



Children & Families Commission
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COMMISSION MEETING MINUTES
Tuesday, September 23, 2008
Ceres City Hall
2720 Second Street, Ceres, CA 95307

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

Members Absent: None.

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 Hunt called the meeting to order at 4:02 p.m. Chair Hunt welcomed those in attendance.

Enrique Perez, Community Relations Officer, Ceres Department of Public Safety (Police Division), welcomed the Commission to the City of Ceres.

Commission and staff members were introduced.

II. Chair Hunt presented former Chair Souza with a plaque as gratitude for his year of leadership as Chair for the Commission.

III. Public Comment Period – **No Comment.**

IV. Consent Calendar

The Consent Calendar was approved.

Moved Cooper, Seconded Skol. – Unanimously approved.

V. Agenda Items

A. The Commission approved the Commission Meeting Minutes of August 26, 2008.
Approved on consent.

B. Executive Director's Office

1. The Commission was informed that Section 130150 of the Health and Safety Code requires local Children and Families Commissions to conduct a public hearing on the Annual Audit and to submit the Annual Audit to the State by October 15th of each year.

The Commission contracted with the Stanislaus County Auditor's office to perform the annual audit. Lauren Klein of the Auditor's Office presented the audit to the Commission and indicated there were no findings to report for FY 07/08.

The Commission opened the public hearing on the audit at 4:08 p.m. Hearing no public comments, the hearing was closed at 4:09 p.m.

The Commission commended staff for a great effort in overseeing the accounting aspect of the funds and for their assistance in finalizing the audit.

The Commission authorized the Executive Director to submit the 2007-2008 Audit Report to the State First 5 Commission.

Moved Souza, Seconded Walker. Unanimously approved.

2. The Commission was presented with a final proposal from Social Entrepreneurs, Inc. (SEI) for Sustainability Planning Services. The proposal includes written deliverables such as:

- A comprehensive written sustainability plan for each participating contractor.

- A one-year implementation plan for each participating contractor that contains specific action steps to be taken in the first twelve months of implementation for the sustainability plan, showing who is responsible for each step and the expected timing, and defines accountability for ongoing use and revision of the implementation plan as a management tool.
- Three written status reports for the Commission, the last of which will present recommendations to the Commission at the end of the project for how the Commission may support contractors' efforts to successfully implement their sustainability plans.
- A project knowledge base with organized electronic copies of all materials developed during the project (planning tools, research materials, documents produced throughout the process and the final sustainability and implementation plans), serving as both a reference library for the sustainability plans created during the project and a resource for future planning efforts.

A total of 18 agencies (26 programs) indicated interest in working with SEI. The proposal submitted identified a maximum cost of \$176,615 (\$152,385 in professional fees and \$24,230 in expenses). To ensure a common understanding of the importance of this planning effort and the expectations of the Commission, contractors participating in the sustainability planning process will sign an agreement indicating the Commission's expectations.

Tammy Felix, Director of the Ceres Partnership for Healthy Children, informed the Commission that she will not be participating on the SEI sustainability planning process since their organization has begun their own sustainability plan process. Ms. Felix went on to say that she had attended the original training and she found it to be very informative.

The Commission approved a \$176,615 proposal by Social Entrepreneurs, Inc and authorized the Executive Director to enter into an agreement for sustainability planning services. The Commission authorized staff to make a \$176,615 budget amendment/transfer from the Contracts Adjustment line item to the 2008-2009 Contract Schedule line item. The Commission approved the Sustainability Planning Participation Agreement.

Moved Skol, Seconded Paredes-Walsborn. Unanimously approved.

3. Commissioner Skol stepped out of the room so that the Commission could discuss a request from the Children's Crisis Center for an advance payment in the amount of \$66,666.67. Section 402 of the Policies and Procedures Manual for the Commission authorizes the Executive Director to issue advance payments to contractors in amounts not to exceed 2 months of the annualized value of the contract. Advance payments exceeding 2 months of the annualized value of the contract must have Commission approval.

