



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

ACTION AGENDA SUMMARY

AGENDA DATE: December 3, 2019

COMMISSION AGENDA #: 7A (PUBLIC HEARING)

SUBJECT:

Public Hearing to Consider Adoption of 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:

- Minor changes to enhance readability, consistency, grammar or punctuation, without changing the meaning of the section. (Pages 2, 7, 14, 19, 50, 53, 55, 56, 57)
- Changes to “Section 200 – Intended Use of Funds.” Clarifying changes made to reflect alignment with State Health and Safety Code and the 2019-2024 Strategic Plan (Page 16)
- Removes “Section 201 – Priority in the Use of Childcare Funds.” This section corresponded to previous discontinued funding practices and is no longer applicable. (Page 17)
- Changes to “Section 205 – Purchasing and Procurement.” Clarifying language changes and an update of dates for the County Policies and Procedures document. (Page 22)
- Changes to “Section 401- Encumbrances.” Changes made to simplify the policy and procedure while maintaining accountability and alignment with County procedures. (Pages 29, 30)
- Changes to “Section 404 – Purchasing Cards.” Clarifying changes made to reflect current practices while maintaining accountability and alignment with County procedures. (Page 34)

The Administrative and Financial Committee and the Operations Committee heard this item at their respective meetings in November 2019.

STAFF RECOMMENDATIONS:

1. Conduct a Public Hearing on the Policies and Procedures Manual and recommended revisions.
2. Adopt the Policies and Procedures Manual 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. 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: _____

Veronika Carrasco – Confidential Assistant IV