



**FIRST 5
STANISLAUS**

**Commission Meeting
February 25, 2020 4:00pm**

*Stanislaus County Office of Education, Board Room
1100 H St., Modesto CA 95354*



Commission Meeting Notice

Tuesday, February 25, 2020, 4:00 PM
Stanislaus County Office of Education, Board Room
1100 H Street, Modesto, CA 95354

MEMBERS:

Vicki Bauman
Chair

School Representative

Ignacio Cantu, Jr.
Vice Chair

Community Representative

Vito Chiesa
County Supervisor

David Cooper
Community Representative

Kathy Harwell
Community Services Agency

Mary Ann Lilly-Tengowski
Health Services Agency

Nelly Paredes-Walsborn, Ph.D.
Community Representative

George Skol
Community Representative

Julie Vaishampayan, M.D.
Public Health Officer

David Jones
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:

CONSENT CALENDAR: These matters include routine financial and administrative actions. 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.

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

PUBLIC HEARINGS: These items are opportunities for individuals interested in the matter being addressed on the agenda item to present their views to the Commissioners.

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 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 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.first5stan.org.



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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

February 25, 2020 • 4:00 P.M.

Stanislaus County Office of Education, Board Room
1100 H St. Modesto, CA

1. Welcome & Introductions
2. Pledge of Allegiance
3. Announcement of Recusals¹
4. Presentation
 - A. Cradle to Career
5. Public Comment Period (Limit of 5 minutes per person)
6. Consent Calendar
 - A. Miscellaneous
 1. Approval of the December 3, 2019 Commission Meeting Minutes
 2. Approval of the February 10, 2020 Administrative Committee Meeting Minutes
 - a. Result Area Fiscal Report as of December 31, 2019
 - b. Second Quarter Financial Report 2019-2020
 3. Approval of the February 13, 2020 Operations Committee Meeting Minutes
 4. Approval of the February 19, 2020 Executive Committee Meeting Minutes
 5. Acceptance of 2018-2019 Purchasing Card Compliance Review
 6. Approval for the Executive Director to Negotiate and Sign an Agreement with **insightsoftware** for Fiscal Software License and Maintenance
7. Discussion
 - A. Approval to Accept Mini-Grant Award from Complete Count California and Associated Partners
 - B. Approval for the Executive Director to Negotiate and Sign an Agreement with Stanislaus County Office of Education for Ages and Stages Questionnaire Training
8. Public Hearing
9. Correspondence
10. Commissioner Reports
11. Staff Reports
12. Adjournment

¹ 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.



**STANISLAUS COUNTY
CHILDREN & FAMILIES COMMISSION
MEETING MINUTES
Tuesday, December 3, 2019
Martin Petersen Center, Rooms 1 & 2
720 12th St., Modesto CA 95354**

Commissioners Present: David Cooper, Kathy Harwell, Mary Ann Lilly-Tengowski, Nelly Paredes-Walsborn, George Skol, Dr. Julie Vaishampayan

Commissioners Absent: Vicki Bauman (Chair), Ignacio Cantu Jr. (Vice Chair), Vito Chiesa

Staff Present: Amanda DeHart, Commission Counsel; Veronika Carrasco, Confidential Assistant IV; Stephanie Loomis, Staff Services Coordinator; Veronica Ascencio, Accountant III

1. Commissioner Skol called the meeting to order at 4:00 p.m. Commission members, staff, and attendees were introduced and welcomed.
2. Pledge of Allegiance was conducted.
3. Announcement of Commissioner Recusals – None
4. Public Comments – None
5. Consent Calendar
The Consent Calendar was approved.
 - A. Miscellaneous
 1. Approved the August 27, 2019 Executive Committee Meeting Minutes
 2. Accepted the October 22, 2019 Commission Meeting Minutes
 3. Accepted the November 12, 2019 Administrative Committee Meeting Minutes
 - a. Result Area Fiscal Report as of September 30, 2019
 - b. First Quarter Financial Report 2019-2020
 4. Accepted the November 15, 2019 Operations Committee Meeting Minutes
Motion by Cooper, Second by Lilly-Tengowski. (5-0)
6. Discussion
 - A. Approved an extension of the Agreement for External Auditor Services with Hudson Henderson & Company, Inc., for Two Additional Years from July 1, 2020 through June 30, 2021, and from July 1, 2021 through June 30, 2022
Motion by Paredes-Walsborn, Second by Lilly-Tengowski. (5-0)

