

FIRST 5 FRESNO COUNTY

ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

DATE: Wednesday, June 6, 2018

Lighthouse for Children
2405 Tulare Street
Fresno, CA 93721

TIME: 12:00 p.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-3c 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. Action Pg. 28	FINANCIAL REPORT FOR PERIOD ENDING MARCH 2018 Supporting Documents	E. Reyes, E.D. A. Hillis, Staff
5. Action Pg. 34	AGREEMENT WITH PREVENT CHILD ABUSE CALIFORNIA FOR THE FIRST 5 SERVICE CORPS PROGRAM & RECOGNITION OF 2017-2018 MEMBERS	E. Reyes, E.D. M. Carmona, Staff
6. Action Pg. 36	AGREEMENTS FOR THE HELP ME GROW FRESNO COUNTY EFFORTS	E. Reyes, E.D. H. Norman, Staff
7. Action Pg. 39	AGREEMENT WITH FRESNO COUNTY DEPARTMENT OF SOCIAL SERVICES (DSS) IN SUPPORT OF NEIGHBORHOOD RESOURCE CENTERS	E. Reyes, E.D. M. Diaz, Staff
8. Action Pg. 41	COMMUNITY MEDIA PARTNERSHIP WITH UNIVISION COMMUNICATIONS INC.	E. Reyes, E.D. V. Cuevas, Staff
9. Action Pg. 43	COMMUNITY MEDIA PARTNERSHIP WITH NEXTSTAR BROADCASTING	E. Reyes, E.D. V. Cuevas, Staff
10. Action Pg. 45	CREATION OF STRATEGIC RESERVE FUND Supporting Documents	E. Reyes, E.D. F. González, Staff
11. Information	AGREEMENT RENEWAL UPDATE FOR HIGH QUALITY EARLY CARE AND EDUCATION TRAINING AND TECHNICAL ASSISTANCE	E. Reyes, E.D. A. Hillis, Staff
12. Information	CHILDREN & FAMILIES POLICY UPDATE	E. Reyes, E.D. V. Cuevas, Staff
13. Information	EXECUTIVE DIRECTOR REPORT	E. Reyes, E.D.

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).

ITEM	SUBJECT	PRESENTER
14. 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.
15. Information	ANNOUNCEMENTS / INFORMATION SHARING	Chair Pacheco
16.	CLOSED SESSION A. CLOSED SESSION - PUBLIC EMPLOYEE PERFORMANCE EVALUATION Title: Executive Director	Chair Pacheco K. Price, Legal
17. Action	ADJOURNMENT	Chair Pacheco
<u>NOTE:</u>	REGULAR MEETING – No Meeting in July Next Meeting - August 15, 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) 241-6515 at least 48 hours prior to the start of the meeting. Government Code Section 54954.2(a).

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DATE: Wednesday, June 6, 2018

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Fresno, CA 93721

TIME: 12:00 p.m. – Regular Meeting

CONSENT AGENDA

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

ITEM	SUBJECT	PRESENTER
3a. Action Pg. 2	MINUTES FROM MARCH 21, 2018 REGULAR COMMISSION MEETING Supporting Document	E. Reyes, E.D.
3b. Action Pg. 6	EMPLOYEE HANDBOOK ANNUAL REVIEW Supporting Document	E. Reyes, E.D.
3c. Action Pg. 27	AGREEMENT WITH HUDSON HENDERSON & COMPANY, INC. FOR AUDITING SERVICES	E. Reyes, E.D.

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

REGULAR BUSINESS MEETING

June 6, 2018 – 12:00 p.m.

2405 Tulare Street
Fresno, CA 93721

CONSENT AGENDA ITEM 4a

RECOMMENDED ACTION:

Approved Commission Minutes – March 21, 2018

ACTION SUMMARY MINUTES

March 21, 2018 – 11:30 A.M.

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

Absent: Hugo Morales

Staff: Emilia Reyes, Fabiola González, Victoria Cuevas, Melissa Cook, Renee Dayton,
Brittany Guerra, Hannah Norman, Cecilia Paredes, Karina Perez, Karen Rangel,
Liliana Salcedo, Chia Vue, Zaira Valeriano, Ken Price (Legal Counsel)

1. CALL TO ORDER

2. CLOSED SESSION

Ken Price, Legal Counsel, had no action to report out of closed session.

3. 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.

4. CONSENT AGENDA – ITEM 4a

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

Noes: None heard.

5. PUBLIC HEARING – FIRST 5 CALIFORNIA STATE COMMISSION ANNUAL REPORT FOR FISCAL YEAR 2016-2017

Public Comment: None heard.

No action required.

6. FINANCIAL REPORT FOR PERIOD ENDING JANUARY 2018

Public Comment: None heard.

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

7. 2017 – 2019 PROPOSED REVISED TWO-YEAR BUDGET

Commissioners agreed on Option 1 to Reduce Operating Expenses by 13% with an increase in Strategic Plan Investments by 23% addressing the \$1.2 million budget shortfall.

The Commission directed staff to explore the future adoption of a one-year Commission Budget as well as the establishment of a programmatic reserve fund as a way to address any future funding uncertainties.

Public Comment: None heard.

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

8. THIRD YEAR FAMILY ENGAGEMENT FUNDING AGREEMENTS UPDATE

Public Comment: None heard.

No action required.

9. CHILDREN & FAMILIES POLICY UPDATE

Public Comment: None heard.

No action required.

10. EXECUTIVE DIRECTOR REPORT

Emilia Reyes, Executive Director, provided the following updates:

First 5's 20th Anniversary & Family Fun Day event will be taking place on the Capitol Lawn in Sacramento on May 2nd from 12-1p.m. First 5 commissions from across the state will join partners and families to celebrate our anniversary, highlight our ongoing work, and host a day filled with activities for young kids. Commissioners are invited to this very exciting and special event.

Some Commission staff will be participating in the Help Me Grow National Forum taking place April 4th - 6th in Seattle, WA. Help Me Grow is a national effort that supports communities to ensure all children have access and are connected to needed services through a system of early identification of needs and care coordination.

Commission staff including Reyes will also be participating in the First 5 California Child Health, Education & Care Summit April 10th -12th in Glendale, CA. The Summit theme, 'California - Leading the Way for Children,' represents the natural evolution of this statewide event - from building partnerships and promoting collective impact, to providing leadership around critical programs and investments designed to benefit young children.

Public Comment: None heard.

No action required.

11. PUBLIC COMMENT

Public Comment: None heard.

No action required.

12. ANNOUNCEMENTS / INFORMATION SHARING

Commissioner Utecht provided the following updates:

The Fresno County Suicide Prevention Collaborative meets on the first Friday of every month at 10:00a.m. at the Sierra Building Auditorium located at 1925 E. Dakota Ave, Fresno, CA 92726. The purpose of the Fresno County Suicide Prevention Collaborative is to bring together a vast cross sector of government agencies, community-based organizations, concerned community members, and others to learn about suicide, identify strategies for local implementation of services, evaluate efforts, and create an integrated system to address suicide in our community.

Commissioner Utecht has been appointed to the statewide task force focused on Workforce Development and Health as part of the Behavioral Health Subcommittee and is participating in the newly-formed Trauma Screening Workgroup related to Assembly Bill No. 340 passed by Assemblymember Joaquin Arambula that would require screening for Adverse Childhood Experiences (ACEs) in various health settings.

Lastly, the Department of Behavioral Health funded 15 primary care providers to participate in a yearlong fellowship with UC Irvine and UC Davis on primary care psychiatry. This includes primary care physicians; such as Obstetrics and Gynecology (OBGYN), Nurse Practitioners and

Physician Assistants, to get trained on how to screen for behavioral health issues in primary care settings.

Public Comment: None heard.

No action required.

13. ADJOURNMENT

Public Comment: None heard.

Motion by: Gilbert Second by: Koontz

Ayes: Pacheco, Gilbert, Utecht, Koontz

Noes: None heard.

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

REGULAR BUSINESS MEETING

June 6, 2018 – 12:00 p.m.

2405 Tulare Street
Fresno, CA 93721

AGENDA ITEM NO. 3b

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Employee Handbook – Annual Review

RECOMMENDED ACTION:

Approve the updated Employee Handbook.

BACKGROUND

The Employee Handbook sets forth the major policies and procedures of the Commission as well as the benefits provided to Commission employees. On an annual basis, the Employee Handbook is reviewed and updated in partnership with the contracted human resources firm to include any changes and/or updates to state and/or federal labor laws.

The Commission’s human resources firm, CoreHR, has reviewed the Employee Handbook to ensure the Commission is in compliance with state and federal labor law regulations.

CONCLUSION

The practice of an annual review of the Employee Handbook allows for the inclusion of updates in state and/or federal labor laws as well as the Commission’s employee policies and procedures. Once annual updates are incorporated, reviewed and approved, Commission employees receive an updated copy of the Employee Handbook.



Employee Handbook

2018

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THE HISTORY OF FIRST 5 FRESNO COUNTY

On November 3, 1998, California voters approved Proposition 10, “The Children and Families Act of 1998.” The Act increased tobacco excise taxes to provide funds for early childhood development and smoking prevention and cessation programs. The passage of this Act created an unprecedented opportunity for Fresno County to mobilize its many resources to create an integrated, coordinated system of care that supports and enhances the lives of expectant parents, children from the prenatal stage up to age five, and their families.

OUR VISION AND MISSION

The vision of First 5 Fresno County is that all children ages 0 to 5 years will achieve optimal social, emotional, physical, and cognitive development.

Our mission is to be a catalyst for creating an accessible and effective network of quality services for young children and their families.

INTRODUCTION

This handbook replaces any previously distributed handbooks. With or without prior notice, First 5 Fresno County (“the Commission”), reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules or benefits stated in this handbook or in any other related document.

Any written changes to this handbook will be distributed to all employees so that they will be aware of the new policies or procedures. No oral statements or representations can in any way change or alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and the Commission as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this handbook or in any other personnel document creates or is intended to create a promise or representation of continued employment for any employee.

GENERAL POLICIES & PROCEDURES

Equal Employment Opportunity

The Commission is an equal opportunity employer and makes decisions related to compensation and all terms, conditions, and privileges of employment on the basis of merit.

Employment At-Will

All employees are “at-will” employees. This means that employment may be terminated with or without cause, and with or without notice, at any time by either an employee or the Commission. No implied contract concerning any employment-based decision or terms and conditions of employment can be established by any other statement, conduct, policy, or practice.

The Executive Director, with the approval of the Commission, has the exclusive authority to create an employment relationship other than on an “at-will” basis, and any such agreement must be in writing.

Anti-Harassment, Discrimination & Bullying

The Commission is committed to providing a work environment free of unlawful discrimination, and harassment and prohibits any unlawful harassment and/or discrimination by any of its employees

based on pregnancy, childbirth or related medical conditions, sex, religious creed, race, color, national origin or ancestry, age, physical or mental disability, medical condition, genetic information, marital status, sexual orientation, gender identity and expression, military and veteran status or any other consideration made unlawful by federal, state or local laws. This Anti-Harassment Policy applies to all persons involved in the operation of the Commission and prohibits unlawful discrimination and/or harassment by any employees of First 5 Fresno County, including supervisors, Directors and those in management, agents, independent contractors, as well as persons and third-parties doing business with or for the Commission.

