridge, and United Way. The primary factor for the decrease was the non-renewal of the Healthy Birth Outcomes contract (\$717,852). The Commission took action at their February 23, 2021, meeting to approve three one-year Agreements for partner organizations for Fiscal Year 2021-2022 which were United Way of Stanislaus (211), Sierra Vista Child & Family Services (The Bridge), and Stanislaus County of Education (Healthy Starts). These three contracts totaling \$668,398 appear in the 2021-2022 budget, and no additional action is needed on those contracts by the Commission.

- The seven DR FRC agreements totaling \$1,499,995 are being presented to the Commission for approval as part of the 2021-2022 budget. Individual contracts approved by the Commission are estimates and are not to exceed the approved funding amounts as shown in Exhibit A for the First 5 share. Total contract award amounts are not to exceed the maximum value as shown in Exhibit A which consists of the First 5 and Community Services Agency (CSA) funding combined. These are three-party agreements between CSA, First 5 Stanislaus, and the contractor. Proposed contractors were selected through a request for proposal process for Differential Response Family Resource Centers. The agencies identified in Exhibit A are the successful proposers in the specified geographical areas under Request for Proposal (RFP) #20-38-SD. The seven identified contracts will correspond to seven service regions which cover Stanislaus County. There are some changes from prior years to note for these agreements. Beginning in Fiscal Year 2021-2022, CSA will become the contract and fiscal lead for these agreements and First 5 staff will no longer be serving in this capacity. Work performed by contractors will be in accordance with a specific scope of services for First 5 and CSA which resulted from an extensive joint planning process between the organizations. The funding and the scope of work has been coordinated for maximum community impact and for First 5 services to align with its Strategic Plan.

The proposed contractors and the recommended funding for DR FRC contractors are shown in detail in Exhibit A. Commissioners will only be voting on the First 5 share of funding that is recommended for Fiscal Year 2021-2022. Total First 5 funding for these contractors for Fiscal Year 2021-2022 would not exceed \$1,499,995. These contracts are for a one-year period of time with the option to renew for an additional year two and three. Previously these DR FRC contracts were three-year agreements; however, to align with CSA's contract management process and based on their request, both organizations are recommending the one-year agreements with the option for renewal for years two and three. The intention of the agreements is to be for the full three-years, using the renewal option, barring any issues that might arise. If the option to renew is executed for these agreements, the renewal costs for years two and three would be identical to the contract rates as shown in Exhibit A, with total First 5 costs not to exceed \$1,499,995 each year. If all three years of the contract are executed, that would be a total commitment of \$4,499,985 of First 5 Stanislaus funds. Because they are one-year agreements, funding approval for the First 5 share will come back to the Commission on an annual basis for action. CSA is allocating \$900,000 for their portion of the one-year agreement and they will be taking their share of funding for annual approval to the Stanislaus County Board of Supervisors on an annual basis.

See Corrected Version

Exhibit A.

FY 2021-2022 Partner Contract Schedule			
DR FRC Contracts FY 21-22		First 5 Share FY 21-22	Total Award FY 21-22
Area			
Aspiranet	Turlock	\$174,872	\$288,166
Center for Human Services	Westside	\$165,769	\$261,477
Center for Human Services	Ceres	\$163,610	\$239,356
Parent Resource Center	Central Modesto	\$278,273	\$349,333
Sierra Vista Child & Family Services	North Modesto/Salida	\$342,113	\$584,740
Sierra Vista Child & Family Services	Hughson	\$149,952	\$204,994
Center for Human Services	Oakdale/Riverbank	\$225,406	\$471,929
Total		\$1,499,995	\$2,399,995

Corrected Exhibit A.

