



**FIRST 5
STANISLAUS**

**Commission Meeting
September 26, 2023, 4:00 pm**

Location:
**Stanislaus County Office of Education
Chatom Room
1100 H Street
Modesto, CA 95354**



Commission Meeting Notice

Tuesday, September 26, 2023, 4:00 PM
Stanislaus County Office of Education – Chatom Room
1100 H Street, Modesto, CA 95354

MEMBERS:

Vacant
Community Representative

Vito Chiesa
County Supervisor

David Cooper
Community Representative

Daniel Diep, M.D.
Community Representative

Christine Huber
Community Services Agency

Tony Jordan
School Representative

Mary Ann Lilly-Tengowski
Chair
Health Services Agency

Thea Papasozomenos, M.D.
Public Health Officer

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

Dr. Shammy Karim
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:

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 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. If you would like to provide a written comment, please email your comment to First5Stan@stancounty.com by 4:00 p.m. on Monday, the day before the meeting, and include the Agenda Item Number or Public Comment Period in the subject line of the email. Your written comment will be distributed to the Commission and kept on file as part of the official record of the Commission meeting.

CONSENT CALENDAR: These matters include routine financial and administrative actions. All items on the consent calendar will be voted on as a single action at the beginning of the meeting under the section titled “Consent Calendar” without discussion. If you wish to discuss a consent item, please notify Commission staff prior to the beginning of the meeting or you may speak about the item during the Public Comment Period.

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

PUBLIC HEARINGS: These items may be required by legislation or code and are opportunities to gather public feedback.

ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE BOARD ON A MATTER ON THE AGENDA: Please raise your hand or step to the podium when the Commission Chairperson announces public comment will be received on that specific agenda item. 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 sets a different period of time.



Commission Meeting Notice

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1100 H Street, Modesto, CA 95354

MEMBERS:

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Health Services Agency

Thea Papasozomenos, M.D.
Public Health Officer

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

Dr. Shamy Karim
Executive Director

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.

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.first5stan.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 Comisión para Niños y Familias son dirigidas en Ingles y no hay traducción disponible a menos que la Comisión sea notificada con 72 horas por avanzado. Si necesita traducción, por favor contacte a la Comisión al (209) 558-6218. (Por favor tome nota, el mensaje es en Ingles, pero se le asistirá 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

Tuesday, September 26, 2023, 4:00 PM
Stanislaus County Office of Education – Chatom Room
1100 H Street, Modesto, CA

1. Welcome & Introductions
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 May 23, 2023, Commission Meeting Minutes
 2. Approval of the July 25, 2023, Executive Committee Meeting Minutes
 3. Approval of the August 09, 2023, Executive Committee Meeting Minutes
 4. Approval of the September 11, 2023, Administrative Committee Meeting Minutes
 5. Approval of the September 14, 2023, Operations Committee Meeting Minutes
 6. Approval of the September 20, 2023, Executive Committee Meeting Minutes
6. Discussion
 - A. Approval of the 2024 Meeting Dates for the First 5 Stanislaus Commission and Committees
7. Public Hearings
 - A. Public Hearing to Consider Approval of Amendments to the Policies and Procedure Manual
8. Correspondence
9. Commissioner Reports
10. Staff Reports
11. Adjournment

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



**STANISLAUS COUNTY
CHILDREN & FAMILIES COMMISSION
MEETING MINUTES
Tuesday, May 23, 2023
Stanislaus County Veteran's Center – Room 114
3500 Coffee Road, Modesto, CA**

Commissioners Present: Ignacio Cantu, Jr., Vito Chiesa, David Cooper (Chair), Dr. Daniel Diep, Christine Huber, Tony Jordan, Mary Ann Lilly-Tengowski (Vice Chair), Dr. Thea Papasozomenos and Nelly Paredes-Walsborn

