



**Tuesday, December 10, 2013 @ 4:00 p.m.**  
**Board Room, Stanislaus County Office of Education**  
**1100 H Street, Modesto, CA**



### Children & Families Commission

1010 10<sup>th</sup> Street, Suite 5000  
Modesto, CA 95354

Phone: 209.558.6218 Fax: 209.558.6225

## Commission Meeting Notice

Tuesday, December 10, 2013 @ 4 PM, Board Room, Stanislaus County Office of Education  
1100 H Street, Modesto, CA 95354

### MEMBERS:

Vicki Bauman  
School Representative

Vito Chiesa  
County Supervisor

David Cooper  
Community Representative

Denise Hunt  
Chair  
Community Representative

Mary Ann Lee  
Vice Chair  
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.  
Community Representative

Madelyn Schlaepfer  
Behavioral Health and  
Recovery Services

George Skol  
Community Representative

John Walker, MD  
Public Health Officer

\*\*\*\*\*

John Sims  
Executive Director

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

The agenda is divided into two sections:

**CONSENT CALENDAR:** These matters include routine financial and administrative actions and are identified with an asterisk (\*). 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.

**REGULAR CALENDAR:** These items will be individually discussed and include all items not on the consent calendar and all public hearings.

**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 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.stanprop10.org](http://www.stanprop10.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 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 traducción, por favor contacte a la Comision al (209) 558-6218. (Por favor tome nota, el mensaje es en Ingles pero se le asistara en Español cuando lo pida.)

**REASONABLE ACCOMMODATIONS:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Commission at (209) 558-6218. Notification 72 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting.

**RECUSALS:** California Government Code Section 87100 states that "no public official at any level of state or local government may make, participate in making or in any way use or attempt to use his/her official position to influence governmental decision in which he/she knows or has reason to know he/she has a disqualifying conflict of interest." Likewise, California Government Code section 1090 provides that certain government officials and employees "...shall not be financially interested in any contract made by tem 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.



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## COMMISSION MEETING AGENDA

**December 10, 2013**

**Times provided are approximate times.**

- 4:00 p.m. I. Welcome & Introductions – Chair Denise Hunt
- 4:05 p.m. II. Pledge of Allegiance
- 4:08 p.m. III. Announcement of Recusals <sup>1</sup>
- 4:10 p.m. IV. Public Comment Period (Limit of 5 minutes per person)
- 4:15 p.m. V. Approval of the Consent Calendar – Agenda items marked by an Asterisk (\*)
- VI. Agenda Items
  - \* A. Approval of the Commission Meeting Minutes of September 24, 2013. p. 4-6
  - B. Executive Director's Office
- 4:20 p.m. 1. Authorization to Pay Late Invoices from Two Programs: Riverbank Unified School District and p. 7 United Way
- 4:25 p.m. 2. **Public Hearing** on and Acceptance of the revised Policies and Procedures Manual p. 8-13
- \* 3. Approval of the 2014 Commission Meeting Schedule p. 14
- 4:30 p.m. 4. Acceptance of the 2011-2012 Purchasing Card Charges Audit & Approval of a Response p. 15-19
- 4:35 p.m. 5. Child Abuse Awareness Presentation – Child Abuse Prevention Council
- C. Committee Reports
  - \* 1. Accept the Minutes of the Administrative Committee meeting of November 18, 2013. p. 20-21
    - a. Monthly Financial Report as of October 31, 2013 p. 22
    - b. Quarterly Financial Report – July 2013 to September 2013 p. 23-24
  - \* 2. Accept the Minutes of the Operations Committee meeting of November 21, 2013. p. 25-26
  - \* 3. Accept the Minutes of the Executive Committee meeting of December 2, 2013. p. 27-28
- 4:50 p.m. VII. Commissioner Reports
  - 1. Family Domestic Violence Conference
- 5:00 p.m. VIII. Staff Reports
- 5:05 p.m. IX. Adjourn

<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.



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**Commission Meeting Minutes  
Tuesday, September 24, 2013  
West Modesto Community Center  
Finley Conference Room  
401 E. Paradise Road, Modesto, CA**

**Members Present:** Vicki Bauman, David Cooper, Denise Hunt (Chair), Mary Ann Lee, Nelly Paredes-Walsborn, Madelyn Schlaepfer, George Skol, and Dr. John Walker.

**Members Absent:** Vito Chiesa

**Staff Present:** John Sims, Executive Director; Stephanie Loomis, Administration; Erica Inacio, Program Monitor; Tina Jamison, Accountant; and Thomas Boze, Commission Counsel.

- I. Chair Hunt called the meeting to order at 4:03 p.m. Commission members and attendees recited the Pledge of Allegiance.
- II. Commission members were introduced and attendees were welcomed.
- III. Announcement of Commissioner Recusals – Commissioner Lee and Commissioner Walker were announced as having a conflict with item 2 of the Executive Director's Office and would step out and abstain from any discussion.
- IV. Public Comment Period – None.
- V. Consent Calendar  
The Consent Calendar was approved.  
**Moved Skol, Seconded Cooper. Unanimously approved.**
- VI. Agenda Items
  - A. The Commission approved the Commission Meeting Minutes of May 28, 2013.  
**Approved on the consent calendar. Moved Skol, Seconded Cooper. Unanimously approved.**
  - B. Executive Director's Office

1. Section 9.70.090 of the County Code, which established the Commission, prescribes that the members of the Commission shall annually elect a Chairperson who shall serve for a term of one year. The Commission By-Laws indicate that the terms of the Chair and Vice-Chair are from September 1<sup>st</sup> to August 31<sup>st</sup>.

According to the Commission's By-Laws, the Executive Committee serves as the Nominating Committee to develop a slate of candidates for the office of Vice-Chair. Chair Hunt, an Executive Committee member, reported that Commissioner Lee was the recommended candidate for the Office of Vice-Chair.

