



**Commission Meeting**  
**August 23, 2022, 4:00 pm**

*Location:*  
**Stanislaus County Office of Education**  
**Boardroom**  
1100 H Street  
Modesto, CA 95354



## Commission Meeting Notice

### MEMBERS:

**Ignacio Cantu, Jr.**  
Community Representative

**Vito Chiesa**  
County Supervisor

**David Cooper**  
Chair  
Community Representative

**Daniel Diep, M.D.**  
Community Representative

**Christine Huber**  
Community Services Agency

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

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

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

\*\*\*\*\*

**Tuesday, August 23, 2022, 4:00 PM**  
**Stanislaus County Office of Education, Boardroom**  
**1100 H Street, Modesto, CA 95354**

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:

**PUBLIC COMMENT PERIOD:** Matters under the jurisdiction of the Commission, and not on the posted agenda, may be addressed by the general public either at the beginning of the regular agenda and any off-agenda matters before the Commission for consideration. However, California law prohibits the Commission from taking action on any matter which is not on the posted agenda unless it is determined to be an emergency by the Commission. Any member of the public wishing to address the Commission during the "Public Comment" period shall be permitted to be heard once for up to 5 minutes. If you would like to provide a written comment, please email your comment to [First5Stan@stancounty.com](mailto:First5Stan@stancounty.com) by 4:00 p.m. on Monday, the day before the meeting, and include the Agenda Item Number or Public Comment Period in the subject line of the email. Your written comment will be distributed to the Commission and kept on file as part of the official record of the Commission meeting.

**CONSENT CALENDAR:** These matters include routine financial and administrative actions. All items on the consent calendar will be voted on as a single action at the beginning of the meeting under the section titled "Consent Calendar" without discussion. If you wish to discuss a consent item, please notify Commission staff prior to the beginning of the meeting or you may speak about the item during the Public Comment Period.

**DISCUSSION ITEMS:** These items will be individually discussed with opportunity for public comment.

**PUBLIC HEARINGS:** These items may be required by legislation or code and are opportunities to gather public feedback.

**ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE BOARD ON A MATTER ON THE AGENDA:** Please raise your hand or step to the podium when the Commission Chairperson announces public comment will be received on that specific agenda item. 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 sets a different period of time.



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**COMMISSION AGENDAS AND MINUTES:** Commission agendas, minutes, and copies of items to be considered by the Children and Families Commission, are typically posted on the Internet on Friday afternoons preceding a Tuesday meeting at the following website: [www.first5stan.org](http://www.first5stan.org).

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.



## **COMMISSION MEETING AGENDA**

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**Tuesday, August 23, 2022, 4:00 PM**  
**Stanislaus County Office of Education – Boardroom**  
**1100 H Street, Modesto, CA**

1. Welcome & Introductions
2. Pledge of Allegiance
3. Announcement of Recusals<sup>1</sup>
4. Presentation
  - A. Recognition of Past Commissioner Vicki Bauman
5. Public Comment Period (Limit of 5 minutes per person)
6. Consent Calendar
  - A. Miscellaneous
    1. Approval of the May 24, 2022, Commission Meeting Minutes
    2. Approval of the June 17, 2022, Commission Meeting Minutes
    3. Approval of the August 8, 2022, Administrative Committee Meeting Minutes
    4. Approval of the August 11, 2022, Operations Committee Meeting Minutes
    5. Approval of the August 17, 2022, Executive Committee Meeting Minutes
      - a. 3<sup>rd</sup> Quarter Financial Report Fiscal Year 2021-2022
      - b. Result Area Contract Report as of May 31, 2022
    6. Approval to Accept and Distribute \$70,000 of Emergency Funds from Sunlight Giving
7. Discussion Items
  - A. Election of the Commission Chair and Vice-Chair for 2022-2023
  - B. Approval to Negotiate and Execute a Contract Employee Agreement with Victoria Ven-Wilcox for Project Coordination
  - C. Approval of Amendments to the By-Laws
8. Public Hearings
9. Correspondence
10. Commissioner Reports
11. Staff Reports
12. Adjournment

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<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.



**STANISLAUS COUNTY  
CHILDREN & FAMILIES COMMISSION  
MEETING MINUTES  
Tuesday, May 24, 2022  
Stanislaus County Office of Education – Board Room  
1100 H Street, Modesto, CA**

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

**Commissioners Absent:** Ignacio Cantu, Jr. and Dr. Daniel Diep,

**Staff Present:** Veronica Ascencio, Stephanie Loomis, Victoria Ven, Angela Cobb

1. Chair Cooper called the meeting to order at 4:01 p.m.
2. Pledge of Allegiance was conducted.
3. Announcement of Commissioner Recusals – It was stated Commissioner Huber would be recusing herself from a part of agenda item 7.A.
4. Public Comment Period (Limit of 5 minutes per person) – None
5. Consent Calendar  
Lilly-Tengowski/Vaishampayan (7,0) approved the Consent Calendar.
  - A. Miscellaneous
    1. Approval of the April 26, 2022 Commission Meeting Minutes
    2. Approval of the May 9, 2022, Administrative Committee Meeting Minutes
      - a. Result Area Contract Report as of March 31, 2022
6. Discussion – None
7. Public Hearing
  - A. Chiesa/Lilly-Tengowski (7,0) conducted a public hearing on the Fiscal Year 2022-2023 Budget, Long Range Financial Plan and Related Actions and approved staff recommendations: numbers 1 through 6 on page 13 of the agenda packet; authorize staff to work with vendors to develop budgets up to the contract amount specified of Exhibit B as listed in staff recommendation number 8 on page 13 of the agenda packet; Authorize the Commission Chair or designee to negotiate and execute service purchase orders or agreements not to exceed amounts as detailed in Exhibit B in accordance with staff recommendation number 10 on page 13 of the agenda packet.

