

FIRST 5 FRESNO COUNTY

ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

DATE: Wednesday, February 21, 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 Pacheco
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 Pacheco
3. Action Pg. 1	CONSENT AGENDA – ITEMS 3a 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 Pacheco E. Reyes, E.D.
4. Public Hearing	PUBLIC HEARING ON THE FIRST 5 FRESNO COUNTY 2013-2020 STRATEGIC PLAN Overview: Required annual public hearing to review the First 5 Fresno County 2013-2020 Strategic Plan. Community members may obtain copies of the Strategic Plan online at www.first5fresno.org or by contacting the Commission office at: 2405 Tulare Street Suite 200, Fresno, CA 93721. Phone: 559-558-4900	E. Reyes, E.D.
5. Action Pg. 6	FINANCIAL REPORT FOR PERIOD ENDING DECEMBER 2017 Supporting Documents	E. Reyes, E.D. V. Chairez, Staff
6. Action Pg. 12	LEGAL SERVICES AGREEMENT WITH BAKER MANOCK & JENSEN, PC	E. Reyes, E.D. F. González, Staff
7. Information	CHILDREN & FAMILIES POLICY UPDATE	E. Reyes, E.D. V. Cuevas, Staff
8. Information	EXECUTIVE DIRECTOR REPORT	E. Reyes, E.D.
9. 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.
10. Information	ANNOUNCEMENTS / INFORMATION SHARING	Chair Pacheco
11. Information	ADJOURNMENT	Chair Pacheco
NOTE:	REGULAR MEETING – March 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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CONSENT AGENDA

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

ITEM	SUBJECT	PRESENTER
3a. Action Pg. 2	MINUTES FROM JANUARY 17, 2018 REGULAR COMMISSION MEETING Supporting Document	E. Reyes, E.D.

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

Regular Business Meeting
February 21, 2018 – 11:30 a.m.

2405 Tulare Street
Fresno, CA 93721

CONSENT AGENDA ITEM 3a

RECOMMENDED ACTION:

Approved Commission Minutes – January 17, 2018

ACTION SUMMARY MINUTES

January 17, 2018 – 11:30 A.M.

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

Absent: N/A

Staff: Emilia Reyes, Fabiola González, Elizabeth Campos, Alix Hillis, Vianey Chairez, Victoria Cuevas, Melissa Cook, Mayra Diaz, Kristina Hernandez, Cecilia Paredes, Karina Perez, Monica Ramirez, Karen Rangel, 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. ELECTION OF FIRST 5 FRESNO COUNTY COMMISSION OFFICERS

Commissioners agreed to re-elect the incumbents for 2018 as follows:

Supervisor Pacheco – Chair
Commissioner Gilbert – Vice-Chair
Commissioner Morales – Secretary/Treasurer

Public Comment: None heard.

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

4. COMMITTEE MEMBERSHIP APPOINTMENTS

Commissioners agreed to re-elect the incumbents for 2018 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

Public Comment: None heard.

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

5. CONSENT AGENDA – ITEM 5a

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

6. FINANCIAL REPORT FOR PERIOD ENDING NOVEMBER 2017

Public Comment: None heard.

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

7. FUNDING ALLOCATION FOR DEVELOPMENT OF THE NEXT STRATEGIC PLAN

Public Comment: None heard.

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

8. UPDATE ON AFRICAN AMERICAN INFANT MORTALITY - BLUE RIBBON PANEL

Public Comment: Dr. Cassandra Joubert, Director of the Central California Children’s Institute presented highlights and recommendations from the completed report titled: Guiding Principles for the Formation of a Fresno County Blue Ribbon Panel on African American Infant Mortality.

No action required.

9. PROMOTE OPPORTUNITIES FOR FAMILIES TO ACCESS LOW-COST BROADBAND

Public Comment: None heard.

Commissioner Morales shared Commission staff will make available to funded partners flyers promoting the broadband adoption, and Commission staff will connect with the First 5 Association to encourage other Commissions to promote broadband adoption.

10. CHILDREN & FAMILIES POLICY UPDATE

Public Comment: None heard.