Commissioners Absent: None

Staff Present: Dr. Shameram Karim, Veronica Ascencio, Stephanie Loomis,

Counsel Present: Thomas Boze, Sophia Ahmad

1. David Cooper (Chair) called the meeting to order at 4:02 p.m. Commissioners and Staff introduced themselves.
2. Pledge of Allegiance was conducted.
3. Announcement of Commissioner Recusals – Chair Cooper informed the audience that some Commissioners would be recusing themselves during sections of the contract approval process.
4. Presentation
 - A. Commissioner Ignacio Cantu, Jr. was recognized for his years of service on the Commission and presented with a plaque.
5. Public Comment Period (Limit of 5 minutes per person) – None

Commissioner Diep joined the meeting at 4:07 p.m.

6. Consent Calendar
 - Chiesa/Paredes-Walsborn (8,0) approved the Consent Calendar.
 - A. Miscellaneous
 1. Approval of the March 28, 2023, Commission Meeting Minutes
 2. Approval of the May 8, 2023, Administrative Committee Meeting Minutes
 - a. Result Area Contract Report as of March 31, 2023
 3. Approval of the May 11, 2023, Operations Committee Meeting Minutes
 4. Approval of the May 17, 2023, Executive Committee Meeting Minutes
7. Discussion Items
 - A. Chiesa/Huber(8,0) approved the amendments to the Commission By-Laws.

- B. Chiesa/Huber(8,0) approved the election of Nelly Paredes-Walsborn as Commission Vice-Chair for 2023-2024. (The Vice-Chair will automatically become Chair on September 1, 2024, for a one-year term.)

Commissioner Jordan joined the meeting at 4:12 p.m.

- 8. Public Hearings
 - A. Paredes-Walsborn/Diep (9,0) conducted a public hearing on the First 5 California 2021-2022 Annual Report and accepted the First 5 California 2021-2022 Annual Report.
 - B. Cooper/Jordan (9,0) conducted a public hearing on the Fiscal Year 2023-2024 Budget, Long Range Financial Plan and Related Actions and approved staff recommendations: numbers 1 through 6 on page 24 of the agenda packet; approved Exhibit B's one year contracts numbers 5 through 9 one-year contract allocation recommendation on page 23 of the agenda packet and authorized the Executive Director to negotiate and execute the contracts.

Commissioners Cantu and Huber left the meeting at 4:34 p.m.

- C. Cooper/Chiesa (7,0) approved Exhibit A's DR-FRC contracts numbers 1 through 7 and Exhibit B's one year contract number 1 allocation recommendation on page 23 of the agenda packet and authorized the Executive Director to negotiate and execute the contracts.

Commissioner Huber returned and Commissioner Jordan left the meeting at 4:35 p.m.

- D. Cooper/Lilly-Tengowski (7,0) approved Exhibit B's one year contracts number 2 through 4 one-year contract allocation recommendation on page 23 of the agenda packet and authorized the Executive Director to negotiate and execute the contracts.

Commissioner Jordan returned to the meeting at 4:36 p.m.

- 9. Correspondence – None
- 10. Commissioner Reports
 - A. Commissioner Paredes-Walsborn shared the ECE Conference held on May 6th was well attended. She was happy the conference was fully bilingual and thanked all involved in organizing the event.
 - B. Commissioner Chiesa noted the ECE conference wouldn't be bilingual without Paredes-Walsborn's support.
- 11. Staff Reports – None
- 12. Adjournment at 4:38 p.m.



930 15th Street
Modesto, CA 95354
Office: 209.558.6218 Fax: 209.558.6225

Executive Committee Minutes

Tuesday, July 25, 2023

MEMBERS:

Vacant

Community Representative

Vito Chiesa

County Supervisor

David Cooper

Chair

Community Representative

Daniel Diep, M.D.

Community Representative

Christine Huber

Community Services Agency

Tony Jordan

School Representative

Mary Ann Lilly-Tengowski

Vice Chair

Health Services Agency

Thea Papasozomenos, M.D.

