

# FIRST 5 STANISLAUS



**Commission Meeting  
September 22, 2020 4:00pm**

*Join Zoom Meeting:*

**<https://us02web.zoom.us/j/85312600124>**

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**Meeting ID: 853 1260 0124**

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



## Commission Meeting Notice

**MEMBERS:**

**Ignacio Cantu, Jr.**  
Chair

**Vicki Bauman**  
School 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

**Julie Vaishampayan, M.D.**  
Public Health Officer

\*\*\*\*\*

**David T. Jones**  
Executive Director

**Tuesday, September 22, 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.

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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 [jonesd@stancounty.com](mailto:jonesd@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 [jonesd@stancounty.com](mailto:jonesd@stancounty.com) or by mail to 930 15<sup>th</sup> 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.



## Commission Meeting Notice

**Tuesday, September 22, 2020, 4:00 PM**  
**Meeting to be conducted via Zoom (video and phone conference)**  
**for Commissioners and Public**

**MEMBERS:**

**Ignacio Cantu, Jr.**  
Chair

**Vicki Bauman**  
School Representative

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**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](http://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 15<sup>th</sup> Street, Modesto, CA during normal business hours. Such documents are also available online, subject to staff's ability to post the documents before the meeting, at the following website: [www.first5stan.org](http://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

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September 22, 2020 • 4:00 P.M.

Join Zoom Meeting: <https://us02web.zoom.us/j/85312600124>

Meeting ID: 853 1260 0124

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

### One tap mobile

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+1 301 715 8592 US (Germantown)

1. Welcome & Introductions
2. Pledge of Allegiance
3. Announcement of Recusals<sup>1</sup>
4. Presentation
  - A. Recognition of Past Commissioner George Skol
  - B. Differential Response Family Resource Centers
  - C. August Early Care & Education Conference
5. Public Comment Period (Limit of 5 minutes per person)
6. Consent Calendar
  - A. Miscellaneous
    1. Approval of the June 23, 2020 Commission Meeting Minutes
    2. Approval of the July 28, 2020 Commission Meeting Minutes
    3. Approval of the August 10, 2020 Administrative Committee Meeting Minutes
      - a. Result Area Fiscal Report as of May 31, 2020
    4. Approval of the August 13, 2020 Operations Committee Meeting Minutes
    5. Approval of the August 19, 2020 Executive Committee Meeting Minutes
    6. Approval of the September 8, 2020 Administrative Committee Meeting Minutes
      - a. Result Area Fiscal Report as of June 30, 2020
      - b. 4<sup>th</sup> Quarter Financial Report 2019-2020
    7. Approval of the September 16, 2020 Executive Committee Meeting Minutes

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<sup>1</sup> Commissioners may publicly announce the item(s) or recommendation(s) from which he/she will recuse himself or herself due to an actual or perceived conflict of interest. The Commissioner will excuse himself or herself from the meeting and leave the room when the specific agenda item comes up for discussion and voting.

7. Public Hearing
  - A. Public Hearing to Consider Adoption of the Policies and Procedures Manual
8. Discussion
  - A. Election of the Commission Vice-Chair for 2020-2021
  - B. Approval for the Executive Director to Negotiate and Sign a Memorandum of Agreement with Yosemite Community College District for IMPACT 2020
  - C. Approval to Use \$40,000 of Contingency Funds for an Agreement with the Stanislaus Community Foundation to Provide Staffing Support for the Cradle to Career StanREADY Action Team
  - D. Approval to Accept and Distribute \$50,000 of Emergency Funds from Sunlight Giving
  - E. Approval to use \$70,000 of Contingency Funds for Technology Needs of First 5 Stanislaus Partner Family Resource Centers
9. Correspondence
10. Commissioner Reports
11. Staff Reports
12. Adjournment



**STANISLAUS COUNTY  
CHILDREN & FAMILIES COMMISSION  
MEETING MINUTES  
Tuesday, June 23, 2020  
Zoom**

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

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

**Commissioners Absent:** Mary Ann Lilly-Tengowski, Dr. Julie Vaishampayan

**Staff Present:** David Jones, Executive Director; Angela Cobb, Commission Counsel; Veronica Ascencio, Accountant III; Veronika Carrasco, Confidential Assistant IV; Stephanie Loomis, Staff Services Coordinator

1. Chair Bauman called the meeting to order at 4:03 p.m. Commission members, staff, and attendees were introduced and welcomed.
2. Pledge of Allegiance was conducted.
3. Announcement of Commissioner Recusals - None
4. Presentation - None
5. Public Comment Period (Limit of 5 minutes per person) - None
6. Consent Calendar
  - A. Miscellaneous
    1. Approved the May 26, 2020 Commission Meeting Minutes
    2. Approved the June 8, 2020 Administrative Committee Meeting Minutes
    3. Approved 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. Approved the June 17, 2020 Executive Committee Meeting Minutes

**Motion by Skol, Second by Chiesa. (7-0)** Lilly-Tengowski and Vaishampayan absent
7. Public Hearing
  - A. Skol/Cooper (7,0) Lilly-Tengowski and Vaishampayan absent, approved the adoption of the Policies and Procedure Revisions.
8. Discussion
  - A. Paredes-Walsborn/Harwell (7,0) Lilly-Tengowski and Vaishampayan absent, Accepted the Report on the Stanislaus County Children and Families Commission 2018-2019 Annual Program Evaluation.

- B. Chiesa/Skol (7,0) Lilly-Tengowski and Vaishampayan absent, Approved to Commit \$1 Million Dollars of Fund Balance for Implementation of the First 5 Stanislaus 2019-2024 Strategic Plan.
- C. Skol/Cooper (7,0) Lilly-Tengowski and Vaishampayan absent, Approved to Accept \$100,000 Grant Award from Sunlight Giving.
- D. Skol/Paredes-Walsborn (7,0) Lilly-Tengowski and Vaishampayan absent, Approved to Accept and Distribute \$35,000 Emergency Funding Grant from Sunlight Giving.

- 9. Correspondence - None
- 10. Commissioner Reports - None
- 11. Staff Reports - Jones reported First 5 will continue to look for supplemental funding as available to support First 5 community partners. He is also participating on a regular call with local funding organizations to coordinate emergency funding for community organizations. He informed the Commission that they may be receiving a request to contribute funds to a part time position for the Cradle to Career initiative in the near future. Jones shared details on how First 5 is looking at a First 5 California grant for home visitation and intends to apply for funds. He shared how First 5 staff are working together with Community Services Agency staff on how they will partner for future work with Family Resource Centers. He shared one of the topics covered at the recent FRC leadership meeting was equity and racial disparities. Jones also shared that the First 5 Association is close to contracting with HDL to better understand how the State is calculating revenue to see if there is revenue owed to First 5 organizations. First 5 Association is looking at what a model will look like for revenue recovery. If revenue is recovered, there might be a need for local First 5s to pay a percentage of the funds recovered for their County. Jones highlighted the First 5 partnership with SCOE for the First 5 California emergency supply distribution project.
- 12. The Commission meeting adjourned at 5:08 p.m.



**STANISLAUS COUNTY  
CHILDREN & FAMILIES COMMISSION  
MEETING MINUTES  
Tuesday, July 28, 2020  
Stanislaus County Office of Education, McClatchy Room  
1325 H St. Modesto, CA**

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

**Commissioners Absent:** Mary Ann Lilly-Tengowski, Dr. Julie Vaishampayan

**Staff Present:** Tom Boze, Commission Counsel; David Jones, Executive Director

1. Chair Bauman called the meeting to order at 4 p.m.
2. Public Employee Evaluation, Title: Executive Director, Government Code: 54957(b) - No Reportable Action.
3. The Commission meeting adjourned at 5:30 p.m.





930 15<sup>th</sup> Street  
Modesto, CA 95354  
Office: 209.558.6218 Fax: 209.558.6225

## ***Administrative/Financial Committee Minutes***

*Monday, August 10, 2020*

**Commissioners Present:** Vicki Bauman, Kathryn Harwell, Mary Ann Lilly-Tengowski, Nelly Paredes-Walsborn, Ph.D.

**Commissioners Absent:** None

**Staff Present:** Veronica Ascencio, David Jones, Stephanie Loomis,

1. Result Area Fiscal Report as of May 31, 2020 – Report was discussed and no action was taken.

**Mary Ann Lilly-Tengowski entered the meeting at 12:10 PM**

2. Policy and Procedures Manual – Elements of the policy manual were reviewed and discussed and no action was taken.

3. Sunlight Giving Funding – There was a discussion of Sunlight Giving emergency funding and no action was taken.

4. FRC Contracting Update – An update was presented on the FRC contracting project and no action was taken.

5. Draft Agenda for August 25, 2020 Commission Meeting – The draft agenda topics were reviewed and no action was taken.

6. Executive Director Report – Jones provided updates including the upcoming August 22 Early Care & Education Conference event, a technology assessment for Family Resource Centers, local childcare, and supply distribution.

7. Adjournment.

**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

**First 5 Stanislaus  
Result Area Fiscal Report  
YTD as of 5/31/20**

	<i>Budget</i>	<i>Actual Expenditures</i>	<i>Remaining Budget</i>	<i>% Actual to Budget</i>
<b>RESULT AREA 1: Improved Family Functioning (Family Support, Education, and Services)</b>				
<b>General Family Support</b>				
<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	\$ 107,335	\$ 56,083	66%
Hughson Family Resource Center ( <i>SV</i> )	\$ 147,135	\$ 90,733	\$ 56,402	62%
N. Modesto/Salida Family Resource Center ( <i>SV</i> )	\$ 311,147	\$ 197,439	\$ 113,708	63%
Oakdale/Riverbank Family Resource Center ( <i>CHS</i> )	\$ 158,847	\$ 122,575	\$ 36,272	77%
Parent Resource Center	\$ 350,457	\$ 266,542	\$ 83,915	76%
Turlock Family Resource Center ( <i>Aspiranet</i> )	\$ 190,415	\$ 141,510	\$ 48,905	74%
Westside Family Resource Center ( <i>CHS</i> )	\$ 237,938	\$ 171,780	\$ 66,158	72%
The Bridge ( <i>Sierra Vista</i> )	\$ 166,500	\$ 119,044	\$ 47,456	71%
Healthy Start	\$ 498,398	\$ 207,214	\$ 291,184	42%
<b>Total Area 1:</b>	<b>\$ 2,264,255</b>	<b>\$ 1,449,210</b>	<b>\$ 815,045</b>	<b>64%</b>
<b>RESULT AREA 3: Improved Health (Health Education and Services)</b>				
<b>Prenatal &amp; Infant Home Visiting</b>	<i>Other; County Health &amp; Human Services</i>			
Healthy Birth Outcomes ( <i>Health Services Agency</i> )	\$ 1,000,000	\$ 636,417	\$ 363,583	64%
<b>Total Area 3:</b>	<b>\$ 1,000,000</b>	<b>\$ 636,417</b>	<b>\$ 363,583</b>	<b>64%</b>
<b>RESULT AREA 4: Improved Systems of Care</b>				
<b>Program and Systems Improvement Efforts</b>				
Early Care and Education Conference	\$ 12,000	\$ 6,315	\$ 5,685	53%
<b>Total Area 4:</b>	<b>\$ 12,000</b>	<b>\$ 6,315</b>	<b>\$ 5,685</b>	<b>53%</b>
<b>Result Area Total</b>	<b>\$ 3,276,255</b>	<b>\$ 2,091,942</b>	<b>\$ 1,184,313</b>	
<b>ADJUSTED PROGRAM CONTRACT EXPENDITURES*</b>				
	<b>\$ 3,264,255</b>	<b>\$ 2,085,627</b>	<b>\$ 1,178,628</b>	<b>64%</b>

\* Adjusted Program Contract Expenditures does not include ECE Conference Costs



930 15<sup>th</sup> Street  
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## Operations Committee Minutes

Thursday, August 13, 2020

**Commissioners Present:** Ignacio Cantu, Jr., David Cooper, George Skol

**Commissioners Absent:** None

**Staff Present:** Veronica Ascencio, David Jones, Stephanie Loomis

1. Result Area Fiscal Report as of May 31, 2020 – Report was discussed and no action was taken.
2. Policy and Procedures Manual – Elements of the policy manual were reviewed and discussed and no action was taken.
3. Sunlight Giving Funding – There was a discussion of Sunlight Giving emergency funding and no action was taken.
4. FRC Contracting Update – An update was presented on the FRC contracting project and no action was taken.
5. Draft Agenda for August 25, 2020 Commission Meeting – The draft agenda topics were reviewed and no action was taken.
6. Executive Director Report – Jones provided updates including the upcoming August 22 Early Care & Education Conference event, a technology assessment for Family Resource Centers, local childcare, and supply distribution.
7. Adjournment.

**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



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Office: 209.558.6218 Fax: 209.558.6225

MEMBERS:

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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, August 19, 2020*

**Commissioners Present:** Ignacio Cantu, Jr., Vicki Bauman, Vito Chiesa

**Commissioners Absent:** None

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

1. Election of Commission Vice-Chair – Discussion of Vice-Chair position and Nominating Committee will make a report at the August 25 Commission meeting.

**Commissioner Ignacio Cantu, Jr. left the meeting at 12:25 pm**

2. Result Area Fiscal Report as of May 31, 2020 – Report was discussed and no action was taken.

3. Policy and Procedures Manual – Elements of the policy manual were reviewed and discussed and no action was taken.

4. Sunlight Giving Funding – There was a discussion of Sunlight Giving emergency funding and no action was taken.

5. FRC Contracting Update – An update was presented on the FRC contracting project and no action was taken.

6. Draft Agenda for August 25, 2020 Commission Meeting – The draft agenda topics were reviewed and no action was taken.

7. Executive Director Report – Jones provided updates including the upcoming August 22 Early Care & Education Conference event, a technology assessment for Family Resource Centers, local childcare, and supply distribution.