**Commissioner Huber left the meeting 4:30 p.m.**

Paredes-Walsborn/Bauman (6,0) authorized staff to work with vendors to develop budgets up to the contract amounts specified in Exhibit A as listed in staff

recommendation number 7 on page 13 of the agenda packet; authorize the Commission Chair or designee to negotiate and execute one-year renewal agreements not to exceed amounts as detailed in Exhibit A, with a renewal option for year three in accordance with staff recommendation number 9 on page 13 of the agenda packet.

**Commissioner Huber returned to the meeting 4:32 p.m**

8. Correspondence – None
9. Commissioner Reports – None
10. Staff Reports – None
11. Adjournment at 4:35 p.m.



**STANISLAUS COUNTY  
CHILDREN & FAMILIES COMMISSION  
SPECIAL CLOSED MEETING MINUTES  
Friday, June 17, 2022**

**Commissioners Present:** Ignacio Cantu, Jr., Vito Chiesa, David Cooper (Chair), Dr. Daniel Diep, Nelly Paredes-Walsborn, Christine Huber

**Commissioners Absent:** Vicki Bauman, Mary Ann Lilly-Tengowski (Vice Chair), Dr. Julie Vaishampayan

**Staff Present:** Angela Cobb, Commission Counsel

1. Chair Cooper called the meeting to order at 2:30 p.m.
2. Discussion: Public Employee Recruitment, Title: Executive Director, Government Code: 54957(b) - No Reportable Action.
3. The Commission meeting adjourned at 3:27 p.m.



930 15<sup>th</sup> Street  
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Vice Chair  
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**Julie Vaishampayan, M.D.**  
Public Health Officer

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

*Monday, August 8, 2022*

**Commissioners Present:** Christine Huber, Nelly Paredes-Walsborn

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

**Staff Present:** Stephanie Loomis, Veronica Ascencio

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

1. 3<sup>rd</sup> Quarter Financial Report Fiscal Year 2021-2022 – Ascencio presented the report, and no action was taken.
2. Result Area Contract Report as of May 31, 2022 – Ascencio presented the report, and no action was taken.
3. Commissioner Appointment – Loomis shared with the Commission the Stanislaus County Board of Supervisors had received an application for the vacant school representative position for the Commission, and no action was taken.
4. Contract Employee – Loomis updated the Commission on a contract employee position to be brought for consideration at the August Commission meeting, and no action was taken.
5. Sunlight Giving \$70,000 Emergency Grant Funding Award – Loomis updated the Commission on an upcoming emergency grant award from Sunlight Giving, and no action was taken.
6. Draft Agenda for August 23, 2022, Commission Meeting – Loomis presented the draft agenda, and no action was taken.
7. Executive Director Report – Loomis provided brief updates on the recently completed partner orientations completed in July, the upcoming ECE event on August 20<sup>th</sup> and materials distribution event where diapers, COVID test kits and bilingual books will be provided to partners. The new First 5 online data portal, Neighborly, is being used for FY 22/23 and partners are being scheduled for in-depth training this month. Parenting education facilitator training is being coordinated for First 5 partner staff to support continued capacity within their organizations. Loomis shared staff are preparing documents for the annual outside audit which will start the week of August 15<sup>th</sup>. Staff have begun work on the annual Report to the Community and this year the Healthy Start program will be featured. Updates on payroll and upcoming lease payment processing changes were shared. It was noted the



Commission received a letter from the California State Controller confirming the Commission's audit report for fiscal year ending June 30, 2021, met the Health and Safety code standards.

8. Adjournment at 1:19 p.m.



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Public Health Officer

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## ***Operations Committee Minutes***

*Thursday, August 11, 2022*

**Commissioners Present:** Ignacio Cantu, Jr., Dr. Daniel Diep

**Commissioners Absent:** David Cooper, Dr. Julie Vaishampayan

**Staff Present:** Stephanie Loomis, Veronica Ascencio, Victoria Ven

Meeting was called to order at 12:07 p.m.

1. 3<sup>rd</sup> Quarter Financial Report Fiscal Year 2021-2022 – Ascencio presented the report, and no action was taken.
2. Result Area Contract Report as of May 31, 2022 – Ascencio presented the report, and no action was taken.
3. Commissioner Appointment – Loomis shared with the Commission the Stanislaus County Board of Supervisors had received an application for the vacant school representative position for the Commission, and no action was taken.
4. Contract Employee – Loomis updated the Commission on a contract employee position to be brought for consideration at the August Commission meeting, and no action was taken.
5. Sunlight Giving \$70,000 Emergency Grant Funding Award – Loomis updated the Commission on an upcoming emergency grant award from Sunlight Giving, and no action was taken.
6. Draft Agenda for August 23, 2022, Commission Meeting – Loomis presented the draft agenda, and no action was taken.
7. Executive Director Report – Loomis provided brief updates on the recently completed partner orientations completed in July, the upcoming ECE event on August 20<sup>th</sup> and materials distribution event where diapers, COVID test kits and bilingual books will be provided to partners. The new First 5 online data portal, Neighborly, is being used for FY 22/23 and partners are being scheduled for in-depth training this month. Parenting education facilitator training is being coordinated for First 5 partner staff to support continued capacity within their organizations. Loomis shared staff are preparing documents for the annual outside audit which will start the week of August 15<sup>th</sup>. Staff have begun work on the annual Report to the Community and this year the Healthy Start program will be featured. Updates on payroll and upcoming lease payment processing changes were shared. It was noted the

Commission received a letter from the California State Controller confirming the Commission's audit report for fiscal year ending June 30, 2021, met the Health and Safety code standards.

