

# FIRST 5 STANISLAUS



**Commission Meeting  
November 30, 2021, 4:00 pm  
Join Zoom Meeting:**

<https://us02web.zoom.us/j/83572868464?pwd=WGtWamdhWlp5RTBoYXFjMThuOE85UT09>

**Meeting ID: 835 7286 8464  
Passcode: 167309**

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## Commission Meeting Notice

### MEMBERS:

**Vicki Bauman**  
School Representative

**Ignacio Cantu, Jr.**  
Community Representative

**Vito Chiesa**  
County Supervisor

**David Cooper**  
Chair  
Community Representative

**Mary Ann Lilly-Tengowski**  
Vice Chair  
Health Services Agency

**Nelly Paredes-Walsborn, Ph.D.**  
Community Representative

**Amanda Sharp**  
Community Services Agency

**Julie Vaishampayan, M.D.**  
Public Health Officer

\*\*\*\*\*

**David T. Jones**  
Executive Director

**Tuesday, November 30, 2021, 4:00 PM**  
**Meeting to be conducted via Zoom (video and phone conference)**  
**for Commission and Public**

This meeting will be held in compliance with the requirements of AB 361 (Government Code 54953(e)) and will not include in person public attendance. Members of the public may observe the meeting and provide comments to the Board via email, Zoom (internet-based option) 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](mailto: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](mailto:edwardsk@stancounty.com) or by mail to 930 15<sup>th</sup> 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. Those observing the meeting telephonically may speak up when the Chair asks if there are any comments.

## Commission Meeting Notice

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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](http://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 15<sup>th</sup> 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](http://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.

**This meeting will be held in compliance with the requirements of AB 361 (Government Code 54953(e)) and will not include in person public attendance. Members of the public may observe the meeting and provide comments to the Board via email, Zoom (internet-based option) or telephone as described above.**



## COMMISSION MEETING AGENDA

**November 30, 2021 • 4:00 P.M.**

**Join Zoom Meeting:** <https://us02web.zoom.us/j/83572868464?pwd=WGtWamdhWlp5RTBoYXFjMThuOE85UT09>

**Meeting ID:** 835 7286 8464

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### One tap mobile

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1. Welcome & Introductions
2. Pledge of Allegiance
3. Announcement of Recusals<sup>1</sup>
4. Presentation
  - A. First 5 Stanislaus Home Visiting Coordination Project
5. Public Comment Period (Limit of 5 minutes per person)
6. Consent Calendar
  - A. Miscellaneous
    1. Approval of the October 26, 2021, Commission Meeting Minutes
    2. Approval of the November 8, 2021, Administrative Committee Minutes
      - a. Result Area Fiscal Report as of September 30, 2021
      - b. First Quarter 2021-2022 Financial Report
    3. Approval of the November 10, 2021, Operations Committee Meeting Minutes
    4. Approval of the November 17, 2021, Executive Committee Meeting Minutes
    5. Approval to Adopt a Resolution Authorizing Remote Teleconference Meetings Pursuant to AB 361 (2021)
7. Discussion
  - A. Approval to Negotiate and Execute a Contract with Camille Mays for Facilitation, Education, Training, and Capacity Building Services.
  - B. Approval to Negotiate and Execute a Contract with Takapa Media for Marketing and Promotional Services

<sup>1</sup> 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.

8. Public Hearing
  - A. Public Hearing to Consider Approval of Amendments to the Policies and Procedures Manual
  - B. Public Hearing to Consider Approval of an Update Report on the First 5 Stanislaus Strategic Plan 2019-2024
9. Correspondence
10. Commissioner Reports
11. Staff Reports
12. Adjournment



**STANISLAUS COUNTY  
CHILDREN & FAMILIES COMMISSION  
MEETING MINUTES**

**Tuesday, October 26, 2021**

**Zoom**

<https://us02web.zoom.us/j/84555017735?pwd=ZWJXTndrNFITclhiVCtzdW1uSXpxUT09>

**Commissioners Present:** Vicki Bauman, Vito Chiesa, David Cooper (Chair), Mary Ann Lilly-Tengowski (Vice Chair), Nelly Paredes-Walsborn, Amanda Sharp, Dr. Julie Vaishampayan

**Commissioners Absent:** Ignacio Cantu, Jr.

**Staff Present:** David Jones, Executive Director; Veronica Ascencio, Accountant III; Angie Cobb, Commission Counsel; Kellie Edwards, Confidential Assistant; Stephanie Loomis, Staff Services Coordinator; Victoria Ven, Home Visiting Coordinator CE

1. Chair Cooper called the meeting to order at 4:04 p.m. Commission members and First 5 staff were introduced.
2. Pledge of Allegiance was conducted.
3. Announcement of Commissioner Recusals – None
4. A presentation on COVID 19 and Vaccination in Pregnancy was given by the County's Public Health Officer, Dr. Julie Vaishampayan.
5. Public Comment Period (Limit of 5 minutes per person) – None
6. Consent Calendar  
Lilly-Tengowski/Bauman (7,0) approved the Consent Calendar
  - A. Miscellaneous
    1. Approved the August 24, 2021, Commission Meeting Minutes
    2. Accepted the October 11, 2021, Administrative Committee Minutes
      - a. Result Area Fiscal Report as of June 30, 2021
      - b. 4<sup>th</sup> Quarter 2020-2021 Financial Report
    3. Accepted the October 14, 2021, Operations Committee Minutes
    4. Accepted the October 20, 2021, Executive Committee Minutes
    5. Approved to Correct the date on Item 6 of the November 2020 Administrative Committee Agenda, Item 6 of the November 2020 Operations Committee Agenda, and Item 7 of the December 2020 Executive Committee Agenda, to December 8, 2020.