Public Health Officer

Nelly Paredes-Walsborn, Ph.D.

Community Representative

Dr. Shabby Karim

Executive Director

Commissioners Present: David Cooper and Mary Ann Lilly-Tengowski

Commissioners Absent: Vito Chiesa

Staff Present: Dr. Shabby Karim

Meeting was called to order at 3:00 p.m.

1. Meet candidates interested in filling the vacant commissioner position – No action was taken.
3. Adjournment at 4:15 p.m.



930 15th Street
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Executive Committee Minutes

Wednesday, August 9, 2023

MEMBERS:

Vacant
Community Representative

Vito Chiesa
County Supervisor

David Cooper
Chair
Community Representative

Daniel Diep, M.D.
Community Representative

Christine Huber
Community Services Agency

Tony Jordan
School Representative

Mary Ann Lilly-Tengowski
Vice Chair
Health Services Agency

Thea Papasozomenos, M.D.
Public Health Officer

Nelly Paredes-Walsborn, Ph.D.
Community Representative

Dr. Shabby Karim
Executive Director

Commissioners Present: David Cooper and Mary Ann Lilly-Tengowski

Commissioners Absent: Vito Chiesa

Staff Present: Dr. Shabby Karim

Meeting was called to order at 4:30 p.m.

1. Meet candidates interested in filling the vacant commissioner position – No action was taken.
3. Adjournment at 5:30 p.m.



930 15th Street
Modesto, CA 95354
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Administrative/Financial Committee Minutes

Monday, September 11, 2023

MEMBERS:

Vacant
Community Representative

Vito Chiesa
County Supervisor

David Cooper
Community Representative

Daniel Diep, M.D.
Community Representative

Christine Huber
Community Services Agency

Tony Jordan
School Representative

Mary Ann Lilly-Tengowski
Chair
Health Services Agency

Thea Papasozomenos, M.D.
Public Health Officer

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

Dr. Shabby Karim
Executive Director

Commissioners Present: Tony Jordan

Commissioners Absent: Christine Huber and Mary Ann Lilly-Tengowski

Staff Present: Dr. Shabby Karim, Stephanie Loomis

Meeting was called to order at 12:02 p.m.

1. Strategic Plan Contract with Glen Price – Dr. Karim updated the Commission on a contract for strategic planning services to be brought for consideration at the September Commission meeting, and no action was taken.
2. Policies and Procedure Manual Amendments – Dr. Karim shared four policy and procedure items will be brought to the September meeting for Commission approval.
3. Draft Agenda for September 26, 2023, Commission Meeting – Dr. Karim presented the draft agenda, and no action was taken.
4. Executive Director Report – Dr. Karim shared a contract for \$14,740 was executed with Glen Price Group which is within the Executive Director authority to allow strategic planning work to start earlier than expected. Dr. Karim noted a contract was executed with Brown Armstrong in the amount of \$18,500 for our financial audit after we ended the contract we had with Hudson Henderson; she highlighted the Commission received unexpected CECET funding in the amount of \$59,211.56.
5. Strategic Plan Presentation – Annie Zinn from Glen Price Group shared the strategic plan timeline, process, and data collected to date. Commissioners were asked for feedback on the proposed process and data indicators.
6. Adjournment at 1:03 p.m.



930 15th Street
Modesto, CA 95354
Office: 209.558.6218 Fax: 209.558.6225

Operations Committee Minutes

Thursday, September 14, 2023

MEMBERS:

Vacant
Community Representative

Vito Chiesa
County Supervisor

David Cooper
Community Representative

Daniel Diep, M.D.
Community Representative

Christine Huber
Community Services Agency

Tony Jordan
School Representative

Mary Ann Lilly-Tengowski
Chair
Health Services Agency

Thea Papasozomenos, M.D.
Public Health Officer

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

Dr. Shammy Karim
Executive Director

Commissioners Present: David Cooper, Dr. Daniel Diep,
Dr. Thea Papasozomenos,
Nelly Paredes-Walsborn

Commissioners Absent: None

Staff Present: Dr. Shammy Karim, Stephanie Loomis

Meeting was called to order at 12:04 p.m.

