

FIRST 5 FRESNO COUNTY

ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

DATE: Wednesday, January 17, 2018

Lighthouse for Children
2405 Tulare Street
Fresno, CA 93721

TIME: 11:30 a.m. - Regular Meeting

AGENDA

ITEM	SUBJECT	PRESENTER
1.	CALL TO ORDER	Chair
2.	POTENTIAL CONFLICTS OF INTEREST Any Commission Member who has potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter.	Chair
3. Action Pg. 1	ELECTION OF FIRST 5 FRESNO COUNTY COMMISSION OFFICERS	E. Reyes, E.D. F. González, Staff
4. Action Pg. 2	COMMITTEE MEMBERSHIP APPOINTMENTS	E. Reyes, E.D. F. González, Staff
5. Action Pg. 4	CONSENT AGENDA – ITEMS 5a See attached Consent Agenda. Overview: These matters are routine in nature and are usually approved by a single vote. Prior to action by the Commission, the public will be given the opportunity to comment on any Consent Item.	Chair E. Reyes, E.D.
6. Action Pg. 8	FINANCIAL REPORT FOR PERIOD ENDING NOVEMBER 2017 Supporting Documents	E. Reyes, E.D. A. Hillis, Staff
7. Action Pg. 16	FUNDING ALLOCATION FOR DEVELOPMENT OF THE NEXT STRATEGIC PLAN	E. Reyes, E.D.
8. Information	UPDATE ON AFRICAN AMERICAN INFANT MORTALITY - BLUE RIBBON PANEL	E. Reyes, E.D. C. Vue, Staff
9. Information	PROMOTE OPPORTUNITIES FOR FAMILIES TO ACCESS LOW-COST BROADBAND	E. Reyes, E.D.
10. Information	CHILDREN & FAMILIES POLICY UPDATE	E. Reyes, E.D. V. Cuevas, Staff
11. Information	EXECUTIVE DIRECTOR REPORT	E. Reyes, E.D.
12. Information	PUBLIC COMMENT Limit two minutes per speaker. Public Comment is also taken on individual agenda items throughout the meeting at the conclusion of each agenda item.	E. Reyes, E.D.
13. Information	ANNOUNCEMENTS / INFORMATION SHARING	Chair
14.	ADJOURNMENT	Chair
NOTE:	REGULAR MEETING – February 21, 2018	2405 Tulare St. Fresno, CA 93721

NOTE: If you need disability modification or accommodation in order to participate in this meeting, please contact the Commission office at (559) 558-4900 at least 48 hours prior to the start of the meeting. Government Code Section 54954.2(a).

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Regular Business Meeting
January 17, 2018 – 11:30 a.m.

2405 Tulare Street
Fresno, CA

AGENDA ITEM NO. 3

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Election of First 5 Fresno County Commission Officers

RECOMMENDED ACTION:

Nominate and approve Commission Officer positions of Chair, Vice-Chair, and Secretary/Treasurer.

BACKGROUND:

Commission Officers are considered for election annually at the start of every calendar year. First 5 Fresno County By-laws state the officer roles of the Commission shall be of a Chair, Vice-Chair, Secretary/Treasurer.

The By-Laws state the Commission Chair, “shall preside over meetings of the Commission, and shall perform the duties of the Secretary/Treasurer in the absence of that officer. The Chair shall execute agreements approved by the Commission.”

The Commission Vice-Chair is required to preside over Commission meetings in the Chair’s absence and perform other duties of the Chair for emergency situations when the Chair is out-of-county and pending matters must be performed before the Chair's return.

The Secretary/Treasurer of the Commission shall perform the periodic review of documentation supporting financial reports for internal control.

CONCLUSION:

Once elected, Commission Officers shall serve for a 12-month period.

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AGENDA ITEM NO. 4

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Committee Membership Appointments

RECOMMENDED ACTION:

Appoint and Approve the Commission’s Committee Membership effective January 2018.

BACKGROUND:

Committee membership is revisited on an annual basis, thus giving Commissioners the opportunity to serve on different committees as appropriate.

The Commission has adopted three standing committees that would assist with the on-going work of the Commission in three core areas: administrative, finance (including audit support), and program review (including evaluation). The Commission-designated officers serve as chairs to the corresponding committee.

The Commission’s Officers are designated to chair the following standing committees:

Name of Committee	Designated Committee Chair
Administrative Committee	Commission Chair
Finance and Program Review Committee	Secretary/Treasurer

Each standing committee should have a minimum of two Commissioners (all Commissioners can serve as alternates for each committee). One additional community member may be appointed to each of the standing committees by the Commission if the Commission chooses to.

