



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

ACTION AGENDA SUMMARY

AGENDA DATE: May 25, 2021

COMMISSION AGENDA #: 7.A. (PUBLIC HEARING)

SUBJECT: Public Hearing to Consider Approval of Amendments to the Policies and Procedures Manual

BACKGROUND:

The Children and Families Commission has an approved Policies and Procedures Manual to govern Commission and contractor operations. The current Manual can be found on the First 5 Stanislaus website on the Commission information page: <http://www.first5stan.org/commission.shtm>. Staff periodically review the manual and recommended changes are brought to the Commission for consideration.

Attached to this summary are the amended sections 500.1, 500.8, and, 601, noted in track changes, from the Policies and Procedures Manual. If approved by the Commission as presented, the Policies and Procedures Manual will be updated to reflect the three amended sections. The suggested amendments are summarized as follows:

- Section 500.1 – Services no longer covered have been removed.
- Section 500.8 – Clarified timeframe for Contractor’s travel request submission and approval. The option for Contractors to use their own organization’s travel policy in lieu of the County’s travel policy has been removed.
- Section 601 – Site visits have been amended from twice per year to once per year.

In addition to approving the amendments to Sections 500.1, 500.8, and 601, the Commission is requested to approve staff to make any non-substantive, minor changes needed in the Manual which could include items such as spacing, spelling, page numbering, formatting, punctuation, consistency, and numbering.

The Administrative and Financial Committee, Operations, and Executive Committee heard this item at their respective meetings on May 10th, May 13th, and May 19th.

STAFF RECOMMENDATIONS:

1. Conduct a public hearing on the recommended amendments to the Policies and Procedures Manual.
2. Approve the amendments as presented and authorize staff to make minor, non-substantive changes to the Policies and Procedures Manual.

FISCAL IMPACT:

There is no fiscal impact associated with the approval of this policy.

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: _____
Kellie Edwards – Confidential Assistant

Sections to Be Amended

Section 500 – Allowable Expenditures by Contractors

Policy:

Expenditures made by Contractors shall comply with Federal, State, and local laws and policies; adhere to the agreed upon contractual terms; and demonstrate good stewardship of public resources.

Procedure:

500.1 Expenditures shall be made for only those services, supplies, and materials that directly benefit the health and well-being of children 0 through 5 years of age. It is acknowledged that some services provided to other family members in families with children 0 through 5 will have a benefit to the child (~~mental health services, health enrollment assistance services, English language lessons, parent education~~, literacy, family advocacy, etc.)

500.8 Out of county travel by Contractors must be submitted on an Out of County Travel Request Form and approved by Commission staff thirty (30) days prior to the travel. Once complete information is received from the Contractor, Commission staff shall approve or deny the request in writing to the Contractor within seven (7) business days. Out of County travel which does not have prior approval may be rejected for reimbursement by the Commission. Contractor travel costs shall comply ~~either with the contracting agency's travel policies – which must be deemed reasonable by the Commission – or~~ with Stanislaus County's Travel Policy policy. ~~Contractors without an adopted travel policy shall comply with Stanislaus County's Travel Policy.~~ Nothing herein shall exempt the Contractor from providing sufficient supporting documentation to support travel expenditures. ~~Should the Contractor's travel policy permit travel reimbursements that are determined by Commission staff to be excessive or not demonstrating good stewardship of public resources, a written notification may be delivered to the Contractor specifying which costs or types of travel costs shall not be reimbursed to the contracting agency from Commission funds.~~

Section 601 – Site Visits

Policy:

Site visits shall be performed at least once twice per year. Commission staff shall review information regarding program activities, content, effectiveness, and fiscal processes and shall document site visits in writing.