1. Strategic Plan Contract with Glen Price – Dr. Karim updated the Commission on a contract for strategic planning services to be brought for consideration at the September Commission meeting, and no action was taken.
2. Polices and Procedure Manual Amendments – Dr. Karim shared four policy and procedure items will be brought to the September meeting for Commission approval.
3. Draft Agenda for September 26, 2023, Commission Meeting – Dr. Karim presented the draft agenda, and no action was taken.
4. Executive Director Report – Dr. Karim shared a contract for \$14,740 was executed with Glen Price Group which is within the Executive Director authority to allow strategic planning work to start earlier than expected. Dr. Karim noted a contract was executed with Brown Armstrong in the amount of \$18,500 for our financial audit after we ended the contract we had with Hudson Henderson; she highlighted the Commission received unexpected CECET funding in the amount of \$59,211.56.
5. Strategic Plan Presentation – Annie Zinn from Glen Price Group shared the strategic plan timeline, process, and data collected to date. Commissioners were asked for feedback on the proposed process and data indicators.
6. Adjournment at 1:08 p.m.



930 15th Street
Modesto, CA 95354
Office: 209.558.6218 Fax: 209.558.6225

Executive Committee Minutes

Wednesday, September 20, 2023

MEMBERS:

Vacant
Community Representative

Vito Chiesa
County Supervisor

David Cooper
Community Representative

Daniel Diep, M.D.
Community Representative

Christine Huber
Community Services Agency

Tony Jordan
School Representative

Mary Ann Lilly-Tengowski
Chair
Health Services Agency

Thea Papasozomenos, M.D.
Public Health Officer

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

Dr. Shabby Karim
Executive Director

Commissioners Present: Vito Chiesa (virtually), Mary Ann Lilly-Tengowski and Nelly Paredes-Walsborn

Commissioners Absent: None

Staff Present: Dr. Shabby Karim

Meeting was called to order at 12:15 p.m.

1. Policies and Procedure Manual Amendments – Dr. Karim shared four policy and procedure items will be brought to the September meeting for Commission approval.
3. Draft Agenda for September 26, 2023, Commission Meeting – Dr. Karim presented the draft agenda, and no action was taken.
4. Executive Director Report – Dr. Karim shared a contract for \$14,740 was executed with Glen Price Group which is within the Executive Director authority to allow strategic planning work to start earlier than expected. Dr. Karim noted a contract was executed with Brown Armstrong in the amount of \$18,500 for our financial audit after we ended the contract we had with Hudson Henderson; she highlighted the Commission received unexpected CECET funding in the amount of \$59,211.56. The proposed 2024 Commission Calendar was shared. The DR FRC contracts renewal was discussed.
5. Strategic Plan Presentation – Annie Zinn from Glen Price Group shared the strategic plan timeline, process, and data collected to date. Commissioners were asked for feedback on the proposed process and data indicators.
6. Adjournment at 1:54 p.m.



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

ACTION AGENDA SUMMARY

AGENDA DATE: September 26, 2023

COMMISSION AGENDA#: 6.A.

SUBJECT:

Approval of the 2024 Meeting Dates for the First 5 Stanislaus Commission and Committees

BACKGROUND:

Each year, the Commission approves meeting dates for the following calendar year. The proposed dates for 2024 are presented for consideration of the Commission.

The Executive Committee heard this item at their meeting on September 20th.