The overarching role of each committee is as follows:

Administrative Committee

The Administrative Committee is chaired by the Commission Chair and is responsible for providing guidance and support to the executive director on issues related to personnel administration (i.e., staff compensation ranges, agency benefits, etc.), legal matters, office space, real estate, major purchases, policy and partnerships and communications concerns. Historically both the Chair and Vice Chair serve on the administrative committee and are responsible for facilitating the annual

evaluation of the Executive Director and recruitment of the Executive Director when the position is vacant.

Finance and Program Review Committee

The Finance and Program Review Committee is chaired by the Commission’s Secretary/Treasurer and is responsible for providing guidance on issues related to the Commission’s financial matters and oversight of the programmatic and evaluation components of the Commission’s Strategic Plan.

Financially, the committee assures appropriate internal controls are in place, an independent audit is conducted each year, reviews and provides feedback on the Commission’s annual budget, and supports ongoing financial analysis for the organization. The Committee’s programmatic oversight responsibilities includes the review of new program models, evaluation results and criteria for programs to receive continued funding, as well as support to staff in the monitoring of existing programs, projects and initiatives.

Current committee membership is as follows:

Administrative Committee	Finance and Program Review Committee
<i>Committee Chair:</i> Commission Chair Pacheco <i>Committee Member:</i> Commissioner Utecht	<i>Committee Chair:</i> Commissioner Gilbert <i>Committee Member:</i> Commissioner Morales

CONCLUSION:

Upon approval, staff will work with each committee as needed to set meeting dates.

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CONSENT AGENDA

(Any Commissioner may pull any Consent Item for discussion or separate vote.)

ITEM	SUBJECT	PRESENTER
5a. Action Pg. 5	MINUTES FROM DECEMBER 13, 2017 REGULAR COMMISSION MEETING Supporting Document	E. Reyes, E.D.

FIRST 5 FRESNO COUNTY
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Regular Business Meeting
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2405 Tulare Street
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CONSENT AGENDA ITEM 5a

RECOMMENDED ACTION:

Approve Commission Minutes – December 13, 2017 Regular Meeting

ACTION SUMMARY MINUTES

December 13, 2017–11:50 A.M.

Present: **Commissioners:** Brian Pacheco, Kari Gilbert Shannon Koontz, Hugo Morales

Absent: Dawan Utecht

Staff: Emilia Reyes, Fabiola González, Lilith Assadourian, Elizabeth Campos, Alix Hillis, Hannah Norman, Vianey Chairez, Victoria Cuevas, Melissa Cook, Renee Dayton, Mayra Diaz, Kristina Hernandez, Cecilia Paredes, Karina Perez, Liliana Salcedo, Chia Vue, Ken Price (Legal Counsel)

1. **CALL TO ORDER**

2. **POTENTIAL CONFLICTS OF INTEREST:** Any Commission Member who has a potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter.

None heard.

3. **CONSENT AGENDA – ITEM 3a**

These matters are routine in nature and are usually approved by a single vote. Prior to action by the Commission, the public is given the opportunity to comment on a consent item. Any Commission Member may pull any consent item for discussion or separate vote.

Public Comment: None heard.

Motion by: Morales Second by: Gilbert
Ayes: Pacheco, Gilbert, Koontz, Morales
Noes: None heard.

4. **FINANCIAL REPORT FOR PERIOD ENDING OCTOBER 2017**

Public Comment: None heard.

Motion by: Gilbert Second by: Morales
Ayes: Pacheco, Gilbert, Koontz, Morales
Noes: None heard.

5. REGULAR COMMISSION MEETING SCHEDULE FOR 2018

Public Comment: None heard.

Motion by: Gilbert Second by: Utecht
Ayes: Pacheco, Gilbert, Koontz, Morales
Noes: None heard.

Commissioner Morales mentioned he has a conflict with the March 21, 2018 meeting due to the California State University, Fresno Board of Trustee Meeting scheduled on the same day.

6. PURCHASE AGREEMENT BETWEEN VALLEY CHILDREN'S HEALTHCARE AND LIGHTHOUSE FOR CHILDREN, INC. "WOOD CHIPS" PROPERTY

Public Comment:

Kristine Aubrey, Director of Administrative Services at Valley Children's Hospital, thanked the Commission for the opportunity to partner on this project with the Lighthouse for Children and the First 5 Commission.

Motion by: Morales Second by: Gilbert
Ayes: Pacheco, Gilbert, Koontz, Morales
Noes: None heard.

7. CHILDREN & FAMILIES POLICY UPDATE

Public Comment: None heard.

No action required.