Harassment includes but is not limited to:

- Verbal harassment such as abusive, derogatory comments or slurs that are gender based;
- Physical harassment, such as an assault, or interference with normal work or movement that is gender based;
- Visual forms of harassment such as derogatory posters, cartoons or drawings that are gender based;
- Unwanted or unwelcome sexual advances which condition an employment benefit upon an exchange of sexual favors.

Anti-Bullying Policy

The Commission is committed to providing a safe and harassment-free workplace for all employees. As part of that commitment, the Commission prohibits any form of intimidation, threats, or other types of abusive behavior (“bullying”). This workplace bullying policy is intended to supplement, not to supersede, other harassment or workplace violence policies already in place at the Commission. Employees found in violation of this policy will be subject to discipline, up to and including termination.

Anti-Retaliation

It is illegal to retaliate against an employee because he or she complained about harassment, bullying or discrimination, even if no harassment, bullying or discrimination ever occurred. The Commission’s policy strictly prohibits any form of retaliation against an employee.

Reporting Procedures

Do not assume that the Commission has knowledge of any form of illegal discrimination, harassment, bullying or retaliation. Any employee who believes that this policy has been violated should immediately report that belief to their direct supervisor, their Director, the Executive Director, or another member of the management team. Employees can also call the Employee Complaint Hotline, 559-825-4601. If you do not feel comfortable reporting to these persons, you can notify the California Department of Fair Employment and Housing. The Commission will take immediate steps to stop the inappropriate behavior and to conduct a thorough, objective investigation and, if appropriate, take corrective action. Directors/supervisors have an obligation to report complaints to the Executive Director. The Commission will conduct a fair, timely, and thorough investigation. The Commission will not retaliate against you for filing a complaint and will not willingly permit retaliation by management, other employees, third parties and/or your co-workers.

Reporting Compliance Irregularities

At First 5 Fresno County, we are committed to maintaining high professional and ethical standards. We expect all employees to comply with all applicable laws. If you have any concern or question regarding any policy or practice of the Commission, we encourage you to speak up. Please refer to

the Commission's communication guidelines document for a more detailed process on the proper communication channels.

WORKPLACE SAFETY

Injury Reporting Procedure

Employees are required to *immediately* report any work-related injury or illness, no matter how small, to their Director. The Commission will provide the employee with any required paperwork. The employee is expected to cooperate in the reporting process.

Use of Cellphone While Driving

Employees are prohibited from talking, composing text messages, and reading text messages on a cell phone while operating a personal or Commission vehicle for Commission business.

Workplace Violence Policy

The Commission has a zero-tolerance policy for workplace violence, verbal and nonverbal threats and related actions. Firearms and weapons cannot be brought into the workplace or any Commission sponsored event at any time. Employees who violate this policy are subject to immediate discipline, up to and including termination.

Employees should immediately report incidents of violence or threats of violence to their supervisor or Director. The Commission will not retaliate against any employee for reporting such an incident and will not knowingly permit any retaliation by management or non-management employees.

Security within Workplace

The security of our workplace as well as the welfare of our employees requires that every individual be constantly aware of potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner, in or around the Commission's workplace, or when keys or similar items are lost or misplaced.

Employees entrusted with keys to the office or other Commission facilities/property are responsible for the safekeeping of the keys, the security and protection of Commission property, as well as any activity taking place while the employee is present and the office is closed. All keys are checked out to employees and record of ownership is kept.

EXPECTATIONS & EMPLOYEE CONDUCT

Grooming/Attire

The professional image of our staff is vital. Our employees must demonstrate professionalism and good judgment in matters of dress in the workplace. The following general guidelines will serve to standardize our expectations.

Business Casual: Often, a Business Casual appearance will be appropriate for the nature of your work. Keep in mind that there is a distinction between "casual" and "business casual" and dress should still be appropriate for a conservative, professional office environment. Business Casual includes appropriate jeans, Dockers, polo shirts, etc.

Business Dress: While the Commission generally observes a business casual dress environment, there may be situations requiring more formal attire. If you are conducting or attending meetings, seminars, roundtables, etc., where you come in contact with other business professionals, you are expected to represent the Commission in a professional manner and dress appropriately for conducting such business. Know your audience, remember whom you represent and dress accordingly. When business dress is necessary due to the nature of your work or level of contact with the public or community partners, attire should include nice shoes, slacks, pantsuits, dresses and skirts of appropriate length (no more than two inches above the knees), dress shirts, nice sweaters or turtlenecks, socks and ties. If you are in doubt as to whether the item of clothing is professional, err on the side of being conservative.

Personal appearance should be a matter of concern for each employee. If your Supervisor feels your attire and/or grooming is inappropriate, you may be asked to leave the workplace until you are properly attired and/or groomed. This time away will be considered unpaid time off. Employees who violate dress code standards may be subject to appropriate disciplinary action.

Punctuality & Attendance

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees must report to work as scheduled and remain at work for their entire work schedule, except for meal periods or when required to leave on authorized business. Late arrival, early departure or other unapproved absences from scheduled work hours are disruptive and must be avoided.

Excessive absenteeism may be grounds for discipline up to and including termination of employment. Each situation of excessive absenteeism or tardiness shall be evaluated on a case-by-case basis.

If you will be absent from work or tardy due to unforeseen reasons, you must contact your Director/supervisor as soon as possible, but no later than your scheduled start time. If you are not able to reach your supervisor, you are expected to advise the Deputy Director/Executive Director of your absence. An Employee Leave Report to request paid leave for an unforeseen absence such as personal illness, family illness or bereavement leave should be completed upon return to work. An employee who fails to notify The Commission of an absence in accordance with this policy for three consecutive work days will be considered to have voluntarily resigned employment with the Commission, absent a reasonable explanation.

Personal Cell Phone Policy

While working, employees should be completely focused on their job duties. Employees are expected to use their personal cell phones during designated meal and rest periods. If an employee's use of their cell phone interrupts, delays or interferes with the Commission's business, the employee may be disciplined.

Commission Computers & Electronic Equipment

Commission electronic equipment, including computers, office telephones, MiFi's (internet access devices) and iPads, are to be used for Commission business only. Commission electronic equipment belongs exclusively to the Commission and must be maintained according to Commission rules and regulations. The Commission reserves the right to inspect all Commission electronic equipment to ensure compliance with its rules and regulations, with or without notice and not necessarily in the employee's presence.

Commission voicemail and email are to be used for business purposes only. The Commission reserves the right to monitor voicemail and e-mail messages to ensure compliance with this rule, with or without notice to the employee and not necessarily in the employee's presence.

The Commission may periodically need to assign and/or change "passwords" and employee codes used by the employee on equipment and/or electronic devices provided by the Commission. Employees do not have any expectation of privacy in the codes and/or passwords used to access Commission owned electronic equipment, applications or software.

Access to any website that is offensive or discriminatory is prohibited. You may not use Commission technology to state positions or opinions that give the impression that (s)he is speaking on behalf of the Commission unless you are specifically authorized to do so.

The communication systems should not be used to send or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization. Under no circumstances should any confidential or sensitive materials be disclosed to third parties except for appropriate and authorized business purposes.

PROHIBITED CONDUCT

Illegal Drugs, Controlled Substances, Alcohol and Marijuana Policy

Any employee who violates this policy is subject to discipline, including termination. All employees are prohibited from doing any of the activities listed below, at any time during working hours (including meal and break periods), while on Commission property (leased or owned), while representing the Commission at an outside event on or off Commission property, or while performing work related duties (whether on or off Commission property):

1. Possessing or using alcohol or marijuana
2. Possessing or using illegal drugs
3. Being under the influence of alcohol, marijuana, a controlled substance or an illegal drug
4. Driving a personal or rented vehicle for Commission business while under the influence of alcohol, marijuana, an illegal drug, or controlled substance
5. Distribution, sale or purchase of an illegal drug or controlled substance

The above prohibitions do not include the proper use of prescribed medications, provided that the employee complies with their physician's orders and the employee's use of the prescription medication does not create a safety hazard for the employee or other Commission employees.

The Commission reserves the right and hereby notifies all employees that upon reasonable suspicion that an employee has violated this policy, the Commission may conduct drug testing at any time in accordance with both federal and state laws. The Commission will keep the results of any required drug testing confidential.

Smoking, Vaping & Use of Tobacco Related Products

The Commission prohibits the use of tobacco products in/on Commission owned property, client sites, and offices. Tobacco products include but are not limited to: smoking, vaping, chewing.

Prohibited Conduct & Behavior

Conduct that is counter to our mission will not be tolerated. Below are examples of prohibited conduct, however, is not intended to be an exhaustive list of all prohibited conduct and/or behavior. Employees must also consider other applicable federal, state, and local laws. This statement of prohibited conduct does not alter the Commission's policy of at-will employment.

Examples of prohibited conduct and behavior include:

1. Making false statements or omitting pertinent information on Commission applications, records of employment, forms, or in the course of participation in Commission investigations or in responding to management inquiries.
2. Committing any act of violence or intimidation or making threats of violence, fighting, or using abusive or profane language at the workplace, including at Commission sponsored events or while representing the Commission.
3. Theft, unauthorized removal, or willful damage of property or assets belonging to the Commission, other employees, or customers.
4. Disregard of safety rules, safety procedures or workplace security rules.
5. Substandard or unsatisfactory work performance.
6. Any other conduct that is prohibited by law.
7. Unprofessional, rude, disrespectful or discourteous treatment of non-managerial staff, customers, vendors and sub-contractors.

There is no substitute for good judgment and common sense. Employees who engage in conduct prohibited by the Commission will be subject to discipline, up to and including termination.

Employee Separation

Neither the employee nor the Commission has entered into a contract regarding the duration of the employee's employment. The employee is free to terminate their employment with the Commission at any time with or without reason. All Commission-owned property (including but not limited to written materials, computer equipment and files, manuals, credit cards, and keys) must be returned upon request. Personal items, including electronic files, business-related contact information and calendars, left in the workplace after the last date of employment, are subject to disposal if not claimed at the time of your separation.

Benefits will be terminated as of the last day of the month in which the separation occurred. The Executive Director or designee will send a separation letter to the departing employee with details such as continuation of insurance, if applicable, and options with regard to any other benefits. Questions on benefit status should be directed to the Executive Director. Any accrued, unused PTO time and unpaid expense or mileage reimbursement with Commission documentation, will be paid at the time of separation.

The resigning employee may be invited to meet with the Executive Director for an exit interview to assure proper handling of personal and business matters. Information provided in the exit interview questionnaire and during the exit interview may be shared with appropriate individuals in order to improve employment conditions at the Commission.

TIMEKEEPING & PAY

Classification of Employees

Full-time employees are those who are regularly scheduled to work no less than 40 hours per workweek. Full-time employees are paid on either an hourly or salary basis.

Part-time employees are those who are scheduled to work less than 40 hours per week. Part-time employees are generally paid on an hourly basis and may not be eligible for any or some benefits. If you have questions regarding your eligibility for particular benefits, see the Executive Director. The conditions of eligibility for benefits are set forth in the particular plan documents for each benefit.

Special project (temporary) employees are those employees hired to perform a special job task or work for a limited time period. An example of a special project employee is a student, hired to perform services during the summer months. Special project employees may not be eligible for any or some benefits. If you have questions regarding your eligibility for particular benefits, see the Executive Director. The conditions of eligibility for benefits are set forth in the particular plan documents for each benefit.

