

FIRST 5 STANISLAUS



**Commission Meeting
June 23, 2020 4:00pm**

Join Zoom Meeting

<https://us02web.zoom.us/j/82169105477>

Meeting ID: 821 6910 5477

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 821 6910 5477

Find your local number: <https://us02web.zoom.us/j/82169105477>



Commission Meeting Notice

Tuesday, June 23, 2020, 4:00 PM

Meeting to be conducted via Zoom (video and phone conference) for Commissioners and Public

This meeting will be held in accordance with the Governor's Stay at Home Executive Order N-33-20 and will not include in person public attendance. Members of the public may observe the meeting and provide comments to the Board via email or telephone as described below.

Zoom Meeting: <https://us02web.zoom.us/j/82169105477>

Meeting ID: 821 6910 5477

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 821 6910 5477

Password: 406413 if joining by phone

Find your local number: <https://us02web.zoom.us/j/82169105477>

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 utilize the "raise hand" function or state that you have a comment through the chat function on zoom to be acknowledged by the Chair during the meetings or submit your comments by email to carrascov@stancounty.com prior to the meeting. Those observing the meeting telephonically may speak up when the Chair asks if there are any comments. 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: Public comment may be submitted in advance of the meeting via email to carrascov@stancounty.com or by mail to 930 15th St. Modesto Ca. 95354. Please indicate in your email the agenda item to which your comment applies. Please submit public comments as soon as possible so that they can be provided to the Commissioners before, and, as feasible, during the meeting. Any member of the audience desiring to address the Commission on a matter on the agenda, please utilize the "raise hand" function or state that you have a comment through the chat function on zoom to be acknowledged by the Chair during the meetings. If you have anything that you wish distributed to the Board and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.

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 T. Jones
Executive Director



Commission Meeting Notice

Tuesday, June 23, 2020, 4:00 PM

**Meeting to be conducted via Zoom (video and phone conference) for
Commissioners and Public**

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 T. Jones
Executive Director

COMMISSION AGENDAS AND MINUTES: Commission agendas, minutes, and copies of items to be considered by the Children and Families Commission, are typically posted on the Internet on Friday afternoons preceding a Tuesday meeting at the following website: www.first5stan.org. A recording of the zoom Commission meeting will also be available at the same website.

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 (CORRECTED AS OF JUNE 22)

June 23, 2020 • 4:00 P.M.

Join Zoom Meeting

<https://us02web.zoom.us/j/82169105477>

Meeting ID: 821 6910 5477

Find your local number: <https://us02web.zoom.us/u/kdUIVohNs>

One tap mobile

+16699006833,,82169105477# US (San Jose)

+13462487799,,82169105477# US (Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

1. Welcome & Introductions
2. Pledge of Allegiance
3. Announcement of Recusals¹
4. Presentation
5. Public Comment Period (Limit of 5 minutes per person)
6. Consent Calendar
 - A. Miscellaneous
 1. Approval of the May 26, 2020 Commission Meeting Minutes
 2. Approval of the June 8, 2020 Administrative Committee Meeting Minutes
 3. Approval of the June 11, 2020 Operations Committee Meeting Minutes
 - a. Result Area Fiscal Report as of April 30, 2020
 - b. Third Quarter Financial Report 2019-2020
 4. Approval of the June 17, 2020 Executive Committee Meeting Minutes
7. Public Hearing
 - A. Public Hearing to Consider Adoption of the Policies and Procedures Revisions

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.

8. Discussion

- A. Acceptance of the Report on the Stanislaus County Children and Families Commission 2018-2019 Annual Program Evaluation.
- B. Approval to Commit \$1 Million Dollars of Fund Balance for Implementation of the First 5 Stanislaus 2019-2024 Strategic Plan
- C. Approval to Accept \$100,000 Grant Award from Sunlight Giving
- D. Approval to Accept and Distribute \$35,000 Emergency Funding Grant from Sunlight Giving

9. Correspondence

10. Commissioner Reports

11. Staff Reports

12. Adjournment



**STANISLAUS COUNTY
CHILDREN & FAMILIES COMMISSION
MEETING MINUTES**

Tuesday, May 26, 2020

Zoom Meeting

<https://us02web.zoom.us/j/86282856880?pwd=YmZqamg1dSszUFoyQ3ZXSTh6b3FUDz09>

Meeting ID: 862 8285 6880

Password: 4vFyJ3

Commissioners Present: Vicki Bauman (Chair), Ignacio Cantu, Jr. (Vice Chair), Vito Chiesa, David Cooper, Kathy Harwell, Mary Ann Lilly-Tengowski, Nelly Paredes-Walsborn, George Skol

Commissioners Absent: Dr. Julie Vaishampayan

Staff Present: Tom Boze, Commission Counsel; Angela Cobb, Commission Counsel; David Jones, Executive Director; Veronika Carrasco, Confidential Assistant IV; Stephanie Loomis, Staff Services Coordinator; Veronica Ascencio, Accountant III; Pam Thompson-Ryan, Account Clerk III

1. Chair Bauman called the meeting to order at 4:00 p.m. Commission members, staff, and attendees were introduced and welcomed by the way of roll call.
2. Pledge of Allegiance was conducted.
3. Announcement of Commissioner Recusals – David Jones informed the audience that Commissioners Bauman, Cantu, and Harwell would be recusing themselves during some sections of the contract approval process.
4. Public Comment Period (Limit of 5 minutes per person) –

Joe Ramos expressed concern for funding being received by First 5 partner organizations. Jones responded to his comments.
5. Approved the Consent Calendar
 - A. Miscellaneous
 1. Approval of the February 25, 2020 Commission Meeting Minutes
 2. Approval of the March 9, 2020 Administrative Committee Meeting Minutes
 - a. Result Area Fiscal Report as of January 31, 2020
 3. Approval of the March 12, 2020 Operations Committee Meeting Minutes
 4. Approval of the March 18, 2020 Executive Committee Meeting Minutes

Motion by Skol, Second by Cooper

Cantu- AYE
Cooper- AYE
Harwell- AYE
Paredes-Walsborn- AYE
Skol- AYE
Bauman- AYE
Chiesa- Absent
Lily-Tengowski- Absent
Vaishampayan- Absent
Motion Passed (6,0)

6. Discussion

- A. Approved the Executive Director to Negotiate and Sign an Agreement with Nancy Fisher for Consulting Services for High Risk Prenatal Care. The Health Birth Outcomes program is coming to an end by the end of the 2020-2021 fiscal year. Through this contract, Fisher will help lead a system's level approach to engaging community partners in regard to high risk prenatal care and the HBO transition. Chair Bauman opened the floor to public comment. Joe Ramos provided feedback in regard to the contract. Commissioner Skol added that Fisher had significant knowledge of the HBO program.

