



It's All About The Kids

Stanislaus County Children and Families Commission

**ACTION AGENDA SUMMARY**

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

AGENDA DATE: May 24, 2016

COMMISSION AGENDA #: (PUBLIC HEARING) VI.B.1

**SUBJECT:**

Public Hearing on the 2016-2017 Budget and a Long Range Financial Plan

- Approval of the 2016-2017 Budget
- Adoption of a Long Range Financial Plan
- Authorization for the Executive Director to Negotiate and Execute Agreements with Service Providers

**BACKGROUND:**

Annual Budget / Long Range Financial Plan

State law requires the Commission to 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 to be 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. The filing date for submitting proposed budgets to the County was March 28, 2016. A budget totaling \$7,178,774 was submitted to the CEO's office in order to meet the County's deadline. The purpose of the budget submitted to the County was to act as a placeholder until the Commission adopts its budget. Any budget approved by the Commission at this meeting or at subsequent meetings will be incorporated into the County's 2016-2017 budget.

Some of the significant assumptions used to develop the budget and long range financial plan are listed on the following page.

The Administrative and Finance Committee and the Operations Committee met on May 9th and May 12<sup>th</sup>, respectively, to review and discuss this item.

**STAFF RECOMMENDATIONS:**

1. Hear a presentation by staff.
2. Open the Public Hearing and receive comments.
3. Close the Public Hearing.
4. Approve the recommended budget of \$7,178,774 for fiscal year 2016-2017. (During the May 24th Commission meeting, there will be multiple motions to authorize the negotiation and execution of contracts in order to avoid potential conflicts of interest for commission members).
5. Adopt the financial projections for fiscal years 2016-2017 through 2020-2021 as the Commission's long range financial plan.
6. Authorize staff to submit the proposed budget for inclusion in the County budget.

Attest: \_\_\_\_\_  
Stephanie Loomis - Administration

- 7. Authorize the Executive Director to sign an \$11,800 agreement with Brown and Armstrong for audit 2015-2016 services.
  - 8. Direct staff to work with the Administrative and Finance committee to implement the budget.
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**FISCAL IMPACT:**

Approval of the recommended budget will establish a plan to spend \$7,178,774 to support Stanislaus County children 0-5 in fiscal year 2016-2017. Agreements and/or addendums between the Commission and program operators will be executed before funds are disbursed to program operators.

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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 - Administration

# Fiscal Year 16/17 Budget Assumptions

May 24, 2016

## 15-16 Estimate

- Assumes agencies will spend 95% of their contract allocation.
- Revenue: tobacco tax estimates derived from Board of Equalization (BOE) calculations, interest estimates derived from actual receipts.

## 16-17 Budget

- Utilizes Board of Equalization revenue projections for tobacco taxes.
- Salaries and Benefits - 4.3 FTE's allocated and funded.
  - 1 Executive Director
  - 1 Confidential Assistant (.8 FTE)
  - 1 Accountant II
  - 1 Staff Services Coordinator-Vacant
  - 1 Account Clerk III-Vacant (.5 FTE)
- Salaries and benefits are budgeted:
  - Administration - 63%
  - Evaluation - 13%
  - Program - 24%
- Contractor allocations remain unchanged except for:
  - 211 increased \$1,159 from \$80,000 for a one-time cost to rebuild their website.
  - Healthy Cubs program reduced from \$126,278 to \$50,000 at the request of the program.
- Evaluation includes \$7,000 for Family Development Matrix technical assistance (no change).
- Administration includes Brown & Armstrong audit fees of \$11,800 (\$600 increase).
- In addition to the \$10,702 paid in dues, \$1,610 has been included as one-time support for the First 5 Association's policy agenda. (Requests for future policy agenda support will be considered if requests are made.)
- Extension of FRC contracts into a 4<sup>th</sup> year (under the current RFP) with no change in costs.
- A \$498,000 contingency has been established. No funds will be spent from Contingency without the approval of the Commission.

## **Long Range Financial Plan**

- Utilizes Board of Equalization revenue projections through FY 18/19.
- In FY's 19-20 and 20-21, tobacco tax revenues are estimated to decline by 3.28% based on a combination of historical receipts and BOE projections.
- Agencies are estimated to spend 95% of their contract allocation.
- Contract allocations are reduced in FY 19-20 and FY 20-21 to maintain a fund balance of 50% of anticipated revenue (Commission policy).
- Salaries and Benefits- Vacant positions (Staff Services Coordinator and Account Clerk III) are assumed to remain vacant.
- Salaries and Benefits, Services and Supplies, and CAP charges are increased by 2% each year.

