



**Children & Families Commission**  
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**Commission Meeting Minutes**  
**Tuesday, April 29, 2014**  
**West Modesto Community Center**  
**Finley Conference Room**  
**401 E. Paradise Road, Modesto, CA**

**Members Present:** Vicki Bauman, Vito Chiesa, David Cooper, Denise Hunt (Chair), Mary Ann Lee (Vice Chair), Nelly Paredes-Walsborn, Madelyn Schlaepfer, George Skol, and Dr. John Walker.

**Members Absent:** None

**Staff Present:** John Sims, Executive Director; Erica Inacio, Program Monitor; Tina Jamison, Accountant; Stephanie Loomis, Administration; and Jack Doering, Commission Counsel.

- I. Chair Hunt called the meeting to order at 4:02 p.m. Commission members and attendees recited the Pledge of Allegiance.
- II. Commission members, staff, and attendees were introduced and welcomed.
- III. Announcement of Commissioner Recusals – Chair Hunt informed the audience that during the budget approval process there would be several recusals during discussions and votes on specific programs and recusals would be noted at that time.
- IV. Public Comment Period – None.
- V. Consent Calendar  
 The Consent Calendar was approved.  
**Moved Skol, Seconded Lee. Unanimously approved.**
- VI. Agenda Items
  - A. The Commission approved the Commission Meeting Minutes of March 25, 2014.  
**Approved on the consent calendar. Moved Skol, Seconded Lee. Unanimously approved.**
  - B. Executive Director’s Office
    1. State law requires the Commission to annually hold a public hearing before adopting a budget for fiscal year operations (July 1<sup>st</sup> to June 30<sup>th</sup>) and before adopting a long-range financial plan. The budget is an estimated spending plan for the funds received by the Stanislaus County Children and Families Commission. Adoption of a budget is the first step in authorizing expenditures to contractors. However, before funds can be disbursed, a contract must be executed between the Commission and the program operator.

By law, the Stanislaus County Board of Supervisors does not have statutory authority to alter, amend, or approve the Commission’s budget. The Commission’s budget appears in the Stanislaus County budget as an informational item so the Auditor has a legal basis to make Commission expenditures. Any budget approved by the Commission at this meeting or at subsequent meetings will be incorporated into the County’s 2014-2015 budget.

- Some of the significant features of the 2014-2015 budget and the long range financial plan include:
- Budgeted tobacco tax revenues are estimated to decrease 1% (\$47,511) between 2013-2014 and 2014-2015
  - Staffing, at 4.15 full time equivalents, is included in the budget with:
    - o Salary and related benefits increased 3% in 2014-2015

- o Retirement and health insurance costs increased 3.5% in 2014-2015
- o Salary and benefit costs increased 2% starting in 2015-2016 for the long term financial plan
- 2014-2015 contracts and programs are budgeted at current amounts except for:
  - o Family Justice Center – reduced \$11,430 due to the acquisition of other funding for legal services
  - o Shaken Baby Program – reduced to \$0 due to the acquisition of another funding source
- Activities funded by the 2014-2015 budget include:
  - o Annual provider conferences (2)
  - o Report to the Community
  - o Evaluation Report
  - o Monitoring
  - o Contract development and administration
  - o General administration
- For 2014-2015, a \$500,000 contingency has been established. No funds will be spent from Contingency without the approval of the Commission.
- The State’s revenue projections for Stanislaus County have been used in the long range financial plan.
- The long range financial plan assumes contractors will spend 95% of approved allocations.
- The long range financial plan assumes a minimum reserve of six month’s worth of operating costs.

*After the presentation, Chair Hunt opened the public hearing at 4:21 p.m. to obtain comments from the audience. Hearing no comments, Chair Hunt closed the hearing at 4:22 p.m.*

Commissioner Walker made a motion to:

1. Approve the recommended budget of \$7,490,083 for fiscal year 2014-2015.
2. Adopt the financial projections for fiscal years 2014-2015 through 2018-2019 as the Commission’s long range financial plan.
3. Authorize staff to submit the proposed budget for inclusion in the County budget.
4. Authorize staff to work with contractors to develop budgets up to the amounts specified on the attached budget summary.
5. Authorize the Executive Director to negotiate and execute an agreement with Brown and Armstrong in the amount of \$11,200, which has been budgeted in 2014-2015, for the 2013-2014 annual audit/administrative compliance review.
6. Direct staff to work with the Administrative and Finance committee to implement the budget.
7. Approve the following contract allocation recommendations and authorize the ED to negotiate and execute the contracts:

<b>Program / Agency</b>	<b>Amount</b>
La Familia Counseling Program (El Concilio)	\$98,000
211 Project (United Way of Stanislaus County)	\$80,000
The BRIDGE (Sierra Vista)	\$185,000
Family Justice Center	\$100,000
Kindergarten Readiness Program	
Keyes (Keyes Unified)	\$10,000
Grayson (Patterson Unified)	\$10,000
Riverbank (Riverbank Unified)	\$20,000