7. Public Hearing

- A. Approved the Adoption of the Policies and Procedures Manual as amended. Stephanie Loomis presented the Commission with proposed changes to the Policy and Procedure Manual and explained that most of these changes would enhance readability, consistency, grammar, and or punctuation, without changing the meaning of the section. Loomis called out the pages containing the proposed edits.
- Loomis also presented the Commission with the recommendation to amend “Section 200 - Intended Use of Funds” to clarify language in order to more closely align with the State Health and Safety Code and the 2019-2024 Strategic Plan. Staff also recommended “Section 201 - Priority in the Use of Childcare Funds” be removed from the Policy and Procedure Manual as it corresponded to previously discontinued funding practices. Changes to “Section 205 - Purchasing and Procurement” were proposed as well in order to clarify language and update the dates for the County Policy and Procedures document. Changes to simplify policy and procedures while maintaining accountability and alignment with County procedures were also proposed for “Section 401 –Encumbrances”. Lastly, staff recommended changes to “Section 404 – Purchasing Cards” to reflect current practices while maintaining accountability and alignment with County procedures.

The Public Hearing to Consider Adoption of the Policies and Procedures Manual was opened at 4:07 p.m. by Commissioner Skol. There were no public comments.

Commissioner Lilly-Tengowski mentioned that David Jones had previously covered all proposed changes during Committee meetings and she had no further questions. The Public Hearing was closed at 4:08 p.m.

Member Harwell arrived at 4:08 p.m.

Motion by Cooper, Second by Paredes-Walsborn. (5-0)

- B. Accepted the First 5 Stanislaus Strategic Plan 2019-2024 Update Report. First 5 Staff did not recommend any changes. Staff took the opportunity to present the Commission’s Strategic Plan priorities.

Stephanie Loomis shared that there are 42 activities associated with the strategies found in the Strategic Plan. As of right now, nearly 75% of activities have been initiated or are in exploration. As a part of the Strategic Plan, the Commission has allocated \$25,000 in the current year budget to support collaborative grants. Loomis pointed out that the Commission has not been approached to support any collaborative grants as of yet. First 5 led a community based effort to create a plan for collaborative outreach for the upcoming 2020 Census. Staff submitted a 2020 Census plan to the First 5 Association for funding consideration in an attempt to support community endeavours.

First 5 is in the exploration stages for IMPACT 2020 fund procurement, parenting communication channels, options for partnering with United Way 211, a texting program through County IT, the Spanish language Early Childhood Education (ECE) pilot project with the Stanislaus County Office of Education (SCOE), and a State of Children 0-5 report.

Discussions in regards to the parenting scope of work for 2020-2021 are underway with funded Family Resource Centers (FRCs). Additional parenting content is being created for the First 5 website and a Family Events Calendar has been added as well. The possibility of bringing a family strengthening leadership cohort facilitated by a non-profit is being

considered. First 5 Stanislaus staff has taken a leadership role in Cradle to Career and there was an approved Legislative/Policy platform approved by the Commission. First 5 is also preparing for community-wide high risk prenatal care discussions in 2020. Loomis highlighted that First 5 has consolidated early literacy curriculums within funded FRC partners.

Additionally, Loomis shared that funding strategies for long term priorities that started in December 2018 will continue to evolve as the Strategic Plan is implemented and strategies for monitoring and tracking indicators have been initiated. First 5 is also looking to work with Glen Price Group to determine what type of indicators First 5 should be tracking based on the Strategic Plan.

