



**FIRST 5
STANISLAUS**

**Commission Special Meeting
July 3, 2019 at 1:00 p.m.**

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



Commission Special Meeting Notice

Wednesday, July 3, 2019, 1:00 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, M.D.
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 Commission 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 SPECIAL MEETING AGENDA

July 3, 2019 • 1:00 P.M.

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

1. Welcome/Introductions
2. Pledge of Allegiance
3. Announcement of Recusals¹
4. Public Comment (Limit of 5 minutes per person)
5. Consent Calendar
 - A. Miscellaneous
 1. Approval of the Commission Meeting Minutes of May 28, 2019
 2. Accept the Minutes of the Administrative Committee Meeting of June 10, 2019
 - a. Results Area Fiscal Report as of April 30, 2019
 3. Accept the Minutes of the Operations Committee Meeting of June 13, 2019
 4. Accept the Minutes of the Executive Committee Meeting of June 19, 2019
6. Discussion
 - A. Approval for the Executive Director to Negotiate and Sign an Agreement with Hudson Henderson & Company, Inc. for External Auditor Services
7. Executive Director Report
8. Adjournment

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, May 28, 2019
Stanislaus County Office of Education, Board Room
1100 H Street, Modesto , CA**

Commissioners Present: Vicki Bauman, Ignacio Cantu, Jr., Vito Chiesa, David Cooper, Kathy Harwell (Chair), Mary Ann Lilly-Tengowski, 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

1. Chair Harwell called the meeting to order at 4:01 p.m. Commission members, staff, and attendees were introduced and welcomed.
2. Pledge of Allegiance was conducted.
3. Announcement of Commissioner Recusals – None
4. Public Comment Period – None
5. Consent Calendar
The Consent Calendar was approved.
Motion by Skol, Second by Cooper. (9-0)
6. Public Hearings
 - A. The Commission heard a presentation on the Fiscal Year 2019-2020 Budget, Long Range Financial Plan and Related Actions from Executive Director Jones and then conducted a public hearing to consider the adoption of the Fiscal Year 2019-2020 Budget, Long Range Financial Plan and related actions.

The Commission accepted the Fiscal Year 2019-2020 Budget from the Executive Director; authorized the Executive Director to make necessary technical adjustments to implement the approved Fiscal Year 2019-2020 Budget; authorized staff to submit the proposed budget for inclusion in the County budget; authorized the Executive Director to negotiate and sign an agreement not to exceed \$7,000 with Matrix Outcomes Model for 2019-2020 services and training; and adopted the financial projections for Fiscal Years 2020-2021 through 2024-2025 as the Commission's Long Range Financial Plan.
Motion by Paredes-Walsborn, Second by Skol. (9-0)

7. Correspondence – None
8. Commissioner Reports – None
9. Staff Reports
 - Executive Director Jones shared that February revenue came in around \$340,000 which is lower than projections. Revenue is currently projected to come in at budget for FY 2018-2019. Jones shared First 5 Stanislaus staff attended a site visit to First 5 Sacramento on May 23 and learned about their work with FRCs, sustainability, outcomes and more. Jones highlighted the importance of a complete census count for 2020 and noted he is participating on the Complete Count Committee for the County. Jones shared he would be calling in for the June Administrative Committee meeting since he would be out of town for the First 5 Leadership cohort that day. Staff will be sharing a draft legislative platform and financial auditors recommendation for the committees. Jones thanked meeting attendees for their work with First 5 Stanislaus and reminded the Commission and meeting attendees there would be a celebration at the end of the meeting to recognize the Commission’s partners and their work. Chair Harwell recognized the many partnerships over the years with First 5, the importance of the work being done and the value of our partners.
10. Adjourned at 4:41 p.m.



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Public Health Officer

David Jones
Executive Director

Administrative/Financial Committee Minutes

Monday, June 10, 2019

Commissioners present: Vicki Bauman, Mary Ann Lilly-Tengowski
Commissioners absent: Ignacio Cantu, Jr., Kathryn Harwell
Staff Present: David Jones, Stephanie Loomis

1. Results Area Fiscal Report as of April 30, 2019 was reviewed.
2. The draft First 5 Legislative Platform was reviewed and will be presented at the upcoming Commission meeting.
3. The status of the building lease amendment was discussed.
4. The financial audit contract proposals for Fiscal Year 2019-2020 were discussed. Staff plan to bring a recommendation for a new Auditor contract to the next Commission meeting.
5. Draft Agenda for June 25, 2019 Commission Meeting – **Board Room, Stanislaus County Office of Education**
 - a. Authorization to Extend the Lease for Office Space at 930 15th Street
 - b. Approval of a Legislative Platform for First 5 Stanislaus
 - c. Authorization to Negotiate and Execute a Contract for Financial Audit Services
6. Executive Director Report included discussion of subjects including current year budget status, State Tobacco Tax revenue, and 2020 census.
7. Adjournment