The recommendation to elect Mary Ann Lee as Vice Chair was approved.  
**Moved Skol, Seconded Schlaepfer. Abstained Lee. Unanimously approved.**

2. Prior to the discussion on the Health Services Agency's request to amend the Oral Health agreement, Commissioner Lee and Walker excused themselves and stepped out of the room due to a conflict of interest involving the item.

Previously, the Commission contracted with Golden Valley Health Centers for \$65,000 to provide dental varnishings and screenings at family resource center and healthy start sites. (It should be

noted that Golden Valley never expended more than \$31,201 of its authorized amount in any contract year.) Golden Valley assumed funding of the program in 2012-2013. However, shortly after the start of the 2012-2013 fiscal year, Golden Valley determined that its budget could not support screenings and varnishings in the community. In response, HSA contracted with a dental hygienist to provide a limited number of dental screenings and varnish applications at family resource center and healthy start sites.

As 2013-2014 budgets were being prepared, HSA and the Commission confirmed that Golden Valley would not be providing varnishings and screenings at community sites. HSA then began examining options to expand the number of community sites where varnishing and screening services could be provided. At the conclusion of its review, HSA determined that the most cost effective option involved increasing the existing dental hygienist's time to provide varnishing and screening services at more community sites. (More coordination with the dental education program is an added benefit of this option.) Consequently, HSA submitted a request to the Commission to increase its contract from \$15,000 to \$30,000 in 2013-2014 so education, varnishing, and screening services could be provided at family resource center, healthy start, Kindergarten transition, and community based organization sites.

The Commission approved the amendment to the Oral Health agreement and authorized the Executive Director to negotiate and execute an agreement for \$30,000.

***Moved Skol, Seconded Bauman. Abstained Lee and Walker. Unanimously approved.***

3. Provisions of Proposition 10 were codified into California State Law as Sections 130100-130155 of the California Health and Safety Code. Section 130150 requires local Children and Families Commission to conduct a public hearing on the Annual Audit and to submit the audit to the State by November 1st of each year.

The Commission contracted with Brown and Armstrong to perform the annual audit.

The public hearing on the audit was opened at 4:27 p.m. and John Sims presented the audit. The audit had no findings or recommendations for the 2012-2013 fiscal year.

The Commission thanked Tina Jamison and staff for delivering a clean audit.

Hearing no comments, the Public Hearing was closed at 4:28 p.m.

The Commission accepted the 2012-2013 audit report. The Executive Director will submit the 2012-2013 audit report to the California First 5 Commission.

***Moved Skol, Seconded Cooper. Unanimously approved.***

4. Provisions of Proposition 10 were codified into California State Law as Sections 130100-130155 of the California Health and Safety Code. Section 130150 requires local Children and Families Commission to conduct a public hearing on the Annual Report and to submit the report to the California First 5 Commission by November 1st of each year. The report shows the progress towards and achievement of the goals and objectives of the Proposition.

The Commission heard a presentation from John Sims on the 2012-2013 Local Annual Report.

Chair Hunt opened the Public Hearing for the 2012-2013 Local Annual Report at 4:42 p.m. Members from the audience were asked to make comments. Hearing no comments, Chair Hunt closed the hearing at 4:43 p.m.

The Commission accepted the 2012-2013 Local Annual Report and authorized the Executive Director to submit the report to the California First 5 Commission.

***Moved Walker, Seconded Schlaepfer. Unanimously approved.***

C. Committee Reports – ***Approved on the Consent Calendar. Moved Skol, Seconded Cooper. Unanimously approved.***

1. The Commission accepted the minutes for the Administrative Committee meeting held on September 9, 2013 – including the Quarterly Financial Report as of June 30, 2013.
  2. The Commission accepted the minutes for the Executive Committee meeting held on September 9, 2013.
  3. The Commission accepted the minutes for the Operations Committee meeting held on September 12, 2013.
- VII. Correspondence – Accept a letter from the California State Controller re: Acceptance of the '11-'12 Audit Report ***Approved on the consent calendar. Moved Skol, Seconded Cooper. Unanimously approved.***
- VIII. Commissioner Reports – None.
- IX. Staff Reports
- Erica Inacio shared a recap on the August Provider Conference with the Commission. The Commission provided funding for food and staff assisted with logistics at the event. Approximately 219 individuals attended the conference. The topic was the importance of language and literacy in child development. The keynote speaker was Dr. Mike Longoria.
  - John Sims reminded the Commissioners of the Family Domestic Violence Conference on October 7<sup>th</sup> and they could attend the event at no cost since the Commission had provided a sponsorship for the event.
- X. At 4:43 p.m., the Commission moved into closed session – Public Employee Evaluation – Executive Director, Government Code 54957(b).
- XI. The Commission reconvened at 5:16 p.m. and Chair Hunt announced no action was taken in the Closed Session. The meeting adjourned at 5:17 p.m.





It's All About The Kids

Stanislaus County Children and Families Commission

**ACTION AGENDA SUMMARY****COMMITTEE ROUTING**

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

AGENDA DATE: **December 10, 2013**COMMISSION AGENDA #: VI.B.1**SUBJECT:**

Authorization to Pay Late Invoices from Two Programs: Riverbank Unified School District and United Way

**BACKGROUND:**

Section 403 of the Commission's Policies and Procedures Manual addresses the submission of invoices by contractors. The section states that year-end invoices must be received from contractors no later than September 30<sup>th</sup>. Invoices for the prior fiscal year that are received after September 30<sup>th</sup> cannot be paid by Commission staff without Commission approval.