**STANISLAUS COUNTY CHILDREN & FAMILIES COMMISSION**  
**LONG RANGE FINANCIAL PLAN - FY 2016/2017 through FY 2020/2021**

	FY 15/16 Budget	FY 15/16 Estimate	FY 16/17 Budget	FY 16/17 Projection	FY 17/18 Projection	FY 18/19 Projection	FY 19/20 Projection	FY 20/21 Projection
1 <b>Beginning Fund Balance</b>	\$ 10,602,612	\$ 10,681,772	\$ 9,292,904	\$ 9,292,904	\$ 7,765,485	\$ 6,029,686	\$ 4,121,879	\$ 2,146,972
<b>REVENUE</b>								
2 Interest	\$ 84,821	\$ 100,000	\$ 74,343	\$ 74,343	\$ 62,124	\$ 48,237	\$ 32,975	\$ 17,176
3 Tobacco Tax (Prop 10)	\$ 5,094,712	\$ 4,861,110	\$ 4,705,849	\$ 4,705,849	\$ 4,554,833	\$ 4,407,951	\$ 4,263,215	\$ 4,123,232
4 SMIF/Misc.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 <b>TOTAL REVENUE</b>	<b>\$ 5,179,533</b>	<b>\$ 4,961,110</b>	<b>\$ 4,780,192</b>	<b>\$ 4,780,192</b>	<b>\$ 4,616,957</b>	<b>\$ 4,456,188</b>	<b>\$ 4,296,190</b>	<b>\$ 4,140,408</b>
<b>EXPENDITURES</b>								
<b>Program</b>								
6 Contracts/Programs	\$ 6,111,202	\$ 5,805,642	\$ 6,036,083	\$ 5,734,279	\$ 5,740,778	\$ 5,740,778	\$ 5,636,416	\$ 3,571,933
7 Contract Adjustments (TBD)	\$ 518,722	\$ -	\$ 498,841	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
8 Salaries & Benefits	\$ 155,639	\$ 135,413	\$ 193,023	\$ 105,744	\$ 107,859	\$ 110,017	\$ 112,217	\$ 114,461
9 Services & Supplies	\$ 31,461	\$ 18,806	\$ 24,669	\$ 23,436	\$ 23,904	\$ 24,382	\$ 24,870	\$ 25,367
10 County Cap Charges	\$ 7,934	\$ 6,671	\$ 6,079	\$ 6,079	\$ 6,200	\$ 6,324	\$ 6,451	\$ 6,580
11 <b>Total Expenditures - Program</b>	<b>\$ 6,824,958</b>	<b>\$ 5,966,532</b>	<b>\$ 6,758,695</b>	<b>\$ 5,919,538</b>	<b>\$ 5,928,742</b>	<b>\$ 5,931,501</b>	<b>\$ 5,829,953</b>	<b>\$ 3,768,341</b>
<b>Evaluation</b>								
12 Salaries & Benefits	\$ 62,436	\$ 16,927	\$ 56,371	\$ 56,371	\$ 57,499	\$ 58,649	\$ 59,822	\$ 61,018
13 Services & Supplies	\$ 9,668	\$ 14,402	\$ 19,229	\$ 18,268	\$ 18,633	\$ 19,006	\$ 19,386	\$ 19,773
14 County Cap Charges	\$ 744	\$ 3,613	\$ 3,293	\$ 3,293	\$ 3,358	\$ 3,426	\$ 3,494	\$ 3,564
15 <b>Total Expenditures - Evaluation</b>	<b>\$ 72,848</b>	<b>\$ 34,942</b>	<b>\$ 78,893</b>	<b>\$ 77,931</b>	<b>\$ 79,490</b>	<b>\$ 81,080</b>	<b>\$ 82,701</b>	<b>\$ 84,356</b>
<b>Administration</b>								
16 Salaries & Benefits	\$ 304,251	\$ 270,827	\$ 256,874	\$ 229,248	\$ 262,011	\$ 267,251	\$ 272,596	\$ 278,048
17 Services & Supplies	\$ 69,012	\$ 60,167	\$ 68,356	\$ 64,938	\$ 66,237	\$ 67,562	\$ 68,913	\$ 70,291
18 County Cap Charges	\$ 16,116	\$ 17,510	\$ 15,957	\$ 15,957	\$ 16,276	\$ 16,601	\$ 16,933	\$ 17,272
19 <b>Total Expenditures - Administration</b>	<b>\$ 389,379</b>	<b>\$ 348,505</b>	<b>\$ 341,186</b>	<b>\$ 310,143</b>	<b>\$ 344,524</b>	<b>\$ 351,414</b>	<b>\$ 358,443</b>	<b>\$ 365,612</b>
20 <b>Total Expenditures</b>	<b>\$ 7,287,185</b>	<b>\$ 6,349,978</b>	<b>\$ 7,178,774</b>	<b>\$ 6,307,612</b>	<b>\$ 6,352,756</b>	<b>\$ 6,363,995</b>	<b>\$ 6,271,097</b>	<b>\$ 4,218,308</b>
21 <b>NET INCREASE (DECREASE) TO FUND BALANCE</b>	<b>\$ (2,107,652)</b>	<b>\$ (1,388,868)</b>	<b>\$ (2,398,582)</b>	<b>\$ (1,527,420)</b>	<b>\$ (1,735,799)</b>	<b>\$ (1,907,807)</b>	<b>\$ (1,974,907)</b>	<b>\$ (77,900)</b>
22 <b>ENDING FUND BALANCE</b>	<b>\$ 8,494,960</b>	<b>\$ 9,292,904</b>	<b>\$ 6,894,322</b>	<b>\$ 7,765,485</b>	<b>\$ 6,029,686</b>	<b>\$ 4,121,879</b>	<b>\$ 2,146,972</b>	<b>\$ 2,069,072</b>