The Public Hearing on the First 5 Stanislaus Strategic Plan 2019-2024 Update Report was opened at 4:22 p.m. by Commissioner Skol and, hearing no comments, the Public Hearing was closed at 4:23 p.m.

Motion by Cooper, Second by Harwell. (6-0)

8. Correspondence - None

9. Commissioner Reports

Commissioner Skol wished everyone a happy holiday season. Commissioner Cooper shared that he attended a Parent Café session at Garrison School in November. He pointed out that it was well organized and shared that he was impressed to learn they have these meetings on a monthly basis.

10. Staff Reports - None

11. The Commission meeting adjourned at 4:27 p.m.



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Administrative / Financial Committee Minutes

Monday, February 10, 2020

Commissioners Present: Vicki Bauman, Mary Ann Lilly-Tengowski, Nelly Paredes-Walsborn, PhD

Commissioners Absent: Kathryn Harwell

Staff Present: David Jones, Stephanie Loomis, Veronica Ascencio

1. Staff discussed bringing an Agreement to the February Commission meeting for approval to contract with Stanislaus County Office of Education to provide developmental screening training for local agency providers.

Stephanie Loomis left the meeting

2. Result Area Fiscal Report as of December 31, 2019. Report was discussed.
3. Second Quarter Financial Report FY 2019-2020. Report was discussed.
4. State Revenue Update. Staff updated Commissioners on revenue received from the State and some ongoing challenges with revenue taking place statewide.
5. 2018-2019 Purchasing Card Compliance Review. Staff noted there were no audit findings for First 5 on the Purchasing Card Compliance Review which was conducted by the Auditor-Controller's Office.
6. GL Wand Software license. Staff updated Commissioners on the need to purchase a new fiscal software license. This will require the Commission to approve a GL Wand license agreement through **insightsoftware** at the February Commission Meeting.
7. Accounting and Budgeting changes. Staff updated Commissioners on County Auditor-Controller proposed changes to how First 5 will appear in the County's Comprehensive Annual Financial Report. This report is used for County audit purposes. The impact of these changes is not yet clear and discussions with Auditor-Controller and Chief Executive Office staff are still taking place.

Veronica Ascencio left the meeting

8. Census Mini-Grant Update. Staff will be bringing an agenda item to the February Commission meeting to approve the receipt of a mini-grant from the First 5 Association and their partner organizations.

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Community Services Agency

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Health Services Agency

Nelly Paredes-Walsborn, Ph.D.
Community Representative

George Skol
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Julie Vaishampayan, M.D.
Public Health Officer

David T. Jones
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9. Barnes & Noble Book Donation. Staff updated Commissioners on the gift-in-kind of children's books from Barnes & Noble. The books will need to be recognized as a revenue and expense for accounting purposes.
10. State of Children Report. Staff updated Commissioners that the State of Children Report is moving forward, and the goal is to produce the final document within the next two months.
11. Spanish Early Childhood Education (ECE) Pilot. Staff updated Commissioners on the process underway to create a pilot project with SCOE for Spanish language ECE training.
12. IMPACT 2020 Grant. Staff updated Commissioners on the current status of moving forward with assessment of IMPACT 2020 funding and opportunities for the funding.
13. Discussion of Commission Contracts for FY 2020-2021. Staff updated Commissioners on the status of contracts under consideration for FY 2020-2021.
14. Draft Agenda for February 25, 2020 Commission Meeting- **Board Room, Stanislaus County Office of Education**
 - a. Census 2020 Mini-Grant
 - b. 2018-2019 Purchasing Card Compliance Review
 - c. GL Wand Contract Approval
 - d. Approval for the Executive Director to Negotiate and Sign an Agreement with Stanislaus County Office of Education for Ages and Stages Developmental Screening Training
15. Executive Director Report. No report was given.
16. Adjournment

