

FIRST 5 STANISLAUS



**Commission Meeting
June 22, 2021, 4:00 pm**

Join Zoom Meeting:

<https://us02web.zoom.us/j/85852923427?pwd=ZUc1Mk0rU1ZhNjNpY3BYQTY4SHM1QT09>

Meeting ID: 858 5292 3427

Passcode: 506758

Dial by your location

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



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, June 22, 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.

Commission Meeting Notice

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Tuesday, June 22, 2021, 4:00 PM

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for Commissioners and Public**

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

June 22, 2021 • 4:00 P.M.

Join Zoom Meeting: <https://us02web.zoom.us/j/85852923427?pwd=ZUc1Mk0rU1ZHNjNpY3BYQTY4SHM1QT09>

Meeting ID: 858 5292 3427

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One tap mobile

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(San Jose)
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+1 312 626 6799 US (Chicago)

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 May 25, 2021 Commission Meeting Minutes
 2. Approval to Accept and Distribute \$70,000 of Emergency Funds from Sunlight Giving and Approval of Related Budget Actions for Sunlight Giving Funding
6. Discussion
 - A. Approval to Award a Contract to the Stanislaus Multi-Cultural Health Coalition/West Modesto King Kennedy Neighborhood Collaborative for the Provision of First 5 Stanislaus PlanetBaby! Services for Fiscal Year 2021-2022
 - B. Approval to Negotiate and Execute a Contract with the Parent Resource Center to Provide First 5 Stanislaus PlanetBaby! Program Technical Assistance
7. Public Hearing
 - A. Public Hearing to Consider Approval of Amendments to the Policies and Procedures Manual
8. Correspondence
9. Commissioner Reports
10. Staff Reports

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 meeting when the specific agenda item comes up for discussion and voting.

11. Adjournment



**STANISLAUS COUNTY
CHILDREN & FAMILIES COMMISSION
MEETING MINUTES
Tuesday, May 25, 2021
Zoom**

<https://us02web.zoom.us/j/81745687168?pwd=R0l1cIV2SjlLUEpBNFZObkUwbE5Ydz09>

Commissioners Present: Vicki Bauman, Ignacio Cantu, Jr. (Chair), Vito Chiesa, David Cooper (Vice-Chair), Kathy Harwell, Tony Lomeli, Nelly Paredes-Walsborn

Commissioners Absent: Mary Ann Lilly-Tengowski, Dr. Julie Vaishampayan

Staff Present: David Jones, Executive Director; Veronica Ascencio, Accountant III; Angie Cobb, Commission Counsel; Kellie Edwards, Confidential Assistant IV; Stephanie Loomis, Staff Services Coordinator; Pam Thompson-Ryan, Account Clerk III; Victoria Ven, Home Visiting Coordinator CE

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 – Jones announced that Commissioner Harwell will be recusing herself from parts of Item 7.B. Public Hearing to Consider Adoption of the Fiscal Year 2021-2022 Budget, Long Range Financial Plan, and Related Actions.
4. Public Comment Period (Limit of 5 minutes per person) – None
5. Consent Calendar
Bauman/Paredes-Walsborn (7,0) approved the 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 - None
7. Public Hearing
 - A. Chiesa/Cooper (7,0) conducted a public hearing and approved amendments to the Policies and Procedures Manual.

- B. Bauman/Paredes-Walsborn (7,0) conducted a public hearing on the Fiscal Year 2021-2022 Budget, Long Range Financial Plan, and Related Actions and approved staff recommendations: numbers 1 through 8 and 10 on page 24 of the agenda packet; authorized staff to work with vendors to develop budgets up to the contract amounts specified in the corrected Exhibit A as listed in staff recommendation number 9 on page 24 of the agenda packet; authorized staff to work with vendors to develop budgets up to the contract amount specified in lines one through eight of Exhibit B as listed in staff recommendation number 9 on page 24 of the agenda packet; authorized the Executive Director or designee to negotiate and execute service purchase orders or agreements not to exceed amounts specified in lines one through eight of Exhibit B as listed in staff recommendation number 11 on page 24 of the agenda packet.