Motion by Skol, second by Harwell

Cantu- AYE
Cooper- AYE
Harwell- AYE
Paredes-Walsborn- AYE
Skol- AYE
Bauman- AYE
Chiesa- Absent
Lily-Tengowski- Absent
Vaishampayan- Absent
Motion Passed (6,0)

- B. Approved the Executive Director to Negotiate and Sign an Agreement with Judi Sherman for Family Strengthening Consulting Services. Sherman will facilitate a four month collaborative planning process between First 5, CSA and the Family Resource Centers to identify opportunities for services and for alignment with the First 5 strategic plan. Chair Bauman opened the floor to public comment. Joe Ramos provided feedback in regard to the contract.

Motion by Paredes-Walsborn, second by Cooper

Cantu- AYE
Cooper- AYE
Harwell- AYE
Paredes-Walsborn- AYE
Skol- AYE
Bauman- AYE
Chiesa- Absent
Lily-Tengowski- Absent
Vaishampayan- Absent
Motion Passed (6,0)

7. Public Hearing

- A. Public Hearing on the First 5 California 2018-2019 Annual Report. The Commission heard a presentation on the report by Stephanie Loomis. The annual report contains an overview, a result area report, state initiatives such as IMPACT and Quality Counts California etc., and the County Commission program results. Loomis shared that the State Annual Report is required as a part of the Health and Safety Code.

Commissioner Chiesa joined the meeting at 4:51 pm

The 2018-2019 Annual Program Evaluation report is designed to provide Commissioners and the public with important information including: the funding distribution of the various Commission contracts regarding Result Areas; historic funding levels; geographic distribution of contracted services; demographics of funded program recipients; and outcomes/effectiveness of the Commission's contracted programs.

Chair Bauman opened the public hearing at 5:00 pm. Hearing no comments from the public, the public hearing was closed at 5:01 pm.

The Commission accepted the 2018-2019 Annual Program Evaluation Report.

Motion by Chiesa, Second by Skol

**Cantu- AYE
Cooper- AYE
Harwell- AYE
Paredes-Walsburn- AYE
Skol- AYE
Bauman- AYE
Chiesa- AYE
Lily-Tengowski- Absent
Vaishampayan- Absent
Motion Passed (7,0)**

- B. Public Hearing to Consider Adoption of the Fiscal Year 2020-2021 Budget, Long Range Financial Plan and Related Actions. The budget the Commission is acting on as part of this agenda item is the Fiscal Year 2020-2021 budget. Jones shared that First 5 Stanislaus was reclassified to a discrete component of the County's Comprehensive Annual Financial Report (CAFR) that led to some accounting changes. Jones then presented the budget in detail. Jones also presented the long-range financial plan to Commissioners and explained that the plan reflects First 5's continual development and implementation of the strategic plan.

Chair Bauman opened the public hearing at 5:26 pm. Hearing no comments from the public, the public hearing was closed at 5:27 pm.

Commissioner Lily-Tengowski joined the meeting at 5:31pm.

MOTIONS TO ADOPT 2020-2021 CONTRACT ALLOCATIONS

1. ALL COMMISSIONERS VOTED ON THE FOLLOWING MOTION:

- a. Approved recommendations # 1-8 on page 23 of the agenda packet
- b. Approved the following contract allocation recommendation on page 22 of the agenda packet and authorize the Executive Director to negotiate and execute the contract:

Agency	Program	Line	Amount
Sierra Vista Child & Family Services	The BRIDGE	Line 2	\$166,500

Motioned by Skol, second by Paredes-Walsburn

Cantu- AYE
Cooper- AYE
Chiesa- AYE
Harwell- AYE
Paredes-Walsburn- AYE
Skol- AYE
Bauman- AYE
Lily-Tengowski- AYE
Vaishampayan- Absent
Motion Passed (8,0)

Agency / Program	Line	Total Contract Amount	Commission Share
Aspiranet (Turlock FRC)	Line 5	\$286,518	\$190,415
Center for Human Services (Ceres Partnership for Healthy Children	Line 6	\$264,431	\$163,418
Center for Human Services (Oakdale / Riverbank FRC)	Line 7	\$232,503	\$158,847
Parent Resource Center for Central Modesto	Line 8	\$619,124	\$350,457
Center for Human Services (Westside FRC)	Line 9	\$294,057	\$237,938
Sierra Vista Child & Family Services (Hughson FRC)	Line 10	\$202,201	\$147,135
Sierra Vista Child & Family Services (N. Modesto / Salida FRC)	Line 11	\$560,523	\$311,147
Total		\$2,459,357	\$1,559,357

2. Commissioner Harwell left the Zoom Meeting

- Approved recommendation # 9 on page 23 of the agenda packet
- Approved the following contract allocation recommendation on page 22 of the agenda packet and authorize the ED to negotiate and execute the contract:
- Approved a one-year extension of the \$2,456,357 FRC /DR initiative with the Community Services Agency (CSA), with the Commission's share of the program not to exceed \$1,559,357 in 2020-2021. Authorize the Executive Director to sign 3-way contract amendments with CSA and the following agencies in the following contract amounts:

Agency	Program	Line	Amount
United Way of Stanislaus	211 Program	Line 1	\$40,000

Motion by Chiesa, second by Cooper

Cantu- AYE
Cooper- AYE
Chiesa- AYE

Paredes-Walsburn- AYE
Skol- AYE
Bauman- AYE
Lily-Tengowski- AYE
Vaishampayan- Absent
Motion Passed (7,0)