First 5 Stanislaus
Result Area Fiscal Report
YTD as of 12/31/19

	<i>Budget</i>	<i>Actual Expenditures</i>	<i>Remaining Budget</i>	<i>% Actual to Budget</i>
RESULT AREA 1: Improved Family Functioning (Family Support, Education, and Services)				
General Family Support				
<i>211/Family Resource Centers;CBO - Non-Profit;County Office of Ed-School District</i>				
211 Project (<i>United Way</i>)	\$ 40,000	\$ 13,635	\$ 26,365	34%
Family Resource Centers:				
Ceres Partnership for Healthy Children (<i>CHS</i>)	\$ 163,418	\$ 41,385	\$ 122,033	25%
Hughson Family Resource Center (<i>SV</i>)	\$ 147,135	\$ 48,713	\$ 98,422	33%
N. Modesto/Salida Family Resource Center (<i>SV</i>)	\$ 311,147	\$ 96,244	\$ 214,903	31%
Oakdale/Riverbank Family Resource Center (<i>CHS</i>)	\$ 158,847	\$ 70,840	\$ 88,007	45%
Parent Resource Center	\$ 350,457	\$ 108,067	\$ 242,390	31%
Turlock Family Resource Center (<i>Aspiranet</i>)	\$ 190,415	\$ 40,966	\$ 149,449	22%
Westside Family Resource Center (<i>CHS</i>)	\$ 237,938	\$ 73,079	\$ 164,859	31%
The Bridge (<i>Sierra Vista</i>)	\$ 166,500	\$ 49,982	\$ 116,518	30%
Healthy Start	\$ 498,398	\$ 103,382	\$ 395,016	21%
Total Area 1:	\$ 2,264,255	\$ 646,292	\$ 1,617,963	29%
RESULT AREA 3: Improved Health (Health Education and Services)				
Prenatal & Infant Home Visiting	<i>Other;County Health & Human Services</i>			
Healthy Birth Outcomes (<i>Health Services Agency</i>)	\$ 1,000,000	\$ 236,786	\$ 763,214	24%
Total Area 3:	\$ 1,000,000	\$ 236,786	\$ 763,214	24%
RESULT AREA 4: Improved Systems of Care				
Program and Systems Improvement Efforts				
Early Care and Education Conference	\$ 12,000	\$ 2,790	\$ 9,210	23%
Total Area 4:	\$ 12,000	\$ 2,790	\$ 9,210	23%
Result Area Total	\$ 3,276,255	\$ 885,868	\$ 2,390,387	
ADJUSTED PROGRAM CONTRACT EXPENDITURES*				
	\$ 3,264,255	\$ 883,078	\$ 2,381,177	27%

