

**FIRST 5 FRESNO COUNTY**  
 ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY  
**FINANCE AND PROGRAM REVIEW COMMITTEE**

**DATE:** Thursday, March 7, 2019

Lighthouse for Children  
 2405 Tulare Street  
 Fresno, CA 93721

**TIME:** 8:30 a.m.

**AGENDA**

ITEM	SUBJECT	PRESENTER
1.	<b>CALL TO ORDER</b>	K. Gilbert, Commissioner
2.	<b>POTENTIAL CONFLICTS OF INTEREST</b> Any Commission Member who has potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter.	K. Gilbert, Commissioner
3. Action Pg. 1	<b>MINUTES FOR OCTOBER 15, 2018 COMMITTEE MEETING</b>	E. Reyes, E.D.
4. Action Pg. 4	<b>2017-2019 PROPOSED REVISED TWO-YEAR BUDGET</b> Supporting Documents	E. Reyes, E.D. A. Hillis, Staff
5. Action Pg. 24	<b>AGREEMENT RENEWALS WITH FRESNO COUNTY SUPERINTENDENT OF SCHOOLS FOR THE LIGHTHOUSE FOR CHILDREN CHILD DEVELOPMENT CENTER</b>	E. Reyes, E.D. A. Hillis, Staff
6. Action Pg. 26	<b>AMENDMENT TO THE SUBLEASE AGREEMENT WITH SIMPSON SPEECH AND LANGUAGE AT THE LIGHTHOUSE FOR CHILDREN</b>	E. Reyes, E.D. K. Price, L. Counsel
7.	<b>PUBLIC COMMENT</b> Limit two minutes per speaker. Public Comment is also taken on individual agenda items throughout the meeting at the conclusion of each agenda item.	K. Gilbert, Commissioner
8.	<b>ADJOURNMENT</b>	K. Gilbert, Commissioner

NOTE: If you need disability modification(s) and/or other accommodation(s) 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).

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

**FINANCE AND PROGRAM REVIEW COMMITTEE**

March 7, 2019 - 8:30 a.m.

2405 Tulare Street  
Fresno, CA 93721

**AGENDA ITEM NO. 3**

**RECOMMENDED ACTION:**

Approve October 15, 2018 Finance and Program Review Committee Minutes.

**ACTION SUMMARY MINUTES**

October 15, 2018 – 11:00 AM

**Present:** Kari Gilbert, Shannon Koontz

**Absent:** None.

**Staff:** Emilia Reyes, Fabiola González, Alix Hillis, Guadalupe Ramirez, Arthur Montejano, Cecilia Paredes

**1. CALL TO ORDER**

**2. POTENTIAL CONFLICTS OF INTEREST**

None Heard.

**3. MINUTES FOR SEPTEMBER 18, 2018 COMMITTEE MEETING**

Public Comment: None heard.

Motion by: Gilbert                                      Second by: Koontz

Ayes: Gilbert, Koontz

Noes: None heard.

**4. COMMISSION'S FINANCIAL AUDIT REPORT AND STATE ANNUAL REPORT FOR FISCAL YEAR 2017-2018**

Commissioner Gilbert suggested to include in the audit report a plan on how to adjust for a decrease in revenue and state if there were any audit findings in the report.

Public Comment: None heard.

Motion by: Koontz                                      Second by: Gilbert

Ayes: Koontz, Gilbert

Noes: None heard.

**5. PROCUREMENT POLICIES AND PROCEDURES– ANNUAL REVIEW**

Commissioner Gilbert proposed and directed staff to include this item in the consent agenda for the upcoming Commission meeting.

Public Comment: None heard.

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

**6. ACCOUNTING POLICIES AND PROCESURES – ANNUAL REVIEW**

Commissioner Gilbert proposed and directed staff to include this item in the consent agenda for the upcoming Commission meeting.

Public Comment: None heard.

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

**7. TRAVEL POLICIES AND PROCEDURES – ANNUAL REVIEW**

Commissioner Gilbert proposed and directed staff to include this item in the consent agenda for the upcoming Commission meeting.

Public Comment: None heard.

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

**8. INVESTMENT POLICY – ANNUAL REVIEW**

Commissioner Gilbert proposed and directed staff to include this item in the consent agenda for the upcoming Commission meeting.

Public Comment: None heard.

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

**9. CONFLICT OF INTREST POLICY – ANNUAL REVIEW**

Commissioner Gilbert proposed and directed staff to include this item in the consent agenda for the upcoming Commission meeting.

Public Comment: None heard.

Motion by: Koontz                      Second by: Gilbert

Ayes: Koontz, Gilbert  
Noes: None heard.

**10. PUBLIC COMMENT**

Public Comment: None heard.

**11. ADJOURNMENT**

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

**FINANCE AND PROGRAM REVIEW COMMITTEE**

March 7, 2019 – 8:30 a.m.

2405 Tulare Street  
Fresno, CA 93721

**AGENDA ITEM NO. 4**

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: 2017-2019 Proposed Revised Two-Year Budget

**RECOMMENDED ACTION**

Approve, for full Commission consideration, the First 5 Fresno County (F5FC) 2017-2019 Proposed Revised Two-Year Budget.

**BACKGROUND**

The overall purpose of the budget is to implement the Commission’s adopted Strategic Plan and to fund programs, services and efforts designed to positively impact children and their families in Fresno County.

In March 2018, the Commission approved the Revised 2017-2019 Two-Year Budget to address the revised Proposition 10 Revenue projections received from First 5 California in January 2018 which accounted for a \$1.2 million budget shortfall over two years for Fresno County.

This current budget revision is necessary due to the completion of the fiscal year 2017-2018 Audit Report and the subsequent designation of available funds in the assigned fund balance to support Strategic Plan Investments. Commission staff designated \$6.5 million in the assigned fund balance to the 2013-2020 Strategic Plan Investments. The assigned fund balance ensures funds are available for the Commission’s Strategic Plan commitments including the remaining renewal year of the four-year direct service contracts with government and community benefit agencies based on performance and availability of funds.

**Key Points of the Proposed Revised 2017-2019 Budget:**

Revenues – Increase of \$329,631

- The slight increase is primarily due to the anticipated increase in Non-Proposition 10 Revenue known as IMPACT Revenue from First 5 California for the Quality Rating Improvement Systems (QRIS) efforts. The additional revenues will be expended for the sole purpose of the IMPACT (Improve and Maximize Programs so All Children Thrive) Program work.

Operating Expenses – Decrease of \$232,971

- Salaries & Benefits – The decrease in salaries and benefits of \$96,597 is a result of unexpected cost savings which resulted from employee turnover.
- Services & Supplies – A decrease of \$136,374 is due to overall cost savings efforts by staff in Year 1 to anticipate for the revenue shortfall.

Programmatic Investments (Strategic Plan Investments) – Decrease of \$295,885

- The decrease is primarily due to minimal outreach material-related expenses as well as communications-related expenses.

Strategic Reserve Fund – Allocation of \$2,000,000

- With the announcement from First 5 California in January 2018 of a decrease in revenue projections, the Commission elected to set-aside \$2,000,000 to safe-guard against any future, immediate, and unanticipated Proposition 10 deficits or shortfalls in June 2018. Carryover funds and cost savings from Year 1 will be directed to the creation of the Fund.

**Fiscal Impact:** Approval of the 2017-2019 Proposed Revised Two-Year Budget will provide an updated financial framework to allocate funds and cover operational costs for the Commission.

**CONCLUSION:**

The revision to the budget accounts for all unanticipated revenue and cost savings from fiscal year 2017-2018 offering the Commission the opportunity to allocate funding for the Programmatic Investments of the 2013-2020 Strategic Plan through fiscal year 2018-2019. Upon approval, staff will forward, for full Commission consideration, the 2017-2019 Proposed Revised Two-Year Budget in March 2019.



