



**FIRST 5
STANISLAUS**

**Commission Meeting
April 23, 2019 at 4:00 p.m.**

*Stanislaus County Office of Education, Board Room
1100 H Street, Modesto, CA*



Commission Meeting Notice

Tuesday, April 23, 2019, 4:00 PM
Stanislaus County Office of Education – Board Room
1100 H Street, Modesto, CA 95354

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 Lilly-Tengowski
Health Services Agency

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

George Skol
Community Representative

Julie Vaishampayan, MD
Public Health Officer

David Jones
Executive Director

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

The agenda is divided into multiple sections including:

CONSENT CALENDAR: These matters include routine financial and administrative actions. 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.

DISCUSSION ITEMS: These items will be individually discussed with opportunity for public comment.

PUBLIC HEARINGS: These items are opportunities for individuals interested in the matter being addressed on the agenda item to present their views to the Commissioners.

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 either 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.first5stan.org.



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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 15th 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.

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 traduccion, 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 them 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.



COMMISSION MEETING AGENDA

April 23, 2019 • 4:00 P.M.

**Stanislaus County Office of Education – Board Room
1100 H Street, Modesto, CA**

1. Welcome & Introductions – Chair Harwell
2. Pledge of Allegiance
3. Announcement of Recusals¹
4. Public Comment Period (Limit of 5 minutes per person)
5. Consent Calendar
 - A. Miscellaneous
 1. Approval of the Commission Meeting Minutes of December 11, 2018
 2. Accept the Minutes of the Administrative Committee Meeting of April 8, 2019
 - a. Results Area Fiscal Report as of February 28, 2019
 - b. Quarterly Financial Report – Second Quarter Fiscal Year 2018-2019
 3. Accept the Minutes of the Operations Committee Meeting of April 11, 2019
 4. Accept the Minutes of the Executive Committee Meeting of April 17, 2019
6. Discussion Items
 - A. Acceptance of the Report on the Stanislaus County Children and Families Commission 2017-2018 Annual Program Evaluation
7. Public Hearings
 - A. Public Hearing on the First 5 California 2017-2018 Annual Report (the report in its entirety may be viewed at the following link: <http://first5stan.org/agendas.shtml>)
8. Correspondence
9. Commissioner Reports
10. Staff Reports
11. Adjourn into Closed Session – Public Employee Evaluation, Title: Executive Director, Government Code: 54957(b)

¹ 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.



**STANISLAUS COUNTY
CHILDREN & FAMILIES COMMISSION
MEETING MINUTES
Tuesday, December 11, 2018
Stanislaus County Office of Education, Board Room
1100 H Street, Modesto , CA**

Commissioners Present: Vicki Bauman, Ignacio Cantu, Vito Chiesa, David Cooper, Kathy Harwell (Chair), Mary Ann Lee, Nelly Paredes-Walsborn (Vice Chair), George Skol, Dr. Julie Vaishampayan

Commissioners Absent: None

Staff Present: David Jones, Executive Director; Amanda DeHart, Commission Counsel; Veronica Ascencio, Accountant; Stephanie Loomis, Staff Services Coordinator; Pamela Thompson-Ryan

1. Chair Harwell called the meeting to order at 4:00 p.m. Commission members, staff, and attendees were introduced and welcomed.
2. Pledge of Allegiance was conducted.
3. Announcement of Commissioner Recusals – Chair Harwell informed the audience that during the contract approval process there would be several recusals during discussions and votes on specific programs and recusals would be noted at that time.
4. Public Comment Period
 - Patricia Hill Thomas recognized David Jones for 20 years of employment with the County of Stanislaus.
5. Consent Calendar
The Consent Calendar was approved.
Motion by Skol, Second by Cooper. (8-0)(Chiesa out of the room during motion.)
6. Strategic Direction/Planning
 - Maggie Steakley (GPG) provided an agenda for Strategic Direction and Planning.
 - Steakley presented the final Strategic Plan and reviewed changes made to the document based on feedback she received from Commissioners during the prior meeting and the Commissioner survey.
7. Agenda Items
 - A. Conducted a public hearing to consider the adoption of the First 5 Stanislaus Strategic Plan 2019-2024 prepared by The Glen Price Group, and adopted the Strategic Plan 2019-2024.