Commission Harwell left the meeting at 4:59 p.m.

Lomeli/Cooper (6,0) authorized staff to work with United Way of Stanislaus as specified on line nine of Exhibit B to develop a budget up to the contract amount specified in Exhibit B in accordance with staff recommendation number 9 on page 24 of the agenda packet; authorized the Executive Director or designee to negotiate and execute a service purchase order with United Way of Stanislaus not to exceed the amount specified in line nine of Exhibit B in accordance with staff recommendation number 11 on page 24 of the agenda packet.

Commission Harwell returned to the meeting at 5:01 p.m.

8. Correspondence - None
9. Commissioner Reports - None
10. Staff Reports - None
11. The Commission meeting adjourned at 5:02 p.m.



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

ACTION AGENDA SUMMARY

AGENDA DATE: June 22, 2021

COMMISSION AGENDA #: 5.A.2.

SUBJECT:

Approval to Accept and Distribute \$70,000 of Emergency Funds from Sunlight Giving and Approval of Related Budget Actions for Sunlight Giving Funding

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 is a funded partner of Sunlight Giving and has received a variety of grants from Sunlight since 2017.

In response to the COVID-19 crisis, Sunlight Giving designated emergency funds to support local needs beyond their standard organizational funding parameters. These funds are limited to existing partner organizations, of which First 5 Stanislaus is a partner. Previous Sunlight Giving emergency funding has been divided and distributed to the network of 12 nonprofit Family Resource Centers (FRCs) funded through First 5.

Sunlight Giving staff notified First 5 Stanislaus in May 2021 that they had awarded an additional \$70,000 of emergency funding to First 5 Stanislaus. This funding would come to First 5 as an unrestricted grant. The intent of the grant will be to allow FRC partner organizations to continue to have funding that can be used for cash aid, housing assistance, emergency supplies, and other essential supplies that might be needed to support families of 0-5 children during this time of pandemic. This funding would not be used for things such as FRC staffing costs. It is the intent of First 5 to distribute the \$70,000 to the 12 FRC partner sites which are funded through a direct First 5 contract or through the Parent Resource Center subcontract (Sierra Vista Drop-In FRC). Funding for each site will be transmitted as a “pass through” of funding.

Funding will be distributed in a proportion of \$5,833.33 for each of the 12 identified FRC sites. Funding would be approved for Turlock Family Resource Center, Ceres Partnership for Healthy Children, Hughson Family Resource Center, Waterford Family Resource Center, Oakdale Family Resource Center, North Modesto Family Resource Center, Parent Resource Center – 811 5th Street, Airport Neighborhood – 202 S. Santa Cruz, Sierra Vista Drop-In FRC, Patterson Family Resource Center, Newman Family Resource Center, and The Bridge Family Resource Center.

Funding Allocation Table:

Aspiranet (\$5,833.33)	
<i>Turlock Family Resource Center</i>	\$5,833.33
Center for Human Services (\$23,333.32)	
<i>Ceres Partnership for Healthy Children</i>	\$5,833.33
<i>Oakdale Family Resource Center</i>	\$5,833.33
<i>Patterson Family Resource Center</i>	\$5,833.33
<i>Newman Family Resource Center</i>	\$5,833.33
Parent Resource Center (\$11,666.66)	
<i>Parent Resource Center – 811 5th Modesto</i>	\$5,833.33
<i>Airport Neighborhood – 202 S. Santa Cruz</i>	\$5,833.33
Sierra Vista Child & Family Services (\$29,1665.65)	
<i>Waterford Family Resource Center</i>	\$5,833.33
<i>Hughson Family Resource Center</i>	\$5,833.33
<i>North Modesto Family Resource Center</i>	\$5,833.33
<i>Drop-In Family Resource Center</i>	\$5,833.33
<i>The Bridge (non-Differential Response)</i>	\$5,833.33
TOTAL EMERGENCY FUNDING	\$69,999.96