Grant-funded employees are those employees whose salary comes completely or partially from a grant awarded to the Commission. Any Commission position partially funded by a separate funding source, other than Proposition 10 funds, requires approval by the Commission and the designated funding source authority. All employees holding grant-funded positions are subject to the contractual requirements of the grant.

Workday

A workday is defined as any consecutive 24-hour period beginning at the same time each calendar day. The workday begins at 12:00 am.

Workweek

A workweek is a fixed and regularly recurring period of 7 consecutive 24-hour periods. The workweek coincides with the Commission's pay periods and begins Thursday at 12:00 am.

Work Hours

General office hours are 8:00 am to 5:00 pm Monday through Friday. Your hours may differ from the general office hours.

Timekeeping

Non-exempt employees are required to record hours worked using the Commission's timesheets. Employees shall record the time at the beginning and at the end of each workday and the beginning and end of meal periods. Commission policy prohibits engaging in off-the-clock or unrecorded work. Any failure to record time accurately must be brought to the immediate attention of your supervisor or Director. Timesheets will be reviewed by the Executive Director or designee.

Recording time for another employee and/or falsifying time entries will result in discipline, up to and including termination.

Meal and Rest Periods

The Commission will provide for meal and rest periods as required by law. The Commission will designate your normal work hours and schedule your meal and rest periods. Non-exempt employees are required to take scheduled meal periods and cannot perform any work during the meal period. Meal periods are unpaid. Non-exempt employees are required to use the Commission's timesheet document to record their meal periods.

Ten-minute paid rest periods are provided for every four hours of work or major portion thereof; generally mid-morning and mid-afternoon. Meal and rest periods cannot be combined nor may these breaks be used to substitute for late arrival or early departure.

If an employee is unable to take their meal period at the time designated by the Commission, or their rest break, the employee should immediately notify their supervisor or Director.

Overtime

Overtime will be paid to hourly, non-exempt employees as required by California and federal law. Employees may be required to work overtime to meet Commission needs. In California, an employee is entitled to receive overtime pay for any hours worked in excess of 8 hours a day or 40 hours a week.

An employee needing to work overtime must obtain prior approval from their supervisor or Director. Failure to obtain prior approval for overtime will result in disciplinary action.

Day of Rest

Employees are entitled to one day of rest during each workweek. Employees wishing to voluntarily forgo this required day of rest may complete a waiver with their Director. The waiver may be revoked at any time.

The Commission does not encourage nor require employees to waive their day of rest.

Paydays

Commission employees are compensated in accordance with all applicable state and federal laws. The Commission expects each employee to carefully review each paycheck and to promptly notify the Commission of any errors (e.g. your wages have been subject to any improper deductions, your pay does not accurately reflect all hours worked, or you have been inadvertently overpaid). State and federal tax deductions and garnishments must be made in accordance with the law.

Employees will be paid bi-weekly on Friday.

Meetings and Training Courses

Employees may be asked to attend meetings or trainings on behalf of the Commission. Unless otherwise specified by your supervisor or Director, after 90 days of employment, employees are eligible to travel for conferences or trainings.

On occasion, non-exempt employees will be required to travel to meetings and/or training courses. Whether travel time constitutes hours worked will depend on the kind of travel involved. All staff are expected to refer to and follow the Commission's Travel Policies and Procedures Manual.

Off Duty Activities

Participation in any off-duty recreational, social, or athletic activity offered by the Commission is strictly voluntary.

PERSONNEL POLICIES

Representing the Commission

Our reputation is an asset that can make us successful in achieving the goals of the Commission. It is of paramount importance that each employee treat each other, community partners, clients, vendors and the general public with the utmost respect and consideration not only during working hours, but after hours as well. You should also recognize that clients and others may view or have access to posts you make electronically. How we behave both at work and after hours is a reflection on our business.

Child-Friendly Workplace

Employees may request flexible work schedules to accommodate child/family needs or the ability to bring child(ren) to work. We will make every effort to accommodate requests. However, the Commission may need to limit these privileges if they become disruptive to the workplace and/or apparent that the employee's work performance is suffering. Employees should contact their Director to discuss their own child/family needs.

Confidentiality of Commission Information

In the course of your employment you will be exposed to information that the Commission considers and protects as confidential, proprietary information. It is your responsibility to in no way reveal or divulge any such information except in the performance of your duties, and as required by the California Public Records Act and the Brown Act. Access to confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated and the Commission may take legal action. Even after your employment with the Commission terminates, you are required to maintain the confidentiality of this information and not disclose it for any reason.

The confidential information to which you are privy and which you must maintain as confidential includes, but is not limited to, client names and contact information, billing, payment, budgets, and other financial information relating to the Commission; business and marketing strategies or practices; any information disclosed to the Commission in the course of representation; and client files and all information contained in those files.

To guard against dissemination of confidential information, employees should not access an e-mail message for the first time in the presence of others.

You may be given a personal password to log onto the Commission's computer system. Passwords are given to certain employees to allow us to control and restrict access to information. Employees are prohibited from giving their password to others or allowing others to access Commission data using their password. Nor should they ever, directly or indirectly, copy, download or disseminate or help another copy, download or disseminate Commission information for a non-Commission purpose. You should never download information to take with you when you leave the Commission's employment, even if you created the document. Engaging in these activities could subject you to civil and/or criminal liability.

Media Conduct

No employee may, in any circumstance, release information on behalf of the Commission or call a press conference without the permission of the Executive Director or designee. All inquiries by the press to employees must be referred to the Community Relations Director.

Conflicts of Interest

Employees of the Commission must adhere to the Conflict of Interest Code and Policy adopted by the Commission (the Policy can be found on the Commission's website). In addition, the Commission has adopted the terms of Title 2, California Code of Regulations, section 18730, and the amendments to it adopted by the Fair Political Practices Commission, as its Conflict of Interest Policy. A copy of Title 2, California Code of Regulations, section 18730, can be found online as www.fppc.ca.gov.

You have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. The purpose of these guidelines is to provide general direction so that you can seek further clarification on issues related to the subject of acceptable standards of operation.

A "conflict of interest" generally means a situation where the organization's interests and an employee's interests may differ. A potential conflict of interest may exist where the interests of the organization and the employee may differ, but the employee is presented with a decision or other arrangement from which the employee could personally benefit, and the question arises whether the employee's interest could influence the decision. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Commission's business dealings. Employees must take care to avoid not only actual impropriety, but also the appearance of impropriety. Potential conflicts of interest include, but are not limited to:

Outside Employment and Business Activities: Employees must report any outside employment to his/her supervisor so that we can assess whether the activity presents a conflict of interest. Employees will not be permitted to work for an organization that receives funding or other support from the Commission.

Romantic Relationships: Personal or romantic involvement with an external community partner, co-worker or Board Member, which impairs an employee's ability to exercise good judgment on behalf of the organization, creates an actual or potential conflict of interest. We recognize that employees may develop personal relationships in the course of their employment. However, in an effort to prevent favoritism, morale problems, disputes, misunderstandings or potential sexual harassment claims, Directors/supervisors are not permitted to engage in romantic relationships with employees that are in their chain of command. All employees should consider the potential conflicts of interest or problems that may arise from a consensual romantic relationship at work. The Commission will take appropriate action if such a relationship begins to adversely affect the work environment.

Nepotism: Persons hired, who are related to the Commission staff, will not work for the relative in a subordinate capacity or within the Director/supervisor's line of authority. A relative, for the purpose of this policy, includes a spouse, domestic partner, child, parent, sibling, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, step-parent or stepchild.

Acceptance of Gifts: Employees are prohibited from accepting direct gifts, money, or gratuities from persons receiving benefits or services, performing services under contract, or who otherwise are in a position to benefit from the employee's action.

Attorney-Client Confidentiality

On occasion, you may be a participant in discussions involving confidential Commission business, including matters that are the subject of a pending or potential lawsuit. The dissemination of this information to you and others is necessary to communicate litigation strategy and implement the advice of counsel. You must maintain the confidentiality of this information. The information is protected by the attorney-client privilege. The privilege is owned by the Commission. As a result, only the Executive Director can authorize the dissemination of any litigation information. You cannot discuss the information with others including co-workers, family, spouses or friends.

Solicitations

In order for employees not to be bothered at work and to avoid disruption of our operations, non-employees will not be permitted to solicit employees during work hours. Solicitations by employees will be allowed during rest and meal periods.

Health Care and Other Group Benefits

Full-time employees and their dependents including spouses, children, registered domestic partners and children of the registered domestic partner may be eligible for coverage under the Commission's medical plan. Employees may be required to pay all or a portion of the insurance premiums. Leaves of absence may affect coverage under the medical plan.

The Commission also offers an employer-paid 401(a) Retirement Plan, an employee-paid 457 Retirement Plan, and a Section 125 Flexible Benefit Plan for full-time employees.

The official plan documents set forth the specific terms, conditions, and limitations regarding program eligibility and benefit entitlement. This handbook is not part of any official plan document of any benefit program, nor does it restate all of the features of the health care benefits program. Official plan documents should be consulted for further information regarding each benefit program. Questions and requests for copies of official plan documents should be directed to the Executive Director.

While it is the Commission's present intention to continue these benefits, we reserve the right to modify, curtail, reduce or eliminate any benefit, in whole or in part, either with or without notice. The Commission will give employees reasonable notice of modification, curtailment, reduction or elimination whenever possible. Finally, neither the benefit programs nor their descriptions are intended to create any guarantees regarding employment or continued employment. As noted elsewhere in the handbook, employment is at-will and may be terminated at any time, either at the option of the employee or the organization.

BENEFITS

Paid Time Off

The Children & Families Commission of Fresno County maintains a Paid Time Off (PTO) program that combines vacation and sick leave benefits into a single Paid Time Off (PTO) bank. The PTO program is designed in response to employees' needs for time off and allows eligible employees to

receive their wages for qualified time off from work. PTO benefits used for the illness, injury or medical appointment of an employee or a family member will be administered in compliance with California's Paid Sick Leave law.

Full-time employees are eligible to accrue PTO benefits beginning the first day of employment at a rate of 6.154 hours per pay period (20 days per year). After five years of continuous employment, the accrual rate will increase to 7.69 hours per pay period (25 days per year.) You will not accrue PTO benefits if you are on a leave of absence or are suspended.

PTO may be taken in hours, days, or weeks. The amount of PTO you may accumulate must not exceed 300 hours. Once you have accrued the maximum amount of PTO, you cannot accrue additional time until you begin using your accrued PTO.

Non-exempt employees must use PTO for any absence from their normally scheduled shift during a pay period, unless otherwise prohibited by state or federal law. If an exempt employee is absent from work for personal reasons for a period of four (4) hours or more, the Commission will deduct accrued PTO in no less than 4-hour increments. Personal unpaid time off may be granted with the advance approval of the employee's immediate supervisor and the Executive Director.

Payment in lieu of PTO will not be made, except at the time of employment status change, i.e., from a position that earns PTO to a position that does not earn PTO, or at the time of termination of employment.

The scheduling of your PTO depends in part on the Commission's operational needs and the requests for PTO and leaves of absence of other employees. Your supervisor and the Executive Director or designee must approve all PTO requests in advance.

