



**Children & Families Commission**  
930 15<sup>th</sup> Street, Modesto, CA 95354  
Phone: 209.558.6218 Fax: 209.558.6225

**Commission Meeting Minutes**  
**Tuesday, February 28, 2017**  
**Stanislaus County Office of Education**  
**Board Room**  
**1100 "H" St., Modesto, CA**

**Members Present:** Vicki Bauman, Vito Chiesa, David Cooper, Kathy Harwell (Vice Chair), Denise Hunt, Nelly Paredes-Walsborn, George Skol (Chair), and Dr. John Walker.

**Members Absent:** Mary Ann Lee

**Staff Present:** Veronica Ascencio, Accountant; and Jack Doering, Commission Counsel.

- I. Chair Skol called the meeting to order at 4:00 p.m.
- II. Commission members and attendees recited the Pledge of Allegiance.
- III. Announcement of Commissioner Recusals – None
- IV. Public Comment Period
  1. Lori Schumacher from Center for Human Services shared information about the upcoming “Our Story” Father Conference. The goal of the Conference, scheduled for Saturday, April 1<sup>st</sup> at Modesto High School, is to engage fathers and their children.
- V. Consent Calendar

The Consent Calendar was approved with an amendment to the Administrative Committee minutes. The minutes are to be updated to reflect Commissioner Walkers’s attendance at the Administrative Committee meeting in place of Commissioner Bauman.

**Moved Hunt, Seconded Paredes-Walsborn. Unanimously approved.**
- VI. Agenda Items
  - A. The Commission approved the Commission Meeting Minutes of December 13, 2016.

**Approved on the consent calendar. Moved Hunt, Seconded Paredes-Walsborn. Unanimously approved.**
  - B. Executive Director’s Office
    1. The fiscal year 2016-2017 budget for the Children and Families Commission was approved by the Commission during its May 24, 2016 regular meeting. The budget contained funding for 5 positions: (1) Executive Director, (2) Confidential Assistant IV (3) Accountant II, (4) Staff Services Coordinator, (5) Account Clerk III.

Concerned that the extensive and comprehensive duties performed by the Accountant II might not be commensurate with similar county positions, in February of 2016 the Commission’s Executive Director requested that the Stanislaus County Human Resources Division examine the position and make a recommendation on the appropriate classification for the position. The County’s study indicated the position should be classified at least as an Accountant III. The Commission’s Accountant position is unique in the County structure as the duties and responsibilities for basic departmental functions (reconciliations, invoice coding, etc.) as well as very high level fund functions (preparing financial statements and schedules, inclusion of the Commission fund into County roll-up reports - like the Comprehensive Annual Financial Report - CAFR, fund administration, overseeing the audit of a fund, etc.) rest in one person.

Based on the complexity of duties and responsibilities associated with the Commission’s accounting function, it is recommended that the Commission approve a reclassification of the Accountant II position to an Accountant III position. As the Commission operates within the County personnel structure, it is further recommended that the Board of Supervisors be requested

to change their list of classifications assigned to the Commission to reflect the Commission's approval of this reclassification.

The Commission's incumbent Accountant II meets the minimum qualifications for Accountant III and is currently on an Accountant III promotional list. If appointed as an Accountant III, the incumbent will receive a compensation increase of approximately 5% and will serve a one-year probationary period.

The recommendation to reclassify the Commission's Accountant II position to an Accountant III was approved.

**Approved on the consent calendar. Moved Hunt, Seconded Paredes-Walsborn. Unanimously approved.**

2. 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 30<sup>th</sup>. Invoices for the prior fiscal year that are received after September 30<sup>th</sup> cannot be paid by Commission staff without Commission approval.

A 2015-2016 invoice was received by Commission staff after the September 30<sup>th</sup> deadline:

- United Way submitted a \$19,594 invoice for the 211 program on October 28, 2016.

The recommendation to authorize Commission staff to pay a late invoice from United Way for \$19,594 was approved.

**Approved on the consent calendar. Moved Hunt, Seconded Paredes-Walsborn. Unanimously approved.**

- C. Committee Reports – **Approved on the Consent Calendar. Moved Hunt, Paredes-Walsborn. Unanimously approved.**
  1. The Commission accepted the minutes for the Executive Committee meeting held on January 5, 2017.
  2. The Commission accepted the minutes for the Administrative Committee meeting held on February 13, 2017 – including the Monthly Contract Financial Report as of January 31, 2017 and the Quarterly Financial Report July 2016 to December 2016.
  3. The Commission accepted the minutes for the Operations Committee meeting held on February 16, 2017.
  4. The Commission accepted the minutes for the Executive Committee meeting held on February 22, 2017.

VII. Correspondence – None

VIII. Commissioner Reports – None

IX. Staff Reports – None

X. At 4:06 p.m., the Commission moved into Closed Session

A. Public Employee Appointment, Title: Executive Director, Government Code Section: 54957 (b).

VIII. The Commission reconvened at 10:01 p.m. and Chair Skol announced no action was taken in the Closed Session. The meeting was adjourned at 10:02 p.m.