First 5 will provide a simple reporting tool for each FRC site to record the use of funds provided by First 5. The report will need to be completed quarterly until all funding has been expended. It is recommended for the Commission to approve acceptance of the \$70,000 Sunlight Giving emergency funding, and to approve the distribution of the funds in the identified amounts to the partner organization, or to the organization sites directly, depending on the organization's preference. After receiving these funds, organizations with multiple FRC sites (Sierra Vista, Center for Human Services, and Parent Resource Center) may shift funds between their First 5 contracted FRC sites as necessary based on community need.

The \$70,000 of emergency funding will bring the total emergency grant funding from Sunlight Giving to \$240,000 for Fiscal Year 2020-2021. As a result, it is recommended for the Commission to approve an increase in Revenue and Appropriations of \$70,000 in the Fiscal Year 2020-2021 Budget.

STAFF RECOMMENDATIONS:

1. Approve receipt of the award from Sunlight Giving in the amount of \$70,000.
2. Approve the identified distribution of funds to the identified organizations.
3. Authorize staff to make the necessary technical adjustments to process payment to the identified organizations.
4. Authorize staff to make the necessary technical and budget adjustments to increase the First 5 Stanislaus Revenue and Appropriations by \$70,000 for the Fiscal Year 2020-2021 legal budget.

FISCAL IMPACT:

Receipt of the Sunlight Giving funds would have a positive benefit for First 5 Stanislaus and the community. Use of the funds to provide emergency assistance to the community through Family Resource Centers promotes the implementation of First 5 Stanislaus goals and strategies during this time of community crisis. Funding would be passed through to identified community organizations for the benefit of the community members they serve. If approved, staff would increase revenue and appropriations by \$70,000 for the Fiscal Year 2020-2021 legal 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: _____
Kellie Edwards – Confidential Assistant IV



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

ACTION AGENDA SUMMARY

AGENDA DATE: June 22, 2021

COMMISSION AGENDA #: 6.A.

SUBJECT:

Approval to Award a Contract to the Stanislaus Multi-Cultural Health Coalition/West Modesto King Kennedy Neighborhood Collaborative for the Provision of First 5 Stanislaus PlanetBaby! Services for Fiscal Year 2021-2022

BACKGROUND:

First 5 Stanislaus is launching a new prenatal through age one program called the First 5 Stanislaus PlanetBaby! program. Site locations will primarily be at the Differential Response Family Resource Center (DR FRC) sites funded by First 5 and the Community Services Agency. CSA and First 5 will have new agreements for these DR FRC sites beginning on July 1, 2021 and these agreements will include PlanetBaby! services. These agreements were approved by the Commission at their May 25, 2021, meeting.

PlanetBaby! is being launched as a new support group in timing with the closure of the Healthy Birth Outcomes (HBO) program which ends on June 30, 2021. HBO has been a long-standing program operated by the Health Services Agency (HSA) and funded by First 5. First 5 staff have been working over this past year in partnership HSA to plan for the closure of the HBO program and for First 5 to offer a new prenatal to age one program through Family Resource Centers. PlanetBaby! groups will be designed to include opportunities for social support as well as some educational opportunities. The groups are founded upon the Five Protective Factors and are designed to help participants increase their protective factors to support their pregnancy and parenting.

The Stanislaus Multi-Cultural Health Coalition/West Modesto King Kennedy Neighborhood Collaborative is nearing its 27th year of providing services to residents in West Modesto. The Collaborative is one of the original FRCs contracted by the Health Services Agency to provide HBO services to the local community. They currently provide HBO services at their location at 601 South Martin Luther King Drive and this service plays an important role for the residents of West Modesto. They are not a DR FRC and so they do not currently have a contract with First 5 to provide services for the new PlanetBaby! program that will begin on July 1, 2021.

