

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

Date: Monday, July 30, 2018

Lighthouse for Children  
 2405 Tulare Street  
 Fresno, CA 93721

Time: 2:00 p.m.

**AGENDA**

| ITEM                             | SUBJECT   | PRESENTER                            |
|----------------------------------|---|--------------------------------------|
| 1.                               | <b>CALL TO ORDER</b>  | B. Pacheco,<br>Committee Chair       |
| 2.                               | <b>POTENTIAL CONFLICTS OF INTEREST</b><br>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,<br>Committee Chair       |
| 3.<br><b>Action</b><br>Pg. 1     | <b>MARCH 13, 2017 COMMITTEE MEETING MINUTES</b><br>Supporting Document  | E. Reyes, E.D.                       |
| 4.<br><b>Action</b><br>Pg. 3     | <b>EMPLOYEE COMPENSATION POLICY</b><br>Supporting Document  | E. Reyes, E.D.<br>F. González, Staff |
| 5.<br><b>Discussion</b><br>Pg. 8 | <b>EMPLOYEE SALARY ADJUSTMENTS – FISCAL YEAR 2018-2019</b>  | E. Reyes, E.D.                       |
| 6.<br>Information                | <b>EXECUTIVE DIRECTOR REPORT</b>  | E. Reyes, E.D.                       |
| 7.                               | <b>PUBLIC COMMENT</b><br>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,<br>Committee Chair       |
| 8.                               | <b>ADJOURNMENT</b>  | B. Pacheco,<br>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).



Emilia Reyes provided the Committee Board members with the following update regarding tax revenue projections:

- On January 25, 2018 First 5 California notified all local Commission Executive Directors and fiscal staff that California's Department of Finance had previously provided First 5 California and all First 5 county commissions with inaccurate fiscal projections for fiscal year 2017 - 2018 and beyond.
- The reduction in revenue projections was resulting from the combined anticipated impact of the passage of Proposition 56, the \$2.00 tax per pack, the new state law increasing the minimum smoking age from 18 to 21, and Proposition 64, the legalization of marijuana in the state.
- Instead of the original 5% reduction in backfill projections, the actual amount received in backfill revenue accounted for a 20% reduction.
- For First 5 Fresno County the 20% shortfall translated to approximately \$1.35 million per fiscal year.
- Commission staff had planned for a potential additional decrease at the onset of the fiscal year and as a result, the current net decrease was reduced from \$1.35 million/year to approximately \$1 million in the next 16 months.
- Commission staff are currently identifying project funding priorities for the remaining 4 months as well as Fiscal Year 2018-19 using the Full-Time Equivalent (FTE) allocation anticipating a reduction in personnel to a total of 14.5 FTE.
- Reyes will work closely with legal counsel and human resources for guidance and support.

## **6. PUBLIC COMMENT**

Public Comment: None heard.

## **7 ADJOURNMENT**

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**ADMINISTRATIVE COMMITTEE MEETING**

July 30, 2018 – 2:00 p.m.

2405 Tulare St.  
Fresno, CA 93721

**AGENDA ITEM NO. 4**

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Employee Compensation Policy

**RECOMMENDED ACTION:**

Approve updates to the Employee Compensation Policy.

**BACKGROUND:**

In April 2017, the Commission approved an Employee Compensation Policy to serve as a guide for supervisors to evaluate staff's performance and assist in the determination of employees' eligibility and opportunity to be considered for a salary increase based on set parameters and Commission approval. In fiscal year 2017-2018, the Commission received other non-Proposition 10 revenue to support specific initiatives (i.e. University of California San Francisco & First 5 California) and the pertinent use of these funds was not referenced in the original Employee Compensation Policy. As a result, staff recommends updating the Employee Compensation Policy as follows:

Section 5: Determining Eligibility for a Salary Increase

- 1) In subsection titled "Eligible Staff" add the following:

For positions fully or partially funded through a separate funding source (non-Proposition 10), the funder's official representative(s) and/or decision-making body will determine and recommend any salary increase eligibility for each pertinent staff position based on the approved contract Budget and Scope of Work for the Commission's approval.

- 2) In subsection titled "Amount of Increase" add the following:

For non-Proposition 10 funded positions, available funds for a Salary Increase, if any, will be determined by the funding source and any Salary Increase will be based on the percentage earned in the employee's Formal Review.

A redline version of the Employee Compensation Policy is attached for review and convenience.

**Fiscal Impact:** Action on this agenda item will have no fiscal impact; however, this action will inform relevant staff's eligibility for salary increases based on the approved contract Budget and Scope of Work for positions partially or fully funded by a separate funding source.

**CONCLUSION:**

If approved, the Compensation Policy will continue to be used by supervisors in conjunction with the annual employee performance evaluation/appraisal tool to guide conversations on employee performance and subsequently determine eligibility for potential salary increases for 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; and
- Criteria to determine if staff members will receive a salary increase (“Salary Increase”)

This Policy applies to all full-time Commission staff members as outlined in the Employee Handbook. Any compensation for part-time Commission staff members, should there be any, shall be reviewed on a case-by-case basis.