* Adjusted Program Contract Expenditures does not include ECE Conference Costs

First 5 Stanislaus
Fiscal Year 2019-2020
2nd Quarter Financial Report

	Three Months Ended December 31		YTD				
	2019	2018	FY 19/20 Adopted Budget	FY 19/20 Legal Budget	FY 19/20 Actual	Remaining FY Budget	% Actual to Budget
REVENUE							
Interest	\$ 41,177	\$ 30,830	\$ 102,000	\$ 102,000	\$ 41,177	\$ 60,823	40%
Tobacco Tax (Prop 10) (incl. SMIF, Backfill)	\$ 314,188	\$ 1,787,286	\$ 4,559,650	\$ 4,559,650	\$ 314,188	\$ 4,245,462	7%
Other - Grants, Misc	\$ 5,179	\$ 262	\$ 20,000	\$ 20,000	\$ 105,179	\$ 14,821	0%
TOTAL REVENUE	\$ 355,365	\$ 1,818,378	\$ 4,681,650	\$ 4,681,650	\$ 460,543	\$ 4,321,107	10%
EXPENDITURES							
							+
<u>Program</u>							
Contracts/Programs*	\$ 860,610	\$ 1,244,223	\$ 3,276,255	\$ 3,276,255	\$ 885,868	\$ 2,390,387	27%
Contracts-Prior Year (Payments/Adjstments)	\$ (1,442)	\$ -	\$ -	\$ -	\$ 9,574	\$ (9,574)	
Contract Adjustments (TBD)	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ 500,000	0%
Salaries & Benefits	\$ 65,222	\$ 55,330	\$ 201,708	\$ 201,708	\$ 113,612	\$ 88,096	56%
Services & Supplies	\$ 13,888	\$ 31,192	\$ 398,926	\$ 398,926	\$ 36,698	\$ 362,228	9%
County Cap Charges	\$ 3,796	\$ 4,739	\$ 19,522	\$ 19,522	\$ 10,578	\$ 8,944	54%
Total Expenditures - Program	\$ 942,074	\$ 1,335,484	\$ 4,396,411	\$ 4,396,411	\$ 1,056,330	\$ 3,340,081	24%
<u>Evaluation</u>							
Salaries & Benefits	\$ -	\$ 4,354	\$ 11,206	\$ 11,206	\$ -	\$ 11,206	0%
Services & Supplies	\$ -	\$ 1,038	\$ 21,609	\$ 21,609	\$ -	\$ 21,609	0%
County Cap Charges	\$ -	\$ 6	\$ 1,831	\$ 1,831	\$ -	\$ 1,831	0%
Total Expenditures - Evaluation	\$ -	\$ 5,398	\$ 34,646	\$ 34,646	\$ -	\$ 34,646	0%
<u>Administration</u>							
Salaries & Benefits	\$ 71,762	\$ 74,316	\$ 347,386	\$ 347,386	\$ 143,979	\$ 203,407 ⁺	41%
Services & Supplies	\$ 20,823	\$ 34,151	\$ 121,515	\$ 121,515	\$ 28,791	\$ 92,724	24%
County Cap Charges	\$ 9,906	\$ 8,029	\$ 39,656	\$ 39,656	\$ 9,976	\$ 29,680	25%
Total Expenditures - Administration	\$ 102,492	\$ 116,496	\$ 508,557	\$ 508,557	\$ 182,746	\$ 325,811	36%
TOTAL EXPENDITURES	\$ 1,044,565	\$ 1,457,377	\$ 4,939,614	\$ 4,939,614	\$ 1,239,076	\$ 3,700,538	25%

* Contracts/Program actuals includes all result area costs, including ECE



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Operations Committee Minutes

Thursday, February 13, 2020

Commissioners Present: George Skol, David Cooper

Commissioners Absent: Ignacio Cantu Jr., Julie Vaishampayan, M.D.

Staff Present: David Jones, Stephanie Loomis, Veronica Ascencio

MEMBERS:

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Stephanie Loomis left the meeting

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Veronica Ascencio left the meeting

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15. Executive Director Report. No report was given.
16. Adjournment



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Executive Committee Minutes

Wednesday, February 19, 2020

Commissioners Present: Ignacio Cantu Jr., Vito Chiesa

Commissioners Absent: Vicki Bauman

Staff Present: David Jones, Stephanie Loomis, Veronica Ascencio

1. Staff discussed bringing an Agreement to the February Commission meeting for approval to contract with Stanislaus County Office of Education to provide developmental screening training for local agency providers.

Stephanie Loomis left the meeting

2. Result Area Fiscal Report as of December 31, 2019. Report was discussed.
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15. Executive Director Report. No report was given.
16. Adjournment



**FIRST 5
STANISLAUS**
ACTION AGENDA SUMMARY

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

AGENDA DATE: February 25, 2020 COMMISSION AGENDA # 6A

SUBJECT:

Acceptance of 2018-2019 Purchasing Card Compliance Review

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 are provided to County departments. Commission employees are County employees for payroll and benefit purposes and the Commission has based its travel and purchasing card policies on County policies for consistency between the two agencies.