If you have been absent for a period of (5) days or more due to an illness, injury or disability, the Commission may require medical certification of your ability to return to your position and duties. You may be asked to provide a physician's statement that verifies the illness, injury or disability, its beginning and ending dates, and/or your ability to return to work without endangering your own health and safety or the health and safety of others. When requested, such verifications and releases may be a condition of returning to work.

State Mandated Paid Sick Leave

Employees who are not eligible for PTO benefits will accrue state-mandated paid sick leave ("PSL").

PSL accrues at the rate of one hour per every 30 hours worked (or .0334 hours of PSL for every 1 hour worked). You must keep an accurate record of hours worked so that we can properly account for accrued sick leave. An employee is entitled to use accrued PSL beginning on the 90th day of employment.

Upon an oral or written request, an employee may use PSL for the diagnosis, care or treatment of an existing condition, or preventive care, for the employee or for a family member. PSL can also be taken by an employee who is a victim of domestic violence, sexual assault, or stalking. The employee should provide notice of the need for leave as soon as practicable, and in advance if foreseeable. Family members include a child (biological, adopted, foster, step), legal ward, child to whom the employee stands in loco parentis; parent (biological, adoptive, step), legal guardian of employee or employee's spouse or registered domestic partner, person who stood in loco parentis when employee was a minor;

spouse; registered domestic partner; grandparent; grandchild; and sibling. Employees must use PSL in at least two-hour increments.

An employee may accrue a maximum of 48 hours of PSL. Once the maximum is reached, the employee must reduce accrued PSL before accrual will recommence. An employee can use no more than 24 hours of PSL in each year of employment. The Commission will not lend PSL to employees in advance of accrual. Unused PSL will not be paid to the employee at the separation of employment. However, if the employee is rehired within one year of the date of separation, previously accrued but unused PSL will be reinstated at rehire.

Make-Up Time

The Commission allows the use of make-up time when non-exempt employees need time off to tend to personal obligations. You may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek, to make up for time that will be taken off later in the workweek. Make-up time worked will not be paid at an overtime rate. Make-up time requests must be submitted in writing to your supervisor, using the “Make-Up Time Request” form provided by the Commission. Requests will be considered for approval based on the legitimate business needs of the Commission at the time the request is submitted. A separate written request is required for each occasion you request make-up time.

If you request time off that you will make up later in the week, you must submit your request at least 24 hours prior to the desired time off. If you ask to work make-up time first to take time off later in the week, you must submit your request at least 24 hours before working the make-up time. Your make-up time request must be approved in writing before you take the requested time off or work make-up time, whichever is first.

All make-up time must be worked in the same workweek as the time taken off. Our workweek is Thursday through Wednesday. You may not work more than 11 hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to personal obligations.

If you take time off and are unable to work the scheduled make-up time for any reason, the missed hours would be paid as PTO or sick time. If no PTO or sick time is available, the hours missed will be unpaid.

Holidays

The Commission observes the paid holidays set forth below, whenever the dates listed fall on normally scheduled work days Monday through Friday. Full-time employees are eligible for the following paid holiday benefits:

January 1	New Year's Day
Third Monday in January	Martin Luther King Jr.'s Birthday
Third Monday in February	President's Day
March 31/ Last Monday in March	Cesar Chavez Day
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
November 11	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
Fourth Friday in November	Friday After Thanksgiving

December 24
December 25
December 31

Half day - Christmas Eve
Christmas Day
Half day - New Year's Eve

Generally, if January 1, July 4, November 11, or December 25 fall on a Sunday, the holidays will be observed the following Monday. If those holidays fall on a Saturday, the holiday will be observed on the preceding Friday. Likewise, if Cesar Chavez Day (March 31) falls on a weekday other than Monday or Friday or on a weekend, the holiday will be observed on the last Monday of March. A holiday schedule will be published and distributed to employees each year.

To be eligible for holiday pay, you must have worked, or been available to work, the days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance by the Executive Director or designee. PTO use does not constitute a worked day.

If you are a non-exempt employee, eligible for paid holiday benefits and are required to work on a paid scheduled holiday, you will be paid for your work hours plus holiday pay (the number of hours you are regularly scheduled to work). Employees on leaves of absence are ineligible for paid holiday benefits.

LEAVES OF ABSENCE

Bereavement Leave

In the event of the death of your current spouse or domestic partner, your child, parent, legal guardian, brother, sister, grandparent, grandchild, or mother-in-law, father-in-law, son-in-law or daughter-in-law, you may take up to three consecutive scheduled work days off with pay with the approval of the Executive Director. Your supervisor may approve additional unpaid time off.

Military Leave

The Commission will follow any and all applicable federal and state laws concerning military leave. Generally, an employee returning from military leave is guaranteed reemployment and other rights as long as he or she complies with certain notification requirements, as required by federal or state law. When an employee must return to work after the completion of service depends on the duration of the military service.

Service members and their families will receive health benefits in accordance with federal and state law. Health care coverage may be available under USERRA or COBRA.

Family and Medical Leave of Absence

As a public agency, the Commission is considered a covered employer under the federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"). Eligible employees will be provided with family and medical leave in accordance with the requirements of applicable state and federal law. An "eligible employee" is an employee that (1) has worked for the Company for a total of at least 12 months, and (2) has worked at least 1,250 hours during the 12 months prior to the requested leave.

Eligible employees may receive up to 12 workweeks of unpaid leave during a 12-month period. A 12-month period begins on the date of an employee's first day of leave. Family medical leave is unpaid. Employees with accrued but unused PTO time are required to exhaust the accrued PTO time during their leave of absence, unless otherwise prohibited by state or federal law.

Leave will be granted for any of the following reasons: (1) the birth of the employee's child; (2) the placement of a child with the employee in connection with an adoption or foster care; (3) to care for a child, parent, domestic partner, grandparent or spouse who has a serious health condition; (4) due to the employee's own serious health condition; or (5) because of a qualifying exigency arising out of the fact that your spouse, son, daughter, or parent is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.

Parental Leave

Eligible employees will be provided with parental leave in accordance with the requirements of applicable state and federal law. An "eligible employee" is an employee that (1) has worked for the Company for a total of at least 12 months, and (2) has worked at least 1,250 hours during the 12 months prior to the requested leave.

Eligible employees may receive up to 12 workweeks of unpaid leave to be completed within 12 months of the birth of a child or placement of adoption or foster care of a child. Employees with accrued but unused vacation time may use vacation time during their leave of absence, unless otherwise prohibited by state or federal law.

Pregnancy Disability Leave

In compliance with California State law, if an employee is disabled by pregnancy, childbirth or related medical conditions, the employee is eligible to take a pregnancy disability leave (PDL). If the employee is affected by pregnancy or a related medical condition, the Commission will make every effort possible to accommodate the employee during the employee's pregnancy.

The PDL is for any period(s) of actual disability caused by your pregnancy, childbirth, or related medical conditions up to four (4) months (or eighty-eight (88) workdays if you are a full-time employee) per pregnancy.

This leave is unpaid. Employees may be eligible for state disability insurance during the leave.

Time Off to Vote

The Commission will provide employees with time off to vote in accordance with state law. When possible, the employee should make every effort to vote prior to or after their scheduled working hours.

No employee will be penalized or retaliated against for requesting time off to vote.

Crime Victims Leave

An employee who is the victim of certain crimes (violent felonies, felony thefts and serious felonies as defined by law) or is the immediate family member, registered domestic partner or child of the registered domestic partner of such a victim will be given time off as necessary to attend judicial proceedings in relation to the crime.

Volunteer Emergency Services Providers' Leave

If you are a volunteer firefighter or a reserve peace officer, or if you provide certain emergency rescue services as defined by state law, upon request the Commission will grant you up to 14 days of unpaid leave per calendar year for the purpose of engaging in fire or law enforcement training. Under state law, employees who are emergency services providers may also be eligible for unpaid leave when performing certain emergency duties.

Civil Air Patrol Leave

Members of the Civil Air Patrol who have been employed at least 90 days are eligible for an unpaid leave of absence of a maximum of ten days per calendar year for the purpose of responding to an emergency operational mission of the California Wing of the Civil Air Patrol.

Jury Duty or Witness Leave

Employees are permitted to take an unpaid leave of absence for jury duty, as is required by state law. Employees are expected to notify a supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. Written verification from the court clerk of having served is required. If work time remains after any day of jury selection or jury duty, you may be expected to return to work for the remainder of your work schedule. Employees may retain any mileage allowance, or related fees, paid by the court for jury or witness service. Employees who receive a subpoena to be a witness at a hearing or trial will be granted unpaid leave. The notice and verification requirements listed above for jury duty also apply to witness leave.

Time Off to Appear at School When Required by The School

Employees who are the parent, grandparent or guardian of a pupil are permitted to appear at the school when the school has given notice. Employees will not be compensated for the time. Employees are required to give reasonable notice to their immediate supervisor or Director.

Organ and Bone Marrow Leave

Employees requesting time off for the purpose of donating an organ or bone marrow to another person will be granted a paid leave of absence in accordance with state law.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

By signing this form, I acknowledge receipt of the handbook. I understand that this handbook does not imply or constitute a contract or employment agreement for a specified term between myself and the Commission.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. If I have any questions about the handbook, or any employment matters, I will contact my Director/supervisor or the Executive Director.

I understand that this handbook contains general statements about current Commission policy, and that the Commission retains the right to revise or modify the terms, information, policies, and benefits at its sole discretion and at any time.

Employee Signature _____

Employee Name Printed _____

Date _____

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

REGULAR BUSINESS MEETING

June 6, 2018 - 12:00 p.m.

2405 Tulare Street
Fresno, CA 93721

CONSENT AGENDA ITEM 3c

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Agreement with Hudson Henderson & Company, Inc. for Auditing Services

RECOMMENDED ACTION:

Approve a renewed agreement with Hudson Henderson & Company, Inc. to perform auditing services for Fiscal Year (FY) 2017-2018 and FY 2018-2019 in an amount not to exceed \$45,810.

BACKGROUND:

On May 10, 2018, the Commission's Finance and Program Review Committee discussed this agreement, provided feedback, and moved for full Commission consideration.

In accordance with Health and Safety Code 130150, on or before October 15 of each year, the Commission conducts an audit of, and issues a written report on, the implementation and performance of its respective functions during the preceding FY. Additionally, each year on or before October 31, the Commission is required to submit a final audit report (per the above statute) to the California Children and Families Commission and the California State Controller's Office.

Procurement Procedure and Process: On May 2016, the Commission released a Request for Quotation (RFQ) to select a firm to conduct an agency audit for FY 2015-2016, with a renewable option for an additional three years, or through FY 2018-2019, based on performance. Through this competitive process, Hudson Henderson & Company, Inc. was the selected firm.

Staff recommends renewing the agreement with Hudson, Henderson & Company, Inc., for the same contract terms, to perform the required agency auditing services for both, FY 2017-2018 and FY 2018-2019 in accordance with generally accepted auditing standards (GAAP) as promulgated by the American Institute of Certified Public Accountants, and generally accepted governmental auditing standards issued by the United States General Accounting Office (GAO) for financial and compliance audits. The audit report is expected to be completed and delivered to the Commission on the first business day in October each year. Additionally, as required by statute, a presentation and public hearing will be held prior to accepting the annual audit report at each October Commission Meeting.

Fiscal Impact: Funding for this agreement has been allocated from the Commission 2017-2019 Approved Two Year Budget: Operating - Services and Supplies - Audit Expense line item in an amount not to exceed \$45,810 or \$22,905 per year.