8. EXECUTIVE DIRECTOR REPORT

Emilia Reyes, Executive Director, provided the following updates:

An event commemorating Prematurity Awareness Month and the introduction of the Glow! Group Prenatal Care Program took place on November 14th at the Lighthouse for Children. Reyes thanked Fresno State University President Joseph Castro and Fresno County Supervisor Brian Pacheco for their participation in the event.

On November 15-17, 2018 Reyes attended the Preterm Birth Initiative Annual Symposium in San Francisco. At the event, Reyes had the opportunity to learn about the work of the Bay Area and Africa Teams and discuss the possible expansion of the Glow! Program as part of the development of a second phase to the group prenatal care efforts.

Reyes informed Commissioners three public procurement opportunities have been released and reminded Commissioners of the clause in the Procurement Policies and Procedures prohibiting Commissioners and staff from discussing these opportunities with prospective firms to avoid the tainting of the public process for the following services: Unarmed Security Guard Services, Legal Services, and Investment Services.

Public Comment: None heard.

No action required.

9. PUBLIC COMMENT

Public Comment: None heard.

No action required.

10. ANNOUNCEMENTS / INFORMATION SHARING

Public Comment:

Lee Her, Advocacy Director of Stone Soup Fresno thanked the Commission for the funding of the PlayGroup Developmental Learning Group as it has positively impacted families in our community.

Lany Sivogsay-Avakian, a parent receiving services at Stone Soup Fresno for her two children (age 3 and 1 ½) asked the Commission to continue funding the PlayGroup Developmental Learning Group. She shared the program offers many activities for children in the South East Asian Community and expressed her gratitude for the program.

John Corolla, a parent receiving services at Stone Soup Fresno for his two-year-old son also expressed his appreciation for the PlayGroup Developmental Learning Group. Mr. Corolla, has seen significant improvement in his child's development and encouraged the Commission to continue funding it.

Zai, a parent receiving services at Stone Soup Fresno for her infant daughter also advocated for continuing funding the PlayGroup Developmental Learning Group at Stone Soup Fresno.

No action required.

11. ADJOURNMENT

Public Comment:

Commissioner Morales thanked the Valley Children's Hospital staff and the Commission for supporting the Lighthouse for Children's second phase vision.

Morales also acknowledged and thanked the parents who spoke on behalf of Stone Soup Fresno and for sharing their family's stories and experiences with the PlayGroup Developmental Learning Group.

Lastly, Commissioner Morales requested to be added to the next Commission Meeting agenda to spread awareness on the expansion of Internet Broadband services to families in need.

Motion by: Morales Second by: Koontz
Ayes: Pacheco, Gilbert, Koontz, Morales
Noes: None heard.

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Regular Business Meeting
January 17, 2018 – 11:30 a.m.

2405 Tulare Street
Fresno, CA 93721

AGENDA ITEM NO. 6

TO: Children & Families Commission of Fresno County
FROM: Emilia Reyes, Executive Director
SUBJECT: Financial Report for Period Ending November 2017

RECOMMENDED ACTION:

Accept the financial report for period ending November 30, 2017.

BACKGROUND:

This item is intended to keep the Commission apprised of financial activity as of November 30, 2017 and to provide an opportunity to discuss and review financial activities for the reporting period.

KEY POINTS:

Revenues (37%)

- Prop 10 Revenue (42%) - The revenue received is on target with projections.
- California Department of Education Grant (100%) - Grant has been received to support Region 5 IMPACT Hub counties to obtain training and certification related to the state's Quality Rating and Improvement System (QRIS) for child care providers.
- The David and Lucile Packard Foundation Grant (100%) - Grant has been received to support co-facilitation of the Fresno County Early Childhood Table, in partnership with Fresno County Superintendent of Schools.

Operating Expenses (30%) - All expenses are within budget limits.

- Workers' Compensation Expense (100%) - The annual premium for workers' compensation insurance has been paid in full.
- Audit Expense (79%) - Partial payment has been made for the audit report for period ending June 30, 2017. Final payment will be reflected in the December 2017 Financial Report.

Strategic Plan Investments Awards (37%) - Development of contracts are on target and within budget constraints.

- Accountability and Evaluation (100%) - Evaluation, contract management and technical assistance contracts have been awarded for the fiscal year.

- Non-Prop. 10 Funded Programs (100%) - Non-Prop.10 funded programs have been awarded for the fiscal year.

Operations Contingency Fund (100%) - Per the Commission's Accounting Policies and Procedures, the Contingency Fund is awarded at the beginning of the fiscal year.

FY 2017-2018 Service Provider Expenses (20%) - The majority of First 5 Fresno County Service Providers are reimbursed on a quarterly basis. Expenses for quarter two will be reported in the February financial report.

FISCAL IMPACT:

Overall, expenses are within budget constraints for fiscal year 2017 - 2018.

