

# FIRST 5 FRESNO COUNTY

ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

**DATE:** Wednesday, August 15, 2018

Lighthouse for Children  
2405 Tulare Street  
Fresno, CA 93721

**TIME:** 11:30 a.m. - Regular Meeting

## AGENDA

ITEM	SUBJECT	PRESENTER
1.	<b>CALL TO ORDER</b>	Chair Pacheco
2. Information	<b>CHILD-FRIENDLY BUSINESS AWARDS CEREMONY</b>	Chair Pacheco
3.	<b>POTENTIAL CONFLICTS OF INTEREST</b> Any Commission Member who has potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter.	Chair Pacheco
4. <b>Action</b> Pg. 1	<b>CONSENT AGENDA – ITEMS 4a-4f</b> See attached Consent Agenda.  <b>Overview:</b> 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.
5. <b>Action</b> Pg. 60	<b>FINANCIAL REPORT FOR PERIOD ENDING MAY 2018</b> Supporting Documents	E. Reyes, E.D. A. Hillis, Staff
6. <b>Action</b> Pg. 65	<b>EMPLOYEE SALARY ADJUSTMENTS – FISCAL YEAR 2018-2019</b>	E. Reyes, E.D.
7. Information	<b>CHILDREN &amp; FAMILIES POLICY UPDATE</b>	E. Reyes, E.D. V. Cuevas, Staff
8. Information	<b>EXECUTIVE DIRECTOR REPORT</b>	E. Reyes, E.D.
9. Information	<b>PUBLIC COMMENT</b> Limit two minutes per speaker. Public Comment is also taken on individual agenda items throughout the meeting at the conclusion of each agenda item.	E. Reyes, E.D.
10. Information	<b>ANNOUNCEMENTS / INFORMATION SHARING</b>	Chair Pacheco
11. <b>Action</b>	<b>ADJOURNMENT</b>	Chair Pacheco
<b><u>NOTE:</u></b>	<b>NEXT REGULAR MEETING – September 26, 2018</b>	2405 Tulare St. Fresno, CA 93721

NOTE: If you need disability modification or accommodation in order to participate in this meeting, please contact the Commission office at (559) 558-4900 at least 48 hours prior to the start of the meeting. Government Code Section 54954.2(a).

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**DATE:** Wednesday, August 15, 2018

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**TIME:** 11:30 a.m. - Regular Meeting

## CONSENT AGENDA

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

ITEM	SUBJECT	PRESENTER
<b>4a.</b> <b>Action</b> Pg. 2	<b>MINUTES FROM JUNE 6, 2018 REGULAR COMMISSION MEETING</b> Supporting Document	E. Reyes, E.D.
<b>4b.</b> <b>Action</b> Pg. 7	<b>BIENNIAL CONFLICT OF INTEREST CODE</b> Supporting Document	E. Reyes, E.D. K. Price, Legal
<b>4c.</b> <b>Action</b> Pg. 13	<b>EMPLOYEE COMPENSATION POLICY</b> Supporting Document	E. Reyes, E.D.
<b>4d.</b> <b>Action</b> Pg. 18	<b>AGREEMENT RENEWAL WITH MILLER-SCOTT LANDSCAPE AND NURSERY FOR LANDSCAPE SERVICES</b>	E. Reyes, E.D.
<b>4e.</b> <b>Action</b> Pg. 19	<b>AGREEMENT RENEWAL WITH MANCO ABBOTT, INC. FOR BUILDING MAINTENANCE TECHNICIAN</b>	E. Reyes, E.D.
<b>4f.</b> <b>Action</b> Pg. 20	<b>FUNDED PARTNER MANUALS: PROGRAMMATIC SERVICES AND SUPPORTIVE SERVICES</b>	E. Reyes, E.D.

We encourage the public to attend. If you have a disability and need accommodations to participate in a meeting, please contact the Commission office at (559) 558-4900 at least 48 hours prior to the start of the meeting. Government Code Section 54954.2(a).

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

**REGULAR BUSINESS MEETING**

August 15, 2018 - 11:30 a.m.