FY 2021-2022 Partner Contract Schedule			
DR FRC Contracts FY 21-22		First 5 Share FY 21-22	Total Award FY 21-22
Area			
Aspiranet	Turlock	\$174,872	\$288,166
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Sierra Vista Child & Family Services	North Modesto/Salida	\$225,406	\$471,929
Sierra Vista Child & Family Services	Hughson	\$149,952	\$204,994
Center for Human Services	Oakdale/Riverbank	\$163,610	\$239,356
Total		\$1,499,995	\$2,399,995

- Funding of \$675,000 is also recommended to support new grant or funding opportunities for projects such as: innovation grants; parent café pilots; library hub pilots; an Empire Pool/Regional Water Safety Training Center pilot; additional Prenatal to age 1 program implementation site; hospital-based parenting services; Cradle to Career initiative. These funds are included in the Fiscal Year 2021-2022 budget and the individual projects would be brought back to the Commission for approval before funding is used.
- Funding of \$141,540 is included in the budget for service purchase orders and contracts to support various projects which align with the Strategic Plan:

Contracts: All dollar amounts that follow are not-to-exceed amounts. Funding of up to:

- \$67,000 for initial training and materials to support implementation of the Abriendo Puertas/Opening Doors parenting program at DR FRCs as part of their scope of work in their new agreements; Abriendo Puertas/Opening Doors is one of the approved parenting programs in the scope of services;
- \$11,040 for Hudson Henderson & Company, Inc., to perform the annual outside audit. This will be the third and final year for the Hudson Henderson contract and it will be evaluated for a possible renewal during Fiscal Year 2021-2022;
- \$10,000 for Nancy Fisher to continue a second year of facilitation of First 5 priorities around the subject of systems-level, high-risk maternal supportive services in the community. This project commenced as a result of plans for the conclusion of the Healthy Birth Outcomes program and advancement of the First 5 Strategic Plan goal of systems-level improvement of services;
- \$10,000 for Benevate, Inc., for implementation of the Neighborly Software product to be used as a web-based data reporting portal for First 5 partner organizations. This application would streamline and standardize data reporting;
- \$16,000 for RT Productions for video production of community education videos in English and Spanish that will be used for the prenatal to age one support groups and The Family Network.

Service Purchase Orders: All dollar amounts that follow are not-to-exceed amounts. Funding of up to:

- \$7,500 for the Glen Price Group to work with First 5 staff to create the second annual State of Children 0-5 Report for Stanislaus County;
- \$7,500 for On the Move to provide follow up coaching and facilitation for graduates of the year one leadership cohort that was conducted during the pandemic. First 5 and On the Move would each financially contribute to this pilot project to explore the outcomes of maintaining formal relationships with an original cohort of this project into a second year. The project would continue to focus on leadership development of cohort;
- \$7,500 for United Way of Stanislaus to perform database maintenance work for the First 5 web-based resource directory implemented on the First 5 website. This scope of work would also provide the opportunity for First 5 and United Way to share database information with each other to enhance the 0-5 resources available online for the community through both organizations.
- \$5,000 for Vanessa Audelo to provide training services to support implementation of the Nurturing Parenting program at DR FRCs as part of their scope of work in their new agreements. Nurturing Parenting is one of the approved parenting programs in the scope of services.

Exhibit B.

FY 2021-2022 Service Purchase Orders/Contracts			
			Not to Exceed Amount
Name of Vendor	Project	Type of Agreement	FY 21-22
1 Tides Center - Abriendo Puertas/Opening Doors	Parenting Training & Materials	Contract	\$67,000
2 Hudson Henderson & Company, Inc.	Annual External Audit	Contract	\$11,040
3 Nancy Fisher	High risk maternal supportive services work	Contract	\$10,000
4 Benevate, Inc.	Neighborly cloud-based data reporting service	Contract	\$10,000
5 RT Productions	Educational Video Production	Contract	\$16,000
6 Vanessa Audelo	Nurturing Parenting Training	Service Purchase Order	\$5,000
7 On the Move	Leadership Cohort Support & Development	Service Purchase Order	\$7,500
8 Glen Price Group	State of Children Report	Service Purchase Order	\$7,500
9 United Way of Stanislaus County	Resource Database Maintenance	Service Purchase Order	\$7,500
Total			\$141,540

