



**FIRST 5  
STANISLAUS**

**Commission Meeting  
May 28, 2019 at 4:00 p.m.**

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



## Commission Meeting Notice

**Tuesday, May 28, 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, M.D.**  
Public Health Officer

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**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](http://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 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).

**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 MEETING AGENDA**

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**May 28, 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 Recusals<sup>1</sup>
4. Public Comment Period (Limit of 5 minutes per person)
5. Consent Calendar
  - A. Miscellaneous
    1. Approval of the Commission Meeting Minutes of April 23, 2019
    2. Accept the Minutes of the Administrative Committee Meeting of May 13, 2019
      - a. Results Area Fiscal Report as of March 31, 2019
      - b. Quarterly Financial Report – Third Quarter Fiscal Year 2018-2019
    3. Accept the Minutes of the Operations Committee Meeting of May 16, 2019
    4. Accept the Minutes of the Executive Committee Meeting of May 22, 2019
    5. Approval of Date Changes for December 2019 Commission and Executive Committee Meetings
6. Public Hearings
  - A. Public Hearing to Consider Adoption of the Fiscal Year 2019-2020 Budget, Long Range Financial Plan and Related Actions
7. Correspondence
8. Commissioner Reports
9. Staff Reports
10. Adjournment

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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.



**STANISLAUS COUNTY  
CHILDREN & FAMILIES COMMISSION  
MEETING MINUTES  
Tuesday, April 23, 2019  
Stanislaus County Office of Education, Board Room  
1100 H Street, Modesto, CA**

**Commissioners Present:** Vicki Bauman, Vito Chiesa, David Cooper, Kathy Harwell (Chair), Mary Ann Lee, Nelly Paredes-Walsborn (Vice Chair), George Skol,

**Commissioners Absent:** Ignacio Cantu, Jr., Dr. Julie Vaishampayan

**Staff Present:** David Jones, Executive Director; Amanda DeHart, Commission Counsel; Stephanie Loomis, Staff Services Coordinator;

1. Chair Harwell called the meeting to order at 4:02 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
  - Steve Ashman from CASA thanked the Commission for their financial support. He especially thanked former Executive Director John Sims and Commissioner George Skol for their support and encouragement. Even though they will no longer be funded by the Commission, the two positions which had been funded by the Commission have been sustainably retained in their organization.
  - Julie Falkenstein from the Health Services Agency thanked the Commission for their support of the Office of Child Abuse Prevention (OCAP) grant application. A coalition consisting of FRCs, Health Services Agency, Community Services Agency, and others, was notified it was approved for a \$1.8 million OCAP Prevention grant. Funding would be \$600,000 for three years. There will be a navigator in four of the Family Resource Centers.
5. Consent Calendar  
The Consent Calendar was approved.  
**Motion by Skol, Second by Paredes-Walsborn . (7-0)**
6. Discussion Items
  - A. Commissioners accepted the Stanislaus County Children and Families Commission 2017-2018 Annual Program Evaluation. The Commission heard a presentation from Stephanie Loomis on the report.  
**Motion by Lilly-Tengowski, Second by Skol. (7-0)**