Two 2012-2013 invoices were received by Commission staff after the September 30<sup>th</sup> deadline:

- Riverbank Unified School District (RUSD) submitted a \$16,464 invoice for the Kindergarten Transition Program to the Commission on October 4, 2013. The invoice was mailed to the Commission's old offices on 15<sup>th</sup> Street on August 29<sup>th</sup>, but the invoice was not forwarded by the Post Office until October.
- United Way submitted a \$7,298 invoice for the 211 program on October 4, 2013.

Commission staff has worked with RUSD and United Way to ensure future invoices are submitted on a timely basis.

The Administrative and Finance Committee and the Operations Committee reviewed and discussed this item on November 18<sup>th</sup> and November 21<sup>st</sup>, respectively. The Executive Committee reviewed and discussed this item on December 2<sup>nd</sup>.

**STAFF RECOMMENDATIONS:**

1. Authorize Commission staff to pay a late invoice from Riverbank Unified School District in the amount of \$16,464.
2. Authorize Commission staff to pay a late invoice from United Way in the amount of \$7,298.

**FISCAL IMPACT:**

Approval of this agenda item will result in the expenditure of \$23,762 of Commission funds. Since these funds were encumbered last fiscal year, this expenditure will be applied to the Commission's 2012-2013 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 - Administration



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

Stanislaus County Children and Families Commission  
**ACTION AGENDA SUMMARY**

AGENDA DATE: December 10, 2013

COMMISSION AGENDA # VI.B.2

**SUBJECT:**

Public Hearing on the Policies and Procedures Manual  
 Adoption of the Policies and Procedures Manual

**BACKGROUND:**

After being formed, the Children and Families Commission adopted a series of administrative, operational, monitoring, and financial policies to govern Commission and contractor operations. 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 under Publications.)

To ensure the consistency and accuracy of the Manual, staff annually reviews the document and recommends that the Commission readopt the Manual. Periodically readopting the Manual ensures that its provisions have been reviewed and eliminates any question about what is the most recent version of the document.

Attached to this summary are pages of the Policies and Procedures Manual with suggested changes highlighted. The suggested changes to the Manual can be summarized as follows:

- Changing the adoption date on the title page.
- Designating the second Tuesday in December as the Commission's regular meeting date.
- A punctuation change that serves to enhance readability and consistency, but does not change the meaning of the section.
- Updating Commission Office address to current office location.

The Administrative and Finance Committee and the Operations Committee reviewed and discussed this item on November 18<sup>th</sup> and November 21<sup>st</sup>, respectively. The Executive Committee reviewed and discussed this item on December 2<sup>nd</sup>.

**RECOMMENDATIONS:**

1. Conduct a public hearing on the Policies and Procedures Manual and recommended revisions.
2. Adopt the Policies and Procedure Manual with the identified changes.
3. Instruct staff to place the manual on the Commission website.

**FISCAL IMPACT:**

There is minimal fiscal impact associated with the adoption of the Policies and Procedures Manual as the Commission and its contractors are currently operating under the provisions of the Manual.

**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): \_\_\_\_\_

Attest: \_\_\_\_\_

Stephanie Loomis - Administration



Abstaining: Commissioner(s): \_\_\_\_\_

1) \_\_\_\_\_ Approved as recommended.

2) \_\_\_\_\_ Denied.

3) \_\_\_\_\_ Approved as amended.

Motion: \_\_\_\_\_

Attest: \_\_\_\_\_  
Stephanie Loomis – Administration



**STANISLAUS COUNTY CHILDREN AND  
FAMILIES COMMISSION**

**POLICIES AND PROCEDURES MANUAL**

**Last Revised: December 10, 2013~~1, 2012~~**

## **Section 3 – Commission Meetings**

### **Policy:**

All meetings of the Commission, except closed sessions permitted by law, are open and public. All Commission meetings are to conform to the Ralph M. Brown Act, including requirements for meeting notice, preparation and distribution of agendas and other written materials, inspections of public records, closed sessions and emergency meetings, at a location designated by the commission, except for those instances defined in the Ralph M. Brown Act (Section 54954).

### **Procedure:**

**3.1** Regular Commission meetings are usually scheduled on the fourth Tuesday of each month with the exception of July, November, and December. Meetings are not usually scheduled in July and November and the December meeting is usually held the ~~second~~<sup>first</sup> Tuesday of the month.

**3.2** Regular monthly meeting dates and times shall be established by the Commission prior to the start of each calendar year. Scheduled meeting dates may be cancelled and/or rescheduled at the discretion of a majority of the Commission.

**3.3** Special meetings of the Commission are scheduled at the discretion of the Commission Chair, or Vice Chair, or at the request of at least 4 Commission members. Special meetings of the Commission may be scheduled from time to time to receive information or complete action items related to Commission business. A written notice of a special meeting must be delivered to each Commissioner and to each local newspaper of general circulation, radio, television, or local electronic media requesting notice in writing at least 24 hours in advance of the meeting time specified in the notice. The notice shall specify the time and place of the meeting and the business to be transacted or discussed. No other business shall be considered at the Special Meeting of the Commission. The special meeting notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

**3.4** Emergency meetings may be called by the Chair or the Vice-Chair and only under those circumstances defined in the Ralph M. Brown Act necessitating immediate action of the Commission.

**3.5** The Commission Chair, or in his/her absence the Vice Chair, presides over Commission meetings. In the absence of the Chair or Vice Chair, the majority of Commissioners present at the meeting may choose a meeting Chair.

**3.6** A quorum of the Commission consists of at least 5 members of the Commission. Each act or decision of the Commission, at a meeting duly held at which a quorum is present, requires the affirmative action of at least 5 members of the Commission.

**3.7** The development of the monthly meeting agenda is the responsibility of the Executive Committee. Agenda requests from Commissioners may be addressed in writing to the Executive Director or to the Executive Committee. Agenda item requests must be

**Section 202 – Unsolicited Funding Proposals**

**Policy:**

Unsolicited funding proposals are proposals from agencies or individuals that were not invited or requested by the Stanislaus County Children and Families Commission. The proposals usually take the form of plans, budgets, or narratives that request funding from the Commission.