In July of this year, the Executive Director authorized an advance payment to the Children's Crisis Center in the amount \$66,666.67. Due to the delay in the adoption of the State budget, the Center's cash flow has been interrupted causing closure of one site and reduction of service levels at the remaining four sites. To address the Center's immediate cash flow concerns, the Center requested an additional two month advance.

The Commission approved the advance payment to the Children's Crisis Center in the amount of \$66,666.67 (for a total of \$133,333.34 in fiscal year 2008-2009) and agreed with the recommendation to offset the advance approved by this action by applying invoices against the advance once the Children's Crisis Center receives delinquent State funds.

Moved Paredes-Walsborn, Seconded Souza. Unanimously approved. Abstained Skol.

C. Committee Reports

1. The Commission accepted the minutes for the Operations Committee meeting of September 10, 2008.
Approved on Consent.
2. The Commission accepted the minutes for the Administrative and Finance Committee meeting of September 8, 2008; including the August Contract Financial Report.

Approved on Consent.

3. The commission accepted the minutes for the Executive Committee meeting of September 12, 2008.

Approved on Consent.

D. Program Reports

1. The Commission accepted the monthly report from the CARES Project of the Child Development Training Consortium for the month of August 2008.

Approved on Consent.

VI. Correspondence - **NONE**

VII. Commissioners' Reports - **NONE**

VIII. Staff Report

- As required by law, every two years, Commissioners must attend an Ethics Training. There is a training scheduled for September 30, 2008 at 6:30 p.m. to 8:30 p.m. in the Board of Supervisors Basement Chambers, 1010 Tenth Street, Modesto.
- Per the Commission's directive, staff surveyed contractors on their need to borrow Prop 10 funds because of the delay in the adoption of the State budget. Only the Children's Crisis Center requested an advance.
- The Commission was provided with an update on AB1389 regarding Proposition 10 and Proposition 63. In regards to Prop 10, the "Controller may use the money raised pursuant to Section 30131.2 for the California Children and Families Trust Fund and all accounts created pursuant to subdivision (d) of Section 130105 of the Health and Safety Code for loans to the General Fund as provided in Sections 16310 and 16381 of the Government Code". Staff will try to obtain additional information on the new language and find out if it is intended to be used this fiscal year.
- The Commission was informed that California First 5 is discussing legacy programs. In order to move forward with legacy programs, the State Commission may discontinue the CARES Project and School Readiness Initiatives to start the new programs. The new programs may be a combination of current state initiatives. Staff will keep the Commission updated as new information becomes available.
- A services priority survey will be disseminated to contractors and the public on October 1 and responses will be collected through November 3, 2008.
- Staff has contacted the Board of Supervisors to schedule the Annual Report Presentation to the Board of Supervisors on October 28, 2008.
- The SR Cycle I Carryover Funds Applications should be approved in the next two weeks.
- The Commission was invited to the Project GROW Literacy Fair on October 10, 2008 at 10:00 a.m. at Wakefield School.
- The Commission provided information on the 2008 Binational Health Week taking place on Saturday, October 11, 2008 at Hanshaw Middle School and at other locations. The flier provided to the Commission listed other dates and locations.
- The Commission was presented with information on Emergency Preparedness kits. The kits were developed in conjunction with Sesame Street and California First 5. Stanislaus County is expecting 250 kits in Spanish and English and will be disseminating them through the Family Resource Centers and other programs.
- The Commission was informed that a new tracking report has allowed Commission staff to obtain data on how often the StanProp10 website is visited. According to the report for the month of August there have been 2,720 visits from 601 unique visitors. At the present time no data is being collected on the GIS Mapping link Staff is working with the technical department to obtain that information.

Moved Skol, Seconded Cooper to adjourn meeting. Meeting adjourned at 5:14 p.m.