8. Adjournment.



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## ***Administrative/Financial Committee Minutes***

*Tuesday, September 8, 2020*

**Commissioners Present:** Nelly Paredes-Walsborn, Ph.D.

**Commissioners Absent:** Vicki Bauman (Attended Executive Committee as substitute), Kathy Harwell, Mary Ann Lilly-Tengowski

**Staff Present:** Veronica Ascencio, David Jones, Stephanie Loomis

Meeting was called to order at 12:15 p.m.

1. Result Area Fiscal Report as of June 30, 2020 – Report was discussed and no action was taken.
2. Fourth Quarter Financial Report – Report was discussed and no action was taken.
3. Sunlight Giving Emergency Grant Funding – There was a discussion of Sunlight Giving emergency funding and no action was taken.
4. FRC Technology Survey and Funding – An update was presented on the FRC Technology needs and no action was taken.
5. MOU with Yosemite Community College District for IMPACT 2020 – Discussion of the MOU and no action was taken.
6. Stanislaus Community Foundation Cradle to Career Agreement – discussion of the request and no action was taken.
7. Draft Agenda for September 22, 2020 Commission meeting was presented.
8. Executive Director Report – Loomis provided an update on the August 22 Early Care & Education Conference event. Jones provided updates on planning for the Spanish ECE pilot project, the Prop 10 analysis from HDL and the handling of possible revenue recovery, First 5 California Home Visiting Coordination funding, HBO Transition Community meeting, CSA/First 5 Stanislaus joint planning for Family Resource Centers, supply distribution and building lease.
9. Adjournment at 1:04 p.m.

**MEMBERS:**

**Vicki Bauman**  
School Representative

**Ignacio Cantu, Jr.**  
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

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**David T. Jones**  
Executive Director

**First 5 Stanislaus  
Result Area Fiscal Report  
YTD as of 6/30/20**

	<i>Budget</i>	<i>Actual Expenditures</i>	<i>Remaining Budget</i>	<i>% Actual to Budget</i>
<b>RESULT AREA 1: Improved Family Functioning (Family Support, Education, and Services)</b>				
<b>General Family Support</b>				
<i>211/Family Resource Centers; CBO - Non-Profit; County Office of Ed-School District</i>				
211 Project ( <i>United Way</i> )	\$ 40,000	\$ 32,320	\$ 7,680	81%
Family Resource Centers:				
Ceres Partnership for Healthy Children ( <i>CHS</i> )	\$ 163,418	\$ 160,528	\$ 2,890	98%
Hughson Family Resource Center ( <i>SV</i> )	\$ 147,135	\$ 140,160	\$ 6,975	95%
N. Modesto/Salida Family Resource Center ( <i>SV</i> )	\$ 311,147	\$ 255,335	\$ 55,812	82%
Oakdale/Riverbank Family Resource Center ( <i>CHS</i> )	\$ 158,847	\$ 156,426	\$ 2,421	98%
Parent Resource Center	\$ 350,457	\$ 348,275	\$ 2,182	99%
Turlock Family Resource Center ( <i>Aspiranet</i> )	\$ 190,415	\$ 182,355	\$ 8,060	96%
Westside Family Resource Center ( <i>CHS</i> )	\$ 237,938	\$ 229,919	\$ 8,019	97%
The Bridge ( <i>Sierra Vista</i> )	\$ 166,500	\$ 162,446	\$ 4,054	98%
Healthy Start	\$ 498,398	\$ 498,398	\$ -	100%
<b>Total Area 1:</b>	<b>\$ 2,264,255</b>	<b>\$ 2,166,161</b>	<b>\$ 98,094</b>	<b>96%</b>
<b>RESULT AREA 3: Improved Health (Health Education and Services)</b>				
<b>Prenatal &amp; Infant Home Visiting</b>	<i>Other; County Health &amp; Human Services</i>			
Healthy Birth Outcomes ( <i>Health Services Agency</i> )	\$ 1,000,000	\$ 950,652	\$ 49,348	95%
<b>Total Area 3:</b>	<b>\$ 1,000,000</b>	<b>\$ 950,652</b>	<b>\$ 49,348</b>	<b>95%</b>
<b>RESULT AREA 4: Improved Systems of Care</b>				
<b>Program and Systems Improvement Efforts</b>				
Early Care and Education Conference	\$ 12,000	\$ 6,315	\$ 5,685	53%
<b>Total Area 4:</b>	<b>\$ 12,000</b>	<b>\$ 6,315</b>	<b>\$ 5,685</b>	<b>53%</b>
<b>Result Area Total</b>	<b>\$ 3,276,255</b>	<b>\$ 3,123,128</b>	<b>\$ 153,127</b>	
<b>ADJUSTED PROGRAM CONTRACT EXPENDITURES*</b>	<b>\$ 3,264,255</b>	<b>\$ 3,116,813</b>	<b>\$ 147,442</b>	<b>95%</b>

\* Adjusted Program Contract Expenditures does not include ECE Conference Costs

**First 5 Stanislaus**  
**Fiscal Year 2019-2020**  
**4th Quarter Financial Report**

	Three Months Ended JUNE 30		YTD				
	2020	2019	FY 19/20 Adopted Budget	FY 19/20 Legal Budget	FY 19/20 Actual	Remaining FY Budget	% Actual to Budget
<b>REVENUE</b>							
Interest	\$ 175,434	\$ 75,913	\$ 102,000	\$ 102,000	\$ 256,739	\$ (154,739)	252%
Tobacco Tax (Prop 10) ( incl. SMIF, Backfill)	\$ 1,282,515	\$ 1,880,183	\$ 4,559,650	\$ 4,559,650	\$ 4,991,425	\$ (431,775)	109%
Other - Grants, Misc	\$ 253,297	\$ 19,048	\$ 20,000	\$ 20,000	\$ 266,159	\$ (233,297)	0%
<b>TOTAL REVENUE</b>	<b>\$ 1,457,949</b>	<b>\$ 1,975,144</b>	<b>\$ 4,681,650</b>	<b>\$ 4,681,650</b>	<b>\$ 5,514,322</b>	<b>\$ (819,811)</b>	<b>118%</b>
<b>EXPENDITURES</b>							
						+	
<u>Program</u>							
Contracts/Programs*	\$ 1,456,753	\$ 2,089,280	\$ 3,276,255	\$ 3,276,255	\$ 3,123,128	\$ 153,127	95%
Contracts-Prior Year (Payments/Adjstments)	\$ 124	\$ -			\$ 3,195	\$ (3,195)	
Contract Adjustments (TBD)	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ 500,000	0%
Salaries & Benefits	\$ 60,038	\$ 35,878	\$ 201,708	\$ 201,708	\$ 228,994	\$ (27,286)	114%
Services & Supplies	\$ 99,744	\$ 34,826	\$ 398,926	\$ 398,926	\$ 137,566	\$ 261,360	34%
County Cap Charges	\$ (10,578)	\$ 13,275	\$ 19,522	\$ 19,522	\$ -	\$ 19,522	0%
<b>Total Expenditures - Program</b>	<b>\$ 1,606,080</b>	<b>\$ 2,173,259</b>	<b>\$ 4,396,411</b>	<b>\$ 4,396,411</b>	<b>\$ 3,492,884</b>	<b>\$ 903,527</b>	<b>79%</b>
<u>Evaluation</u>							
Salaries & Benefits	\$ (498)	\$ 1,079	\$ 11,206	\$ 11,206	\$ 3,022	\$ 8,184	27%
Services & Supplies	\$ 2,189	\$ 1,930	\$ 21,609	\$ 21,609	\$ 2,189	\$ 19,420	10%
County Cap Charges	\$ -	\$ 999	\$ 1,831	\$ 1,831	\$ -	\$ 1,831	0%
<b>Total Expenditures - Evaluation</b>	<b>\$ 1,691</b>	<b>\$ 4,008</b>	<b>\$ 34,646</b>	<b>\$ 34,646</b>	<b>\$ 5,211</b>	<b>\$ 29,435</b>	<b>15%</b>
<u>Administration</u>							
Salaries & Benefits	\$ 94,517	\$ 78,998	\$ 347,386	\$ 347,386	\$ 317,976	\$ 29,410 <sup>+</sup>	92%
Services & Supplies	\$ 8,220	\$ (3,546)	\$ 121,515	\$ 121,515	\$ 62,284	\$ 59,231	51%
County Cap Charges	\$ (20,096)	\$ 1,287	\$ 39,656	\$ 39,656	\$ -	\$ 39,656	0%
<b>Total Expenditures - Administration</b>	<b>\$ 82,642</b>	<b>\$ 76,739</b>	<b>\$ 508,557</b>	<b>\$ 508,557</b>	<b>\$ 380,259</b>	<b>\$ 128,298</b>	<b>75%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,690,413</b>	<b>\$ 2,254,006</b>	<b>\$ 4,939,614</b>	<b>\$ 4,939,614</b>	<b>\$ 3,878,355</b>	<b>\$ 1,061,259</b>	<b>79%</b>
<b>Beginning Fund Balance</b>			<b>\$ 5,700,000</b>		<b>\$ 6,519,670</b>		
<b>Ending Fund Balance</b>			<b>\$ 5,422,036</b>		<b>\$ 8,155,637</b>		
<b>NET INCREASE (DECREASE) TO FUND BALANCE</b>			<b>\$ (257,964)</b>		<b>\$ 1,635,967</b>		

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

\* FY19/20 Administration Rate

8%



930 15<sup>th</sup> Street  
Modesto, CA 95354  
Office: 209.558.6218 Fax: 209.558.6225

MEMBERS:

**Vicki Bauman**  
School Representative

**Ignacio Cantu, Jr.**  
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

**Julie Vaishampayan, M.D.**  
Public Health Officer

\*\*\*\*\*

**David T. Jones**  
Executive Director

## Executive Committee Minutes

*Wednesday, September 16, 2020*

**Commissioners Present:** Vicki Bauman (attended in lieu of Administrative Committee), Ignacio Cantu, Jr.

**Commissioners Absent:** Vito Chiesa

**Staff Present:** Veronica Ascencio, David Jones, Stephanie Loomis

Meeting was called to order at 12:18 p.m.

1. Result Area Fiscal Report as of June 30, 2020 – Report was discussed and no action was taken.
2. Fourth Quarter Financial Report – Report was discussed and no action was taken.
3. Sunlight Giving Emergency Grant Funding – There was a discussion of Sunlight Giving emergency funding and no action was taken.
4. FRC Technology Survey and Funding – An update was presented on the FRC Technology needs and no action was taken.
5. MOU with Yosemite Community College District for IMPACT 2020 – There was a discussion of the MOU and no action was taken.
6. Stanislaus Community Foundation Cradle to Career Agreement – discussion of the request and no action was taken.
7. Draft Agenda for September 22, 2020 Commission meeting was presented.
8. Executive Director Report – Jones provided updates on planning for the Spanish ECE pilot project, the Prop 10 analysis from HDL and the handling of possible revenue recovery, HBO Transition Community meeting, CSA/First 5 Stanislaus joint planning for Family Resource Centers, and supply distribution.
9. Adjournment at 12:47 p.m.





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

**ACTION AGENDA SUMMARY**

AGENDA DATE: September 22, 2020

COMMISSION AGENDA #: 7.A

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**SUBJECT:** Public Hearing to Consider Adoption of the Policies and Procedures Manual

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**BACKGROUND:**

The Children and Families Commission has an approved Policies and Procedures Manual to govern Commission and contractor operations. The current Manual can be found on the First 5 Stanislaus website on the Commission information page. Staff periodically reviews the manual and recommended changes are brought to the Commission for consideration. Periodically readopting the Manual in its entirety ensures its provisions have been reviewed and eliminates any question as to the most recent version of the Manual.

The Commission approved significant changes to the Policies and Procedures Manual in April 2018. At that time, Commission and contractor policies and procedures were split into two separate sections for better clarity and consistency. Internal Financial Policies and Procedures are contained in Section 400 – 499 of the Policies and Procedure manual and Financial Policies and Procedures for Contractors are contained in Sections 500-599. During this April 2018 update of the Manual, the Grant Applications and Funding Policy was inadvertently left out of the Manual. Commission staff have been operating as though the policy has existed and it is recommended to formally add the policy back into the manual with minor changes. The Commission, with or without a grants policy, has the authority to approve the acceptance and use of grant funding. Having a Grant Applications and Funding Policy provides clear and written direction for this process. The addition of Section 408 Grant Applications and Funding provides direction for applying for and receiving grant funding for the Commission. The Section 408 policy with its procedures are attached for reference and will be added to the Manual upon approval.

In addition to the inclusion of Section 408, a number of nonsubstantive, minor changes are also recommended for approval in the Manual. These primarily are changes to grammar, punctuation, consistency, formatting, numbering, and clarity. These changes begin on the cover and are made at various points throughout the document. Most changes will appear in track changes as part of an attachment to this agenda item. Final adjustments to page numbers or other nonsubstantive changes also will be made as needed, if not appearing or displaying correctly in track changes. If approved by the Commission as presented, the Policy & Procedure Manual will be updated to reflect all changes as presented including an update of the Table of Contents to reflect the new Section 408.

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

---

**STAFF RECOMMENDATIONS:**

1. Conduct a public hearing on the recommended changes to the Policies and Procedures Manual.
2. Adopt the Policies and Procedures Manual with changes as presented.

---

**FISCAL IMPACT:**

There is no fiscal impact associated with the approval of this policy.

---

**COMMISSION ACTION:**

On motion of Commissioner \_\_\_\_\_; Seconded by Commissioner \_\_\_\_\_

And approved by the following vote:

Ayes: Commissioner(s): \_\_\_\_\_

Noes: Commissioner(s): \_\_\_\_\_

Excused or Absent Commissioner(s): \_\_\_\_\_

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

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

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

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

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

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

Stephanie Loomis – Staff Services Coordinator

## **Section 408 – Grant Applications and Funding**

### **Policy:**

The Commission will accept or reject through formal action all grant funding awarded to First 5 Stanislaus. This can take place before application for a grant is made, when the grant is awarded, or at any time in the process.