3. **Commissioner Harwell returned and Commissioners Lilly-Tengowski left the Zoom meeting:**
 Approved the following contract allocation recommendation on page 22 of the agenda packet and authorized the Executive Director or his designee to negotiate and execute the contract:

Agency	Program	Line	Amount
Stanislaus County Health Services Agency	Healthy Birth Outcomes/Perinatal Home Visitations	Line 3	\$717,852

Motion by Paredes-Walsburn, second by Cooper

Cantu- AYE
Cooper- AYE
Chiesa- AYE
Harwell- AYE
Paredes-Walsburn- AYE
Skol- AYE
Bauman- AYE
Vaishampayan- Absent
Motion Passed (7,0)

4. **Commissioner Lilly-Tengowski returned and Commissioners Bauman and Cantu left the Zoom meeting:**
 Approved the following contract allocation recommendation on page 22 of the agenda packet and authorized the Executive Director or his designee to negotiate and execute the contract:

Agency	Program	Line	Amount
Stanislaus County Office of Education	Healthy Start	Line 4	\$498,398

Joe Ramos was acknowledged to provide feedback since he had a question through Zoom chat. Jones responded to him.

Motion by Chiesa, second by Skol

Cantu- Recused
Cooper- AYE
Chiesa- AYE
Harwell- AYE
Paredes-Walsburn- AYE
Skol- AYE
Lily-Tengowski- AYE
Bauman- Recused
Vaishampayan- Absent

Motion Passed (6,0)

Commissioners Bauman and Cantu return, and the meeting continues.

8. Correspondence - None
9. Commissioner Reports – Commissioner Skol shared that he will not be seeking reappointment when his term expires at the end of August 2020. He wished the Commission well and shared that he feels after 18 years, it is time to give someone else the opportunity to serve the Commission. Multiple individuals shared positive thoughts with him.
10. Staff Reports – Jones shared that First 5 is now open to the public again and staff continue to telework. Jones communicated that the Family Resource Centers had applied as a network for emergency funding provided by the State and were awarded \$36,000 to be used at multiple FRC sites. Jones also shared that Sunlight Giving awarded First 5 Stanislaus emergency funding which would be brought to the Commission to accept. First 5 will also be participating in a supply distribution event working in partnership with SCOE. Jones also made the Commissioners aware of some of the material that will be covered at the next Commission meeting scheduled for June 23, 2020.
11. The Commission meeting adjourned at **5:57 pm**.



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

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 T. Jones
Executive Director

Administrative/ Financial Committee Minutes

Monday, June 8, 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,
Veronika Carrasco

1. Result Area Fiscal Report as of April 30, 2020- David Jones informed the Commissioners that this report was not ready yet and they would be receiving it over e-mail once it became available.
2. Third Quarter Financial Report FY 2019-2020- this report was not ready either and Jones informed the Commissioners they would be receiving it via e-mail along with the Results Area Fiscal Report. Jones informed April Prop 10 revenue was received and was approximately \$400,000.
3. 2018-2019 Annual Program Evaluation- Stephanie Loomis shared that all First 5 programs are evaluated. The full report will be taken to the Commission meeting. Loomis notified the Commissioners that the fiscal section of the report will be more limited due to time constraints associated with COVID-19.
4. Policy & Procedures- Jones shared that two policy and procedure items will be brought to the Commission meeting in June.
 - a. Committed Funds- this would establish a policy and procedures for the commitment of fund balance. Feedback was received from external and internal sources to inform the policy and procedures that are proposed.
 - b. Admin cost percentage- this policy would allow the administrative cost ceiling to be raised from 10% to 15%. Commissioner Lilly-Tengowski asked if this was a reflection of the budget ratio or if this was simply because First 5 was doing more in terms of the Strategic Plan and contracting out. Ascencio stated that the biggest impact was the decrease in expenditure amount and First 5's cutting back of contracts. The Commissioner mentioned that should be pointed out.
5. \$1 million fund commitment- Jones shared that this proposal would commit \$1 million dollars for implementation of the 2019-2024 Strategic Plan. Funds would be tracked internally in accordance with the policy and procedures. Jones highlighted that

the Commissioners have complete authority the creation and removal of committed fund balance and as such may decide to modify or end this commitment whenever they deem necessary.

6. Accept \$100,000 Sunlight Giving Grant Award- Jones mentioned the \$100,000 Sunlight Giving check was received in May. First 5 Stanislaus was moved up earlier in the Sunlight Giving grant cycle and was awarded these funds earlier compared to prior years.
7. Receive and Distribute \$35,000 Sunlight Giving Emergency Funding- First 5 applied for this funding to help the Family Resource Centers attain unrestricted funds. If approved, First 5 will be distributing these funds through an expenditure voucher. Chair Bauman asked for clarification on whether these funds were going to be used for salaries or just goods for the clients. Jones stated this money was not to be used for staff, it is intended to be emergency funding to be used for client needs. Commissioner Paredes-Walsborn asked which 12 sites were going to be funded. Jones confirmed they were the DR FRCs plus the Bridge. Commissioner Paredes-Walsborn pointed out she was trying to make sure the airport area Family Resource Center was covered due to the demographic they serve. This was confirmed.
8. Draft Agenda for June 23, 2020 Commission Meeting- These items were previously covered in the meeting
9. Executive Director Report- David shared he was approached by the Stanislaus Community Foundation as they are looking for funding support for the Cradle to Career initiative. The goal is to fund a part-time staff person to support the StanReady Action Team which is focused on the 0-5 population. Jones stated he was evaluating this and would bring additional information back to the Commission.

First 5 plans on submitting a grant application by June 30th for the First 5 California home visitation funding that has become available. First 5 would be applying as the lead agency. The goal would initially be to receive funds to support a contractor to write an Action Plan working with First 5 and a collaboration of home visitation providers to identify local opportunities. The Action Plan is due to the State by the end of December. This process would allow the opportunity for multiple organizations to provide feedback, identify their organizational capacities for participation and what a reasonable go-forward plan would be, including staffing needed to serve as the “backbone” for the project. State funding cuts and COVID-19 has significantly changed the ability of organizations running home visitation programs to engage with this grant process. The result of completing an Action Plan in the fall could identify there is not local capacity to pursue the implementation of an Action Plan and the process would stop; or there could be an actionable plan to advance. First 5 could also consider requesting to hire a staff member to implement the action plan using grant funding if that is appropriate to the Action Plan. Commissioner Paredes-Walsborn commented that she would like to see funding for home visitation materialize.