The Public Hearing on the Plan was opened at 4:38 p.m. by Chair Harwell. Susan Beasley thanked the Commission for being inclusive and transparent during the strategic direction and planning process. David Jones recognized Maggie and the Glen Price Group for their work; he thanked Commissioners for the time, energy and passion they invested into the strategic planning process. Commissioner Harwell thanked the steering committee for the extra time and work they put into the strategic planning process. The Public Hearing was closed at 4:46 p.m.

The Commission accepted the Strategic Plan 2019-2024.

Motion by Parades-Walsborn, Second by Cantu. (9-0)

- B. The Commission approved the Executive Director to negotiate and execute one-year agreements for Fiscal Year 2019-2020 with service providers.

The Commission heard a presentation from David Jones on the proposed one-year 2019-2020 contract agreements. David highlighted Proposition 10 funding continues to decline and the Commission’s planned use of fund balance cannot continue. In addition, David highlighted how the services offered by the proposed one-year contracts align with the Commission’s new Strategic Plan.

MOTIONS TO ADOPT 2019-2020 CONTRACT ALLOCATIONS

1. ALL COMMISSIONERS VOTED ON THE FOLLOWING MOTION:

I move that the Commission approve the following contract allocation recommendations on page 49 of the agenda packet and authorize the ED or his designee to negotiate and execute the contract:

Agency	Program	Line	Amount
Sierra Vista Child & Family Services	The BRIDGE	Line 2	\$166,500

Motion by Skol, Second by Chiesa. (9-0)

2. Commissioners Lee and Vaishampayan left the room:

I move that the Commission approve the following contract allocation recommendations on page 49 of the agenda packet and authorize the ED or his designee to negotiate and execute the contract:

Agency	Program	Line	Amount
Stanislaus County Health Services Agency	Healthy Birth Outcomes/Perinatal Home Visitations	Line 3	\$1,000,000

Motion by Skol, Second by Cooper. (7-0)

3. Commissioners Lee and Vaishampayan returned and Commissioner Bauman left the room:

I move that the Commission approve the following contract allocation recommendations on page 49 of the agenda packet and authorize the ED or his designee to negotiate and execute the contract:

Agency	Program	Line	Amount
Stanislaus County Office of Education	Healthy Start	Line 4	\$498,398

Motion by Cooper, Second by Vaishampayan. (8-0)

4. Commissioner Bauman returned and Chair Harwell left the room:

I move that the Commission approve the following contract allocation recommendations on page 49 of the agenda packet and authorize the ED or his designee to negotiate and execute the contract:

Agency	Program	Line	Amount
United Way of Stanislaus	211 Program	Line 1	\$40,000

Motion by Lee, Second by Cooper. (8-0)

5. Chair Harwell returned and the meeting continued.

C. The Commission authorized Use of \$25,000 of contract adjustment funding to support grant applications.

Motion by Bauman, Second by Skol. (6-0)(Chiesa absent. Lee and Vaishampayan left the room during discussion and vote)

D. The Commission authorized the Executive Director to negotiate and execute an agreement with the Community Services Agency for administrative services associated with the Differential Response Family Resource Center joint contracts for Fiscal Year 2018-2019 and Fiscal Year 2019-2020.

Motion by Lee, Second by Cantu. (7-0)(Chiesa absent. Harwell left the room during discussion and vote)

8. Correspondence – None

9. Commissioner Reports

- Commissioner Skol expressed his pleasure with the accomplishment of the strategic planning process, but recognizes there is more work ahead for the Commission as it begins implementing the new plan.
- Chair Harwell wished everyone a happy holiday season.

10. Staff Reports

- Executive Director Jones shared Denae Davis has transitioned to another department. There won't be any changes for First 5's budget as part of the County's Mid-Year Budget process. The First 5 office would be closed for business on December 26. Executive Director Jones shared he would be out on a medical leave of absence starting December 20 and Stephanie Loomis will be serving as the Interim Executive Director while he is out. He also noted the January 22, 2019, Commission meeting will be canceled.