STAFF RECOMMENDATIONS:

1. Approve the 2024 Meeting Dates for the First 5 Stanislaus Commission and Committees.

FISCAL IMPACT:

There is no fiscal impact associated with the approval of 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



2024

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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April						
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August						
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June						
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September						
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December						
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22	23	24	25	26	27	28
29	30	31				

- Administrative Committee (noon)
- Operations Committee (noon)
- Executive Committee (12:15 p.m.)

- Commission Meeting (4:00 p.m.)
- Holiday - Office Closed

Meeting locations will be announced at www.First5Stan.org



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

ACTION AGENDA SUMMARY

AGENDA DATE: September 26, 2023

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 adopted a series of administrative, operational, monitoring, and financial policies to govern Commission and contractor operations upon formation. In order to make its policies and procedures more user-friendly and easier to locate, policies and procedures were combined into one document and the document was approved by the Commission as a Policies and Procedures Manual. The current Manual can be found on the Commission website on the Commission information page.

Staff periodically reviews the manual. Recommended changes are brought to the Commission for consideration. Periodically readopting the Manual ensures its provisions have been reviewed and eliminates any question as to the most recent version of the Manual. After review, changes are recommended by staff as needed.

Attached to this summary are pages of the Policies and Procedures Manual with highlighted suggested changes. If approved by the Commission as presented, the Policy & Procedure Manual will be updated to reflect all changes as needed, including numbering and formatting. The suggested changes to the Manual are summarized as follows:

- Modifying Section 403 to increase the maximum amount of administrative expenditures for First 5 Stanislaus from 15% up to the new level of 20% to reflect the impact of decreased revenue on the administrative cost percentage. This reference appears in the Policy section and also in 403.7.
- Clarifying the definition of an inventory item in Section 500.4. In addition, add the requirement that Contractors begin tracking inventory items from date of purchase using the Commission provided tracking tool.
- Modifying Section 502.4 to update the deadline for Contactor's year-end invoices for June. Contractors must submit invoices by July 10th. If unable to prepare a full invoice, Contractors may submit an estimated invoice by July 10th, with a complete invoice along with all necessary supporting documentation, submitted by July 31st.
- Modifying Section 502.5 to clarify the language related to outstanding invoices from Contractors.
- Modifying Section 506.1 to reflect the First 5 Stanislaus practice of including Contractor's indirect rate in their Budget Narrative and requiring a federal letter for all indirect rates over 10%.

The Administrative and Financial Committee, Operations and Executive Committee heard this item at their respective meetings on September 11th, September 14th, and September 20th.

STAFF RECOMMENDATIONS:

1. Conduct a Public Hearing on the Policies and Procedures Manual and recommended revisions.
2. Adopt the Policies and Procedures changes as presented.
3. Instruct staff to update all necessary changes to the Manual and to place the Manual on the First 5 Stanislaus website.

FISCAL IMPACT:

There is no direct fiscal impact associated with this agenda item. Raising the administrative cost cap does not increase total First 5 spending, but it does change how total allocations might occur. 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



**FIRST 5
STANISLAUS**

**STANISLAUS COUNTY
CHILDREN AND FAMILIES COMMISSION**

POLICIES AND PROCEDURES MANUAL

Last Revised: ~~November 30~~ September 26, 2023

Section 403 – Administrative, Program, Evaluation Expenditure Categories and Limitations on Expenditures

Policy:

Expenditures made by the Commission shall be assigned to one of three categories: administrative, program, or evaluation. Actual expenditures in each category shall be reported to the Commission at least quarterly. In any fiscal year, actual Commission administrative expenditures shall not exceed ~~15~~20 percent of the total amount budgeted in Fund 1755 (Children and Families Commission).

Procedure:

403.1 Administrative costs are defined as:

Costs incurred in support of the general management and administration of the Stanislaus County Commission, for a common or joint purpose that benefits more than one cost objective (other than evaluation activities), and/or those costs not readily assignable to a specifically benefited cost objective.

403.2 Program costs are defined as:

Costs incurred by the Commission readily assignable to a program, grantee, Contractor, or service provider (other than evaluation activities) and/or in the execution of direct service provision.

