



Children & Families Commission
930 15th Street, Modesto, CA 95354
Phone: 209.558.6218 Fax: 209.558.6225

COMMISSION MEETING MINUTES
Tuesday, August 26, 2008
Petersen Event Center
720 12th Street, Modesto, CA

Members Present: David Cooper, Denise Hunt, Mary Ann Lee, Dick Monteith, Nelly Paredes-Walsborn, George Skol, Dan Souza (Chair), and John Walker.

Members Absent: Vicki Bauman.

Staff Present: John Sims, Executive Director; Erica Inacio, Administration; Tina Jamison, Accountant; Kirsten Jasek-Rysdahl, Program Evaluator; Luis Molina, School Readiness Coordinator; Dan Rosas, Program Monitor; and Jack Doering, Counsel.

I. Chair Souza called the meeting to order at 4:03 p.m. Chair Souza welcomed those in attendance.

Commission and staff members were introduced.

II. Public Comment Period – **No Comment.**

III. Consent Calendar

John Sims, Executive Director removed Item B: Approval of the Revised Minutes for the April 22, 2008 Commission Meeting from consent.

The Consent Calendar, with the exception of Item B, was approved.

Moved Skol, Seconded Walker. – Unanimously approved.

IV. Agenda Items

A. The Commission approved the Commission Meeting Minutes of June 24, 2008.

Approved on consent.

B. The Commission was provided with additional background regarding the action to approve a revision to the April 22, 2008 Commission Meeting minutes.

While staff was researching actions taken by the Commission to award grant funding in fiscal year 2008-2009, staff became aware of two numerical errors in the April 22, 2008 meeting minutes.

On page 2 of the minutes, approved by the Commission in May of 2008, the minutes indicated the Commission approved a budget and authorized staff to enter into a contract with California State University, Stanislaus School Readiness Evaluation in the amount of \$31,856. The action of the Commission was to approve the budget and authorize execution of a contract in the amount of \$131,856.

After listening to the tape of the meeting, the minutes on page 3 should have read:

Commissioner Bauman made a motion to authorize Commission staff to work with the school readiness sites submitting a School Readiness application to California Fist 5 for Cycle 1 carryover funds for FYs 08/09 and 09/10 for a total of \$679,796, and to authorize the Executive Director to execute agreements with each school district for fiscal years 08/09 and 09/10. A copy of the application submitted to the State will be provided to the Commission once it is completed.

The purpose of this item was to correct numerical errors in the April minutes.

Moved Cooper, Seconded Paredes-Walsborn. Unanimously approved.

C. Executive Director's Office

1. The Commission received a letter from John Friel of Oak Valley Community Hospital District requesting that Oak Valley Hospital District's obligation and liabilities under the family resource and support agreement be assigned to the Center for Human Services. According to the request, the effective date of the assignment would be September 1, 2008.

The Commission approved the request and authorized the amendment to the Oak Valley Hospital District Family Resource Center Contract. The amendment transfers the contractual rights, duties, obligations, and liabilities of the Oak Valley Hospital District to the Center for Human Services effective September 1, 2008.

Approved on Consent.

2. The Commission approved the carryover of \$8,329 in the California State University, Stanislaus (CSUS) Evaluation contract into fiscal year 2008-2009 from fiscal year 2007-2008, thereby increasing the CSUS contract to \$140,185. The Commission also authorized the Executive Director to sign a revised agreement with CSUS and make a \$8,329 budget amendment/transfer from the Contracts Adjustment line item to the 2008-2009 Contract Schedule.

Approved on Consent.

3. The Commission was informed that the Cycle 1 School Readiness Carryover Application for 2008/2009 and 2009/2010 has been submitted to the California State First 5 and is currently being reviewed. The Commission was also reminded that the 2008-2009 Cycle I allocation of \$679,796 is funded 50% by the State First 5 Commission and 50% by the Stanislaus Commission. In a departure from past program regulations, Cycle I school readiness funds not spent in 2008-2009 may be carried over for expenditure in 2009-2010.

The Commission approved an increase to the following contracts and established a new Commission line item for oral health activities in the 2008-2009 Commission budget:

<u>District or Activity</u>	<u>2008-2009 Budget</u>	<u>Cycle 1 Funds(increase)</u>	<u>2008-2009 Total</u>
Chatom	\$100,000	\$ 47,294	\$147,294
Patterson	\$150,000	\$ 47,294	\$197,294
Keyes	\$100,000	\$ 47,294	\$147,294
Newman	\$100,000	\$ 47,294	\$147,294
Riverbank (2)	\$250,000	\$ 94,588	\$344,588
Turlock (3)	\$300,000	\$141,882	\$441,882
Waterford	\$100,000	\$ 47,294	\$147,294
Oral Health (CFC)	<u>\$0</u>	<u>\$ 75,000</u>	<u>\$ 75,000</u>
TOTAL	\$1,100,000	\$547,940	1,647,940

Pending State approval of the Cycle 1 carryover application, the Executive Director was authorized to sign revised agreements for the contracts listed above. Staff was also authorized to make a \$547,940 budget amendment/transfer from the Contract Adjustment line item to the 2008-2009 Contract Schedule.