- Additional items in the Fiscal Year 2021-2022 budget include support for projects such as implementation of the new prenatal to age 1 support-groups to be operated at DR FRCs; creation and implementation of The Family Network, which is an online comprehensive resource destination for parenting tips, video resources, articles, events calendar and other resources; creation of materials for community education and promotion of positive parenting messages; implementation of an online data reporting portal for First 5 partners; funding to support conversion to an online-based customer survey tool for First 5 partners; community capacity building work; funded partner trainings, and more. Project service purchase orders and contracts would be brought to the Commission for future approval as needed.
- Funding for the Family Development Matrix technical assistance contract will no longer be needed as CSA will absorb this cost for Fiscal Year 2021-2022. Total funding of \$19,500 will be allocated for English and Spanish Early Care and Education (ECE) trainings. \$40,000 for materials is budgeted to support implementation of the Nurturing Parenting program at DR FRCs as part of their scope of work in their new agreements. Nurturing Parenting is one of the approved parenting programs in the scope of services. \$40,000 is budgeted to support technical assistance for implementation of the new prenatal to age 1 program in the DR FRCs which will begin at the beginning of Fiscal Year 2021-2022. \$7,500 is budgeted to support Creative Curriculum training for First 5 funded partners. Creative Curriculum is a standardized early learning curriculum used by the DR FRCs. \$35,000 is budgeted to enhance the First 5 kits for new parents distributed in the community. \$20,000 is budgeted to support community capacity building.
- As part of the budget approval process for Fiscal Year 2021-2022, staff are requesting the Commission to approve the removal of the \$1 million commitment of fund balance for implementation of the First 5 Stanislaus Strategic Plan for 2019-2024. This commitment was originally approved by the Commission at their June 23, 2020 meeting. Staff believe this commitment is no longer needed based on the high-level of alignment of First 5 investment with its Strategic Plan.
- The Fiscal Year 2021-2022 budget shows a projected addition of \$40,122 to fund balance at the fiscal year end. The ending fund balance is projected at \$9.4 million.
- Additional assumptions for the 2021-2022 budget are included in the attached Budget Assumption Worksheet.

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 include:

- The Plan is a working document and is to guide long-range planning.
- The May 2020 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 (2021-2022 through 2024-2025). First 5 Stanislaus revenue assumptions were used for 2025-2026 and 2026-2027 assuming a 2.9% decline each year.
- The Plan continues to highlight long-term projected revenue declines.
- The Plan assumes contractors will spend 100% of their allocations in 2021-2022.
- The Plan reflects a minimum reserve of at least six months of budgeted revenue per Commission policy.

The Long Range Financial Plan will be monitored throughout the year. The plan is subject to change upon approval of the Commission as needed.

The Administrative and Financial Committee, Operations, and Executive Committee heard this item at their respective meetings on May 10th, May 13th, and May 19th.

STAFF RECOMMENDATIONS:

1. Accept the Fiscal Year 2021-2022 Budget from the Executive Director.
2. Conduct a public hearing to consider the Fiscal Year 2021-2022 Budget and Long Range Financial Plan.
3. Direct and approve any changes the Commissioners choose to make to the Fiscal Year 2021-2022 Budget and adopt the Fiscal Year 2021-2022 budget.
4. Authorize the Executive Director or designee to make necessary technical adjustments to implement the approved Fiscal Year 2021-2022 Budget.
5. Authorize staff to submit the proposed budget for appropriate inclusion in County budget and financial documents.
6. Approval to remove the \$1 million commitment of fund balance for implementation of the First 5 Stanislaus Strategic Plan for 2019-2024.
7. Adopt the financial projections for Fiscal Years 2022-2023 through 2026-2027 as the Commission's Long Range Financial Plan.
8. Designate the agencies identified in Exhibit A as successful proposers in the specified geographical areas under Request for Proposal (RFP) #20-38-SD.
9. Authorize staff to work with vendors to develop budgets up to the contract amounts specified in Exhibit A and Exhibit B.
10. Authorize the Executive Director or designee to negotiate and execute one-year agreements not to exceed amounts as detailed in Exhibit A, with a renewal option for years two and three.
11. Authorize the Executive Director or designee to negotiate and execute service purchase orders or agreements not to exceed amounts as detailed in Exhibit B.