7. Public Hearings
  - A. The Commission conducted a Public Hearing on the First 5 California 2017-2018 Annual Report and accepted the report. The Commission heard a presentation by Stephanie Loomis on the report.  
***Motion by Parades-Walsborn, Second by Skol. (7-0)***
8. Correspondence – None
9. Commissioner Reports – None
10. Staff Reports
  - Executive Director Jones shared that Prop 56 revenue was coming in at around 50% of what was projected. The State has adjusted revenue projections downward for Fiscal Year 2018-2019 and future years. Jones reinforced the importance of the actions the Commission has taken to stabilize the use of fund balance and to reduce expenditures. Jones let the Commission know they will be considering the Fiscal Year 2019-2020 budget at their May Commission meeting and this budget will reflect the contract actions taken by the Commission at their December 11, 2018 meeting. Stephanie Loomis reported on the changes taking place with how site visits are scheduled, prepared for and conducted. Jones thanked her for her work in this area. Jones informed the Commission that Dr. Harold Stanislaw from CSUS has received CSUS grant funding to continue work on the previous school readiness project analysis. All First 5 Stanislaus staff will be attending a site visit to First 5 Sacramento on May 23 to learn about their work with FRCs, sustainability, outcomes and more. Jones shared at the end of the May 28, 2019 Commission meeting, there will be a celebration to recognize and honor all the Commission's long-term partnerships in recent history. Jones noted how important a complete count is for the 2020 census and that he is participating on the Complete Count Committee. At the May 23, 2019 Commission meeting, the Commission will be considering moving the December 10, 2019, Commission meeting to December 3, 2019. The First 5 Association foundation has now changed its name to the First 5 Center for Children's Policy to reflect its alignment with the First 5 network strategy. Jones shared the 2020 Child Health, Education and Care Summit has been scheduled for February 3–5 in Irvine, CA.
11. The Commission adjourned to closed session at 4:40 p.m. Public Employee Evaluation, Title: Executive Director, Government Code: 54957(b)
  - Reporting out of closed session at the Commission's April 23, 2019 regular meeting, the Commission considered the annual performance of the Executive Director. Overall, the Commission was extremely pleased with the Director's performance, and provided constructive feedback regarding successes and opportunities for improvement. The Commission used the County Pay-for-Performance system, and based on the overall composite score of the Commissioners, the Executive Director is entitled to a 5% pay increase.
12. Adjourned at 5:13 p.m.



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Vice Chair  
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George Skol  
Community Representative

Julie Vaishampayan, M.D.  
Public Health Officer

\*\*\*\*\*

David Jones  
Executive Director

## ***Administrative/Financial Committee Minutes***

*Monday, May 13, 2019*

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

1. Results Area Fiscal Report as of March 31, 2019 was reviewed.
2. The Third Quarter Fiscal Year 2018-2019 report was reviewed. Allocation assumptions have been revised to reflect actual spending amounts.
3. The draft Fiscal Year 2019/2020 Budget and Long-Range Plan was reviewed and will be presented at the upcoming Commission meeting.
4. Draft Agenda for May 28, 2019 Commission Meeting – **Board Room, Stanislaus County Office of Education**
  - a. Public Hearing to Consider Adoption of the Fiscal Year 2019/2020 Budget, Long-Range Financial Plan and Related Actions
  - b. Approval of Date Changes for the December Commission Meeting and December Executive Committee Meeting
5. Executive Director Report included discussion of subjects including current year budget status, State Tobacco Tax revenue, May Commission meeting reception for partners and other informational updates.
6. Adjournment

**First 5 Stanislaus**  
**Result Area Fiscal Report**  
**YTD as of 3/31/19**

	<i>Budget</i>	<i>Actual Expenditures</i>	<i>Remaining Budget</i>	<i>% Actual to Budget</i>
<b>RESULT AREA 1: Improved Family Functioning (Family Support, Education, and Services)</b>				
<b>General Family Support</b>				
<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	\$ 95,785	\$ 36,637	72%
N. Modesto/Salida Family Resource Center (SV)	\$ 280,032	\$ 219,679	\$ 60,353	78%
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	\$ 41,984	\$ 129,390	24%
Westside Family Resource Center (CHS)	\$ 214,144	\$ 83,160	\$ 130,984	39%
The Bridge (Sierra Vista)	\$ 166,500	\$ 97,171	\$ 69,329	58%
Healthy Start	\$ 448,558	\$ 181,657	\$ 266,901	40%
<b>General Family Support Subtotal</b>	<b>\$ 2,090,479</b>	<b>\$ 1,036,708</b>	<b>\$ 1,053,771</b>	
<b>Intensive Family Support</b>				
<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	\$ 41,039	\$ 47,161	47%
<b>Intensive Family Support Subtotal</b>	<b>\$ 649,200</b>		<b>\$ 225,474</b>	
<b>Total Area 1:</b>	<b>\$ 2,739,679</b>	<b>\$ 1,460,433</b>	<b>\$ 1,279,246</b>	<b>53%</b>
<b>RESULT AREA 2: Improved Child Development (Child Development Services)</b>				
<b>Early Learning Programs</b>				
<i>Summer Programs;County Office of ED - School District</i>				
Keyes (1)	\$ 9,500	\$ -	\$ 9,500	0%
Riverbank (2)	\$ 19,000	\$ -	\$ 19,000	0%
<b>Total Area 2:</b>	<b>\$ 28,500</b>	<b>\$ -</b>	<b>\$ 28,500</b>	<b>0%</b>
<b>RESULT AREA 3: Improved Health (Health Education and Services)</b>				
<b>Early Intervention</b>				
<i>Assessments and Clinical Intervents</i>				
Zero to Five Early Intervention Partnership (BHRS)	\$ 1,218,407	\$ 297,856	\$ 920,551	24%
<b>Prenatal &amp; Infant Home Visiting</b>				
<i>Other;County Health &amp; Human Services</i>				
Healthy Birth Outcomes (Health Services Agency)	\$ 1,071,328	\$ 566,424	\$ 504,904	53%
<b>Oral Health Education and Treatment</b>				
<i>Other;County Health &amp; Human Services</i>				
Dental Education (Health Services Agency)	\$ 20,000	\$ 4,457	\$ 15,543	22%
<b>Total Area 3:</b>	<b>\$ 2,309,735</b>	<b>\$ 868,737</b>	<b>\$ 1,440,998</b>	<b>38%</b>
<b>RESULT AREA 4: Improved Systems of Care</b>				
<b>Program and Systems Improvement Efforts</b>				
Early Care and Education Conference	\$ 12,000	\$ 6,696	\$ 5,304	56%
<b>Total Area 4:</b>	<b>\$ 12,000</b>	<b>\$ 6,696</b>	<b>\$ 5,304</b>	<b>56%</b>
<b>Result Area Total</b>	<b>\$ 5,089,914</b>	<b>\$ 2,335,866</b>	<b>\$ 2,754,048</b>	
<b>ADJUSTED PROGRAM CONTRACT EXPENDITURES*</b>				
	<b>\$ 5,077,914</b>	<b>\$ 2,329,170</b>	<b>\$ 2,748,744</b>	<b>46%</b>