CONCLUSION:

If approved, staff will finalize the agreement renewal for FY 2017-2018 and FY 2018-2019 auditing services with Hudson Henderson & Company, Inc. for an amount not to exceed \$45,810 to begin on July 1, 2018.

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

REGULAR BUSINESS MEETING

June 6, 2018 – 12:00 p.m.

2405 Tulare Street
Fresno, CA 93721

AGENDA ITEM NO. 4

TO: Children & Families Commission of Fresno County
FROM: Emilia Reyes, Executive Director
SUBJECT: Financial Report for Period Ending March 2018

RECOMMENDED ACTION:

Accept the financial report for period ending March 31, 2018.

BACKGROUND:

This item is intended to keep the Commission apprised of financial activity as of March 31, 2018 and to provide an opportunity to discuss and review financial activities for the reporting period.

KEY POINTS:

Revenues (78%)

- Prop 10 Revenue (76%) - Revenue received reflects revenue projections from January 2018.
- 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.
- Other Revenue (160%) - Excess revenue from Lighthouse for Children meeting room used by outside partners to be allocated to facility overhead costs.
- Interest Revenue - County Treasury (126%) - Excess revenue is a result of unanticipated interest earned from the County Treasury account.

Operating Expenses (59%) - All expenses are within budget limits.

- Dues & Subscriptions Expense (7%) - First 5 Association annual dues are scheduled to be reflected in May.
- Materials & Supplies Expense (14%) - Purchase of office supplies has been minimal.

- Program Development/Strategic Planning Expense (0%) - To provide cost savings to the Commission, this line item will not be utilized.
- Local Travel Expense - Local Mileage (14%) - Mileage is reimbursed on a quarterly basis with quarter three being reimbursed in April.

Strategic Plan Investments Awards (59%) - 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.
- Strategic Plan Investments Awards (57%) - Further awards are being taken for Commission consideration in June 2018.

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 (44%) - The majority of First 5 Fresno County Service Providers are reimbursed on a quarterly basis. Expenses for quarter three will be reported in the May financial report.

FISCAL IMPACT:

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

**FIRST 5 FRESNO COUNTY
FINANCIAL STATEMENT
MARCH 2018 (75%)**

Revenues				
	<u>Budget Amounts</u>	<u>Actual Amounts</u>	<u>Variance</u>	<u>Percent Variance</u>
	<u>07/01/2017-6/30/2018</u>	<u>07/01/2017-03/31/2018</u>		
Assigned Fund Balance	\$4,250,000	\$4,250,000	\$0	100%
Prop 10 Revenue	\$8,400,000	\$6,393,161	(\$2,006,839)	76%
Non-Prop. 10 Revenue				
First 5 CA IMPACT Revenue	\$1,557,054	\$692,142	(\$864,912)	44%
UCSF Grant	\$638,138	\$169,192	(\$468,946)	27%
California Department of Education Grant	\$148,729	\$148,729	\$0	100%
The David and Lucile Packard Foundation Grant	\$25,000	\$25,000	\$0	100%
Other Revenue	\$101,262	\$161,868	\$60,606	160%
Interest Revenue - County Treasury	\$25,000	\$31,552	\$6,552	126%
Investment Income	\$0	(\$25,291)	(\$25,291)	0%
Total Revenues	\$15,145,183	\$11,846,353	(\$3,298,830)	78%

Operating				
Salaries & Benefits				
Salary Expense	\$1,151,169	\$808,380	\$342,789	70%
Payroll Tax Expense	\$124,244	\$60,014	\$64,230	48%
Retirement Expense	\$97,660	\$70,293	\$27,367	72%
Employee Benefits Expense	\$346,692	\$150,483	\$196,209	43%
Workers' Compensation Expense	\$7,000	\$5,306	\$1,694	76%
Ed. Allowance/ Child Care Reimbursement Stipend	\$2,600	\$2,600	\$0	100%
Total Salaries & Benefits Expenses	\$1,729,365	\$1,097,076	\$632,289	63%
Services & Supplies				
Advertising Expense	\$1,000	\$0	\$1,000	0%
Audit Expense	\$22,905	\$22,905	\$0	100%
Capital & Equipment Expense- Computers & Software	\$7,500	\$3,180	\$4,320	42%
Commissioner/Advisory Expense	\$3,000	\$1,918	\$1,082	64%
Dues & Subscriptions Expense	\$42,125	\$2,741	\$39,383	7%
Equipment Rental/Maintenance Expense	\$32,622	\$16,200	\$16,422	50%
General & Administrative Expense	\$18,000	\$23,234	(\$5,234)	129%
Insurance Expense	\$12,837	\$6,649	\$6,188	52%
Materials & Supplies Expense	\$10,000	\$1,357	\$8,643	14%
Overhead Expense	\$90,000	\$64,317	\$25,683	71%
Program Development/Strategic Planning Expense	\$80,000	\$60	\$79,940	0%
Professional Services Expense	\$132,100	\$38,819	\$93,281	29%
Staff Training & Conference Expense	\$30,000	\$26,249	\$3,751	87%
Telephone Expense	\$26,500	\$11,776	\$14,724	44%
Local Travel Expense - Local Mileage	\$3,500	\$486	\$3,014	14%
Total Services & Supplies Expenses	\$512,089	\$219,892	\$292,197	43%
Total Operating Expenses	\$2,241,453	\$1,316,968	\$924,486	59%

Strategic Plan Investments Awards				
	<u>Budget Amounts</u>	<u>Actual Amounts</u>	<u>Variance</u>	<u>Percent Variance</u>
Strategic Plan Investments				
Tier 1: Children and Families				
Goal 1 - Health Promotion	\$2,922,593	\$1,258,488	\$1,664,105	43%
Goal 2 - Early Learning	\$2,875,971	\$364,605	\$2,511,366	13%
Goal 3 - Strong Families	\$1,912,829	\$1,716,926	\$195,903	90%
Total Tier 1	\$7,711,393	\$3,340,019	\$4,371,374	43%
Tier 2: Community Partners				
Early Childhood Partner Capacity Building	\$170,000	\$2,510	\$167,490	1%
Community Learning Center	\$517,295	\$226,650	\$290,645	44%
Total Tier 2	\$687,295	\$229,160	\$458,135	33%
Tier 3: Early Childhood System of Care				
Community Relations	\$308,500	\$11,238	\$297,262	4%
Multi-Sector Partnerships	\$25,000	\$13,036	\$11,964	52%
Total Tier 3	\$333,500	\$24,274	\$309,226	7%
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%

**FIRST 5 FRESNO COUNTY
FINANCIAL STATEMENT
MARCH 2018 (75%)**

Non-Prop. 10 Funded Programs

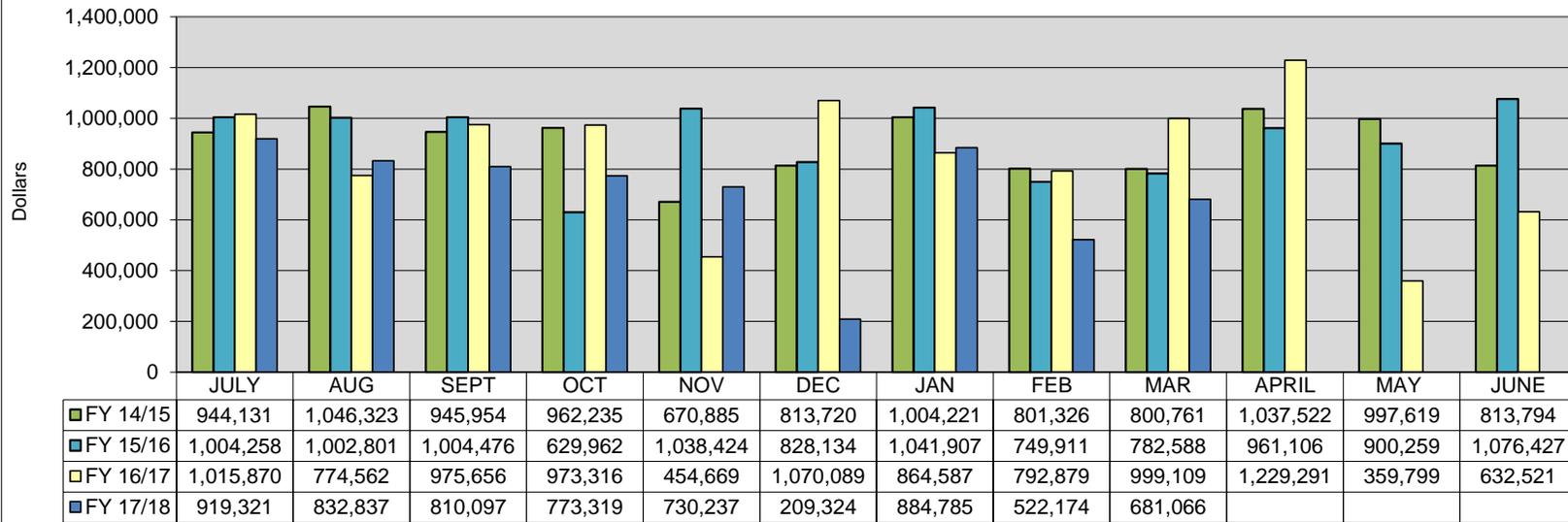
First 5 CA IMPACT Program	\$975,323	\$975,323	\$0	100%
First 5 CA IMPACT Regional Hub Program	\$581,731	\$581,731	\$0	100%
CA Department of Education QRIS Certification	\$148,729	\$148,729	\$0	100%
UCSF- Group Prenatal Care Program	\$638,138	\$638,138	\$0	100%
The David and Lucile Packard Foundation	\$25,000	\$25,000	\$0	100%
Total Non-Prop. 10 Funded Programs	\$2,368,921	\$2,368,921	\$0	100%

Total Strategic Plan Investments Awards	\$12,001,109	\$6,862,374	\$5,138,735	57%
Operations Contingency Fund	\$1,000,000	\$1,000,000	\$0	100%
Total First 5 Fresno County Budget	\$15,242,564	\$9,179,342	\$6,063,223	60%