# STANISLAUS COUNTY CHILDREN & FAMILIES COMMISSION

## 2015/2016 CONTRACT/PROGRAM SCHEDULE

Note: Light green shading indicates request to authorize contract execution up to specified amount.

		FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
<b>RESULT AREA 1: Improved Family Functioning (Family Support, Education, and Services)</b>						
<b>Community Resource and Referral</b>						
1	211 Project ( <i>United Way</i> )	\$ 81,159				
	Family Resource Centers:					
2	Ceres Partnership for Healthy Children ( <i>CHS</i> )	\$ 184,648				
3	Hughson Family Resource Center ( <i>SV</i> )	\$ 118,279				
4	N. Modesto/Salida Family Resource Center ( <i>SV</i> )	\$ 323,694				
5	Oakdale/Riverbank Family Resource Center ( <i>CHS</i> )	\$ 157,484				
6	Parent Resource Center	\$ 397,310				
7	Turlock Family Resource Center ( <i>Aspiranet</i> )	\$ 204,404				
8	Westside Family Resource Center ( <i>CHS</i> )	\$ 173,538				
9	The Bridge ( <i>SV</i> )	\$ 185,000				
10	Healthy Start Sites ( <i>SCOE</i> )	\$ 416,020				
<b>Targeted Intensive Parent Support Services</b>						
11	Children's Crisis Center	\$ 460,000				
12	Court Appointed Special Advocates	\$ 60,000				
13	Family Justice Center	\$ 100,000				
14	La Familia Counseling Program ( <i>El Concilio</i> )	\$ 98,000				
15	Zero to Five Early Intervention Partnership ( <i>BHRS</i> )	\$ 1,523,009				
	<b>TOTAL AREA 1:</b>	<b>\$ 4,482,545</b>				
<b>RESULT AREA 2: Improved Child Development (Child Development Services)</b>						
<b>Kinder Transition Services</b>						
16	Keyes (1)	\$ 10,000				
17	Grayson (1)	\$ 10,000				
18	Riverbank (2)	\$ 20,000				
<b>Quality ECE Investments</b>						
19	Early Care and Education Conference	\$ 12,000				
	<b>TOTAL AREA 2:</b>	<b>\$ 52,000</b>				
<b>RESULT AREA 3: Improved Health (Health Education and Services)</b>						
<b>Health Access</b>						
20	Healthy Cubs (Health Services Agency)	\$ 50,000				
<b>Maternal &amp; Child Health Care</b>						
21	Perinatal Home Visitations ( <i>Health Services Agency</i> )	\$ 1,339,160				
<b>Oral Health</b>						
22	Dental Education ( <i>Health Services Agency</i> )	\$ 30,000				
	<b>TOTAL AREA 3:</b>	<b>\$ 1,419,160</b>				
<b>RESULT AREA 4: Improved Systems of Care</b>						
<b>Service Outreach, Planning, Support, and Management</b>						
23	Healthy Start Support ( <i>SCOE</i> )	\$ 82,378				
	<b>TOTAL AREA 4:</b>	<b>\$ 82,378</b>				
<b>Total Contracts</b>		<b>\$ 6,036,083</b>	<b>\$ 6,042,924</b>	<b>\$ 6,042,924</b>	<b>\$ 5,933,069</b>	<b>\$ 3,759,929</b>