\* Adjusted Program Contract Expenditures does not include ECE Conference Costs



**First 5 Stanislaus**  
**Fiscal Year 2018-2019**  
**3rd Quarter Financial Report**

	Three Months Ended March 31			YTD				
	2019	2018 <i>as adjusted</i>	Percent Change	FY 18/19 Adopted Budget	FY 18/19 Legal Budget	FY 18/19 Actual	Remaining FY Budget	% Actual to Budget
<b>REVENUE</b>								
Interest	\$ 34,149	\$ 22,980	48.60%	\$ 75,000	\$ 75,000	\$ 64,979	\$ 10,021	87%
Tobacco Tax (Prop 10) ( incl. SMIF, Backfill)	\$ 1,212,435	\$ 914,369	32.60%	\$ 4,814,108	\$ 4,814,108	\$ 2,999,722	\$ 1,814,386	62%
Other - Grants, Misc	\$ 16,952	\$ 9	195882.43%	\$ -	\$ -	\$ 17,214	\$ (16,952)	0%
<b>TOTAL REVENUE</b>	<b>\$ 1,246,585</b>	<b>\$ 937,359</b>	<b>32.99%</b>	<b>\$ 4,889,108</b>	<b>\$ 4,889,108</b>	<b>\$ 3,081,915</b>	<b>\$ 1,807,455</b>	<b>63%</b>
<b>EXPENDITURES</b>								
							+	
<b>Program</b>								
Contracts/Programs*	\$ 1,039,379	\$ 1,568,699	-33.74%	\$ 5,089,914	\$ 5,089,914	\$ 2,335,446	\$ 2,754,468	46%
Contracts-Prior Year (Payments/Adjsutments)	\$ -	\$ (3,468)	-100.00%			\$ 354	\$ (354)	
Contract Adjustments (TBD)	\$ -			\$ 500,000	\$ 475,000	\$ -	\$ 475,000	0%
Salaries & Benefits	\$ 25,159	\$ 35,754	-29.63%	\$ 311,678	\$ 172,988	\$ 121,364	\$ 51,624	70%
Services & Supplies	\$ 35,838	\$ 10,940	227.60%	\$ 85,172	\$ 110,172	\$ 69,536	\$ 40,636	63%
County Cap Charges	\$ 9,062	\$ 3,930	130.59%	\$ 14,668	\$ 14,668	\$ 13,801	\$ 867	94%
<b>Total Expenditures - Program</b>	<b>\$ 1,109,438</b>	<b>\$ 1,615,855</b>	<b>-31.34%</b>	<b>\$ 6,001,432</b>	<b>\$ 5,862,742</b>	<b>\$ 2,540,500</b>	<b>\$ 3,322,242</b>	<b>43%</b>
<b>Evaluation</b>								
Salaries & Benefits	\$ 3,928	\$ 9,314	-57.83%	\$ 19,390	\$ 16,218	\$ 8,483	\$ 7,735	52%
Services & Supplies	\$ 4,116	\$ 3,702	11.18%	\$ 11,750	\$ 11,750	\$ 9,154	\$ 2,596	78%
County Cap Charges	\$ 1,104	\$ 1,075	2.68%	\$ 1,376	\$ 1,376	\$ 1,110	\$ 266	81%
<b>Total Expenditures - Evaluation</b>	<b>\$ 9,147</b>	<b>\$ 14,091</b>	<b>-35.09%</b>	<b>\$ 32,516</b>	<b>\$ 29,344</b>	<b>\$ 18,747</b>	<b>\$ 10,597</b>	<b>64%</b>
<b>Administration</b>								
Salaries & Benefits	\$ 89,435	\$ 71,586	24.93%	\$ 209,520	\$ 351,382	\$ 259,008	\$ 92,374	74%
Services & Supplies	\$ (15,533)	\$ 14,312	-208.53%	\$ 114,926	\$ 114,926	\$ 78,128	\$ 36,798	68%
County Cap Charges	\$ 1,003	\$ 2,938	-65.86%	\$ 29,799	\$ 29,799	\$ 19,122	\$ 10,677	64%
<b>Total Expenditures - Administration</b>	<b>\$ 74,905</b>	<b>\$ 88,836</b>	<b>-15.68%</b>	<b>\$ 354,245</b>	<b>\$ 496,107</b>	<b>\$ 356,258</b>	<b>\$ 139,849</b>	<b>72%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,193,491</b>	<b>\$ 1,718,782</b>	<b>-30.56%</b>	<b>\$ 6,388,193</b>	<b>\$ 6,388,193</b>	<b>\$ 2,915,505</b>	<b>\$ 3,472,688</b>	<b>46%</b>