8. Adjournment at 1:00 p.m.



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**Daniel Diep, M.D.**  
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Community Services Agency

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Vice Chair  
Health Services Agency

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Community Representative

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

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## ***Executive Committee Minutes***

*Wednesday, August 17, 2022*

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

**Commissioners Absent:** None

**Staff Present:** Stephanie Loomis, Victoria Ven

Meeting was called to order at 12:20 p.m.

1. 3<sup>rd</sup> Quarter Financial Report Fiscal Year 2021-2022 – Loomis presented the report, and no action was taken.
2. Result Area Contract Report as of May 31, 2022 – Loomis presented the report, and no action was taken.
3. Commissioner Appointment – Loomis shared with the Commission the Stanislaus County Board of Supervisors had received an application for the vacant school representative position for the Commission, and no action was taken.
4. Contract Employee – Loomis updated the Commission on a contract employee position to be brought for consideration at the August Commission meeting, and no action was taken.
5. Sunlight Giving \$70,000 Emergency Grant Funding Award – Loomis updated the Commission on an upcoming emergency grant award from Sunlight Giving, and no action was taken.
6. Consideration of Commissioner Vice-Chair for 2022-2023 – There was discussion of the Executive Committee's role to nominate a candidate for the role of Vice Chair for 2022-2023 and this position would be elected at the August 23, 2022, Commission meeting.
7. Draft Agenda for August 23, 2022, Commission Meeting – Loomis presented the draft agenda, and no action was taken.
8. Executive Director Report – Loomis provided brief updates on the recently completed partner orientations completed in July, the upcoming ECE event on August 20<sup>th</sup> and the materials distribution event where diapers, COVID test kits and bilingual books were provided to partners. The new First 5 online data portal, Neighborly, is being used for FY 22/23 and partners are being

scheduled for in-depth training this month. Parenting education facilitator training is being coordinated for First 5 partner staff to support continued capacity within their organizations. Loomis shared staff prepared documents for the annual outside audit which began the week of August 15<sup>th</sup>. Staff have begun work on the annual Report to the Community and this year the Healthy Start program will be featured. Updates on payroll and upcoming lease payment processing changes were shared. It was noted the Commission received a letter from the California State Controller confirming the Commission's audit report for fiscal year ending June 30, 2021, met the Health and Safety code standards. Loomis shared she had reached out to local First 5 Commissions to compare their By-Laws, specifically related to meeting attendance requirements, and is exploring updating the Commission's current attendance policy to not include special meetings as required.

9. Adjournment at 1:43 p.m.

**First 5 Stanislaus**  
Fiscal Year 2021-2022  
3rd Quarter Financial Report

	Three Months Ended March 31		YTD				
	2022	2021	FY 21/22 Adopted Budget	FY 21/22 Legal Budget	FY 21/22 Actual	Remaining FY Budget	% Actual to Budget
<b>REVENUE</b>							
Interest	\$ 15,708	\$ 30,033	\$ 80,000	\$ 80,000	\$ 54,047	\$ 25,953	68%
Tobacco Tax (Prop 10) ( incl. SMIF, Backfill)	2,195,416	2,183,106	4,707,423	4,707,423	3,605,859	1,101,564	77%
Other - State Revenue (HVG, IMPACT)	-	-	48,325	48,325	-	-	-
Other - Grants, Misc	-	66,286	100,000	220,000	120,115	99,885	0%
<b>TOTAL REVENUE</b>	<b>\$ 2,211,124</b>	<b>\$ 2,279,425</b>	<b>\$ 4,935,748</b>	<b>\$ 5,055,748</b>	<b>\$ 3,780,022</b>	<b>\$ 1,227,401</b>	<b>77%</b>
<b>EXPENDITURES</b>							
<b><u>Program</u></b>							
Contracts/Programs*	\$ 409,458	\$ 463,891	\$ 2,843,398	\$ 3,067,102	\$ 1,107,170	\$ 1,959,933	36%
Contracts-Prior Year (Payments/Adjstments)		\$ -	\$ -	\$ -	\$ -	\$ -	-
Contract Adjustments (TBD)	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ 500,000	0%
Salaries & Benefits	\$ 69,690	\$ 52,763	\$ 262,385	\$ 262,385	\$ 206,911	\$ 55,474	79%
Services & Supplies	\$ 61,874	\$ 53,563	\$ 620,605	\$ 757,031	\$ 228,822	\$ 528,208	30%
<b>Total Expenditures - Program</b>	<b>\$ 541,022</b>	<b>\$ 570,216</b>	<b>\$ 4,226,387</b>	<b>\$ 4,586,518</b>	<b>\$ 1,542,903</b>	<b>\$ 3,043,615</b>	<b>34%</b>
<b><u>Evaluation</u></b>							
Salaries & Benefits	\$ 427	\$ 4,872	\$ 14,184	\$ 14,184	\$ 4,954	\$ 9,230	35%
Services & Supplies	\$ 2,210	\$ 3,255	\$ 27,468	\$ 27,468	\$ 2,210	\$ 25,258	8%
<b>Total Expenditures - Evaluation</b>	<b>\$ 2,637</b>	<b>\$ 8,127</b>	<b>\$ 41,651</b>	<b>\$ 41,652</b>	<b>\$ 7,164</b>	<b>\$ 34,488</b>	<b>17%</b>
<b><u>Administration</u></b>							
Salaries & Benefits	\$ 69,637	\$ 99,503	\$ 432,580	\$ 432,580	\$ 276,731	\$ 155,849	64%
Services & Supplies	\$ (9,693)	\$ (11,603)	\$ 195,007	\$ 208,699	\$ 49,233	\$ 159,466	24%
<b>Total Expenditures - Administration</b>	<b>\$ 59,944</b>	<b>\$ 87,900</b>	<b>\$ 627,588</b>	<b>\$ 641,279</b>	<b>\$ 325,964</b>	<b>\$ 315,315</b>	<b>51%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 603,603</b>	<b>\$ 666,243</b>	<b>\$ 4,895,626</b>	<b>\$ 5,269,449</b>	<b>\$ 1,876,031</b>	<b>\$ 3,393,418</b>	<b>36%</b>