Commission staff may submit grant funding applications without prior approval of the Commission if certain conditions are met such as: the grant application fits within the existing scope and strategic plan elements of the Commission; and, the application does not involve hiring additional Commission employee(s). Staff will notify Commissioners of intent to apply for such funding.

If a proposal would go outside the existing scope of the Commission's strategic plan or involve hiring additional Commission employee(s), the proposal will be considered by the Commission prior to submission of the grant application. In the event the application cannot be considered by the Commission prior to the grant deadline, staff will notify Commissioners of intent to apply for such funding, and action would be taken to accept or reject grant funding through formal action at the next Commission meeting.

### **Procedure:**

**408.1** Commission staff shall notify Commissioners of the intent to submit a grant funding application prior to submitting the application. Commissioners shall provide feedback to staff on grant applications in a timely manner.

**408.2** The Commission shall take formal action to accept or reject grant funding awarded to First 5 Stanislaus.



**FIRST 5**   
**STANISLAUS**

*STANISLAUS COUNTY  
CHILDREN AND FAMILIES COMMISSION*

***POLICIES AND PROCEDURES MANUAL***

Last Revised: September 22, 2020

**Style Definition:** TOC 1

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### **Program Overview**

This Policy and Procedure Manual is a reference guide for Contractors and Commission staff as they implement the Commission's vision through the conducting of business operations. This manual contains Operational, Administrative, and Fiscal policies and procedures. The manual is a framework to guide the actions of the Commission and of Contractors and it is acknowledged that it is very difficult to capture every specific situation and circumstance that might arise in this manual. While the policies and procedures are written and specific, it is recognized that the Commission may also have practices that are not documented in the manual that bear weight upon its decisions. The intention of the Manual is to provide framework for sound decision making in regard to actions of the Commission and its contractors and to provide simple methods to manage the organization's business.

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**OPERATIONAL POLICIES (SECTIONS 1-199)**



## **Section 1 – Confidentiality**

### **Policy:**

All Commission and Contractor staff responsible for client information must protect the privacy of clients, whether in conversations, in handwritten, typed, or printed documents, or electronic data. Contractors that provide direct client services shall develop and maintain procedures that prohibit access to client data by anyone not authorized to use such data. (See also Health and Safety Code Section 130140.1 (e) (1).)

### **Procedure:**

- 1.1** Contractor and Contractor's staff shall adhere to state and federal standards of maintaining the security and privacy of client records. It is the Contractor's responsibility to periodically review any other standards that may apply to its programs. Contractor shall ensure that staff are properly trained and aware of confidentiality procedures and shall ensure that equipment and procedures are adequate to protect the security of records.
- 1.2** Confidentiality policies developed by Contractor shall address the following subject areas:
  - The process used to identify staff members authorized to view, enter, or change personally identifiable client data
  - The definition of what constitutes a legitimate interest to access confidential records
  - The process used to ensure all records are updated when changes are made
  - Confidentiality measures to be taken when confidential information is obtained or conveyed orally, in writing, by fax, phone or email
  - Security measures for filed materials
  - Security measures for electronic materials
- 1.3** Violations of a client's confidentiality information and records may be grounds for contract termination and may expose the violator to civil or criminal penalties.

## **Section 2 – Commission Committees**

### **Policy:**

Standing Committees shall exist to assist the Commission in formulating policies, making policy recommendations, and performing oversight functions delegated by the Commission. Ad hoc Committees shall be established to serve a time-limited issue or program specific function, such as assisting in developing responses to State Commission or Foundation initiatives.

### **Procedure:**

- 2.1** Standing Committees shall be established by formal action of the Commission. The Commission shall appoint members, as the Commission deems necessary.
- 2.2** As it deems necessary, the Commission may also establish ad hoc Committees. Committee members who are not also members of the Commission shall act in an advisory capacity to the Committee and the Commission.
- 2.3** The standing Committees of the Commission are:
  - Executive
  - Administrative and Finance
  - Operations
- 2.4** Membership of the Executive Committee shall include the Chair, Vice-Chair, and one member of the Commission. Responsibilities of the Executive Committee shall include:
  - Direct liaison with the Chief Executive Officer.
  - Direct oversight of the Executive Director.
  - Working through and with the Commission staff, liaison with the Board of Supervisors regarding the Annual Report, Commission membership, etc.
  - Working through and with the Commission staff, preparing the agenda for the regularly scheduled meetings of the Commission.
  - Working through and with the Commission staff, arranging for scheduling and preparing the agenda for special meetings of the Commission.
  - Provide the leadership, direction and content for the Annual Commission Planning Day.
  - Recommending Commissioner assignments to standing and/or ad hoc committees.
  - Serving as the Nominating Committee to recommend candidates for Commission Officers.
- 2.5** Membership of the Administrative and Finance Committee shall be determined by the Commission and shall include not more than four Commissioners. Responsibilities of the Administrative and Finance Committee shall include:

- ❑ Review and recommend to the Commission all Commission Policies & Procedures.
- ❑ Review and recommend to the Executive Director all Policies and Procedures for the Commission office.
- ❑ Review and recommend for adoption the Commission budget.
- ❑ Review, comment, and recommend the Scope of Work and Budgets for all annual contracts.
- ❑ Participate in and with the Independent Annual Audit.
- ❑ Monitor and recommend short and long-term management and financial projections.
- ❑ Oversee and provide general direction of program evaluation efforts.

**2.6** Membership of the Operations Committee shall be determined by the Commission and shall include not more than four Commissioners. Responsibilities of the Operations Committee shall include:

- ❑ Oversee the budgets, contracts, and operations of contractors.
- ❑ Liaison, partnership and oversight of and with local and State evaluation teams and efforts.
- ❑ Review, comment and make recommendations regarding the Annual Report to the California First Five Commission.
- ❑ Oversee the review and update of the Strategic Plan.
- ❑ Discuss and recommend Commission partnership, participation and sponsorship of community events, community education, distribution of educational materials, health fairs, public information, teacher trainings, etc.
- ❑ Oversight of the development and maintenance of the Commission logo, website and collateral materials.
- ❑ Liaison with Commission-funded programs, projects, and services.
- ❑ Share information and communicate with health and education groups, i.e., Asthma Coalition, Stanislaus Association for the Education of Young Children, Domestic Violence Council, etc.

### **Section 3 – Commission Meetings**

#### **Policy:**

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

#### **Procedure:**

- 3.1** Regular Commission meetings are usually scheduled on the fourth Tuesday of each month with the exception of July, November, and December. Meetings are not usually scheduled in July and November and the December meeting is usually held the second Tuesday of the month.
- 3.2** Regular monthly meeting dates and times shall be established by the Commission prior to the start of each calendar year. Scheduled meeting dates may be cancelled and/or rescheduled at the discretion of a majority of the Commission.
- 3.3** Special meetings of the Commission are scheduled at the discretion of the Commission Chair, or Vice Chair, or at the request of at least 4 Commission members. Special meetings of the Commission may be scheduled from time to time to receive information or complete action items related to Commission business. A written notice of a special meeting must be delivered to each Commissioner and to each local newspaper of general circulation, radio, television, or local electronic media requesting notice in writing at least 24 hours in advance of the meeting time specified in the notice. The notice shall specify the time and place of the meeting and the business to be transacted or discussed. No other business shall be considered at the Special Meeting of the Commission. The special meeting notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.
- 3.4** Emergency meetings may be called by the Chair or the Vice-Chair and only under those circumstances defined in the Ralph M. Brown Act necessitating immediate action of the Commission.
- 3.5** The Commission Chair, or in his/her absence the Vice Chair, presides over Commission meetings. In the absence of the Chair or Vice Chair, the majority of Commissioners present at the meeting may choose a meeting Chair.
- 3.6** A quorum of the Commission consists of at least 5 members of the Commission. Each act or decision of the Commission, at a meeting duly held at which a quorum is present, requires the affirmative action of at least 5 members of the Commission.
- 3.7** The development of meeting agendas is the responsibility of the Executive Committee. Agenda requests from Commissioners may be addressed in writing to the Executive Director or to the Executive Committee. Agenda item requests must be submitted no later than 7 working days before the scheduled Commission meeting, to allow time for drafting/finalizing agenda items.

**3.8** Public comment is welcomed at each Commission meeting and will be accepted on posted agenda items, consistent with Ralph M. Brown Act requirements.

**Section 4 – Annual Review of Strategic Plan / Monitoring Compliance with the California Children & Families Commission Act of 1998**

**Policy:**

Annually, the Commission shall conduct a review of the progress made towards implementing its strategic plan and shall consider changes to the plan made necessary by changing conditions. This review shall include monitoring compliance with the California Children & Families Commission Act of 1998.

**Procedure:**

- 4.1** Proposition 10, which established the funding sources and requirements of the children and families program, was codified in the State of California's Health and Safety Code as Sections 130100 – 130155. Section 130140 requires that the Stanislaus County Children and Families Commission adopt a strategic plan that is consistent with and furthers the purposes of Proposition 10. The section also requires that a periodic and regular review of Commission efforts and activities be made to document the Commission's compliance with the "California Children and Families First Act of 1998". This program compliance review can best be accomplished as a part of the Commission's annual review of its strategic plan.
- 4.2** Annually, a review of the Stanislaus County Commission's strategic plan shall be scheduled by the Executive Committee on the agenda of a regular or special Commission meeting. At the appointed time and place, the Commission shall conduct a review of its strategic plan. Part of the review shall be an assessment of the Commission's continuing compliance with the "California Children and Families First Act of 1998".
- 4.3** Before adopting changes to the strategic plan, the Commission shall hold a public hearing to accept public comments. Following adoption of strategic plan revisions, the revised plan shall be sent to the California State First 5 Commission.

## **Section 5 – Amending These Policies and Procedures**

### **Policy:**

A standard process shall be used to amend these policies and procedures of the Stanislaus County Children and Families Commission.

### **Procedure:**

- 5.1** The Executive Director and Commission staff shall develop drafts of new or revised policies and procedures.
- 5.2** The drafts of the new or revised policies and procedures shall be forwarded to the appropriate committee(s).
- 5.3** The appropriate committee(s) shall review the drafts submitted and take one or more of the following actions:
  - Approve and forward to the Commission for its consideration.
  - Approve with additions, deletions or corrections, and forward to the Commission for its consideration.
  - Forward to the appropriate Committee.
  - Recommend further review of the draft.

## **Section 6 – Media Relations**

### **Policy:**

Accurate information is crucial. It is the intent of the Commission to accurately respond to media inquiries and media reports about its work and the work of Commission partners. The purpose of this policy is to ensure the flow of information is clear and consistent and that a protocol is in place outlining a communications chain of command.

### **Procedure:**

- 6.1** All media inquiries must be directed to the Executive Director or staff designee.
- 6.2** The Executive Director or staff designee may answer a reporter's questions or forward the media inquiry to appropriate Commissioners or community partners.
- 6.3** To assist the Commission in responding to media requests for information, staff may produce talking points (bullets) to help frame key messages, outline main points, and provide background information.
- 6.4** Partners/contractors solicited for comment about their program by the media shall inform the Commission Executive Director by phone or e-mail that a media inquiry has been made.
- 6.5** Acknowledgement of the Commission shall be included in any information distributed to the media for the purpose of publicizing a Prop. 10 funded program. Such acknowledgment shall be included on news releases, advisories, public service announcements, television and radio advertisements, and calendar/event listings.
- 6.6** Media activities such as news conferences, story pitching, and editorial board meetings shall include reference to the Commission's program support. Contractors/partners shall forward to the Commission copies of any press coverage for inclusion in the Commission's clipping file.



## **Section 7 – Use of Commission Logo**

### **Policy:**

Contractors and partnering organizations are required to use the Commission's name and logo on all printed materials, promotional information, products, etc., that are funded by the Commission. The purpose of this policy is to stipulate guidelines for the use of the Commission's name and official logo on documents and publications produced by Commission grantees and partnering organizations.

### **Procedure:**

#### **7.1** Commission contractors/partners must adhere to the following:

- Contractors and partnering organizations shall use the Commission logo on printed materials, promotional information, products, etc. and must receive prior approval from the Commission's Executive Director or designee prior to the final printing or production of the product.
- Organizations that use the Commission logo are required to submit samples of the final product to the Commission for their information and potential use.
- The following language, or something very similar, is to be included on all printed materials, promotional information, products, etc., funded by the Commission:
  - ✓ "This program is made possible by a grant from First 5 Stanislaus."
  - ✓ "This program is made available through a grant from First 5 Stanislaus."
  - ✓ "This program is made available through a partnership with First 5 Stanislaus."

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**ADMINISTRATIVE POLICIES (SECTIONS 200-399)**

## **Section 200 – Intended Use of Funds**

### **Policy:**

The California Children and Families First Act (Proposition 10) was passed by California voters in 1998. California Health and Safety Code (HSC) created a program to implement the intent of Proposition 10.

Section 130100 (a) of the HSC Code states:

“It is the intention of this act to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development and to ensure that children are ready to enter school.”

Expenditure of funds for implementing the purposes of the California Children and Families First Act is accomplished by both the California Children and Families Commission and local Children and Families Commissions.

The purpose of this policy is to utilize Stanislaus County Children and Families Commission funds to support the advancement of the First 5 Stanislaus Strategic Plan.

### **Procedure:**

- 200.1** All Commission Requests for Proposals, contracts, and all sub-contracts negotiated by its Contractors shall be developed under this policy.
- 200.2** The Executive Director and the Commission's Administrative and Finance Committee are responsible for implementing and executing this policy by developing requests for proposals (RFP's) and contracts consistent with this policy.