7. Discussion
  - A. Chiesa/Sharp (7,0) approved a resolution authorizing implementation of AB 361 to allow for virtual meetings of the Commission for a period of 30 days commencing on October 26, 2021.
  - B. Bauman/Paredes-Walsborn (7,0) approved the 2022 Meeting Dates for the First 5 Stanislaus Commission and Committees
8. Public Hearing
  - A. Lilly-Tengowski/Sharp (7,0) conducted a public hearing to consider acceptance of the First 5 Stanislaus 2020-2021 Audit Report prepared by Hudson Henderson & Company, Inc. and accepted the First 5 Stanislaus 2020-2021 Audit Report.

**Commissioner Chiesa left the meeting at 4:45 p.m.**

- B. Paredes-Walsborn/Bauman (6,0) conducted a public hearing on the 2020-2021 Local Annual Report, accepted the 2020-2021 Local Annual Report, and authorized staff to submit the report to First 5 California.
9. Correspondence – None
10. Commissioner Reports – None
11. Staff Reports
  - A. Executive Director Report - Jones welcomed new Commissioner and CSA Director, Amanda Sharp to the Commission; announced that the Clerk of the Board's Office has posted the Commissioner vacancy as a result of Tony Lomeli's resignation; announced his appreciation to Pam Thompson Ryan for her work, as she has recently retired from County service; and congratulated Dr. Vaishampayan on receiving the Stanislaus County Equal Rights Commission Humanitarian Award. An update was given for the On the Verge Leadership Cohort as the year two pilot project kicked off in September with the first meeting held via a virtual meeting and this will continue with learning experiences and coaching over the next nine months; shared that several weeks ago over 3,000 books were distributed from First 5 to our partner organizations; and thanked First 5 staff for the FRC contract sites data preparation used to assist with the annual CSA Risk Assessment. Status of the parenting training for the CSA/First 5 DR FRC contract sites was given; Abriendo Puertas training was completed in August and Nurturing Parent training was completed in October; First 5 is looking at providing future trainings for parent cafés (the third leg of the curriculum). Jones introduced and shared First 5's excitement to work with Camille Mays who will be leading a pilot project convening for parent facilitators on November 3; gave an update on the contract with Benovate/Neighborly for the online data reporting system which included a listening session with First 5 partners on October 22<sup>nd</sup> to help better understand what data elements Differential Response and Healthy Start FRCs would like to report to better highlight their work; shared that First 5 has participated in Race-Equity-Diversity-Inclusion (REDI) work and expressed the importance of and the interest in exploring Parent Advocacy training locally with the DR FRC and Healthy Start partners. Information from the Glen Price Group was shared as they have advised there is a delay to start work on the State of Children Report as a result of a delay in the release of American Community Survey data from the Census; an update was delivered on the revenue delay from California Department of Tax and Fee Administration (CDTFA); CDTFA has reported that they are experiencing a delay in closing their books, therefore no revenue has been received by First 5 organizations for the months of July, August, or September. Jones shared that First 5 California is looking into what an appropriate role may be in regard to the Afghan Refugee situation and that he has reached out to gain understanding of local needs to determine if there is an appropriate role for First 5 Stanislaus that meets our

strategic plan; announced Victoria Ven will present an update and progress of the Home Visitation Coordination (HVC) Project at the November meeting; and shared the that the Report to the Community featuring the Hughson Family Resource Center is now available online.

12. The Commission meeting adjourned at 5:19 p.m.



930 15<sup>th</sup> Street  
Modesto, CA 95354  
Office: 209.558.6218 Fax: 209.558.6225

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Community Services Agency

**Julie Vaishampayan, M.D.**  
Public Health Officer

\*\*\*\*\*

**David T. Jones**  
Executive Director

## ***Administrative/Financial Committee Minutes***

*Monday, November 8, 2021*

**Commissioners Present:** Vicki Bauman, Nelly Paredes-Walsborn,  
Amanda Sharp

**Commissioners Absent:** Mary Ann Lilly-Tengowski

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

Meeting was called to order at 12:08 p.m.

1. Bauman/Paredes-Walsborn (3,0) approved a resolution authorizing teleconference meeting of the Administrative Committee pursuant to AB 361 (2021).
2. Result Area Fiscal Report as of September 30, 2021 – Ascencio presented the report to Committee members, and no action was taken.
3. 1st Quarter 2021-2022 Financial Report – Ascencio presented the report to Committee members, and no action was taken.
4. Correction to item 4 of the October 11, 2021, Administrative Agenda – Jones advised of date correction applied, and no action was taken.
5. Update on Parenting Facilitation Community of Practice – Jones presented the update including staff plans to implement a small Scope of Work to support this project, and no action was taken.
6. Update on Parent Advocacy project – Jones presented the update including staff plans to implement several small Scopes of Work to support this project, and no action was taken.
7. Update on work to promote the Report to the Community – Jones presented the update including staff plans to implement a Scope of Work through a contract to support this project, and no action was taken.
8. Update on First 5 online resources – Jones presented the update, and no action was taken.
9. Update on Customer database project – Jones presented the update, and no action was taken.

10. Draft agenda for November 30, 2021, Commission Meeting – Jones presented the draft agenda to Committee members, and no action was taken.
11. Executive Director Report – None
12. Adjournment at 1:05 p.m.