Unsolicited funding proposals must target children (0 through 5 years of age) and their families and must be consistent with the Commission’s strategies / initiatives, as amended:

- 
- Improved Family Functioning
  - Improved Health
- Improved Child Development
  - Improved Systems of Care

**Procedure:**

**202.1** Individuals or organizations wishing to submit an unsolicited funding proposal should deliver the proposal to.

Executive Director  
Children & Families Commission  
~~930-45~~<sup>th</sup> -1010 10<sup>th</sup> Street, Suite 5000  
Modesto, CA 95354  
Phone: (209) 558-6218

**202.2** Committees may evaluate the proposals and may make a recommendation about possible funding.

**202.3** Committees may forward their recommendation to the Commission for its consideration.

**202.4** Individuals or organizations submitting an unsolicited funding proposal will be notified within 10 business days following any Commission action involving the proposal.

## **Section 404 – Recovery of Payments to Contractors**

### **Policy:**

In certain circumstances, actions may be taken to recover payments to Contractors. Such recovery of payments may be necessary for the Commission to fulfill its fiduciary responsibility and for good stewardship of the public funds entrusted to the Commission.

### **Procedure:**

**404.1** The Commission will recover payments previously made to Contractors for reasons that include, but are not limited to, the following:

- The invoice used as the basis for payment was in excess of allowable costs or in excess of the amounts usually charged by the Contractor or any of its subcontractors;
- Services provided were not adequately documented in the records of the Contractor or any of its subcontractors or when the intensity or quality of services provided justifies a lower level of payment;
- The invoice contained false or incorrect supporting documentation;
- The services provided were excessive or inappropriate;
- The services were provided to persons who did not meet the standards for participation in the agreement;
- The services were not covered by the agreement.

**404.2** The Commission will recover payments when audit exceptions result from the actions of the Contractor or the Contractor's subcontractor.

**404.3** Staff may withhold future payments due Contractor to recover funds due Commission under this section.

# 2014

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Administrative Committee (Noon)  
Operations Committee (Noon)  
Executive Committee (1:30 PM)

Commission Meeting (4:00 PM)  
Holiday - Office Closed  
Quarterly Contractor Meeting (10:00 AM)

All committee meetings have been scheduled in Conference Rm #5121

All contractor meetings have been scheduled at SCOE (Patterson Rm) except 4/8 is at the Petersen

## Commission Meeting Locations

### SCOE (Board Room)

1/28, 3/25, 6/24, 8/26, 10/28, 12/9

### West Modesto (Finley Room)

2/25, 4/29, 5/27, 9/23

\*Both Operations and Executive Committee Meetings held at noon and 1:30 PM respectively on February 12



**COMMITTEE ROUTING**

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

Stanislaus County Children and Families Commission

**ACTION AGENDA SUMMARY**AGENDA DATE: December 10, 2013COMMISSION AGENDA # VI.B.3**SUBJECT:**

Acceptance of the 2011-2012 Purchasing Card Charges Audit and Approval of a Response

**BACKGROUND:**

The Stanislaus County Children and Families Commission is an independent unit of local government that is classified as a "County agency" for purposes of State law. The Commission has executed an agreement with Stanislaus County to provide accounting, administrative, and legal services as if it were a County department. Commission employees are considered to be County employees for payroll and benefit purposes and the Commission has based its travel and purchasing card policies on County policies for convenience and consistency between the two agencies.

The Board of Supervisors directed the Auditor's Office to conduct an audit of all County departments' purchasing card charges for fiscal year 2011-2012. Because Commission employees use purchasing cards issued through Stanislaus County, the Commission's purchasing card charges were audited under this Board directive. The use of Commission purchasing cards is the preferred method of paying for employee travel costs (mileage, meals, parking, bridge tolls, etc) and for the purchase of supplies (office materials, meeting materials, newspaper ads, etc.).

The purchasing card audit for 2011-2012, which follows this agenda summary, contains two findings (four monthly credit card statement reviews/reconciliations were not documented with a signature and date). It was recommended that reviews and reconciliations of purchasing card activity both be documented with signatures and dates. Staff agrees with this recommendation and has recommended a response to the recommendation – which can be found at the end of the audit report.

The Administrative and Finance Committee and the Operations Committee reviewed and discussed this item on November 18<sup>th</sup> and November 21<sup>st</sup>, respectively. The Executive Committee reviewed and discussed this item on December 2<sup>nd</sup>.

**STAFF RECOMMENDATIONS:**

Accept the 2011-2012 purchasing card charges audit and authorize staff to submit a response to the audit.

**FISCAL IMPACT:**

There is no fiscal impact associated with approval of this recommendation.

**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): \_\_\_\_\_

Attest: \_\_\_\_\_

Stephanie Loomis – Administration

- 1) \_\_\_\_\_ Approved as recommended.
- 2) \_\_\_\_\_ Denied.
- 3) \_\_\_\_\_ Approved as amended.

Motion: \_\_\_\_\_

Attest: \_\_\_\_\_  
Stephanie Loomis – Administration

**STANISLAUS COUNTY  
EXECUTIVE SUMMARY  
CHILDREN & FAMILIES COMMISSION  
PURCHASING CARD AUDIT**

**BACKGROUND**

The Auditor-Controller's Office has completed an audit of the Stanislaus County Purchasing Card Program.

Stanislaus County implemented the Bank of America Purchasing Card System on October 11, 1996. The Board of Supervisors approved agenda item number 2001-593 on August 7, 2001 directing the Chief Executive Officer and the Auditor-Controller to provide an annual report of the Purchasing Card Program including department-specific findings and recommendations.

