



Children & Families Commission
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Commission Meeting Minutes
Tuesday, December 10, 2013

Stanislaus County Office of Education, Board Room, 1100 H St., Modesto, CA

Members Present: Vito Chiesa, David Cooper, Denise Hunt (Chair), Nelly Paredes-Walsborn, Madelyn Schlaepfer, George Skol, and Dr. John Walker.

Members Absent: Vick Bauman and Mary Ann Lee (Vice Chair)

Staff Present: John Sims, Executive Director; Erica Inacio, Program Monitor; Tina Jamison, Accountant; Stephanie Loomis, Administration; and Jack Doering, Commission Counsel.

- I. Chair Hunt called the meeting to order at 4:03 p.m. Commission members and attendees recited the Pledge of Allegiance.
- II. Commission members, staff, and attendees were introduced and welcomed.
- III. Announcement of Commissioner Recusals – None.
- IV. Public Comment Period – None.
- V. Consent Calendar
The Consent Calendar was approved.
Moved Skol, Seconded Cooper. Unanimously approved.
- VI. Agenda Items
 - A. The Commission approved the Commission Meeting Minutes of September 24, 2013.
Approved on the consent calendar. Moved Skol, Seconded Cooper. Unanimously approved.
 - B. Executive Director's Office
 1. Section 403 of the Commission's Policies and Procedures Manual addresses the submission of invoices by contractors. The section states that year-end invoices must be received from contractors no later than September 30th. Invoices for the prior fiscal year that are received after September 30th cannot be paid by Commission staff without Commission approval.

Two 2012-2013 invoices were received by Commission staff after the September 30th deadline:

- Riverbank Unified School District (RUSD) submitted a \$16,464 invoice for the Kindergarten Transition Program to the Commission on October 4, 2013. The invoice was mailed to the Commission's old offices on 15th Street on August 29th, but the invoice was not forwarded by the Post Office until October.
- United Way submitted a \$7,298 invoice for the 211 program on October 4, 2013.

The recommendation to authorize Commission staff to pay a late invoice from Riverbank Unified School District in the amount of \$16,464 and a late invoice from United Way in the amount of \$7,298 was approved.

Moved Chiesa, Seconded Schlaepfer. Unanimously approved.

2. To ensure the consistency and accuracy of the Commission's Policies and Procedures Manual, staff annually reviews the document and recommends that the Commission readopt the Manual.

The suggested changes to the Manual include:

- Changing the adoption date on the title page.
- Designating the second Tuesday in December as the Commission’s regular meeting date.
- A punctuation change that serves to enhance readability and consistency, but does not change the meaning of the section.
- Updating Commission Office address to current office location.

The Commission heard a presentation on the revisions and opened a Public Hearing at 4:12 p.m. to hear comments from the public. Hearing no comments from the public, the hearing was closed at 4:13 p.m.

The Commission adopted the revised Policies and Procedures Manual and instructed staff to place the manual on the Commission’s website.

Moved Skol, Seconded Walker. Unanimously approved.

3. The Commission approved the 2013 Meeting calendar.
Approved on the consent calendar. Moved Skol, Seconded Cooper. Unanimously approved.
4. The Commission is an independent unit of local government that is classified as a “County agency” for purposes of State law. The Commission has executed an agreement with Stanislaus County to provide accounting, administrative, and legal services as if it were a County department. Commission employees are considered to be County employees for payroll and benefit purposes and the Commission has based its travel and purchasing card policies on County policies for convenience and consistency between the two agencies.

The Board of Supervisors directed the Auditor’s Office to conduct an audit of all County departments’ purchasing card charges for fiscal year 2011-2012. Because Commission employees use purchasing cards issued through Stanislaus County, the Commission’s purchasing card charges were audited under this Board directive. The use of Commission purchasing cards is the preferred method of paying for employee travel costs (mileage, meals, parking, bridge tolls, etc) and for the purchase of supplies (office materials, meeting materials, newspaper ads, etc.).

The Commission was presented with the 2011-2012 Purchasing Card Charges Audit conducted by the Auditor’s Office. The audit contains two findings (four monthly credit card statement reviews/reconciliations were not documented with a signature and date). It was recommended that reviews and reconciliations of purchasing card activity both be documented with signatures and dates. Staff agrees with this recommendation and has recommended a response to the recommendation stating that the Executive Director will issue a memo to the Department directing employees who review and reconcile purchasing card statements to sign and date the documents in accordance with the County of Stanislaus Purchasing Card Policy.

The Commission accepted the 2011-2012 Purchasing Card Charges Audit and approved a response.
Moved Paredes-Walsborn, Seconded Cooper. Unanimously approved.

5. The Child Abuse Prevention Council (CAPC) made a presentation to the Commission regarding CAPC’s mission and current and future projects.
- Committee Reports – ***Approved on the Consent Calendar. Moved Skol, Seconded Cooper. Unanimously approved.***
 1. The Commission accepted the minutes for the Administrative Committee meeting held on November 18, 2013 – including the Monthly Financial Report as of October 31, 2013 and the Quarterly Financial Report for July 2013 to September 2013.
 2. The Commission accepted the minutes for the Operations Committee held on November 21, 2013.
 3. The Commission accepted the minutes for the Executive Committee held on December 2, 2013.

VII. Correspondence - None.

VIII. Commissioner Reports

- Commissioner Walker, Paredes-Walsborn and Skol shared that the Family Domestic Violence Conference was very interesting and informative.

IX. Staff Reports

- John Sims informed the Commission that staff was working with CAPC to create an MOU establishing CAPC as the Commission's advisory board.

X. The Commission meeting adjourned at 4:59 p.m.