## First 5 Stanislaus

### Result Area Fiscal Report

YTD as of 9/30/21

	<i>Budget</i>	<i>Actual Expenditures</i>	<i>Remaining Budget</i>	<i>% Actual to Budget</i>
<b>RESULT AREA 1: Improved Family Functioning (Family Support, Education, and Services)</b>				
<b>General Family Support</b>				
<i>211/Family Resource Centers; CBO - Non-Profit; County Office of Ed-School District</i>				
211 Project ( <i>United Way</i> )	\$ 20,000	\$ -	\$ 20,000	0%
Family Resource Centers:				
Ceres Partnership for Healthy Children ( <i>CHS</i> )	\$ 165,769	\$ -	\$ 165,769	0%
Hughson Family Resource Center ( <i>SV</i> )	\$ 149,952	\$ -	\$ 149,952	0%
N. Modesto/Salida Family Resource Center ( <i>SV</i> )	\$ 225,406	\$ -	\$ 225,406	0%
Oakdale/Riverbank Family Resource Center ( <i>CHS</i> )	\$ 163,610	\$ 15,063	\$ 148,547	9%
Parent Resource Center	\$ 342,113	\$ -	\$ 342,113	0%
Turlock Family Resource Center ( <i>Aspiranet</i> )	\$ 174,872	\$ -	\$ 174,872	0%
Westside Family Resource Center ( <i>CHS</i> )	\$ 278,273	\$ -	\$ 278,273	0%
The Bridge ( <i>Sierra Vista</i> )	\$ 150,000	\$ -	\$ 150,000	0%
PlanetBaby! Site (West Modesto Community Collab.)	\$ 25,920	\$ -	\$ 25,920	0%
Healthy Start	\$ 498,398	\$ -	\$ 498,398	0%
<b>Total Area 1:</b>	<b>\$ 2,194,313</b>	<b>\$ 15,063</b>	<b>\$ 2,179,250</b>	<b>1%</b>
<b>RESULT AREA 2: Improved Child Development (Child Development Services)</b>				
<b>Quality Early Learning Support</b>				
<i>First 5 County Commission</i>				
Early Care and Education Conference	\$ 12,000	\$ 554	\$ 11,446	5%
<b>Total Area 2:</b>	<b>\$ 12,000</b>	<b>\$ 554</b>	<b>\$ 11,446</b>	<b>5%</b>
<b>RESULT AREA 4: Improved Systems of Care</b>				
<b>System Building</b>				
<i>CBO/non-profit, Other Private/For Profit</i>				
Cradle to Career	\$ 21,346	\$ -	\$ 21,346	0%
Abriendo Puertas	\$ 54,417	\$ 54,417	\$ -	100%
PlanetBaby! Technical Assistance	\$ 12,500	\$ -	\$ 12,500	0%
High Risk Maternal Systems Improvement Svcs	\$ 10,000	\$ 925	\$ 9,075	9%
<b>Total Area 4:</b>	<b>\$ 98,263</b>	<b>\$ 55,342</b>	<b>\$ 42,921</b>	<b>56%</b>
<b>Result Area Total</b>	<b>\$ 2,304,576</b>	<b>\$ 70,959</b>	<b>\$ 2,233,617</b>	
<b>ADJUSTED PROGRAM CONTRACT EXPENDITURES*</b>				
	<b>\$ 2,292,576</b>	<b>\$ 70,405</b>	<b>\$ 2,222,172</b>	<b>3%</b>

\* Adjusted Program Contract Expenditures does not include ECE Conference Costs

**First 5 Stanislaus**  
**Fiscal Year 2021-2022**  
**1st Quarter Financial Report**

	Three Months Ended September 30		YTD				
	2021	2020	FY 21/22 Adopted Budget	FY 21/22 Legal Budget	FY 21/22 Actual	Remaining FY Budget	% Actual to Budget
<b>REVENUE</b>							
Interest	\$ -	\$ -	\$ 80,000	\$ 80,000	\$ -	\$ 80,000	0%
Tobacco Tax (Prop 10) ( incl. SMIF, Backfill)	\$ 0	\$ 346,941	\$ 4,707,423	\$ 4,707,423	\$ 0	\$ 4,707,423	0%
Other - State Revenue (HVG, IMPACT)	\$ 8,003	\$ -	\$ 48,325	\$ 48,325	\$ -		
Other - Grants, Misc	\$ 120,115	\$ 97	\$ 100,000	\$ 220,000	\$ 128,118	\$ 99,885	0%
<b>TOTAL REVENUE</b>	<b>\$ 128,118</b>	<b>\$ 347,038</b>	<b>\$ 4,935,748</b>	<b>\$ 5,055,748</b>	<b>\$ 128,118</b>	<b>\$ 4,887,308</b>	<b>3%</b>
<b>EXPENDITURES</b>							
<u><b>Program</b></u>							
Contracts/Programs*	\$ 70,959	\$ 27,203	\$ 2,843,398	\$ 3,067,102	\$ 70,959	\$ 2,996,143	2%
Contracts-Prior Year (Payments/Adjstments)		\$ -	\$ -	\$ -	\$ -	\$ -	
Contract Adjustments (TBD)	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ 500,000	0%
Salaries & Benefits	\$ 69,416	\$ 64,630	\$ 262,385	\$ 262,385	\$ 69,416	\$ 192,969	26%
Services & Supplies	\$ 29,951	\$ 24,889	\$ 620,605	\$ 757,031	\$ 29,951	\$ 727,080	4%
<b>Total Expenditures - Program</b>	<b>\$ 170,326</b>	<b>\$ 116,722</b>	<b>\$ 4,226,387</b>	<b>\$ 4,586,518</b>	<b>\$ 170,326</b>	<b>\$ 4,416,192</b>	<b>4%</b>
<u><b>Evaluation</b></u>							
Salaries & Benefits	\$ -	\$ 3,403	\$ 14,184	\$ 14,184	\$ -	\$ 14,184	0%
Services & Supplies	\$ -	\$ -	\$ 27,468	\$ 27,468	\$ -	\$ 27,468	0%
<b>Total Expenditures - Evaluation</b>	<b>\$ -</b>	<b>\$ 3,403</b>	<b>\$ 41,651</b>	<b>\$ 41,652</b>	<b>\$ -</b>	<b>\$ 41,652</b>	<b>0%</b>
<u><b>Administration</b></u>							
Salaries & Benefits	\$ 103,732	\$ 71,040	\$ 432,580	\$ 432,580	\$ 103,732	\$ 328,848 <sup>+</sup>	24%
Services & Supplies	\$ 17,963	\$ 11,223	\$ 195,007	\$ 208,699	\$ 17,963	\$ 190,736	9%
<b>Total Expenditures - Administration</b>	<b>\$ 121,695</b>	<b>\$ 82,263</b>	<b>\$ 627,588</b>	<b>\$ 641,279</b>	<b>\$ 121,695</b>	<b>\$ 519,584</b>	<b>19%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 292,021</b>	<b>\$ 202,388</b>	<b>\$ 4,895,626</b>	<b>\$ 5,269,449</b>	<b>\$ 292,021</b>	<b>\$ 4,977,428</b>	<b>6%</b>