**OBJECTIVE AND SCOPE**

The objective of the audit was to determine whether the Department's use of purchasing cards complies with the County Purchasing Card and Travel Policies as well as the Department Policy, if applicable, in effect at the time of the purchases. In addition, we assessed the Department's internal controls over the maintenance and use of the County Purchasing Cards.

On March 1, 2011, the Internal Audit Division was disbanded due to reductions in general fund contributions to the Auditor-Controller's budget. Due to the budget reduction and consequent reduction in resources, the purchasing card audits will be performed on a two year cycle. Approximately half of county departments and related agencies have been selected for audit of FY 2011-2012 purchasing card transactions. The test transactions for non Department Head transactions will be selected randomly at approximately 20% of total transactions. Additional transactions may also be selected for testing. The Department Head transactions will be tested at 100%.

The audit period covered purchasing card activity during fiscal year 2011-2012. Department Head transactions during the fiscal year consisted of 30 transactions in the amount of \$991.28. The remaining department purchasing card transactions consisted of 84 transactions in the amount of \$13,202.17. For our engagement, we selected 19 transactions (approximately 23%) in the amount of \$3,842.21 (approximately 29%) from the entire population for testing.

**METHODOLOGY**

Audit methodology included the following procedures:

- We obtained a list of purchasing card transactions for each department directly from Bank of America.
- We verified the transactions were approved and dated by appropriate personnel.
- We verified the charges were appropriate County business expenses, costs appeared reasonable, and did not exceed allowable limits contained in the County Purchasing Card and Travel Policies.
- We examined the transactions to ensure they complied with all other relevant guidelines contained in the County Purchasing Card and Travel policies.

We assessed the internal controls over the purchasing card transactions by:

- Interviewing department personnel and documenting the department's controls over purchasing cards.
- We examined the Purchasing Card Application and Authorization Forms to verify that an application form exists for each employee issued a County purchasing card and the form was approved by an appropriate personnel.
- We examined the Purchasing Card Reconciliation Reports to ensure administrative staff were reviewing and reconciling the monthly transactions to the purchasing card statements from the Bank of America.
- We reviewed the Purchasing Card Transaction Detail Reports to ensure management was reviewing the purchasing card transactions for appropriateness.

## **STANDARDS**

We conducted our engagement in accordance with the *International Standards for the Professional Practice of Internal Auditing*, published by the Institute of Internal Auditors. Accordingly, we examined, on a test basis, evidence supporting the procedures in place and performed such other procedures as we considered necessary.

We appreciate the courtesies and cooperation extended to the Auditor-Controller's Office during the audit process.

## **FINDINGS AND RECOMMENDATIONS**

While the findings discussed below may not, individually or in the aggregate, significantly impair compliance with the County Purchasing Card Program, they do present risks that can be more effectively controlled.

### **DEPARTMENT HEAD FINDINGS**

There are no major findings and recommendations for the Department Head purchasing card transactions during fiscal year 2011-2012.

### **DEPARTMENT FINDINGS**

#### **A) Reconciliation of Purchase Card Statements**

We noted the following regarding the monthly reconciliation of the purchase card transactions:

1. Four of the thirteen monthly reconciliations of the Department Head's purchases were not documented via signature. One of those four Department Head reconciliations was also not documented with a date. We are unable to determine timeliness of the preformed reconciliation and unable to determine if the card holder reconciled their own purchases.
2. Four of the thirteen monthly reconciliations of the Non-Department Head's purchases were not documented via signature. We are unable to determine if the card holder reconciled their own purchases.

Recommendation

We recommend the Department review and revise its procedures to ensure the monthly purchasing card reconciliations are complete, performed timely and documented with a signature and date in accordance with the County of Stanislaus Purchasing Card Policy.

Department Response

The Commission agrees with the recommendation. The Executive Director will issue a memo to the Department directing employees who review and reconcile purchasing card statements to sign and date the documents in accordance with the County of Stanislaus Purchasing Card Policy.



**Children & Families Commission**

1010 10<sup>th</sup> Street, Suite 5000  
Modesto, CA 95354  
Phone: 209.558.6218 Fax: 209.558.6225

## *Administrative Committee*

*Monday, November 18, 2013*

**MEMBERS:**

Vicki Bauman  
School Representative

Vito Chiesa  
County Supervisor

David Cooper  
Community Representative

Denise Hunt  
Chair  
Community Representative

Mary Ann Lee  
Vice Chair  
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.  
Community Representative

Madelyn Schlaepfer  
Behavioral Health and  
Recovery Services

George Skol  
Community Representative

John Walker, MD  
Public Health Officer

\*\*\*\*\*

John Sims  
Executive Director

Commissioners Present: Mary Ann Lee, Nelly Paredes-Walsborn and Madelyn Schlaepfer  
Staff Present: John Sims and Stephanie Loomis

1. The Committee was made aware of an unsolicited proposal submitted by the Stanislaus County Library requesting funding to hire three additional full time children's librarians to increase children literacy services offered throughout the County. The proposal was discussed and the Committee determined there were a number of issues that still needed to be addressed, including how many children would be served and whether the librarians would be bilingual in English and Spanish.
2. The Committee was informed that it was time to readopt the Commission's Policies and Procedure Manual. Staff is still reviewing the document but any changes, if any, are expected to be small and grammatical in nature. The Commission will hold a public hearing on the manual at the December Commission meeting.
3. The Committee was presented with the proposed 2014 Meeting Schedule.
4. The Committee was informed that United Way (211) and Riverbank Unified School District (Riverbank Kindergarten Transition) submitted invoices for June 2013 after the September 30<sup>th</sup> deadline and the Commission, as required by the Policies and Procedure Manual, needs to authorize payment at the December Commission meeting.
5. The Committee was presented with a Monthly Contract Financial Report as of October 31, 2013.
6. The Committee was presented with a Quarterly Financial Report – July 2013 to September 2013
7. The Committee was made aware that the Commission may receive a request to assist with the printing costs and distribution of the Community Health Assessment Executive Summary. The planning committee for the Community Health Assessment is going to be requesting all partners contribute to the printing costs and distribution and the request to the Commission is expected to be nominal.
8. The Committee was provided with a copy of the 2011-2012 purchasing card audit. The audit contained two findings (a number of monthly credit card statement reviews/reconciliations were not documented with a signature and date) and 1 recommendation (to cancel cards that have not been used in the last 2 years). Staff is working on a response to the findings. The audit will be presented to the full Commissions as a part of its 12/10 agenda.



