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Stanislaus County Children and Families Commission

ACTION AGENDA SUMMARY

AGENDA DATE: June 27, 2017

COMMISSION AGENDA # VI-B-2

SUBJECT:

Public Hearing to Consider Adoption of Changes to the Policies and Procedures Manual

BACKGROUND:

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)

Various Commission committees have met to review and discuss this item.

RECOMMENDATIONS:

1. Conduct a public hearing on the recommended changes to the Policies and Procedures Manual.
2. Adopt the Policies and Procedure Manual changes as presented.

FISCAL IMPACT:

There is minimal fiscal impact associated with the adoption of the Policies and Procedures Manual as the Commission and its contractors are currently operating under the provisions of the Manual.

COMMISSION ACTION:

On motion of Commissioner _____; Seconded by Commissioner _____

and approved by the following vote:

Ayes: Commissioner(s): _____

Noes: Commissioner(s): _____

Excused or Absent Commissioner(s): _____

Abstaining: Commissioner(s): _____

1) _____ Approved as recommended.

2) _____ Denied.

3) _____ Approved as amended.

Motion: _____

Attest: _____

Stephanie Loomis - Administration

Section 403 – Submission of Billing Invoices by Contractors

Policy:

Billing invoices must be submitted on a timely basis throughout the year and prior to September 30th of each year.

Procedure:

403.1 Contractors scheduled to submit billing invoices to the Commission on a monthly basis shall submit the invoices within 30 days of the end of the month being billed.

403.2 Contractors scheduled to submit billing invoices to the Commission on a quarterly basis shall submit the invoices within 30 days of the end of the quarter being billed.

403.3 Contractors shall submit all year-end invoices for any costs incurred during the period July 1st through June 30th as soon as possible following the end of the fiscal year. In the event the Contractor is unable to submit an actual invoice prior to July 15th, Contractor shall submit an accurate estimate of year-end expenses the Commission can expect to be invoiced.

403.4 All year-end invoices must be received no later than September 30th. Invoices for the prior fiscal year that are received after September 30th will be rejected and will not be paid. Commission approval is needed to pay year-end invoices received after September 30th.

403.5 Once Commission staff has accepted an invoice and a determination has been made the invoice is complete, payment to Contractor shall be made within thirty (30) days.

403.6 In the event a submitted Contractor invoice is not complete and the Commission has requested additional information or documentation, including clarifying information or the provision of missing or additional documentation from the Contractor, the Commission may, upon its discretion, close a Contractor invoice and authorize payment five (5) business days after requesting such clarification or documentation from the Contractor. If additional information is provided after the five (5) day time period, the Commission will evaluate. If it is determined payment adjustment is needed, it will occur with the next available monthly invoice.

403.5

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- ❑ The items are related to an extended training session (a lunch meal as a part of an all day training session, for example)
- ❑ The items are integral to the service being provided (nutrition education or obesity prevention, for example).
- ❑ Practicality, convenience, and efficiency dictate the need for such items (meetings of extended length or meetings held at sites where access to such items is not readily available, for example).

Food and beverage purchases for regular and recurring program activities may be purchased only if listed in the contract scope of work and budget. [All other food and beverage purchases must be approved by Commission staff prior to the purchase.](#)

Should the contractor submit food claims that are determined by Commission staff to be excessive or not demonstrating good stewardship of public resources, a written notification may be delivered to the contractor specifying which future food purchases will not be reimbursed to the contracting agency from Commission funds.

- 410.7** As a general rule, food and non-alcoholic beverage items should not be supplied for the exclusive use of contractor's staff. The Commission will accept such items on contractor invoices only when it can be demonstrated the items are associated with extended training or with a meeting over a meal period that could not reasonably be scheduled for another time. Attendance sheets, agendas, and meeting minutes (if any) shall be included as documentation of the need for such expenditures.
- 410.8** Contractor travel costs shall comply with the contracting agency's reasonable travel policies, providing the Executive Director has approved such policies. Contracting agencies without an adopted travel policy shall comply with Stanislaus County's Travel Policy. Nothing herein shall exempt the contractor from providing sufficient appropriate documentation to support travel expenditures. Should the contractor's travel policy permit travel reimbursements that are determined by Commission staff to be excessive or not demonstrating good stewardship of public resources, a written notification may be delivered to the contractor specifying which future costs or types of travel costs will not be reimbursed to the contracting agency from Commission funds.
- 410.9** Under no circumstances should stipends or gift cards be supplied to contractor's staff as an incentive or reward or compensation. To incentivize program participants or volunteers, the Commission prefers that contractors provide materials or supplies that are targeted to children 0 - 5 (books, educational materials, infant/toddler care supplies, learning games, etc.). The use of stipends or gift cards may be used as an incentive for program participants or volunteers only if specified in the contractor's scope of work and budget.