403.3 Evaluation costs are defined as:

Costs incurred by the Commission in the evaluation of funded programs based upon an accountability framework and data collection and evaluation for required reporting to state and local stakeholders.

403.4 The following chart illustrates one method of allocating administrative, program, and evaluation costs. By utilizing an appropriate allocation basis (square footage, timecards, etc.), costs listed in any one of these categories may be apportioned to any other category (payroll/benefits, rent, or utilities, for example).

COST CATEGORY EXAMPLES

Administrative Costs	Program Costs	Evaluation Costs
General Accounting / Financial Reporting	Direct Services	Evaluation*
Local annual reporting activities	Program Outreach and Education	Evaluation Technical Assistance
Financial Planning	Program Planning	Evaluation Database
Commission/Association Meetings/Travel	Program Grants and Contracts	
Payroll/Benefits	Program/Provider Technical Assistance and Support (Formerly Quality Assurance)	
Human Resources Services	Program Database Management	
Legal Services / Consulting		
Contract Compliance		
Audit		
Strategic Planning		
Rent		
Utilities		
Insurance		
Indirect Costs		
Maintenance / Janitorial		
Procurement		

**Includes conduct of focus groups and case studies, state evaluation report production, and presentation.*

- 403.5** In accordance with Section 130151(b)(7) of the California Health and Safety Code, at least quarterly, expenditures allocated to administrative, program, and evaluation categories shall be reported to the Commission.
- 403.6** At least annually, documentation of the results of the evaluation expenditures, in the form of a report of program outcomes, shall be delivered to the Commission. Measurements to evaluate the outcomes of funded programs shall include the use of applicable, reliable indicators.
- 403.7** In any fiscal year, actual Commission administrative expenditures, unless changed by vote of the Commission, shall not exceed ~~ten-twenty~~ percent (2015%) of the total amount budgeted in Fund 1755 (Children and Families Commission). At least quarterly, actual administrative expenditures shall be reported to the Commission and compared to the 2015% limit.

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 (parent education, literacy, family advocacy, etc.)
- 500.2** Expenditures made by Contractors shall comply with the scope of work and budget attached to the agreement between the Commission and the contracting agency. Budget categories may include but are not limited to salaries and benefits, services and supplies, and equipment/fixed assets.
- 500.3** Contractor requests for reimbursement shall be accompanied by appropriate supporting documentation. Commission staff may request additional supporting documentation to determine that an invoiced expenditure is consistent with these policies.
- 500.4** An inventory item shall be defined as eEquipment or materials purchased with or financed from a minimum of 50% of Commission funds having which has a useful life of three (3) years or greater or a value in excess of more than Five Hundred Dollars (\$500) ~~shall be defined as an inventory item~~. Prior written approval of the Executive Director, or his/her designee, is required for all purchases of inventory items, including, but not limited to, desktops, ~~or~~ laptops, and tablets (this does not include computer peripherals like printers or monitors). Contractor shall begin tracking inventory item(s) at time of purchase, until item(s) value has fully depreciated, using the method provided by the Commission.
- 500.5** All items purchased or financed with Commission funds not fully consumed during the execution of an agreement shall be the property of the Commission at the termination of an agreement unless the Commission, at its sole discretion, makes an alternative disposition.
- 500.6** The Commission and its contractors must be ever vigilant regarding their obligations and responsibilities to be good stewards of the public funds entrusted to them. Providing food and non-alcoholic beverage items at meetings and events is an especially sensitive subject and such items should be provided only in very limited and occasional circumstances. Alcoholic beverages cannot be purchased with public funds under any circumstances. Food or beverage items may be invoiced as an allowable expenditure when:
- There is prior approval from the Commission
 - The activity is listed in the budget/budget narrative
 - Special approval has been given from the Commission if activity is not listed in the budget/budget narrative