Jones also informed the Commissioners that First 5 has been in discussions with CSA for some time to look at the future of the joint FRC contract between First 5 and CSA. The contract will be entering a fourth-year extension and a decision needs to be made as to whether a joint contract will be pursued in the future, or if separate but coordinated contracts with CSA and the FRCs would be appropriate. There are tradeoffs to each model. There are significant impacts to First 5 staff with the joint contract and it's a difficult business case to make. First 5 is getting feedback from staff, FRC leaders and CSA in regard to this decision process. First 5 is working with Judi Sherman to facilitate discussions during this process. Once the contract decision is made, Judi Sherman will begin leading a collaborative effort with First 5, CSA and the FRC partners to identify a coordinated scope of work for FY 2021-2022. The goal is for this to be completed by the end of September 2020. After that point, First 5 would move into the next phase of working with the FRCs and CSA to identify new community partners and opportunities for additional

funding sources for the FRCs. First 5 is committed to working with CSA and FRC partners in exploring new opportunities.

Meeting was adjourned at 12:48 pm



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

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 T. Jones
Executive Director

Operations Committee Minutes

Thursday, June 11, 2020

Commissioners Present: George Skol, Dr. Julie Vaishampayan

Commissioners Absent: David Cooper, Ignacio Cantu, Jr.

Staff Present: David Jones, Stephanie Loomis, Veronica Ascencio, Veronika Carrasco

1. Veronica Ascencio highlighted that most contracts listed within the result area fiscal report as of April 30, 2020 have been paid through March. April invoices received about a week and a half ago are being processed.
2. Ascencio explained the third quarter financial report for fiscal year 2019-2020 and compared it to the same quarter in fiscal year 2018-2019. She pointed out that the report reflects revenue for August through January 2020. This revenue also includes proposition 56 backfill. Program salaries increased and Administrative salaries decreased due to increased program activity during third quarter.
3. 2018-2019 Annual Program Evaluation- Stephanie Loomis shared that all First 5 programs are evaluated. The report will be taken to the Commission meeting. Loomis notified the Commissioners that the fiscal section of the report will be will be more limited due to time constraints. Commissioner Skol asked if any contractors failed to meet the Commission's expectations. Loomis mentioned no major issues were identified, but it was not uncommon that some contractors sometimes fail to meet their milestones throughout the year due to various circumstances. Commissioner Skol inquired on whether First 5 had followed the Commission's usual procedure or if it had changed. Stephanie stated that the partners have an opportunity to provide feedback if it is determined that they did not meet expectations.
4. Policy & Procedures- David Jones shared that two policy and procedure changes will be brought to the Commission meeting in June
 - a. Committed Funds- this policy would establish the logistics behind using and tracking committed funds.
 - b. Admin cost percentage- this policy would allow the administrative cost ceiling to be raised from 10% to 15%.
5. \$1 million fund commitment- Jones shared that this proposal would commit \$1 million dollars to the advancement of the 2019-2024 Strategic Plan. First 5 feels

comfortable with the \$1 million due to it roughly reflecting the current annual spending associated with the Strategic Plan and it would allow First 5 to remain in compliance with the minimum fund balance requirements by policy. Commissioner Skol requested clarification on the dollar amount of the commitment and Jones stated it would be \$1 million dollars. Jones stated that the approximately \$3 million dollars in contracts the Commission approved on May 26 also are considered committed funds. Commissioner Vaishampayan asked a clarifying question on the \$3 million and Jones responded.

6. Accept \$100,000 Sunlight Giving Grant Award- Jones mentioned this award was received in May. This funding was usually received in July but First 5 was moved up in the Sunlight Giving grant cycle.
7. Receive and Distribute \$35,000 Sunlight Giving Emergency Funding- First 5 applied for this funding to help the Family Resource Centers obtain unrestricted funds. First 5 will be distributing these funds as they are received through an expenditure voucher to the family resource centers that have the differential response component to them plus the Bridge.
8. Draft Agenda for June 23, 2020 Commission Meeting - These items were previously covered in the meeting
9. Executive Director Report- David informed the Commissioners that First 5 would be participating in a supply distribution event on Friday, June 12th in partnership with the Stanislaus County Office of Education (SCOE). This will benefit the Family Resource Centers and childcare providers. Commissioner Skol stated it is important to be conscientious of heavy materials and who is being asked to lift them. Jones assured Commissioner Skol that SCOE has been doing these types of distributions and has a good system in place. Jones informed Commissioners First 5 April revenue was approximately \$400,000.

David shared the Cradle to Career initiative needs funding for a part time staff member to support the 0-5 StanReady component. First 5 may be able to help and he is evaluating to see if there is a proposal that should be brought to the Commission for consideration.

First 5 will be submitting a grant application by June 30th for First 5 California home visitation funding that has become available. First 5 would apply as the lead agency. The goal would initially be to receive funds to support a contractor to write an Action Plan working with First 5 and a collaboration of home visitation providers to identify local opportunities. The Action Plan is due to the State by the end of December. The result of the Action Plan could identify there is not the local capacity to pursue the implementation of an Action Plan and the process would stop; or, there could be an actionable plan to advance. If it is decided it is a good idea, First 5 may request to hire a staff member to implement the action plan using grant funding

Jones also informed the Commissioners that First 5 has been in discussions with CSA for some time now to look at the future of the joint FRC contract between First 5 and CSA. First 5 is getting feedback from staff, FRC leaders and CSA in regard to this decision process. First 5 is working with Judi Sherman to facilitate discussions during this process. There are significant impacts to First 5 staff with the joint contract and it's a difficult business case to make. Once this is decided, Judi Sherman will begin leading a collaborative effort with First 5, CSA and the FRC partners to identify a coordinated scope of work for FY 2021-2022.