**2017 - 2019  
PROPOSED REVISED  
TWO-YEAR BUDGET**

**2405 Tulare Street, Suite 200  
Fresno, CA 93721**

**(559) 558-4900  
[www.first5fresno.org](http://www.first5fresno.org)**

*March 2019*

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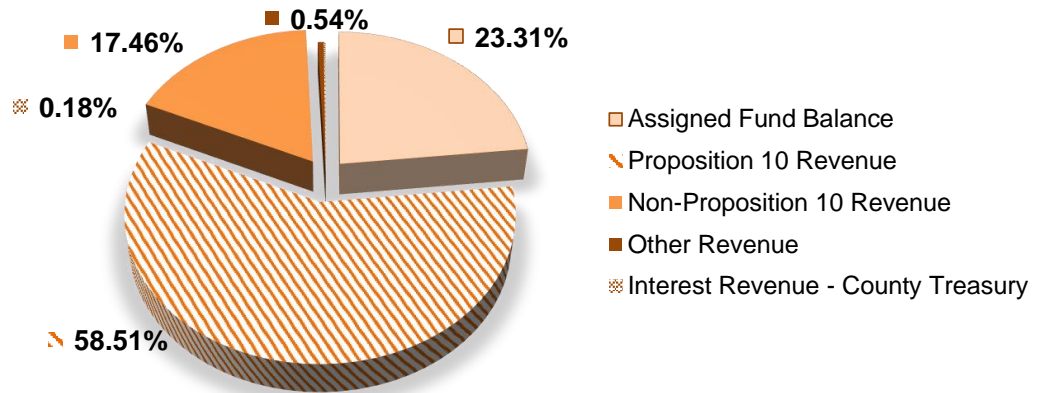
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**FIRST 5 FRESNO COUNTY  
2017-2019 PROPOSED REVISED TWO-YEAR BUDGET ACTIVITY SUMMARY**

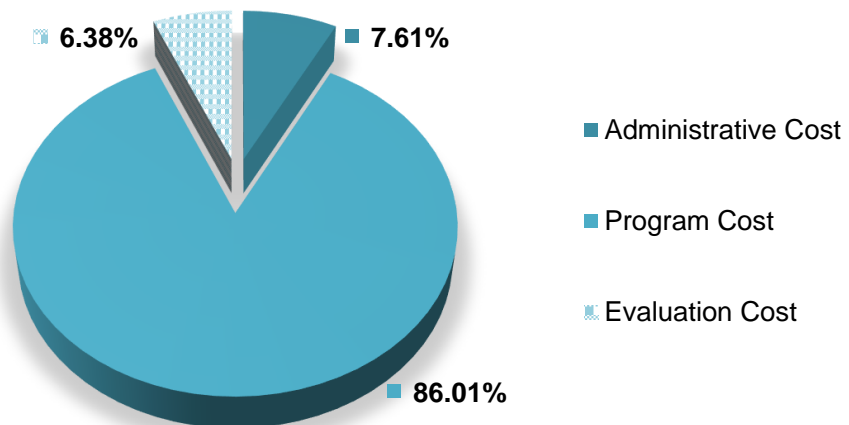
**TOTAL FUNDS AVAILABLE**

<b>Line Items</b>	<b>Budget Amounts</b>
Assigned Fund Balance	\$6,533,243
Proposition 10 Revenue	\$16,400,000
Non-Proposition 10 Revenue	\$4,893,744
Other Revenue	\$151,262
Interest Revenue - County Treasury	\$50,000
	<hr/>
	<b>\$28,028,249</b>



**TOTAL ALLOCATION**

<b>Line Items</b>	<b>Budget Amounts</b>
Administrative Cost	\$2,133,122
Program Cost	\$24,107,483
Evaluation Cost	\$1,787,643
	<hr/>
	<b>\$28,028,249</b>



**FIRST 5 FRESNO COUNTY**  
**2017-2019 PROPOSED REVISED TWO-YEAR BUDGET BREAKDOWN**  
**(by: Evaluation/Program/Administration)**

<b>REVENUES</b>	
<b>Revenues</b>	<b>Two-Year Total</b>
Assigned Fund Balance	\$6,533,243
Prop 10 Revenue	\$16,400,000
Non-Prop. 10 Revenue	
First 5 CA IMPACT Revenue	\$3,314,642
California Department of Ed. Grant	\$262,826
UCSF Grant	\$1,276,276
The David & Lucile Packard Foundation Grant	\$40,000
Other Revenue	\$151,262
Interest Revenues - County Treasury	\$50,000
Investment Income	\$0
<b>Total Revenues</b>	<b>\$28,028,249</b>

<b>OPERATING BUDGET</b>				
<b>Operating Budget</b>	<b>Evaluation</b>	<b>Program</b>	<b>Administration</b>	<b>Two-Year Total</b>
Salary Expense	\$120,400	\$1,404,667	\$481,600	\$2,006,668
Payroll Tax Expense	\$13,135	\$153,245	\$52,541	\$218,921
Retirement Expense	\$9,916	\$115,683	\$39,663	\$165,261
Employee Benefits Expense	\$30,973	\$361,353	\$123,893	\$516,219
Worker's Comp. Expense	\$1,650	\$19,252	\$6,601	\$27,503
Ed. Allowance/ Child Care Reimbursement Stipend	\$156	\$1,820	\$624	\$2,600
<b>Total Salaries and Benefits</b>	<b>\$176,230</b>	<b>\$2,056,020</b>	<b>\$704,921</b>	<b>\$2,937,172</b>
Advertising Expense	\$0	\$0	\$4,000	\$4,000
Audit Expense	\$0	\$0	\$47,905	\$47,905
Capital & Equipment Expense- Computers & Software	\$900	\$10,500	\$3,600	\$15,000
Commissioner/Advisory Expense	\$0	\$0	\$5,264	\$5,264
Dues & Subscriptions Expense	\$4,319	\$50,386	\$17,276	\$71,981
Equipment Rental/Maintenance Expense	\$4,515	\$52,671	\$18,059	\$75,244
General & Administrative Expense	\$0	\$0	\$36,000	\$36,000
Insurance Expense	\$1,617	\$18,871	\$6,470	\$26,958
Materials & Supplies Expense	\$900	\$10,500	\$3,600	\$15,000
Overhead Expense	\$11,425	\$133,296	\$45,701	\$190,422
Program Dev. Expense/Strategic Planning Implementation	\$9,900	\$9,900	\$10,200	\$30,000
Professional Services Expense	\$0	\$0	\$202,187	\$202,187
Staff Trainings & Conferences Expense	\$4,982	\$58,122	\$19,928	\$83,032
Telephone Expense	\$1,818	\$21,210	\$7,272	\$30,300
Local Travel Expense - Local Mileage	\$185	\$2,157	\$740	\$3,082
<b>Total Services &amp; Supplies</b>	<b>\$40,561</b>	<b>\$367,612</b>	<b>\$428,201</b>	<b>\$836,374</b>
<b>Total Operating Budget</b>	<b>\$216,791</b>	<b>\$2,423,632</b>	<b>\$1,133,122</b>	<b>\$3,773,546</b>

<b>Strategic Plan Investments</b>	<b>Evaluation</b>	<b>Program</b>	<b>Administration</b>	<b>Two-Year Total</b>
Tier 1: Children and Families	\$0	\$12,921,249		\$12,921,249
Tier 2: Community Partners	\$0	\$1,366,540		\$1,366,540
Tier 3: Early Childhood System of Care	\$0	\$457,318		\$457,318
Accountability and Evaluation	\$1,570,852	\$0		\$1,570,852
Non-Prop. 10 Funded Programs	\$0	\$4,938,744		\$4,938,744
<b>Total Strategic Plan Investments</b>	<b>\$1,570,852</b>	<b>\$19,683,851</b>	<b>\$0</b>	<b>\$21,254,703</b>
Operations Contingency Fund	\$0	\$0	\$1,000,000	\$1,000,000
Strategic Reserve Fund	\$0	\$2,000,000	\$0	\$2,000,000
<b>Total Approved Budget Expenses</b>	<b>\$1,787,643</b>	<b>\$24,107,483</b>	<b>\$2,133,122</b>	<b>\$28,028,249</b>
<b>Total Approved Allocations and Percentage</b>	<b>6.38%</b>	<b>86.01%</b>	<b>7.61%</b>	<b>100%</b>