The Board of Supervisors approved the Auditor Controller's Audit Schedule for Fiscal Year 2019-2020 selecting First 5 Stanislaus as part of the FY 2018-2019 Purchasing Card Engagement Series. The Auditor Controller performs audits on an annual basis whereby departments/agency transactions are audited at a minimum once over a two-year period and provide audit results to each affected Department. Commission purchasing cards can be used for various purposes including employee travel costs (mileage, meals, parking, bridge tolls, etc) and for the purchase of supplies including office and meeting materials, etc.

The purchasing card review for 2018-2019 contains no findings. The completed reports issued by the Auditor Controller follow this agenda summary.

The Administrative and Finance Committee and the Operations Committee reviewed and discussed this item on February 10th, and February 13th, respectively. The Executive Committee reviewed and discussed this item on February 19th.

RECOMMENDATIONS:

Accept the Fiscal Year 2018-2019 First 5 Stanislaus Purchasing Card Compliance Review and issued reports.

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): _____

- 1) _____ Approved as recommended.
- 2) _____ Denied.
- 3) _____ Approved as amended.

Motion: _____

Attest: _____

Veronika Carrasco – Confidential Assistant IV



AUDITOR-CONTROLLER

Kashmir Gill, CPA
Auditor-Controller

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**EXECUTIVE SUMMARY
PURCHASING CARD COMPLIANCE REVIEW
FIRST 5 STANISLAUS
FOR FISCAL YEAR 2018-2019**

November 21, 2019

The Internal Audit Division of the Auditor-Controller's Office performed a review of purchasing card charges made by First 5 Stanislaus ("Department") for the period of July 1, 2018 through June 30, 2019. The objective of our review was to determine whether the Department's use of purchasing cards complied with the Stanislaus County Purchasing Card Policy, Stanislaus County Purchasing Card Procedures, and Stanislaus County Travel Policy in effect at the time of the purchases. We also considered Department policy, if applicable, and other County policies as they related to the purchasing card transactions. In addition, we assessed the Department's internal controls over the maintenance and use of purchasing cards.

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.

Our responsibility is to conduct the review in accordance with the *International Standards for the Professional Practice of Internal Auditing* established by the Institute of Internal Auditors. These standards require that we identify, analyze, evaluate and document sufficient information and evidence to achieve our objectives. We believe that the evidence obtained provided reasonable basis for the results, observations, and recommendations contained in our report.

The Department made 158 purchases totaling \$10,826 during the period under review. We selected 65 transactions (approximately 41%) in the amount of \$4,890 (approximately 45%) from the entire population for testing. Based upon our review, which consisted of inquiries of staff regarding current processes and procedures employed by the Department and physical inspection of supporting purchasing card documentation, it appears the internal controls are operating as designed within the Department. We appreciate the courtesy and cooperation of the Department's staff throughout the course of this review.

Summary of Observations and Recommendations

There were no significant observations and recommendations for the Department purchasing card transactions during fiscal year 2018-2019.



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FINDINGS REPORT

FIRST 5 STANISLAUS

Purchasing Card Compliance Review

Fiscal Year 2018-2019

The Internal Audit Division of the Auditor-Controller's Office performed a review of purchasing card charges made by First 5 Stanislaus ("Department") for the period of July 1, 2018 through June 30, 2019. The Findings Report is primarily for management purposes. This report contains all findings noted during the review. Please refer to the Executive Summary for those findings deemed significant.

Findings and Recommendations

There were no significant findings and recommendations for the Department purchasing card transactions during fiscal year 2018-2019.



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

ACTION AGENDA SUMMARY

AGENDA DATE: February 25, 2020

COMMISSION AGENDA #: 7B

SUBJECT: Approval for the Executive Director to Negotiate and Sign an Agreement with **insightsoftware** for Fiscal Software License and Maintenance

BACKGROUND:

First 5 Stanislaus 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 are provided to County departments. As such, the Commission’s financial activity is integrated in the County’s accounting system, Oracle FMS.