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

Revised

Administrative Cost Rate %: 6%

**First 5 Stanislaus**  
**Result Area Contract Report**  
**YTD as of 5/31/22**

	<b>Budget</b>	<b>Actual Expenditures</b>	<b>Remaining Budget</b>	<b>% Actual to Budget</b>
<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>				
United Way (211 Project)	\$ 20,000	\$ 13,753	\$ 6,247	69%
Family Resource Centers:				
Center for Human Svcs (Ceres FRC)	\$ 165,769	\$ 128,294	\$ 37,475	77%
Sierra Vista Children and Fam. Svcs (Hughson FRC)	\$ 149,952	\$ 134,049	\$ 15,903	89%
Sierra Vista Children and Fam. Svcs (N. Modesto/Salida FRC)	\$ 225,406	\$ 196,916	\$ 28,490	87%
Center for Human Svcs (Oakdale/Riverbank FRC)	\$ 163,610	\$ 138,499	\$ 25,111	85%
Parent Resource Center (Central Modesto FRC)	\$ 342,113	\$ 225,140	\$ 116,973	66%
Aspiranet (Turlock FRC)	\$ 174,872	\$ 159,897	\$ 14,975	91%
Center for Human Svcs (Westside FRC)	\$ 278,273	\$ 210,500	\$ 67,773	76%
Sierra Vista Children and Fam. Svcs (The Bridge)	\$ 150,000	\$ 120,823	\$ 29,177	81%
West Modesto Community Collab. (PlanetBaby! Site)	\$ 25,920	\$ 14,597	\$ 11,323	56%
Modesto City Schools (Parent Advocacy Pilot)	\$ 2,279	\$ 2,076	\$ 203	91%
SCOE (Healthy Start)	\$ 498,398	\$ 312,103	\$ 186,295	63%
<b>Total Area 1:</b>	<b>\$ 2,196,592</b>	<b>\$ 1,656,647</b>	<b>\$ 539,945</b>	<b>75%</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	\$ 904.39	\$ 11,096	8%
<b>Total Area 2:</b>	<b>\$ 12,000</b>	<b>\$ 904</b>	<b>\$ 11,096</b>	<b>8%</b>
<b>RESULT AREA 4: Improved Systems of Care</b>				
<b>System Building</b>				
<i>CBO/non-profit, Other Private/For Profit</i>				
Stanislaus Community Foundation (Cradle to Career)	\$ 21,346	\$ 8,805	\$ 12,542	41%
Tides Center (Abriendo Puertas)	\$ 54,417	\$ 54,417.00	\$ -	100%
Parent Resource Center (PlanetBaby! Technical Assistance)	\$ 12,500	\$ 5,560.00	\$ 6,940	44%
Nancy Fisher (High Risk Maternal Systems Impr. Svcs)	\$ 10,000	\$ 1,550.00	\$ 8,450	16%
<b>Total Area 4:</b>	<b>\$ 98,263</b>	<b>\$ 70,332</b>	<b>\$ 27,932</b>	<b>72%</b>
<b>Result Area Total</b>	<b>\$ 2,306,855</b>	<b>\$ 1,727,883</b>	<b>\$ 578,973</b>	
<b>ADJUSTED PROGRAM CONTRACT EXPENDITURES*</b>	<b>\$ 2,294,855</b>	<b>\$ 1,726,978</b>	<b>\$ 567,877</b>	<b>75%</b>

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



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

#### ACTION AGENDA SUMMARY

AGENDA DATE: August 23, 2022

COMMISSION AGENDA #: 6.A.6.

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#### SUBJECT:

Approval to Accept and Distribute \$70,000 of Emergency Funds from Sunlight Giving

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#### 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 July 2022 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 this grant will be to allow FRC partner organizations to continue to have funding that can be used for cash aid, housing/rental assistance, emergency supplies, and other appropriate and essential supplies and support that might be needed for families of 0-5 children during this time of pandemic response and recovery. 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 5<sup>th</sup> 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:**



<b>Aspiranet (\$5,833.33)</b>	
<i>Turlock Family Resource Center</i>	\$5,833.33
<b>Center for Human Services (\$23,333.32)</b>	
<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
<b>Parent Resource Center (\$11,666.66)</b>	
<i>Parent Resource Center – 811 5<sup>th</sup> Modesto</i>	\$5,833.33
<i>Airport Neighborhood – 202 S. Santa Cruz</i>	\$5,833.33
<b>Sierra Vista Child &amp; Family Services (\$29,1665.65)</b>	
<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
<b>TOTAL EMERGENCY FUNDING</b>	<b>\$69,999.96</b>

First 5 has provided a simple reporting tool for each FRC site to record the use of Sunlight Giving 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. FRC staff will continue to coordinate use of these First 5 emergency awards with their other emergency funding resources to maximize benefit to the community. It is anticipated that pandemic recovery may take several years, so flexibility is needed for using the funds. FRCs are encouraged to expend these emergency funds during Fiscal Year 2022-2023 as needed and are required to expend all funds by June 30, 2024. Funding not approved for an extension past the June 30, 2024, date will be returned to First 5 unless new direction is given by the Commission.

The \$70,000 of emergency funding will bring the total emergency grant funding received from Sunlight Giving to \$465,000 since June 2020. It is unbudgeted revenue for Fiscal Year 2022-2023. As a result of this latest grant, it is recommended for the Commission to approve an increase in Revenue and Appropriations of \$70,000 in the Fiscal Year 2022-2023 Budget.

The Administrative and Financial Committee, Operations, and Executive Committee heard this item at their respective meetings on August 8th, August 11th, and August 17th.

