



**Children & Families Commission**

**August 30, 2018 at 8:00 a.m.**

**Barton Room – Sutter Health Education and Conference Center  
1700 McHenry Ave, Ste. 60B, Modesto, CA**



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

## Commission Meeting Notice

Thursday, August 30, 2018 at 8:00 AM, Barton Room, Sutter Health Education and Conference Center  
 1700 McHenry Ave, Suite 60B, Modesto, CA 95355

**MEMBERS:**

Vicki Bauman  
 School Representative

Ignacio Cantu Jr.  
 Community Representative

Vito Chiesa  
 County Supervisor

David Cooper  
 Community Representative

Kathy Harwell  
 Chair  
 Community Services Agency

Mary Ann Lee  
 Health Services Agency

Nelly Paredes-Walsborn, Ph.D.  
 Vice Chair  
 Community Representative

George Skol  
 Community Representative

Julie Vaishampayan, MD  
 Public Health Officer

\*\*\*\*\*

David T. Jones  
 Executive Director

The Stanislaus County Children and Families Commission welcomes you to its meetings which are regularly held on the fourth Tuesday of most month. Your interest is encouraged and appreciated.

The agenda is divided into two sections:

**CONSENT CALENDAR:** These matters include routine financial and administrative actions and are identified with an asterisk (\*). All items on the consent calendar will be voted on at the beginning of the meeting under the section titled "Consent Calendar." If you wish to have an item removed from the Consent Calendar, please make your request at the time the Commission Chairperson asks if any member of the public wishes to remove an item from consent.

**REGULAR CALENDAR:** These items will be individually discussed and include all items not on the consent calendar and all public hearings.

**ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE COMMISSION ON A MATTER ON THE AGENDA:** Please raise your hand or step to the podium at the time the item is announced by the Commission Chairperson. In order that interested parties have an opportunity to speak, any person addressing the Commission will be limited to a maximum of 5 minutes unless the Chairperson of the Commission grants a longer period of time.

**PUBLIC COMMENT PERIOD:** Matters under the jurisdiction of the Commission, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Commission for consideration. However, California law prohibits the Commission from taking action on any matter which is not on the posted agenda unless it is determined to be an emergency by the Children and Families Commission. Any member of the public wishing to address the Commission during the "Public Comment" period shall be permitted to be heard once for up to 5 minutes.

**COMMISSION AGENDAS AND MINUTES:** Commission agendas, Minutes, and copies of items to be considered by the Children and Families Commission are typically posted on the Internet on Friday afternoons preceding a Tuesday meeting at the following website: [www.stanprop10.org](http://www.stanprop10.org).

Materials related to an item on this Agenda submitted to the Commission after distribution of the agenda packet are available for public inspection in the Commission office at 930 15<sup>th</sup> Street, Modesto, CA during normal business hours. Such documents are also available online, subject to staff's ability to post the documents before the meeting, at the following website [www.stanprop10.org](http://www.stanprop10.org).



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**NOTICE REGARDING NON-ENGLISH SPEAKERS:** Stanislaus County Children & Families Commission meetings are conducted in English and translation to other languages is not provided unless the Commission is notified 72 hours in advance that an interpreter is necessary. Please contact Administration at (209) 558-6218 should you need a translator for this meeting.

Las juntas de la Comision para Niños y Familias son dirigidas en Ingles y no hay traduccion disponible a menos que la Comision sea notificada con 72 horas por avanzado. Si necesita traducción, por favor contacte a la Comision al (209) 558-6218. (Por favor tome nota, el mensaje es en Ingles pero se le asistara en Español cuando lo pida.)

**REASONABLE ACCOMMODATIONS:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Commission at (209) 558-6218. Notification 72 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting.

**RECUSALS:** California Government Code Section 87100 states that "no public official at any level of state or local government may make, participate in making or in any way use or attempt to use his/her official position to influence governmental decision in which he/she knows or has reason to know he/she has a disqualifying conflict of interest." Likewise, California Government Code section 1090 provides that certain government officials and employees "...shall not be financially interested in any contract made by tem in their official capacity."

These sections of law permit the Stanislaus County Children and Families Commission to execute contracts so long as the Commissioner(s) with the conflict recuses himself or herself from making, participating in making, or in any way attempting to use his or her official position to influence a decision on the contract.