**FIRST 5 FRESNO COUNTY  
2017-2019 PROPOSED REVISED TWO-YEAR BUDGET SUMMARY DETAIL**

Revenues			
	Original Two-Year Budget	Revised Two-Year Budget Amount	Variance
Assigned Fund Balance	\$6,418,000	\$6,533,243	\$115,243
Prop 10 Revenue	\$16,400,000	\$16,400,000	\$0
Non-Prop. 10 Revenue			
First 5 CA IMPACT Revenue	\$2,965,379	\$3,314,642	\$349,263
California Department of Ed. Grant	\$297,458	\$262,826	-\$34,632
UCSF Grant	\$1,276,276	\$1,276,276	\$0
The David and Lucile Packard Foundation Grant	\$25,000	\$40,000	\$15,000
Other Revenue	\$151,262	\$151,262	\$0
Interest Revenue - County Treasury	\$50,000	\$50,000	\$0
Investment Income	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$27,583,375</b>	<b>\$28,028,249</b>	<b>\$329,631</b>
Operating			
<b>Salaries &amp; Benefits</b>			
<b>Total Salaries &amp; Benefits Expenses</b>	<b>\$3,033,769</b>	<b>\$2,937,172</b>	<b>\$96,597</b>
<b>Services &amp; Supplies</b>			
<b>Total Services &amp; Supplies Expenses</b>	<b>\$972,748</b>	<b>\$836,374</b>	<b>\$136,374</b>
<b>Total Operations Expenses</b>	<b>\$4,006,517</b>	<b>\$3,773,546</b>	<b>\$232,971</b>
Strategic Plan Investments			
<b>Strategic Plan Investments</b>			
<b>Tier 1: Children and Families</b>			
Goal 1 - Health Promotion	\$3,988,585	\$4,157,251	-\$168,666
Goal 2 - Early Learning	\$4,889,360	\$4,884,242	\$5,118
Goal 3 - Strong Families	\$4,211,258	\$3,879,755	\$331,503
<b>Total Tier 1</b>	<b>\$13,089,203</b>	<b>\$12,921,249</b>	<b>\$167,954</b>
<b>Tier 2: Community Partners</b>			
Early Childhood Partner Capacity Building	\$205,000	\$143,869	\$61,131
Community Learning Center	\$1,066,099	\$1,222,672	-\$156,573
<b>Total Tier 2</b>	<b>\$1,271,099</b>	<b>\$1,366,540</b>	<b>(\$95,441)</b>
<b>Tier 3: Early Childhood System of Care</b>			
Community Relations	\$627,444	\$393,497	\$233,947
Multi-Sector Partnerships	\$50,000	\$63,821	-\$13,821
<b>Total Tier 3</b>	<b>\$677,444</b>	<b>\$457,318</b>	<b>\$220,126</b>
<b>Accountability and Evaluation</b>			
Accountability Services	\$600,000	\$494,814	\$105,186
Evaluation Services	\$1,200,000	\$1,076,038	\$123,962
<b>Total Accountability and Evaluation</b>	<b>\$1,800,000</b>	<b>\$1,570,852</b>	<b>\$229,148</b>
<b>Non-Prop. 10 Funded Programs</b>			
First 5 CA IMPACT Program	\$1,950,646	\$1,816,049	\$134,597
First 5 CA IMPACT Regional Hub Program	\$1,163,462	\$1,543,593	-\$380,131
California Department of Ed. Grant	\$297,458	\$262,826	\$34,632
UCSF- Group Prenatal Care Program	\$1,276,276	\$1,276,276	\$0
The David and Lucile Packard Foundation Grant	\$25,000	\$40,000	-\$15,000
<b>Total Non-Prop. 10 Funded Programs</b>	<b>\$4,687,842</b>	<b>\$4,938,744</b>	<b>(\$225,902)</b>
<b>Total Strategic Plan Investments</b>	<b>\$21,525,588</b>	<b>\$21,254,703</b>	<b>\$295,885</b>
<b>Operations Contingency Fund</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>
<b>Strategic Reserve Fund</b>	<b>\$0</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>
<b>Total First 5 Fresno County Budget</b>	<b>\$26,532,105</b>	<b>\$28,028,249</b>	<b>\$3,528,856</b>

**DETAIL BUDGET LINE ITEMS  
COST ANALYSIS AND JUSTIFICATION  
OPERATING EXPENSES**

	Original Total Two-Year Amount	Year 1 Actuals	Proposed Revised Year 2 Amount	Revised Total Two-Year Amount
<b>Salary Expense</b>				
Justification/Calculations:				
	<b>\$2,006,668</b>	\$955,781	\$1,050,886	<b>\$2,006,668</b>
Original Two-Year Amount	Revised Two-Year Amount			Variance
2,006,668	2,006,668			0
<p>Revised Justification: The amount for operating salaries for a total of 12 FTE. No revision was made to individual salary amounts, and due to natural turnover of staff, a cost savings in year one was realized. Staff recommends applying the carryover to Year 2. Compensated Absences: The cost of compensated absences, which combines vacation and sick leave benefits into a single PTO (paid time off) bank, is now reflected in this line item. Staff accrues PTO per pay period at a rate of 6.15 hours and 7.69 hours for staff who have been with agency for five or more years. The projected accrued hours for the approved FTE multiplied by each staff's hourly rate.</p>				
	\$82,388			
	<u>Two Year Projected Compensated Absences</u>			
<b>Total Evaluation Expense</b>	2,006,668	x	6%	120,400
<b>Total Program Expense</b>	2,006,668	x	70%	1,404,667
<b>Total Administration Expense</b>	2,006,668	x	24%	481,600
<hr/>				
	Original Total Two-Year Amount	Year 1 Actuals	Proposed Revised Year 2 Amount	Revised Total Two-Year Amount
<b>Payroll Tax Expense</b>				
Justification/Calculations:				
	<b>\$218,921</b>	\$80,608	\$138,313	<b>\$218,921</b>
Original Two-Year Amount	Revised Two-Year Amount			Variance
218,921	218,921			0
<p>Revised Justification: No change to this line item.</p>				
<b>Total Evaluation Expense</b>	218,921	x	6%	13,135
<b>Total Program Expense</b>	218,921	x	70%	153,245
<b>Total Administration Expense</b>	218,921	x	24%	52,541
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	Original Total Two-Year Amount	Year 1 Actuals	Proposed Revised Year 2 Amount	Revised Total Two-Year Amount
<b>Retirement Expense</b>				
Justification/Calculations:				
	<b>\$165,261</b>	\$87,695	\$77,566	<b>\$165,261</b>
Original Two-Year Amount	Revised Two-Year Amount			Variance
165,261	165,261			0
<p>Revised Justification: No change to this line item.</p>				
<b>Total Evaluation Expense</b>	165,261	x	6%	9,916
<b>Total Program Expense</b>	165,261	x	70%	115,683
<b>Total Administration Expense</b>	165,261	x	24%	39,663

