

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

Date: Monday, March 13, 2017

Lighthouse for Children
2405 Tulare Street
Fresno, CA 93721

Time: 2:00 p.m.

AGENDA

ITEM	SUBJECT	PRESENTER
1.	CALL TO ORDER	B. Pacheco, Committee Chair
2.	POTENTIAL CONFLICTS OF INTEREST Any Committee Member who has potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter.	B. Pacheco, Committee Chair
3. Action Pg. 1	MINUTES FOR OCTOBER 20, 2016 COMMITTEE MEETING Supporting Document	E. Reyes, E.D.
4. Action Pg. 3	EMPLOYEE COMPENSATION POLICY Supporting Document	E. Reyes, E.D.
5.	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.	B. Pacheco, Committee Chair
6.	ADJOURNMENT	B. Pacheco, Committee Chair

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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ADMINISTRATIVE COMMITTEE
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AGENDA ITEM NO. 3

RECOMMENDED ACTION:

Approve Administrative Committee Minutes – October 20, 2016 Meeting

ACTION SUMMARY MINUTES
OCTOBER 20, 2016 — 1:00 PM

Present: Dawan Utecht, Henry Perea

Absent: None.

Staff: Emilia Reyes, Fabiola González, Alix Hillis, Karen Jimenez, Karina Perez

1. CALL TO ORDER

2. POTENTIAL CONFLICTS OF INTEREST

None Heard.

3. MINUTES FOR MAY 16, 2014 COMMITTEE MEETING

Public Comment: None heard.

Motion by: Utecht Second by: Perea
Ayes: Utecht, Perea
Noes: None heard.

4. MINUTES FOR DECEMBER 3, 2014 COMMITTEE MEETING

Public Comment: None heard.

Motion by: Utecht Second by: Perea
Ayes: Utecht, Perea
Noes: None heard.

5. SALARY SCHEDULE

Public Comment: None heard.

Motion by: Utecht Second by: Perea

Ayes: Utecht, Perea
Noes: None heard.

6. PUBLIC COMMENT

Emilia Reyes, Executive Director, provided the following brief updates:

Staff will be bringing to the Commission a request to authorize the use of funds from a separate line-item from the Commission's Approved 2015-17 Budget to offset the anticipated costs of the Lighthouse for Children's third floor tenant improvements. Staff will be recommending not to use funds from the contingency fund as previously approved.

Reyes shared with the Committee her experience at the Preterm Birth Initiative Symposium in Africa during the week of September 19, 2016. She had the opportunity to present on the African American Infant Mortality Efforts that the Commission has spearheaded and explore new potential partnerships for the Lighthouse for Children (LFC).

Fresno County Preterm Birth Initiative Care and Support Work Group Reception for Dr. Ickovics and Physicians in Fresno County will take place on November 9, 2016 at 5:00p.m. The goal is for physicians to visit the Lighthouse for Children facility and learn more about local prenatal group care efforts.

Supervisor Perea shared with the Committee that Governor Brown recently signed the legislation for cap-and-trade programs. He recommends to observe the conversation as it continues at a city and state level as there might be an opportunity to leverage funds. A community wide discussion will be coming soon.

7. ADJOURNMENT

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AGENDA ITEM NO. 4

TO: Children & Families Commission of Fresno County
FROM: Emilia Reyes, Executive Director
SUBJECT: Employee Compensation Policy

RECOMMENDED ACTION:

Review and approve for full Commission consideration an Employee Compensation Policy.

BACKGROUND:

Under the direction of the Commission, staff formalized written guidelines and procedures to primarily determine staff's eligibility for salary increases. The Commission's human resources firm, CoreHR, worked with staff to develop the attached Compensation Policy for review and consideration. The Compensation Policy is to serve as a guide for supervisors to evaluate staff's performance and determine employees' eligibility and opportunity to be considered for a salary increase based on set parameters and Commission approval.

CONCLUSION:

If approved, the Compensation Policy will be used to support supervisors in measuring employee performance and assist in determining eligibility for potential salary increases for Commission consideration. Upon approval by the Administrative Committee, the Compensation Policy will move forward for full Commission consideration.