9. The Committee was informed that the next Commission meeting is scheduled to be held in the Board Room of the Stanislaus County Office of Education office at 1100 H St., in Modesto on December 10, 2013. Items to be discussed include:
- a. Stanislaus County Library Unsolicited Proposal
  - b. Public Hearing and Re-adoption of Policies and Procedures Manual
  - \* c. 2014 Meeting Schedule
  - d. Acceptance of the 2011-2012 Purchasing Card Charges Audit
  - e. CAPC Presentation: Child Abuse Awareness
  - f. Commissioner Report
    - Family Domestic Violence Conference

# STANISLAUS COUNTY CHILDREN & FAMILIES COMMISSION

## CONTRACT SCHEDULE

### 10/31/2013

		Budget	Actual Expenditures	Remaining Budget	% Actual to Budget
<b>RESULT AREA 1: Improved Family Functioning (Family Support, Education, and Services)</b>					
<b>Community Resource and Referral</b>					
1	211 Project ( <i>United Way</i> )	\$ 80,000	\$ -	\$ 80,000	0%
	Family Resource Centers:				
2	Ceres Partnership for Healthy Children ( <i>CHS</i> )	\$ 184,648	\$ 8,598	\$ 176,050	5%
3	Hughson Family Resource Center ( <i>SV</i> )	\$ 118,279	\$ 10,294	\$ 107,985	9%
4	N. Modesto/Salida Family Resource Center ( <i>SV</i> )	\$ 323,694	\$ 26,194	\$ 297,500	8%
5	Oakdale/Riverbank Family Resource Center ( <i>CHS</i> )	\$ 157,484	\$ 18,122	\$ 139,362	12%
6	Parent Resource Center	\$ 397,310	\$ 60,166	\$ 337,144	15%
7	Turlock Family Resource Center ( <i>Aspiranet</i> )	\$ 204,404	\$ -	\$ 204,404	0%
8	Westside Family Resource Center ( <i>CHS</i> )	\$ 173,537	\$ -	\$ 173,537	0%
9	The Bridge ( <i>Sierra Vista</i> )	\$ 185,000	\$ 32,542	\$ 152,458	18%
10	Healthy Start Sites	\$ 416,020	\$ -	\$ 416,020	0%
<b>Targeted Intensive Family Support Services</b>					
11	Children's Crisis Center	\$ 460,000	\$ 191,001	\$ 268,999	42%
12	Court Appointed Special Advocates	\$ 30,000	\$ 4,759	\$ 25,241	16%
13	La Familia Counseling Program ( <i>El Concilio</i> )	\$ 98,000	\$ -	\$ 98,000	0%
14	Family Justice Center	\$ 111,430	\$ 34,266	\$ 77,164	31%
15	Zero to Five Early Intervention Partnership ( <i>BHRS</i> )	\$ 1,523,009	\$ 287,608	\$ 1,235,401	19%
	<b>Total Area 1:</b>	<b>\$ 4,462,815</b>	<b>\$ 673,551</b>	<b>\$ 3,789,264</b>	<b>15%</b>
<b>RESULT AREA 2: Improved Child Development (Child Development Services)</b>					
<b>Kindergarten Transition Services</b>					
16	Keyes (1)	\$ 10,000	\$ -	\$ 10,000	0%
17	Grayson (1)	\$ 10,000	\$ -	\$ 10,000	0%
18	Riverbank (2)	\$ 20,000	\$ -	\$ 20,000	0%
19	Turlock (3) <i>contract not executed</i>	\$ 30,000	\$ -	\$ 30,000	0%
<b>Quality ECE Investments</b>					
20	First 5 Calif. Child Signature Program ( <i>SCOE</i> )	\$ 105,000	\$ -	\$ 105,000	0%
	<b>Total Area 2:</b>	<b>\$ 175,000</b>	<b>\$ -</b>	<b>\$ 175,000</b>	<b>0%</b>
<b>RESULT AREA 3: Improved Health (Health Education and Services)</b>					
<b>Health Access</b>					
21	Healthy Cubs ( <i>Health Services Agency</i> )	\$ 325,000	\$ 15,342	\$ 309,658	5%
<b>Maternal &amp; Child Health Care</b>					
22	Perinatal Home Visitations ( <i>Health Services Agency</i> )	\$ 1,339,160	\$ 177,357	\$ 1,161,803	13%
<b>Oral Health</b>					
23	Dental Education ( <i>Health Services Agency</i> )	\$ 15,000	\$ 2,302	\$ 12,698	15%
<b>Safety Education and Injury Prevention</b>					
24	Shaken Baby Syndrome ( <i>CAPC/SV</i> )	\$ 13,000	\$ -	\$ 13,000	0%
	<b>Total Area 3:</b>	<b>\$ 1,692,160</b>	<b>\$ 195,001</b>	<b>\$ 1,497,159</b>	<b>12%</b>
<b>RESULT AREA 4: Improved Systems of Care</b>					
<b>Provider Capacity Building, Training and Support</b>					
25	Healthy Start Support ( <i>SCOE</i> )	\$ 82,378	\$ -	\$ 82,378	0%
	<b>Total Area 4:</b>	<b>\$ 82,378</b>	<b>\$ -</b>	<b>\$ 82,378</b>	<b>0%</b>
	<b>Total Services Contracts</b>	<b>\$ 6,412,353</b>	<b>\$ 868,552</b>	<b>\$ 5,543,801</b>	<b>14%</b>