\* Contracts/Program actuals includes all result area costs, including ECE & cost allocations



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Public Health Officer

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**David T. Jones**

Executive Director

## Operations Committee Minutes

*Wednesday, November 10, 2021*

**Commissioners Present:** Ignacio Cantu, Jr., Julie Vaishampayan, M.D.

**Commissioners Absent:** David Cooper

**Staff Present:** David Jones, Veronica Ascencio, Kellie Edwards

Meeting was called to order at 12:01 p.m.

1. Vaishampayan/Cantu (2,0) approved a resolution authorizing teleconference meeting of the Operations Committee pursuant to AB 361 (2021).
2. Result Area Fiscal Report as of September 30, 2021 – Ascencio presented the report to Committee members, and no action was taken.
3. 1st Quarter 2021-2022 Financial Report – Ascencio presented the report to Committee members, and no action was taken.
4. Update on Parenting Facilitation Community of Practice – Jones presented the update including staff plans to implement a small Scope of Work to support this project, and no action was taken.
5. Update on Parent Advocacy project – Jones presented the update including staff plans to implement several small Scopes of Work to support this project, and no action was taken.
6. Update on work to promote the Report to the Community – Jones presented the update including staff plans to implement a Scope of Work through a contract to support this project, and no action was taken.
7. Update on First 5 online resources – Jones presented the update, and no action was taken.
8. Update on Customer database project – Jones presented the update, and no action was taken.
9. Draft agenda for November 30, 2021, Commission Meeting – Jones presented the draft agenda to Committee members, and no action was taken.
10. Executive Director Report – None
11. Adjournment at 12:39 p.m.



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Public Health Officer

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**David T. Jones**  
Executive Director

## Executive Committee Minutes

*Wednesday, November 17, 2021*

**Commissioners Present:** Vito Chiesa, David Cooper,  
Mary Ann Lilly-Tengowski

**Commissioners Absent:** None

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

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

1. Chiesa/Lilly-Tengowski (3,0) approved a resolution authorizing teleconference meeting of the Executive Committee pursuant to AB 361 (2021).
2. Result Area Fiscal Report as of September 30, 2021 – Ascencio presented the report to Committee members, and no action was taken.
3. 1st Quarter 2021-2022 Financial Report – Ascencio presented the report to Committee members, and no action was taken.
4. Update on Parenting Facilitation Community of Practice – Jones presented the update including staff plans to implement a small Scope of Work to support this project, and no action was taken.
5. Update on Parent Advocacy project – Jones presented the update including staff plans to implement several small Scopes of Work to support this project, and no action was taken.
6. Update on work to promote the Report to the Community – Jones presented the update including staff plans to implement a Scope of Work through a contract to support this project, and no action was taken.
7. Update on First 5 online resources – Jones presented the update, and no action was taken.
8. Update on Customer database project – Jones presented the update, and no action was taken.
9. Draft agenda for November 30, 2021, Commission Meeting – Jones presented the draft agenda to Committee members, and no action was taken.

10. Executive Director Report – Jones summarized collective work with Camille Mays on various projects will total about \$7100; Jones requested dialogue to assist on establishing a policy that will clearly grant the Executive Director spending authority up to a given limit. Committee recommended Jones bring a proposal to the Commission that would create the needed clarity.
11. Adjournment at 1:04 p.m.