**DETAIL BUDGET LINE ITEMS  
COST ANALYSIS AND JUSTIFICATION**

				Original Total Two-Year Amount	Year 1 Actuals	Proposed Revised Year 2 Amount	Revised Total Two-Year Amount
<b>Employee Benefits Expense</b>							
Justification/Calculations:							
				\$626,219	\$178,722	\$337,497	\$516,219
	Original Two-Year Amount	Revised Two-Year Amount	Variance				
	626,219	516,219	110,000				
Revised Justification: A change in the number of staffing resulted in a savings in Employee Benefits Expense.							
<b>Total Evaluation Expense</b>		516,219	x		6%		30,973
<b>Total Program Expense</b>		516,219	x		70%		361,353
<b>Total Administration Expense</b>		516,219	x		24%		123,893

				Original Total Two-Year Amount	Year 1 Actuals	Proposed Revised Year 2 Amount	Revised Total Two-Year Amount
<b>Worker's Compensation Expense</b>							
Justification/Calculations:							
				\$14,100	\$12,792	\$14,711	\$27,503
	Original Two-Year Amount	Revised Two-Year Amount	Variance				
	14,100	27,503	(13,403)				
Revised Justification: Based on Year 1 actuals, projections for Year 2 have been increased by 10%.							
<b>Total Evaluation Expense</b>		27,503	x		6%		1,650
<b>Total Program Expense</b>		27,503	x		70%		19,252
<b>Total Administration Expense</b>		27,503	x		24%		6,601

				Original Total Two-Year Amount	Year 1 Actuals	Proposed Revised Year 2 Amount	Revised Total Two-Year Amount
<b>Educational Allowance &amp; Child Care Reimbursement Stipend</b>							
Justification/Calculations:							
				\$2,600	\$2,600	\$0	\$2,600
	Original Two-Year Amount	Revised Two-Year Amount	Variance				
	2,600	2,600	0				
Revised Justification: This line item includes expenses from Year 1 and will be discontinued moving forward.							
<b>Total Evaluation Expense</b>		2,600	x		6%		156
<b>Total Program Expense</b>		2,600	x		70%		1,820
<b>Total Administration Expense</b>		2,600	x		24%		624

				Original Total Two-Year Amount	Year 1 Actuals	Proposed Revised Year 2 Amount	Revised Total Two-Year Amount
<b>Advertising Expense</b>							
Justification/Calculations:							
				\$4,000	\$0	\$4,000	\$4,000
	Original Two-Year Amount	Revised Two-Year Amount	Variance				
	4,000	4,000	0				
Revised Justification: Commission staff has been successfully utilizing electronic forms of communication and thus minimally utilizing print/newspaper advertising for RFP, RFA, job postings, opportunities, etc. With no need for advertisements in Year 1, the cost savings was rolled to Year 2. Staff is recommending this carryover for any possible advertising expenses that may arise during the development of the new agency Strategic Plan or other projects.							
<b>Total Evaluation Expense</b>		4,000	x		0%		0
<b>Total Program Expense</b>		4,000	x		0%		0
<b>Total Administration Expense</b>		4,000	x		100%	12	4,000

**DETAIL BUDGET LINE ITEMS  
COST ANALYSIS AND JUSTIFICATION**

	Original Total Two-Year Amount	Year 1 Actuals	Proposed Revised Year 2 Amount	Revised Total Two-Year Amount
<b>Audit Expense</b>				
Justification/Calculations:				
	\$47,905	\$22,905	\$25,000	\$47,905
	Original Two-Year Amount 47,905	Revised Two-Year Amount 47,905	Variance 0	
Revised Justification: No change to this line item.				
<b>Total Evaluation Expense</b>		0%		0
<b>Total Program Expense</b>		0%		0
<b>Total Administration Expense</b>		100%		47,905

	Original Total Two-Year Amount	Year 1 Actuals	Proposed Revised Year 2 Amount	Revised Total Two-Year Amount
<b>Capital &amp; Equipment Expense- Computers &amp; Software</b>				
Justification/Calculations:				
	\$15,000	\$3,660	\$11,340	\$15,000
	Original Two-Year Amount 15,000	Revised Two-Year Amount 15,000	Variance 0	
Revised Justification: No change to this line item's two-year amount.				
<b>Total Evaluation Expense</b>		6%		900
<b>Total Program Expense</b>		70%		10,500
<b>Total Administration Expense</b>		24%		3,600

	Original Total Two-Year Amount	Year 1 Actuals	Proposed Revised Year 2 Amount	Revised Total Two-Year Amount
<b>Commissioner/Advisory Expense</b>				
Justification/Calculations:				
	\$8,000	\$2,164	\$3,100	\$5,264
	Original Two-Year Amount 8,000	Revised Two-Year Amount 5,264	Variance 2,736	
Revised Justification: Due to the make-up of the governing board membership being two fewer than the maximum along with Commissioners participating in fewer workshops and/or conferences than in prior budget terms, a cost savings is projected for this expense line item.				
<b>Total Evaluation Expense</b>		0%		0
<b>Total Program Expense</b>		0%		0
<b>Total Administration Expense</b>		100%		5,264

	Original Total Two-Year Amount	Year 1 Actuals	Proposed Revised Year 2 Amount	Revised Total Two-Year Amount
<b>Dues and Subscriptions Expense</b>				
Justification/Calculations:				
	\$84,250	\$29,855	\$42,125	\$71,980
	Original Two-Year Amount 84,250	Revised Two-Year Amount 71,980	Variance 12,270	
Revised Justification: No change to this line item's two-year amount.				
<b>Total Evaluation Expense</b>		6%		4,319
<b>Total Program Expense</b>		70%		50,386
<b>Total Administration Expense</b>		24%		17,275

**DETAIL BUDGET LINE ITEMS  
COST ANALYSIS AND JUSTIFICATION**

				Original Total Two-Year Amount	Year 1 Actuals	Proposed Revised Year 2 Amount	Revised Total Two-Year Amount
<b>Equipment Rental/Maintenance Expense</b>							
Justification/Calculations:							
				\$65,244	\$32,709	\$42,535	\$75,244
	Original Two-Year Amount	Revised Two-Year Amount		Variance			
	65,244	75,244		(10,000)			
Revised Justification: Projections for this line item include a slight increase from Year 1.							
<b>Total Evaluation Expense</b>		75,244	x		6%		4,515
<b>Total Program Expense</b>		75,244	x		70%		52,671
<b>Total Administration Expense</b>		75,244	x		24%		18,059

				Original Total Two-Year Amount	Year 1 Actuals	Proposed Revised Year 2 Amount	Revised Total Two-Year Amount
<b>General and Administrative Expense</b>							
Justification/Calculations:							
				\$36,000	\$15,959	\$20,041	\$36,000
	Original Two-Year Amount	Revised Two-Year Amount		Variance			
	36,000	36,000		0			
Revised Justification: No change to this line item's two-year amount.							
<b>Total Evaluation Expense</b>		36,000	x		0%		0
<b>Total Program Expense</b>		36,000	x		0%		0
<b>Total Administration Expense</b>		36,000	x		100%		36,000

				Original Total Two-Year Amount	Year 1 Actuals	Proposed Revised Year 2 Amount	Revised Total Two-Year Amount
<b>Insurance Expense</b>							
Justification/Calculations:							
				\$26,958	\$10,655	\$16,303	\$26,958
	Original Two-Year Amount	Revised Two-Year Amount		Variance			
	26,958	26,958		0			
Revised Justification: No change to this line item's two-year amount.							
<b>Total Evaluation Expense</b>		26,958	x		6%		1,617
<b>Total Program Expense</b>		26,958	x		70%		18,871
<b>Total Administration Expense</b>		26,958	x		24%		6,470

				Original Total Two-Year Amount	Year 1 Actuals	Proposed Revised Year 2 Amount	Revised Total Two-Year Amount
<b>Materials and Supplies Expense</b>							
Justification/Calculations:							
				\$20,000	\$2,979	\$12,021	\$15,000
	Original Two-Year Amount	Revised Two-Year Amount		Variance			
	20,000	15,000		5,000			
Revised Justification: Based on year-to-date actuals at the time of the creation of the budget, projections for this line items are expected to result in a slight cost-savings to the Commission.							
<b>Total Evaluation Expense</b>		15,000	x		6%		900
<b>Total Program Expense</b>		15,000	x		70%		10,500
<b>Total Administration Expense</b>		15,000	x		24%		3,600