Meeting was adjourned at 12:45pm

First 5 Stanislaus
Fiscal Year 2019-2020
3rd Quarter Financial Report

	Three Months Ended March 31		YTD				
	2020	2019	FY 19/20 Adopted Budget	FY 19/20 Legal Budget	FY 19/20 Actual	Remaining FY Budget	% Actual to Budget
REVENUE							
Interest	\$ 40,128	\$ 34,149	\$ 102,000	\$ 102,000	\$ 81,305	\$ 20,695	80%
Tobacco Tax (Prop 10) (incl. SMIF, Backfill)	\$ 3,394,721	\$ 1,212,435	\$ 4,559,650	\$ 4,559,650	\$ 3,708,909	\$ 850,741	81%
Other - Grants, Misc	\$ 7,683	\$ 16,952	\$ 20,000	\$ 120,000	\$ 112,862	\$ 7,138	94%
TOTAL REVENUE	\$ 3,434,849	\$ 1,263,536	\$ 4,681,650	\$ 4,781,650	\$ 3,903,076	\$ 878,574	83%
EXPENDITURES							
<u>Program</u>							
Contracts/Programs*	\$ 771,017	\$ 1,039,800	\$ 3,276,255	\$ 3,276,255	\$ 1,666,376	\$ 1,609,879	51%
Contracts-Prior Year (Payments/Adjustments)	\$ -	\$ -			\$ 3,072	\$ (3,072)	
Contract Adjustments (TBD)	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ 500,000	0%
Salaries & Benefits	\$ 55,926	\$ 25,159	\$ 201,708	\$ 201,708	\$ 169,234	\$ 32,474	84%
Services & Supplies	\$ 34,966	\$ 39,355	\$ 398,926	\$ 398,926	\$ 49,281	\$ 349,645	12%
County Cap Charges	\$ 11,522	\$ 9,062	\$ 19,522	\$ 19,522	\$ 15,317	\$ 4,205	78%
Total Expenditures - Program	\$ 873,431	\$ 1,113,376	\$ 4,396,411	\$ 4,396,411	\$ 1,903,279	\$ 2,493,132	43%
<u>Evaluation</u>							
Salaries & Benefits	\$ 3,538	\$ 3,928	\$ 11,206	\$ 11,206	\$ 3,538	\$ 7,668	32%
Services & Supplies	\$ 702	\$ 4,116	\$ 21,609	\$ 21,609	\$ 702	\$ 20,907	3%
County Cap Charges	\$ 300	\$ 1,104	\$ 1,831	\$ 1,831	\$ 300	\$ 1,531	16%
Total Expenditures - Evaluation	\$ 4,539	\$ 9,147	\$ 34,646	\$ 34,646	\$ 4,539	\$ 30,107	13%
<u>Administration</u>							
Salaries & Benefits	\$ 78,881	\$ 89,435	\$ 347,386	\$ 347,386	\$ 223,164	\$ 124,222 ⁺	64%
Services & Supplies	\$ 2,628	\$ (19,470)	\$ 121,515	\$ 121,515	\$ 41,903	\$ 79,612	34%
County Cap Charges	\$ (1,701)	\$ 1,003	\$ 39,656	\$ 39,656	\$ 15,057	\$ 24,599	38%
Total Expenditures - Administration	\$ 79,807	\$ 70,968	\$ 508,557	\$ 508,557	\$ 280,124	\$ 228,433	55%
TOTAL EXPENDITURES	\$ 957,778	\$ 1,193,491	\$ 4,939,614	\$ 4,939,614	\$ 2,187,943	\$ 2,751,671	44%

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

First 5 Stanislaus
Result Area Fiscal Report
YTD as of 4/30/20

	<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	\$ 25,039	\$ 14,961	63%
Family Resource Centers:				
Ceres Partnership for Healthy Children (<i>CHS</i>)	\$ 163,418	\$ 78,616	\$ 84,802	48%
Hughson Family Resource Center (<i>SV</i>)	\$ 147,135	\$ 81,148	\$ 65,987	55%
N. Modesto/Salida Family Resource Center (<i>SV</i>)	\$ 311,147	\$ 177,630	\$ 133,517	57%
Oakdale/Riverbank Family Resource Center (<i>CHS</i>)	\$ 158,847	\$ 113,916	\$ 44,931	72%
Parent Resource Center	\$ 350,457	\$ 198,404	\$ 152,053	57%
Turlock Family Resource Center (<i>Aspiranet</i>)	\$ 190,415	\$ 106,420	\$ 83,995	56%
Westside Family Resource Center (<i>CHS</i>)	\$ 237,938	\$ 131,825	\$ 106,113	55%
The Bridge (<i>Sierra Vista</i>)	\$ 166,500	\$ 92,876	\$ 73,624	56%
Healthy Start	\$ 498,398	\$ 207,214	\$ 291,184	42%
Total Area 1:	\$ 2,264,255	\$ 1,213,088	\$ 1,051,167	54%
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	\$ 485,540	\$ 514,460	49%
Total Area 3:	\$ 1,000,000	\$ 485,540	\$ 514,460	49%
RESULT AREA 4: Improved Systems of Care				
Program and Systems Improvement Efforts				
Early Care and Education Conference	\$ 12,000	\$ 6,315	\$ 5,685	53%
Total Area 4:	\$ 12,000	\$ 6,315	\$ 5,685	53%
Result Area Total	\$ 3,276,255	\$ 1,704,943	\$ 1,571,312	
ADJUSTED PROGRAM CONTRACT EXPENDITURES*	\$ 3,264,255	\$ 1,698,628	\$ 1,565,627	52%

* Adjusted Program Contract Expenditures does not include ECE Conference Costs



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

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 T. Jones
Executive Director

Executive Committee Minutes

Wednesday, June 17, 2020

Commissioners Present: Vito Chiesa, Ignacio Cantu, Jr.