**FIRST 5 FRESNO COUNTY
FINANCIAL STATEMENT
NOVEMBER 2017 (42%)**

Revenues

	Budget Amounts	Actual Amounts	Variance	Percent Variance
	07/01/2017-6/30/2018	07/01/2017-11/30/2017		
Prop 10 Revenue	\$9,636,598	\$4,065,811	\$5,570,787	42%
Non-Prop. 10 Revenue				
First 5 CA IMPACT Revenue	\$1,408,325	\$96,450	\$1,311,875	7%
UCSF Grant	\$638,138	\$0	\$638,138	0%
California Department of Education Grant	\$148,729	\$148,729	\$0	100%
The David and Lucile Packard Foundation Grant	\$25,000	\$25,000	\$0	100%
Interest Revenue - County Treasury	\$25,000	\$16,015	\$8,985	64%
Investment Income	\$50,000	\$30,164	\$19,836	60%
Other Revenue	\$0	\$61,901	\$42,772	0%
Total Revenues	\$11,931,790	\$4,444,071	\$7,592,392	37%

Operating

Salaries & Benefits				
Salary Expense	\$1,090,564	\$424,317	\$666,246	39%
Payroll Tax Expense	\$117,183	\$32,349	\$84,834	28%
Retirement Expense	\$95,359	\$39,784	\$55,575	42%
Employee Benefits Expense	\$434,198	\$75,295	\$358,903	17%
Workers' Compensation Expense	\$5,306	\$5,306	\$0	100%
Ed. Allowance/ Child Care Reimbursement Stipend	\$12,200	\$1,600	\$10,600	13%
Total Salaries & Benefits Expenses	\$1,754,810	\$578,651	\$1,176,159	33%
Services & Supplies				
Advertising Expense	\$2,000	\$0	\$2,000	0%
Audit Expense	\$25,000	\$19,645	\$5,355	79%
Capital & Equipment Expense- Computers & Software	\$7,500	\$2,900	\$4,600	39%
Commissioner/Advisory Expense	\$5,005	\$1,317	\$3,688	26%
Dues & Subscriptions Expense	\$42,125	\$1,831	\$40,294	4%
Equipment Rental/Maintenance Expense	\$32,622	\$10,011	\$22,611	31%
General & Administrative Expense	\$15,000	\$7,380	\$7,620	49%
Insurance Expense	\$11,389	\$6,649	\$4,740	58%
Materials & Supplies Expense	\$11,000	\$125	\$10,875	1%
Overhead Expense	\$90,000	\$21,739	\$68,261	24%
Program Development/Strategic Planning Expense	\$5,000	\$60	\$4,940	1%
Professional Services Expense	\$182,620	\$19,386	\$163,234	11%
Staff Training & Conference Expense	\$30,000	\$4,101	\$25,899	14%
Telephone Expense	\$21,640	\$4,472	\$17,168	21%
Local Travel Expense - Local Mileage	\$7,000	\$440	\$6,560	6%
Total Services & Supplies Expenses	\$487,901	\$100,056	\$387,845	21%
Total Operating Expenses	\$2,242,710	\$678,707	\$1,564,003	30%

Strategic Plan Investments Awards

	Budget Amounts	Actual Amounts	Variance	Percent Variance
Strategic Plan Investments				
Tier 1: Children and Families				
Goal 1 - Health Promotion	\$212,668	\$0	\$212,668	0%
Goal 2 - Early Learning	\$1,952,586	\$41,831	\$1,910,755	2%
Goal 3 - Strong Families	\$2,191,426	\$0	\$2,191,426	0%
Total Tier 1	\$4,356,679	\$41,831	\$4,314,848	1%
Tier 2: Community Partners				
Early Childhood Partner Capacity Building	\$180,000	\$1,411	\$178,589	1%
Community Learning Center	\$522,895	\$64,078	\$458,817	12%
Total Tier 2	\$702,895	\$65,488	\$637,407	9%
Tier 3: Early Childhood System of Care				
Community Relations	\$484,312	\$7,188	\$477,124	1%
Multi-Sector Partnerships	\$25,000	\$5,162	\$19,838	21%
Total Tier 3	\$509,312	\$12,350	\$496,962	2%
Accountability and Evaluation				
Accountability Services	\$300,000	\$300,000	\$0	100%
Evaluation Services	\$600,000	\$600,000	\$0	100%
Total Accountability and Evaluation	\$900,000	\$900,000	\$0	100%
Non-Prop. 10 Funded Programs				
First 5 CA IMPACT Program	\$826,594	\$826,594	\$0	100%
First 5 CA IMPACT Regional Hub Program	\$581,731	\$581,731	\$0	100%
UCSF- Group Prenatal Care Program	\$638,138	\$638,138	\$0	100%
California Department of Education	\$148,729	\$148,729	\$0	100%