Administrative Rate = 6%

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



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 Public Health Officer

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David Jones  
 Executive Director

## Operations Committee Minutes

Thursday, May 16, 2019

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

1. Results Area Fiscal Report as of March 31, 2019 was reviewed.
2. The Third Quarter Fiscal Year 2018-2019 report was reviewed. Allocation assumptions have been revised to reflect actual spending amounts.
3. The draft Fiscal Year 2019/2020 Budget and Long-Range Plan was reviewed and will be presented at the upcoming Commission meeting.
4. Draft Agenda for May 28, 2019 Commission Meeting – **Board Room, Stanislaus County Office of Education**
  - a. Public Hearing to Consider Adoption of the Fiscal Year 2019/2020 Budget, Long-Range Financial Plan and Related Actions
  - b. Approval of Date Changes for the December Commission Meeting and December Executive Committee Meeting
5. Executive Director Report included discussion of subjects including current year budget status, State Tobacco Tax revenue, May Commission meeting reception for partners and other informational updates.
6. Adjournment



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Public Health Officer

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David Jones  
Executive Director

## Executive Committee Minutes

Wednesday, May 22, 2019

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

1. Results Area Fiscal Report as of March 31, 2019 was reviewed.
2. The Third Quarter Fiscal Year 2018-2019 report was reviewed. Allocation assumptions have been revised to reflect actual spending amounts.
3. The draft Fiscal Year 2019/2020 Budget and Long-Range Plan was reviewed and will be presented at the upcoming Commission meeting.
4. Draft Agenda for May 28, 2019 Commission Meeting – **Board Room, Stanislaus County Office of Education**
  - a. Public Hearing to Consider Adoption of the Fiscal Year 2019/2020 Budget, Long-Range Financial Plan and Related Actions
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5. Executive Director Report included discussion of subjects including current year budget status, State Tobacco Tax revenue, May Commission meeting reception for partners and other informational updates.
6. Adjournment



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

**ACTION AGENDA SUMMARY**

AGENDA DATE: May 28, 2019

COMMISSION AGENDA #: 5.A.5

**SUBJECT:**

Approval of Date Changes for December 2019 Commission and Executive Committee Meetings

**BACKGROUND:**

The Stanislaus County Children and Families Commission approved their 2019 calendar of meeting dates at its meeting on November 15, 2018.