11. The Commission meeting adjourned at 5:44 p.m.



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Vice Chair
Community Representative

George Skol
Community Representative

Julie Vaishampayan, MD
Public Health Officer

David T. Jones
Executive Director

Administrative/Financial Committee Minutes

Monday, April 8, 2019

Commissioners present: Vicki Bauman, Ignacio Cantu, Mary Ann Lee-Tengowski
Commissioners absent: Kathryn Harwell
Staff Present: David Jones

1. Results Area Fiscal Report as of February 28, 2019 was reviewed
2. The Second Quarter Fiscal Year 2018-2019 report was reviewed.
3. First 5 California 2017-2018 Annual Report will be reviewed, including a PowerPoint presentation at the upcoming Commission meeting.
4. 2017-2018 Annual Program Evaluation has been completed and will be presented at the upcoming Commission meeting.
5. Draft Agenda for April 23, 2019 Commission Meeting – **Board Room, Stanislaus County Office of Education**
 - a. Public Hearing on the First 5 California 2017-2018 Annual Report
 - b. Acceptance of the Report on the Stanislaus County Children and Families Commission 2017-2018 Annual Program Evaluation
 - c. Adjourn into closed session for Public Employee Evaluation
6. Executive Director Report included discussion of subjects including current year budget status, the Fiscal Year 2019-2020 Proposed Budget, State Tobacco Tax revenue, and other informational updates.
7. Adjournment

First 5 Stanislaus
Result Area Fiscal Report
YTD as of 2/28/19

	<i>Budget</i>	<i>Actual Expenditures</i>	<i>Remaining Budget</i>	<i>% Actual to Budget</i>
RESULT AREA 1: Improved Family Functioning (Family Support, Education, and Services)				
General Family Support				
<i>211/Family Resource Centers;CBO - Non-Profit;County Office of Ed-School District</i>				
211 Project (United Way)	\$ 72,000	\$ 37,757	\$ 34,243	52%
Family Resource Centers:				
Ceres Partnership for Healthy Children (CHS)	\$ 147,076	\$ 71,758	\$ 75,318	49%
Hughson Family Resource Center (SV)	\$ 132,422	\$ 86,654	\$ 45,768	65%
N. Modesto/Salida Family Resource Center (SV)	\$ 280,032	\$ 184,725	\$ 95,307	66%
Oakdale/Riverbank Family Resource Center (CHS)	\$ 142,962	\$ 62,848	\$ 80,114	44%
Parent Resource Center	\$ 315,411	\$ 144,910	\$ 170,501	46%
Turlock Family Resource Center (Aspiranet)	\$ 171,374	\$ 34,784	\$ 136,590	20%
Westside Family Resource Center (CHS)	\$ 214,144	\$ 83,160	\$ 130,984	39%
The Bridge (Sierra Vista)	\$ 166,500	\$ 84,091	\$ 82,409	51%
Healthy Start	\$ 448,558	\$ 181,657	\$ 266,901	40%
General Family Support Subtotal	\$ 2,090,479	\$ 972,343	\$ 1,118,136	
Intensive Family Support				
<i>Other;CBO - Non-Profit</i>				
Children's Crisis Center	\$ 414,000	\$ 259,500	\$ 154,500	63%
Court Appointed Special Advocates	\$ 57,000	\$ 32,986	\$ 24,014	58%
Family Justice Center	\$ 90,000	\$ 46,778	\$ 43,222	52%
La Familia Counseling Program (El Concilio)	\$ 88,200	\$ 34,610	\$ 53,590	39%
Intensive Family Support Subtotal	\$ 649,200		\$ 275,326	
Total Area 1:	\$ 2,739,679	\$ 1,346,218	\$ 1,393,461	49%
RESULT AREA 2: Improved Child Development (Child Development Services)				
Early Learning Programs				
<i>Summer Programs;County Office of ED - School District</i>				
Keyes (1)	\$ 9,500	\$ -	\$ 9,500	0%
Riverbank (2)	\$ 19,000	\$ -	\$ 19,000	0%
Total Area 2:	\$ 28,500	\$ -	\$ 28,500	0%
RESULT AREA 3: Improved Health (Health Education and Services)				
Early Intervention				
<i>Assessments and Clinical Intervents</i>				
Zero to Five Early Intervention Partnership (BHRS)	\$ 1,218,407	\$ 297,856	\$ 920,551	24%
Prenatal & Infant Home Visiting				
<i>Other;County Health & Human Services</i>				
Healthy Birth Outcomes (Health Services Agency)	\$ 1,071,328	\$ 471,915	\$ 599,413	44%
Oral Health Education and Treatment				
<i>Other;County Health & Human Services</i>				
Dental Education (Health Services Agency)	\$ 20,000	\$ 4,457	\$ 15,543	22%
Total Area 3:	\$ 2,309,735	\$ 774,228	\$ 1,535,507	34%
RESULT AREA 4: Improved Systems of Care				
Program and Systems Improvement Efforts				
Early Care and Education Conference	\$ 12,000	\$ 6,275	\$ 5,725	52%
Total Area 4:	\$ 12,000	\$ 6,275	\$ 5,725	52%
Result Area Total	\$ 5,089,914	\$ 2,126,721	\$ 2,963,193	
ADJUSTED PROGRAM CONTRACT EXPENDITURES*				
	\$ 5,077,914	\$ 2,120,446	\$ 2,957,468	42%