## **Section 201 – Unsolicited Funding Proposals**

### **Policy:**

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

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

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

### **Procedure:**

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

Executive Director  
Children & Families Commission  
930 15<sup>th</sup> Street  
Modesto, CA 95354  
Phone: -(209) 558-6218

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

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

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

## **Section 202 – Documentation by Contractors**

### **Policy:**

Each Contractor, if applicable, will have a tracking/filing system and other procedures in place for documenting the client's assessment/contacts, including interventions, follow-up, and outreach/waiting lists.

### **Procedure:**

**202.1** The Contractor's staff shall document all services provided to participants under the agreement with the Commission.

**202.2** Documentation includes:

- Date, time, purpose, and site of contact.
- The name and title of the person making the contact.
- Pertinent details, including the ongoing assessment, intervention, referrals, and outcomes.
- Client responses to interventions.
- Any other pertinent details.
- Commonly used abbreviations, acceptable terminology.
- The complete signature and title of the staff person entering the data on the client.

**202.3** The client record, including all copies, should be kept in a secure location at the program site that is inaccessible to unauthorized persons.

**202.4** Client records should be kept for a minimum of five (5) years from the date of final payment under the agreement.

**202.5** Client records and program documentation shall be available to representatives of the Stanislaus County Children and Families Commission.

## **Section 203 – Conflict of Interest Code**

### **Policy:**

The Political Reform Act, Government Code Section 81000 et seq., and California Health and Safety Code Section 130140 (d)(4)(A) require the Commission to adopt a conflict of interest code for its members. When considering matters, Commission members who have a financial interest or a conflict, as defined by law, or appear to have a financial interest or conflict, are to abstain from discussions and votes on the matter.

### **Procedure:**

**203.1** The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations, Section 18730, containing the terms of the Standard Conflict of Interest Code. The terms of this Code, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the Commission's policies by this reference.

**203.2** Under the provisions of the Standard Code, designated employees shall file Statements of Economic Interest on a form commonly known as "Form 700". Listed below are the disclosure categories:

- Category 1 All sources of income, interest in real property and investments and business entities located in or doing business in Stanislaus County.
- Category 2 Investments and business positions in business entities and sources of income which provide services, supplies, materials, machinery or equipment of the type utilized by the Stanislaus County Children and Families Commission.
- Category 3 Consultants shall disclose, as set forth in Category 1, subject to the following limitation. The Executive Director may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such a written determination shall include a description of the Consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination shall be a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

**203.3** In recognition that the Commission is administered by a nine-member policy making body with an Executive Director, the following employees and others constitute the designated and disclosure categories described in the State Code.

<u>Designated Positions</u>	<u>Category</u>
Commissioners	1
Executive Director	1
Attorney	2
Consultant(s)	3

**203.4** At the time a matter comes before the Commission in which a Commission member has a financial interest or a conflict, or when it appears a Commission member has a financial interest or conflict, the Commission member is to so inform the Chair of the Commission. Unless otherwise advised by Counsel, the member should abstain from discussions and votes on the matter.

**203.5** Commissioners will file their statement of economic interest with the Commission's Executive Director. The Executive Director will keep the statements on file in Commission offices.

**Section 204 – Purchasing and Procurement**

**Policy:**

Except when certain provisions are not applicable to Commission operations, the County of Stanislaus' purchasing and procurement policies shall be the purchasing and procurement policies for the Stanislaus County Children and Families Commission.

**Procedure:**

- 204.1** The applicable provisions of the document entitled "Stanislaus County Purchasing Division Policies and Procedures," dated 6/25/19, (effective 7/1/19), are hereby incorporated into these policies by this reference.
- 204.2** At the time the document described above is amended by the Stanislaus County Board of Supervisors, changes applicable to the Commission shall be incorporated into these policies by this reference.



**Section 205 – Establishing the Salaries and Benefits of Commission Employees**

**Policy:**

Utilizing the County of Stanislaus' compensation and benefit programs, the Commission shall establish the salaries and benefits of Commission employees.

**Procedure:**

- 205.1** Annually, the Stanislaus County Children and Families Commission shall submit a budget to the Stanislaus County Chief Executive's Office containing the salaries and benefits of Commission employees.
- 205.2** The County of Stanislaus shall include the positions established by the Commission and the budget approved by the Commission in their Proposed and Final Budget documents.
- 205.3** Positions and salaries for Commission employees shall be included in the County of Stanislaus' Salary and Position Allocation Report. Benefits for Commission employees shall be selected from among the benefit packages offered to County of Stanislaus employees in similar classifications.

## **Section 206 – Safety Incentive Program for Commission Employees**

### **Policy:**

Employees shall work safely in environments where observed hazards are reported and corrected. Utilizing the County of Stanislaus' Safety Incentive Program and in compliance with Government Code Section 25843, the Commission provides a safety incentive program to encourage employees to establish and maintain safe work environments and habits.

### **Procedure:**

**206.1** The Safety Incentive Program is an approach to encourage and reward employees performing their jobs in a safe (and therefore productive) manner. The program provides for a system of rewards to acknowledge and promote the safe efforts of employees, with a goal of improving the attitude and morale of the workforce. This policy is also designed to set the stage for long-term reductions in worker compensation costs in the County.

**206.2** As a safety incentive, the Commission will purchase lunch (in accordance with the Purchasing Card Policy) in the following quarter for each employee -who is employed by the Commission for more than half of the previous quarter and -who earned 2 or more safety points in the previous quarter. Safety points can be earned in the following manner:

- The employee sustains no injuries in the quarter – 1 Point.
- The employee sustains an injury, files a report, and attends a County sponsored safety class approved by the Executive Director – 1 Point.
- The employee attends a non-mandatory County sponsored safety class approved by the Executive Director – 1 Point.
- The employee files an incident/accident/near miss report along with a suggestion to avoid future similar incidents – 1 Point.
- The employee makes one or more safety improvement suggestions that are reasonable and workable – 1 Point.
- The employee performs a written safety inspection of the office. (Only one report can be submitted per quarter by Commission employees.) – 1 Point.
- The employee participates in safety meetings in the following ways – a maximum of 2 Points:
  - i. Making a presentation at a safety meeting – 1 Point.
  - ii. Organizing and leading the safety meeting and producing minutes – 1 Point.
  - iii. Attending all departmental safety meetings and drills in the quarter – 1 Point.

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**206.3** To assist in the maintenance of a safe work place, the department will annually, at a minimum, hold four (4) safety meetings one (1) each quarter, participate in two building evacuations, and perform a department safety inspection.

**206.4** The overall objective of the Commission's safety program is to ensure that all employees recognize that safety is everyone's job.

206.4

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## **Section 207 – Commission Records Retention / Destruction**

### **Policy:**

This policy sets forth the guidelines and procedures pertaining to the retention and destruction of Commission records. Commission records shall be retained in full compliance of applicable law and the records retention schedules in this policy. No public record shall be disposed of except in compliance with this policy and applicable law.

### **Procedure:**

- 207.1** “Commission Records” includes any writing containing information relating to the conduct of the Commission’s business prepared, owned, used, or retained by the Stanislaus County Children and Families Commission or its staff, regardless of physical form or characteristics.
- 207.2** All finance-related documents and data shall be retained and maintained by the Accounting Division following generally accepted accounting principles and standards set forth by independent auditors.
- 207.3** Documents to be retained, including agreements and contracts, records for grantees, funded awarded contracts and non-funded grant and contract applicants, solicitation materials, outreach effort documentation, proposals from all bidders, and monitoring documentation, shall be retained for a minimum of three (3) years after either 1) the termination date of the grant/contract OR 2) the date the final audit of the grant/contract is completed. Stanislaus County Children and Families Commission staff shall endeavor to maintain complete files in an easily accessible location to facilitate review of all documents relating to particular contract or grant.
- 207.4** Retention, purging, and destruction of records shall be permitted only in compliance with the requirements of the Public Records Act and other applicable codes or regulations.
- 207.5** The Executive Director or designee shall monitor the procedures for this policy.
- 207.6** Each record category has been evaluated based upon its administrative, operational, fiscal, legal, and historical value to determine appropriate retention period. This evaluation has resulted in the following records retention schedule. For each category the schedule identifies the following:
- Record Description: identifies the type of record to be retained.

- Retention Period: establishes the period of time which the document must be retained.

**207.7** The retention period is indicated by alphanumeric codes. The retention codes are used to indicate the retention period and the length of time (expressed in years) the record must be maintained. The retention code has two components:

- The alpha code represents when the retention period begins:

***Au*** After Audit  
***T*** Termination of employment or termination of contractor grant  
***P*** Permanent

- The numeric code represents the length of time (in years) that records must be kept after the retention period begins. For example, a retention code of Au+3 means that a record's retention period begins after completion of the audit and must be kept for three (3) years thereafter.

**207.8** Retention Schedule:

<u>Retention Period</u>	<u>Record Description</u>
Au +3, T +3	Contracts/agreements for funded or awarded contracts and grants, non-funded grant and contract proposals, bids, applications, review tools, solicitation materials, outreach effort documentation, monitoring documentation, audit reports, administrative files.
P	All general financial statements, reports, ledgers, check registers, compliance materials, data, and other accounting records
Au +5	Deposit permits, accounts payable expenditure vouchers and invoices, budget work papers, journal vouchers
T +5	Employee files, payroll records



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- P Commission reports: comprehensive annual financial reports, audit reports
- P Commission meeting agendas and minutes, resolutions
- 2 years Commission issued correspondence

**INTERNAL FINANCIAL POLICIES AND PROCEDURES**  
**(SECTIONS 400-499)**

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**Section 400 – Commission Budget**

**Policy:**

Annually, the Commission shall adopt a budget prior to the start of a fiscal year. During the fiscal year, the Commission may amend the adopted budget.

**Procedure:**

- 400.1** Prior to the start of a fiscal year, the Commission shall adopt an annual budget containing sufficient detail to identify contracts, programs, and staff to be funded during the fiscal year.
- 400.2** At the time the budget is adopted, the Commission shall also adopt a long-range financial plan containing projections, assumptions, revenues, expenditures, and changes to fund balance for at least a four (4) year period.
- 400.3** During a fiscal year, the Commission may take an action to amend an annual budget if, in the discretion of the Commission, circumstances require that an amendment be made.
- 400.4** If requested by the Auditor-Controller or Executive Officer of Stanislaus County, the annual budget and any amendments shall be submitted to the County in the manner and in the timeframes applied to County departments.



## **Section 401 – Encumbrances**

### **Policy:**

Encumbrances, or commitments for goods and services, shall be recorded in the accounting system for the purpose of budgetary control over the Commission's budget. Monitoring and management of the encumbrance balance shall occur on a regular basis and especially at fiscal year-end.

### **Procedure:**

- 401.1** Encumbrances are defined as obligations in the form of purchase orders, contracts or other commitments which are chargeable to an appropriation and for which a part of an appropriation is reserved. Encumbrances are not expenditures or liabilities. They are a reserve of appropriations.
- 401.2** Encumbrance balances should be reviewed by fiscal staff at least quarterly to determine if the encumbrance is still needed or should be liquidated.
- 401.3** At fiscal year-end, encumbrance balances shall be reviewed by fiscal staff to determine whether it is necessary to forward the balance to the new fiscal year, or to liquidate.
- 401.4** At least quarterly, an Encumbrance Status Summary and an Expenditure Detail Report shall be reconciled by the Accountant to determine the continuing need for the encumbrance. Unneeded encumbrances shall be liquidated so as to provide a true and fair reflection of the Commission's financial position.

**Section 402 – Reserves**

**Policy:**

As an irreplaceable resource of the Commission, a minimum fund balance reserve is to be maintained for the fiscal health of the Proposition 10 program. While reserves may be used only with the specific approval of the Commission, it is the policy of the Commission not to utilize reserves in amounts that will cause the fund balance to fall below the Commission's established minimum level.

**Procedure:**

- 402.1** Except when approved by an affirmative action of the Commission, the budgeted fund balance for Fund 1755 (the Children and Families Commission Fund) shall be not less than half of the Commission's budgeted revenues for the current fiscal year.
- 402.2** Annually, staff shall prepare at least a four-year estimate of resources and obligations of the Commission and shall develop scenarios to project the fund balance for Fund 1755. The estimate and scenarios are to be provided to the Commission as a part of its budget deliberations.
- 402.3** At any time and at its discretion, the Commission may schedule on its agenda an action to amend its fund balance minimum or establish any fund balance policies or issue any financial instructions that, in its determination, serves the best interests of the Commission and the programs it funds.

**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 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).

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**COST CATEGORY EXAMPLES**

<b>Administrative Costs</b>	<b>Program Costs</b>	<b>Evaluation Costs</b>
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 (15%) 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 15% limit.

## **Section 404 – Purchasing Cards**

### **Policy:**

The Stanislaus County Children and Families Commission has adopted the Stanislaus County Purchasing Card Policy. The Purchasing Card Policy allows for internal control of purchasing cards and accountability of items purchased.

### **Procedure:**

- 404.1** These procedures apply to all Commission members and all Commission staff members. The Executive Director is responsible for implementing and administering this policy.
- 404.2** A staff person will be assigned the duties of a Purchasing Card Clerk, pursuant to the purchasing card policy to include but not limited to, reconciliation of the purchasing cards.
- 404.3** Detailed receipts for all purchases showing the item charged and the reason for the purchase will be turned into the assigned Purchasing Card Clerk. The clerk will check the receipts for compliance with the purchasing card policy. In the event a purchasing card was used for an unallowable purpose or an overage is noted, the cardholder will reimburse the Commission within three business days for the unallowed expense or overage.
- 404.4** Monthly, the Executive Director will cause a reconciliation of purchasing card charges and credit card receipts to be completed to assure accuracy and to assure compliance with County policy. The Executive Director will sign the monthly reconciliation.