1. Objective

The Compensation Policy (the “Policy”) describes the specific criteria the Commission uses to determine the following:

- Starting salary for new full-time staff
- Salary for staff members when promoted to a new job classification
- Criteria to determine if staff members will receive a salary increase

This Policy applies to all full-time Commission staff members as outlined in the Employee Handbook.

2. Useful Terms

Job Classification

Job classifications define the job functions and role the staff member provides at the Commission. There are three job classifications: Operations (Assistant & Specialist), Professional (Officer), and Leadership (Senior Officer & Director). The Commission uses market value data to determine a salary range for each of the three job classifications.

Job Description

Job Descriptions are written for each position in the Commission and describe the duties, responsibilities and qualifications required for each position.

3. Starting Salary & Hiring Range

New Full-Time Staff: The new staff member will receive a salary no less than the lowest guaranteed salary for their job classification and no more than the highest salary in the salary range. The applicant’s prior job related experience and/or education determines the precise starting salary. The Commission makes every effort to ensure internal equity between new and existing staff members.

Promoted Staff: When a staff member is promoted to a position in a different job classification, the promoted staff member will receive a salary no less than the lowest guaranteed salary for their job classification and no more than the highest salary in the salary range. The Commission makes every effort to ensure internal equity between new and existing staff members.

A salary increase resulting from a promotion is considered a “salary increase” for purposes of this Policy.

4. Performance Reviews

Commission staff will be formally evaluated during a common period based on the fiscal year and established by the Commission (the “Formal Review”). In addition to the Formal Review described below, supervisors and directors will provide on-going feedback and coaching to Commission staff.

The Formal Review is used to determine the amount, if any, of a salary increase that can be given to the staff member during the next fiscal year.

Areas of Evaluation

Staff members are evaluated in three areas:

Section I: Is the staff member meeting the requirements as detailed in their job description?

Section II: Has the staff member made significant contributions aligned with their departments' goals and the overall goals and mission of the organization?

Section III: Did the staff member achieve the self-described professional goals identified in their prior formal review? (New employees will not be evaluated in this area.)

New and existing staff will also identify professional goals for the upcoming fiscal year.

Performance Points

Staff members can earn performance points in each of the three areas of the Formal Review. The points are based on objective criteria as described below:

Section	Criteria for Points	Maximum Points Possible
I: Meeting Job Expectations	No adverse performance actions, corrective memorandum, etc.	One
II: Significant Contributions	Staff are evaluated on a maximum of 3 significant contributions and the effect that each contribution made on: the department (one point); and the organization as a whole (one point).	Six (2 points possible for up to 3 major contributions)
III: Achievement of Prior Professional Goals	The staff member has demonstrated that they met a prior professional goal from the prior performance review. A maximum of 3 performance goals will be evaluated.	Three (1 point possible per professional goal)

V. Determining Eligibility for a Salary Increase

Not Automatic

Salary increases do not occur automatically and are not guaranteed. The availability of funds to provide for salary increases is determined by the funding source and may vary between fiscal years.

Ineligible Staff

Employees who are on a performance improvement plan or have received a similar disciplinary action during the fiscal year being evaluated are not eligible for a salary increase under this Policy.

Eligible Staff

Staff members must meet *both* criteria listed below to be eligible for a salary increase:

1. Have not received a “salary increase” of 5% or more (or more than \$2,500, whichever is higher) during the 12 months prior to the Formal Review. Salary increase for purposes of this Policy includes salary increases resulting from a promotion and successful completion of the staff member’s probationary period.
2. Have been in the staff member’s current position for at least 9 months prior to the Formal Review.

Amount of Increase

The amount, if any, of the eligible staff member’s salary increase will be based on the number of performance points earned in the Formal Review, the amount of points earned by other eligible staff members in the same department and the budget allocated to that department for salary increases.

The salary increase is subject to agreement on the appropriate amount of the increase by the Supervisor and the Executive Director. A salary increase may be communicated to the staff member only after it has been reviewed by the Commission’s Administrative Committee and approved by the Commission.