**DETAIL BUDGET LINE ITEMS  
COST ANALYSIS AND JUSTIFICATION**

	Original Total Two-Year Amount	Year 1 Actuals	Proposed Revised Year 2 Amount	Revised Total Two-Year Amount
<b>Overhead Expense</b>				
Justification/Calculations:				
	\$180,000	\$90,422	\$100,000	\$190,422
	Original Two-Year Amount 180,000			Revised Two-Year Amount 190,422
				Variance (10,422)
Revised Justification: Year 2 projections includes a rounded 10% increase from Year 1.				
<b>Total Evaluation Expense</b>		6%		11,425
<b>Total Program Expense</b>		70%		133,296
<b>Total Administration Expense</b>		24%		45,701

	Original Total Two-Year Amount	Year 1 Actuals	Proposed Revised Year 2 Amount	Revised Total Two-Year Amount
<b>Program Development Expense/Strategic Planning Implementation</b>				
Justification/Calculations:				
	\$105,000	\$60	\$29,940	\$30,000
	Original Two-Year Amount 105,000			Revised Two-Year Amount 30,000
				Variance 75,000
Revised Justification: In January 2018, the Commission assigned \$75,000 to this line item from the Professional Services Expense operating line item in order to procure a contractor for the planning phase of the new agency Strategic Plan (the current plan expires in the year 2020). However, existing resources have been leveraged in these efforts and a cost savings to this line item is anticipated.				
<b>Total Evaluation Expense</b>		33%		9,900
<b>Total Program Expense</b>		33%		9,900
<b>Total Administration Expense</b>		34%		10,200

	Original Total Two-Year Amount	Year 1 Actuals	Proposed Revised Year 2 Amount	Revised Total Two-Year Amount
<b>Professional Services Expense</b>				
Justification/Calculations:				
	\$270,111	\$67,187	\$135,000	\$202,187
	Original Two-Year Amount 270,111			Revised Two-Year Amount 202,187
				Variance 67,924
Revised Justification: A projected cost savings for Year 2 amount is anticipated to account for expenses for professional services and miscellaneous administrative services for the remainder of the budget year.				
<b>Total Evaluation Expense</b>		0%		0
<b>Total Program Expense</b>		0%		0
<b>Total Administration Expense</b>		100%		202,187



**DETAIL BUDGET LINE ITEMS  
COST ANALYSIS AND JUSTIFICATION**

	Original Total Two-Year Amount	Year 1 Actuals	Proposed Revised Year 2 Amount	Revised Total Two-Year Amount
<b>Staff Training, Travel &amp; Conference Expense (Out of Town Travel)</b>				
Justification/Calculations:				
	\$60,000	\$37,742	\$45,290	\$83,032
	Original Two-Year Amount 60,000	Revised Two-Year Amount 83,032	Variance (23,032)	
<b>Revised Justification: A vital aspect of the Commission's work is convening and being a part of conversations that enhance the early childhood system of care. To that end, in order to account for upcoming convenings for which it is necessary for Commission staff to be a part of, the proposed Year 2 amount includes a 20% increase from Year 1.</b>				
<b>Total Evaluation Expense</b>		83,032	x	6%
<b>Total Program Expense</b>		83,032	x	70%
<b>Total Administration Expense</b>		83,032	x	24%
				<b>4,982</b>
				<b>58,122</b>
				<b>19,928</b>

	Original Total Two-Year Amount	Year 1 Actuals	Proposed Revised Year 2 Amount	Revised Total Two-Year Amount
<b>Telephone Expense</b>				
Justification/Calculations:				
	\$43,280	\$14,300	\$16,000	\$30,300
	Original Two-Year Amount 43,280	Revised Two-Year Amount 30,300	Variance 12,980	
<b>Revised Justification: The proposed Year 2 amount includes an anticipated 10% increase from Year 1.</b>				
<b>Total Evaluation Expense</b>		30,300	x	6%
<b>Total Program Expense</b>		30,300	x	70%
<b>Total Administration Expense</b>		30,300	x	24%
				<b>1,818</b>
				<b>21,210</b>
				<b>7,272</b>

	Original Total Two-Year Amount	Year 1 Actuals	Proposed Revised Year 2 Amount	Revised Total Two-Year Amount
<b>Local Travel Expense - Local Mileage</b>				
Justification/Calculations:				
	\$7,000	\$582	\$2,500	\$3,082
	Original Two-Year Amount 7,000	Revised Two-Year Amount 3,082	Variance 3,918	
<b>Revised Justification: With an anticipated increase in Commission-related travel by use of personal vehicles in Year 2 paired with an increase in the reimbursement rate, staff recommends a conservative projection of \$2,500.</b>				
<b>Total Evaluation Expense</b>		3,082	x	6%
<b>Total Program Expense</b>		3,082	x	70%
<b>Total Administration Expense</b>		3,082	x	24%
				<b>185</b>
				<b>2,157</b>
				<b>740</b>

**DETAIL BUDGET LINE ITEMS  
COST ANALYSIS AND JUSTIFICATION**

**2013-2020 STRATEGIC PLAN INVESTMENTS**

	Original Total Two-Year Amount	Year 1 Actuals	Proposed Revised Year 2 Amount	Revised Total Two-Year Amount
<b>Tier 1: Children and Families</b>				
Justification/Calculations:				
Original Justification:	\$13,402,789	\$7,711,393	\$5,209,856	\$12,921,249
<b>Goal 1 - Health Promotion</b>				
The Health Promotion focus area of the Commission's 2013-2020 Strategic Plan strives to improve children's health by focusing on preventive care, improving access to and utilization of medical services, early identification of children with special needs with appropriate referrals for behavioral health services and improving parents' knowledge of child health. Programs under this focus area provide the community with an array of services including but not limited to: early childhood physical and mental health, perinatal mental health prevention and intervention, early identification and intervention of developmental delays, and health literacy education. Approximately three (3) direct service programs are funded under this focus area along with the Commission's investment in support of Help Me Grow Fresno County.				
<b>Health Promotion Sub-total</b>		\$2,922,593	\$1,234,658	
<b>Goal 2 - Early Learning</b>				
The Early Learning focus area of the Commission's 2013-2020 Strategic Plan focuses on increasing the number and capacity of quality early learning programs, as well as properly identifying and supporting children with special needs. Programs under this focus area provide the community with an array of services including but not limited to: early care and education quality improvement, parent-child developmental learning groups and integration of systems to support early identification and intervention for young children special needs. Three (3) direct service programs are funded under this focus area along with the High-Quality Training and Technical Assistance contract that supports and leverages the state-funded Quality Rating and Improvement System (QRIS) work. Additionally, this goal also includes the overhead for the Lighthouse for Children Child Development Center.				
<b>Early Learning Sub-total</b>		\$2,875,971	\$2,008,271	
<b>Goal 3 - Strong Families</b>				
The Strong Families focus area of the Commission's 2013-2020 Strategic Plan focuses on the healthy development of relationships between parents and caregivers and their young children. The quality of early parent-child experiences is instrumental in shaping a child's healthy development, educational success, and social and emotional wellbeing. Programs under this focus area provide the community with an array of services including, but are not limited to: trauma informed care, home visitation, parent education, and parent coaching and mentoring. Approximately ten (10) direct service programs are funded under this focus area.				
<i>The Commission awarded two-year direct service contracts in FY2015-16 in the amount of \$10.6 million with the possibility of two, one-year renewals based on performance and availability of funds. In March 2018, the Commission set aside funds for the third year of the aforementioned contracts to be awarded to Funded Partners, based on performance.</i>				
<b>Strong Families Sub-total</b>		\$1,912,829	\$1,966,926	
<b>Tier 1: Children and Families Total</b>		\$7,711,393	\$5,209,856	
	<b>Original 2-Year Amount</b>	<b>Revised 2-Year Amount</b>	<b>Variance</b>	
	13,402,789	12,921,249	481,540	
<b>Revised Justification:</b> To allow continuation of services to the community, the Commission made funds available for direct service contracts in Tier 1 for an additional (fourth) year, based on performance. This sustained level of funding will ensure there is no gap in services to young children and their families.				
<b>Total Evaluation Expense</b>	12,921,249	x	0%	0
<b>Total Program Expense</b>	12,921,249	x	100%	12,921,249
<b>Total Administration Expense</b>	12,921,249	x	0%	0