## **Section 405 – Travel Reimbursement**

### **Policy:**

Members and employees of the Stanislaus County Children and Families Commission may be allowed expenses incurred for meals, lodging, mileage, public transportation, and other expenses deemed necessary by the Executive Director while performing official Commission business (attending called meetings or authorized trips, for example). All expenses will be reimbursed in accordance with the Stanislaus County Travel Policy or may be approved by the Executive Director or the Commission.

### **Procedure:**

**405.1** Persons serving on the Stanislaus County Children and Families Commission and employees of the Commission may receive reimbursement for the following:

**Mileage:** Mileage shall be reimbursed using the Stanislaus County Mileage Chart, odometer readings, or Internet map services mileage calculations such as MapQuest or Google Maps. The mileage reimbursement rate shall be the rate established by the County Auditor. Substantiation for mileage reimbursement must include date, business purpose, and destination.

**Travel:** Travel to meetings, conferences, training, seminars and other Commission related business shall be coordinated with the Commission's Confidential Assistant. A travel authorization form must be completed detailing anticipated expenses. The form is to be signed by the Chair of the Commission or the Executive Director. The Executive Director shall sign employees' travel authorization forms.

**Meals:** The cost of meals will be reimbursed, subject to the limitations of the Stanislaus County Travel Policy.

**Hotels** Lodging accommodations should be moderate considering location, availability, meeting locations, etc. Single rates will be paid except when more than two Commissioners or employees occupy a hotel room.

**405.2** To comply with Federal requirements related to travel reimbursements, Commissioners shall complete and submit IRS Form W-9 (Request for Taxpayer Identification Number and Certification) to the Commission Accountant.

- 405.3** To request a travel reimbursement, Commissioners shall complete and submit a County of Stanislaus Claim Form (known as the “blue” claim) and shall attach detailed receipts for each expense as required by the County of Stanislaus Travel policy documenting a clear business purpose. Supporting documentation should include, but is not limited to, the following: purpose, attendees, meal type (breakfast, lunch or dinner), agenda, etc.
- 405.4** Employees requesting a travel reimbursement shall complete the travel portion of their weekly timecard and shall attach the receipts for each expense as required by the County of Stanislaus Travel policy.
- 405.5** When requested, staff shall assist Commissioners with completing Travel Authorization forms and submitting requests for reimbursement.



**Section 406 – Annual Audit of Financial Condition**

**Policy:**

Annually, the Commission shall have a financial audit of its accounts and transactions conducted. The results of the audit shall be communicated to the public and to the State of California First 5 Commission.

**Procedure:**

- 406.1** Following the close of the County's fiscal year (July – June), the Commission shall have an independent audit conducted to assess the appropriateness and completeness of its revenue and expenditure transactions for the fiscal year just ended. As permitted by law, the audit can be conducted by the County Auditor's Office or by an accounting firm with knowledge of governmental fund accounting.
- 406.2** Any annual audit conducted shall use audit guidelines issued by the State Controller's Office. (The most recent guidelines are entitled, "Standards and Procedures for Audits of California Counties Participating in the California Children and Families Program".)
- 406.3** By law, the audit report is to be completed by October 15<sup>th</sup> of each year. The Commission shall hold a public hearing within 60 days of receipt of the audit report,
- 406.4** By November 1st of each year, the Commission is to submit the audit report to the State of California First 5 Commission.
- 406.5** Within two months of receipt of the audit, the Commission shall hold a public hearing on any response to the audit findings. Within two weeks of this public hearing, the Commission shall submit a response to the audit findings to the California State Controller.

## **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 408 – Grant Applications and Funding**

### **Policy:**

The Commission will accept or reject through formal action all grant funding awarded to First 5 Stanislaus. This can take place before application for a grant is made, when the grant is awarded, or at any time in between.

Commission staff may submit grant funding applications without prior approval of the Commission if certain conditions are met such as: the grant application fits within the existing scope and strategic plan elements of the Commission; and, the application does not involve hiring additional Commission employee(s). Staff will notify Commissioners of intent to apply for such funding.

If a proposal would go outside the existing scope of the Commission's strategic plan or involve hiring additional Commission employee(s), the proposal will be considered by the Commission prior to submission of the grant application. In the event the application cannot be considered by the Commission prior to the grant deadline, staff will notify Commissioners of intent to apply for such funding, and action would be taken to accept or reject grant funding through formal action at the next Commission meeting.

### **Procedure:**

**408.1** Commission staff shall notify Commissioners of the intent to submit a grant funding application prior to submitting the application. Commissioners shall provide feedback to staff on grant applications in a timely manner.

408.2 The Commission shall take formal action to accept or reject grant funding awarded to First 5 Stanislaus.

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If a proposal would go outside the existing scope of the Commission's strategic plan or involve hiring additional Commission employee(s), the proposal will be considered by the Commission prior to submission of the grant application. In the event the application cannot be considered by the Commission prior to the grant deadline, staff will notify Commissioners of intent to apply for such funding, and action would be taken to accept or reject grant funding through formal action at the next Commission meeting.

**Procedure:**

- Commission staff shall notify Commissioners of the intent to submit a grant funding application prior to submitting the application. Commissioners shall provide feedback to staff on grant applications in a timely manner.
- The Commission shall take formal action to accept or reject grant funding awarded to First 5 Stanislaus.

**FINANCIAL POLICIES AND PROCEDURES FOR  
CONTRACTORS  
(SECTIONS 500-599)**

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## **Section 500 – Allowable Expenditures by Contractors**

### **Policy:**

Expenditures made by Contractors shall comply with Federal, State, and local laws and policies; adhere to the agreed upon contractual terms; and demonstrate good stewardship of public resources.

### **Procedure:**

- 500.1** Expenditures shall be made for only those services, supplies, and materials that directly benefit the health and well-being of children 0 through 5 years of age. It is acknowledged that some services provided to other family members in families with children 0 through 5 will have a benefit to the child (mental health services, health enrollment assistance services, English language lessons, literacy, etc.)
- 500.2** Expenditures made by Contractors shall comply with the scope of work and budget attached to the agreement between the Commission and the contracting agency. Budget categories may include, but are not limited to: salaries and benefits, services and supplies, and equipment/fixe assets.
- 500.3** Contractor requests for reimbursement shall be accompanied by appropriate supporting documentation. Commission staff may request additional supporting documentation to determine that an invoiced expenditure is consistent with these policies.
- 500.4** Equipment or materials purchased for or financed from Commission funds having a useful life of three (3) years or greater or a value in excess of Five Hundred Dollars (\$500) shall be defined as an inventory item. Prior written approval of the Executive Director, or his/her designee, is required for all purchases of inventory items, including, but not limited to, desktops or laptops (this does not include computer peripherals like printers or monitors).
- 500.5** All items purchased or financed with Commission funds not fully consumed during the execution of an agreement shall be the property of the Commission at the termination of an agreement unless the Commission, at its sole discretion, makes an alternative disposition.
- 500.6** The Commission and its contractors must be ever vigilant regarding their obligations and responsibilities to be good stewards of the public funds entrusted to them. Providing food and non-alcoholic beverage items at meetings and events is an especially sensitive subject and such items should be provided only in very limited and occasional

circumstances. Alcoholic beverages cannot be purchased with public funds under any circumstances. Food or beverage items may be invoiced as an allowable expenditure when:

- ❑ There is prior approval from the Commission
- ❑ The activity is listed in the budget/budget narrative
- ❑ Special approval has been given from the Commission if activity is not listed in the budget/budget narrative
- ❑ An agenda or event flier, attendance sheet or list of meeting attendees accompanies the invoice for reimbursement. The meeting must target community members, the public, and/or employees of other agencies (education or training session, for example). The Commission reserves the right to request additional documentation as needed
- ❑ The items purchased contain predominately healthy choices: fruits, vegetables, water, juices, unsweetened drinks, etc.
- ❑ The items are utilized as an inducement to increase meeting attendance
- ❑ The items are related to an extended training session (a lunch meal as a part of an all-day training session, for example)
- ❑ The items are integral to the service being provided (nutrition education or obesity prevention, for example)
- ❑ Practicality, convenience, and efficiency dictate the need for such items (meetings of extended length or meetings held at sites where access to such items is not readily available, for example)

Food and beverage purchases for regular and recurring program activities may be purchased only if listed in the budget and/or budget narrative or contract scope of work. All other food and beverage purchases must be submitted on *Program Food and Beverage Authorization Form* and approved by Commission staff prior to the purchase.

Should the Contractor submit food claims that are determined by Commission staff to be excessive or not demonstrating good stewardship of public resources, a written notification may be delivered to the Contractor specifying which food purchases shall not be reimbursed to the contracting agency by the Commission.

- 500.7** As a general rule, food and non-alcoholic beverage items should not be supplied for the exclusive use of Contractor's staff. The Commission shall accept such items on Contractor invoices only when it can be demonstrated the items are associated with extended training or with a meeting over a meal period that could not reasonably be scheduled for another time. Attendance sheets and agendas shall be included as supporting documentation of the need for such expenditures.



**500.8** Out of county travel by Contractors must be submitted on an Out of County Travel Request Form and approved by Commission staff prior to the travel. Once complete information is received from the Contractor, Commission staff shall approve or deny the request in writing to the Contractor within seven (7) business days. Out of County travel which does not have prior approval may be rejected for reimbursement by the Commission. Contractor travel costs shall comply either with the contracting agency's travel policies – which must be deemed reasonable by the Commission - or with Stanislaus County's policy. Contractors without an adopted travel policy shall comply with Stanislaus County's Travel Policy. Nothing herein shall exempt the Contractor from providing sufficient supporting documentation to support travel expenditures. Should the Contractor's travel policy permit travel reimbursements that are determined by Commission staff to be excessive or not demonstrating good stewardship of public resources, a written notification may be delivered to the Contractor specifying which costs or types of travel costs shall not be reimbursed to the contracting agency from Commission funds.

**500.9** To incentivize program participants or volunteers, the Commission prefers that Contractors provide materials or supplies that are targeted to children 0 - 5 (books, educational materials, infant/toddler care supplies, learning games, etc.). The use of stipends or gift cards may be used as an incentive for program participants or volunteers only if specified in the Contractor's approved scope of work and budget.

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## **Section 501 – Funds for Fixed Assets and Capital Improvements**

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### **Policy:**

State Commission funds cannot be used for the acquisition or purchase of fixed or capital assets. County Commission funds may be utilized, in very limited circumstances, to fund construction or reconstruction projects that provide services or benefits to children ages 0 through 5. All such capital improvement requests received by the Stanislaus County Children and Families Commission shall be reviewed based on the criteria set forth below.

### **Procedure:**

- 501.1** Capital improvement projects are defined as new construction or reconstruction projects.
- 501.2** All capital improvement project proposals shall be considered by one or more Commission Committees prior to being referred to the full commission for consideration.
- 501.3** Capital improvement proposals shall be evaluated according to criteria that includes, but is not limited to, the following:
- a. The useful life of the improvement
  - b. The use of the improvement
  - c. The Commission's ability to secure its investment
  - d. The amount requested
  - e. The length of time the improvement will be specifically dedicated for Proposition 10 purposes
  - f. The ability of the improvement to be used by non-targeted groups
  - g. The amount of funds leveraged with Proposition 10 funds
  - h. The services or programs for children 0-5 years of age enhanced by the improvement
  - i. The length of time the applicant has been in business
  - j. The administrative and fiscal capacity and capability of the applicant
  - k. The reasonableness and appropriateness of the project budget
  - l. The location and accessibility of the proposed improvement
- 501.4** Contracts providing funding for any capital improvement project must be approved by the Commission's Counsel.

## **Section 502 – Submission of Contractor Invoices for Reimbursement**

### **Policy:**

Invoices for reimbursement must be submitted on a timely basis throughout the year and prior to September 30<sup>th</sup> of each year in a Commission approved format.

### **Procedure:**

- 502.1** Contractors shall comply with all invoice requirements as referenced in their Commission Contract as well Commission Policies, Procedures and practices.
- 502.2** Contractors scheduled to submit invoices for reimbursement to the Commission on a monthly basis shall submit the invoices within 30 days of the end of the month being billed.
- 502.3** Contractors scheduled to submit invoices for reimbursement to the Commission on a quarterly basis shall submit the invoices within 30 days of the end of the quarter being billed.
- 502.4** Contractors shall submit all year-end invoices for any costs incurred during the period July 1st through June 30th as soon as possible following the end of the fiscal year. In the event the Contractor is unable to submit an invoice for reimbursement prior to July 15th, the Contractor shall submit an accurate estimate of the year-end expenses to be invoiced for reimbursement to the Commission, followed by an invoice when completed and available.
- 502.5** All year-end invoices for reimbursement must be received no later than September 30th. Invoices for the prior fiscal year that are received after September 30th may be rejected and not be paid. An affirming vote of the Commission is needed to pay any year-end invoices for reimbursement received after September 30<sup>th</sup> of the prior fiscal year.
- 502.6** Supporting documentation of all line item expenses must be included with the invoice submitted for reimbursement. The supporting documentation may include, but is not limited to, time studies, copies of payroll registers, General Ledger, checks, mileage logs and receipts. All expenses must have appropriate documentation in order to be reimbursed.
- 502.7** Invoices for reimbursement with incomplete supporting documentation may be returned to Contractor and not reviewed until sufficient supporting documentation is received.
- 502.8** Unallowable expenses include items such as:

- ❑ Alcoholic Beverages
- ❑ Tobacco products
- ❑ Firearms
- ❑ Purchase of motor vehicles
- ❑ Purchase of property
- ❑ Late Fees/Finance Charges (i.e. credit card late fees)
- ❑ Fees for missed conferences or trainings
- ❑ Costs associated with fundraisers
- ❑ Food/refreshments for staff meetings
- ❑ Items requiring pre-approval by the Commission that have not been pre-approved
- ❑ Expenditures for Contractor staff including, but not limited to, stipends, bonuses, gift cards, food, or breakroom materials.