- ❑ An agenda or event flier, attendance sheet or list of meeting attendees accompanies the invoice for reimbursement. The meeting must target community members, the public, and/or employees of other agencies (education or training session, for example). The Commission reserves the right to request additional documentation as needed
- ❑ The items purchased contain predominately healthy choices: fruits, vegetables, water, juices, unsweetened drinks, etc.
- ❑ The items are utilized as an inducement to increase meeting attendance
- ❑ The items are related to an extended training session (a lunch meal as a part of an all-day training session, for example)
- ❑ The items are integral to the service being provided (nutrition education or obesity prevention, for example)
- ❑ Practicality, convenience, and efficiency dictate the need for such items (meetings of extended length or meetings held at sites where access to such items is not readily available, for example)

Food and beverage purchases for regular and recurring program activities may be purchased only if listed in the budget and/or budget narrative or contract scope of work. All other food and beverage purchases must be submitted on *Program Food and Beverage Authorization Form* and approved by Commission staff prior to the purchase.

Should the Contractor submit food claims 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 food purchases shall not be reimbursed to the contracting agency by the Commission.

- 500.7** As a general rule, food and non-alcoholic beverage items should not be supplied for the exclusive use of Contractor's staff. The Commission shall accept such items on Contractor invoices only when it can be demonstrated the items are associated with extended training or with a meeting over a meal period that could not reasonably be scheduled for another time. Attendance sheets and agendas shall be included as supporting documentation of the need for such expenditures.
- 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 with Stanislaus County's Travel Policy. Nothing herein shall exempt the Contractor from providing sufficient supporting documentation to support travel expenditures.
- 500.9** To incentivize program participants or volunteers, the Commission prefers that Contractors provide materials or supplies that are targeted to children 0 - 5 (books, educational materials, infant/toddler care supplies, learning games, etc.). The use of stipends or gift cards may be used as an incentive for program participants or volunteers only if specified in the Contractor's approved scope of work and budget.

Section 502 – Submission of Contractor Invoices for Reimbursement

Policy:

Invoices for reimbursement must be submitted on a timely basis throughout the year and prior to September 30th of each year in a Commission approved format.

Procedure:

- 502.1** Contractors shall comply with all invoice requirements as referenced in their Commission Contract as well Commission Policies, Procedures and practices.
- 502.2** Contractors scheduled to submit invoices for reimbursement to the Commission on a monthly basis shall submit the invoices within 30 days of the end of the month being billed.
- 502.3** Contractors scheduled to submit invoices for reimbursement to the Commission on a quarterly basis shall submit the invoices within 30 days of the end of the quarter being billed.
- 502.4** Contractors shall submit all year-end invoices for June no later than July 10th. ~~any costs incurred during the period July 1st through June 30th as soon as possible following the end of the fiscal year.~~ In the event the Contractor is unable to submit the an June invoice for reimbursement ~~prior to~~by July 10⁵th, the Contractor shall submit an accurate estimate of the year-end expenses to be invoiced for reimbursement to the Commission by July 10th. The complete June invoice, with supporting documentation, is due to the Commission by July 31st following the submission of an estimated invoice by the Contractor.~~ed by an invoice when completed and available.~~
- 502.5** All ~~outstanding year-end~~ invoices, not previously billed or paid during the period July 1st through June 30th of the previous fiscal year, for reimbursement must be received no later than September 30th. Invoices for the prior fiscal year that are received after September 30th may be rejected and not be paid. An affirming vote of the Commission is needed to pay any year-end invoices for reimbursement received after September 30th of the prior fiscal year.
- 502.6** Supporting documentation of all line item expenses must be included with the invoice submitted for reimbursement. The supporting documentation may include, but is not limited to, time studies, copies of payroll registers, General Ledger, checks, mileage logs and receipts. All expenses must have appropriate documentation in order to be reimbursed.
- 502.7** Invoices for reimbursement with incomplete supporting documentation may be returned to Contractor and not reviewed until sufficient supporting documentation is received.
- 502.8** Unallowable expenses include items such as:
- Alcoholic Beverages
 - Tobacco products
 - Firearms
 - Purchase of motor vehicles
 - Purchase of property
 - Late Fees/Finance Charges (i.e., credit card late fees)