No action required.

11. EXECUTIVE DIRECTOR REPORT

Emilia Reyes, Executive Director, provided the following updates:

Commission staff will be traveling to Sacramento to attend the Association Executive Committee Meeting on January 23rd and the First 5 Association Meeting on January 24, 2018.

Commission staff will be presenting the 2016-2017 Audit Report to the Fresno County Audit Committee on February 23, 2018 at 2:00p.m.

The Commission is sponsoring the 3rd Annual State of the University event being held on February 8, 2018 from 7:30-9:00a.m. at the Save Mart Center at Fresno State University. This event will bring community leaders together with the University to share common goals, celebrate accomplishments that have impacted the region, and allow President Castro to share his vision for the University's future. Commissioners were reminded of the open invitations to attend.

Public Comment: None heard.

No action required.

12. PUBLIC COMMENT

Public Comment: None heard.

No action required.

13. ANNOUNCEMENTS / INFORMATION SHARING

Public Comment: Commissioner Morales reminded Commissioners and the public of the current immigration raids happening in Fresno County. He shared one in five children in the Fresno Unified School District have at least one immigrant parent. Morales mentioned the civic organizations that are available for families to receive resources.

No action required.

14. ADJOURNMENT

Public Comment: None heard.

Motion by: Gilbert Second by: Utecht

Ayes: Pacheco, Gilbert, Utecht, Koontz, Morales

Noes: None heard.

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

Regular Business Meeting
February 21, 2018 – 11:30 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: Financial Report for Period Ending December 2017

RECOMMENDED ACTION:

Accept the financial report for period ending December 31, 2017.

BACKGROUND:

This item is intended to keep the Commission apprised of financial activity as of December 31, 2017 and to provide an opportunity to discuss and review financial activities for the reporting period.

KEY POINTS:

Revenues (39%)

- Prop 10 Revenue (44%) - Revenues are 6% lower than projected due to the annual Backfill required by Proposition 99 legislation and the Board of Equalization Administration charges.
- 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.
- Interest Revenue - County Treasury (94%) - Excess revenue is a result of unanticipated interest earned from the County Treasury account.

Operating Expenses (38%) - All expenses are within budget limits.

- Workers' Compensation Expense (100%) - The annual premium for workers' compensation insurance has been paid in full.
- Audit Expense (92%) - Full payment has been made for the audit report for period ending June 30, 2017.

Strategic Plan Investments Awards (39%) - 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 (35%) - 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
DECEMBER 2017 (50%)**

Revenues

	Budget Amounts	Actual Amounts	Variance	Percent Variance
	07/01/2017-6/30/2018	07/01/2017-12/31/2017		
Prop 10 Revenue	\$9,636,598	\$4,275,135	\$5,361,463	44%
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	\$23,407	\$1,593	94%
Investment Income	\$50,000	\$16,916	\$33,084	34%
Other Revenue	\$0	\$101,262	\$42,772	0%
Total Revenues	\$11,931,790	\$4,686,898	\$7,388,925	39%

Operating

Salaries & Benefits				
Salary Expense	\$1,090,564	\$511,422	\$579,141	47%
Payroll Tax Expense	\$117,183	\$41,201	\$75,983	35%
Retirement Expense	\$95,359	\$41,261	\$54,098	43%
Employee Benefits Expense	\$434,198	\$117,385	\$316,813	27%
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	\$718,174	\$1,036,636	41%
Services & Supplies				
Advertising Expense	\$2,000	\$0	\$2,000	0%
Audit Expense	\$25,000	\$22,905	\$2,095	92%
Capital & Equipment Expense- Computers & Software	\$7,500	\$2,900	\$4,600	39%
Commissioner/Advisory Expense	\$5,005	\$1,490	\$3,515	30%
Dues & Subscriptions Expense	\$42,125	\$1,831	\$40,294	4%
Equipment Rental/Maintenance Expense	\$32,622	\$11,671	\$20,951	36%
General & Administrative Expense	\$15,000	\$8,803	\$6,197	59%
Insurance Expense	\$11,389	\$6,649	\$4,740	58%
Materials & Supplies Expense	\$11,000	\$762	\$10,238	7%
Overhead Expense	\$90,000	\$44,023	\$45,977	49%
Program Development/Strategic Planning Expense	\$5,000	\$60	\$4,940	1%
Professional Services Expense	\$182,620	\$24,924	\$157,696	14%
Staff Training & Conference Expense	\$30,000	\$8,863	\$21,137	30%
Telephone Expense	\$21,640	\$6,779	\$14,861	31%
Local Travel Expense - Local Mileage	\$7,000	\$440	\$6,560	6%
Total Services & Supplies Expenses	\$487,901	\$142,101	\$345,800	29%
Total Operating Expenses	\$2,242,710	\$860,275	\$1,382,436	38%