Commissioners Absent: Vicki Bauman

Staff Present: David Jones, Stephanie Loomis, Veronika Carrasco

1. David Jones highlighted that most First 5 contracts have been paid through March. April invoices received about a week and a half ago are being processed.
2. Jones explained the third quarter financial report for fiscal year 2019-2020. He mentioned First 5 would be coming in under budget for this fiscal year as a result of the contingency account not being spent and some things not being implemented that First 5 thought was going to be able to implement. April revenue was received from First 5 California. This fiscal year will be ending with a strong fund balance and next fiscal year will begin with a strong one as well.
3. 2018-2019 Annual Program Evaluation- Stephanie Loomis shared that all First 5 programs are evaluated. The report will be taken to the Commission meeting. Loomis notified the Commissioners that the fiscal section of the report will be taken out this year due to time constraints. Jones shared that some of the contracts appearing in the 2018-2019 annual program evaluation are no longer contracts First 5 holds.

Stephanie Loomis Left the Meeting at 12:21 pm

4. Policy & Procedures- David Jones shared that two policy and procedure changes will be brought to the Commission meeting in June
 - a. Committed Funds- this policy would establish the logistics behind using and tracking committed funds.
 - b. Administrative cost percentage- this policy would allow the administrative cost ceiling to be raised from 10% to 15%.
5. \$1 million fund commitment- Jones shared that this proposal would commit \$1 million dollars to the advancement of the 2019-2024 Strategic Plan. First 5 staff consulted with multiple sources and are recommending the \$1 million due to it roughly reflecting the current annual spending. This amount would allow First 5 to remain in compliance with the minimum required in fund balance which is six months

of budgeted revenue. Jones reminded the Commissioner present that the Commissioners have complete control of this commitment.

Commissioner Cantu joined the meeting at 12:26 pm

6. Accept \$100,000 Sunlight Giving Grant Award- Jones mentioned this award was received in May. This funding was usually received in July but First 5 was moved up in the grant cycle. Jones further stated that these funds are unrestricted.
7. Receive and Distribute \$35,000 Sunlight Giving Emergency Funding- First 5 applied for this funding to help the Family Resource Centers attain unrestricted funds. First 5 will be distributing these funds as they are received through an expenditure voucher to the family resource centers that have the differential response component to them plus the Bridge.
8. Draft Agenda for June 23, 2020 Commission Meeting- These items were previously covered in the meeting
9. Executive Director Report- David shared the Cradle to Career initiative is looking for funding for a part time staff member to support the 0-5 StanReady component. First 5 may be able to help and he is evaluating to see if there is a proposal that should be brought to the Commission for consideration.

First 5 will be submitting a grant application by June 30th for First 5 California home visitation funding that has become available. First 5 would apply as the lead agency. The goal would initially be to receive funds to support a contractor to write an Action Plan working with First 5 and a collaboration of home visitation providers to identify local opportunities. The Action Plan is due to the State by the end of December. The result of the Action Plan could identify there is not the local capacity to pursue the implementation of an Action Plan and the process would stop; or, there could be an actionable plan to advance. If it is decided it is a good idea, First 5 may request to hire a staff member to implement the action plan using grant funding.

Jones also informed the Commissioners that First 5 has been in discussions with CSA for some time now to look at the future of the joint FRC contract between First 5 and CSA. First 5 is getting feedback from staff, FRC leaders and CSA regarding this decision process. First 5 is working with Judi Sherman to facilitate discussions during this process. Once this is decided, Judi Sherman will begin leading a collaborative effort with First 5, CSA and the FRC partners to identify a coordinated scope of work for FY 2021-2022. Commissioner Chiesa asked clarifying questions about the process of making the decision and the FRCs. Jones shared that the Family Resource Center leadership team would be discussing disparities in the community at their June 17th meeting.

Meeting was adjourned at 12:50 pm



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

ACTION AGENDA SUMMARY

AGENDA DATE: June 23, 2020

COMMISSION AGENDA #: 7.A (PUBLIC HEARING)

SUBJECT:

Public Hearing to Consider Adoption of the Policies and Procedures Revisions

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 revising 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:

- Add Section 407 that establishes a Committed Fund Balance policy and procedures to ensure for appropriate creation, documentation and use of committed funds as approved by formal action of the Commission.
- Modify Section 403 to increase the maximum amount of administrative expenditures for First 5 Stanislaus from 10% up to the new level of 15% to reflect the impact of decreased expenditures and revenue on the administrative cost percentage. This reference appears in the Policy section and also in 403.7.

The Administrative and Financial Committee, Operations and Executive Committee heard this item at their respective meetings in June 2020.

STAFF RECOMMENDATIONS:

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

FISCAL IMPACT:

There is no direct fiscal impact associated with this agenda item. Raising the administrative cost cap does not increase total First 5 spending, but it does change how total allocations might occur. It is anticipated that information from this agenda item may be used by the Commission to make future decisions about funding, contracts, and budgets.

COMMISSION ACTION:

On motion of Commissioner _____; Seconded by Commissioner _____
And approved by the following vote:

Ayes: Commissioner(s): _____

Noes: Commissioner(s): _____

Excused or Absent Commissioner(s): _____

Abstaining: Commissioner(s): _____

1) _____ Approved as recommended.

2) _____ Denied.

3) _____ Approved as amended.

Motion: _____

Attest: _____

Veronika Carrasco – Confidential Assistant IV

Section 407 – Establishment and Use of Committed Fund Balance

Policy:

The Government Accounting Standards Board (GASB) has issued statement No. 54 Fund Balance Reporting and Governmental Fund Type Definitions. This Statement is effective for financial statements with periods beginning after June 15, 2010 and includes the category of Committed Fund Balance.

GASB No. 54 defines Committed Fund Balance as “amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision making authority.” The Commission serves as the highest level of decision making authority in regard to budget for First 5. There is also additional direction that Committed Fund Balance cannot be used for any other purpose. A committed fund can only be changed or removed from its commitment by a formal action of the Commissioners as the highest level of decision making authority in accordance with GASB No. 54. The formal action must occur prior to the end of the reporting period.

This policy sets forth the accounting guidelines and procedures for the establishment, use and tracking of Committed Fund Balance.