Since that time, First 5 Stanislaus staff have received notice the First 5 Association Network Convening will be taking place from December 9–11, 2019, requiring the Executive Director to be out of town during this time period. First 5 staff are recommending the December 10, 2019, Commission meeting be moved to the date of December 3, 2019. Staff are also recommending the Executive Committee meeting be moved from the currently scheduled December 4, 2019, date to November 20, 2019. Staff will make appropriate notices and updates to meeting calendars reflecting these new dates.

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

**STAFF RECOMMENDATIONS:**

1. Approve the recommended date changes for Commission meetings scheduled for December 2019.

**FISCAL IMPACT:**

There is no direct fiscal impact associated with this agenda item.

**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: May 28, 2019

COMMISSION AGENDA #: 6.A (PUBLIC HEARING)

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#### SUBJECT:

Public Hearing to Consider Adoption of the Fiscal Year 2019-2020 Budget, Long Range Financial Plan and Related Actions

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#### BACKGROUND:

State law requires the Commission to annually hold a public hearing before adopting a budget for fiscal year operations (July 1 to June 30) and before adopting a long-range financial plan. The budget is an estimated spending plan for the funds received by the Stanislaus County Children and Families Commission.

#### Fiscal Year 2019-2020 Budget

By law, the Commission has authority for the budget of the Children and Families Commission. The Stanislaus County Board of Supervisors does not have statutory authority to alter, amend, or approve the Commission's budget. The Commission's budget appears in the Stanislaus County budget as an informational item so the Auditor has a legal basis to make Commission expenditures. The filing date for submitting proposed budgets to the County was April 5, 2019. An expense budget totaling \$4,835,510 for Fiscal Year 2019-2020 was submitted to the Chief Executive Office by the deadline to act as a placeholder until the Commission adopts its budget at the May 28, 2019 meeting. Any budget approved by the Commission at this meeting or at subsequent meetings will be incorporated into the County's 2019-2020 final budget. The County implemented a new two-year budget system starting Fiscal Year 2018-2019 and Fiscal Year 2019-2020 will be year two of this system.

The Fiscal Year 2019-2020 Budget recommended to the Commission reflects the priorities and strategies of the Commission as finalized through the Strategic Direction/Planning process. Commission staff prioritized Phase 1 activities of the Strategic Plan and incorporated funding into the 2019-2020 budget that would allow development of those priorities. Funding in the budget supports Commission efforts to advance priorities in order to:

- Align and secure funding
- Establish a comprehensive parenting program
- Establish a resource/referral hub/network
- Build capacity for individuals/organizations serving young children
- Scale integrated early childhood reading access, strategies and support
- Serve as an advocate/voice for children and families
- Coordinate data alignment and outcome monitoring among organizations serving children
- Facilitate systems improvement to better serve children and families
- Implement administrative and fiscal strategies

The Fiscal Year 2019-2020 Budget also reflects service provider contract funding approved by the Commission at its December 11, 2018 meeting. No additional action is needed by the Commission on these contracts.

*Highlights:*

Some important elements and assumptions of the budget and Long Range Financial Plan include:

- Total budgeted revenues are projected at \$4,681,650, which is an estimated decrease of 4.2% (\$207,458) from the 2018-2019 budget. State fiscal projections show the continued decline of revenue into future years, as reflected in the Long Range Financial Plan.
- Total budgeted expenses are projected at \$4,939,614, which is an estimated decrease of 22.7% (\$1,448,579) from the 2018-2019 budget. For the 2019-2020 budget, a \$500,000 Contract Adjustments/Contingency account has been established. No funds will be spent from Contract Adjustments/Contingency account without the approval of the Commission. Future Commission spending as presented in the Long Range Financial Plan will continue to reflect the need to minimize use of fund balance while implementing Commission priorities.
- Staffing levels are projected to remain the same in the 2019-2020 budget at 5 positions (four full-time and one part-time). As total expenses of the Commission have decreased by nearly \$2.3 million over the past two fiscal years, total administrative costs are projected to increase to approximately 10% of total actual costs (up from 5%) as a function of these lower expenses. The scope and function of staff positions will be evaluated during Fiscal Year 2019-2020 for appropriateness in supporting operations and the new Strategic Plan of the Commission. The Long Range Financial Plan reflects a projected addition of one position in Fiscal Year 2020-2021 which would support the ongoing implementation of the Strategic Plan priorities. The responsibilities of this position will be refined and presented to the Commission for consideration at a future date.
- Total Fiscal Year 2019-2020 service provider contracts are budgeted at \$3,264,255, which is a decrease of 36% (\$1,813,659) from the 2018-2019 budget. These contracts for Fiscal Year 2019-2020 were voted on and approved by the Commission at their December 11, 2018, meeting and do not need further action. The contracts for Fiscal Year 2019-2020 reflect the Commission's transition from its prior strategic priorities and funding strategies to implementation of its new Strategic Plan.
- Commission service provider contracts will decrease from 19 in Fiscal Year 2018-2019 to 11 in Fiscal Year 2019-2020.
- \$270,000 has been budgeted for implementation of Commission strategic priorities associated with the new Strategic Plan. Projects include, but are not limited to, funding of grant writing for systems revenue enhancement and identification and development of additional revenue opportunities; advancement of parenting strategies; enhanced online community resources; support of early childhood reading; facilitation of systems improvement efforts and more.
- Funding of \$7,000 is included for a contract with Matrix Outcomes Model for Family Development Matrix services and training. Funding of \$12,500 is included for the annual outside audit. A new outside audit firm has not been selected yet and a new contract will be brought to the Commission at a future date.
- There is a projected use of approximately \$258,000 in fund balance needed to balance the 2019-2020 budget. Ending fund balance for 2019-2020 is projected to be approximately \$5.4 million. There is a decreased use of fund balance of \$1.24 million (83%) associated with the 2019-2020 budget. This decreased use of fund balance also reflects implementation of the Commission's priority to re-balance its budget to support implementation of its new Strategic Plan.
- Additional assumptions for the 2019-2020 budget are included in the attached Budget Assumption worksheet.

**Long Range Financial Plan**

The Long Range Financial Plan is submitted annually to the State and is an important planning document and fiscal tool for the Commission. Similar to the Fiscal Year 2019-2020 Budget, the Long Range Financial Plan could be

subject to change in the future as a result of priorities and strategies resulting from the Strategic Direction/Planning process.

Some important elements and assumptions of the Long Range Financial Plan for consideration include:

- The Plan is a working document and is to guide long-range planning. The plan is subject to change upon approval of the Commission using updated projections.
- The January 2019 State Department of Finance/First 5 California revenue projections for Stanislaus County have been used in the Long Range Financial Plan for the years they were available (2018-2019 through 2022-2023). Stanislaus County Children and Families Commission assumptions were used for 2023-2024 and 2024-2025.
- The Plan continues to highlight long-term projected revenue declines.
- The Plan assumes contractors will spend 100% of their allocations in 2019-2020.
- The Plan assumes a minimum reserve of at least six months of budgeted revenue per Commission policy.
- The Plan reflects a minimal use of fund balance for budget balancing and also reflects a stable fund balance into future years based on current plan assumptions.

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

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**STAFF RECOMMENDATIONS:**

1. Accept the Fiscal Year 2019-2020 Budget from the Executive Director.
  2. Conduct a Public Hearing to receive public comment and input on the proposed spending plan.
  3. Direct and approve any changes the Commissioners choose to make to the Fiscal Year 2019-2020 Budget and adopt the Fiscal Year 2019-2020 budget.
  4. Authorize the Executive Director to make necessary technical adjustments to implement the approved Fiscal Year 2019-2020 Budget.
  5. Authorize staff to submit the proposed budget for inclusion in the County budget.
  6. Authorize the Executive Director to negotiate and sign an agreement not to exceed \$7,000 with Matrix Outcomes Model for Family Development Matrix services and training.
  7. Adopt the financial projections for fiscal years 2020-2021 through 2024-2025 as the Commission's Long Range Financial Plan.
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**FISCAL IMPACT:**

The 2019-2020 budget contains projected expenses of \$4,939,614 with projected revenues of \$4,681,650 and a \$258,000 projected use of fund balance. The projected 2019-2020 year-end fund balance is \$5.4 million. Agreements and/or addendums between the Commission and program operators will be executed before funds are disbursed to program operators.