**FIRST 5 FRESNO COUNTY
FINANCIAL STATEMENT
NOVEMBER 2017 (42%)**

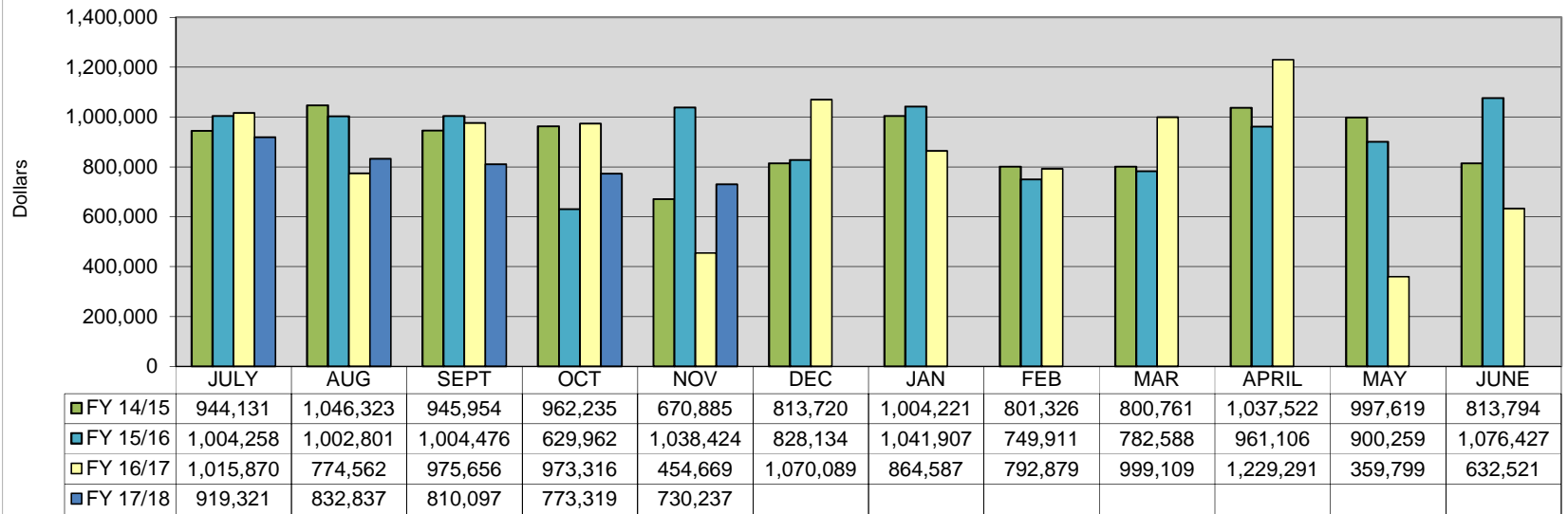
The David and Lucile Packard Foundation	\$25,000	\$25,000	\$0	100%
Total Non-Prop. 10 Funded Programs	\$2,220,192	\$2,220,192	\$0	100%
Total Strategic Plan Investments Awards	\$8,689,078	\$3,239,861	\$5,449,217	37%
Operations Contingency Fund	\$1,000,000	\$1,000,000	\$0	100%
Total First 5 Fresno County Budget	\$11,931,790	\$4,918,568	\$7,013,222	41%

FY 2017-2018 Service Provider Expenses

	<u>Budget Amounts</u>	<u>Actual Amounts</u>	<u>Variance</u>	<u>Percent Variance</u>
Tier 1: Children And Families	\$5,195,844	\$1,510,730	\$3,685,114	29%
Tier 2: Community Partners	\$204,650	\$65,185	\$139,465	32%
Tier 3: Early Childhood System of Care	\$2,185,803	\$267,357	\$1,918,446	12%
Accountability and Evaluation	\$900,000	\$227,631	\$672,369	25%
Non-Prop. 10 Funded Programs	\$2,285,673	\$85,705	\$2,199,968	4%
Total Service Provider Expenses	\$10,771,970	\$2,156,608	\$8,615,362	20%