This list is meant as a guideline for types of expenses that cannot be budgeted for or expended using Commission funds, unless specific program requirements are indicated and prior approval has been obtained. Without such prior approval, these types of expenses may be disallowed. This list is not all-inclusive.

- 502.9** Prior to the start of the contract period, each Contractor must submit the Cost Allocation Plan supporting documentation to the Commission for each site included in the scope of work in the contract.
- 502.10** Changes in contact information for the Contractor must be submitted to Commission staff within seven (7) business days.
- 502.11** The Commission reserves the right to withhold payment of an invoice for reimbursement for non-compliance with the requirements of the Agreement.

## **Section 503 – Invoice Preparation, Review, and Approval**

### **Policy:**

Invoices for reimbursement are to contain sufficient supporting documentation to verify the purpose of the expenditure, that the expenditures were made as a part of an approved scope of work and budget, and that the expenditures are consistent with Commission guidelines and public policy. Invoices will be reimbursed in a timely and appropriate manner.

### **Procedure:**

**503.1** Invoices for reimbursement shall contain the following information:

- Grantee name
- Program name
- Contract name
- Invoice period
- Approved budget by categories, current expenditures, previous expenditures, total expenditures and unexpended balance
- Appropriate documentation for each cost being claimed
- When appropriate, a detailed general ledger that reconciles to the invoice
- Year-to-date totals
- Variances
- Explanations for unusual variances
- Amounts applied to variances
- Name and signature of person preparing the invoice and attesting to its accuracy
- Invoice Checklist

**503.2** Commission staff shall mark invoices received with the date it was received and review the invoice to determine:

- Sufficient funds have been allocated in the Commission's approved budget
- Appropriate documentation exists to support the costs being claimed
- The expenses were incurred within the contract period
- The invoice has been reconciled to the supporting documentation
- The expenditures are within the scope of work, budget and budget plan, or are otherwise determined to be appropriate
- Invoices (including year-end invoices) are being submitted timely
- Expenses are reported by budget category and are correctly categorized
- Advanced funds have been reconciled within 45 days of the end of the fiscal year to ensure funds are either expended or obligated within the required timeframe or (if funds are not expended or obligated) reimbursed to the Commission.

- Whether previous expenditures reported have been compared to the last invoice submitted

Commission staff making these determinations shall sign, initial, or otherwise make a written notation(s) on the appropriate form.

- 503.3** In the event a submitted Contractor invoice is not complete and the Commission has requested additional information or documentation, including clarifying information or the provision of missing or additional documentation from the Contractor, the Commission may, upon its discretion, close a Contractor invoice and authorize payment five (5) business days after requesting such clarification or documentation from the Contractor. If additional information is provided after the five (5) day time period, the Commission will evaluate for possible reimbursement. If it is determined payment adjustment is needed, it will occur with the next available monthly invoice.
- 503.4** Once the Commission staff has approved an invoice for reimbursement, payment to Contractor shall be made within thirty (30) days.
- 503.5** Once the invoice for reimbursement has been reviewed and approved, staff shall prepare the coding strip to allocate the costs of the invoice to the appropriate line item of the budget. The coding strip shall be keyed into the County's financial package and the original invoice for reimbursement and supporting documentation shall be sent to the Auditor's Office. A copy of the invoice for reimbursement and supporting documentation shall be filed by Commission's staff.
- 503.6** Once approved by the Auditor's Office, a County warrant shall be generated and the Auditor's Office shall mail the warrant directly to the agency submitting the invoice for reimbursement. Contractor's may choose to receive payment via electronic funds transfer.
- 503.7** Contractors shall retain a copy of all invoices submitted to the Commission and any supporting documentation in accordance with the Contractor's financial retention policy, or five years, whichever is greater.

**Section 504 – Advance Payments to Contractors**

**Policy:**

Advance payments may be made to Contractors in select situations.

**Procedure:**

- 504.1** Requests for advance payments must be submitted in writing to the Executive Director.
- 504.2** Advance payments may be granted to Contractors on a case-by-case basis at the discretion of the Executive Director.
- 504.3** Advances shall normally be the equivalent of 1 month anticipated expenditures. Advances shall be calculated by projecting program needs for the next month, less any advanced funds on hand. The purpose of this calculation is to ensure that the advance payments are reasonably determined and are calculated as close as possible to the actual claim amount.
- 504.4** An advance of more than two (2) months of the annualized contract value requires the approval of the Commission.
- 504.5** Two (2) or more requests for advance payments during a twelve month period, whether approved or not, may indicate a sign of financial distress and the Contractor should be evaluated by Commission staff.
- 504.6** When an advance payment is granted, all interest accumulated as a result of receiving such an advance shall be reinvested in the program or revert back to the Stanislaus County Children and Families Commission.
- 504.7** Advance payments shall be reconciled with actual expenditures within 45 days of the end of the Commission's fiscal year.

## **Section 505 – Recovery of Payments to Contractors**

### **Policy:**

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

### **Procedure:**

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

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

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

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



## **Section 506 – Contract Budgets and Budget Revision by Contractors**

### **Policy:**

It shall be the policy of the Commission to require Contractors to establish, at the time a contract is signed, an estimated expenditure budget for the contract. Contractor is responsible for management and monitoring of monthly expenses and budget to avoid overspending. Expenditures made by Contractors are not to exceed 10% of any line item and are not to exceed the subtotal in the Personnel, Services, or Fixed Assets categories without a budget revision being submitted and approved by the Executive Director or his designee.

### **Procedure:**

**506.1** Prior to the contract start date, the Contractor shall provide budget documents to the Commission for review and approval.

- Fiscal Year Budget form – annual line item budget
- Budget Narrative - describe and substantiate the line item budget amounts  
Personnel Worksheet – describe the full time equivalent of each staff member allocated to program

**506.2** Budget revisions initiated by the Contractor are to be submitted in advance of the proposed change by submitting a Budget Revision Form and a Budget Narrative Form. The Commission may choose not to reimburse expenses incurred prior to the approval of a submitted budget revision request. Budget revision requests may be submitted at any time between July and April of the fiscal year. Revisions may not be submitted during May and June.

**506.3** Budget revisions should be used with great discretion on the part of a Contractor. A maximum contract amount should not be viewed as the Contractors money, but rather as Commission funding approved to accomplish the goals of the budget plan that was approved. A budget plan is created for each contract and approved before the contract begins. This budget plan is the approved spending roadmap in order to achieve the Commission's priorities. If a Contractor is not expending funds in specific budget categories according to the plan, there should be no expectation by the Contractor to be entitled to maximum funding of the contract. Examples of funding for budget revisions that will not be approved by the Commission, and should not be submitted, include:

- Stocking up on supplies that are outside the scope or budget plan
- Purchasing for a different fiscal year
- The intention to expend unused funds to avoid “losing” the funding

**506.4** Approval of the Executive Director or designee is required for any budget revision proposed by a Contractor that:

- Increases or decreases a line item by more than 10%
- Increases or decreases the subtotal of the Personnel, Services, or Fixed Asset categories

**506.5** The Commission’s Executive Director or designee may approve Contract budget amendments, so long as:

- a. The planned expenditures in the budget revision are consistent with the contractual scope of work
- b. The budget revision does not materially change the scope, size, capacity, or direction of the program
- c. The budget revision does not increase the total value of the contract

**506.6** A Contractor whose budget revision request has been denied by the Executive Director or designee may submit the request to the Commission.

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**Section 507 – Appropriation of Funds**

**Policy:**

It shall be the policy of the Commission to approve fiscal year appropriations for Contractors. Each annual appropriation shall be the maximum amount of Proposition 10 funds available to a Contractor in a fiscal year. Budget revisions for a Contractor may be considered as needed, but may not exceed the maximum amount of the contract. Appropriations for a fiscal year not used or not invoiced by a Contractor shall revert to the Commission.

**Section 508 – Contractor Fiscal Reporting & Management**

**Policy:**

It is the expectation that Contractors conduct appropriate budget monitoring and reporting.

**Procedure:**

- 508.1** Contractors shall appropriately monitor their monthly budget expenditures and have knowledge of budget versus actual expenditures for tracking and reporting purposes.
- 508.2** Contractor shall annually prepare a written report of all inventory items and submit the report to the Commission's Executive Director. Contractor shall also file an inventory report with the Commission within ten (10) days after termination of agreement.

**PROGRAM MONITORING AND EVALUATION**  
**POLICIES (SECTIONS 600-799)**

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## **Section 600 – Monitoring and Evaluation of Contractors**

### **Policy:**

All Contractors shall be monitored and evaluated on a regular basis throughout their contract period.

### **Procedure:**

**600.1** Monitoring means any planned, ongoing, or periodic activity that measures and ensures Contractor compliance with the terms, conditions, and requirements of a contract.

**600.2** Evaluation is the systematic acquisition and analysis of information to provide useful feedback to a funded program and to support decision making about continuing or altering program operations. It is an on-going process in which questions are selected, framed, and answered in order to assess the value and effectiveness of programs, as well as to further strengthen and build the capacity of programs.

**600.3** Technical assistance means to support and assist Contractors/partners in the development of those changes, alterations, adjustments and amendments that [will increase](#) the likelihood of the Contractor successfully and effectively performing under the terms, conditions, and requirements of their contract.

**600.4** Activities that shall be used to monitor and evaluate Contractor performance may include:

- **Periodic Contractor reporting:** Quarterly, as required in their contractual scope of work, contractors [shall submit](#) activity and outcome data in a format prescribed by the State of California and the Stanislaus County Children and Families Commission.
- **Review of Contractor's audit reports:** Examination of an independent audit commissioned by the Contractor.
- **Invoice Reviews:** Ensures the costs being charged are within contract parameters.
- **Financial Monitoring:** Commission reserves the right to perform on-site evaluation of financial records and internal control mechanisms upon reasonable advance notice.
- **On-site reviews and observations:** At least semi-annually, this may include some or all of the following: interviews with Contractor staff, interviews with clients

about services received, reviews of key systems and service documentation, reviews of client case records, reviews of personnel records to ensure staff have appropriate credentials, reviews of on-site fiscal records, observations of operations, and reviews of scopes of work and scorecards.

- **Contact with Contractor:** Continuous dialogue with the Contractor in the form of letters, meetings, and phone conversations.
- **Surveys:** Concerning contract service delivery and quality.

**600.5** The Contractor is responsible for developing and operating a data collection system that provides timely and accurate information on activities, progress towards milestones, and outcomes. When requested, Commission staff shall assist the Contractor in the development of a data collection and reporting system.

## **Section 601 – Site Visits**

### **Policy:**

Site visits shall be performed at least twice per year. Commission staff shall review information regarding program activities, content, effectiveness, and fiscal processes and shall document site visits in writing.

### **Procedure:**

**601.1** Commission partners shall complete a site visit progress report and submit it to Commission staff prior to the visit. Staff shall review program operation documentation provided by the Contractor and compare it to the contractual scope of work and the scorecard. Documentation to monitor and evaluate Contractor performance may include:

- Announcements about training sessions, workshops, seminars
- Sign in sheets
- Surveys
- Reports and data
- Summaries of clients served
- Quarterly scorecard reports (SCOARRS)

**601.2** Following each site visit, staff shall send a letter to the Contractor detailing what was observed and discussed. The letter shall include an assessment of the Contractor's efforts to comply with the contract's scope of work and scorecard. The review letter may contain a list of the subjects or items to be reviewed or discussed during the next site visit. Electronic copies of letters sent shall be filed in the Contractor's folder for future reference. Site visit reports and a log of communications with the Contractor may also be included in an electronic database.

~~**601.3**~~ If a substantial variance exists between planned and actual work, activities, milestones, targets, or outputs, staff may develop a corrective action plan with time specific and measurable goals or activities for the Contractor to perform in order to correct operational or contractual deficiencies. Any such plan developed shall focus on activities and services provided by the Contractor and changes needed for the Contractor to meet planned contractual obligations. Such a corrective action plan shall be filed in the Contractor's



folder for future reference and may also be included in an electronic database, which shall allow all staff to review the progress of the Contractor.

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## **Section 602 – Corrective Action by Contractors**

### **Policy:**

Contractors significantly deviating from planned performance shall be required to develop and implement corrective actions.

### **Procedure:**

**602.1** Corrective action means action taken by the Contractor that corrects identified deficiencies or produces recommended improvements. Corrective action is suggested when identified deficiencies are serious (for example, a failure to ensure client health or safety) or where less formal means have failed. Examples of issues requiring corrective action include:

- Significant audit or monitoring findings
- Inferior quality of services
- Failure to perform all or part of the contract
- Late performance
- Late submission of reports or invoices on a recurring basis
- Inadequate, unclear, or excessive billing.
- Failure to adequately meet contractual obligations.

**602.2** When an item or issue is noted that needs correction, Commission staff is to:

- Notify the Contractor both verbally and in writing that a problem has been identified.
- Clearly identify the problem verbally and in writing using dates, number of occurrences, or other data that quantifies the problem. For example, "Paragraph 4 of your Contract states that you must submit a report by the 5th of each month. Your reports for May, June, and July were all submitted over 5 weeks after the due date, and we have not yet received your August report."

- Ask the Contractor to advise how the problem shall be corrected.
- Notify the Contractor of expectations for correcting the problem. If appropriate, ask the Contractor to propose a corrective action plan, including dates when corrective action shall be completed.
- Document conversations with the Contractor by way of a memo to the contract file.

**602.3** While a Contractor is working to correct a problem, Commission staff may offer advice, assistance, and support to encourage a successful resolution of the problem. Commission staff shall track all corrective action to completion and shall consult with the Contractor when requested.

**602.4** When the corrective action resolves the issue, Commission staff shall notify the Contractor in writing that resolution has been achieved. A copy of such a letter shall be included in the contract file.