Oracle FMS has the capability of generating reports and exporting data. Many reports built as part of the system are in a generalized format. The capability to export data and build custom reports would be beneficial to the Commission’s Accounting staff and will improve efficiency. The County has entered into a Master Service Agreement with a software company by the name of **insightsoftware** to provide such reporting capability via their GL Wand software product. Access and maintenance for this software will allow staff to rely less on the Auditor Controller’s Office for reports and improve efficiency to output data at any point needed without delay. The annual cost for a GL Wand license and maintenance is approximately \$2,941.

Staff are recommending the Commission authorize the Executive Director to negotiate and sign an agreement with **insightsoftware** in the amount of \$2,941 for the fiscal software license of GL Wand and maintenance.

The Administrative and Finance Committee and the Operations Committee reviewed and discussed this item on February 10th, and February 13th, respectively. The Executive Committee reviewed and discussed this item on February 19th.

STAFF RECOMMENDATIONS:

1. Authorize the Executive Director to negotiate and sign an agreement of \$2,941 with **insightsoftware** for fiscal software license and maintenance.

FISCAL IMPACT:

Funding to be used for this contract has been approved and is included in the Fiscal Year 2019-2020 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: _____

Veronika Carrasco – Confidential Assistant IV



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

ACTION AGENDA SUMMARY

AGENDA DATE: February 25, 2020

COMMISSION AGENDA #: 7A

SUBJECT:

Approval to Accept Mini-Grant Award from Complete Count California and Associated Partners

BACKGROUND:

The First 5 Association, Head Start California and WIC California are working collaboratively on the Census 2020 effort underway in California. These organizations have partnered with Complete Count California to provide mini-grant opportunities for local First 5 organizations across the State. The First 5 Association has indicated that funding could be used for a range of purposes including printing of census materials, census books, associated census materials, events, and trainings, etc.

Local First 5 organizations were asked to submit a brief strategic plan to the First 5 Association for local Census 2020 work. First 5 Stanislaus led a multi-agency effort to create a mini strategic plan for the 0-5 census population in specific hard-to-count census tracts in Stanislaus County during October/November 2019. More than a dozen organizations participated in a series of three planning sessions designed to educate attendees as to the census and to identify strategies for reaching these 0-5 families. This mini-plan was then formatted into a First 5 Association template document and submitted to the Association. Budgets for the plan were estimated with using mostly materials expenses and it is the understanding of First 5 Stanislaus staff that most local plans around the State have budgets that far exceed available funding. Plans are designed around local organizations leveraging relationships with their clients. Submitted local plans were reviewed and First 5 Stanislaus was approved for \$3,000 of funding. Since the announcement of funding approval, staff at the First 5 Association have reached out to First 5 Stanislaus and indicated that additional small amounts of funding could be approved through this funding channel over the next few months as it becomes available. This is not yet confirmed. First 5 Stanislaus staff are recommending that funding be used to purchase materials (fliers, books, posters, palm cards, etc.) for partner organizations participating on the 0-5 Census team. Additional strategies approved by the First 5 Association that support the mini-plan could be considered for funding depending on remaining funds that are available. First 5 Stanislaus will coordinate use of funds for maximum impact through partnerships with other community organizations to avoid duplication of effort and spending.

Mini-grant funding is to be received and distributed through the local First 5 Commissions. First 5 Stanislaus was eligible for \$3,000 in funding and 20% of the funding is to be allocated for use by the local Head Start organization. First 5 Stanislaus is coordinating with Stanislaus County Office of Education Child and Family Services Division for implementation of the Head Start grant funding. It is currently not clear from the First 5 Association if the check for the mini-grant funding for First 5 Stanislaus will be coming through California Complete Count or an associated partner organization (First 5 Association, Head Start California and WIC California).