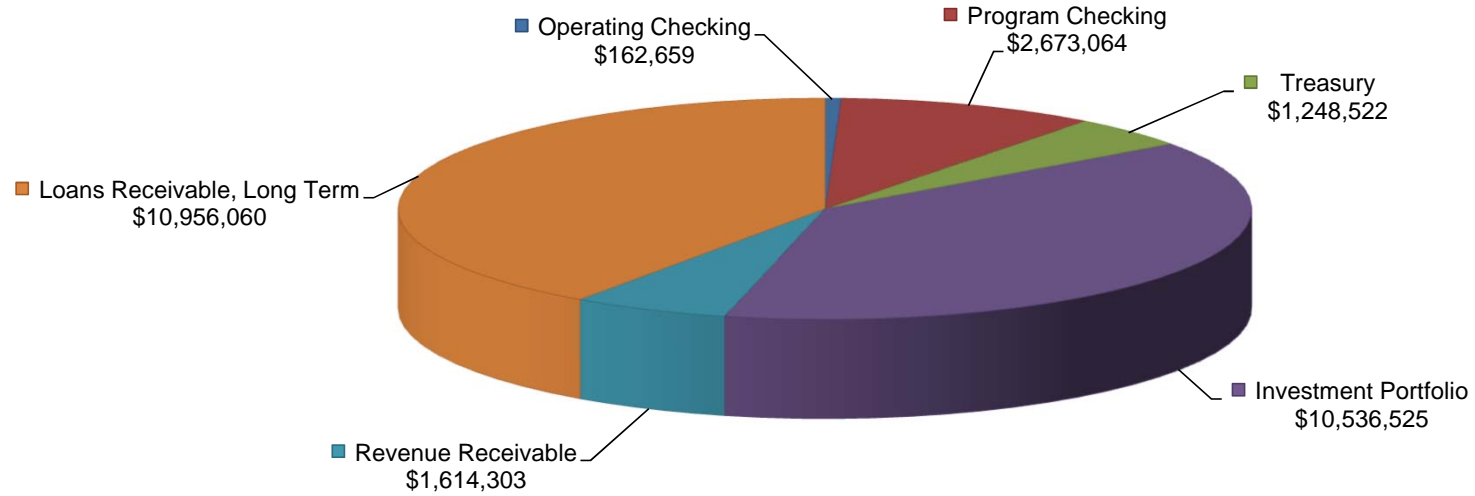
**FIRST 5 FRESNO COUNTY
BALANCE SHEET
NOVEMBER 2017**