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	\$70,540	\$1,882,046	4%
Goal 3 - Strong Families	\$2,191,426	\$0	\$2,191,426	0%
Total Tier 1	\$4,356,679	\$70,540	\$4,286,139	2%
Tier 2: Community Partners				
Early Childhood Partner Capacity Building	\$180,000	\$2,222	\$177,778	1%
Community Learning Center	\$522,895	\$181,904	\$340,991	35%
Total Tier 2	\$702,895	\$184,126	\$518,768	26%
Tier 3: Early Childhood System of Care				
Community Relations	\$484,312	\$9,927	\$474,385	2%
Multi-Sector Partnerships	\$25,000	\$8,344	\$16,656	33%
Total Tier 3	\$509,312	\$18,271	\$491,041	4%
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%

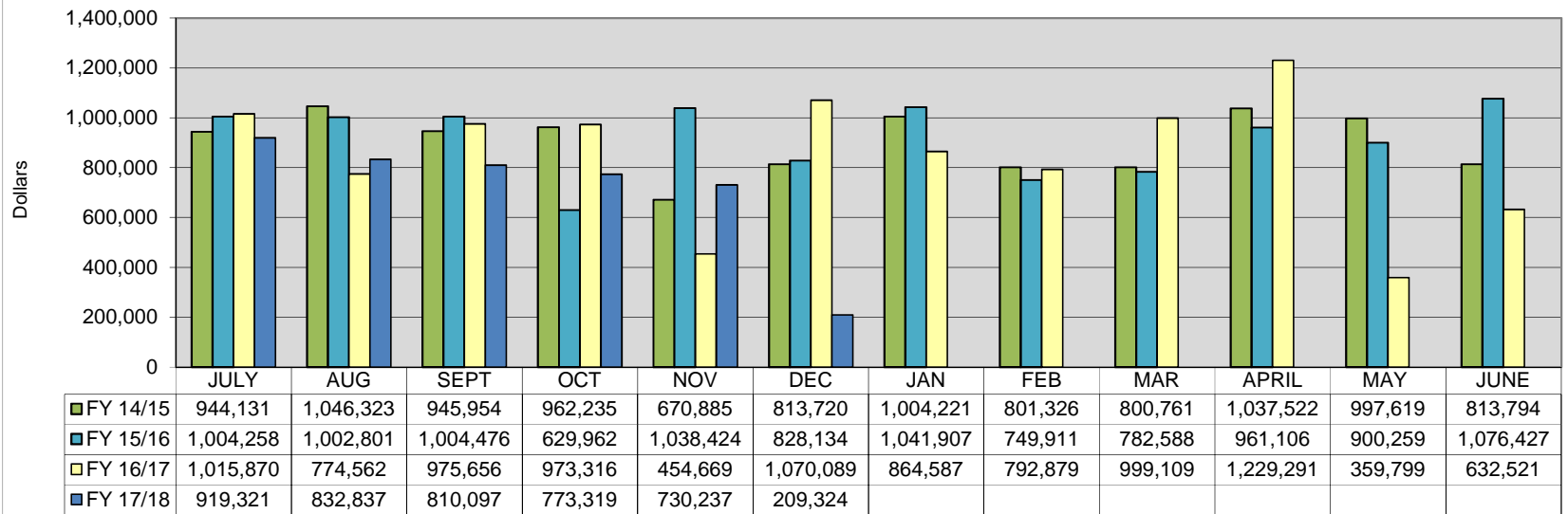
**FIRST 5 FRESNO COUNTY
FINANCIAL STATEMENT
DECEMBER 2017 (50%)**