Staff are recommending a one-year contract be negotiated and executed with the Stanislaus Multi-Cultural Health Coalition/West Modesto King Kennedy Neighborhood Collaborative for a not to exceed amount of \$30,000 to provide PlanetBaby! services for the period of July 1, 2021, through June 30, 2022. This contract would allow for continuity of prenatal to age one services for the local community in West Modesto and to provide First 5 staff the opportunity to evaluate the effectiveness of these services during the implementation of the new contract.

STAFF RECOMMENDATIONS:

1. Authorize the Executive Director to negotiate and execute a contract with the Stanislaus Multi-Cultural Health Coalition/West Modesto King Kennedy Neighborhood Collaborative to provide PlanetBaby! services for a not to exceed amount of \$30,000 effective July 1, 2021, through June 30, 2022.
2. Authorize staff to make the necessary technical and budget adjustments associated with this contract.

FISCAL IMPACT:

Appropriations of \$30,000 for implementation of the contract are included in the Fiscal Year 2021-2022 budget; therefore, no increase in appropriations is being requested.

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



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

ACTION AGENDA SUMMARY

AGENDA DATE: June 22, 2021

COMMISSION AGENDA #: 6.B.

SUBJECT:

Approval to Negotiate and Execute a Contract with the Parent Resource Center to Provide First 5 Stanislaus PlanetBaby! Program Technical Assistance

BACKGROUND:

First 5 Stanislaus is launching a new prenatal through age one program called the First 5 Stanislaus PlanetBaby! program. Site locations will primarily be at the Differential Response Family Resource Center (DR FRC) sites funded by First 5 and the Community Services Agency. CSA and First 5 will have new agreements for these DR FRC sites beginning on July 1, 2021. These agreements were approved by the Commission at their May 25, 2021 meeting.

PlanetBaby! is being launched as a new support group in timing with the closure of the Healthy Birth Outcomes (HBO) program which ends on June 30, 2021. The HBO Program has been a long-standing program operated by the Health Services Agency and funded by First 5. First 5 staff have been working over this past year to plan for the closure of the HBO program and to offer a new prenatal to age one program through Family Resource Centers.

PlanetBaby! support groups will be designed to include opportunities for social support as well as some education. The groups are founded upon the Five Protective Factors and are designed to help participants increase their protective factors to support their parenting success. Groups would feature fun, interactive sessions with activities and periodic training. Facilitators will encourage participants to have a medical provider and keep medical appointments. The groups will be designed for attendees to grow deeper in relationship with one another and to also have concrete learnings to help them prepare for parenting and to have the supports they need. These groups are also designed to be leveraged by the existing strengths and services of each site location.

Support groups and trainings will be monolingual with Spanish and English options. Support meetings would be offered every other week for group members. Support groups can be completely virtual as well as offered in a hybrid model which would be in-person combined with virtual. In the hybrid model, people could attend via a virtual platform from home and others could be in-person. All groups will offer a virtual component to accommodate participants.

First 5 Stanislaus issued a Request for Quote (RFQ) to identify a contractor who could provide technical assistance and training services for implementation of the PlanetBaby! program. These services would include: preparing and hosting monthly peer support and learning sessions for PlanetBaby! facilitators including discussion of best practices; providing technical assistance to facilitators; and, providing support to First 5 for program development during its first year of implementation.

As a result of the RFQ process, it is recommended that a contract be awarded to the Parent Resource Center (PRC) for provision of these services in an amount not to exceed \$12,500 for Fiscal Year 2021-2022. PRC has been a long-standing community nonprofit partner of First 5 Stanislaus and a recognized expert in the field of parenting. Since PRC's inception 28 years ago, they have been operating support groups in the local community. Past and current programs offered by PRC include the Healthy Birth Outcomes (HBO) program, Mommies to Be, Babies in Bloom, Sweet Beginnings, and Simplemente Mujer (Simply Women). During the COVID-19 pandemic, PRC staff have been supporting other HBO sites,

their staff and clients. They have also been facilitators of combined groups of HBO sites during this time and have been used in a mentor role for new HBO facilitators. PRC has a deep knowledge of community resources and referral strategies as well as research techniques for community resource and referral. PRC not only has the strong skill sets to run programs effectively, but also has qualified staff and resources to build the skills of facilitators and develop a structure in which facilitators can develop confidence in delivery of the program in a variety of formats for a quality participant experience. PRC has identified their initial team members associated with this contract and are prepared to commit other staff as needed.