**COMMITTEE ROUTING**

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

**ACTION AGENDA SUMMARY**AGENDA DATE: November 30, 2021COMMISSION AGENDA#: 6.A.5.**SUBJECT:**

Approval to Adopt a Resolution Authorizing Remote Teleconference Meetings Pursuant to AB 361 (2021)

**BACKGROUND:**

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19 and ordered all residents to obey orders and guidance issued by state and local health officials, including but not limited to, the imposition of social distancing measures to control the spread of COVID-19. In response to the pandemic, on March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means. Additionally, on March 17, 2020, the County of Stanislaus adopted a resolution ratifying the declaration of local health emergency and issued a proclamation of a local emergency related to COVID-19. This legislation allowed local legislative bodies to continue to meet in a safe manner to conduct the public's business during the pandemic. On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which, effective September 30, 2021, ended the provisions of Executive Order N-29-20 that allowed local legislative bodies to conduct meetings telephonically or by other means.

On September 16, 2021, the Governor signed AB 361 (2021) into law, which allows for local legislative bodies to continue to conduct meetings via teleconferencing under specified conditions and includes a requirement that the legislative bodies make specific findings. This legislation continues to acknowledge the impact and severity of the COVID-19 virus including the highly contagious Delta variant that has emerged. Beginning October 1, 2021, all boards, commissions, and committees ("board") that are subject to the Brown Act and holding meetings virtually during a proclaimed State of Emergency will need to comply with the requirements of AB 361 (Government Code 54953(e)). AB 361 applies to the standing committees of First 5 Stanislaus and the meetings of the Commission itself.

One requirement of AB 361 is that in the initial virtual meeting being held pursuant to these procedures, the local legislative body must adopt a resolution making the following findings by majority vote:

- 1) A state of emergency has been declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558;
- 2) (a) The state of emergency continues to directly impact the ability of the members to meet safely in person, or;
- (b) State or local officials continue to impose or recommend measures to promote social distancing.

In consultation with Stanislaus County Counsel, it has been determined that the appropriate criteria have been met to allow for implementing virtual meetings in accordance with AB 361. It has been determined that the Governor has declared a State of Emergency pursuant to Government Code section 8625 as has the County of

Stanislaus and the appropriate public health social distancing guidance has been issued to qualify for implementation of AB 361.

A resolution to apply these findings to the Committees of the Commission, and to the Commission itself, is required as part of AB 361. The resolution containing these findings is valid for 30 days only and must be reconsidered every 30 days to continue meeting virtually. The legislative body must make the same findings in 1) and 2) above and adopt a new resolution by a majority vote every 30 days virtual meetings are utilized.

As such, it is recommended the Commission adopt a resolution that applies these findings to Commission meetings for 30 days commencing on November 30, 2021. Commission staff will continue to work closely with County Counsel to monitor the appropriate qualifying criteria for implementation of AB 361 and will address this on a month-by-month basis.

The Administrative and Finance Committee, the Operations Committee, and the Executive Committee were updated on this resolution at their respective meetings on November 8<sup>th</sup>, November 10<sup>th</sup>, and November 17<sup>th</sup>.

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**STAFF RECOMMENDATIONS:**

1. Approval of a resolution authorizing implementation of AB 361 to allow for virtual meetings of the Commission for a period of 30 days commencing on November 30, 2021.

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**FISCAL IMPACT:**

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

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**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

## RESOLUTION NO. COMM 2021-2

### A RESOLUTION AUTHORIZING REMOTE TELECONFERENCE MEETINGS PURSUANT TO ASSEMBLY BILL 361

WHEREAS, all meetings of the First 5 Stanislaus Commission are held pursuant to the Ralph M. Brown Act, ensuring that any member of the public may participate in local government meetings; and,

WHEREAS, on March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19 and ordered all residents to obey orders and guidance issued by state and local health officials, including but not limited to, the imposition of social distancing measures to control the spread of COVID-19; and,

WHEREAS, on March 17, 2020, the County of Stanislaus adopted a resolution ratifying the declaration of local health emergency and issued a proclamation of a local emergency related to COVID-19; and,

WHEREAS, on March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means; and,

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, which, effective September 30, 2021, ends the provisions of Executive Order N-29-20 that allows local legislative bodies to conduct meetings telephonically or by other means; and,

WHEREAS, on September 16, 2021, the Governor signed AB 361 (2021) into law, which allows for local legislative bodies to continue to conduct meetings via teleconferencing under specified conditions and includes a requirement that the legislative bodies make specific findings; and,

WHEREAS, the Governor has declared a State of Emergency pursuant to Government Code section 8625 as has the County of Stanislaus; and,

WHEREAS, since issuing Executive Order N-08-21, the highly contagious Delta variant of COVID-19 has emerged, causing an increase in COVID-19 cases throughout the State and Stanislaus County; and,

WHEREAS, the California Department of Public Health currently recommends that all individuals, regardless of vaccination status, wear a mask while indoors in public spaces; and mandates that all unvaccinated persons wear masks in indoor public settings such as local board and commission meetings; and

WHEREAS, the CDC continues to recommend physical distancing of at least 6 feet from others outside of the household; and,

WHEREAS, California Code of Regulations Title 8, section 3205 “COVID-19 Prevention,” subparagraph (c)(5) states: “Training and instruction. The employer shall provide effective training and instruction to employees that includes the following: . . . (D) The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19, but are most effective when used in combination”; and,

WHEREAS, because health officials are recommending indoor masking and social distancing, the First 5 Stanislaus Commission desires to continue holding meetings via teleconferencing; and,

WHEREAS, the First 5 Stanislaus Commission shall ensure that its meetings comply with the provisions required by AB 361 (2021) for holding teleconferenced meetings.