FISCAL IMPACT:

The Fiscal Year 2021-2022 Budget contains projected expenses of \$4,895,626 with projected revenues of \$4,935,748 and a \$40,122 projected addition to fund balance. The projected Fiscal Year 2021-2022 ending fund balance is approximately \$9.4 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: _____

Kellie Edwards - Confidential Assistant IV

STANISLAUS COUNTY CHILDREN & FAMILIES COMMISSION

LONG RANGE FINANCIAL PLAN FY 2021/2022 through FY 2026/2027

	Actual FY 18/19	Actual FY 19/20	FY 20/21 Adopted Budget	FY 21/22 Budget	FY 22/23 Projection	FY 23/24 Projection	FY 24/25 Projection	FY 25/26 Projection	FY 26/27 Projection
REVENUE									
<i>Prop. 10 Tobacco Tax Revenue based on State Projections</i>									
Interest	\$ 199,740	\$ 256,739	\$ 119,000	\$ 80,000	\$ 79,200	\$ 78,408	\$ 77,624	\$ 76,848	\$ 76,079
Other State Revenue	\$ -	\$ -	\$ -	\$ 48,325	\$ -	\$ -	\$ -	\$ -	\$ -
Tobacco Tax (Prop 10)	\$ 4,879,905	\$ 4,991,425	\$ 4,128,201	\$ 4,707,423	\$ 4,683,103	\$ 4,647,560	\$ 4,548,708	\$ 4,416,795	\$ 4,288,708
Other/Misc. Revenue	\$ 36,381	\$ 266,159	\$ 25,000	\$ 100,000	100,000	100,000	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 5,116,026	\$ 5,514,322	\$ 4,272,201	\$ 4,935,748	\$ 4,862,303	\$ 4,825,968	\$ 4,626,332	\$ 4,493,643	\$ 4,364,786
EXPENDITURES									
Program									
Result Area Contracts	\$ 4,425,500	\$ 3,126,324	\$ 2,994,107	\$ 2,843,398	\$ 2,769,500	\$ 2,769,500	\$ 2,719,500	\$ 2,719,500	\$ 2,719,500
Contract Adjustments (Contingency)	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Salaries & Benefits	\$ 157,169	\$ 228,994	\$ 216,969	\$ 262,385	\$ 284,058	\$ 293,649	\$ 303,849	\$ 314,420	\$ 325,378
Services & Supplies	\$ 91,845	\$ 137,566	\$ 479,545	\$ 620,605	\$ 590,429	\$ 593,340	\$ 614,356	\$ 617,475	\$ 620,682
County Cap Charges	\$ 23,466	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures - Program	\$ 4,697,980	\$ 3,492,884	\$ 4,190,621	\$ 4,226,387	\$ 4,143,987	\$ 3,756,489	\$ 3,737,705	\$ 3,751,395	\$ 3,765,560
Evaluation									
Salaries & Benefits	\$ 9,552	\$ 3,022	\$ 12,053	\$ 14,184	\$ 15,355	\$ 15,873	\$ 16,424	\$ 16,996	\$ 17,588
Services & Supplies	\$ 10,038	\$ 2,189	\$ 21,012	\$ 27,468	\$ 26,989	\$ 27,122	\$ 28,084	\$ 28,228	\$ 28,375
County Cap Charges	\$ 1,619	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures - Evaluation	\$ 21,209	\$ 5,211	\$ 33,065	\$ 41,651	\$ 42,344	\$ 42,995	\$ 44,508	\$ 45,224	\$ 45,963
Administration									
Salaries & Benefits	\$ 338,088	\$ 317,976	\$ 373,668	\$ 432,580	\$ 468,312	\$ 484,125	\$ 500,941	\$ 518,369	\$ 536,433
Services & Supplies	\$ 87,724	\$ 62,284	\$ 153,814	\$ 195,007	\$ 191,798	\$ 192,689	\$ 199,844	\$ 200,920	\$ 202,122
County Cap Charges	\$ 24,508	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures - Administration	\$ 450,321	\$ 380,259	\$ 527,482	\$ 627,588	\$ 660,110	\$ 676,814	\$ 700,785	\$ 719,289	\$ 738,555
Total Expenditures	\$ 5,169,511	\$ 3,878,355	\$ 4,751,168	\$ 4,895,626	\$ 4,846,441	\$ 4,476,298	\$ 4,482,998	\$ 4,515,908	\$ 4,550,078
NET INCREASE (DECREASE) TO FUND BALANCE	\$ (53,485)	\$ 1,635,967	\$ (478,967)	\$ 40,122	\$ 15,862	\$ 349,670	\$ 143,334	\$ (22,265)	\$ (185,292)
Beginning Fund Balance	\$ 6,573,156	\$ 6,519,671	\$ 7,436,064	\$ 9,352,488	\$ 9,392,610	\$ 9,408,472	\$ 9,758,142	\$ 9,901,475	\$ 9,879,211
ENDING FUND BALANCE*	\$ 6,519,671	\$ 8,155,639	\$ 6,957,097	\$ 9,392,610	\$ 9,408,472	\$ 9,758,142	\$ 9,901,475	\$ 9,879,211	\$ 9,693,920