Procedure:

- 407.1.** Committed Funds shall be approved by formal action of the Commission in accordance with GASB 54.
- 407.2** Documentation of the Commission’s formal action through the meeting minutes shall be retained and used for purposes for any audit of Commission funds, or other reporting or documentation purposes.
- 407.3** A tracking mechanism, which may include the use of a spreadsheet, will be established for accounting purposes to document all use of funds associated with each/any Committed Fund established by the Commission. For any funds taken out of the Committed Fund, there needs to be an accounting for where the funds were moved, including the amount of funds and any other appropriate documentation.
- 407.4** Committed funds are considered a “source of funds” and not expenditures for accounting purposes. Committed Funds will appear as a break out of the Commission Fund Balance.
- 407.5** Committed Funds will be used first as a source of funds for expenditures that meet the intended use of the commitment and will only be used to implement the intention of the Commission as directed through their formal action of approval.
- 407.6** Committed Funds do not need to be used in the year they were committed.

407.7 Any Committed funds will be reconciled on a monthly, quarterly and annual basis for internal recordkeeping purposes.

407.8 An internal tracking mechanism will be maintained and available for the Commission's annual audit.

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

Policy:

Expenditures made by the Commission shall be assigned to one of three categories: administrative, program, or evaluation. Actual expenditures in each category shall be reported to the Commission at least quarterly. In any fiscal year, actual Commission administrative expenditures shall not exceed ~~15~~⁴⁰ percent of the total amount budgeted in Fund 1755 (Children and Families Commission).

Procedure:

403.1 Administrative costs are defined as:

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

403.2 Program costs are defined as:

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

403.3 Evaluation costs are defined as:

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

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

COST CATEGORY EXAMPLES

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

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

- 403.5** In accordance with Section 130151(b)(7) of the California Health and Safety Code, at least quarterly, expenditures allocated to administrative, program, and evaluation categories shall be reported to the Commission.
- 403.6** At least annually, documentation of the results of the evaluation expenditures, in the form of a report of program outcomes, shall be delivered to the Commission. Measurements to evaluate the outcomes of funded programs shall include the use of applicable, reliable indicators.
- 403.7** In any fiscal year, actual Commission administrative expenditures, unless changed by vote of the Commission, shall not exceed ten percent (1540%) of the total amount budgeted in Fund 1755 (Children and Families Commission). At least quarterly, actual administrative expenditures shall be reported to the Commission and compared to the 1540% limit.

**COMMITTEE ROUTING**

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

ACTION AGENDA SUMMARYAGENDA DATE: June 23, 2020COMMISSION AGENDA #: 8.A**SUBJECT:**

Acceptance of the Report on the First 5 Stanislaus 2018-2019 Annual Program Evaluation.

BACKGROUND:

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.

For its 2018-2019 Annual Program Evaluation, the Commission uses four result areas for evaluating program outcomes: Improved Family Functioning; Improved Child Development; Improved Health; and Improved Systems of Care.

There are a variety of methodologies used by First 5 Stanislaus staff to review all funded programs. These include bi-annual on-site meetings at program locations, data analysis from multiple sources, and the preparation of an annual report.

The 2018-2019 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 Administrative and Financial Committee, Operations, and Executive Committee heard this item at their respective meetings in June 2020.

STAFF RECOMMENDATIONS:

1. Accept the Report on the First 5 Stanislaus Annual Program Evaluation for 2018-2019.

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

**COMMITTEE ROUTING**

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

ACTION AGENDA SUMMARYAGENDA DATE: June 23, 2020COMMISSION AGENDA #: 8. B**SUBJECT:**

Approval to Commit \$1 Million Dollars of Fund Balance for Implementation of the First 5 Stanislaus Strategic Plan for 2019-2024

BACKGROUND:

The Commission approved the Strategic Plan for 2019-2024 on December 11, 2018. An extensive community-informed process was undertaken to help establish a new strategic direction, strategies, goals, objectives and indicators. The Commission agreed to transition from primary role as a funder role to additional roles such as capacity builder, systems builder, convener/collaborator, and policy advocate. The Commission recognized that the implementation of the plan would take place in various phases over the next five years due to the significant shift taking place with Commission priorities and strategies.

The Commission approved funding to begin advancing strategies within the Strategic Plan for fiscal year 2019-2020. On May 26, 2020, the Commission approved further funding within the fiscal year 2020-2021 budget to be allocated towards the advancement of First 5's Strategic Plan.

Due to the importance and scope of the Strategic Plan for 2019-2024, it is recommended the Commission approve a \$1 million commitment of Fund Balance for the implementation of the Strategic Plan. The approval of the \$1 million commitment of funds will allow First 5 to remain in compliance with its existing minimum Fund Balance policy and with the Commission's approved Long Range Fiscal Plan. The Commission has authority to change, eliminate, or add any Commitment of Fund Balance through official action as deemed necessary.

The funds used for implementation of the Strategic Plan would be tracked and reported for audit purposes in compliance with GASB 54, the Commission's Policy and Procedures manual, and accepted accounting standards.

The Administrative and Financial Committee, Operations, and Executive Committee heard this item at their respective meetings in June 2020.

STAFF RECOMMENDATIONS:

1. Approve the commitment of \$1 million dollars of Fund Balance for implementation of the Strategic Plan for 2019-2024

FISCAL IMPACT:

Commitment of \$1 million dollars of Fund Balance for implementation of the Strategic Plan for 2019-2024 would reduce the amount of Fund Balance available for use by \$1 million dollars.

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 SUMMARYAGENDA DATE: June 23, 2020COMMISSION AGENDA #: 8.C**SUBJECT:** Approval to Accept \$100,000 Grant Award from Sunlight Giving**BACKGROUND:**

Sunlight Giving is a non-profit foundation whose mission is to sustain healthy families and strong communities. They fulfill their mission by working with local and national organizations that provide basic services to low-income families with children ages 0-5 in vulnerable communities. Sunlight Giving was established in 2014 and focuses on counties from the Bay Area and several San Joaquin Valley counties – including Stanislaus. The Foundation works on an invitation-only basis for funding proposals.