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	\$3,393,129	\$5,295,949	39%
Operations Contingency Fund	\$1,000,000	\$1,000,000	\$0	100%
Total First 5 Fresno County Budget	\$11,931,790	\$5,253,404	\$6,678,387	44%

FY 2017-2018 Service Provider Expenses

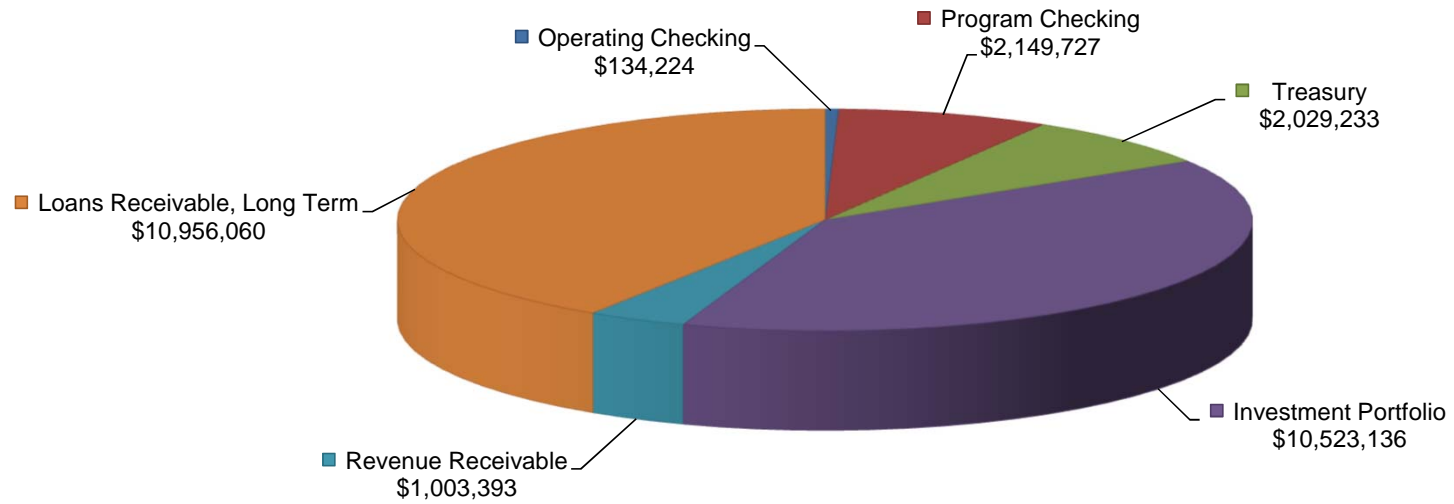
	<u>Budget Amounts</u>	<u>Actual Amounts</u>	<u>Variance</u>	<u>Percent Variance</u>
Tier 1: Children And Families	\$5,195,844	\$2,913,285	\$2,282,559	56%
Tier 2: Community Partners	\$204,650	\$73,752	\$130,898	36%
Tier 3: Early Childhood System of Care	\$2,185,803	\$329,914	\$1,855,889	15%
Accountability and Evaluation	\$900,000	\$313,057	\$586,943	35%
Non-Prop. 10 Funded Programs	\$2,285,673	\$109,481	\$2,176,191	5%
Total Service Provider Expenses	\$10,771,970	\$3,739,489	\$7,032,481	35%