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## COMMISSION MEETING AGENDA

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**August 30, 2018**

**8:00 A.M.**

**Sutter Health Education & Conference Center  
1700 McHenry Ave, Suite 60B  
Modesto, CA**

1. Welcome & Introductions – Chair Harwell
2. Pledge of Allegiance
3. Announcement of Recusals<sup>1</sup>
4. Public Comment Period (Limit of 5 minutes per person)
5. Approval of the Consent Calendar
  - A. Miscellaneous
    1. Approval of the Commission Meeting Minutes of June 26, 2018
  - B. Executive Director's Office
    1. Approval of the Revised 2018 Commission Meeting Schedule
  - C. Committee Reports - None
  - D. Correspondence
    1. Accept a Letter from Brown Armstrong Certified Public Accountants RE: Annual Audit
6. Discussion Items
  - A. Election of Commission Chair and Vice Chair for 2018-2019
7. Commissioner Reports
8. Staff Reports
9. Strategic Direction / Planning
10. Lunch Break
11. Strategic Direction / Planning (Continued)
12. Adjourn

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<sup>1</sup> Commissioners may publicly announce the item(s) or recommendation(s) from which he/she will recuse himself or herself due to an actual or perceived conflict of interest. The Commissioner will excuse himself or herself from the meeting and leave the room when the specific agenda item comes up for discussion and voting.



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930 15th Street, Modesto, CA 95354  
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**Commission Meeting Minutes**  
**Tuesday, June 26, 2018**  
**Stanislaus County Office of Education**  
**Board Room**  
**1100 "H" Street, Modesto, CA**

**Members Present:** Vicki Bauman, Dave Cooper, Mary Ann Lee, Nelly Paredes-Walsborn (Vice Chair), George Skol, Kathy Harwell (Chair), Dr. Julie Vaishampayan.

**Members Absent:** Vito Chiesa and Ignacio Cantu Jr.

**Staff Present:** David Jones, Executive Director; Veronica Ascencio, Accountant; Stephanie Loomis, Staff Services Coordinator; Denae Davis; Confidential Assistant IV; and Amanda DeHart, Commission Counsel.

- I. Chair Harwell called the meeting to order at 4:03 p.m. Commission members, staff, and attendees were introduced and welcomed.
- II. Pledge of Allegiance was conducted.
- III. Announcement of Commissioner Recusals – None
- IV. Public Comment Period – None
- V. Consent Calendar  
The Consent Calendar was approved.  
**Motion by Skol, Second by Cooper. (6-0)(Harwell abstained)(Chiesa and Cantu absent)**
- VI. Agenda Items
  - A. The Commission approved the Commission Meeting Minutes of May 22, 2018.  
**Approved the consent calendar. Motion by Skol, Second by Cooper. (6-0)(Harwell abstained)(Chiesa and Cantu absent)**

**Member Chiesa arrived at 4:09 p.m.**

B. Executive Director's Office

1. Executive Director Jones introduced Dr. Mara Mahmood from Glen Price Group (GPG) who was there to conduct the Strategic Direction/Planning kick-off and also made opening comments about the process.

**Member Cantu arrived at 4:18 p.m.**

2. Dr. Mahmood provided an agenda for Strategic Direction and Planning and discussed an overview of strategic planning, the purpose of, and roles and responsibilities of GPG, CFC, and staff (attached). She also solicited feedback from Commissioners for key success factors for working together through the planning process.
3. Dr. Mahmood provided a Strategic Direction and Planning Work Plan (attached).

4. Dr. Mahmood provided a “Stakeholder Engagement Plan” which was discussed in-depth with the Commissioners. Dr. Mahmood reviewed each section, its purpose, and the methodology that would be used in this process and received feedback from Commissioners and staff.
5. Dr. Mahmood discussed the existing data and background documents. She encouraged staff to provide data to the Executive Director and explained that GPG will analyze data received from the stakeholder engagements. GPG will be analyzing primary and secondary data sources.
6. Commissioners, attendees, and staff were encouraged to submit names for potential interviewees or surveyees to Dr. Mahmood by close of business on Thursday. There will be a full-day planning session for the Commission on Thursday, August 30.

I. Correspondence – None

II. Commissioner Reports - None

III. Staff Reports

- Executive Director Jones shared that the Children and Families Commission ordinance regarding the name change and ordinance language was approved at the Board of Supervisors meeting that morning. There is a 30-day waiting period before the ordinance language and name change becomes effective.

