



Children & Families Commission
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Commission Meeting Minutes
Tuesday, May 26, 2015
West Modesto Community Center
Finley Conference Room
401 E. Paradise Road, Modesto, CA

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

Members Absent: Vick Bauman and Madelyn Schlaepfer

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

- I. Chair Lee called the meeting to order at 4:01 p.m. Commission members, staff, and attendees were introduced and welcomed.
- II. Commission members and attendees recited the Pledge of Allegiance.
- III. Announcement of Commissioner Recusals – Chair Lee informed the audience that during the budget approval process there would be several recusals during discussions and votes on specific programs and recusals would be noted at that time.
- IV. Public Comment Period
 - Dina Brambila from Franklin Healthy Start thanked the Commission for their continued support of the Healthy Start program and expressed what a wonderful impact the program has at Franklin Elementary.
- 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 March 26, 2015.
Approved on the consent calendar. Moved Skol, Seconded Cooper. Unanimously approved.
 - B. Executive Director’s Office
 1. State law requires the Commission to annually hold a public hearing before adopting a budget for fiscal year operations (July 1st to June 30th) and before adopting a long-range financial plan. The budget is an estimated spending plan for the funds received by the Stanislaus County Children and Families Commission. Adoption of a budget is the first step in authorizing expenditures to contractors. However, before funds can be disbursed, a contract must be executed between the Commission and the program operator.

By law, the Stanislaus County Board of Supervisors does not have statutory authority to alter, amend, or approve the Commission’s budget. The Commission’s budget appears in the Stanislaus County budget as an informational item so the Auditor has a legal basis to make Commission expenditures. The filing date for submitting proposed budgets to the County was April 6, 2015. A budget totaling \$7,287,186 was submitted to the CEO’s office in order to meet the County’s deadline. The purpose of the budget submitted to the County was to act as a placeholder until the Commission adopts its budget. Any budget approved by the Commission at this meeting or at subsequent meetings will be incorporated into the County’s 2015-2016 budget.

Some of the significant features of the budget and long range financial plan include:

- Budgeted revenues are reduced 5.1% between 2014-2015 and 2015-2016 due to:
 - Reduced tobacco tax revenues – a decrease of 2.0% (\$104,104)
 - The ending of the Child Signature Program on June 30, 2015 (\$105,000)
 - A \$67,432 reduction in interest earnings due to lower rates and a smaller fund balance
- 2015-2016 contracts and programs are budgeted at current amounts except for:
 - A \$48,722 decrease in the Healthy Cub’s allocation to \$126,278 due to the impacts of the Federal Affordable Care Act
 - A \$105,000 decrease due to the State’s elimination of the Child Signature Program on June 30th.
 - An increase of \$30,000 to the Court Appointed Special Advocates to enable the program to serve 25 more children 0-5
- For 2015-2016, a \$518,722 contingency has been established. No funds will be spent from Contingency without the approval of the Commission.
- Staff salaries and benefits will increase 4% in 2015-2016 due to 2% in salary restoration negotiated by the County and a .15 FTE increase for an underfilled position. In the long range financial projections, a 2% increase in salary costs is projected for future years.
- Costs for Brown and Armstrong to conduct the 2014-2015 audit will remain at \$11,200.
- The State’s revenue projections for Stanislaus County have been used in the long range financial plan.
- The long range financial plan assumes contractors will spend 95% of their allocations.
- The long range financial plan assumes a minimum reserve of six month’s worth of operating costs.

After the presentation, Chair Lee opened the public hearing at 4:18 p.m. to obtain comments from the audience. After hearing no comments, Chair Lee closed the hearing at 4:19 p.m.