# STANISLAUS COUNTY CHILDREN & FAMILIES COMMISSION

## FISCAL YEAR 2013-2014

### QUARTERLY FINANCIAL REPORT

#### September 30, 2013

		FY 13/14 Budget	Actual	Remaining Budget	% Actual to Budget
1	<b>Beginning Fund Balance</b>	\$ 11,962,459	\$ 12,600,660		
<b>REVENUE</b>					
2	Interest	\$ 155,512	\$ -	\$ 155,512	0%
3	Tobacco Tax (Prop 10)	\$ 5,344,623	\$ 507,600	\$ 4,837,023	9%
4	Grants and SMIF	\$ 105,000	\$ -	\$ 105,000	0%
5	<b>TOTAL REVENUE</b>	<b>\$ 5,605,135</b>	<b>\$ 507,600</b>	<b>\$ 5,097,535</b>	<b>9%</b>
<b>EXPENDITURES</b>					
<b>Program</b>					
6	Contracts	\$ 6,412,354	\$ 354,217	\$ 6,058,137	6%
7	Contracts-Prior Year	\$ -	\$ (45,842)	\$ 45,842	
8	Contract Adjustments (TBD)	\$ 494,000	\$ -	\$ 494,000	0%
9	Community Conferences	\$ 24,000	\$ 3,315	\$ 20,685	14%
10	Salaries & Benefits	\$ 143,920	\$ 31,339	\$ 112,581	22%
11	Services & Supplies	\$ 13,362	\$ 3,191	\$ 10,171	24%
12	County Cap Charges	\$ 11,435	\$ 2,854	\$ 8,581	25%
13	<b>Total Expenditures - Program</b>	<b>\$ 7,099,071</b>	<b>\$ 349,074</b>	<b>\$ 6,749,997</b>	<b>5%</b>
<b>Evaluation</b>					
14	Salaries & Benefits	\$ 59,160	\$ 2,381	\$ 56,779	4%
15	Services & Supplies	\$ 5,492	\$ 1,182	\$ 4,310	22%
16	County Cap Charges	\$ 4,701	\$ 254	\$ 4,447	5%
17	<b>Total Expenditures - Evaluation</b>	<b>\$ 69,353</b>	<b>\$ 3,817</b>	<b>\$ 65,536</b>	<b>6%</b>
<b>Administration</b>					
18	Salaries & Benefits	\$ 286,468	\$ 61,488	\$ 224,980	21%
19	Services & Supplies	\$ 37,596	\$ 6,439	\$ 31,157	17%
20	County Cap Charges	\$ 22,762	\$ 5,287	\$ 17,475	23%
21	<b>Total Expenditures - Administration</b>	<b>\$ 346,826</b>	<b>\$ 73,215</b>	<b>\$ 273,611</b>	<b>21%</b>
22	<b>Total Expenditures</b>	<b>\$ 7,515,250</b>	<b>\$ 426,106</b>	<b>\$ 7,089,144</b>	<b>6%</b>
23	<b>NET INCREASE (DECREASE) TO FUND BALANCE</b>	<b>\$ (1,910,115)</b>	<b>\$ 81,494</b>		
24	<b>ENDING FUND BALANCE</b>	<b>\$ 10,052,344</b>	<b>\$ 12,682,154</b>		