MONTHLY PROPOSITION 10 REVENUE COMPARISON

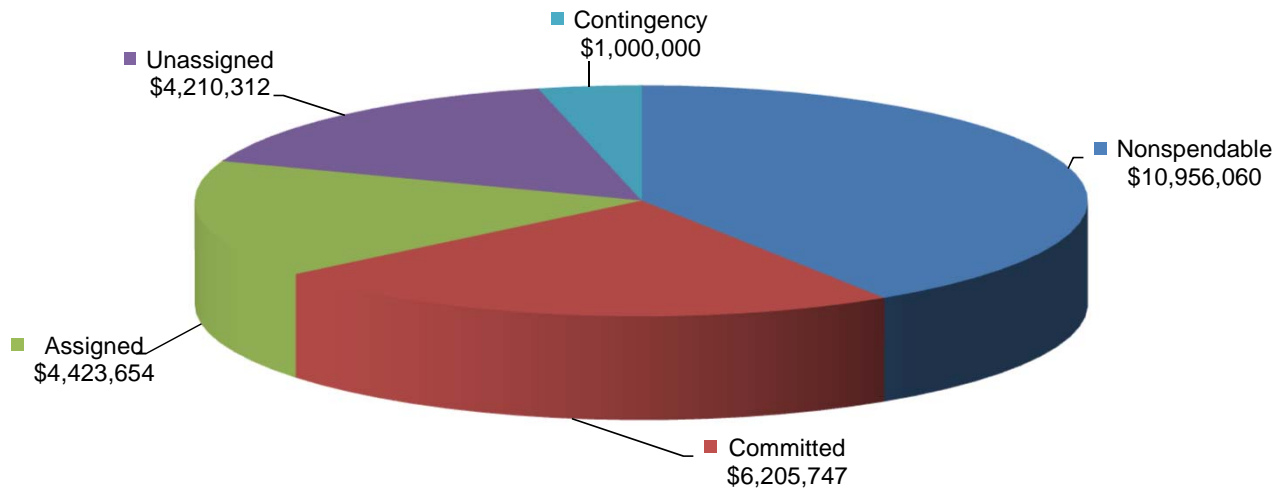


**FIRST 5 FRESNO COUNTY
BALANCE SHEET
DECEMBER 2017**

ASSETS



FUND BALANCE



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

Regular Business Meeting
February 21, 2018 – 11:30 a.m.

2405 Tulare St.
Fresno, CA 93721

AGENDA ITEM NO. 6

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Legal Services Agreement with Baker Manock & Jensen, PC

RECOMMENDED ACTION:

Review and approve an agreement with Baker Manock & Jensen, PC in an amount not to exceed \$75,000 to provide legal services and representation as recommended by the Administrative Committee.

BACKGROUND:

On Monday, February 12, 2018, the Commission's Administrative Committee discussed this item, provided feedback, and moved for full Commission consideration.

The Commission first procured legal services in July 2008. Since then, the legal firm, Baker Manock, & Jensen, PC (BMJ) has been providing legal services and representation to the Commission. In 2012, the Commission followed procurement policies and procedures and released a public procurement for legal services and BMJ once again was selected based on their experience and expertise in public laws, codes and regulations governing public agencies.

Procurement Procedure and Process: Administrative services of this type are usually procured at least every five years, unless it is deemed necessary to procure sooner. As a result, in December 2017, the Commission released a competitive Request for Quotations (RFQ) for legal services and forwarded the RFQ to 30+ legal firms across the region to legally represent both First 5 Fresno County and the Lighthouse for Children, Inc. In response to the RFQ, the Commission received one submission it being from Baker Manock & Jensen. A panel of community members with relevant experience reviewed and scored the quotation.

Over the last 10 years, Baker, Manock & Jensen, and team has proven to be valuable legal advisors to the Commission in the review, interpretation and utilization of statutes, rules, ordinances and resolutions governing board policies and procedures. Based on their performance, submission, and recommendation from the Administrative Committee staff recommends an agreement with BMJ to continue providing legal services for First 5 Fresno County and the Lighthouse for Children, Inc.

Fiscal Impact: Funding for these services has been approved in the 2017-2019 Approved Two Year Budget: Operating – Services and Supplies – Professional Services Expense line item. Contract terms will be finalized with contractor to ensure agreement is within budget constraints.

CONCLUSION:

If approved, Baker Manock & Jensen, PC will provide legal services and representation in amount not to exceed \$75,000 to start March 1, 2018, for a one-year contract with the option of up to three-year renewals based on performance and availability of funds as determined by the Commission.