***Moved Commissioner Walker; Seconded Commissioner Schlaepfer; Unanimously approved. Motion carried: 9-0***

*Prior to the next motion, Commissioner Schlaepfer announced her recusal and left the room.*

Commissioner Skol made a motion to:

1. Approve the following contract allocation recommendation and authorize the ED to negotiate and execute the contract:

Program / Agency	Amount
Zero to Five Early Intervention Partnership (BHRS)	\$1,523,009

**Moved Commissioner Skol; Seconded Commissioner Bauman; Unanimously approved. Motion carried: 8-0; Abstained: 1 (Schlaepfer)**

*Prior to the next motion being made, Commissioner Schlaepfer returned and Commissioner Skol announced his recusal and left the room.*

Commissioner Cooper made a motion to:

1. Approve the following contract allocation recommendations and authorize the ED to negotiate and execute the contracts:

Program / Agency	Amount
Children’s Crisis Center	\$460,000
Court Appointed Special Advocates (CASA)	\$30,000

**Moved Commissioner Cooper; Seconded Commissioner Lee; Unanimously approved. Motion carried: 8-0; Abstained: 1 (Skol)**

*Prior to the next motion being made, Commissioner Skol returned and Commissioner Bauman announced her recusal and left the room.*

Commissioner Lee made a motion to:

1. Approve the following contract allocation recommendations and authorize the ED to negotiate and execute the contracts:

Program / Agency	Amount
Healthy Start Sites (SCOE)	\$416,020
Healthy Start Support (SCOE)	\$82,378
First 5 California Child Signature Program (SCOE)	\$105,000

**Moved Commissioner Lee; Seconded Commissioner Skol; Unanimously approved. Motion carried: 8-0; Abstained: 1 (Bauman)**

*Prior to the next motion being made, Commissioner Bauman returned and Commissioner Lee and Walker announced their recusals and left the room.*

Commissioner Bauman made a motion to:

1. Approve the following contract allocation recommendations and authorize the ED to negotiate and execute the contracts:

Program / Agency	Amount
Healthy Cubs (Health Services Agency)	\$325,000
Dental Education (Health Services Agency)	\$30,000
Perinatal Home Visitation – HBO (Health Services Agency)	\$1,339,160

**Moved Commissioner Bauman; Seconded Commissioner Schlaepfer ; Unanimously approved. Motion carried: 7-0; Abstained: 2 (Lee and Walker)**

*Following the vote, Commissioner Lee and Commissioner Walker returned to the room and the meeting continued.*

2. Section 130140 of the California State Health and Safety Code states that “the county commission shall, on at least an annual basis, review its county strategic plan and...revise the plan as may be

necessary or appropriate". Additionally, State law requires that the Commission hold a Public Hearing on any revision to the Strategic Plan prior to its amendment and adoption.

Staff shared background on the development of the Strategic Plan and outlined the contents of the plan, including the areas of focus, results, and its objectives. Staff made note that the Commission has begun the process to develop a new strategic plan to be implemented for 2015-2017.

Since no revisions were made to the plan, no public hearing was conducted and Commission approval was not necessary. This agenda item was scheduled to ensure the required annual review was completed.

3. The copier/printer/fax currently being used by the Children and Families Commission was lease purchased in 2006. Following its five year lease, the Commission purchased the copier for its residual value and has used it ever since.

For the last few months, the copier has been breaking down with more frequency and generating copies with significant smudges and streaks. The decision was made to request the purchase of a new copier as a part of next year's budget. Consequently, \$8,100 for a new copier (with similar features as the existing copier) was included in the draft of the 2014-2015 budget.

The problems with the smudges and streaks have suddenly become much worse. Representatives of the company providing copier maintenance and repair services have informed Commission staff that the copier is obsolete and needs a significant number of new parts in order for the copier to continue working to July 1<sup>st</sup>. (It is estimated that new parts for the existing copier will take 10 days to arrive.) As the existing copier has \$0 value, it does not seem prudent to put new parts into the current copier. Consequently, staff is requesting authorization to use 2013-2014 contingency funds to purchase a Lanier 3503 Multifunctional Copier/Printer/Fax for \$8,100 from MoCal Office Solutions.

***Approved on the consent calendar. Moved Skol, Seconded Lee. Unanimously approved.***

- Committee Reports – ***Approved on the Consent Calendar. Moved Skol, Seconded Lee. Unanimously approved.***
  1. The Commission accepted the minutes for the Administrative Committee meeting held on April 7, 2014 – including the Monthly Contract Financial Report as of March 31, 2014 and the Quarterly Financial Report January to March.
  2. The Commission accepted the minutes for the Operations Committee meeting held on April 10, 2014.
  3. The Commission accepted the minutes for the Executive Committee meeting held on April 14, 2014.

vii. Correspondence – None.

VIII. Commissioner Reports – None.

IX. Staff Reports

- John Sims informed the Commission there was minimal business for May and recommended canceling the Committee and Commission Meeting. Commissioners agreed there would be no need for Committees and the Commission to meet in May.

X. The Commission meeting adjourned at 4:42 p.m.