Stanislaus County Children and Families Commission

Budget Assumptions May 25, 2021

Fiscal Year 2021-2022 Year End Projections

- Revenue
 - Estimated revenue is projected to finish ahead of budget as a result of higher than projected Prop 56 revenue; better than projected Prop 10 revenue; and unanticipated emergency funding from Sunlight Giving.
 - Interest income is trending at 1.4% return.
- Contracts
 - Most contractors are expected to expend close to 100% of their contract amount.
- Expenses
 - Estimated actual expenses are projected to finish under budget.

Budget Estimates & Projection for Fiscal Year 2021-2022

- Revenue
 - Revenue projections are provided by Department of Finance & First 5 California. The most current projections are as of May 2020 and are recommended by the State to be used for projections.
 - Total revenue includes the combined Prop 10/56 projections from the State, \$100,000 of funding from Sunlight Giving, revenue from the State contract for the Home Visiting Coordination project, interest income and some smaller revenue sources.
 - Interest Income – Assumption used of 1% return on the annual fund balance based on available County Treasury information.
- Salaries and Benefits
 - Allocated staffing positions remain unchanged at 4.5 allocated positions
 - i. 1 Executive Director
 - ii. 1 Confidential Assistant
 - iii. 1 Staff Services Coordinator
 - iv. 1 Accountant III
 - v. 0.5 Account Clerk III
- Shared costs for Services and Supplies are budgeted and spread accordingly in the following cost categories:
 - Administration 61%
 - Evaluation 2%
 - Program 37%
- Program Cost category for State reporting:
 - Contracts and the Early Childhood Education (ECE) Conferences are budgeted in total at \$2,180,400, with \$2,168,400 for service provider contracts and \$19,500 for English and Spanish ECE

conferences (*Due to State Reporting Requirements, historically the ECE conference is budgeted with contracts, although there is no contract.*)