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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: \_\_\_\_\_  
Stephanie Loomis, Staff Services Coordinator



# Stanislaus County Children and Families Commission

## Budget Assumptions May 28, 2019

### Fiscal Year 2018-2019 Year End Projections

- Revenue:
  - Revenue is expected to end approximately at budget; however, actual revenue for FY 2018-2019 continues to be erratic.
  - Interest income is trending at 2% return.
- Contracts – Most contractors are expected to expend close to 100% of their contract amount.
- Estimated actual expenses are projected to finish under budget.

### Budget Estimates & Projection for Fiscal Year 2019-2020

- Revenue
  - Revenue projections are as of January 2019, provided by Department of Finance & First 5 California for FY 2019-2020.
  - Total revenue is projected to decrease by approximately \$207,458 which is consistent with projected estimated decreases by the State of California.
- Interest Income
  - Assumed 1.7% interest rate of return on the fund balance (County Treasury projected 2%).
- Salaries and Benefits
  - Staffing budgeted at 4.5 positions
    - i. 1 Executive Director
    - ii. 1 Confidential Assistant
    - iii. 1 Staff Services Coordinator
    - iv. 1 Accountant III
    - v. 0.5 Account Clerk III
- Shared costs for Services and Supplies and Cap Charges are budgeted and spread accordingly in the following cost categories:
  - Administration 65%
  - Evaluation 3%
  - Program 32%
- \$270,000 is included in the budget for implementation of Commission strategic priorities associated with the new five-year Strategic Plan.
- The budget includes a \$12,500 estimated budget for Audit fees and a \$7,000 estimated budget for the contract with Matrix Outcomes Models for annual licensing and training for the Family Development Matrix.
- Program Cost category for State reporting:
  - Contracts and the Early Childhood Education (ECE) Conferences are budgeted in total at \$3,276,255, with \$3,264,255 for service provider contracts and \$12,000 for ECE conferences (*Due to State*

*Reporting Requirements, historically the ECE conference is budgeted with contracts, although there is no contract.)*

- Contracts expenditures are estimated at a 100% expenditure rate
- There is a projected use of approximately \$258,000 in fund balance to balance the 2019-2020 budget. Ending fund balance for 2019-2020 is projected to be approximately \$5.4 million