FY 2017-2018 Service Provider Expenses

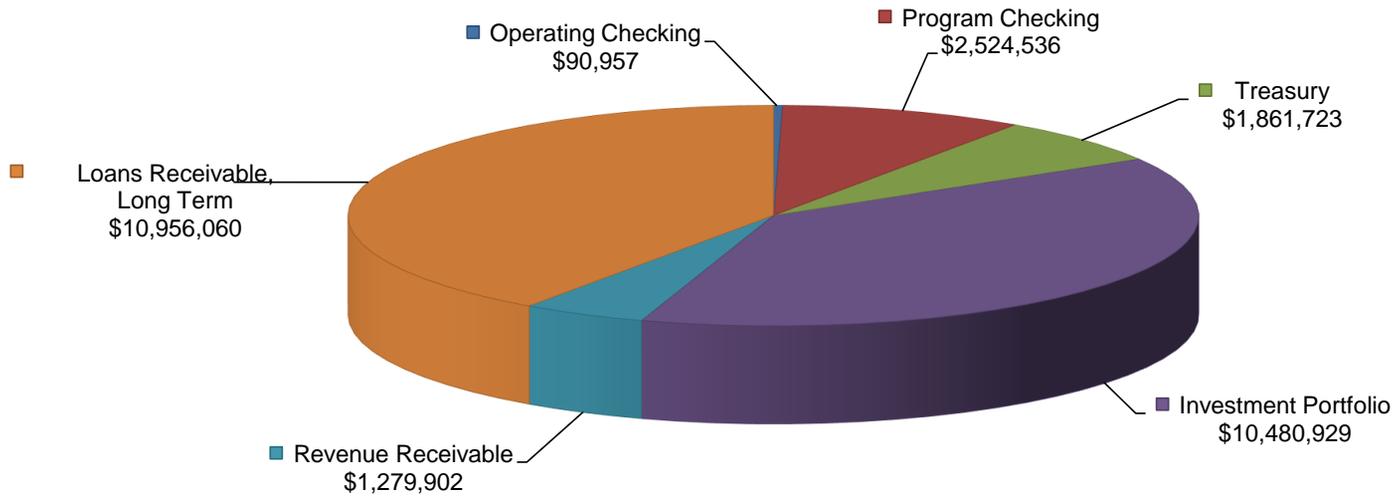
	<u>Budget Amounts</u>	<u>Actual Amounts</u>	<u>Variance</u>	<u>Percent Variance</u>
Tier 1: Children And Families	\$5,195,844	\$3,240,411	\$1,955,433	62%
Tier 2: Community Partners	\$426,324	\$319,288	\$107,036	75%
Tier 3: Early Childhood System of Care	\$1,964,129	\$256,816	\$1,707,312	13%
Accountability and Evaluation	\$900,000	\$549,055	\$350,945	61%
Non-Prop. 10 Funded Programs	\$2,285,673	\$399,552	\$1,886,121	17%
Total Service Provider Expenses	\$10,771,970	\$4,765,122	\$6,006,848	44%

MONTHLY PROPOSITION 10 REVENUE COMPARISON

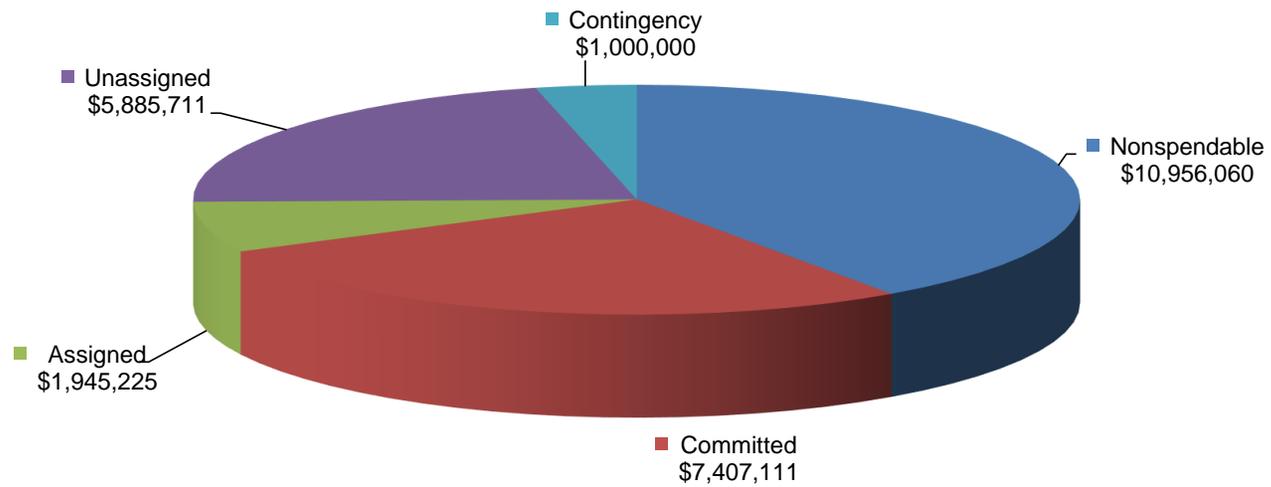


**FIRST 5 FRESNO COUNTY
BALANCE SHEET
MARCH 2018**

ASSETS



FUND BALANCE



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

REGULAR BUSINESS MEETING

June 6, 2018 - 12:00 p.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 with Prevent Child Abuse California for the First 5 Service Corps Program & Recognition of 2017-2018 Members

RECOMMENDED ACTION:

Approve an agreement with Prevent Child Abuse California for the 2018-19 First 5 Service Corps Program for four full-time and seven part-time AmeriCorps members in an amount not to exceed \$208,144.

BACKGROUND:

Since 2010, the First 5 Fresno County Commission (F5FC) has been one of 15 counties across the state to participate in the CA First 5 Service Corps Program also known as AmeriCorps. Currently, the F5FC Service Corps Program has six full-time and two part-time AmeriCorps members providing critical skill building and school readiness activities to young children and their families who are at risk for low performance upon kindergarten entry and, therefore, at risk for low school performance in later grades.

The F5FC Service Corps Program has three primary goals: school readiness, volunteer recruitment, and member development. AmeriCorps members commit themselves to either full-time (1700 hours per year) or half-time (900 hours per year) service at the Lighthouse for Children to meet the objectives of the established program goals and receive a variety of benefits including: a monthly living allowance, an educational stipend, health insurance, and a child care stipend. Professional development is provided to enhance their understanding about early childhood development, effective ways of working with parents and families of young children and gaining skills to promote teamwork and collaboration.

AmeriCorps members play a critical role in the delivery of services in the Community Learning Center (CLC) and the Child Development Center (CDC) at the Lighthouse for Children. At the CLC, members facilitate school readiness parent-child activities as well as provide enriched child care during community partner-led parent education classes. AmeriCorps members in the CDC work alongside master teachers, serving children ages six weeks to five years old.

On May 10, 2018, the Finance and Program Review Committee reviewed and approved this item move forward for full Commission consideration.

Alignment with 2013-2020 Strategic Plan: The proposed program aligns with Tier 1: Children and Families – Goal 3 – Strong Families and Goal 2 – Early Learning and Tier 2 Community Partners – Goal 4 – Early Childhood Partner Capacity Building. The program’s main goal is to strengthen parent-child relationships and improve child outcomes related to school readiness, thus aligning with predictive factors for reading on grade level by the third grade.

Short-term goal(s) and long-term outcomes: If approved, staff will work with Prevent Child Abuse California to execute a one-year contract for the 2018-2019 term. In doing so, AmeriCorps members will continue supporting the CLC and CDC for an additional year (August 16, 2018 - August 15, 2019) extending the Commission’s ability to serve children and families in Fresno County. Recruitment will start in June with the anticipation of selecting four full-time and seven part-time members by July 31, 2018.

Fiscal Impact: The proposed funding amount not to exceed \$208,144 is included in the Revised Commission’s 2017-2019 Approved Two Year Budget: Strategic Plan Investments – Tier 1 Children and Families and Tier 2 Community Partners. The Commission’s full investment is a cash match to Prevent Child Abuse California in order to leverage approximately \$58,293 in federal funds to be able to offer the educational awards, health insurance, child care stipends and additional benefits for the members.

CONCLUSION:

Leveraging local and federal funding streams to enhance direct services in Fresno County presents a viable financial and human investment model for sustaining much needed services for young children and their families. In addition, the AmeriCorps members receive valuable professional development training, a livable wage, a year of solid work experience, and an educational stipend to promote continued growth. At the end of their term, most members begin or continue their education and are often hired by other organizations that have supported them through their service year.

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

REGULAR BUSINESS MEETING

June 6, 2018 - 12:00 p.m.

2405 Tulare Street
Fresno, CA 93721

AGENDA ITEM NO. 6

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Agreements for the Help Me Grow Fresno County Efforts

RECOMMENDED ACTION:

Approve a total amount not to exceed \$700,000 for Fiscal Year 2018-2019 Help Me Grow (HMG) Fresno County efforts. This includes an agreement with Fresno County Superintendent of Schools, in an amount not to exceed \$200,000 for one year; and an agreement with the County of Fresno, Department of Public Health (DPH) along with an agreement with EPU Children’s Center that, combined, will not to exceed \$500,000 for one year. The total agreement amount with DPH will pass through to EPU Children’s Center (EPU) to leverage federal funding from Maternal, Child and Adolescent Health (MCAH).

BACKGROUND:

On May 10, 2018, the Finance and Program Review Committee reviewed and approved to move forward for full Commission consideration.

Section 130110-130158 of the California Health and Safety Code states the intent of the California Children and Families Act is “to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development and to ensure that children are ready to enter school.”

On June 1, 2016 the Commission approved an agreement with EPU Children’s Center (EPU) from July 1, 2016 - June 30, 2018 in an amount not to exceed \$3.2 million for two years to serve as the HMG Fresno County Lead Agency, implementing all four components of HMG, with specific contractual contingences based on community reviewer feedback.

In early 2017, Commission staff and the HMG Leadership Team, made up of key agencies reflective of the early childhood system of care in Fresno County (*including Central Valley Children’s Services Network; Central Valley Regional Center; County of Fresno Departments of Behavioral Health; Public Health and Social Services; EPU; First 5 Fresno County; Fresno County Superintendent of Schools Early Care and Education, SELPA and Special Education Departments; Fresno Economic Opportunities Commission Early Head Start and Head Start; Fresno Unified School District Early Learning and Special Education Departments, and Valley Children’s Hospital*) identified systemic challenges to furthering HMG in Fresno County as being too broad for one agency alone. On July 19, 2017, based on the recommendations from the HMG Leadership Team, the Commission approved an agreement with Altmayer Consulting, Inc. to facilitate a strategic planning process to direct HMG investments

and direction as the national model expands from a developmental screening, programmatic focus to a multi-sector, system-wide approach ensuring all children are connected to needed services.

The Help Me Grow Fresno County 2018-2023 Strategic Plan was finalized in February 2018 and identified the need to select an organizing entity, a structural requirement of the national model, to clarify the roles of agencies involved and provide administrative and fiscal oversight, improving the long-term effectiveness of HMG. Formally identifying an organizing entity marks a shift in the structure of HMG Fresno County. Currently, the Commission, DPH and EPU share the organizing entity responsibilities with EPU implementing all four components of HMG, resulting in significant Commission staff resources.

In March 2018 Commission staff, in partnership with the HMG Leadership Team, released a competitive procurement process, including a Letter of Interest Request, to identify and fund an organizing entity. Fresno County Superintendent of Schools (FCSS) was the only agency to submit a Letter of Interest, which the HMG Leadership Team reviewed on May 1, 2018 and recommended that the item move forward to the Commission for funding consideration.

In addition to selecting an organizing entity, the strategic plan set out priority areas to guide HMG implementation including related partnerships, contracts and deliverables. To prevent a gap in services to children and families and to allow time for a successful transition, the HMG Leadership Team and Commission staff recommend contracting with EPU for a one-year transition period to continue HMG activities, with a focus on the centralized access point, while the organizing entity onboards, and any future contracts are established.

On April 2, 2018 we received correspondence from EPU regarding concerns for transition, which was considered by the HMG Leadership Team prior to this recommendation. Correspondence can be provided upon request.

Alignment with 2013-2020 Strategic Plan: Help Me Grow Fresno County aligns with Tier 1 Children and Families – Goal 1: Health Promotion by supporting a sustainable system for the optimal healthy development of all children, directly linked to the predictive factors for reading on grade level by the third grade.