NOW, THEREFORE, the First 5 Stanislaus Commission does resolve as follows:

1. The above recitals are true and correct, and incorporated into this Resolution.
2. In compliance with AB 361 (2021), and in order to continue to conduct teleconference meetings without complying with the requirements of Government Code section 54953(b)(3) of the Brown Act, the First 5 Stanislaus Commission makes the following findings:
  - a) The First 5 Stanislaus Commission has considered the circumstances of the state of emergency; and,
  - b) The state of emergency, as declared by the Governor and County of Stanislaus, continues to exist; and,
  - c) The state of emergency due to the presence of COVID-19 in the community continues to directly impact the ability of the members of First 5 Stanislaus Commission to meet safely in person, and,
  - d) State and local officials continue to impose or recommend measures to promote social distancing; and,
3. The First 5 Stanislaus Commission may continue to meet remotely in compliance with AB 361, in order to better ensure the health and safety of the public.

4. The First 5 Stanislaus Commission will revisit the need to conduct meetings remotely no later than 30 days after teleconferencing for the first time, and every 30 days thereafter.
5. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by First 5 Stanislaus Commission of the County of Stanislaus, State of California, this 30<sup>th</sup> day of November 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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David Cooper, Chair

ATTEST:

Kellie Edwards  
Confidential Assistant  
First 5 Stanislaus, Stanislaus County

BY: \_\_\_\_\_  
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 SUMMARY**AGENDA DATE: November 30, 2021COMMISSION AGENDA #: 7.A.**SUBJECT:**

Approval to Negotiate and Execute a Contract with Camille Mays for Facilitation, Education, Training, and Capacity Building Services

**BACKGROUND:**

First 5 Stanislaus Commission is dedicated to supporting and promoting our partner organization's goals and the effective delivery of their services to our community in support of the organization's Strategic Plan.

The Commission approved a new contract for Differential Response Family Resource Centers (DR FRCs) that was implemented on July 1, 2021, in partnership with the Community Services Agency. In these agreements, contracted organizations have a choice of three different parenting curricula to use in providing services: Abriendo Puertas, Nurturing Parenting, and the Be Strong Families Parent Café model. Training for DR FRC staff has already taken place this fiscal year for Abriendo Puertas and Nurturing Parenting. Plans are underway to coordinate training in the early part of 2022 for the Be Strong Families Parent Café model.

Discussions between Commission staff and the FRC Leadership Team related to parenting facilitators resulted in a pilot project conducted on November 3, 2021. This event was a convening of all partner staff who are, or will be, in the role of a parent education facilitator. The goal of the convening was to bring staff together from the DR FRCs and the Healthy Start organizations to increase their interactions with one another, find support from their colleagues, and to increase their facilitation skill sets. Based on feedback from the participants and FRC leaders, the event was a great success and there was a desire expressed to continue to have convenings of these staff on a quarterly basis.

On November 3, 2021, Camille Mays successfully facilitated the pilot convening of the Family Resource Center Parenting Facilitators. Camille Mays is a locally based trainer and facilitation expert who works with WestEd, which has a mission of improving learning, health development, and equity in schools and communities. She is also known to First 5 as she is a contractor for the Yosemite Community College District for the First 5 California-funded IMPACT program. Ms. Mays is also well-known to many of the parenting facilitators through her work with IMPACT and their local cohort groups with DR FRC and Healthy Start staff members. A service purchase order for \$2,500 was used with Camille Mays for the pre-work, facilitation, and post-convening work of the November 3, 2021, pilot project. Also, under a separate arrangement with First 5 Stanislaus, Camille Mays provided a Zoom training session to the PlanetBaby! Facilitators on November 19, 2021, that was funded through a \$600 service purchase order. Based on Camille Mays' experience in training, knowledge of facilitation, and applicable skill sets, it is recommended to contract with Camille Mays for additional work moving forward.

Commission staff would like to contract for an amount not to exceed \$4,000 for additional services from Camille Mays for the period December 1, 2021, through June 30, 2022. There would be three main areas of work associated with this: 1) leading two Parent Facilitator convenings in the second half of Fiscal Year 2021-2022; 2) providing up to two additional trainings for partner organizations as needed; 3) providing services including capacity building services, working with and advising the Commission and Commission partners on an as-needed basis to assist with collaboration and coordination of groups such as the PlanetBaby! facilitators, provide guidance to the Commission and Commission partners on creating synergy between programs, and other strategies. The cost for Camille Mays to facilitate each Parenting Facilitator convening will be \$850 for a total of \$1,700; additional work would be compensated at \$100 per hour for capacity building consultation, guidance,

advisement, and strategy, and \$600 per one-hour trainings. The total will be not to exceed \$4,000 for this contract.

It is recommended for the Commission to authorize the Executive Director to negotiate and sign an agreement with Camille Mays not to exceed \$4,000. Funds for this project are available in the current Fiscal Year 2021-2022 budget.

The Administrative and Finance Committee, the Operations Committee and the Executive Committee were informed of this item at their respective meetings on November 8<sup>th</sup>, November 10<sup>th</sup>, and November 17<sup>th</sup>; however, the specific contractor had **not** been finalized or named at those meeting times. The contractor has now been established and is recommended for an agreement with the Commission.

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**STAFF RECOMMENDATIONS:**

1. Authorize the Executive Director to negotiate and execute a contract with Camille Mays for facilitation, education, training, and capacity building services with a not-to-exceed amount of \$4,000 effective December 1, 2021, through June 30, 2022.
- 

**FISCAL IMPACT:**

Appropriations of \$4,000 for implementation of the contract are included in the Fiscal Year 2021-2022 budget; therefore, no increase in appropriations is needed.