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**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 with a deadline to expend funds as of June 30, 2024.
3. Authorize organizations with multiple FRC sites (Sierra Vista, Center for Human Services, and Parent Resource Center) to shift emergency funds between their First 5 contracted FRC sites as necessary based on community need.
4. Authorize staff to make the necessary technical adjustments to process payment to the identified organizations.
5. 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 2022-2023 legal budget.

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**FISCAL IMPACT:**

Receipt of the \$70,000 Sunlight Giving pandemic response 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 2022-2023 legal budget.

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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: \_\_\_\_\_

Stephanie Loomis – Interim Executive Director



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

## ACTION AGENDA SUMMARY

AGENDA DATE: August 23, 2022

COMMISSION AGENDA #: 7.A.

### SUBJECT:

Election of the Commission Chair and Vice-Chair for 2022-2023

### BACKGROUND:

On December 8, 1998, the Stanislaus County Board of Supervisors passed and adopted Ordinance Number C.S. – 687 which added Chapter 9.7 to title 9, establishing the Children and Families Commission. Section 9.70.090 of the County Code prescribes that the members of the Commission shall annually elect a Chairperson who shall serve for a term of one (1) year. According to the Commission’s By-Laws, the terms of the Chair and Vice-Chair are from September 1<sup>st</sup> to August 31<sup>st</sup>.

According to the Commission’s By-Laws:

“The Executive Committee shall serve as a Nominating Committee to develop a slate of candidates for the office of Vice-Chair. At the August regular meeting of the Commission, members of the Commission shall consider the Nominating Committee’s candidate(s) and shall elect a Vice-Chair for the Commission, who shall serve a term of September 1<sup>st</sup> through August 31<sup>st</sup>. Following a term as Vice-Chair, the Vice-Chair shall serve a one-year term as Chair of the Commission during the following September 1<sup>st</sup> to August 31<sup>st</sup> period. The purpose of this process is to provide continuity for a two-year period as a Commissioner moves from the office of Vice-Chair to Chair.”

“In the interests of promoting community involvement, it is the goal of the Commission to alternate the Chair between community representatives and County representatives. It is recognized that unanticipated and unplanned changes in Commission membership may affect the Commission’s ability to attain this goal.”

In August 2021, Vice-Chair Mary Ann Lilly-Tengowski was elected to her current role and as such would assume the role of Chair effective September 1, 2022. However, the Commission is currently in a state of transition. It is in the process of recruiting for an Executive Director, has two Commissioners with less than one year of membership on the Commission and has a vacancy for the school representative member. It is recommended for leadership continuity purposes and organizational capacity, that Commissioner David Cooper be elected as Chair of the Commission for one additional term beginning September 1, 2022, through August 31, 2023, and Mary Ann Lilly-Tengowski be elected as Vice-Chair of the Commission for one additional term beginning September 1, 2022, through August 31, 2023. This will allow newer Commissioners additional time to gain knowledge of the Commission prior to serving as Vice-Chair.

The Administrative and Financial Committee, Operations, and Executive Committee heard this item at their respective meetings on August 8th, August 11th, and August 17th. As specified in the By-Laws, the Commission is scheduled to hear a report from the Executive Committee as a part of this agenda item.

### STAFF RECOMMENDATIONS:

1. Conduct an election for the Offices of Chair and Vice-Chair for the term September 1, 2022, to August 31, 2023.

### FISCAL IMPACT:

There is no fiscal impact associated with the election of the Commission Chair and Vice-Chair positions.

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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: \_\_\_\_\_

Stephanie Loomis – Interim Executive Director



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

## ACTION AGENDA SUMMARY

AGENDA DATE: August 23, 2022

COMMISSION AGENDA #: 7.B.

### SUBJECT:

Approval to Negotiate and Execute a Contract Employee Agreement with Victoria Ven-Wilcox for Project Coordination

### 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.

First 5 Stanislaus is experiencing a staffing shortage due to unforeseen circumstances. Of the four (4) full time funded positions, only two (2) are currently filled. The Confidential Assistant IV and Executive Director positions are vacant, and the remaining staff are assisting in maintaining required services including mandated reporting, invoice auditing, and program monitoring and evaluation while providing services and guidance to First 5 Stanislaus' funded partners.

In May of 2021, First 5 Stanislaus hired a contract employee, Victoria Ven-Wilcox, to oversee the Home Visiting Coordination program. Victoria's work with the Home Visitation Coordination program included facilitating the Home Visiting Collaborative meetings, working with First Stanislaus partners to collect data, and preparing invoices and reports for First 5 California. Victoria's employment agreement under the Home Visitation Coordination program ends August 30, 2022.

Due to the present staffing shortage, staff recommends the Commission authorize the Commission Chair to negotiate and execute a Contract Employee agreement with Victoria Ven-Wilcox for project coordination services to assist First 5 Stanislaus staff in implementing First 5 Stanislaus Strategic Plan activities for the period of August 31, 2022, through December 31, 2022, at a rate of \$33.19 per hour for up to 28 hours per week. The contract total will not exceed \$17,000 for the term August 31, 2022, through December 31, 2022. Existing salaries budgeted for the vacant Confidential Assistant IV and the Executive Director positions will be used to offset the cost of this agreement.

Based on her work with the Home Visitation Coordination program, Victoria has existing knowledge of First 5 Stanislaus programs and projects. In addition, many of First 5 Stanislaus partner organizations are already familiar with Victoria and she can begin to assist with project coordination and facilitation immediately.

The Administrative and Finance Committee, the Operations Committee, and the Executive Committee were informed of this item at their respective meetings on August 8<sup>th</sup>, August 11<sup>th</sup>, and August 17<sup>th</sup>.