Short-term goal(s) and long-term outcomes: If approved, Commission staff, with guidance and feedback from the HMG Leadership Team, will work with FCSS, DPH and EPU to finalize a scope of work and budget, outlining key milestones and activities for the transition period.

In Fiscal Year 2018-2019 it is the expectation that FCSS will collaborate with the HMG Leadership Team and community partners to ensure the successful implementation of HMG. In partnership with the HMG Leadership Team, FCSS will oversee the development and administration of subsequent HMG contracts to ensure the core components of HMG are continued with minimal impact to families.

FCSS's responsibilities as the organizing entity will include, but not be limited to coordinating the activities of HMG per the strategic plan, convening the HMG Leadership Team, securing and administering additional (non-Proposition 10) funding for HMG, and providing administrative and fiscal oversight to the HMG system.

Procurement: The Commission's procurement policy allows the Commission to select a vendor via sole source if, among other things, only one vendor has the ability to provide goods or services to the Commission within the Commission's required time frame. Additionally, if only one proposer submits a proposal to the Commission in response to a public procurement, the Commission may at its sole election accept or reject that proposal.

With respect to the organizing entity, staff utilized a competitive procurement process, including a Letter of Interest Request preceded and followed by a community-based planning and review process via the HMG Leadership Team, to identify an organizing entity. As mentioned, staff received one proposal for an organizing entity, which was from FCSS. As the intermediary agency between the California Department of Education and 32 school districts in Fresno County with extensive experience in managing state, federal and local grants and projects; FCSS is uniquely positioned to serve in this role.

With respect to the agreements with DPH and EPU, staff believes that sole source agreements are justified because is justified as a sole source as 1) EPU is currently implementing the Help Me Grow components in Fresno County and 2) DPH houses the MCAH program in Fresno County making them the only vendor with the ability to provide this leveraged federal funding to the Commission within the Commission's time frame.

Fiscal Impact: In 2016 fiscal projections anticipated a decrease in funding for the direct service components of HMG (e.g. Mid-Level Developmental Assessment – comprehensive assessment and support for children at risk or with mild to moderate delays or concerns) by 2018. To allow time for partner agencies to incorporate these services with non-Prop 10 funds, the Commission funded a two-year transition period with EPU.

The recommended total amount of \$700,000 for HMG efforts is included as a part of the March 2018 budget revision approved by the Commission. The total agreement amount with Fresno County Superintendent of Schools is not to exceed \$200,000 for one year with the option to renew for an additional year based on performance and availability of funds. The combined amount for the amended agreement with DPH and the amended agreement with EPU is not to exceed \$500,000 for one year, with the total amount to DPH passed through to EPU, leveraging additional federal funding for this contract through MCAH. The total program amount for EPU, including anticipated carryover (appx. \$194,000), new funding (appx. \$51,000), DPH funding (appx. \$448,000) and leveraged funds (appx. \$242,000) is approximately \$935,000. Total funding from the Commission will be allocated from the Commission's approved Revised FY 2017-2019 Two Year Budget Strategic Plan Investments: Tier 1 - Children and Families: Goal 1 – Health Promotion line item in an amount not to exceed \$700,000.

CONCLUSION:

This funding recommendation aligns with the implementation of the adopted Help Me Grow Fresno County Strategic Plan and the Commission's mandate. Ultimately, identifying an organizing entity and creating a transition period between partners will improve the long-term impact and sustainability of HMG without interruption to services for children and families. If the Commission determines not to fund the organizing entity, Commission staff will work with the HMG Leadership Team to develop next steps for ensuring HMG is structurally and fiscally supported. Similarly, if the Commission does not approve a transition contract with EPU, the current HMG Lead Agency contract and activities are scheduled to term as of June 30, 2018.

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

REGULAR BUSINESS MEETING

June 6, 2018 – 12:00 p.m.

2405 Tulare Street
Fresno, CA 93721

AGENDA ITEM NO. 7

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Agreement with Fresno County Department of Social Services (DSS) in Support of Neighborhood Resource Centers.

RECOMMENDED ACTION:

Approve an agreement with Fresno County DSS in an amount not to exceed \$500,000 to support the expansion of Neighborhood Resource Centers (NRCs) throughout urban and rural Fresno County.

BACKGROUND:

On May 10, 2018, the Finance and Program Review Committee reviewed and approved to move forward for full Commission consideration.

Section 13011-130158 of the California Health and Safety Code states the intent of the California Children and Families Act is “to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development and to ensure that children are ready to enter school.” On August 16 2017, the Commission approved staff to enter into negotiations with the County of Fresno to explore customized strategies for enhancing early childhood services for children ages 0 to 5 and their families as part of the Commission’s Unified Framework for Success investments.

Commission staff met with the Fresno County Administrative Officer (CAO) and the DSS Director and staff to explore partnership opportunities. Given the County of Fresno’s domain and scope of services targeting children and families, the proposed agreement contributes to the infrastructure and expansion of Neighborhood Resource Centers (NRCs) for the second round of five additional NRC sites throughout Fresno County set to open in October/November 2018.

Fresno County DSS is engaged in the development of a community infrastructure that supports the creation, support and/or expansion of NRCs in metro, urban and rural Fresno County, with a focus on communities with disproportionately higher rates of child maltreatment. Neighborhood Resource Centers are strength-based community driven facilities intended to improve their surrounding community through direct and collaborative work with neighborhood families and community partners. Services provided increase family protective factors and contribute to building strong and healthy communities. In addition, NRCs provide opportunities for social connections to reduce isolation and development of skills and knowledge so that families can prevent and address future challenges. Neighborhood Resource Centers are an evidence-based approach for serving vulnerable

young children and families in Fresno County, they are located in the community or neighborhood that they serve and are a hub of prevention and early intervention services.

Alignment with 2013-2020 Strategic Plan: The proposed recommendation directly aligns with the intent of the Proposition 10 mandate referenced above. These efforts align with Tier 3: Early Childhood System of Care- Goal 5: Early Childhood Systems and Network Improvements of the Commission's 2013-2020 Strategic Plan.

Short-term goal(s) and long-term outcomes: If approved by the Commission, staff will work closely with Fresno County DSS to finalize the scope of work document (activities and deliverables) and budget to carry out the objectives of the project between October 2018 through June 30, 2020. The long-term outcome of this recommended partnership is to support the expansion of NRCs to act as a catalyst to support local efforts that connect all facets of the community to promote health and well-being of vulnerable children and families using a variety of proven strategies.

Procurement: At the August 2017 Commission Meeting, the Commission approved a Sole Source Procurement option for this project given the unique services provided to children ages 0 to 5 and families by the County of Fresno as well as the County's federal and state mandates to serve some of the most ethnically and culturally diverse communities in the State of California with programs designed to ensure that children and families are safe, self-sufficient, and healthy.

Fiscal Impact: The Commission assigned and approved funds for this proposed agreement at the August 2017 Commission Meeting. These funds were accounted for in the revised 2017-2019 Agency Budget approved by the Commission during the March 2018 meeting. Proposed funding amount not to exceed \$500,000 will be issued from the Strategic Plan Investments line item, Tier 3: Early Childhood Systems of Care.

CONCLUSION:

Partnering with Fresno County Department of Social Services through the NRC project supports the Commission's vision of an effective Early Childhood System of Care in Fresno County by enhancing access and increase quality in services through NRCs. Overall, success of these efforts will be dependent upon collaboration, partnership, and communication between the Commission and Fresno County Department of Social Services to ensure accountability for contract administration, oversight and performance evaluation.

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

REGULAR BUSINESS MEETING

June 6, 2018 – 12:00 p.m.

2405 Tulare Street
Fresno, CA 93721

AGENDA ITEM NO. 8

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Community Media Partnership with Univision Communications Inc.

RECOMMENDED ACTION:

Approve an agreement with Univision Communications, Inc. in an amount not to exceed \$25,000 to launch a Spanish-language community media partnership to enhance the Commission’s *Every Milestone Matters* public education campaign.

BACKGROUND:

On May 10, 2018, the Finance and Program Review Committee reviewed and approved to move forward for full Commission consideration.

In the fall of 2016, Univision Communications, Inc. (Univision) last partnered with the Commission as a Community Media Partner for an agreement in an amount of \$40,000 to promote a variety of topics critical for early brain development and healthy relationships with caring adults. In an effort to complement and enhance the Commission’s *Every Milestone Matters* public education campaign currently active on billboards, music streaming sites, outdoor signage and cable television, staff recommends a six-month Community Media Partnership with Univision targeting Spanish-speaking families. The proposed partnership valued at approximately \$50,000 would include the following components:

Television & Radio Spots: Airing of already-produced 30 second campaign spots on television and on a Univision-owned radio station showcasing to parents and caregivers everyday moments at home that are critical for healthy brain development in young children.

Digital Web Presence: Banner placement on Univision web-based platforms including their website and the audio streaming sites promoting campaign messages and linking to the first5fresno.org website for resources.

In-person television & radio interviews: Guest appearances on Univision’s morning television show “Arriba Valle Central” and community affairs radio show “Contacto Comunitario” to create public awareness with parents and caregivers about healthy early childhood experiences.

Alignment with 2013-2020 Strategic Plan: The proposed partnership aligns with Tier 3 Goal 5: Early Childhood Systems and Network Improvements of the Commission’s 2013-2020 Strategic Plan. This media partnership will enhance the reach of the *Every Milestone Matters* public education campaign

targeting Fresno County’s Spanish-speaking parents and caretakers to recognize critical brain development moments.

Short-term goal(s) and long-term outcomes: If approved, staff will finalize the agreement with Univision Communications, Inc. and work to provide all digital elements to air on television and radio as well as identify topics to be examined in the “Arriba Valle Central” and “Contacto Comunitario” monthly interviews.

Procurement: The Commission’s approved Corporate Community Partnerships (CCP) program first funded Univision in 2012. Upon successful CCP completion, Univision is eligible to submit subsequent proposals for consideration to become a Community Media Partner. Given more than half of the Fresno County population is Hispanic; 70 percent are bilingual and approximately 30% are Spanish-language dominant, partnering once again with Univision Communications, Inc provides a viable opportunity to effectively engage Spanish-speaking families via well-known Spanish-speaking media outlets. This proposal is being recommended based on previous performance and the availability of funds.

Fiscal Impact: Funds for the proposed community relations partnership were decreased and included in the revised 2017-2019 Agency Budget approved by the Commission during the March 2018 meeting. As the result, the proposed partnership in an amount of \$25,000 is less than the previous partnership with Univision which was \$185,200 for 2 years. Funds will be issued from the Strategic Plan investments line item, Tier 3: Early Childhood System of Care.

CONCLUSION:

Communicating the importance of the first five years of life to the Fresno County community is a necessary element in achieving the desired goals of both the Commission’s Strategic Plan and the Communications Plan. Goal 1 of the 2016 Communications Plan is to increase public education and awareness of early childhood development with clear and consistent messaging. The plan identifies comprehensive Public Education Campaigns as important tactics the Commission will employ to achieve Goal 1.

Given more than half of Fresno County households with young children are Hispanic with 23% who are Spanish-language dominant, the Communications Plan specifically identified a need for Spanish outreach. In order to effectively share information and reach this target audience, we aim to partner with trusted organizations in the community. As an established media outlet dedicated to reaching the Spanish-speaking population, Univision provides a unique opportunity to effectively engage and positively impact families via well-known and trusted platforms.