## 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: Administrative/Operations (Assistant & Specialist), Professional (Manager), and Executive/Leadership (Senior Manager & 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: New staff members will receive a salary no less than the lowest guaranteed salary for their job classification and no greater than the highest salary in the salary range. The applicant’s prior job-related experience and/or education will be used by the agency to determine the new staff member's exact starting salary. The agency shall make every reasonable 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 new job classification and no greater than the highest salary in the salary range of the new job classification. The agency shall make every reasonable effort to ensure internal equity between new and existing staff members.

An increase in salary resulting from a promotion or any action that increases an employee’s salary shall also qualify as a Salary Increase for purposes of this Policy. Therefore, a staff member with or without a new job classification in which his or her salary has increased shall not be eligible to receive an additional Salary Increase during the fiscal year in which the promotion was received.

#### 4. Performance Reviews/Employee Appraisals

All Commission staff will be evaluated during the same review period, which will be based on the fiscal year as established by the Commission (the “Formal Review”). In addition to the Formal Review described below, supervisors and directors are required to provide on-going feedback and coaching to the Commission staff they supervise.

The Formal Review, based upon the performance criteria described below, shall in part be used to determine the amount, if any, of a Salary Increase that will 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 worthy of attention/recognition aligned with their departments’ goals and the overall goals and mission of the agency?

**Section III:** Did the staff member achieve the self-described professional goals identified in their prior formal review? (Employees having their first evaluation 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 the criteria as described below:

| Section                                      | Criteria  | Maximum Percentage Possible  |
|--|---|--|
| I: Meeting Job Expectations                  | No adverse performance actions, corrective memorandum, etc.   | Up to 10%  |
| II: Significant Contributions                | Staff are evaluated on his or her significant contributions and the effect that each contribution made on the department and the agency as a whole. | Up to 45%  |
| III: Achievement of Prior Professional Goals | The staff member has demonstrated that he or she met (a) prior professional goal(s) from the prior performance review.                              | Up to 45%  |
|  |   | 100% total<br><br>(A minimum of 70% performance is required to be eligible for a salary increase). |

#### 5. Determining Eligibility for a Salary Increase

##### Not Automatic

Salary Increases shall 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, successful completion of the staff member's probationary period and the completion of a higher education program.
2. Have been in the staff member's current position for at least 9 months prior to the Formal Review.

Note: For positions fully or partially funded through a separate funding source (non-Proposition 10), the funder's official representative(s) and/or decision-making body will determine and recommend any salary increase eligibility for each pertinent staff position for the Commission's approval.

### Amount of Increase

The amount, if any, of the eligible staff member's Salary Increase including non-Proposition 10 positions will be based on the percentage earned in the Formal Review and the approved Proposition 10 budget allocated for any salary increases. For non-Proposition 10 funded positions, available funds from the designated funding source, if any will reimburse the Proposition 10 budget.

The Salary Increase is subject to approval by the reviewed employee's Supervisor and the Executive Director. Additionally, the Salary Increase is contingent upon approval from the Commission of the annual agency operating budget.

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**ADMINISTRATIVE COMMITTEE MEETING**

July 30, 2018 – 2:00 p.m.

2405 Tulare St.  
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**AGENDA ITEM NO. 5**

TO: Children & Families Commission of Fresno County  
FROM: Emilia Reyes, Executive Director  
SUBJECT: Employee Salary Adjustments – Fiscal Year 2018-2019

**RECOMMENDED ACTION:**

Provide guidance and direction on employee salary adjustments for Fiscal Year 2018-2019

**BACKGROUND:**

Fiscal year 2017-2018 was the first year the Commission had in place the Employee Compensation Policy which was developed, in part, to support staff during the annual Employee Performance Review & Appraisal process. Staff completed the Performance Review process in partnership with their supervisor to discuss progress and identify professional development goals for the new Fiscal Year. All Commission staff, except for the Executive Director, received a Performance Review score. As the Compensation Policy stipulates, scores over 70 points are eligible for salary increase consideration based on available funds in the Commission’s Approved Agency Budget and the Commission’s approval. The salary increase amount, if any, is equivalent to the percentage earned in the Performance Review.

During the Committee meeting, staff will seek guidance and direction from the Administrative Committee members on options to prepare and bring to the full Commission for consideration.

**Fiscal Impact:** Any action on this agenda item will be presented for consideration by the full Commission during the August regular Commission meeting. In addition, any action for consideration is to be based on available funds within the Salaries Expense line item in the Revised 2017-19 Approved Agency Budget.

**CONCLUSION:**

Based on the Administrative Committee’s direction, staff will prepare and present any and all options approved for full Commission consideration during the August 2018 regular Commission meeting.