IV. The Commission meeting adjourned at 5:57 p.m.

# Stanislaus County Children and Families Commission Strategic Direction/Planning Schedule

## 2018

July						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### Quarterly Partner Meetings

October 9 - 10:00AM

The Quarterly Partner Meeting will be held at SCOE in the Patterson Room  
(1101 H Street, Modesto)

### Commission Meetings

August 30 - 8:00AM-5:00PM

September 19 - 8:00AM-12:00PM

\*October 23 - 1:00PM-6:00PM

November 15 - 9:00AM-1:00PM

\*December 11 - 4:00PM-6:00PM

All Commission meetings will be held at:  
Sutter Health Education & Conference Center  
(1700 McHenry Ave, Suite 60B, Modesto)  
**except** for the following:  
October 23: County Center III - Room 1 (917 Oakdale Road, Modesto), and  
December 11: SCOE Board Room (1100 H Street, Modesto)

### Administrative Committee (Noon)

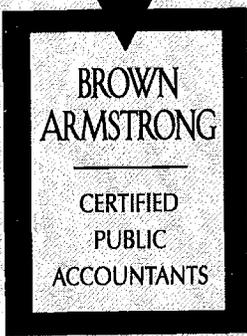
### Operations Committee (Noon)

### Executive Committee (12:15 PM)

### Holidays

All Committee meetings will be held at:  
Children and Families Commission (930 15th Street, Modesto)  
Please note: there is an Executive Committee meeting scheduled  
September 19, which is also the date of the Commission meeting.

AUG 19 2018 PM 04:01



# BROWN ARMSTRONG

*Certified Public Accountants*

August 7, 2018

To Mr. David Jones, Executive Director,  
and the Board of Commissioners  
Stanislaus County Children and Families Commission  
930 15<sup>th</sup> Street  
Modesto, California 95354

## **BAKERSFIELD OFFICE**

**(MAIN OFFICE)**

4200 TRUXTUN AVENUE  
SUITE 300  
BAKERSFIELD, CA 93309  
TEL 661.324.4971  
FAX 661.324.4997  
EMAIL [info@bacpas.com](mailto:info@bacpas.com)

## **FRESNO OFFICE**

10 RIVER PARK PLACE  
EAST SUITE 208  
FRESNO, CA 93720  
TEL 559.476.3592

## **LAGUNA HILLS OFFICE**

23272 MILL CREEK DRIVE  
SUITE 255  
LAGUNA HILLS, CA 92653  
TEL 949.652.5422

## **STOCKTON OFFICE**

5250 CLAREMONT  
AVENUE  
SUITE 150  
STOCKTON, CA 95207  
TEL 209.451.4833

Dear Mr. Jones and Board of Commissioners:

We are pleased to confirm our understanding of the services we are to provide Stanislaus County Children and Families Commission (the Commission) for the year ended June 30, 2018. We will audit the financial statements of the governmental activities and General Fund of the Commission as of and for the year ended June 30, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Commission's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Commission's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by accounting principles generally accepted in the United States of America and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of the Commission's Proportionate Share of the Net Pension Liability
- 3) Schedule of Pension Contributions
- 4) Required Supplemental Schedule of the Commission's Other Post Employment Benefit (OPEB) Plan, if applicable.

Mr. David Jones, Executive Director,  
and the Board of Commissioners  
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The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1) The Commission's Membership Table

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether the Commission's financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Commission and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Commission's financial statements. Our report will be addressed to the Board of Commissioners of the Commission. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraph(s). If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the Commission's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Commission is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as

Mr. David Jones, Executive Director,  
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evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Commission or to acts by management or employees acting on behalf of the Commission. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by auditing standards generally accepted in the United States of America.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the Commission and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under the American Institute of Certified Public Accountants (AICPA) professional standards and *Government Auditing Standards*.

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### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Commission's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

We will also assist in preparing the financial statements and related notes of the Commission in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the Commission from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

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You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Commission involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Commission received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Commission complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with accounting principles generally accepted in the United States of America; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

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### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Commission; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Brown Armstrong Accountancy Corporation and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Controller's Office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Brown Armstrong Accountancy Corporation personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State Controller's Office. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately September 4, 2018, and to issue our reports no later than September 21, 2018. Eric Xin is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$11,200. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes ninety (90) days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

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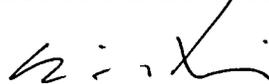
All disputes under this agreement shall be submitted to mediation. Each party shall designate an executive officer empowered to attempt to resolve the dispute. Should the designated representatives be unable to agree on a resolution, a competent and impartial third party acceptable to both parties shall be appointed to mediate. Each disputing party shall pay an equal percentage of the mediator's fees and expenses. No suit or arbitration proceedings shall be commenced under this agreement until at least sixty (60) days after the mediator's first meeting with the involved parties. In the event that the dispute is required to be litigated, the court shall be authorized to assess litigation costs against any party found not to have participated in the mediation process in good faith.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our most recent peer review report accompanies this letter.

