



Children & Families Commission
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**Commission Meeting Minutes
Tuesday, April 24, 2018
Stanislaus County Office of Education
Board Room
1100 "H" Street, Modesto, CA**

Members Present: Vicki Bauman, Ignacio Cantu Jr., Vito Chiesa, David Cooper, Mary Ann Lee, Nelly Paredes-Walsborn (Vice Chair), George Skol, Dr. Julie Vaishampayan.

Members Absent: Kathy Harwell (Chair)

Staff Present: David Jones, Executive Director; Veronica Ascencio, Accountant; Stephanie Loomis, Staff Services Coordinator; Denae Davis; Confidential Assistant IV; and Amanda DeHart, Commission Counsel.

- I. Vice Chair Paredes-Walsborn called the meeting to order at 4:00 p.m. Commission members, staff, and attendees were introduced and welcomed.
- II. Pledge of Allegiance was conducted.
- III. Announcement of Commissioner Recusals – None
- IV. Public Comment Period – None
- V. Consent Calendar
The Consent Calendar was approved.
Motion by Skol, Second by Cooper. Unanimously approved.
- VI. Agenda Items
 - A. The Commission approved the Commission Meeting Minutes of February 27, 2018.
Approved on the consent calendar. Motion by Skol, Second by Cooper. Unanimously approved.
 - B. Executive Director's Office
 1. Conducted a public hearing on the First 5 California 2016-2017 Annual Report; and accepted the First 5 California 2016-2017 Annual Report.

Per Section 130140 of the California Health and Safety Code, the Stanislaus County Children and Families Commission is required to hold a public hearing on the State Commission's Annual Report (which is submitted to the Legislature each January). The report in its entirety can be viewed on the State's website: <http://www.stanprop10.org/pdf/first-5-ca-annual-report-2016-2017.pdf>

The Commission heard a presentation on the State Commission report's contents and format from Stephanie Loomis. The State report highlighted the results for each of the four result areas (Family Functioning, Child Development, Health, and Sustainable Systems) for FY 2016-2017 and summarized the intent and impact made by State Initiatives. Staff compared statistics of local service provided to children and adults to State-wide statistics.

After the presentation, Vice Chair Paredes Walsborn opened the public hearing at 4:15 p.m. Hearing no other comments from the public, the public hearing was closed at 4:16 p.m.

The Commission accepted the First 5 California 2016-2017 Annual report.

Motion by Bauman, Second by Skol. Unanimously approved.

2. Conducted a public hearing to adopt the amended Policies and Procedures Manual; and adopted the Policies and Procedure Manual changes as presented.

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 & Other Resources.) Staff reviews the manual on a periodic basis and recommended changes are brought to the Commission for consideration. After review over the past several months, a considerable number of changes are recommended by staff which is why the Policies and Procedures Manual is being brought in its entirety for consideration.

The primary focus of the review was in regard to financial operations of the Commission and Contractors. Historically, there has been one comprehensive section of the manual which intermingles Commission and Contractor financial policies. It was determined for clarity, it would be best to separate these sections resulting in Section 400-499 for Internal Financial Policies and Procedures and Section 500-599 as Financial Policies and Procedures for Contractors. A significant review was undertaken by staff to sort policies into their appropriate sections. Work was also done to incorporate items that were specified in contracts but did not appear in the manual, or practices of the Commission which did not appear in the manual. Language was also crafted in order to add clarity for procedural issues which might arise throughout the year. Minor changes were also made throughout the manual in its entirety when it was felt these changes would add clarity or “clean up” existing language. However, the primary work of the revision was focused on the financial component.

The draft, amended Policy and Procedure Manual was posted in its entirety with the agenda item. An overview of manual changes was also presented to contractors at the April 17, 2018 Quarterly Partner Meeting. Attendees of this meeting were also notified the draft would be posted in its entirety as part of the agenda item for their review.

Some of the highlighted changes include:

- A change to Section 205 which updates which version of the County Purchasing Policies and Procedures the Commission is referencing;
- Separating the current Financial Policies Section 400-599 into Section 400-499 for Internal Financial Policies and Procedures and Section 500-599 as Financial Policies and Procedures for Contractors;
- In 500.4, desktop and laptop computers are added as inventory items;
- In Section 500.6, clarifying language was added on food and beverage requests;
- In Section 500.8, there is clarified and expanded language for Out of County Travel documentation;
- In Section 502 Submission of Contractor Invoices, there is language cleanup and clarifying language;

- In Section 503 Invoice Preparation, there is language cleanup and added clarifying language. Section 503.7 was added which states in the manual our practice of requiring Contractors to retain supporting documentation for invoices for at least five years (not currently in the Manual);
- Section 506 Contract Budgets and Budget Revisions, numerous changes including stating in writing Contractors are responsible for management and monitoring of monthly expenses;
- Added Section 508 on Contractor Fiscal Reporting & Management;
- Added language to Section 600.4 for right of the Commission to perform on-site evaluation of financial records and internal control mechanisms.