**DETAIL BUDGET LINE ITEMS  
COST ANALYSIS AND JUSTIFICATION**

	Original Total Two-Year Amount	Year 1 Actuals	Proposed Revised Year 2 Amount	Revised Total Two-Year Amount
<b>Tier 2: Community Partners</b>	<b>\$1,271,099</b>	\$596,113	\$770,428	<b>\$1,366,540</b>
Justification/Calculations:				
<b>Goal 4 - Early Childhood Partner Capacity Building</b>				
The Commission is committed to providing ongoing professional development and capacity building opportunities for early childhood providers and community partners, aimed at enhancing the knowledge and skills to improve service delivery approach in the work with young children and their families. Additionally, F5FC commissioned a Rural Needs Assessment in FY16-17 aimed at evaluating any gaps in early childhood services in rural communities of Fresno County. Two contracts were awarded in FY17-18 to implement those recommendations in two rural Fresno County communities, Huron and Mendota.				
		\$18,869	\$35,000	
		\$90,000	\$0	
		<b>\$108,869</b>	<b>\$35,000</b>	
		<b>\$100,529</b>	<b>\$196,180</b>	
		\$17,394	\$19,000	
		\$6,400	\$0	
		\$78,813	\$141,159	
		\$0	\$12,996	
		\$14,565	\$74,194	
		\$4,926	\$13,571	
		\$6,530	\$17,028	
		\$230,456	\$230,000	
		\$5,676	\$6,075	
		\$639	\$1,100	
		\$6,593	\$6,500	
		\$6,902	\$6,733	
		\$6,718	\$6,792	
		\$1,105	\$4,100	
		<b>\$487,244</b>	<b>\$735,428</b>	
		<b>\$596,113</b>	<b>\$770,428</b>	
	<b>Original 2-Year Amount</b>	<b>Revised 2-Year Amount</b>	<b>Variance</b>	
	1,271,099	1,366,540	(95,441)	
<b>Revised Justification: To ensure proper resource allocation for both the CLC and the Group Prenatal Care Project, GLOW!, Tier 2 has been increased. This increase follows the ever-developing, wrap-around services and classes to young children and their families at the LFC.</b>				
<b>Total Evaluation Expense</b>		1,366,540	x	0%
<b>Total Program Expense</b>		1,366,540	x	100%
<b>Total Administration Expense</b>		1,366,540	x	0%
				<b>0</b>
				<b>1,366,540</b>
				<b>0</b>

**DETAIL BUDGET LINE ITEMS  
COST ANALYSIS AND JUSTIFICATION**

	<b>Original Total Two-Year Amount</b>	<b>Year 1 Actuals</b>	<b>Proposed Revised Year 2 Amount</b>	<b>Revised Total Two-Year Amount</b>	
<b>Tier 3: Early Childhood System of Care</b>					
Justification/Calculations:	<b>\$677,444</b>	\$145,235	\$312,083	<b>\$457,318</b>	
Original Justification:					
<b>Goal 5 - Early Childhood Systems &amp; Network Improvement</b>					
<b>Community Relations</b>					
The Commission engages in Community Relations efforts to connect with community leaders, stakeholders and the broader Fresno County audience. By connecting with Fresno County residents and leaders alike, the Commission has the opportunity to reach into every home to share the F5FC mission and vision. To promote and enhance our message to prioritize the first 5 year of life, the Commission will invest in Community Media Partnerships and outreach and communications efforts and materials.					
		\$3,724	\$16,000		
		\$39,361	\$90,639		
		\$8,279	\$35,000		
		\$13,781	\$55,444		
		\$56,269	\$75,000		
		<b>\$121,414</b>	<b>\$272,083</b>		
<b>Multi-Sector Partnerships</b>					
Lasting improvements to the health and development of the county's youngest residents are possible when community organizations, businesses, policy makers, families, and F5FC find innovative ways to collaborate and create a more integrated and comprehensive support system for young children and their families. The Commission will invest in emerging multi-sector partnerships that directly align with the 2013-2020 Strategic Plan and the agency's mission and vision.					
		<b>\$23,821</b>	<b>\$40,000</b>		
		<b>\$145,235</b>	<b>\$312,083</b>		
	<b>Original 2-Year Amount</b>	<b>Revised 2-Year Amount</b>	<b>Variance</b>		
	<b>677,444</b>	<b>457,318</b>	<b>220,126</b>		
<b>Revised Justification: Staff recommends a cost savings for Tier 3 to account for the anticipated reduction in revenue. Staff continues to implement sustainable strategies that continue the crucial work of agency communications.</b>					
<b>Total Evaluation Expense</b>		457,318	x	0%	<b>0</b>
<b>Total Program Expense</b>		457,318	x	100%	<b>457,318</b>
<b>Total Administration Expense</b>		457,318	x	0%	<b>0</b>

**DETAIL BUDGET LINE ITEMS  
COST ANALYSIS AND JUSTIFICATION**

<b>Accountability and Evaluation</b>	<b>Original Total Two-Year Amount</b>	<b>Year 1 Actuals</b>	<b>Proposed Revised Year 2 Amount</b>	<b>Revised Total Two-Year Amount</b>	
Justification/Calculations:	<b>\$1,800,000</b>	\$770,872	\$799,980	<b>\$1,570,852</b>	
Original Justification:					
<b>Accountability System &amp; Services</b>					
F5FC is a responsible steward of public dollars. Organizations that receive F5FC funds report financial, program, and evaluation data in order to ensure compliance within their contractual guidelines. F5FC staff partner with grantees to ensure best practices are utilized by all programs. The fiscal reporting structure of the Commission was developed in accordance with the First 5 Financial Management Guide. This guide was developed by the Government Finance Officers Association of the United States and Canada (GFOA).					
F5FC Commissioners are responsible for ensuring that funds are used as voters intended when Proposition 10 was passed in 1998. Commissioners work with F5FC staff to ensure policies and procedures are consistent with the state law. The Commission utilizes Persimmony International, Inc., as the agency's contract management database. The system tracks all phases of procurement, development and contract compliance. F5 staff is recommending a renewal of the Persimmony contract to support the Commission's evaluation and state annual reporting requirements.					
		Contract Management System	\$200,020	\$199,980	
		Maintenance and Technical Assistance Services	\$94,814	\$0	
		<b>Accountability Sub-total</b>	<b>\$294,834</b>	<b>\$199,980</b>	
<b>Evaluation Services</b>					
The effectiveness of the Commission's investments are monitored regularly by staff as well as a contracted evaluator. The contracted evaluator works with the Commission, staff, and grantees to inform ongoing program practices and to evaluate progress towards the Commission's desired outcomes. The Commission uses accountability and evaluation data to inform its decision-making, ensuring that funds are used as efficiently and effectively as possible. F5FC staff recommends renewing the existing contract with Harder+Company Community Research, as the Commission's evaluator.					
With the 2013-2020 F5FC Strategic Plan framework, Harder+Company is prepared to enhance the existing evaluation framework to ensure it continues to closely assess the outcomes for children and families based on the updated strategies and corresponding indicators. In 2017-2019 the rigor of our evaluation approach will continue to be in depth and progressive.					
		<b>Evaluation Sub-total</b>	<b>\$476,038</b>	<b>\$600,000</b>	
		<b>Accountability and Evaluation Total</b>	<b>\$770,872</b>	<b>\$799,980</b>	
	<b>Original 2-Year Amount</b>	<b>Revised 2-Year Amount</b>	<b>Variance</b>		
	<b>1,800,000</b>	<b>1,570,852</b>	<b>229,148</b>		
<b>Total Evaluation Expense</b>		1,570,852	x	100%	<b>1,570,852</b>
<b>Total Program Expense</b>		1,570,852	x	0%	<b>0</b>
<b>Total Administration Expense</b>		1,570,852	x	0%	<b>0</b>