We appreciate the opportunity to be of service to the Commission and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

BROWN ARMSTRONG  
ACCOUNTANCY CORPORATION



By: Eric H. Xin

EHX:myx:mmj

Enclosure

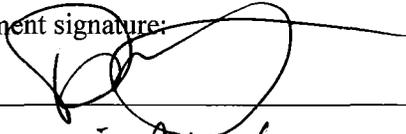
PfX.../78457/First 5 2018/PSR-02-1/Audit Engagement Letter

Mr. David Jones, Executive Director,  
and the Board of Commissioners  
Stanislaus County Children and Families Commission  
August 7, 2018  
Page Eight

**RESPONSE:**

This letter correctly sets forth the understanding of Stanislaus County Children and Families Commission.

Management signature:



Title:

Executive Director

Date:

8/15/2018

Governance signature:

Title:

Date:



## System Review Report

To the Shareholders of  
Brown Armstrong Accountancy Corporation  
and the National Peer Review Committee of the AICPA

We have reviewed the system of quality control for the accounting and auditing practice of Brown Armstrong Accountancy Corporation (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended October 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based upon our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Brown Armstrong Accountancy Corporation applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended October 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Brown Armstrong Accountancy Corporation has received a peer review rating of *pass*.

*Weaver and Tidwell, LLP*  
WEAVER AND TIDWELL, L.L.P.

Dallas, Texas  
January 29, 2016



It's All About The Kids

Stanislaus County Children and Families Commission

**ACTION AGENDA SUMMARY**

<b>COMMITTEE ROUTING</b>	
Administrative/Finance	<input type="checkbox"/>
Operations	<input type="checkbox"/>
Executive	<input checked="" type="checkbox"/>

AGENDA DATE: August 30, 2018

COMMISSION AGENDA #: 6A

**SUBJECT:**

Election of Commission Chair and Vice-Chair for 2018-2019

**BACKGROUND:**

The Stanislaus County Board of Supervisors’ ordinance establishing the Children and Families Commission was adopted on December 8, 1998. Section 9.70.090 of the ordinance prescribes that the members of the Commission shall annually elect a Chairperson who shall serve for a term of one (1) year. The Commission’s By-Laws contain the process for election of the Chair and Vice-Chair, with the terms of both extending from September 1<sup>st</sup> to August 31<sup>st</sup>.

According to the Commission’s By-Laws:

“The Executive Committee shall serve as a Nominating Committee to develop a slate of candidates for the Office of Vice-Chair. At the August regular meeting of the Commission, members of the Commission shall consider the Nominating Committee’s candidate(s) and shall elect a Vice-Chair for the Commission, who shall serve a term of September 1<sup>st</sup> through August 31<sup>st</sup>. Following a term as Vice-Chair, the Vice-Chair shall serve a one-year term as Chair of the Commission during the following September 1<sup>st</sup> to August 31<sup>st</sup> period. The purpose of this process is to provide continuity for a two-year period as a Commissioner moves from the Office of Vice-Chair to Chair.”

“In the interests of promoting community involvement, it is the goal of the Commission to alternate the Chair between community representatives and County representatives. It is recognized that unanticipated and unplanned changes in Commission membership may affect the Commission’s ability to attain this goal.”

In August 2017, Vice-Chair Nelly Paredes-Walsborn was elected to her current role and as such would assume the role of Chair effective September 1, 2018. In June 2018, the Commission commenced a significant strategic direction/planning process. Vice-Chair Paredes-Walsborn currently serves a critically important role on the Steering Committee of this process that is helping to shape the future direction of the Commission. It is recommended that for leadership continuity purposes and organizational capacity, that Commissioner Kathy Harwell would be elected as Chair of the Commission for one additional term beginning September 1, 2018, through August 31, 2019, and Paredes-Walsborn be elected as Vice-Chair of the Commission for one additional term beginning September 1, 2018, through August 31, 2019. Paredes-Walsborn would then be able to continue in her important role as a member of the Steering Committee for the strategic direction/planning process (no additional action is need on the Steering Committee appointment). In accordance with Commission By-Laws, Commissioner Paredes-Walsborn, would automatically assume the Office of Chair on September 1, 2019.

As specified in the By-Laws, the Commission is scheduled to hear a report from the Executive Committee as a part of this agenda item.

**STAFF RECOMMENDATIONS:**

1. Conduct an election for the Offices of Chair and Vice-Chair for the term of September 1, 2018, to August 31, 2019.

**FISCAL IMPACT:**

There is no fiscal impact associated with the election the Commission Chair and Vice-Chair positions.

Attest: \_\_\_\_\_  
Denae J. Davis - Confidential Assistant IV

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**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: \_\_\_\_\_

Denae J. Davis - Confidential Assistant IV