BHRS=Behavioral Health and Recovery Services  
 CHS=Center for Human Services  
 CAPC=Child Abuse Prevention Council  
 SV=Sierra Vista  
 SCOE=Stanislaus County Office of Education

## MOTIONS TO ADOPT 2016-2017 CONTRACT ALLOCATIONS

### May 24, 2016

**1. ALL COMMISSIONERS CAN VOTE ON THE FOLLOWING MOTION:**

I move that the Commission:

- a. Approve the recommendations on pages 9 and 10 of the agenda packet
- b. Approve a one year extension of the \$2,059,357 FRC/DR initiative with CSA - with the Commission's share of the program not to exceed \$1,559,357 in 2016-2017
- c. Approve the following contract allocation recommendations on page 14 of the agenda packet and authorize the ED to negotiate and execute the contracts:

Program / Agency	Line	Amount
211 Project (United Way of Stanislaus County)	Line 1	\$81, 159
The BRIDGE (Sierra Vista)	Line 9	\$185,000
Family Justice Center	Line 13	\$100,000
La Familia Counseling Program (El Concilio)	Line 14	\$98,000
Kindergarten Readiness Program		
Keyes (Keyes Unified)	Line 16	\$10,000
Grayson (Patterson Unified)	Line 17	\$10,000
Riverbank (Riverbank Unified)	Line 18	\$20,000

- d. Approve a one year extension of the \$2,059,357 FRC /DR initiative with the Community Services Agency (CSA), with the Commission's share of the program not to exceed \$1,559,357 in 2016-2017. Authorize the ED to sign 3-way contract amendments with CSA and the following agencies in the following contract amounts:

Program / Agency	Total Contract Amount	Commission Share
Ceres Partnership for Healthy Children (Center for Human Services)	\$243,855	\$184,648
Hughson FRC (Sierra Vista)	\$156,205	\$118,279
N. Modesto / Salida FRC (Sierra Vista)	\$427,485	\$323,694
Oakdale / Riverbank FRC (Center for Human Services)	\$207,980	\$157,484
Parent Resource Center for Central Modesto	\$524,706	\$397,310
Turlock FRC (AspiraNet)	\$269,945	\$204,405
Westside FRC (Center for Human Services)	\$229,181	\$173,537
<b>Total</b>	<b>\$2,059,357</b>	<b>\$1,559,357</b>

**2. Commissioner Schlaepfer leaves the room. A motion is made:**

I move that the Commission approve the following contract allocation recommendation on page 14 of the agenda packet and authorize the ED to negotiate and execute the contract:

Program / Agency	Line	Amount
Zero to Five Early Intervention Partnership (BHRS)	Line 15	\$1,523,009

**3. Commissioner Schlaepfer returns and Commissioner Skol leaves the room:**

I move that the Commission approve the following contract allocation recommendations on page 14 of the agenda packet and authorize the ED to negotiate and execute the contracts:

Program / Agency	Line	Amount
Children's Crisis Center	Line 11	\$460,000
Court Appointed Special Advocates (CASA)	Line 12	\$60,000

**4. Commissioner Skol returns and Commissioner Bauman leaves the room:**

I move that the Commission approve the following contract allocation recommendations on page 14 of the agenda packet and authorize the ED to negotiate and execute the contracts:

Program / Agency	Line	Amount
Healthy Start Sites (SCOE)	Line 10	\$416,020
Healthy Start Support (SCOE)	Line 23	\$82,378

**5. Commissioner Bauman returns and Commissioners Lee and Walker leave the room:**

I move that the Commission approve the following contract allocation recommendations on page 14 of the agenda packet and authorize the ED to negotiate and execute the contracts:

Program / Agency	Line	Amount
Healthy Cubs (Health Services Agency)	Line 20	\$50,000
Perinatal Home Visitation – HBO (Health Services Agency)	Line 21	\$1,339,160
Dental Education (Health Services Agency)	Line 22	\$30,000

**6. Commissioners Lee and Walker return and the meeting continues.**