**DETAIL BUDGET LINE ITEMS  
COST ANALYSIS AND JUSTIFICATION**

	<b>Original Total Two-Year Amount</b>	<b>Year 1 Actuals</b>	<b>Proposed Revised Year 2 Amount</b>	<b>Revised Total Two-Year Amount</b>
<b>Non-Proposition 10 Funded Initiatives</b>				
Justification/Calculations:				
	<b>\$4,712,842</b>	\$2,368,921	\$2,569,823	<b>\$4,938,744</b>
<i>These Non- Proposition 10 Funded Initiatives create strong partnerships while furthering the Commission's impact on the community. Funding for these program and projects, as detailed below, comes from revenue streams sepeaate from the Proposition 10 Revenue that is received on a monthly basis.</i>				
<b>First 5 CA IMPACT Program</b>				
The IMPACT program is an innovative approach that forges partnerships between First 5 California and counties to achieve the goal of helping children ages 0 to 5 and their families thrive by increasing the number of high-quality early learning child care settings. IMPACT is centered around the state's child care Quality Rating and Improvement System (QRIS). This directly aligns with Tier 1: Goal 2 and First 5 Fresno County's investment centered around the investment of the state First 5 Commission. These funds are received and monitored by Commission Staff.				
		<u>\$975,323</u>	<u>\$840,726</u>	
<b>First 5 CA IMPACT Sub-total</b>				
<b>First 5 CA IMPACT Regional Hub Program</b>				
The primary focus of the IMPACT Hub program funding is to provide coordination and specialized support to consortia within First 5 California IMPACT Region 5 to create economies of scale while building a local early learning system focused on access to high quality early care and education. These funds for F5FC to lead the region in this work include the administrative costs as the Commission serves as the Lead Agency for the multi-county consortium. The Lead Agency is responsible to facilitate quarterly meetings, monitor Hub budget, and maintain a staff role of Regional Hub Coordinator. Region 5 includes the following 7 counties: Fresno, Kern, Kings, Madera, Merced, Tulare, Mariposa.				
		<u>\$581,731</u>	<u>\$961,862</u>	
<b>First 5 CA IMPACT Regional Hub Sub-total</b>				
<b>California Department of Education QRIS Certification</b>				
Funds from the California Department of Education to assist the IMPACT Hub partners in Region 5 build capacity via certification of trainers, observations, and technical assistance of assessors and coaches all related to the Quality Rating Improvement System (QRIS).				
		<u>\$148,729</u>	<u>\$114,097</u>	
<b>CA Dept. Education QRIS Certification Sub-total</b>				
<b>UCSF - Group Prenatal Care Program</b>				
The Group Prenatal Care Pilot Program, funded by University California San Francisco (UCSF), is supporting a recommendation from the First 5 Fresno County commissioned African American Infant Mortality Needs Assessment. With proven outcomes, the program provides prenatal care to pregnant mothers in a group setting with the goal of promoting interest in learning about healthy pregnancy and birth while providing a deep sense of support and community. Funds for this contract includes a subcontract, with CSU Fresno, in order to implement the program. Commission staff will monitor the subcontract agreements and hire administrative staff to coordinate and aid the implementation of the project. This program will be housed at the Lighthouse for Children Community Learning Center.				
		<u>\$638,138</u>	<u>\$638,138</u>	
<b>UCSF - Group Prenatal Care Sub-total</b>				
<b>The David and Lucile Packard Foundation Early Childhood Table</b>				
These dollars supplied by the David and Lucile Packard Foundation are for the co-facilitation support by Commission staff in partnership with Fresno County Superintendent of Schools, for the Fresno County Early Childhood Table. This initiative is to aid in the asset mapping of Early Childhood efforts in the County to continue striving for alignment of efforts.				
		<u>\$25,000</u>	<u>\$15,000</u>	
<b>David and Lucile Packard Foundation Early Childhood Table Sub-total</b>				
<b>Non-Proposition 10 Funded Initiatives Total</b>		<b>\$2,368,921</b>	<b>\$2,569,823</b>	
<b>Total Evaluation Expense</b>	4,938,744	x	0%	<b>0</b>
<b>Total Program Expense</b>	4,938,744	x	100%	<b>4,938,744</b>
<b>Total Administration Expense</b>	4,938,744	x	0%	<b>0</b>

**DETAIL BUDGET LINE ITEMS  
COST ANALYSIS AND JUSTIFICATION**

				Original Total Two-Year Amount	Year 1 Actuals	Proposed Revised Year 2 Amount	Revised Total Two-Year Amount
<b>Operations Contingency Fund</b>							
Justification/Calculations:							
				\$1,000,000	\$0	\$1,000,000	\$1,000,000
	Original Two-Year Amount	Revised Two-Year Amount		Variance			
	1,000,000	1,000,000		0			
<b>Total Evaluation Expense</b>		1,000,000	x		0%		0
<b>Total Program Expense</b>		1,000,000	x		0%		0
<b>Total Administration Expense</b>		1,000,000	x		100%		1,000,000

				Original Total Two-Year Amount	Year 1 Actuals	Proposed Revised Year 2 Amount	Revised Total Two-Year Amount
<b>Strategic Reserve Fund</b>							
Justification/Calculations:							
				\$0	\$0	\$2,000,000	\$2,000,000
	Original Two-Year Amount	Revised Two-Year Amount		Variance			
	0	2,000,000		(2,000,000)			
<b>Total Evaluation Expense</b>		2,000,000	x		0%		0
<b>Total Program Expense</b>		2,000,000	x		100%		2,000,000
<b>Total Administration Expense</b>		2,000,000	x		0%		0

