



Children & Families Commission
930 15th Street, Modesto, CA 95354
Phone: 209.558.6218 Fax: 209.558.6225

**Commission Meeting Minutes
Tuesday, September 27, 2016
West Modesto Community Center
Finley Room
401 E. Paradise, Modesto, CA**

Members Present: Vicki Bauman, David Cooper, Kathy Harwell, Denise Hunt, Mary Ann Lee, George Skol (Chair), and Dr. John Walker.

Members Absent: Vito Chiesa and Nelly Paredes-Walsborn

Staff Present: John Sims, Executive Director; Stephanie Loomis, Administration; Veronica Ascencio, Accountant; and Jack Doering, Commission Counsel.

- I. Chair Skol called the meeting to order at 4:00 p.m. Kathy Harwell was introduced as the newest member of the Commission. Commission members were introduced and attendees were welcomed.
- II. Commission members and attendees recited the Pledge of Allegiance.
- III. Announcement of Commissioner Recusals – None
- IV. Public Comment Period – None.
- V. Consent Calendar
The Consent Calendar was approved.
Moved Hunt, Seconded Cooper. Unanimously approved.
- VI. Agenda Items
 - A. The Commission approved the Commission Meeting Minutes of May 24, 2016.
Approved on the consent calendar. Moved Hunt, Seconded Cooper. Unanimously approved.
 - B. Executive Director’s Office
 1. 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:
 - Minor changes, including formatting changes, that serve to enhance readability and consistency, but not change the meaning of the section.
 - Changes to Section 405 and 406 – Removal of the Executive Director’s authorization to permit contractors to carry over funds between fiscal years. These provisions were adopted during the Commission’s early years. The provisions have only been used once and the financial circumstances of the Commission are now very different.
 - Change to Section 410 – Lowering the threshold definition of an inventory item from \$1000 down to \$500. The threshold is being lowered to better align with the reduction in cost of electronics such as computers and televisions.

The Commission heard a presentation on the revisions and opened a Public Hearing at 4:08 p.m. to hear comments from the public. Hearing no comments from the public, the hearing was closed at 4:09 p.m.

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

Moved Walker, Seconded Cooper. Unanimously approved.

2. California Health and Safety Code Section 130150 requires local Children and Families Commission to conduct a public hearing on the Annual Audit and to submit the audit to the State by November 1st of each year.

The Commission contracted with Brown and Armstrong to perform the annual audit.

The Commission heard a presentation from Veronica Ascencio on the audit. The audit had no findings or recommendations for the 2015-2016 fiscal year. Commission thanked Veronica Ascencio, staff, and partners for delivering another clean audit.

The Public Hearing on the audit was opened at 4:18 p.m. by Chair Skol and, hearing no comments, the Public Hearing was closed at 4:19 p.m.

The Commission accepted the 2015-2016 audit report.

Moved Lee, Hunt. Unanimously approved.

3. Section 9.70.090 of the County Code, which established the Commission, prescribes that the members of the Commission shall annually elect a Chairperson who shall serve for a term of one year. The Commission By-Laws indicate that the terms of the Chair and Vice Chair are from September 1st to August 31st.

According to the Commission's By-Laws, the Executive Committee serves as the Nominating Committee to develop a slate of candidates for the office of Vice-Chair. Commissioner Skol reported that Commissioner Harwell was the recommended candidate for the Office of Vice Chair.

The recommendation to elect Kathy Harwell as Vice Chair was approved.

Moved Lee, Seconded Hunt. Abstained Harwell. Unanimously approved.

Committee Reports – ***Approved on the consent calendar. Moved Hunt, Seconded Cooper. Unanimously approved.***

C.

1. The Commission accepted the minutes for the Administrative Committee meeting held on September 12, 2016 – including the Monthly Contract Financial Report as of June 30, 2016 and the Quarterly Financial Report as of June 2016.
2. The Commission accepted the minutes for the Operations Committee meeting held on September 15, 2016.
3. The Commission accepted the minutes for the Executive Committee meeting held on September 21, 2016.

- D. The Commission heard a presentation from Yamilet Valladolid and Vanessa Pulido from El Concilio on the La Familia Counseling program. They gave an overview of services provided by the program to residents in Stanislaus County and shared the impact the program has on its clients. They thanked the Commission for all the support the program has received over the years from the Commission.

- VII. Correspondence – ***Approved on the consent calendar. Moved Hunt, Seconded Cooper. Unanimously approved.***
1. Accepted a letter from California State Controller’s Office RE: Acceptance of the ’14-’15 Audit Report
- VIII. Commissioner Reports
1. Commissioner Walker shared information on the Framework for a Thriving Stanislaus stakeholders meeting held September 23rd. He shared that John Sims sits on the Executive Team for Framework and the Commission’s support (through John Sims) for Framework was noted by one of the event’s speakers. Commissioner Walker also noted there was representation from the Stanislaus Asian American Community Resource group at the meeting who expressed appreciation for John reaching out to them.
- IX. Staff Reports
1. Stephanie Loomis shared a recap on the August Provider Conference with the Commission. The Conference is jointly funded and produced by Stanislaus County Office of Education and the Commission. The Commission provided funding for food and staff assisted with logistics at the August event. There were 245 attendees at the conference. The topic addressed the types of tantrums that child experience and techniques to prevent or stop tantrums. The keynote speaker was Ronald Mah.
- X. At 5:00 p.m., the Commission moved into closed session – Public Employee Evaluation – Executive Director, Government Code 54957(b).
- XI. The Commission reconvened at 5:15 p.m. and Chair Skol announced no action was taken in the Closed Session. The meeting adjourned at 5:16 p.m.