### STAFF RECOMMENDATIONS:

1. Authorize the Commission Chair to negotiate and execute a Contract Employee agreement with Victoria Ven-Wilcox at a rate of \$33.19 per hour for up to 28 hours per week, to provide coordination of First 5 Stanislaus projects, with the agreement total not to exceed \$17,000 for the period of August 31, 2022, through December 31, 2022.
2. Authorize staff to make the necessary technical and budget adjustments associated with this agreement.

**FISCAL IMPACT:**

The Contract Employee shall be compensated for the services provided through December 31, 2022, up to 28 hours per week at a rate of \$33.19 per hour, not to exceed a total amount of \$17,000 for the period of August 31, 2022, through December 31, 2022. This cost will be offset by the pre-existing salaries budgeted in Fiscal Year 2022-2023 for the currently vacant Confidential Assistant IV and Executive Director positions.

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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: \_\_\_\_\_

Stephanie Loomis – Interim Executive Director

**COMMITTEE ROUTING**

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

**ACTION AGENDA SUMMARY**AGENDA DATE: August 23, 2022COMMISSION AGENDA #: 7.C.**SUBJECT:**

Approval of Amendments to the By-Laws

**BACKGROUND:**

Since its inception in 1998, the Stanislaus County Children and Families Commission has conducted itself according to Roberts Rules of Order and according to customs and practices that have evolved over time. In August of 2004, the Commission adopted a set of By-Laws to formalize and memorialize these practices. The Commission's current By-Laws have not been amended since March of 2014.

Attached to this summary are the recommended By-Laws, noted in track changes. If approved by the Commission as presented, the By-Laws will be updated to reflect the revisions as well as provide authorization for staff to make minor, non-substantive changes such as numbering and formatting. The suggested changes to the By-Laws are summarized as follows:

- Attendance at Meetings of the Commission – reference to special meetings is removed from meeting attendance. This change is recommended because special meetings are often scheduled with limited notice to Commissioners, and they may have difficulty attending with their existing commitments. (Page 4)
- Meetings of the Commission – reference to a prior meeting location removed and replaced with the primary meeting location currently used by the Commission (Page 5)

The Executive Committee was informed of this item at its meeting on August 17<sup>th</sup>.

**STAFF RECOMMENDATIONS:**

1. Adopt the By-Laws changes as presented.
2. Authorize staff to make minor, non-substantive changes to the By-Laws and to place the By-Laws 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): \_\_\_\_\_

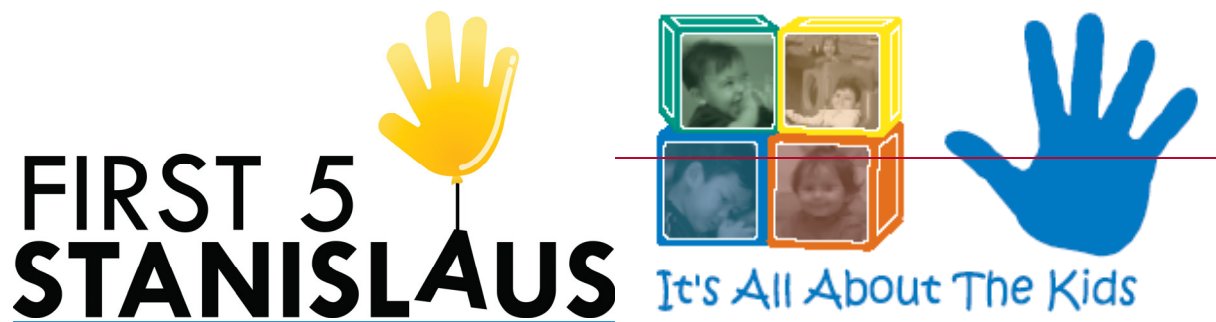
- 1) \_\_\_\_\_ Approved as recommended.
- 2) \_\_\_\_\_ Denied.
- 3) \_\_\_\_\_ Approved as amended.

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

Attest: \_\_\_\_\_  
Stephanie Loomis – Interim Executive Director



# Stanislaus County Children & Families Commission



## Commission By-Laws

Adopted: August 23, 2022~~March 25,~~  
~~2014~~

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## **BYLAWS OF THE STANISLAUS COUNTY CHILDREN AND FAMILIES COMMISSION**

In order to provide an efficient and expeditious handling of public business, and of the business of the Stanislaus County Children and Families Commission (Commission), the following bylaws are promulgated. Whenever possible, the rules and procedures shall be construed generally and failure to observe them shall not affect the jurisdiction of the Commission or invalidate any action taken at a meeting otherwise held in conformity with the law.

### **I. BACKGROUND OF THE COMMISSION**

The Commission was established on December 8, 1998, pursuant to Ordinance 687 of Stanislaus County (Ordinance 687), incorporated herein by reference, and as may be amended from time to time.

### **II. PURPOSE, INTENT, AND DUTIES OF THE COMMISSION**

The purpose, intent, and duties of the Commission shall be that as set forth by Ordinance 687 and Proposition 10 (which was codified as Sections 130100 through 130155 of the State of California Health and Safety Code), as may be amended from time to time, as follows:

1. Facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development and to ensure children are ready to enter school.
2. Provide greater local flexibility in designing delivery systems and to eliminate duplicate administrative systems.
3. Use outcome-based accountability systems to determine future expenditures.

### **III. MEMBERSHIP AND OFFICERS OF THE COMMISSION**

#### **A. Members of the Commission**

The membership of the Commission shall consist of nine (9) members as established pursuant to Health and Safety Code section 130140 and Ordinance 687, as may be amended from time to time.

- 1 Member of the Commission shall be a member of the Board of Supervisors
- 1 Member of the Commission shall be a County Health Officer
- 2 Members of the Commission shall be two of the following County Department Heads: Health Services Agency Director, Behavioral Health and Recovery Services Director, Community Services Agency Director
- 1 Member shall be a representative of a local school district
- 4 Members shall be Community Representatives

**B. Appointment to the Commission/Term of Appointment**

The Stanislaus County Board of Supervisors shall appoint commission members. Commission members shall serve at the pleasure of the Board. The term of office for each member shall be three (3) years and until the appointment of his/her successor.