Moved Skol, Seconded Walker. Unanimously Approved.

Luis Molina, School Readiness Coordinator, invited the Commission to Keyes on August 27, 2008 from 8:00 a.m. to 2:00 p.m. The Oral Health Dental Van will be attending an event at the Keyes School Readiness site.

4. The Commission was informed that under the Political Reform Act, codified as California Government Code Section 87306.5, the Commission is required to review its conflict of interest code in even numbered years. By October 1st of each even numbered year, the Commission must submit to the Board of Supervisors a notice indicating whether or not an amendment is necessary.

Under the current Conflict of Interest Code, the following positions are to submit a State of Economic Interests from (known as Form 700):

- Commissioners
- Executive Director
- Attorney
- Consultants (under specified conditions)

Staff reviewed the Conflict of Interest Code and determined that an amendment is not necessary. The Commission authorized staff to submit a notice to the Stanislaus County Board of Supervisors indicating the Children and Families Commission does not need to amend its Conflict of Interest Code at this time.

Moved Hunt, Seconded Cooper. Unanimously Approved.

Staff will be contacting Commissioners with dates of their last Ethics (AB1234) Training and any information on future training locations and dates. State law requires Commissioners to receive training in public service ethics laws and principles every two years.

5. Annually, the Commission evaluates the job performance of its Executive Director. At its June 24, 2008 regular meeting, the Commission met with the Executive Director in a closed session and reviewed his performance for the period of June 13, 2007 to June 12, 2008.

Since the Commission's last meeting, the Commission Chairperson and Commission Counsel have discussed a revised compensation package with the Executive Director. In accordance with the Brown Act, which governs the conduct of public meetings, votes to change the compensation of public employees must be taken during a public meeting.

Prior to a motion, Commissioner Monteith stated that he would vote "No" and clarified that it had nothing to do with the Executive Director's performance. He emphasized that it was a policy he had made this year for all County salary increases until the State budget was resolved.

Commissioner Skol indicated that the Executive Director had done a fantastic job and that in his opinion, he represents the highest ideals of government service.

The Commission authorized the movement of the Executive Director's salary to the top of Band F, effective June 13, 2008; authorized a 2.5% exceptional job performance bonus, effective June 13, 2008; authorized the change of the Executive Director's "management" benefits to "department head" benefits, effective June 21, 2008 or as soon as the County's payroll system can implement the change; and directed staff to submit the changes to Stanislaus County for inclusion in the County's personnel allocation resolution and payroll system.

Moved Skol, Seconded Cooper. Motion passes 7-1 (No- Monteith).

D. Committee Reports

1. The Commission accepted the minutes for the Operations Committee meeting of July 9, 2008.
Approved on Consent.
2. The Commission accepted the minutes for the Administrative and Finance Committee meeting of July 10, 2008.
Approved on Consent.
3. The commission accepted the minutes for the Executive Committee meeting of July 10 and August 18, 2008.
Approved on Consent.

E. Program Reports

1. The Commission accepted the monthly report from the CARES Project of the Child Development Training Consortium for the months of June and July 2008.
Approved on Consent.

V. Correspondence - **NONE**

VI. Commissioners' Reports - **NONE**

VII. Staff Report

- The Board of Supervisors, Stanislaus County Office of Education, and the Community Services Agency have submitted letters or have written a resolutions supporting preservation of Proposition 10 and opposing any efforts to divert or re-program Proposition 10 funds.
- There was no legislative update to provide as no action has been taken by the State. The Commission asked staff to consider tentative "special" Commission meetings in case the Commission needs to take immediate action if the State budget is approved. Staff will be contacting Commissioners to discuss schedule availability.
- The Commission asked staff to survey Prop 10 funded programs on their financial needs due to the State's delay in adopting a budget. Staff will report to the Committees if any action is necessary.
- The Commission was provided with a pre-audited 2007/2008 State Financial Report. An audited figure of final expenditures will be presented to the Commission at their September regular meeting when the audit is presented.
- The Commission was updated on the development of contractor sustainability plans. Staff surveyed contractors and 13 indicated an interest in working with Social Entrepreneurs, Inc. (SEI). The Commission discussed the proposal submitted by SEI and asked staff to follow up with another survey to the contractors. In the follow up survey, staff will provide additional information, such as the commitment required from each agency and samples of a completed plan, if available.
- The Commission was informed that a final 2007/2008 Audit is expected to be presented at their September regular meeting. A public hearing is required on the audit.
- The Commission was informed that Commissioner Souza and Commissioner Skol were both reappointed by the Board of Supervisors to an additional term of 3 years.
- Jack Doering, Commission Counsel, informed the Commission that he has followed up on their question regarding recusal from funding discussions. Mr. Doering confirmed that Commission members will need to continue stepping out of the room and recusing themselves from any funding discussion and decisions affecting their parent organizations. Staff will forward a copy of the letter from Commission Counsel on recusal from funding discussions and decisions.

Meeting Adjourned at 5:06 p.m.