## FIRST 5 FRESNO COUNTY FIVE YEAR BUDGET FORECAST

Revenues					
	17/19 PROPOSED REVISED BUDGET	FY 19/20 PROJECTIONS	FY 20/21 PROJECTIONS	FY 21/22 PROJECTIONS	FY 22/23 PROJECTIONS
Assigned Fund Balance	\$6,533,243				
Prop 10 Revenue	\$16,400,000	\$7,750,000	\$7,657,000	\$7,572,773	\$7,497,045
Non-Prop. 10 Revenue					
First 5 CA IMPACT Revenue	\$3,314,642	\$1,408,325	\$0	\$0	\$0
California Department of Ed. Grant	\$262,826	\$148,729	\$0	\$0	\$0
UCSF Grant	\$1,276,276	\$39,254	\$0	\$0	\$0
The David & Lucile Packard Foundation Grant	\$40,000	\$0	\$0	\$0	\$0
Other Revenue	\$151,262	\$50,000	\$50,000	\$50,000	\$50,000
Interest Revenue - County Treasury	\$50,000	\$17,000	\$17,000	\$15,000	\$15,000
Investment Income	\$0	\$10,000	\$10,000	\$10,000	\$10,000
<b>Total Revenues</b>	<b>\$28,028,249</b>	<b>\$9,423,308</b>	<b>\$7,734,000</b>	<b>\$7,647,773</b>	<b>\$7,572,045</b>
Operating Budget					
<b>Salaries &amp; Benefits Sub-total</b>	<b>\$2,937,172</b>	<b>\$1,214,089</b>	<b>\$1,214,089</b>	<b>\$1,214,089</b>	<b>\$1,214,089</b>
<b>Services &amp; Supplies Sub-total</b>	<b>\$836,374</b>	<b>\$402,834</b>	<b>\$396,636</b>	<b>\$391,636</b>	<b>\$391,636</b>
<b>Total Operating Budget</b>	<b>\$3,773,546</b>	<b>\$1,616,923</b>	<b>\$1,610,725</b>	<b>\$1,605,725</b>	<b>\$1,605,725</b>
Program Allocations/Strategic Plan Investments					
Tier 1: Children and Families	\$12,921,249	\$4,730,077	\$4,653,275	\$4,641,360	\$4,576,321
Tier 2: Community Partners	\$1,366,540	\$640,000	\$630,000	\$625,000	\$600,000
Tier 3: Early Childhood System of Care	\$457,318	\$240,000	\$240,000	\$240,000	\$240,000
Accountability and Evaluation	\$1,570,852	\$600,000	\$600,000	\$535,688	\$550,000
<b>Tiers &amp; Accountability Sub-total</b>	<b>\$16,315,959</b>	<b>\$6,210,077</b>	<b>\$6,123,275</b>	<b>\$6,042,048</b>	<b>\$5,966,321</b>
<b>Non-Prop 10 Funded Initiatives Sub-total</b>	<b>\$4,938,744</b>	<b>\$1,596,308</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Strategic Plan Investments</b>	<b>\$21,254,703</b>	<b>\$7,806,385</b>	<b>\$6,123,275</b>	<b>\$6,042,048</b>	<b>\$5,966,321</b>
Operations Contingency Fund	\$1,000,000	\$0	\$0	\$0	\$0
Strategic Reserve Fund	\$2,000,000	\$0	\$0	\$0	\$0
<b>Total First 5 Fresno County Budget</b>	<b>\$28,028,249</b>	<b>\$9,423,308</b>	<b>\$7,734,000</b>	<b>\$7,647,773</b>	<b>\$7,572,046</b>



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

**FINANCE AND PROGRAM REVIEW COMMITTEE**

March 7, 2019 – 8:30 a.m.

2405 Tulare Street  
Fresno, CA 93721

**AGENDA ITEM NO. 5**

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Agreement Renewals with Fresno County Superintendent of Schools for the Lighthouse for Children Child Development Center

**RECOMMENDED ACTION:**

Approve, for full Commission consideration, the renewal of the Facility Use Agreement and Program Services Agreement which includes the Tuition Scholarship Program for a total amount not to exceed \$205,000 with Fresno County Superintendent of Schools to continue the operation and management of the Lighthouse for Children Child Development Center.

**BACKGROUND:**

The Child Development Center (CDC) is a key component of the original mission and vision of the Lighthouse for Children (LFC) facility. The Center utilizes a blended funding model to serve infants, toddlers, and preschool-age children from diverse socioeconomic backgrounds and is considered a demonstration site for high quality early care and education. With six classrooms, the Center serves approximately 96 children. As the CDC operator, Fresno County Superintendent of Schools (FCSS) is responsible for the ongoing management of the CDC, including program development, enrollment, hiring, and maintenance and achievement of high-quality standards.

The Facility Use Agreement with FCSS outlines the terms of use of the 13,427 square feet of indoor and 10,000 square feet of outdoor CDC space and includes additional office space for a total of \$4,648.80 annually. The Program Services Agreement outlines the requirements of FCSS for services performed on the leased premises along with the upkeep of the Center's licenses.

On November 18, 2015, the Commission approved a tuition scholarship program for working families of children attending the LFC Child Development Center who cannot afford full tuition and do not qualify for state subsidy programs. The total amount set aside for two years will not to exceed \$205,000.

To ensure there are no interruptions to services and operations of the CDC, staff recommends renewing the terms of both the Facility Use Agreement and a Program Services Agreement, of which both agreements are mutually exclusive, with Fresno County Superintendent of Schools for two years until June 30, 2021.

**Procurement Process and Procedure:** On August 19, 2015, the Commission approved a Facility Use Agreement and a Program Services Agreement with FCSS to operate and manage the Lighthouse for Children (LFC) CDC. The Commission renewed the contract for an additional two years with FCSS in May 2017. Once this new proposed term ends, the option for a new agreement will come to the Commission for consideration.

**Alignment with 2013-2020 Strategic Plan:** The services being offered at the CDC directly align with the 2013-2020 Strategic Plan Tier 1 - Goal 2 - Early Learning: "High quality early childhood education services are available and utilized by families with children ages 0-5."

**Fiscal Impact:** Total funding for the tuition scholarship program, within the Program Services Agreement, will be allocated from the Commission 2017 - 2019 Proposed Revised Two-Year Budget, Tier 1 - Children and Families: Goal 2 - Early Learning line item in an amount not to exceed \$205,000 for two years beginning July 1, 2019.

### **CONCLUSION:**

If approved, access to high quality infant, toddler and preschool care and education opportunities for young children and families of Fresno County will continue to be available through the CDC with the renewal of both agreements. In addition, the continued tuition scholarship program would sustain access and population diversity of children served, benefiting all children enrolled at the Lighthouse for Children Child Development Center which operates as a blended funding site. Upon approval, staff will forward this item for full Commission consideration in March 2019.

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

**FINANCE AND PROGRAM REVIEW COMMITTEE**

March 7, 2019 – 8:30 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: Amendment to the Sublease Agreement with Simpson Speech and Language at the Lighthouse for Children

**RECOMMENDED ACTION:**

Approve, for full Commission consideration, the amendment to the sublease agreement with Simpson Speech and Language for use of space at the Lighthouse for Children (LFC).

**BACKGROUND:**

In 2015, the Commission entered in to a Partnership Agreement with a variety of child and family-serving organizations, including the Central Valley Regional Center (CVRC), to provide services out of the Community Learning Center (CLC) located on the second floor of the Lighthouse for Children facility. CVRC professionals used the CLC space on a regular basis to provide speech and language services to young children.

In the fall of 2018, Nori Simpson, the Speech Therapist providing services for CVRC out of the Community Learning Center, approached Commission staff to discuss the possibility of leasing space at the LFC for speech therapy given the high volume of clients seen each week. Simpson Speech & Language (SSL) provides consultations, screenings, comprehensive evaluations, and individualized speech and language therapy to children ages 0 to 5. With 85% of Simpson’s clients being CVRC families, Commission staff moved forward in negotiating space at the LFC for Simpson Speech and Language as a private entity to utilize 455.75 square feet of space.

With the hiring of an additional speech therapist, Simpson Speech and Language recently contacted Commission staff regarding the possibility of occupying the unoccupied space next to their current space at the LFC. On February 20, 2019, the Commission approved the revision to the LFC sublease guidelines which included guidelines that all sublease agreements shall be approved by the Commission. The proposed amended sublease agreement with Simpson Speech and Language outlines the terms of use to include an additional 132 square feet of office space.

**Alignment with 2013-2020 Strategic Plan:** The services being offered by Simpson Speech and Language directly align with the Commission’s 2013-2020 Strategic Plan Tier 1: Children and Families – Goal 1: Health Promotion – “Children’s health and developmental needs are identified and treated early during their first five years of life.”

**Fiscal Impact:** The amended sublease agreement with SSL outlines the terms of use of the currently occupied 455.75 and the additional 132 square foot office for a total of 578.75 square feet of indoor space for an annual total of \$11,990.16 in rent at \$1.70/sq. ft. The total annual rental income of \$11,990.16 from this sub-lease agreement will aid in offsetting overhead expenses for the facility.

**CONCLUSION:**

Offering specialty services such as language and speech therapy out of the centrally-located Lighthouse for Children has been an added benefit for a large number of Fresno County families. If approved, staff will forward this item for full Commission consideration in March 2019.