The Commission heard a presentation on the revisions.

After the presentation, Vice Chair Paredes Walsborn opened the public hearing at 4:20 p.m. Hearing no other comments from the public, the public hearing was closed at 4:21 p.m.

The Commission adopted the revised Policies and Procedures Manual.

Motion by Skol, Second by Cooper. Unanimously approved.

3. Accepted the Report on the Stanislaus County Children and Families Commission Annual Program Evaluation for 2016-2017.

Section 130100 of the California Health and Safety Code requires local Commissions to “use outcome based accountability to determine future expenditures.” This provision of law has been interpreted to require evaluations to be conducted of programs funded with Proposition 10 funds. The Stanislaus County Children and Families Commission Strategic Plan includes the structure to evaluate its programs in alignment with the State’s results area framework.

The Commission heard a presentation on the Stanislaus County Children and Families Commission Annual Program Evaluation for 2016-2017 from Stephanie Loomis. The Commission uses four results areas for evaluating program outcomes: Improved Family Functioning; Improved Child Development; Improved Health; and Improved Systems of Care. Stanislaus County Children and Families Commission staff review all funded programs through a variety of processes including bi-annual on-site meetings at program locations, data analysis and the preparation of an annual report.

The 2016-2017 Annual Program Evaluation report is designed to provide Commissioners and the public with important information including: the funding distribution of the various Commission contracts in regard to Result Areas; historic funding levels; geographic distribution of contracted services; demographics of funded program recipients; and outcomes/effectiveness of the 20 contracted programs of the Commission.

The Commission accepted the 2016-2017 Annual Program Evaluation Report.

Motion by Skol, Second by Lee. Unanimously approved.

- C. Committee Reports – ***Approved on the Consent Calendar. Motion by Skol, Second by Cooper. Unanimously approved.***

1. The Commission accepted the minutes for the Administrative Committee meeting held on April 16, 2018, including the Monthly Financial Report as of March 2018 and the Quarterly Financial Report for January-March 2018.
2. The Commission accepted the minutes for the Operations Committee meeting held on April 17, 2018.

3. The Commission accepted the minutes for the Executive Committee meeting held on April 18, 2018.

II. Correspondence – None

III. Commissioner Reports

- Cooper shared reflections on the First 5 California Summit which took place April 10-12 in Glendale. Harwell, Paredes-Walsborn, and Skol also attended the Summit. Cooper shared the Summit provided opportunities to network with other Commissioners around the state.
- Bauman shared news of becoming a grandmother and that the hospitals are showing the “shaken baby” training videos as a requirement. She reflected pride in the Commission for their role in this.

IV. Staff Reports

- David expressed appreciation for Commissioners engagement and participation. Stated that it was very visible and well known at the Summit.
- David provided information that Prop 10 revenue for February is down, however, the Commission is ahead of budget by \$60,000 year-to-date. Also, the anticipated state funding backfill for 18/19 may be less than expected.
- David expressed that a full report on the budget will come back to the Commission for voting in May. The County is now requesting two-year budget submittals and the Commission complied with this request. Because it’s a two-year budget cycle, the 19/20 budget was submitted as status quo, but this will need to be revisited after the Commission’s Strategic Planning process is completed at the end of this year.
- David provided an update on Strategic Planning. The Commission went through the County RFP process and Glen Price Group was top scoring applicant. David thanked Cantu, Skol, and Cooper for participating in selections. The next step will be negotiating a contract.
- David asked the audience to send any data sources to him that would be beneficial in the strategic plan.
- David provided an update regarding the name change and ordinance language which will be going to the Board of Supervisors.
- David introduced Amanda DeHart as the Commission’s new Counsel.
- David announced that site visits are being scheduled.
- David shared that the May Commission meeting will discuss the budget and strategic planning.
- Discussion took place regarding marijuana funding and the possibility of seeking or receiving revenue.

V. The Commission meeting adjourned into closed session at 4:52 p.m.