**C. Election of Chair and Vice-Chair of the Commission**

The Executive Committee shall serve as a Nominating Committee to develop a slate of candidates for the office of Vice-Chair. At the August regular meeting of the Commission, members of the Commission shall consider the Nominating Committee's candidate(s) and shall elect a Vice-Chair for the Commission, who shall serve a term of September 1<sup>st</sup> through August 31<sup>st</sup>. Following a term as Vice-Chair, the Vice-Chair shall serve a one-year term as Chair of the Commission during the following September 1<sup>st</sup> to August 31<sup>st</sup> period. The purpose of this process is to provide continuity for a two-year period as a Commissioner moves from the office of Vice-Chair to Chair.

In the interests of promoting community involvement, it is the goal of the Commission to alternate the Chair between community representatives and County representatives. It is recognized that unanticipated and unplanned changes in Commission membership may affect the Commission's ability to attain this goal.

Upon a vacancy in the office of Chair, the Vice-Chair shall assume the office of Chair. Upon a vacancy in the office of Vice-Chair, the Commission shall hold a special election upon receiving a recommendation from the Nominating Committee.

Either the Chair or the Vice-Chair shall attend each meeting of the Commission. The Vice-Chair shall preside over any meetings of the Commission in the absence of the Chair.

**D. Attendance at Meetings of the Commission**

All members of the Commission are expected to regularly attend meetings of the Commission. A failure by any member to attend three (3) consecutive regular ~~or special~~ meetings of the Commission or four (4) regular ~~or special~~ meetings in a twelve (12) month period shall cause the Commission seat to be declared vacant. A letter shall be issued to the Board of Supervisors informing them of the vacancy.

**E. Secretary to the Commission**

The Executive Director of the Commission shall act as Secretary to the Commission.

#### IV. MEETINGS OF THE COMMISSION

- A. All meetings of the Commission shall be open and public, and shall be subject to the Brown Act, (Government Code Section 54950 et seq.), as may be amended from time to time.
- B. The audio ~~of~~ all meetings of the Commission shall be recorded by the Secretary of the Commission for the purpose of transcribing the official, written minutes of the Commission.
- C. The notice of the meeting shall be posted in the manner required under the Brown Act by the Secretary of the Commission or his/her designees.
- D. Otherwise, any business not considered at a meeting of the Commission shall be either: (1) continued to the next scheduled meeting, or (2) adjourned to a date and time as designated by the Commission.
- E. A quorum is necessary for any regular or special meeting of the Commission. A quorum of the Commission is the presence of five (5) Members.
- F. The business of the Commission shall be taken-up for consideration and disposition in the following order, although the order may be altered by necessity:
  - 1. Call to Order – Chair or Vice-Chair in the absence of the Chair
  - 2. Public Comments
  - 3. Announcement of Recusals
  - 4. Consent Calendar
  - 5. Approve the Minutes (Prior Meeting)
  - 6. Presentation(s) – Optional
  - 7. Reports, Discussions and Action Items
  - 8. Public Hearings – Optional
  - 9. Correspondence
  - 10. Adjournment

The order of business as noted above may be changed for any purpose during a meeting by the Chair.
- G. The Secretary, or his/her designee, shall attend all meetings of the Commission, unless excused, and record and transcribe the minutes of each meeting of the Commission, except closed sessions.
- H. Meetings may be adjourned by either less than a quorum of members, or by the Secretary to the Commission when all members are absent, as provided by the Brown Act.
- I. Regular meetings of the Commission shall normally be held at 4:00 PM on the fourth Tuesday of the month according to a schedule approved by the Commission. Meetings shall be held at 1100 H Street, Modesto, CA 95354-401 ~~Paradise Road, Modesto, CA 95351~~, unless another location is approved by a majority of the Commission.

## **V. AGENDAS**

- A. Agendas for the Commission shall be prepared by the Secretary of the Commission, subject to review by the Executive Committee. The Executive Committee shall be responsible for determining when and what items are to be included; provided, however, that any Commission Member may include an item on the agenda, in accordance with the provisions of the Brown Act.
- B. Items to be included on the agenda for a meeting shall be submitted to the Secretary of the Commission no later than one calendar week prior to the scheduled regular meeting (noon 12:00 PM Tuesday the week prior to the meeting), unless a legal holiday necessitates moving the agenda deadline to an earlier time and date.
- C. No action or discussion shall be taken on any item not appearing on the posted agenda, except that Commission Members may briefly respond to statements made or questions posed by persons exercising their public testimony rights. In addition, Commission Members, on their own initiative, or in response to questions posed by the public, may ask a question for clarification, provide a reference to staff, to any of the various Commissions established by the Board of Supervisors, or to other resources for factual information, or request staff to report back to the Commission at a subsequent meeting concerning any matter. Furthermore, a Commission Member or the Commission may take action to direct staff to place a matter of business on a future agenda.
- D. Notwithstanding Section V C, any item not on the agenda may be considered by the Commission by a vote of five (5) Members under the following conditions (prior to discussing any such item, the Commission shall publicly identify the item):
  - 1. Upon a determination that an emergency situation exists; or
  - 2. Upon a determination that there is a need to take immediate action and the need for action came to the attention of the Commission subsequent to the agenda being posted.
  - 3. The item was previously posted for a meeting, which was held not more than five (5) days earlier, and at the prior meeting, the item was continued to the meeting at which action is being taken.
- E. All resolutions, agreements, leases, contracts and any other legal documents shall be reviewed and approved by the Commission's Counsel prior to submission to the Commission.