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**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 SUMMARY**AGENDA DATE: November 30, 2021COMMISSION AGENDA #: 7.B.**SUBJECT:**

Approval to Negotiate and Execute a Contract with Takapa Media for Marketing and Promotional Services

**BACKGROUND:**

The Commission has a need for assistance in promoting several important projects to the community. Assistance is needed to create a social media campaign to raise public awareness of the 2021 Report to the Community. The Report highlights the work taking place through First 5 Stanislaus and its funded partners including interviews with program participants, statistical, and financial reporting. This year, the work taking place at the Hughson Family Resource Center partner organization is highlighted in the Report. The Report is in a digital format and resides on the First 5 Stanislaus website. This information is important to promote so the public is aware of the various services available through First 5 partners across the community and the outcomes of this work.

First 5 Stanislaus staff are also working with representatives of Sierra Vista Child and Family Services on a pilot project for a community webinar on relationship communications that will be presented around the time period of Valentine's Day 2022. This pilot project is an effort to cost-effectively deliver programming in a webinar format to customers across all of the First 5 partner organizations at one-time, as well as the opportunity to expand access to this event out to the broader community. This project will be presented in two sessions – one in Spanish and one in English. Professional and comprehensive marketing support is needed for planning the promotion and advertising of this event.

Information learned from these projects will also provide information how future promotions could take place. It is anticipated that professional support will be needed for future projects as other pilot webinars are identified across the First 5 Stanislaus partner network. Additional work could involve the advancement of digital strategies to support the Commission's Strategic Plan such as improving layout and organization of web-based resources for the community, promoting these resources to the community, set up, design and use of social media resources for the community and other marketing-related elements needed to promote these resources to the community.

After interviewing representatives of Takapa Media and researching the company and their work, they have been selected for an agreement to perform marketing services for First 5 Stanislaus. Takapa Media is a full-service advertising agency based in Modesto, California. Services to be provided by Takapa Media as part of this agreement include comprehensive marketing, advertising, and promotional services, including, but not limited to, creation and implementation of strategies, creation and implementation of campaigns, graphic design, branding, audio and video creation, advertising development and production, copy writing, promotional and marketing strategy development, media buying, digital marketing, and search engine optimization associated with implementing the goals, objectives, and strategies of the Commission.

Takapa Media's work related to the First 5 Stanislaus 2021 Report to the Community, including labor hours and the cost of social media advertising purchase, is for an amount not to exceed \$5000. The cost for marketing support for the Valentine's Day pilot webinar, including labor hours and the cost of social media advertising purchase, is for an amount not to exceed \$3,500. An additional \$6,000 is being requested that could be used for supporting additional webinars or a combination of different marketing projects through the end of the fiscal year. The total amount of funding requested for approval is \$14,500.

It is recommended for the Commission to authorize the Executive Director to negotiate and sign an agreement with Takapa Media not to exceed \$14,500. Funds for this project are available in the current Fiscal Year 2021-2022 budget.

The Administrative and Finance Committee, the Operations Committee and the Executive Committee were informed of this item at their respective meetings on November 8<sup>th</sup>, November 10<sup>th</sup>, and November 17<sup>th</sup>.

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**STAFF RECOMMENDATIONS:**

1. Authorize the Executive Director to negotiate and execute a contract Takapa Media with a not-to-exceed amount of \$14,500 effective December 1, 2021, through June 30, 2022.

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**FISCAL IMPACT:**

Appropriations of \$14,500 for implementation of the contract are included in the Fiscal Year 2021-2022 budget; therefore, no increase in appropriations is needed.

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**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 checked="" type="checkbox"/>

**ACTION AGENDA SUMMARY**AGENDA DATE: November 30, 2021COMMISSION AGENDA #: 8.A. (PUBLIC HEARING)**SUBJECT:**

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

**BACKGROUND:**

The Stanislaus County Children and Families Commission (Commission) approves policies and procedures which include items related to operations, administrative, financial policies, and evaluation activities of the organization. The 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 is Section 409, it is a proposed addition to the Policies and Procedures Manual. Section 409 would add clarity to the purchasing process of the Commission including authorities given to the Executive Director. If approved by the Commission as presented, the Policy & Procedures Manual will be updated to reflect the policy revisions as well as authorization for minor, non-substantive changes, such as numbering and formatting, etc.

Section 204 of the Policies and Procedures Manual directs that: *"Except when certain provisions are not applicable to Commission operations, the County of Stanislaus' purchasing and procurement policies shall be the purchasing and procurement policies for the Stanislaus County Children and Families Commission."* The Commission uses the County's purchasing and procurement policies as a foundation for its work while recognizing, at times, the Commission may require action that differs from County policies and procedures.

Commission contracts do not go the Board of Supervisors for approval but are acted on directly by the Commission as the organization's governing body.

The County's purchasing and procurement policies are written to give direction to County departments, including which contracts go to the Board of Supervisors for approval. The Board of Supervisors must approve agreements above \$200,000. Certain reporting requirements to the Board of Supervisors are in place for contracts that exceed \$100,000 as well as all contracts \$200,000 and up. Additional reporting to the Board of Supervisors on contracts that do not reach required reporting thresholds can take place for transparency purposes and contracts lower than the \$200,000 threshold can be brought to the Board of Supervisors for approval. Often, service purchase orders are used for smaller amounts. While technically service purchase orders can be for higher amounts, County Counsel prefers services over \$25,000 be on a contract.