* Adjusted Program Contract Expenditures does not include ECE Conference Costs

First 5 Stanislaus
Fiscal Year 2018-2019
2nd Quarter Financial Report

	Three Months Ended December 31			YTD			
	2018	2017 <i>as adjusted</i>	Percent Change	FY 18/19 Adopted Budget	FY 18/19 Actual	Remaining FY Budget	% Actual to Budget
REVENUE							
Interest	\$ 30,830	\$ 23,936	28.80%	\$ 75,000	\$ 30,830	\$ 44,170	41%
Tobacco Tax (Prop 10) (incl. SMIF, Backfill)	\$ 1,787,286	\$ 1,211,036	47.58%	\$ 4,814,108	\$ 1,787,286	\$ 3,026,822	37%
Other - Grants, Misc	\$ 262	\$ 75,071	-99.65%	\$ -	\$ 262	\$ (262)	0%
TOTAL REVENUE	\$ 1,818,378	\$ 1,310,043	38.80%	\$ 4,889,108	\$ 1,818,378	\$ 3,070,730	37%
EXPENDITURES							
							+
Program							
Contracts/Programs*	\$ 1,245,684	\$ 1,294,626	-3.78%	\$ 5,089,914	\$ 1,296,067	\$ 3,793,847	25%
Contracts-Prior Year (Payments/Adjsutments)	\$ -	\$ (11,667)	-100.00%		\$ 354	\$ (354)	
Contract Adjustments (TBD)	\$ -			\$ 500,000	\$ -	\$ 500,000	0%
Salaries & Benefits	\$ 55,425	\$ 53,632	3.34%	\$ 311,678	\$ 96,299	\$ 215,379	31%
Services & Supplies	\$ 57,303	\$ 23,014	148.99%	\$ 85,172	\$ 57,333	\$ 27,839	67%
County Cap Charges	\$ 10,192	\$ 5,051	101.78%	\$ 14,668	\$ 10,192	\$ 4,476	69%
Total Expenditures - Program	\$ 1,368,604	\$ 1,364,656	0.29%	\$ 6,001,432	\$ 1,460,245	\$ 4,541,187	24%
Evaluation							
Salaries & Benefits	\$ 4,364	\$ -	0.00%	\$ 19,390	\$ 4,566	\$ 14,824	24%
Services & Supplies	\$ 4,108	\$ 4,000	2.71%	\$ 11,750	\$ 8,108	\$ 3,642	69%
County Cap Charges	\$ 621	\$ -	0.00%	\$ 1,376	\$ 621	\$ 755	45%
Total Expenditures - Evaluation	\$ 9,093	\$ 4,000	127.33%	\$ 32,516	\$ 13,295	\$ 19,221	41%
Administration							
Salaries & Benefits	\$ 74,210	\$ 57,240	29.65%	\$ 209,520	\$ 169,467	\$ 40,053 ⁺	81%
Services & Supplies	\$ 3,508	\$ 13,719	-74.43%	\$ 114,926	\$ 66,955	\$ 47,971	58%
County Cap Charges	\$ 1,962	\$ 2,871	-31.64%	\$ 29,799	\$ 12,053	\$ 17,746	40%
Total Expenditures - Administration	\$ 79,680	\$ 73,829	7.92%	\$ 354,245	\$ 248,475	\$ 105,770	70%
TOTAL EXPENDITURES	\$ 1,457,377	\$ 1,442,485	1.03%	\$ 6,388,193	\$ 1,722,014	\$ 4,666,179	27%