- Contract expenditures are estimated at a 100% expenditure rate

STANISLAUS COUNTY CHILDREN & FAMILIES COMMISSION

LONG RANGE FINANCIAL PLAN FY 2021/2022 through FY 2026/2027

	Actual FY 18/19	Actual FY 19/20	FY 20/21 Adopted Budget	FY 21/22 Budget	FY 22/23 Projection	FY 23/24 Projection	FY 24/25 Projection	FY 25/26 Projection	FY 26/27 Projection
REVENUE									
<i>Prop. 10 Tobacco Tax Revenue based on State Projections</i>									
Interest	\$ 199,740	\$ 256,739	\$ 119,000	\$ 80,000	\$ 79,200	\$ 78,408	\$ 77,624	\$ 76,848	\$ 76,079
Other State Revenue	\$ -	\$ -	\$ -	\$ 48,325	\$ -	\$ -	\$ -	\$ -	\$ -
Tobacco Tax (Prop 10)	\$ 4,879,905	\$ 4,991,425	\$ 4,128,201	\$ 4,707,423	\$ 4,683,103	\$ 4,647,560	\$ 4,548,708	\$ 4,416,795	\$ 4,288,708
Other/Misc. Revenue	\$ 36,381	\$ 266,159	\$ 25,000	\$ 100,000	100,000	100,000	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 5,116,026	\$ 5,514,322	\$ 4,272,201	\$ 4,935,748	\$ 4,862,303	\$ 4,825,968	\$ 4,626,332	\$ 4,493,643	\$ 4,364,786
EXPENDITURES									
Program									
Result Area Contracts	\$ 4,425,500	\$ 3,126,324	\$ 2,994,107	\$ 2,843,398	\$ 2,769,500	\$ 2,769,500	\$ 2,719,500	\$ 2,719,500	\$ 2,719,500
Contract Adjustments (Contingency)	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Salaries & Benefits	\$ 157,169	\$ 228,994	\$ 216,969	\$ 262,385	\$ 284,058	\$ 293,649	\$ 303,849	\$ 314,420	\$ 325,378
Services & Supplies	\$ 91,845	\$ 137,566	\$ 479,545	\$ 620,605	\$ 590,429	\$ 593,340	\$ 614,356	\$ 617,475	\$ 620,682
County Cap Charges	\$ 23,466	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures - Program	\$ 4,697,980	\$ 3,492,884	\$ 4,190,621	\$ 4,226,387	\$ 4,143,987	\$ 3,756,489	\$ 3,737,705	\$ 3,751,395	\$ 3,765,560
Evaluation									
Salaries & Benefits	\$ 9,552	\$ 3,022	\$ 12,053	\$ 14,184	\$ 15,355	\$ 15,873	\$ 16,424	\$ 16,996	\$ 17,588
Services & Supplies	\$ 10,038	\$ 2,189	\$ 21,012	\$ 27,468	\$ 26,989	\$ 27,122	\$ 28,084	\$ 28,228	\$ 28,375
County Cap Charges	\$ 1,619	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures - Evaluation	\$ 21,209	\$ 5,211	\$ 33,065	\$ 41,651	\$ 42,344	\$ 42,995	\$ 44,508	\$ 45,224	\$ 45,963
Administration									
Salaries & Benefits	\$ 338,088	\$ 317,976	\$ 373,668	\$ 432,580	\$ 468,312	\$ 484,125	\$ 500,941	\$ 518,369	\$ 536,433
Services & Supplies	\$ 87,724	\$ 62,284	\$ 153,814	\$ 195,007	\$ 191,798	\$ 192,689	\$ 199,844	\$ 200,920	\$ 202,122
County Cap Charges	\$ 24,508	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures - Administration	\$ 450,321	\$ 380,259	\$ 527,482	\$ 627,588	\$ 660,110	\$ 676,814	\$ 700,785	\$ 719,289	\$ 738,555
Total Expenditures	\$ 5,169,511	\$ 3,878,355	\$ 4,751,168	\$ 4,895,626	\$ 4,846,441	\$ 4,476,298	\$ 4,482,998	\$ 4,515,908	\$ 4,550,078
NET INCREASE (DECREASE) TO FUND BALANCE	\$ (53,485)	\$ 1,635,967	\$ (478,967)	\$ 40,122	\$ 15,862	\$ 349,670	\$ 143,334	\$ (22,265)	\$ (185,292)
Beginning Fund Balance	\$ 6,573,156	\$ 6,519,671	\$ 7,436,064	\$ 9,352,488	\$ 9,392,610	\$ 9,408,472	\$ 9,758,142	\$ 9,901,475	\$ 9,879,211
ENDING FUND BALANCE*	\$ 6,519,671	\$ 8,155,639	\$ 6,957,097	\$ 9,392,610	\$ 9,408,472	\$ 9,758,142	\$ 9,901,475	\$ 9,879,211	\$ 9,693,920

Stanislaus County Children and Families Commission

Budget Assumptions May 25, 2021

Fiscal Year 2021-2022 Year End Projections

- Revenue
 - Estimated revenue is projected to finish ahead of budget as a result of higher than projected Prop 56 revenue; better than projected Prop 10 revenue; and unanticipated emergency funding from Sunlight Giving.
 - Interest income is trending at 1.4% return.
- Contracts
 - Most contractors are expected to expend close to 100% of their contract amount.
- Expenses
 - Estimated actual expenses are projected to finish under budget.

Budget Estimates & Projection for Fiscal Year 2021-2022

- Revenue
 - Revenue projections are provided by Department of Finance & First 5 California. The most current projections are as of May 2020 and are recommended by the State to be used for projections.
 - Total revenue includes the combined Prop 10/56 projections from the State, \$100,000 of funding from Sunlight Giving, revenue from the State contract for the Home Visiting Coordination project, interest income and some smaller revenue sources.
 - Interest Income – Assumption used of 1% return on the annual fund balance based on available County Treasury information.
- Salaries and Benefits
 - Allocated staffing positions remain unchanged at 4.5 allocated positions
 - i. 1 Executive Director
 - ii. 1 Confidential Assistant
 - iii. 1 Staff Services Coordinator
 - iv. 1 Accountant III
 - v. 0.5 Account Clerk III
- Shared costs for Services and Supplies are budgeted and spread accordingly in the following cost categories:
 - Administration 61%
 - Evaluation 2%
 - Program 37%
- Program Cost category for State reporting:
 - Contracts and the Early Childhood Education (ECE) Conferences are budgeted in total at \$2,180,400, with \$2,168,400 for service provider contracts and \$19,500 for English and Spanish ECE

conferences (*Due to State Reporting Requirements, historically the ECE conference is budgeted with contracts, although there is no contract.*)