First 5 Stanislaus has received direct notification that \$3,000 of funding has been approved, staff is requesting authorization to receive, record and use up to a total of \$7,500 Complete Count California grant funding, should additional funds become available. If future funds were to exceed the \$7,500 amount, First 5 staff would return to the Commission for appropriate action.

The Administrative and Finance Committee and the Operations Committee reviewed and discussed this item on February 10th, and February 13th, respectively. The Executive Committee reviewed and discussed this item on February 19th.

STAFF RECOMMENDATIONS:

1. Approve receipt of the California Complete Count funding up to the amount of \$7,500 and authorize any technical adjustments necessary for recording and expenditure of funds.

FISCAL IMPACT:

Approval of the acceptance of the funding up to \$7,500 will support the Census 2020 work of community partners during Fiscal Year 2019-2020.

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



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

ACTION AGENDA SUMMARY

AGENDA DATE: February 25, 2020

COMMISSION AGENDA #: 7B

SUBJECT:

Approval for the Executive Director to Negotiate and Sign an Agreement with Stanislaus County Office of Education for Ages and Stages Questionnaire Training.

BACKGROUND:

After an extensive six-month strategic planning process, First 5 Stanislaus approved its 2019-2024 Strategic Plan on December of 2018.

As part of the Strategic Plan, First 5 Stanislaus examined a number of strategic roles it could play to improve child and family outcomes in the County. They specifically assessed key adaptive change elements and the challenging fiscal climate associated with declining levels of tobacco tax revenue. The Commission evaluated roles based on multiple factors, including whether leadership in a given area was necessary in the county, and whether First 5 Stanislaus was well positioned to play that role. Specifically, the Commission considered ways to deliver long-term community value, opportunities to align the Commission priorities and investments with root cause issues impacting children from prenatal through age five, and the role the Commission should play in making systems change to achieve community-level outcomes.

Based on evidence from the Discovery Report and robust discussions through the strategic direction and planning process, Commissioners prioritized the following roles for First 5 Stanislaus' strategic direction:

- Capacity builder: Support service providers to increase their capacity to better support and serve children prenatal through age five and their families.
- Systems builder: Support efforts to integrate, streamline, and design systems to maximize cost-effectiveness and outcomes.
- Convener/collaborator: Bring together partner organizations to find energy and alignment around common priorities impacting children from prenatal through age five and their families.
- Policy advocate: Advocate for greater support and increased resources for children from prenatal through age five and their families.

In the role of capacity builder, First 5 Stanislaus has been providing professional development opportunities through an annual training program for its funded partners and other community providers. These trainings target individuals and organizations working with children prenatal through age five and are provided for free. In 2019, it is estimated that these programs saved local organizations tens of thousands of dollars through high-quality training that was provided for free in a local setting, thereby avoiding cost of travel and other expenses.

While developing the training calendar for 2020, partners expressed an interest for an Ages & Stages Questionnaire (ASQ) refresher training. The ASQ is a developmental performance tool that allows caregivers to identify if a child might need further in-depth evaluation for developmental delays. Many local providers help caregivers use the ASQ with their children and could benefit from additional training.

Stanislaus County Office of Education has local staff who can provide a half-day ASQ training for up to 30 individuals. The cost for two instructors for the half day training is \$1,500. Trainers from outside of the county can cost significantly more.

The Administrative and Finance Committee and the Operations Committee reviewed and discussed this item on February 10th, and February 13th, respectively. The Executive Committee reviewed and discussed this item on February 19th.

STAFF RECOMMENDATIONS:

- 1. Authorize the Executive Director to Negotiate and Sign a \$1,500 Agreement with Stanislaus County Office of Education for training services.

FISCAL IMPACT:

Funding to be used for this contract has been approved and is included in the Fiscal Year 2019-2020 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: _____

Veronika Carrasco – Confidential Assistant IV