First 5 Stanislaus
Result Area Fiscal Report
YTD as of 4/30/19

	<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	\$ 93,363	\$ 53,713	63%
Hughson Family Resource Center (SV)	\$ 132,422	\$ 104,315	\$ 28,107	79%
N. Modesto/Salida Family Resource Center (SV)	\$ 280,032	\$ 249,682	\$ 30,350	89%
Oakdale/Riverbank Family Resource Center (CHS)	\$ 142,962	\$ 82,997	\$ 59,965	58%
Parent Resource Center	\$ 315,411	\$ 182,890	\$ 132,521	58%
Turlock Family Resource Center (Aspiranet)	\$ 171,374	\$ 72,924	\$ 98,450	43%
Westside Family Resource Center (CHS)	\$ 214,144	\$ 109,713	\$ 104,431	51%
The Bridge (Sierra Vista)	\$ 166,500	\$ 109,480	\$ 57,020	66%
Healthy Start	\$ 448,558	\$ 181,657	\$ 266,901	40%
General Family Support Subtotal	\$ 2,090,479	\$ 1,224,778	\$ 865,701	
Intensive Family Support				
<i>Other;CBO - Non-Profit</i>				
Children's Crisis Center	\$ 414,000	\$ 298,247	\$ 115,754	72%
Court Appointed Special Advocates	\$ 57,000	\$ 37,662	\$ 19,338	66%
Family Justice Center	\$ 90,000	\$ 46,778	\$ 43,222	52%
La Familia Counseling Program (El Concilio)	\$ 88,200	\$ 46,437	\$ 41,763	53%
Intensive Family Support Subtotal	\$ 649,200		\$ 220,077	
Total Area 1:	\$ 2,739,679	\$ 1,653,902	\$ 1,085,777	60%
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	\$ 632,536	\$ 438,792	59%
Oral Health Education and Treatment				
<i>Other;County Health & Human Services</i>				
Dental Education (Health Services Agency)	\$ 20,000	\$ 10,506	\$ 9,494	53%
Total Area 3:	\$ 2,309,735	\$ 940,897	\$ 1,368,838	41%
RESULT AREA 4: Improved Systems of Care				
Program and Systems Improvement Efforts				
Early Care and Education Conference	\$ 12,000	\$ 6,696	\$ 5,304	56%
Total Area 4:	\$ 12,000	\$ 6,696	\$ 5,304	56%
Result Area Total	\$ 5,089,914	\$ 2,601,494	\$ 2,488,420	
ADJUSTED PROGRAM CONTRACT EXPENDITURES*				
	\$ 5,077,914	\$ 2,594,799	\$ 2,483,115	51%

* Adjusted Program Contract Expenditures does not include ECE Conference Costs



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Executive Director

Operations Committee Minutes

Thursday, June 13, 2019

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

1. Results Area Fiscal Report as of April 30, 2019 was reviewed.
2. The draft First 5 Legislative Platform was reviewed and will be presented at the upcoming Commission meeting.
3. The status of the building lease amendment was discussed.
4. The financial audit contract proposals for Fiscal Year 2019-2020 were discussed. Staff plan to bring a recommendation for a new Auditor contract to the next Commission meeting.
5. Draft Agenda for June 25, 2019 Commission Meeting – **Board Room, Stanislaus County Office of Education**
 - a. Authorization to Extend the Lease for Office Space at 930 15th Street
 - b. Approval of a Legislative Platform for First 5 Stanislaus
 - c. Authorization to Negotiate and Execute a Contract for Financial Audit Services
6. Executive Director Report included discussion of subjects including current year budget status, State Tobacco Tax revenue, and 2020 census.
7. Adjournment



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David Jones
Executive Director

Executive Committee Minutes

Wednesday, June 19, 2019

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

1. Results Area Fiscal Report as of April 30, 2019 was reviewed.
2. The draft First 5 Legislative Platform was reviewed and will be presented at the upcoming Commission meeting.
3. The status of the building lease amendment was discussed.
4. The financial audit contract proposals for Fiscal Year 2019-2020 were discussed. Staff plan to bring a recommendation for a new Auditor contract to the next Commission meeting.
5. Draft Agenda for June 25, 2019 Commission Meeting – **Board Room, Stanislaus County Office of Education**
 - a. Authorization to Extend the Lease for Office Space at 930 15th Street
 - b. Approval of a Legislative Platform for First 5 Stanislaus
 - c. Authorization to Negotiate and Execute a Contract for Financial Audit Services
6. Executive Director Report included discussion of subjects including current year budget status, State Tobacco Tax revenue, and 2020 census.
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: July 3, 2019

COMMISSION AGENDA #: VI.A

SUBJECT:

Approval for the Executive Director to Negotiate and Sign an Agreement with Hudson Henderson & Company, Inc. for External Auditor Services.

BACKGROUND:

The California Health and Safety Code requires local Commissions to conduct an annual audit with specific parameters for this process.

State law 12410.6(b) requires government agencies to limit contracting with an audit firm to six consecutive fiscal years starting the 2013-2014 fiscal year. Fiscal Year 2018-2019 marked the 6th consecutive year First 5 contracted with Brown and Armstrong for auditing services resulting in First 5 needing to identify a new audit firm.

First 5 staff undertook a process to receive quotes for a one-year Agreement for audit services, with the opportunity to extend the Agreement for a second and third year upon mutual consent. Staff created a draft scope of services and contract language that were sent to seven accounting firms. Staff received three written proposals as a result of this process. Proposals were carefully reviewed using multiple factors including the organization’s experience working with First 5 organizations, cost of the proposal, references, willingness to contract for a second and third year if agreed upon, etc.

Staff are recommending the Commission approve a one-year Agreement, with the option to extend the Agreement for an additional two-years, with Hudson Henderson & Company, Inc. for audit services. Hudson Henderson & Company, Inc. is located in Fresno, California and is a full-service accounting firm specializing in government, special district and non-profit auditing. They have significant experience working with First 5 organizations and are prepared to quickly move forward and work within First 5’s time requirements for beginning and completing the annual audit process.

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

STAFF RECOMMENDATIONS:

1. Authorize the Executive Director to Negotiate and Sign an \$11,040 Agreement with Hudson Henderson & Company, Inc. for audit services.

FISCAL IMPACT:

Funding to be used for this contract has been approved and is included in the Fiscal Year 2019-2020 budget.

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