First 5 Stanislaus was first invited to apply for funding from Sunlight Giving in 2017. In 2017, First 5 approved \$75,000 in restricted grant funding from Sunlight Giving. In July 2019, First 5 was granted \$100,000 in unrestricted funding and was accepted by the Commission on August 27, 2019. First 5 was notified in May 2020 that it had been awarded an extra \$100,000 in unrestricted funds. It is recommended the Commission approve the acceptance of the \$100,000 unrestricted grant award from Sunlight Giving.

The Administrative and Financial Committee, Operations, and Executive Committee heard this item at their respective meetings in June 2020.

STAFF RECOMMENDATIONS:

1. Approve receipt of the grant award from Sunlight Giving in the amount of \$100,000.

FISCAL IMPACT:

Acceptance of the \$100,000 grant award will support the work of First 5 Stanislaus. No increase in spending authority is requested as a result of the acceptance of this grant funding.

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: June 23, 2020

COMMISSION AGENDA #: 8. D

SUBJECT:

Approval to Accept and Distribute \$35,000 of Emergency Funds from Sunlight Giving

BACKGROUND:

Sunlight Giving is a non-profit foundation whose mission is to sustain healthy families and strong communities. They fulfill their mission by working with local and national organizations that provide basic services to low-income families with children ages 0-5 in vulnerable communities. Sunlight Giving was established in 2014 and focuses on counties from the Bay Area and several San Joaquin Valley counties – including Stanislaus. The Foundation works on an invitation-only basis for funding proposals.

In response to the COVID-19 crisis, Sunlight Giving designated emergency funds to support local needs beyond their standard organizational funding parameters. These funds are limited to existing partner organizations. Over a short period of time, Sunlight expanded the use of these emergency funds to also include the opportunity to help ensure families had continued access to local services. First 5 was informed that funding use had expanded again and could also be used locally to support a broader range of needs on a limited basis with unrestricted flexibility. As Sunlight Giving is a private foundation, their funds are not subject to the same restrictions as Prop 10 tobacco tax funds.

First 5 staff have been notified by its Family Resource Center (FRC) partners, who have been continuously providing services throughout the COVID-19 crisis, that they need unrestricted funding to support individualized needs of clients that might not be fundable under existing scopes of service and funder requirements. There are 12 FRC sites receiving funding through First 5 contracts, with one site funded through a subcontract. Nonprofit staff are looking for maximum flexibility to be responsive to individualized client needs through unrestricted funds but could also use funding for things such as food, rent, utility assistance, and supplies. First 5 staff reached out to Sunlight Giving to see what options might be available for providing funding to the 12 FRC sites. Sunlight Giving indicated it could fund up to \$3,000 per site, with the funding coming directly to First 5 Stanislaus as the official Sunlight Giving partner agency. First 5 staff notified the Commissioners on May 21, 2020, of their intent to apply for the Sunlight Giving emergency funds. First 5 staff notified Commissioners of their intent to apply for this emergency funding again verbally at their May 26, 2020, Commission meeting. Staff subsequently gave official notification to Sunlight Giving staff through an email request on May 27, 2020, of the desire to move forward to apply for the funds.

Sunlight Giving notified First 5 staff by email on June 3, 2020, of the approval of the \$35,000 of funding and indicated they would be sending a check to First 5. It is the intent of First 5 to distribute the \$35,000 to the 12 open FRC partner sites which are funded through a direct First 5 contract or through the Parent Resource Center subcontract (Sierra Vista Drop-In FRC). First 5 fiscal staff have coordinated this project with the Auditor-Controller's Office and funding for each site will be transmitted as "pass through" of unrestricted funding by an Expenditure Voucher. The intent of the funding is for direct client needs and would not be used for staffing costs.

Funding would be \$3,000 for each FRC site associated with Differential Response (DR) FRC contracts and \$2,000 for the FRC site not contracted for differential response work. Funding would be approved for Turlock Family Resource Center, Ceres Partnership for Healthy Children, Hughson Family Resource Center, Waterford Family Resource Center, Oakdale Family Resource Center, North Modesto Family Resource Center, Parent Resource Center – 811 5th Street, Parent Resource Center – 202 S. Santa Cruz, Sierra Vista Drop-In FRC, Patterson Family Resource Center and Newman Family Resource Center and The Bridge Family Resource Center.

Funding Allocation Table:

Aspiranet (\$3,000)	
<i>Turlock Family Resource Center</i>	\$3,000
Center for Human Services (\$12,000)	
<i>Ceres Partnership for Healthy Children</i>	\$3,000
<i>Oakdale Family Resource Center</i>	\$3,000
<i>Patterson Family Resource Center</i>	\$3,000
<i>Newman Family Resource Center</i>	\$3,000
Parent Resource Center (\$6,000)	
<i>Parent Resource Center - 811 5th Modesto</i>	\$3,000
<i>Airport Neighborhood 202 S. Santa Cruz</i>	\$3,000
Sierra Vista Child & Family Services (\$14,000)	
<i>Waterford Family Resource Center</i>	\$3,000
<i>Hughson Family Resource Center</i>	\$3,000
<i>North Modesto Family Resource Center</i>	\$3,000
<i>Drop-In Family Resource Center</i>	\$3,000
<i>The Bridge (non Differential Response)</i>	\$2,000
TOTAL EMERGENCY FUNDING	\$35,000

First 5 will provide a simple reporting tool for each FRC site to record the use of funds provided by First 5. The report will need to be completed quarterly until all funding has been expended.

It is recommended for the Commission to approve acceptance of the \$35,000 Sunlight Giving emergency funding, and to approve the distribution of the funds to the identified FRC sites through an expenditure voucher to the partner organization, or to the organization site directly, depending on the organization's preference.

The Administrative and Financial Committee, Operations and Executive Committee heard this item at their respective meetings in June 2020.

STAFF RECOMMENDATIONS:

1. Approve receipt of the award from Sunlight Giving in the amount of \$35,000.
2. Approve the distribution of funds to the identified organizations.

FISCAL IMPACT:

Receipt of the Sunlight Giving funds would have a positive benefit for First 5 Stanislaus and the implementation of its goals and strategies. No increase to existing appropriations would be needed as a result of receiving this grant.

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