Commissioner Skol made a motion to:

- a. Approve the recommendations on page 9 of the agenda packet
- b. Approve the following contract allocation recommendations on page 11 of the agenda packet and authorize the ED to negotiate and execute the contracts:

Program / Agency	Line	Amount
211 Project (United Way of Stanislaus County)	Line 1	\$80,000
The BRIDGE (Sierra Vista)	Line 9	\$185,000
Healthy Start Sites (SCOE)	Line 10	\$416,020
Family Justice Center	Line 13	\$100,000
La Familia Counseling Program (El Concilio)	Line 14	\$98,000
Zero to Five Early Intervention Partnership (BHRS)	Line 15	\$1,523,009
Kindergarten Readiness Program		
Keyes (Keyes Unified)	Line 16	\$10,000
Grayson (Patterson Unified)	Line 17	\$10,000
Riverbank (Riverbank Unified)	Line 18	\$20,000
Healthy Start Support (SCOE)	Line 23	\$82,378

Moved Commissioner Skol; Seconded Commissioner Paredes-Walsborn; Unanimously approved. Motion carried: 7-0

Prior to the next motion, Commissioner Skol announced his recusal and left the room.

Commissioner Cooper made a motion to:

- a. Approve the following contract allocation recommendations on page 11 of the agenda packet and authorize the ED to negotiate and execute the contracts:

Program / Agency	Line	Amount
Children’s Crisis Center	Line 11	\$460,000
Court Appointed Special Advocates (CASA)	Line 12	\$60,000

Moved Commissioner Cooper; Seconded Paredes-Walsborn; Unanimously approved. Motion carried: 6-0; Abstained: 1 (Skol)

Prior to the next motion, Commissioner Skol returned and Commissioners Lee and Walker announced their recusals and left the room. Vice Chair Cooper chaired the meeting in Chair Lee’s absence.

Commissioner Paredes-Walsborn made a motion to:

- a. Approve the following contract allocation recommendations on page 11 of the agenda packet and authorize the ED to negotiate and execute the contracts:

Program / Agency	Line	Amount
Healthy Cubs (Health Services Agency)	Line 20	\$126,278
Perinatal Home Visitation – HBO (Health Services Agency)	Line 21	\$1,339,160
Dental Education (Health Services Agency)	Line 22	\$30,000

Moved Commissioner Paredes-Walsborn; Seconded Commissioner Chiesa; Unanimously approved. Motion carried: 5-0; Abstained: 2 (Lee and Walker)

Following the vote, Commissioner Lee and Commissioner Walker returned to the room. Chair Lee resumed chairing the meeting.

2. During a recent review of Section 601 of the Commission’s Policies and Procedures Manual, it was noted that the language of the section was imprecise. References were made to a site visit report and a site visit letter. To avoid confusion, staff is recommending the section be reworded to clarify that the site visit letter is to serve as the report documenting the visit. Approval of this revision will confirm the current practices of the Commission and its contractors.
Approved on the consent calendar. Moved Skol, Seconded Cooper. Unanimously approved.

3. The Stanislaus County Children and Families 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 the accounting, administrative, and legal services that it provides to County departments. 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 2013-2014. 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, etc.).

The Executive Summary of the purchasing card audit for 2013-2014, which follows this agenda summary, contains no significant findings and recommendations – so no response to the audit is required. The more detailed Findings Report did note that a tax log was not submitted to the Auditor’s Office for two purchases where sales tax was not charged. The Auditor’s Office

recommended, and Staff concurs, that office procedures be modified to submit tax logs so the appropriate tax can be paid to the State of California.

Approved on the consent calendar. Moved Skol, Seconded Cooper. Unanimously approved.

- 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 May 11, 2015 – including the Monthly Contract Financial Report as of April 30, 2015 and the Quarterly Financial Report January 2015 to March 2015.
 2. The Commission accepted the minutes for the Executive Committee meeting held on May 20, 2014.
- VII. Correspondence – ***Approved on Consent Calendar. Moved Skol, Seconded Cooper. Unanimously approved.***
 1. Accept a Letter from Sierra Vista Children and Families Services RE: Accreditation Through the Joint Commission’s Gold Seal Approval
- VIII. Commissioner Reports – None.
- IX. Staff Reports
 - John Sims noted that the Commission was among the top responding commissions to the First 5 Assocations’ Commissioner survey.
 - John Sims informed the Commission there was minimal business for June and, pending Executive Committee approval, the Commission meeting would be canceled.
- X. The Commission meeting adjourned at 4:32 p.m.