## STANISLAUS COUNTY CHILDREN & FAMILIES COMMISSION

### LONG RANGE FINANCIAL PLAN - FY 2019/2020 through FY 2024/2025

	Actual FY16/17	Actual FY17/18	FY 18/19 Budget	FY 19/20 Budget	FY 20/21 Projection	FY 21/22 Projection	FY 22/23 Projection	FY 23/24 Projection	FY 24/25 Projection
<b>REVENUE</b>									
<i>Prop. 10 Tobacco Tax Revenue based on State Projections</i>									
Interest	\$ 49,009	\$ 73,889	\$ 75,000	\$ 102,000	\$ 81,000	\$ 78,000	\$ 78,000	\$ 78,000	\$ 78,000
Tobacco Tax (Prop 10)	\$ 4,833,042	\$ 4,482,154	\$ 4,814,108	\$ 4,559,650	\$ 4,522,024	\$ 4,440,779	\$ 4,347,372	\$ 4,221,298	\$ 4,094,659
Other/Misc. Revenue		\$ 75,083	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 4,882,050</b>	<b>\$ 4,631,126</b>	<b>\$ 4,889,108</b>	<b>\$ 4,681,650</b>	<b>\$ 4,603,024</b>	<b>\$ 4,518,779</b>	<b>\$ 4,425,372</b>	<b>\$ 4,299,298</b>	<b>\$ 4,172,659</b>
<b>EXPENDITURES</b>									
<b>Program</b>									
Result Area Contracts	\$ 5,807,119	\$ 5,787,234	\$ 5,089,914	\$ 3,276,255	\$ 2,762,000	\$ 2,612,000	\$ 2,612,000	\$ 2,612,000	\$ 2,612,000
Contract Adjustments (Contingency)		\$ -	\$ 500,000	\$ 500,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Salaries & Benefits	\$ 69,160	\$ 168,062	\$ 311,678	\$ 201,708	\$ 238,530	\$ 247,161	\$ 254,800	\$ 260,567	\$ 268,916
Services & Supplies	\$ 24,621	\$ 74,813	\$ 85,172	\$ 398,927	\$ 632,411	\$ 737,920	\$ 743,622	\$ 749,523	\$ 755,632
County Cap Charges	\$ 5,359	\$ 19,393	\$ 14,668	\$ 19,523	\$ 20,890	\$ 21,934	\$ 23,031	\$ 23,837	\$ 24,671
<b>Total Expenditures - Program</b>	<b>\$ 5,906,259</b>	<b>\$ 6,049,502</b>	<b>\$ 6,001,432</b>	<b>\$ 4,396,412</b>	<b>\$ 3,753,831</b>	<b>\$ 3,719,015</b>	<b>\$ 3,733,453</b>	<b>\$ 3,745,927</b>	<b>\$ 3,761,219</b>
<b>Evaluation</b>									
Salaries & Benefits	\$ 10,987	\$ 8,930	\$ 19,390	\$ 11,206	\$ 13,252	\$ 13,731	\$ 14,156	\$ 14,476	\$ 14,940
Services & Supplies	\$ 15,861	\$ 9,024	\$ 11,750	\$ 21,610	\$ 31,467	\$ 31,693	\$ 31,928	\$ 32,171	\$ 32,421
County Cap Charges	\$ 3,243	\$ 1,225	\$ 1,376	\$ 1,830	\$ 1,958	\$ 2,056	\$ 2,159	\$ 2,235	\$ 2,313
<b>Total Expenditures - Evaluation</b>	<b>\$ 30,092</b>	<b>\$ 19,178</b>	<b>\$ 32,516</b>	<b>\$ 34,646</b>	<b>\$ 46,677</b>	<b>\$ 47,481</b>	<b>\$ 48,243</b>	<b>\$ 48,881</b>	<b>\$ 49,674</b>
<b>Administration</b>									
Salaries & Benefits	\$ 265,223	\$ 279,331	\$ 209,520	\$ 347,386	\$ 410,802	\$ 425,667	\$ 438,822	\$ 448,754	\$ 463,134
Services & Supplies	\$ 81,508	\$ 63,403	\$ 114,926	\$ 121,513	\$ 117,694	\$ 121,814	\$ 126,077	\$ 130,490	\$ 135,057
County Cap Charges	\$ 20,703	\$ 17,623	\$ 29,799	\$ 39,656	\$ 42,432	\$ 44,554	\$ 46,781	\$ 48,418	\$ 50,113
<b>Total Expenditures - Administration</b>	<b>\$ 367,434</b>	<b>\$ 360,357</b>	<b>\$ 354,245</b>	<b>\$ 508,555</b>	<b>\$ 570,928</b>	<b>\$ 592,034</b>	<b>\$ 611,681</b>	<b>\$ 627,662</b>	<b>\$ 648,304</b>
<b>Total Expenditures</b>	<b>\$ 6,303,785</b>	<b>\$ 6,429,038</b>	<b>\$ 6,388,193</b>	<b>\$ 4,939,614</b>	<b>\$ 4,371,435</b>	<b>\$ 4,358,530</b>	<b>\$ 4,393,376</b>	<b>\$ 4,422,471</b>	<b>\$ 4,459,197</b>
<b>NET INCREASE (DECREASE) TO FUND BALANCE</b>	<b>\$ (1,421,735)</b>	<b>\$ (1,797,912)</b>	<b>\$ (1,499,085)</b>	<b>\$ (257,964)</b>	<b>\$ 231,589</b>	<b>\$ 160,249</b>	<b>\$ 31,996</b>	<b>\$ (123,173)</b>	<b>\$ (286,538)</b>
<b>Beginning Fund Balance</b>	<b>\$ 9,792,803</b>	<b>\$ 8,371,068</b>	<b>\$ 6,066,297</b>	<b>\$ 5,700,000</b>	<b>\$ 5,442,036</b>	<b>\$ 5,673,625</b>	<b>\$ 5,833,874</b>	<b>\$ 5,865,870</b>	<b>\$ 5,742,697</b>
<b>ENDING FUND BALANCE*</b>	<b>\$ 8,371,068</b>	<b>\$ 6,573,156</b>	<b>\$ 4,567,212</b>	<b>\$ 5,442,036</b>	<b>\$ 5,673,625</b>	<b>\$ 5,833,874</b>	<b>\$ 5,865,870</b>	<b>\$ 5,742,697</b>	<b>\$ 5,456,160</b>