MONTHLY PROPOSITION 10 REVENUE COMPARISON

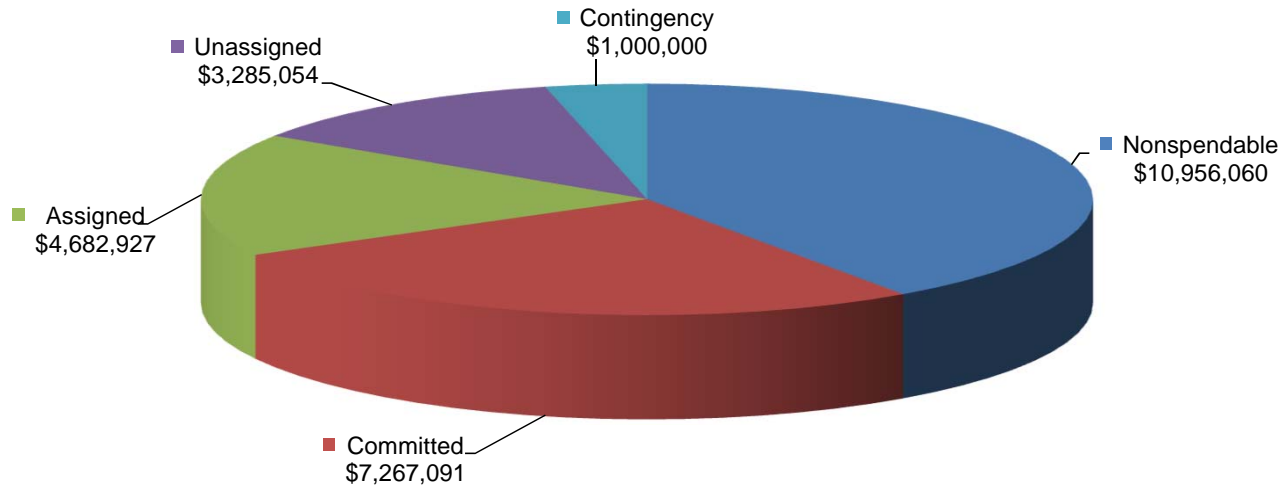


**FIRST 5 FRESNO COUNTY
BALANCE SHEET
NOVEMBER 2017**

ASSETS

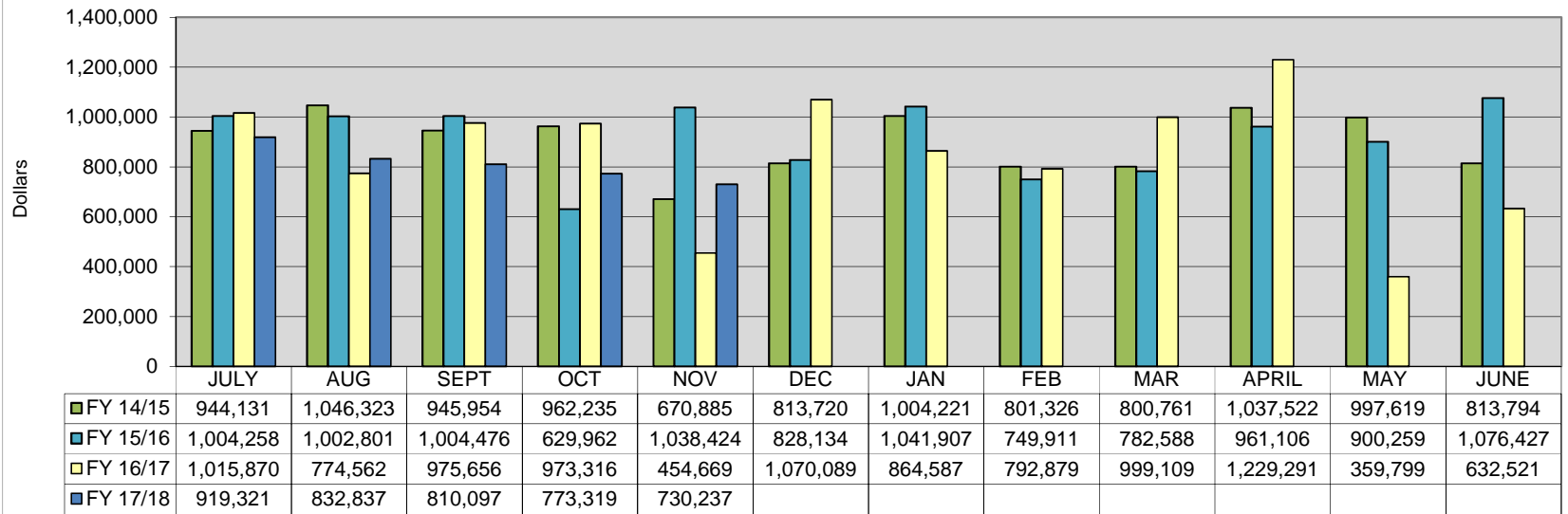


FUND BALANCE



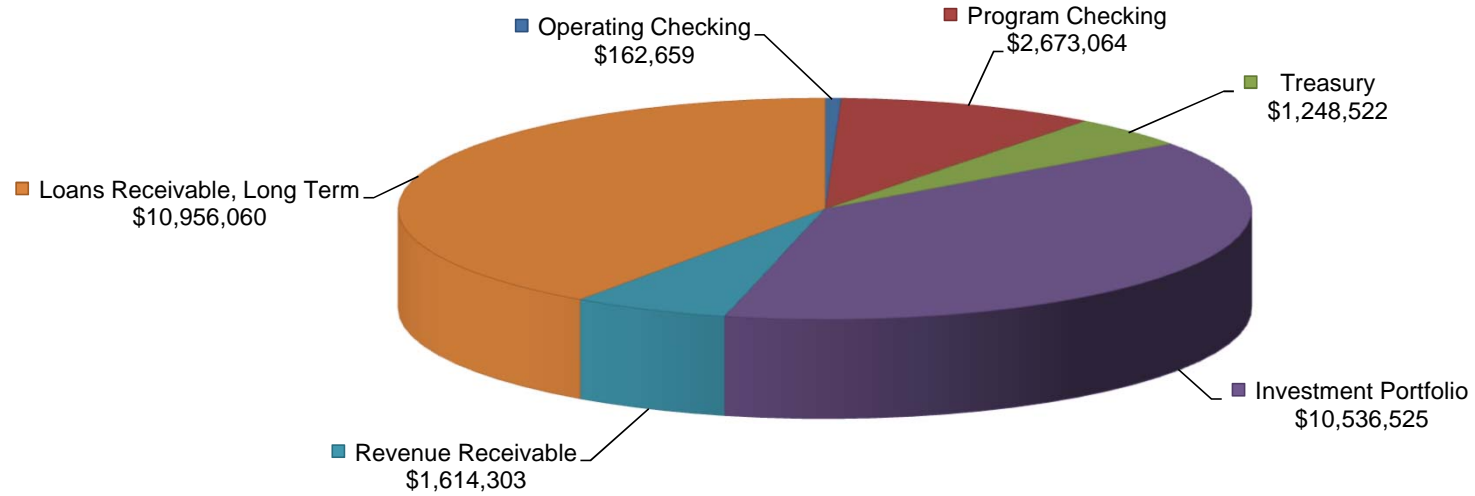
**FIRST 5 FRESNO COUNTY
BALANCE SHEET
NOVEMBER 2017**