The practice of the Commission has been to operate with significantly tighter controls than established by the County's purchasing and procurement policies. Currently, it is the practice that all contracts, regardless of dollar amount, come to the Commission for approval and there is not specific guidance from the Commission for the use of service purchase orders. Past practice of the Commission has ordinarily been that expenditures in the \$5,000 - \$10,000 range would come to the Commission for approval or notification, and all contracts would come to the Commission for approval, regardless of the dollar amount. Most of these expenditures have historically been associated with funding for community partner organizations for direct services, and these would ordinarily occur within the context of the annual budget approval process.

With the approval of the Commission's new Strategic Plan in December 2018, the Commission directed staff to implement new strategies, goals and activities. Prior to that time, the primary role of the Commission as a funder for community organizations afforded a fairly consistent platform to implement contracts on an annual basis to support this purpose. The new Strategic Plan brought changes in the roles for the Commission as well as the work being directed. Eight major strategies with 42 activities to advance this work were approved as part of the Strategic Plan. Implementation of the various activities needed to advance these major strategies requires new and different actions on the part of staff, developing new collaborations and leveraging partnerships and resources. Often, new contracts and service purchases orders are needed to advance the work that has been directed through the approved Strategic Plan and annual budget. While Commission staff extend their best efforts to have contracts and service purchase orders ready at the time of annual budget approval for the Commission, there are many times when work evolves throughout the year, or contractors or vendors have not yet been identified at the time the budget has been approved, although the work itself is funded in the approved budget. The resulting impact is that implementation of work can be delayed depending on the meeting schedule of the Commission, and items that are very small relative to the entirety of the Commission's budget can slow operations as a result of time invested in creating agenda items, confusion over which items should be coming to the Commission for approval, and what authorities are in place for staff on these smaller items.

Due to the changing context of the work of the Commission which now requires new efforts to implement the strategies and activities of the Commission, current practices are creating a barrier to efficient operations and additional clarity is needed. Changes to practices are being recommended that would allow for more efficient operations and implementation of the work of the Commission, while maintaining strong internal controls and public transparency. If implemented, these recommendations would continue to ensure significantly tighter spending thresholds are in place than required under the County purchasing and procurement policies.

In order to create more efficient government operations, additional process clarity, and strengthened internal controls, it is recommended the Commission authorize the Executive Director (E.D.) to:

- Delegate signature authority in the absence of the E.D. to the Commission Chair or Vice Chair (in the absence of the Chair) for contracts
- Negotiate and execute contracts for administrative and operational expenditures, including service purchase orders, not to exceed \$20,000 per contract, purchase order, or service purchase order

It is also recommended the Commission authorize:

- Contracts not brought to the Commission for approval will be now be signed by the E.D. and the Chair, or Vice Chair (in the absence of the Chair)
- Executed contracts over \$5,000 will be reported to the Commission

These recommendations appear in the attached Section 409 that is recommended for approval to be incorporated into the Policies and Procedures Manual. If approved, these processes would *not* change the current practice where expenditures requiring additional appropriations for the legal budget would be brought to the Commission for action.

---

**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:**

The recommended policy change provides authorization to sign agreements wherein budgetary provisions have already been included in the Commission-approved budget; any agreements requiring budget adjustments, regardless of amount, would continue to be brought to the Commission for approval. Approval of this item will

provide clarity for future practices of the Commission, increase operational efficiency including reduced impacts on staff time to procure goods and services, and strengthen internal controls.

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**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 409 – Executive Director Purchasing and Signature Authority****Policy:**

The Commission shall designate certain purchasing and signature authorities to the Executive Director of the Commission. This policy sets forth guidelines and procedures for the Executive Director and the purchasing process.

**Procedure:**

- 409.1** The Commission Chair, or Vice Chair (in the Chair's absence), have signature authority in the absence of the Executive Director.
- 409.2** The Executive Director is authorized to make purchases up to \$20,000 including negotiating and executing contracts for administrative and operational expenditures.
- 409.3** Contracts not brought to the Commission for approval will be signed by the Executive Director and the Chair, or Vice Chair (in the Chair's absence).
- 409.4** Executed contracts over \$5,000 will be reported to the Commission.

**COMMITTEE ROUTING**

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

**ACTION AGENDA SUMMARY**AGENDA DATE: November 30, 2021COMMISSION AGENDA #: 8.B. (PUBLIC HEARING)**SUBJECT:**

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

**BACKGROUND:**

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

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

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

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

The Administrative and Finance Committee, the Operations Committee and the Executive Committee were informed of this item at their respective meetings on November 8<sup>th</sup>, November 10<sup>th</sup> and November 17<sup>th</sup>.

**STAFF RECOMMENDATIONS:**

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

**FISCAL IMPACT:**

There is no direct fiscal impact associated with this agenda item. It is anticipated that information from this agenda item may be used by the Commission to make future decisions about funding, contracts, and budgets.

**COMMISSION ACTION:**

On motion of Commissioner \_\_\_\_\_; Seconded by Commissioner \_\_\_\_\_

And approved by the following vote:

Ayes: Commissioner(s): \_\_\_\_\_

Noes: Commissioner(s): \_\_\_\_\_

Excused or Absent Commissioner(s): \_\_\_\_\_

Abstaining: Commissioner(s): \_\_\_\_\_

- 1) \_\_\_\_\_ Approved as recommended.
- 2) \_\_\_\_\_ Denied.
- 3) \_\_\_\_\_ Approved as amended.

Motion: \_\_\_\_\_

Attest: \_\_\_\_\_  
Kellie Edwards – Confidential Assistant IV