- ❑ Fees for missed conferences or trainings
- ❑ Costs associated with fundraisers
- ❑ Food/refreshments for staff meetings
- ❑ Items requiring pre-approval by the Commission that have not been pre-approved
- ❑ Expenditures for Contractor staff including, but not limited to, stipends, bonuses, gift cards, food, or breakroom materials.

This list is meant as a guideline for types of expenses that cannot be budgeted for or expended using Commission funds, unless specific program requirements are indicated, and prior approval has been obtained. Without such prior approval, these types of expenses may be disallowed. This list is not all-inclusive.

- 502.9** Prior to the start of the contract period, each Contractor must submit the Cost Allocation Plan supporting documentation to the Commission for each site included in the scope of work in the contract.
- 502.10** Changes in contact information for the Contractor must be submitted to Commission staff within seven (7) business days.
- 502.11** The Commission reserves the right to withhold payment of an invoice for reimbursement for non-compliance with the requirements of the Agreement.

Section 506 – Contract Budgets and Budget Revision by Contractors

Policy:

It shall be the policy of the Commission to require Contractors to establish, at the time a contract is signed, an estimated expenditure budget for the contract. Contractor is responsible for management and monitoring of monthly expenses and budget to avoid overspending. Expenditures made by Contractors are not to exceed 20% of any line item and are not to exceed the subtotal in the Personnel, Services, or Fixed Assets categories without a budget revision being submitted and approved by the Executive Director or his designee.

Procedure:

506.1 Prior to the contract start date, the Contractor shall provide budget documents to the Commission for review and approval.

- Fiscal Year Budget form – annual line item budget
- Budget Narrative - describe and substantiate the line item budget amounts, [including indirect rate to be used \(maximum indirect rate allowed without a federal letter is 10%\)](#)
- Personnel Worksheet – describe the full time equivalent of each staff member allocated to program

506.2 Budget revisions initiated by the Contractor are to be submitted in advance of the proposed change by submitting a Budget Revision Form and a Budget Narrative Form. The Commission may choose not to reimburse expenses incurred prior to the approval of a submitted budget revision request. Budget revision requests may be submitted at any time between July and April of the fiscal year. Revisions may not be submitted during May and June.

506.3 Budget revisions should be used with great discretion on the part of a Contractor. A maximum contract amount should not be viewed as the Contractors money, but rather as Commission funding approved to accomplish the goals of the budget plan that was approved. A budget plan is created for each contract and approved before the contract begins. This budget plan is the approved spending roadmap in order to achieve the Commission’s priorities. If a Contractor is not expending funds in specific budget categories according to the plan, there should be no expectation by the Contractor to be entitled to maximum funding of the contract. Examples of funding for budget revisions that will not be approved by the Commission, and should not be submitted, include:

- Stocking up on supplies that are outside the scope or budget plan
- Purchasing for a different fiscal year
- The intention to expend unused funds to avoid “losing” the funding

506.4 Approval of the Executive Director or designee is required for any budget revision proposed by a Contractor that:

- Increases or decreases a line item by more than 20%

- Increases or decreases the subtotal of the Personnel, Services, or Fixed Asset categories

506.5 The Commission's Executive Director or designee may approve Contract budget amendments, so long as:

- a. The planned expenditures in the budget revision are consistent with the contractual scope of work
- b. The budget revision does not materially change the scope, size, capacity, or direction of the program
- c. The budget revision does not increase the total value of the contract

506.6 A Contractor whose budget revision request has been denied by the Executive Director or designee may submit the request to the Commission.