It is recommended that the Commission authorize the Executive Director to negotiate and execute a contract with the Parent Resource Center not to exceed \$12,500 for the provision of technical assistance services for implementation of the PlanetBaby! program for Fiscal Year 2021-2022. This would be a one-year contract with an effective date of July 1, 2021, through June 30, 2021.

STAFF RECOMMENDATIONS:

1. Authorize the Executive Director to negotiate and execute a contract with the Parent Resource Center for technical assistance services with a not to exceed amount of \$12,500 effective July 1, 2021, through June 30, 2022.
2. Authorize staff to make the necessary technical and budget adjustments associated with this contract.

FISCAL IMPACT:

Appropriations of \$12,500 for implementation of the contract are included in the Fiscal Year 2021-2022 budget; therefore, no increase in appropriations is being requested.

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

ACTION AGENDA SUMMARY

AGENDA DATE: June 22, 2021

COMMISSION 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 506 and 506.4, noted in track changes, from the Policies and Procedures Manual and a new proposed Section 509 for use of gift cards. If approved by the Commission as presented, the Policy & Procedure Manual will be updated to reflect the policy revisions as well as authorization for minor, non-substantive changes, such as numbering and formatting, etc. The suggested changes to the Manual are summarized as follows:

- Modify Section 506 and 506.4 – Currently, the approval of the Executive Director or designee is required for any budget revision proposed by a contractor that would increase or decrease a line item by more than 10%, or for a budget revision that increases or decreases the subtotal of the Personnel, Services or Fixed Asset categories. The proposed change to this section would increase the current authorized rate from 10% up to the new rate of 20% for the authorized amount of expenditures made by Contractors on any line item in their budget before a budget revision would need to be requested. There would be no change to the language in regard to increases or decreases in the subtotal of the Personnel, Services, or Fixed Asset categories. While the change would allow some additional flexibility for contractors before a budget revision would be required, all contractors would still be required to stay within their total contract limits. The change gives an appropriate additional level of flexibility for contractors, while providing the appropriate level of oversight for First 5. This change would potentially decrease the number of budget revisions needed by contractors and would align with the practice of First 5 California. This subject has been reviewed with the First 5 outside auditor and is consistent with practices of other First 5 organizations.
- Section 509 Gift Card Policy and Procedures – This new Section for contractors in the Policies and Procedures Manual would establish written controls for the use of gift cards. The Commission does not currently have a gift card policy for contractors and the proposed policy is based on the policy currently in place at the Stanislaus County Auditor Controller Office (ACO). Having a gift card policy for contractors would add additional accounting controls and provide clarity and parameters to contractors on the appropriate acquisition and use of gift cards.

STAFF RECOMMENDATIONS:

1. Conduct a public hearing on the recommended revisions to the Policies and Procedures Manual.
2. Adopt the Policies and Procedures changes as presented.
3. Authorize staff to make minor, non-substantive changes to the Policies and Procedures Manual and to place the Manual on the First 5 Stanislaus website.

FISCAL IMPACT:

There is no direct fiscal impact associated with this agenda item.

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

Section 506 – Contract Budgets and Budget Revision by Contractors

Policy:

It shall be the policy of the Commission to require Contractors to establish, at the time a contract is signed, an estimated expenditure budget for the contract. Contractor is responsible for management and monitoring of monthly expenses and budget to avoid overspending. Expenditures made by Contractors are not to exceed ~~420%~~ of any line item and are not to exceed the subtotal in the Personnel, Services, or Fixed Assets categories without a budget revision being submitted and approved by the Executive Director or his designee.