MONTHLY PROPOSITION 10 REVENUE COMPARISON

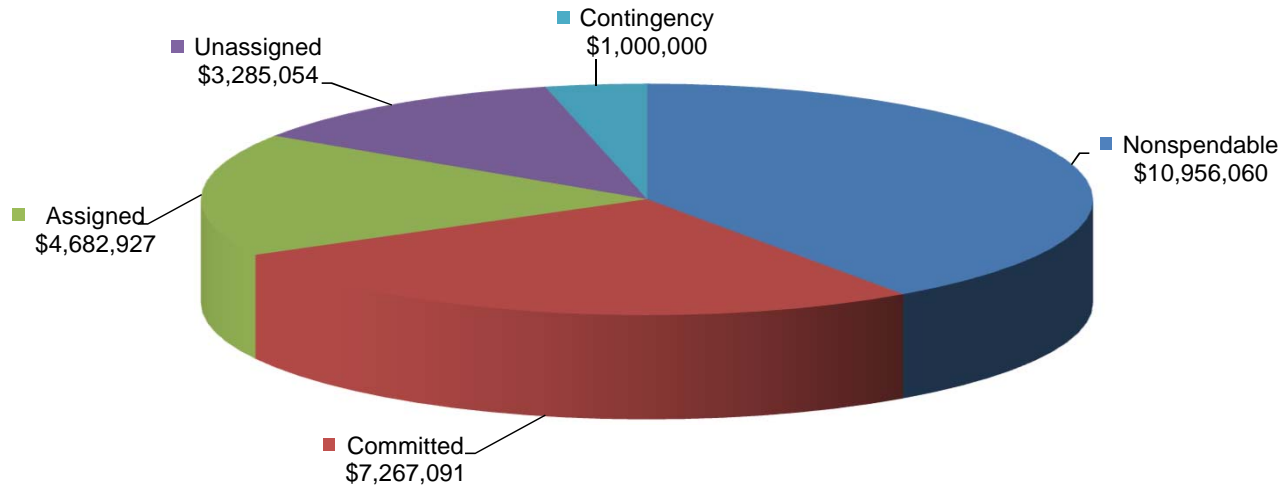


**FIRST 5 FRESNO COUNTY
BALANCE SHEET
NOVEMBER 2017**

ASSETS



FUND BALANCE



FIRST 5 FRESNO COUNTY
ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

Regular Business Meeting
January 17, 2018 – 11:30 a.m.

2405 Tulare Street
Fresno, CA

AGENDA ITEM NO. 7

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Funding Allocation for Development Of The Next Strategic Plan

RECOMMENDED ACTION:

Approve a total allocation amount not to exceed \$75,000 for the First 5 Fresno County 2020 - 2025 Strategic Plan.

BACKGROUND:

Per the Children and Families Act and Fresno County Ordinance (Ord. No. 14-017, § 1, 8-19-2014) 2.38.030, the Commission shall adopt a county strategic plan for the support and improvement of early childhood development within the County of Fresno. The county strategic plan shall be consistent with and in furtherance of the purposes of the Act and any guidelines adopted by the California Children and Families Commission pursuant to Health and Safety Code § 130125(b), that are in effect at the time the plan is adopted.

The Commission's current 2013 - 2020 Strategic Plan is due to expire on June 30, 2020. To meet the provisions set forth in the Fresno County Ordinance, Health and Safety Code, and First 5 Fresno County Procurement Policies and Procedures, staff is recommending setting aside up to \$75,000 to develop a competitive procurement for an independent contractor to facilitate the strategic planning process. Staff anticipates releasing this procurement opportunity in February 2018, with submissions reviewed by the Administrative Committee in April 2018 and a recommendation presented for full Commission consideration in May 2018.

The strategic planning process will take place during FY 2018 - 2019, providing the Commission ample time to meet the requirements above and allow input from internal and external stakeholders including parents, caregivers, community partners, commissioners/staff, influencers and funded partners. Once the strategic plan is adopted, Commission staff will develop a procurement process in FY 2019-2020 to implement the strategies identified in the plan.

Staff is recommending funds for these efforts be allocated from the First 5 Fresno County 2017 - 2019 Two Year Budget - Program Development and Professional Development line item in an amount not to exceed \$75,000.

CONCLUSION:

Upon approval of the funding allocation, staff will follow the Commission's Procurement Policies & Procedures and ensure a recommendation comes before the Commission in the appropriate time frame.