Administrative Rate = 4%

* Contracts/Program actuals includes all result area costs, including ECE



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Operations Committee Minutes

Thursday, April 11, 2019

Commissioners present: Nelly Paredes-Walsborn, George Skol, Julie Vaishampayan,
Commissioners absent: David Cooper
Staff Present: David Jones

MEMBERS:

Vicki Bauman
School Representative

Ignacio Cantu, Jr.
Community Representative

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7. Adjournment



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Public Health Officer

David Jones
Executive Director

Executive Committee Minutes

Wednesday, April 17, 2019

Commissioners present: Vito Chiesa, Kathryn Harwell, Nelly Paredes-Walsborn
Staff Present: David Jones

1. Results Area Fiscal Report as of February 28, 2019 was reviewed
2. The Second Quarter Fiscal Year 2018-2019 report was reviewed.
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7. Adjournment



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

ACTION AGENDA SUMMARY

AGENDA DATE: April 23, 2019

COMMISSION AGENDA #: VI.A

SUBJECT:

Acceptance of the Report on the Stanislaus County Children and Families Commission 2017-2018 Annual Program Evaluation.

BACKGROUND:

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.

For its 2017-2018 Annual Program Evaluation, the Commission uses four results areas for evaluating program outcomes: Improved Family Functioning; Improved Child Development; Improved Health; and Improved Systems of Care.

There are a variety of methodologies used by Stanislaus County Children and Families Commission staff to review all funded programs. These include bi-annual on-site meetings at program locations, data analysis from multiple sources, and the preparation of an annual report.

The 2017-2018 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 20 contracted programs of the Commission.

The Administrative and Financial Committee, Operations and Executive Committee heard this item at their respective meetings in April 2019.

STAFF RECOMMENDATIONS:

1. Accept the Report on the Stanislaus County Children and Families Commission Annual Program Evaluation for 2017-2018.

FISCAL IMPACT:

There is no direct fiscal impact associated with this agenda item. It is anticipated that information from this agenda item may be used by the Commission to make future decisions about funding, contracts, and budgets.

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 – Staff Services Coordinator



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

ACTION AGENDA SUMMARY

AGENDA DATE: April 23, 2019

COMMISSION AGENDA #: VII.A.

SUBJECT:

Public Hearing on the First 5 California 2017-2018 Annual Report

BACKGROUND:

Section 130140(a)(1)(H) of the California State Health and Safety Code requires County Commissions to hold a public hearing on the State Commission’s annual report (which is submitted to the Legislature each January). The State’s Annual Report can be reviewed and/or printed from First 5 Stanislaus’ website at <http://first5stan.org/agendas.shtm>. The annual report summarizes past year’s accomplishments including education, outreach and screening efforts.

The Administrative and Financial Committee, Operations and Executive Committee heard this item at their respective meetings in April 2019.

STAFF RECOMMENDATIONS:

1. Conduct a public hearing on the First 5 California 2017-2018 Annual Report.
2. Accept the First 5 California 2017-2018 Annual Report.

FISCAL IMPACT:

There is no fiscal impact associated with holding a Public Hearing on the First 5 California 2017-2018 Annual Report.

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 – Staff Services Coordinator