# STANISLAUS COUNTY CHILDREN & FAMILIES COMMISSION

## CONTRACT SCHEDULE

### 9/30/2013

		Budget	Actual Expenditures	Remaining Budget	% Actual to Budget
<b>RESULT AREA 1: Improved Family Functioning (Family Support, Education, and Services)</b>					
<b>Community Resource and Referral</b>					
1	211 Project ( <i>United Way</i> )	\$ 80,000	\$ -	\$ 80,000	0%
	Family Resource Centers:				
2	Ceres Partnership for Healthy Children ( <i>CHS</i> )	\$ 184,648	\$ -	\$ 184,648	0%
3	Hughson Family Resource Center ( <i>SV</i> )	\$ 118,279	\$ -	\$ 118,279	0%
4	N. Modesto/Salida Family Resource Center ( <i>SV</i> )	\$ 323,694	\$ -	\$ 323,694	0%
5	Oakdale/Riverbank Family Resource Center ( <i>CHS</i> )	\$ 157,484	\$ -	\$ 157,484	0%
6	Parent Resource Center	\$ 397,310	\$ 36,536	\$ 360,774	9%
7	Turlock Family Resource Center ( <i>Aspiranet</i> )	\$ 204,404	\$ -	\$ 204,404	0%
8	Westside Family Resource Center ( <i>CHS</i> )	\$ 173,537	\$ -	\$ 173,537	0%
9	The Bridge ( <i>Sierra Vista</i> )	\$ 185,000	\$ 15,497	\$ 169,503	8%
10	Healthy Start Sites	\$ 416,020	\$ -	\$ 416,020	0%
<b>Targeted Intensive Family Support Services</b>					
11	Children's Crisis Center	\$ 460,000	\$ 152,667	\$ 307,333	33%
12	Court Appointed Special Advocates	\$ 30,000	\$ 4,759	\$ 25,241	16%
13	La Familia Counseling Program ( <i>El Concilio</i> )	\$ 98,000	\$ -	\$ 98,000	0%
14	Family Justice Center	\$ 111,430	\$ -	\$ 111,430	0%
15	Zero to Five Early Intervention Partnership ( <i>BHRS</i> )	\$ 1,523,009	\$ 94,686	\$ 1,428,323	6%
<b>Total Area 1:</b>		<b>\$ 4,462,815</b>	<b>\$ 304,145</b>	<b>\$ 4,158,670</b>	<b>7%</b>
<b>RESULT AREA 2: Improved Child Development (Child Development Services)</b>					
<b>Kindergarten Transition Services</b>					
16	Keyes (1)	\$ 10,000	\$ -	\$ 10,000	0%
17	Grayson (1)	\$ 10,000	\$ -	\$ 10,000	0%
18	Riverbank (2)	\$ 20,000	\$ -	\$ 20,000	0%
19	Turlock (3) <i>contract not executed</i>	\$ 30,000	\$ -	\$ 30,000	0%
<b>Quality ECE Investments</b>					
20	First 5 Calif. Child Signature Program ( <i>SCOE</i> )	\$ 105,000	\$ -	\$ 105,000	0%
<b>Total Area 2:</b>		<b>\$ 175,000</b>	<b>\$ -</b>	<b>\$ 175,000</b>	<b>0%</b>
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21	Healthy Cubs ( <i>Health Services Agency</i> )	\$ 325,000	\$ -	\$ 325,000	0%
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22	Perinatal Home Visitations ( <i>Health Services Agency</i> )	\$ 1,339,160	\$ 50,072	\$ 1,289,088	4%
<b>Oral Health</b>					
23	Dental Education ( <i>Health Services Agency</i> )	\$ 15,000	\$ -	\$ 15,000	0%
<b>Safety Education and Injury Prevention</b>					
24	Shaken Baby Syndrome ( <i>CAPC/SV</i> )	\$ 13,000	\$ -	\$ 13,000	0%
<b>Total Area 3:</b>		<b>\$ 1,692,160</b>	<b>\$ 50,072</b>	<b>\$ 1,642,088</b>	<b>3%</b>
<b>RESULT AREA 4: Improved Systems of Care</b>					
<b>Provider Capacity Building, Training and Support</b>					
25	Healthy Start Support ( <i>SCOE</i> )	\$ 82,378	\$ -	\$ 82,378	0%
<b>Total Area 4:</b>		<b>\$ 82,378</b>	<b>\$ -</b>	<b>\$ 82,378</b>	<b>0%</b>
<b>Total Services Contracts</b>		<b>\$ 6,412,353</b>	<b>\$ 354,217</b>	<b>\$ 6,058,136</b>	<b>6%</b>



### Children & Families Commission

1010 10<sup>th</sup> Street, Suite 5000  
Modesto, CA 95354  
Phone: 209.558.6218 Fax: 209.558.6225

## Operations Committee

Thursday, November 21, 2013

Commissioners Present: David Cooper, Denise Hunt and Dr. John Walker

Staff Present: John Sims and Stephanie Loomis

### MEMBERS:

Vicki Bauman  
Chair  
School Representative

Vito Chiesa  
County Supervisor

David Cooper  
Community Representative

Denise Hunt  
Vice Chair  
Community Representative

Mary Ann Lee  
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.  
Community Representative

Madelyn Schlaepfer  
Behavioral Health and  
Recovery Services

George Skol  
Community Representative

John Walker, MD  
Public Health Officer

\*\*\*\*\*

John Sims  
Executive Director

1. The Committee was made aware of an unsolicited proposal submitted by the Stanislaus County Library requesting funding to hire three additional full time children's librarians to increase children literacy services offered throughout the County. The proposal was discussed and the Committee determined there were a number of issues that still needed to be addressed, including how many children would be served and would the cost of the librarians be shared with any other program partner.
2. The Committee was informed that it was time to readopt the Commission's Policies and Procedure Manual. Staff is still reviewing the document but any changes, if any, are expected to be small and grammatical in nature. The Commission will hold a public hearing on the manual at the December Commission meeting.
3. The Committee was presented with the proposed 2014 Meeting Schedule.
4. The Committee was informed that United Way (211) and Riverbank Unified School District (Riverbank Kindergarten Transition) submitted invoices for June 2013 after the September 30<sup>th</sup> deadline and the Commission, as required by the Policies and Procedure Manual, needs to authorize payment at the December Commission meeting.
5. The Committee was presented with a Monthly Contract Financial Report as of October 31, 2013.
6. The Committee was presented with a Quarterly Financial Report – July 2013 to September 2013
7. The Committee was made aware that the Commission may receive a request to assist with the printing costs and distribution of the Community Health Assessment Executive Summary. The planning committee for the Community Health Assessment is going to be requesting all partners contribute to the printing costs and distribution and the request to the Commission is expected to be nominal.
8. The Committee was provided with a copy of the 2011-2012 purchasing card audit. The audit contained two findings (a number of monthly credit card statement reviews/reconciliations were not documented with a signature and date) and 1 recommendation (to cancel cards that have not been used in the last 2 years). Staff is working on a response to the findings. The audit will be presented to the full Commissions as a part of its 12/10 agenda.

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- a. Stanislaus County Library Unsolicited Proposal
  - b. Public Hearing and Re-adoption of Policies and Procedures Manual
  - \* c. 2014 Meeting Schedule
  - d. Acceptance of the 2011-2012 Purchasing Card Charges Audit
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### Children & Families Commission

1010 10<sup>th</sup> Street, Suite 5000  
Modesto, CA 95354  
Phone: 209.558.6218 Fax: 209.558.6225

## Executive Committee

Monday, December 2, 2013

Commissioners Present: Vito Chiesa, Denise Hunt and George Skol

Staff Present: John Sims and Stephanie Loomis

### MEMBERS:

Vicki Bauman  
School Representative

Vito Chiesa  
County Supervisor

David Cooper  
Community Representative

Denise Hunt  
Chair  
Community Representative

Mary Ann Lee  
Vice Chair  
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.  
Community Representative

Madelyn Schlaepfer  
Behavioral Health and  
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