



Children & Families Commission
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**Commission Meeting Minutes
Tuesday, June 27, 2017
Stanislaus County Office of Education
Board Room
1100 "H" Street, Modesto, CA**

Members Present: Vicki Bauman, Vito Chiesa, Denise Hunt, Mary Ann Lee, Nelly Paredes-Walsborn, George Skol (Chair), Dr. Julie Vaishampayan.

Members Absent: David Cooper, Kathy Harwell (Vice Chair)

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

I. Chair Skol called the meeting to order at 4:00 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 – None

IV. Public Comment Period – None

V. Consent Calendar

Before the consideration of the Consent Calendar, David Jones shared the Monthly Financial Report to be accepted as part of the Administrative Committee minutes was for the period July 2016-May 2017, not July 2016-March 2017 as listed on the agenda. The Consent Calendar was approved.

Motion by Paredes-Walsborn, Second by Bauman. Unanimously approved.

VI. Agenda Items

A. The Commission approved the Commission Meeting Minutes of May 23, 2017.

Approved on the consent calendar. Motion by Paredes-Walsborn, Second by Bauman. Unanimously approved.

B. Executive Director's Office

1. Section 130100 of the California Health and Safety Code requires local Commissions to "use outcome based accountability to determine future expenditures." This provision of law has been interpreted to require evaluations to be conducted of programs funded with Proposition 10 funds. The Stanislaus County Children and Families Commission Strategic Plan includes the structure to evaluate its programs in alignment with the State's results area framework.

The Commission uses four results areas for evaluating program outcomes: Improved Family Functioning; Improved Child Development; Improved Health; and Improved Systems of Care.

Stanislaus County Children and Families Commission staff review all funded programs through a variety of processes including bi-annual on-site meetings at program locations, data analysis and the preparation of an annual report.

The 2015-2016 Annual Program Evaluation report is designed to provide Commissioners and the public with important information including: the funding distribution of the various Commission contracts in regard to Result Areas; historic funding levels; geographic distribution of contracted services; demographics of funded program recipients; and outcomes/effectiveness of the 21 contracted programs of the Commission.

The Commission took action to accept the 2015-2016 Annual Program Evaluation Report.

Motion by Bauman, Second by Hunt. Unanimously approved.

2. After being formed, the Children and Families Commission adopted a series of administrative, operational, monitoring, and financial policies to govern Commission and Contractor operations. In order to make its policies and procedures more user-friendly and easier to locate, policies and procedures were combined into one document and the document was approved by the Commission as a Policies and Procedures Manual. (The current Manual can be found on the Commission website under Publications & Other Resources.)

Staff reviews the manual on a periodic basis and recommended changes are brought to the Commission for consideration. There are two suggested changes to the manual that are being recommended. These changes are attached to this summary document and can be outlined as follows:

- A change to Section 403 – Submission of Billing Invoices by Contractors. This change would add section 403.6 which would formalize the Commission’s practice of being able to close review of a contractor submitted invoice and authorize payment after five (5) business days of completing review and requesting additional information or documentation from a contractor. (Page 32)
- A change to Section 410 – Allowable Expenditures by Contractors. This changes would formalize the Commission’s practice of requiring Contractors to request and receive prior authorization for any food and beverage purchases that are not listed in the contract scope of work and budget. (Page 42)

The Commission heard a presentation on the revisions and opened a Public Hearing at 4:18 p.m. to hear comments from the public. Hearing no comments from the public, the hearing was closed at 4:19 p.m.

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

Motion by Bauman, Second by Lee. Unanimously approved.

3. The Stanislaus County Children and Families Commission has determined in consultation with its partner organizations that it is appropriate and in their best interest to support the use of the Family Development Matrix (FDM) assessment by the contracted DR Family Resource Centers (DR FRCs). The FDM assessment is a strength-based model for family assessment, case planning and client outcomes management. The matrix is guided by the principles of family support and specifically designed for family assessment and family-directed empowerment plans to utilize shared outcomes measurement indicators.

The FDM is used by each of the Commission's funded DR Family Resource Centers as part of their ongoing programs. Matrix Outcomes Model LLC is the organization which hosts the online data center that is used by each of the participating organizations across the state of California, including the Commission's funded DR Family Resource Centers. The Agreement gives the Commission, and its DR FRC partners, access to the FDM database and allows the organizations to enter data into the on-line portal and generate reports. The FDM data is used annually by the Commission as part of its Annual Program Evaluation and DR FRCs use the system for quarterly and annual analysis of programs.

Funding for the \$4,000 annual Agreement with Matrix Outcomes Model LLC was included in the 2017-2018 Budget which was approved by action of the Commission on May 23, 2017. No additional budget action is needed.

The Commission authorized the Executive Director to negotiate and sign a one-year agreement with Matrix Outcomes Model LLC.

Approved on the Consent Calendar. Motion by Paredes-Walsborn, Second by Bauman. Unanimously approved.

4. The Commission heard a presentation from Cindy Duenas, Executive Director, from Center for Human Services (CHS). Cindy shared an update on the work being done at the three CHS Family Resource Centers.

D. Committee Reports – ***Approved on the Consent Calendar. Motion by Paredes-Walsborn, Second by Bauman. Unanimously approved.***

1. The Commission accepted the minutes for the Administrative Committee meeting held on June 12, 2017 – including the Monthly Contract Financial Report as of May 31, 2017.
2. The Commission accepted the minutes for the Operations Committee meeting held on June 15, 2017.
3. The Commission accepted the minutes for the Executive Committee meeting held on June 21, 2017.

II. Correspondence – ***Motion by Bauman, Second by Skol. Unanimously approved.***

1. Accepted a Letter from California State Controller's Office RE: Acceptance of the '15-'16 Audit Report.

III. Commissioner Reports – None

IV. Staff Reports

- David shared he has been meeting with Commission funded partners and community agencies. He is impressed with the work being done and is honored to join their efforts. He is learning about their organizations and is having productive, interactive discussions to get feedback about work of the Commission.
- David shared an update on contract execution for fiscal year 2017-2018. He also mentioned the annual Contractor Orientation meeting format was being updated for fiscal year 2017-2018. Programs will now be required to have a representative present at the orientation from the following three areas: administration, program and fiscal.
- Stephanie shared information on the upcoming Early Care and Education Conference on August 26, 2017. The topic for the conference is *The Hidden Power of Movement: Stretching the*

Muscles of the Brain and will focus on the importance of movement in brain development and learning retention in young children.

V. The Commission meeting adjourned at 4:46 p.m.