## **VI. MINUTES**

- A. Minutes shall be recorded and transcribed of all meetings of the Commission, except closed sessions, which minutes shall include, without limitations, the date, hours and place of the meetings, notice of the meeting, names of the Commission members and staff present and absent, and any action taken by the Commission.
- B. If any Commission member arrives after the meeting has commenced or departs before the adjournment, the minutes shall indicate such time of arrival and departure.

- C. Written reports or other written forms of communication submitted at a Commission meeting shall be included in the minutes with a record of action, if any, taken by the Commission on the report or other written communication.
- D. A summary of the oral reports and other forms of oral communication shall be included in the minutes.
- E. The titles and numbers of resolutions and other matters shall be entered into the minutes.
- F. The time of adjournment of all meetings of the Commission shall be entered into the minutes.
- G. Any Commission Member shall have the right to have his/her dissent from, or his/her protest against, any action taken by the Commission entered into the minutes by requesting that his/her remarks be made "of record" at the time such dissent or protest is made.
- H. Unless a Commission member requests the reading of the minutes of the Commission meeting, such minutes may be approved without reading if a copy thereof has been previously provided to each Commission member.

## **VII. OFFICIAL ACTION**

All official actions of the Commission shall be by resolution or by minute order duly recorded in the minutes.

## **VIII. PUBLIC COMMENT**

- A. Any person may comment and otherwise address the Commission regarding any matter relating to the Stanislaus County Children and Families Commission, in accordance with the provisions as set forth herein. Such comment(s) shall be made during the time set aside for public comments on the agenda, except, when otherwise allowed by the Chair of the Commission. Preference will be given to those persons who have first submitted a request in writing to the Secretary of their desire to make a comment, or otherwise address, the Commission.
- B. Each person addressing the Commission shall:
  - 1. State his/her name and address.
  - 2. Limit comments to five (5) minutes unless the Chair of the Commission allows additional time.
  - 3. Address their comments to the Members of the Commission.
- C. If an identifiable group of persons desires to address the Commission on the same subject matter or agenda item, the Chair of the Commission may request that a spokesperson be selected by the group to address the Commission. If different issues are to be presented on the subject matter or agenda item by any other member of the group, the Chair may limit the number of persons and time period

for speaking, as he/she deems appropriate in order to avoid unnecessary repetition of issues.

- D. Any person making personal, impertinent, slanderous or profane remarks, or who becomes unruly while addressing the Commission, may be barred from further speaking and may be ejected if his/her conduct disrupts the meeting, in accordance with the provisions herein, and applicable law.
- E. In the event any meeting is willfully interrupted by a person or person(s) so as to render the orderly conduct of such meeting infeasible, and order cannot be restored by the removal of the individual(s) who are willfully interrupting the meeting, the Chair, or Vice-Chair in the absence of the Chair, may order the meeting room cleared and continue in session.

## **IX. PROCEDURE**

- A. In the event a dispute arises concerning conduct and/or procedural matters not specifically addressed herein, then the Chair, or the Vice-Chair in the absence of the Chair, may resolve and otherwise rule on the matter(s), unless the Commission by appropriate motion made and carried, deems otherwise.
- B. Procedure with respect to motions shall be as follows:
  - 1. When a motion is under consideration by the Commission, no other motion shall be received unless a decision has been made of one of the following:
    - a. To adopt and approve the motion
    - b. To continue to a certain date
    - c. To direct staff on the matter, and continue to a later date for consideration
    - d. To amend
    - e. To postpone indefinitely, to 'table' the motion
  - 2. When a motion is seconded, the Chair shall state the motion before consideration of any other matter may begin.
- C. The procedure with respect to voting shall be as follows:
  - 1. At least five (5) members must be present and voting for the transaction of business, except with respect to those matters, which require nine (9) votes or a unanimous vote of the Commission, as required by law. When at least five (5) members are present and voting, a vote with at least five affirmative votes constitutes an official action of the Commission.
  - 2. An abstention by any member casts no vote whatsoever, and hence, shall not be considered for purposes of determining whether an affirmative action was taken by the Commission.
  - 3. A member may vote on a legislative or quasi-legislative matter even though he/she missed all or part of the discussion or public hearing.



4. A member may not vote on a judicial or quasi-judicial matter if he/she missed all or part of the public hearing, unless he/she considers and appraises the evidence prior to participating in the decision.
5. In the event a conflict of interest prevents at least five Commission members from voting on an issue, the provisions of the Brown Act will be applied to enable a quorum to cast votes.

**X. PUBLIC HEARINGS**

- A. The Commission shall hold public hearings when required by law and whenever called for by the Commission.
- B. Procedurally, the Chair shall open a public hearing, and at the conclusion thereof, the Chair shall close it.

**XI. AMENDMENTS TO THE BYLAWS**

The Bylaws may be amended from time to time upon official action of the Commission.

**XII. SEVERABILITY AND INVALIDITY**

If any provision of these Bylaws, or any Amendment thereto is found to be invalid, void or enforceable by any court of competent jurisdiction, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way, and shall be in effect only to the extent that it is in contravention of applicable laws without invalidating the remaining provisions.

**XIII. CONFLICTS OF INTEREST**

All members of the Commission shall be required to complete the Conflict of Interest forms, entitled "Statement of Economic Interests for Designated Officials and Employees", Form 700 of the Fair Political Practices Commission (FPPC), in accordance with the requirements of the FPPC and in accordance with the requirements of the Conflicts of Interest Code as adopted by Stanislaus County.

In furtherance of its commitment to open government, the Commission has adopted a "Conflict of Interest Code" as Section 204 of its Policies and Procedures Manual. The Commission has also adopted a secondary document entitled "Supplemental Ethics Policies". Commission members shall comply with these conflict and ethics policies and any other applicable State or Federal laws.