**602.5** If a deadline is missed or corrective action is otherwise not completed, Commission staff shall notify the Contractor in writing that a deadline has been missed and ask the Contractor when the action shall be completed. The Contractor shall be advised that failure to comply with the corrective action plan could lead to termination of the contract. Staff shall notify the Commission of the failure of the Contractor to perform in accordance with the agreement and/or any plan of correction. The matter may be scheduled for formal Commission action.

**Section 603 – Audits of Contractors**

**Policy:**

Annually, each Contractor shall be responsible for the procurement and completion of an annual fiscal and compliance audit.

**Procedure:**

- 603.1** The annual audit must be performed in accordance with the following standards, as deemed appropriate: Generally Accepted Auditing Standards (GAAS), Governmental Auditing Standards (GAS) and OMB Circular A133.
- 603.2** The audit of a public agency, when performed pursuant to state law, shall meet the requirement of this Policy.
- 603.3** Contractor is responsible for submitting to the Commission an audit report, prepared in accordance with said requirements, within one hundred and eighty (180) days of the end of the commission's fiscal year along with a copy of any management report prepared as a result thereof. Failure to do so may result in delayed payments to contractor.
- 603.4** In the event of an audit exception or exceptions, the Contractor shall be responsible for reimbursing the Commission for audit exceptions resulting from the actions of the Contractor or the Contractor's subcontractors.

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**Section 604 – Review of Contractor Materials**

**Policy:**

Contractors shall submit certain materials to Commission staff for review before publication.

**Procedure:**

**604.1** Prior to publication or distribution, the Commission's Executive Director or designee shall approve Contractor's deliverable or non-deliverable reports, publications, brochures, or other materials to distributed to the public, which are produced or funded with Commission funds.



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

**ACTION AGENDA SUMMARY**

AGENDA DATE: September 22, 2020

COMMISSION AGENDA #: 8.A

**SUBJECT:** Election of the Commission Vice-Chair for 2020-2021

**BACKGROUND:**

The Stanislaus County Board of Supervisors’ ordinance establishing the Children and Families Commission was adopted on December 8, 1998. Section 9.70.090 of the ordinance prescribes that the members of the Commission shall annually elect a Chairperson who shall serve for a term of one (1) year. According to the Commission’s By-Laws, the terms of the Chair and Vice-Chair are from September 1<sup>st</sup> to August 31<sup>st</sup>.

According to the Commission’s By-Laws:

“The Executive Committee shall serve as a Nominating Committee to develop a slate of candidates for the office of Vice-Chair. At the August regular meeting of the Commission, members of the Commission shall consider the Nominating Committee’s candidate(s) and shall elect a Vice-Chair for the Commission, who shall serve a term of September 1<sup>st</sup> through August 31<sup>st</sup>. Following a term as Vice-Chair, the Vice-Chair shall serve a one-year term as Chair of the Commission during the following September 1<sup>st</sup> to August 31<sup>st</sup> period. The purpose of this process is to provide continuity for a two-year period as a Commissioner moves from the office of Vice-Chair to Chair.”

“In the interests of promoting community involvement, it is the goal of the Commission to alternate the Chair between community representatives and County representatives. It is recognized that unanticipated and unplanned changes in Commission membership may affect the Commission’s ability to attain this goal.”

In accordance with these provisions, the Commission’s current Vice-Chair, Ignacio Cantu, Jr., automatically assumed the Office of Chair on September 1, 2020. The Commissioner elected Vice-Chair at the September 22, 2020 meeting will serve for a one-year term to commence on September 1, 2020. Per Commission By-Laws, following the term as Vice-Chair, the Commissioner would then serve a one-year term as Chair of the Commission commencing on September 1, 2021.

The Executive Committee heard this item at their August 19, 2020 meeting. As specified in the By-Laws, the Commission is scheduled to hear a report from the Executive Committee as a part of this agenda item.

**STAFF RECOMMENDATIONS:**

1. Conduct an election for the office of Vice-Chair for the term of September 1, 2020 to August 31, 2021. (The Vice-Chair will automatically become Chair on September 1, 2021, for a one-year term.)

**FISCAL IMPACT:**

There is no fiscal impact associated with the election of the Commission Vice-Chair position.

**COMMISSION ACTION:**

On motion of Commissioner \_\_\_\_\_; Seconded by Commissioner \_\_\_\_\_

And approved by the following vote:

Ayes: Commissioner(s): \_\_\_\_\_

Noes: Commissioner(s): \_\_\_\_\_

Excused or Absent Commissioner(s): \_\_\_\_\_

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

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

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

Attest: \_\_\_\_\_  
Stephanie Loomis – Staff Services Coordinator



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

### ACTION AGENDA SUMMARY

AGENDA DATE: September 22, 2020

COMMISSION AGENDA #: 8.B

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**SUBJECT:** Approval for the Executive Director to Negotiate and Sign a Memorandum of Agreement with Yosemite Community College District for IMPACT 2020

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**BACKGROUND:**

First 5 IMPACT (Improve and Maximize Programs so All Children Thrive) was an innovative program to build partnerships between First 5 California and counties to achieve the goal of helping children ages 0 to 5 and their families thrive by increasing the number of high-quality early learning settings and supporting and engaging families in the early learning process. This was a five-year, \$190 million investment. First 5 California also partnered with the California Department of Education (CDE) which operated the Quality Rating and Improvement System (QRIS) to strengthen early learning and care systems to support young children and their families. These two efforts were designed to work closely at the local and regional level.

First 5 California’s initial five-year, \$190 million investment in First 5 IMPACT sunset in June 2020 and IMPACT 2020 was launched as phase 2 of this program. IMPACT 2020 is a three-year, \$103 million investment from First 5 California and commenced on July 1, 2020. For this second round of funding, IMPACT 2020 was deepened in alignment with the State’s Quality Counts California (QCC) system by creating a joint application for First 5 California and California Department of Education funding, instead of separate funding applications. The intent was to build on and deepen relationships in accomplishing the goals of the programs. This collaboration furthers the effort to strengthen California’s early learning and care system to support young children and their families.

Yosemite Community College District (YCCD) served as the Lead Agency for First 5 IMPACT and the Stanislaus County Office of Education (SCOE) served as the Lead Agency for what was called the Quality Rating and Improvement System (QRIS) using CDE funds. When IMPACT 2020 was announced, First 5 Stanislaus staff reached out to SCOE and YCCD to discuss having a greater level of engagement in the project going forward. Through joint planning, it was determined that roles for YCCD as the Lead Agency for IMPACT 2020 and SCOE as the Lead Agency for the CDE funding component were the best approach. First 5 Stanislaus and YCCD did joint planning on concepts for implementation of First 5 California’s IMPACT 2020 funding that would also integrate with the First 5 Stanislaus Strategic Plan. The goal was to leverage funds in the best way possible to advance aligned outcomes and improvement of quality for the community.

First 5 Stanislaus, YCCD, and SCOE had multiple planning meetings to ensure strong coordination of the activities of the joint grant application. Discussions included integrating learning from the first phase of this project and to build improvements from that learning into the second phase. Discussions also included new opportunities that presented through changes in the grant application itself. As a result of this process, a strong plan and activities were created. The concept of lead agencies and activities of the joint grant application were vetted through the Local Planning Council (LPC) and supported by their membership.

As part of YCCD’s IMPACT 2020 initiatives, there will be a learning cohort which will include representatives from First 5 Stanislaus funded Family Resource Centers and Healthy Start organizations. This cohort will be led by coaches from YCCD staff to improve skills and prepare these staff for additional work with children and families that promotes quality early learning. These trained staff will then be able to work with their existing organizational clients and community partners in presenting trainings to families in new alternative settings in the community outside of their traditional settings. Libraries are strong potential partners to pilot this work as identified through several meetings with the County’s Librarian on this subject.



First 5 Stanislaus is looking to enter into a Memorandum of Agreement (MOA) to support the joint goals and outcomes for the IMPACT 2020 funding during this three-year grant period. The MOA would also document the funding from IMPACT 2020 that would be used to support limited First 5 Stanislaus staff time associated with this project. MJC would allocate a total of \$17,932 of IMPACT funding for First 5 Stanislaus to assist in implementation and coordination of IMPACT services to the community during the grant period of July 1, 2020 through June 20, 2023. The MOA includes methodology for reimbursement, project outcomes, data and other important project elements.

Staff are recommending approval of the MOA to support the successful implementation of IMPACT 2020.

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

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**STAFF RECOMMENDATIONS:**

1. Authorize the Executive Director to Negotiate and Sign a Memorandum of Agreement with Yosemite Community College District for IMPACT 2020.

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**FISCAL IMPACT:**

If approved, reimbursement of up to \$17,932 could potentially be claimed by First 5 Stanislaus over a three-year time period. The Fiscal Year 2020-2021 budget includes estimated revenue associated with this grant, so no budget adjustments are being requested.

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**COMMISSION ACTION:**

On motion of Commissioner \_\_\_\_\_; Seconded by Commissioner \_\_\_\_\_

And approved by the following vote:

Ayes: Commissioner(s): \_\_\_\_\_

Noes: Commissioner(s): \_\_\_\_\_

Excused or Absent Commissioner(s): \_\_\_\_\_

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

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

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

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

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

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

Stephanie Loomis – Staff Services Coordinator



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

### ACTION AGENDA SUMMARY

AGENDA DATE: September 22, 2020

COMMISSION AGENDA #: 8.C

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**SUBJECT:** Approval to Use \$40,000 of Contingency Funds for an Agreement with the Stanislaus Community Foundation to Provide Staffing Support for the Cradle to Career StanREADY Action Team

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**BACKGROUND:**

Cradle to Career partnerships are a recognized strategy implemented to create a coordinated, cross-sector approach to achieving important educational outcomes. In Stanislaus County, the Stanislaus County Office of Education (SCOE) and the Stanislaus Community Foundation (SCF) serve as a blended backbone organization for the Cradle to Career Partnership which was officially launched in spring 2018. Five action teams drive an intentional process to move the needle on critical milestones along the cradle to career spectrum.

First 5 Stanislaus received notification from the Stanislaus Community Foundation of their desire to discuss First 5 Stanislaus support of a part-time position to focus on implementation of the StanReady (0-5) component of the Cradle to Career Partnership. First 5 staff spoke with a representative of SCF in regard to their request and SCF then submitted a formal, written proposal in mid-August 2020. The proposal contains significant background history on the evolution of the Cradle to Career Partnership including the roles of the two “backbone” organizations for the project.

Each backbone organization serves in different but coordinated roles. SCOE has hired and dedicated multiple staff members to support the backbone role of overall leadership in the partnership. A primary role for SCF focused on external funding opportunities for the Partnership through direct contributions from SCF as well as grants they have secured from Irvine Foundation, College Futures Foundation, and the Sacramento Region Community Foundation. There is also a Steering Committee which provides overall direction for the Cradle to Career Partnership.

There are five action teams that make up the Cradle to Career Partnership:

1. **StanREADY:** Stanislaus County children enter kindergarten ready to succeed (this is the 0-5 initiative)
2. **StanREADS:** Stanislaus County children read at grade level by the end of 3rd grade.
3. **StanMATH:** Stanislaus County students of all ages demonstrate confidence, success, and joy in math.
4. **StanFutures:** Stanislaus County students graduate high school postsecondary-ready. Postsecondary students successfully complete their certificate or degree.
5. **StanCareers:** Stanislaus County job seekers are ready to enter self-sustaining employment.

Each of the Action Teams has a collaborative group of leads. For the StanREADY team, the First 5 Executive Director serves as one of multiple team leads. Action Teams have multiple members from a diverse group of organizations including schools, nonprofits, government, and business. This diversity is the essence of a large-scale collaborative. In order to facilitate this work, there is a tremendous amount of volunteer time that is invested.

The backbone organizations have gained understanding of the significant time and energy needed for leading the Action Teams and the strain this is creating. There are roughly between 30-60 participants on each Action Team. The C2C Steering Committee & Backbone Team have established goals for 2020, which includes a priority to

ensure that every Action Team has dedicated staff to manage on-going coordination and process support. To date, the backbone organizations have secured organizational support from Stanislaus State and SCOE to provide staffing for StanFUTURES, StanREADS, and StanMATH. SCF seeks funding from First 5 Stanislaus to support staffing needs of the StanREADY Action Team.

The SCF proposal to First 5 Stanislaus requests funding to support a half-time position to provide comprehensive and coordinated support of the StanREADY Action Team and its priorities. Key responsibilities would include providing direct support to the work of the team, a focus on data and research, and to serve as a liaison for various stakeholders including leadership of the Cradle to Career Partnership and other Action Team leads. The proposal calls for approximately 60% of the position's time be dedicated to directly supporting the work of the StanREADY Action Team, 20% for research, data, innovation and Early Learning Network representation for StanREADY, and 20% as a liaison role within the entire Cradle to Career Partnership including outreach to potential StanREADY partners.

The First 5 Stanislaus Strategic Plan 2019-2024 outlines the strategic shift to take place for the organization over the next five years. The planning process was a highly engaged, community-informed process that boldly created new strategies, roles, and goals for First 5 based on community feedback, environmental analysis and more. The Strategic Plan identified new roles for the Commission which supported engagement in broader initiatives that were aimed at systems-level change and improvement. The Strategic Plan speaks in many areas to the new roles as capacity builder, systems builder, convener/collaborator and policy advocate. The evolving role and strategy of First 5 is based on strategically engaging and prioritizing "high-impact investments and strategies" that "amplifies and leverages other community assets and investments." The Strategic Plan speaks to the values of developing strategic relationships and to collaborate without fear, as well as sharing responsibility and accountability in partnerships. Strategy six of the First 5 Stanislaus Strategic Plan 2019-2024 is to "Serve as an advocate/voice for children and families." In the implementation of the Plan timeline for Strategy six, as well as the Strategies and Activities section of the plan, participation with the Cradle to Career Partnership is specifically identified.