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

REGULAR BUSINESS MEETING

June 6, 2018 – 12:00 p.m.

2405 Tulare Street
Fresno, CA 93721

AGENDA ITEM NO. 9

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Community Media Partnership with Nextstar Broadcasting

RECOMMENDED ACTION:

Approve an agreement with Nextstar Broadcasting (KSEE24-TV & CBS47) in an amount not to exceed \$25,000 to launch a community media partnership to enhance the Commission’s *Every Milestone Matters* public education campaign.

BACKGROUND:

On May 10, 2018, the Finance and Program Review Committee reviewed and approved to move forward for full Commission consideration.

In the fall of 2016, the Commission partnered with Nextstar Broadcasting (KSEE24-TV & CBS47) for a well-rounded public education awareness campaign on early childhood themes. In an effort to enhance the reach of the Commission’s *Every Milestone Matters* public education campaign currently active on billboards, music streaming sites, outdoor signage and cable television, staff recommends a six-month Community Media Partnership with KSEE24-TV & CBS47 targeting parents and caregivers of young children. The proposed partnership would include the following components:

Every Milestone Matters Campaign: KSEE24 & CBS47 will produce 150 custom promotion spots featuring on air station anchors or reporters delivering campaign messages in conjunction with animated ‘Every Milestone Matters’ announcements. KSEE24 & CBS47 will also air 200 already-produced 30 second campaign spots during programs targeted to reach parents/caregivers, mainly Women ages 18 to 44.

Digital Web Presence: Web campaign, including banner placement, on YourCentralValley.com promoting F5FC campaign messages and linking to the First5fresno.org website for parent and caregiver resources about healthy early childhood development and experiences.

Television Segment & Social Media Promotion: Inform and inspire parents and caregivers with long form interviews in a 13-week ‘Every Milestone Matters’ series on KSEE24’s Central Valley Today (CVT). The series will either feature a family/parent/caregiver, or information that spotlights the importance of everyday moments that are critical for healthy brain development in young children. The video segment will be posted on the CVT website and promoted on CVT’s social media page.

Alignment with 2013-2020 Strategic Plan: The proposed partnership aligns with Tier 3 Goal 5: Early Childhood Systems and Network Improvements of the Commission's 2013-2020 Strategic Plan. This short-term media partnership will enhance the reach of the *Every Milestone Matters* public education campaign targeting Fresno County parents and caretakers on recognizing critical brain development moments.

Short-term goal(s) and long-term outcomes: If approved by the Commission, staff will finalize the agreement with KSEE24-TV & CBS47 and work to provide all digital elements to air on television as well as identify topics to be spotlighted in a 13-week segment named "Every Milestone Matters," to execute elements of this partnership.

Procurement: The Commission's approved Corporate Community Partnerships (CCP) program first funded KSEE24 & CBS 47 in 2011. Upon successful CCP completion, KSEE24-TV is eligible to submit subsequent proposals for consideration to become a Community Media Partner. KSEE 24-TV originally proposed the *Family Focus* concept in the spring of 2011 which resulted in award-winning segments receiving positive feedback from the community. In 2012, KSEE 24-TV proposed new concepts to build upon previous successes and localized *The More You Know* public service announcements focused on issues pertinent to children ages 0 to 5 and their families. Over the years, KSEE24-TV continues to demonstrate a strong commitment to increasing viewership awareness and understanding on the importance of the first five years of life. This proposal is being recommended based on previous performance and the availability of funds.

Fiscal Impact: Funds for the proposed community relations partnership were decreased and included in the revised 2017-2019 Agency Budget approved by the Commission during the March 2018 meeting. As the result, the proposed partnership in an amount of \$25,000 is less than the previous partnership with Nexstar which was \$61,000 for one year and six months. Funds will be issued from the Strategic Plan investments line item, Tier 3: Early Childhood System of Care.

CONCLUSION:

Communicating the importance of the first five years of life to the Fresno County community is a necessary element in achieving the desired goals of the Commission's Strategic Plan and Communications Plan. In order effectively share information and reach our target population of parents and caregivers of children ages 0 to 5, we aim to partner with trusted organizations in the community. Given KSEE24-TV and CBS47 have established television segments dedicated to reaching our target population, this partnership provides a unique opportunity to effectively engage and positively impact families via well-known, reputable media outlets.

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

REGULAR BUSINESS MEETING

June 6, 2018 – 12:00 p.m.

2405 Tulare Street
Fresno, CA 93721

AGENDA ITEM NO. 10

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Creation of Strategic Reserve Fund

RECOMMENDED ACTION:

Review and consider the creation of a Strategic Reserve Fund to be used in the event of unforeseen Proposition 10 revenue deficits.

BACKGROUND:

In January 2018 First 5 California provided county commission updated Proposition 10 Revenue projections which included a significant decrease for Fresno County. At the March 2018 the Commission directed staff to seek options for a strategic reserve fund. The primary purpose of the funds is to guard the Commission of any future immediate and unanticipated Proposition 10 revenue deficits.

Below are three options for review and consideration for the creation of a Strategic Reserve Fund. For reference, the Contingency Fund Policy from the Commission’s Accounting Policies and Procedures Manual is attached.

Option 1 – Creation of Strategic Reserve Fund of \$8 million

This option would establish a reserve fund in an amount of \$8 million, which accounts for approximately 100% of the Commission annual program expenditures.

Fund Establishment: The funds will be established through cost savings from all budget line items, by the closure of each fiscal year beginning with fiscal year 2017-18 until the target level is met.

Option 2– Creation of Strategic Reserve Fund of \$4 million

This option would establish a reserve fund in an amount of \$4 million, which accounts for approximately 50% of the Commission annual program expenditures.

Fund Establishment: The funds will be established through cost savings in all budget line items, by the closure of each fiscal year beginning with fiscal year 2017-18 until the target level is met.

Option 3 – Broaden current Contingency Fund terms

This option would maintain the Commission’s current Contingency Fund, a balance of \$1,000,000, and expand the definition and use of the Funds to include programmatic set-backs and/or delay in receiving revenue.

STAFF RECOMMENDATION:

Staff recommends both options 2 and 3 which provide for the approved use of the existing reserved dollars in the current Contingency Fund of \$1 million and the establishment of an additional \$4 million reserve fund through cost savings in all budget line items, by the closure of each fiscal year beginning with the current fiscal year for a total amount of \$5 million in reserve funds. Based on the direction from the Commission, staff will plan and implement the recommendation(s).

CONCLUSION:

Above are options to address the request to explore the creation of a Strategic Reserve Fund to guard the Commission of any future immediate and unanticipated Proposition 10 revenue deficits. Upon approval, staff will add language to the existing Accounting Policies and Procedures Manual, and begin to set aside funds for use, as directed by the Commission.

Current Contingency Fund Policy language included in the Accounting Policies and Procedures Manual:

A. Contingency Fund Policy

1. Definition and Purpose of Contingency Fund

In an effort to be proactive, the Commission sets aside a fund to handle unexpected debts that are outside of the Commission’s operating budget. The funds are to protect the Commission against any possible losses in the event of an emergency situation. To ensure the Contingency Fund reflects the Commission’s administrative costs as well as facility management costs associated with the Lighthouse for Children (LFC) facility, of which the Commission is the Master Lease Tenant, funds are set aside to allow for a quicker and more effective recovery from an operational setback. The probability of a significant business disruption is small; however, having a Contingency Fund may save the Commission from potential failure to recover in the event that a risk materializes.

2. Contingency Fund Target Level

The Contingency Fund shall remain at \$1,000,000 (one million dollars) as approved by the Commission. The balance of the fund represents approximately four (4) to six (6) months of both the Commission’s operational budget and the operation costs of the LFC facility. If a change to the fund amount is warranted, for example due to a significant change in these budgets, Commission staff would be required to seek approval from the Commission during the formal budget modification process.

3. Conditions for Use of Contingency Fund

Use of funds will be determined by circumstance and level of severity with the following criteria. Please note this list is non-exhaustive.

Table 1 - Contingency Fund: Conditions for Use	
Moderate	Severe
<ul style="list-style-type: none"> • State and local legislation affecting revenue or requiring compliance • Lawsuits against F5FC or LFC • Unexpected default or a decline in State and local revenues 	<ul style="list-style-type: none"> • Unanticipated major repairs or replacement of an asset used in the daily operations of the building or service to the staff • Acts of terrorism against the building or other infrastructure causing a financial hardship • Natural disasters • Expenditures arising from a claim or judgment that is otherwise not covered by insurance

The Contingency Fund shall be reported in the Committed Fund Balance in the agency’s budget at the beginning of each fiscal year. The fund may not be used to address anticipated Proposition 10 revenue shortfalls. Imbalances of this nature are generally addressed

through a formal budget modification process. Appropriations for program service expenses are independent of the fund as they are budgeted during the preceding fiscal year.

If a need arises for the potential drawing of funds allocated to the Contingency Fund outside of the above-mentioned guidelines, Commission staff shall present the request to the Commission for consideration and approval at a regularly scheduled meeting.

4. Authority of Contingency Fund Use

For unanticipated circumstances considered moderate, as described in Table 1, staff must seek approval from the Commission prior to use of the Contingency Fund.

For unanticipated circumstances considered severe, as described in Table 1, and that require immediate redress, the Executive Director or designee shall exercise full discretion of its appropriation in order to mitigate substantial loss of productivity. The Executive Director must report to the Commission, at the next regular meeting following the use of funds, with full explanation on how the portion of the Contingency Fund was used or is being used.

For any method employed, the process of appropriating the Contingency Fund will adhere to the guidelines within this manual to minimize risk while striving to safeguard the Commission's assets.

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

REGULAR BUSINESS MEETING

June 6, 2018 – 12:00 p.m.

2405 Tulare Street
Fresno, CA 93721

AGENDA ITEM NO. 11

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Agreement Renewal Update for High Quality Early Care and Education Training and Technical Assistance

BACKGROUND:

On June 1, 2016 the Commission approved funding agreement with Fresno County Superintendent of Schools (FCSS) in the amount of \$2,289,171 for two years. This agreement included the option to renew for an additional two years based on performance and availability of funds.

The goal of this investment is to contract with FCSS to provide a systematic Hub approach disseminating coaching, training, technical assistance and assessments to early learning programs pursuing quality improvement based on the local Quality Rating and Improvement System (QRIS). The purpose of the Hub is to fund one lead agency to develop and implement a countywide coaching and assessment model, unifying and connecting local and regional experts, as subcontractors, to provide seamless support to child care providers who are on the quality improvement pathway.

As originally approved by the Commission, in order to be eligible for funding after the original two-year award, staff reviewed programmatic and fiscal performance including but not limited to: 1) fulfilling intent of the original proposal, 2) accurate reporting of programmatic and fiscal data, 3) attendance of required meetings and 4) outcome of the Annual Contract Review (ACR) for Fiscal Year (FY) 2016-2017.

NEXT STEPS:

Meetings with FCSS and subcontractors to finalize Scope of Work and budgets for FY 2018-2019 and FY 2019-2020 have taken place in May 2018. Funds have been designated from the Commission 2017-2019 Approved Two Year Budget: Strategic Plan Investments: Tier 1 Children and Families: Goal 2 - Early Learning line item in an amount not to exceed \$2,189,171 for two years.