- Contract expenditures are estimated at a 100% expenditure rate



**STANISLAUS COUNTY
CHILDREN & FAMILIES COMMISSION
MEETING MINUTES
Tuesday, April 27, 2021
Zoom**

<https://us02web.zoom.us/j/85725594839?pwd=L2VYVEFtQ1MyeE5rVnlTZjNwSjdQdz09>

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

Commissioners Absent: David Cooper (Vice-Chair), Tony Lomeli

Staff Present: David Jones, Executive Director; Veronica Ascencio, Accountant III; Angie Cobb, Commission Counsel; Kellie Edwards, Confidential Assistant IV; Stephanie Loomis, Staff Services Coordinator

1. Chair Cantu called the meeting to order at 4:02 p.m. Commission members and First 5 staff were introduced.
2. Pledge of Allegiance was conducted.
3. Announcement of Commissioner Recusals – None
4. Presentation
 - A. A presentation was given by Stephanie Aguilar, Director of the Child Development Training Consortium for Yosemite Community College District, on IMPACT 2020.
5. Public Comment Period (Limit of 5 minutes per person) – None
6. Consent Calendar
 - Paredes-Walsborn/Bauman (7,0) approved the Consent Calendar
 - A. Miscellaneous
 1. Approval of the February 23, 2021, Commission Meeting Minutes
 2. Approval of the April 12, 2021, Administrative Committee Meeting Minutes
 - a. Result Area Fiscal Report as of February 28, 2021
 3. Approval of the April 15, 2021, Operations Committee Meeting Minutes
 4. Approval of the April 21, 2021, Executive Committee Meeting Minutes
7. Discussion
 - A. Chiesa/Paredes-Walsborn (7,0) accepted the First 5 Stanislaus 2020 State of Children Birth to Age 5 Report. Maggie Steakley from the Glen Price Group gave a presentation on the report.
 - B. Harwell/Lilly-Tengowski (7,0) accepted the First 5 Stanislaus 2019-2020 Annual Program Evaluation Report. Stephanie Loomis gave a presentation on the report.

8. Public Hearing
 - A. Bauman/Chiesa (7,0) conducted a public hearing on the First 5 California 2019-2020 Annual Report and accepted the report. Stephanie Loomis gave a presentation on the report.
9. Correspondence - None
10. Commissioner Reports

Commissioner Harwell shared her official retirement date was effective March 27, 2021. She has remained in County service on a part-time basis and will continue to serve in her role as a Commissioner until a new Director of the Community Services Agency is hired.
11. Staff Reports
 - A. Executive Director report. Jones provided an update on the hiring status for the Home Visiting Coordinator Contract Position; reported meetings with HBO staff continue to coordinate the transition as their contract is concluding at the end of June; provided status update on the CSA/First 5 joint contract RFP process - award letters were issued on April 19, 2021, and the protest period will end on May 4, 2021; shared the new Prenatal through Age 1 program will be named PlanetBaby! along with details and status of its development; shared that a pilot program is in process with RT Productions to produce training videos to be used and available on an ongoing basis; shared his continued work on additional training partnerships including the WIC program; reported that the online 0 to 5 resource directory which is part of the online Family Network project is almost completed; shared additional resources that will be available on the Family Network; advised that First 5 is working with County IT to find a program to enhance service, better capture, and retain First 5 customers and that he will be seeking quotes for a multi-channel marketing hub service; announced the proposed budget will be presented in May, including new community grant opportunities; shared he is in discussion with a non-profit, On The Verge, regarding opportunities to stay in relationships with graduates from Leadership Cohort 1; shared that First 5 staff is working with County IT on the concept of a web-based reporting tool for funded partners; shared his participation in the virtual legislative day today.
12. The Commission meeting adjourned to closed session at 5:53 p.m. Public Employee Evaluation, Title: Executive Director, Government Code: 54957(b). No reportable action was taken.
13. Adjournment at 6:10 p.m.