The Cradle to Career Partnership is a system and community-based approach to achieve long-term outcomes in the community and strongly aligns with the mission, strategies, goals and Strategic Plan of First 5 Stanislaus. First 5 Stanislaus currently has the financial capacity to support this investment in the Cradle to Career Partnership StanReady initiative.

Staff from the Stanislaus Community Foundation have stated it is the intent to identify an additional funder that would share the cost of the investment in the StanREADY part-time support position. Efforts made by SCF staff to find an additional funder have not been successful in the midst of the economic challenges of the COVID-19 pandemic. SCF staff will continue to pursue the opportunity to leverage funding for this position and First 5 will support that effort.

The SCF proposal for support of the StanREADY Action Team has been reviewed by First 5 staff. It is recommended to fund the proposal fully for a period of one-year at the requested amount of \$40,000. Authorization is also recommended for the Executive Director to negotiate and sign a one-year Agreement with the Stanislaus Community Foundation with the option for one additional year. Staff from the Stanislaus Community Foundation would report back to the Commission near the end of the first year of this Agreement and the project would be analyzed for outcomes and alignment before the Commission would take action on exercising the optional year two in the proposal.

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

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**STAFF RECOMMENDATIONS:**

1. Approve the use of \$40,000 of Fiscal Year 2020-2021 Contingency funds for the Stanislaus Community Foundation Agreement and for staff to make necessary technical budget adjustments and to expend these funds per terms of the Agreement.

2. Authorize the Executive Director to negotiate and sign a one-year agreement with the Stanislaus Community Foundation in the amount of \$40,000 with the option for one additional year.

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**FISCAL IMPACT:**

If approved, \$40,000 of available Contingency funds from the Fiscal Year 2020-2021 budget will be used to fund the Stanislaus Community Foundation Agreement.

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**COMMISSION ACTION:**

On motion of Commissioner \_\_\_\_\_; Seconded by Commissioner \_\_\_\_\_

And approved by the following vote:

Ayes: Commissioner(s): \_\_\_\_\_

Noes: Commissioner(s): \_\_\_\_\_

Excused or Absent Commissioner(s): \_\_\_\_\_

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

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

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

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

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

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

Stephanie Loomis – Staff Services Coordinator



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

**ACTION AGENDA SUMMARY**

AGENDA DATE: September 22, 2020

COMMISSION AGENDA #: 8.D

**SUBJECT:**

Approval to Accept and Distribute \$50,000 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. First 5 Stanislaus is a funded partner of Sunlight Giving and has received a variety of grants from Sunlight since 2017.

In response to the COVID-19 crisis, Sunlight Giving designated emergency funds to support local needs beyond their standard organizational funding parameters. These funds were 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 Stanislaus was informed that use of emergency funding had expanded again and could be used locally to support a broader range of needs on a limited basis with unrestricted flexibility. First 5 staff applied for these funds and were awarded \$35,000 which the Commission approved by their action on June 23, 2020. These funds were distributed to the network of 12 Family Resource Centers (FRCs) which are affiliated with First 5 Stanislaus funding.

First 5 staff were then notified of an additional emergency funding opportunity targeted to cash aid and rental assistance through Sunlight Giving. As part of this process, First 5 staff notified Commissioners of their intent to pursue this emergency funding through the Committee meeting structure. First 5 staff conducted discussions with representatives of the funded FRCs as well as a survey to better understand local efforts around this topic. First 5 staff then met with the Sunlight Giving representative who encouraged staff to move forward to complete the online application for funding, which was in the form of an online questionnaire. Sunlight Giving representatives then reviewed the application and a decision was made to fund First Stanislaus for \$50,000 to be used for cash aid and rental assistance in the local community.

Sunlight Giving notified First 5 staff by email on September 10, 2020, of the approval of the \$50,000 of funding and indicated they would be sending a check to First 5. It is the intent of First 5 to distribute the \$50,000 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). Funding for each site will be transmitted as a “pass through” of funding by an Expenditure Voucher. The intent of the funding is for cash aid and rental assistance for FRC clients and would not be used for things such as FRC staffing costs.

Funding will distributed in a proportion of \$4,166.66 for each of the 12 FRC sites. 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 5<sup>th</sup> Street, Parent Resource Center – 202 S. Santa Cruz, Sierra Vista Drop-In FRC, Patterson Family Resource Center, Newman Family Resource Center and The Bridge Family Resource Center.

**Funding Allocation Table:**

<b>Aspiranet (\$4,166.66)</b>	
<i>Turlock Family Resource Center</i>	\$4,166.66
<b>Center for Human Services (\$16,666.64)</b>	
<i>Ceres Partnership for Healthy Children</i>	\$4,166.66
<i>Oakdale Family Resource Center</i>	\$4,166.66
<i>Patterson Family Resource Center</i>	\$4,166.66
<i>Newman Family Resource Center</i>	\$4,166.66
<b>Parent Resource Center (\$8,333.32)</b>	
<i>Parent Resource Center - 811 5th Modesto</i>	\$4,166.66
<i>Airport Neighborhood - 202 S. Santa Cruz</i>	\$4,166.66
<b>Sierra Vista Child &amp; Family Services (\$20,833.30)</b>	
<i>Waterford Family Resource Center</i>	\$4,166.66
<i>Hughson Family Resource Center</i>	\$4,166.66
<i>North Modesto Family Resource Center</i>	\$4,166.66
<i>Drop-In Family Resource Center</i>	\$4,166.66
<i>The Bridge (non Differential Response)</i>	\$4,166.66
<b>TOTAL EMERGENCY FUNDING</b>	<b>\$49,999.92</b>

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 \$50,000 Sunlight Giving emergency funding, and to approve the distribution of the funds in the identified amounts to the FRC sites through an expenditure voucher to the partner organization, or to the organization sites directly, depending on the organization's preference. After receiving these funds, organizations with multiple FRC sites (Sierra Vista, Center for Human Services, Parent Resource Center) may shift funds between their FRC sites as needed based on community need.

The Administrative and Financial Committee and Executive Committee received an update on this item at their respective meetings in September 2020.

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**STAFF RECOMMENDATIONS:**

1. Approve receipt of the award from Sunlight Giving in the amount of \$50,000.
2. Approve the identified distribution of funds to the identified organizations.

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**FISCAL IMPACT:**

Receipt of the Sunlight Giving funds would have a positive benefit for First 5 Stanislaus and the community. Use of the funds to provide emergency assistance to the community through Family Resource Centers promotes the implementation of First 5 Stanislaus goals and strategies during this time of community crisis. Funding would be passed through to identified community organizations for the benefit of the community members they serve. No increase to existing appropriations would be needed as a result of receiving this grant.

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**COMMISSION ACTION:**

On motion of Commissioner \_\_\_\_\_; Seconded by Commissioner \_\_\_\_\_

And approved by the following vote:

Ayes: Commissioner(s): \_\_\_\_\_

Noes: Commissioner(s): \_\_\_\_\_

Excused or Absent Commissioner(s): \_\_\_\_\_

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

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

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

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

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

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

Stephanie Loomis – Staff Services Coordinator



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

**ACTION AGENDA SUMMARY**

AGENDA DATE: September 22, 2020

COMMISSION AGENDA #: 8.E

**SUBJECT:**

Approval to Use \$70,000 of Contingency Funds for Technology Needs of First 5 Stanislaus Partner Family Resource Centers

**BACKGROUND:**

First 5 Stanislaus partners with the Community Services Agency to support work at 11 Differential Response (DR) Family Resource Center (FRC) sites throughout Stanislaus County. First 5 also funds The Bridge Family Resource Center which is a non-DR FRC operated by Sierra Vista Child and Family Services. Together, this is a network of 12 FRCs that have continued to actively provide vital services to the community during the COVID-19 pandemic. Family Resource Center staff provide a range of needed services to the community, particularly targeting at-risk populations in need of these supports.

With the significant limitation of client and FRC staff contact as a result of COVID-19, FRCs immediately transformed their engagement strategies to employ digital/virtual engagement in order to continue relationships and services with clients. This was almost a complete business model shift for the organizations who moved from a mostly “in-person” service model, into a predominantly “virtual” business model. This transition requires a heavy use of technology in order to provide services. While the FRCs quickly made this transition to a virtual model, First 5 also recognizes this transition needs support. Each organization has learned much about virtual engagement over the past six months and better understands their organizational needs around this.

First 5 staff started to become aware of emerging technology needs for the FRCs over the past month and took steps to better understand these needs. First 5 staff surveyed each of the 12 FRC sites to better understand their technology needs looking outward over the next six months. Questions were also asked about specific types of technology such as laptops, iPads, computers, monitors, video equipment, chrome books, tablets, broadband hardware/technology and software. Staff also had additional dialogue with the site representatives to understand more details as necessary. Through this process it is evident that each of the 12 sites need funding support for technology improvements or new technology to maintain or improve their digital customer engagement strategies. This information is not a surprise to First 5 staff as FRC sites operate in a very frugal manner and often technology might not be a primary focus of their expenditures. Continuing to implement digital strategies through FRCs will be vital to providing services over this next year. With that fact, it is important that FRCs have the funding they need for the technology to support these strategies.

First 5 staff are recommending an infusion of technology funding for each of the 12 FRC network locations to support their work. The amount of funding was based on the submitted survey, discussions with site representatives and staff analysis. Some sites have purchased technology more recently so their needs are less than others. Some sites have not purchased as much technology recently, so they might have greater need. Site representatives confirmed the funding they requested in the survey currently supports their technology needs for implementing digital strategies over the next six months. First 5 staff did not request a detailed budget for site locations as part of this process, due to workloads faced by site representatives. Staff did discuss with site representatives their priorities for the funding, confirmed how they were looking to spend the funds, what their most pressing needs were, etc.



In the survey for the sites, staff requested a funding “need” estimate from each site within a specific range of funding. The ranges in the survey were:

- 0-\$999;
- \$1,000-\$2,499;
- \$2,500 - \$4,999;
- \$5,000 - \$7,499;
- \$7,500 - \$9,999;
- and more than \$10,000.

After internal staff discussion and consultation with First 5’s outside auditor, it is recommended that funding be distributed as a stipend to each of the 12 FRC network sites. It will be the decision of each site where to best invest the technology funds at their location. Technology needs vary from site to site and each site does not need all of the items referenced in the survey. However, technology items such as laptops, iPads, computers, monitors, video equipment, chrome books, tablets, broadband hardware/technology and software are the types of technology that will most commonly be purchased. Funding is not to be used for staffing costs, but is to be used for the purchase of technology items for implementation of digital strategies with FRC customers. Sites would not be required to report back to First 5 on every technology-related purchase made with this funding. Sites will be required to report on items purchased that require asset tracking for compliance with First 5 policies and procedures (such as laptops, desktop computers, etc.). Staff have rounded the award amounts to specific levels of funding: \$2,500; \$5,000; \$7,500 and \$10,000 depending on the need of each site.

The funding amount is tailored to each site’s need and the recommendations are as follows:

<b>Aspiranet (\$10,000)</b>	
<i>Turlock Family Resource Center</i>	\$10,000
<b>Center for Human Services (\$17,500)</b>	
<i>Ceres Partnership for Healthy Children</i>	\$2,500
<i>Oakdale Family Resource Center</i>	\$2,500
<i>Patterson Family Resource Center</i>	\$5,000
<i>Newman Family Resource Center</i>	\$7,500
<b>Parent Resource Center (\$17,500)</b>	
<i>Parent Resource Center - 811 5th Modesto</i>	\$10,000
<i>Airport Neighborhood - 202 S. Santa Cruz</i>	\$7,500
<b>Sierra Vista Child &amp; Family Services (\$25,000)</b>	
<i>Waterford Family Resource Center</i>	\$5,000
<i>Hughson Family Resource Center</i>	\$5,000
<i>North Modesto Family Resource Center</i>	\$5,000
<i>Drop-In Family Resource Center</i>	\$5,000
<i>The Bridge (non Differential Response)</i>	\$5,000
<b>TOTAL EMERGENCY FUNDING</b>	<b>\$70,000</b>

It is recommended the Commission approve the use of \$70,000 of Fiscal Year 2020-2021 Contingency funds and approve the distribution of the funds for technology in the identified amounts to the 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 was briefed on this concept at their September 8, 2020 meeting. At that time, the completed FRC survey results had not yet been received and follow up discussions with site representatives had not taken place. Staff indicated at this meeting it was anticipated First 5 staff would be bringing an agenda item to the September 22, 2020 Commission meeting to support a technology funding infusion for the FRC partners based on anticipated findings. The Operations Committee was canceled for September 10, so this item was not heard at that time. The Executive Committee was briefed in detail on this item at their meeting on September 16 as the survey was completed and follow up discussions had taken place with site representatives by this time.

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**STAFF RECOMMENDATIONS:**

1. Approve the use of \$70,000 of Fiscal Year 2020-2021 Contingency funds for the technology funding infusion and for staff to make necessary technical budget adjustments and to expend these funds per terms of the stipend.
2. Approve the distribution of funds to the identified Family Resource Center organizations for technology funding.

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**FISCAL IMPACT:**

If approved, \$70,000 of available Contingency funds from the Fiscal Year 2020-2021 budget will be used for this technology funding infusion for identified Family Resource Centers.

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**COMMISSION ACTION:**

On motion of Commissioner \_\_\_\_\_; Seconded by Commissioner \_\_\_\_\_

And approved by the following vote:

Ayes: Commissioner(s): \_\_\_\_\_

Noes: Commissioner(s): \_\_\_\_\_

Excused or Absent Commissioner(s): \_\_\_\_\_

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

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

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

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

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

Attest: \_\_\_\_\_  
Stephanie Loomis – Staff Services Coordinator