Commented [VA1]: Recommending 20%, increased from 10% to reduce the number of revisions needed and to align practice with First 5 CA, other First 5's and other County Departments.

Procedure:

506.1 Prior to the contract start date, the Contractor shall provide budget documents to the Commission for review and approval.

- Fiscal Year Budget form – annual line item budget
- Budget Narrative - describe and substantiate the line item budget amounts
 - Personnel Worksheet – describe the full time equivalent of each staff member allocated to program

506.2 Budget revisions initiated by the Contractor are to be submitted in advance of the proposed change by submitting a Budget Revision Form and a Budget Narrative Form. The Commission may choose not to reimburse expenses incurred prior to the approval of a submitted budget revision request. Budget revision requests may be submitted at any time between July and April of the fiscal year. Revisions may not be submitted during May and June.

506.3 Budget revisions should be used with great discretion on the part of a Contractor. A maximum contract amount should not be viewed as the Contractor's money, but rather as Commission funding approved to accomplish the goals of the budget plan that was approved. A budget plan is created for each contract and approved before the contract begins. This budget plan is the approved spending roadmap in order to achieve the Commission's priorities. If a Contractor is not expending funds in specific budget categories according to the plan, there should be no expectation by the Contractor to be entitled to maximum funding of the contract. Examples of funding for budget revisions that will not be approved by the Commission, and should not be submitted, include:

- Stocking up on supplies that are outside the scope or budget plan
- Purchasing for a different fiscal year
- The intention to expend unused funds to avoid "losing" the funding

506.4 Approval of the Executive Director or designee is required for any budget revision proposed by a Contractor that:

- Increases or decreases a line item by more than ~~420%~~
- Increases or decreases the subtotal of the Personnel, Services, or Fixed Asset categories

Section 509 – Gift Card Guidelines

Policy:

Contractors shall have internal control policies and procedures for the use of gift cards as an incentive for clients. Contractor must ensure established controls are followed and applied when purchasing gift cards using Commission funds.

Procedure:

509.1 Gift cards can only be purchased from those vendors providing appropriate services and supplies for the specific activities in the contract. Contractors are expected to follow reasonable use of gift cards (e.g. the dollar amount and number of cards distributed).

509.2 Gift cards must be used during the fiscal year they are purchased and may not be invoiced to the Commission until they been distributed to clients.

509.3 When purchasing gift cards, the following should be considered:

- Have the gift cards been pre-approved by Commission staff, either through an existing program budget or special request
- Does the selected vendor sell unallowable items such as tobacco products, alcohol, firearms, etc.? If so, the vendor may not be an appropriate choice and other vendor should be considered
- Anticipated need should be based on historic and anticipated future use along with current inventory balances. Additionally, gift cards should be distributed during the fiscal year they are purchased
- Inventory quantities shall be based on needs that do not exceed a month time period to ensure risk is kept at a minimum

509.4 Incentive gift cards shall be immediately safeguarded after being purchased. Gift cards must be placed in a safe or locked receptacle and stored in a properly secured location with limited access. Only employees with a clear and practical need shall have access to the gift cards.

509.5 A gift card inventory log shall be maintained on a perpetual basis. The log should document the following information for each gift card purchased:

- Vendor
- Gift card number
- Value
- Date purchased and date issued
- Client who received the gift card
- Name and signature of employee who distributed the gift card

509.6 A monthly reconciliation of gift card activity and balances shall be performed using the inventory log. Any discrepancies noted shall be resolved immediately. If discrepancies cannot be resolved then Commission staff shall be informed immediately.

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509.7 Supporting documentation for gift card purchases must be maintained for a minimum of five years from the termination or completion of the program contract and shall include disbursement logs, physical counts, reconciliations and any other related documentation.

509.8 Gift cards may not be used to provide food for trainings, conferences or group outings. Food or meal purchases must adhere to the guidelines outlined in Section 500.6 of this Policy.

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