2405 Tulare Street  
Fresno, CA 93721

**CONSENT AGENDA ITEM 4a**

**RECOMMENDED ACTION:**

Approved Commission Minutes - June 6, 2018

**ACTION SUMMARY MINUTES**

**June 6, 2018 - 12:00 P.M.**

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

**Absent:**           None

**Staff:**           Emilia Reyes, Fabiola González, Alix Hillis, Hannah Norman, Kristina Hernandez, Mercedes Carmona, Victoria Cuevas, Melissa Cook, Renee Dayton, Mayra Diaz, Cecilia Paredez, Karina Perez, Karen Rangel, Liliana Salcedo, Ken Price (Legal Counsel)

**1. CALL TO ORDER**

- 2. POTENTIAL CONFLICTS OF INTEREST:** Any Commission Member who has a potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter.

Commission's Legal Counsel, Kenneth Price, noted the agenda includes an item regarding an agreement with the County of Fresno and there is no conflict of interest given it is not an agreement with a County department headed by any of the Commissioners.

None heard.

**3. CONSENT AGENDA - ITEM 3a-3c**

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: Utecht  
Ayes: Pacheco, Gilbert, Utecht, Koontz, Morales

Noes: None heard.

**4. FINANCIAL REPORT FOR PERIOD ENDING MARCH 2018**

Public Comment: None heard.

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

**5. AGREEMENT WITH PREVENT CHILD ABUSE CALIFORNIA FOR THE FIRST 5 SERVICE CORPS PROGRAM & RECOGNITION OF 2017-2018 MEMBERS**

Commissioner Morales requested information on the child abuse statistics in Fresno County.

Public Comment: None heard.

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

**6. AGREEMENTS FOR THE HELP ME GROW FRESNO COUNTY EFFORTS**

Rose Mary Rahn, Director of Public Health Nursing with the Department of Public Health and co-chair of the Help Me Grow Leadership Team, provided a detailed overview of the three agreements proposed in this agenda item as they related to the partnership between the Commission and the County of Fresno Department of Public Health.

Public Comment: None heard.

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

**7. AGREEMENT WITH FRESNO COUNTY DEPARTMENT OF SOCIAL SERVICES (DSS) IN SUPPORT OF NEIGHBORHOOD RESOURCE CENTERS**

Public Comment: None heard.

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

**8. COMMUNITY MEDIA PARTNERSHIP WITH UNIVISION COMMUNICATIONS INC.**

Commissioner Morales suggested to include Preschool enrollment information to parents as

part of this partnership.

Public Comment: None heard.

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

**9. COMMUNITY MEDIA PARTNERSHIP WITH NEXTSAR BROADCASTING**

Public Comment: None heard.

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

**10. CREATION OF STRATEGIC RESERVE FUND**

Commissioner Koontz left the meeting at 12:45p.m.

Commissioners recommended to establish a Strategic Reserve Fund in an amount of \$2 million separate from the \$1 million contingency fund already in place.

Public Comment: None heard.

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

**11. AGREEMENT RENEWAL UPDATE FOR HIGH QUALITY EARLY CARE AND EDUCATION TRAINING AND TECHNICAL ASSISTANCE**

Public Comment: None heard.

No action required.

**12. CHILDREN & FAMILIES POLICY UPDATE**

Public Comment: None heard.

No action required.

**13. EXECUTIVE DIRECTOR REPORT**

Emilia Reyes, Executive Director, provided the following updates:

First 5's 20<sup>th</sup> Anniversary & Family Fun Day event took place on the Capitol Lawn in

Sacramento on May 2<sup>nd</sup> from 12-1p.m. First 5 Commissions from across the state joined partners and families to celebrate our anniversary, highlight our ongoing work, and host a day filled with activities for young kids.

The 2018 Child-Friendly Business Award deadline to nominate an employer was June 1<sup>st</sup>. We will be hosting an awards ceremony at the August 15<sup>th</sup> Commission meeting. The Child-Friendly Business Award campaign is an opportunity for First 5 Fresno County to educate working parents and the community at large about employee rights as parents as well as showcase local businesses that have above and beyond child -friendly practices at work.

Reyes will be attending the First 5 Association Network trainings, on May 21-23, 2018. The First 5 Association's new network strategy seeks to activate First 5 commissions as key agents of change at the local and statewide level, focused on expanding early childhood systems to improve outcomes for children 0-5 across California. In order to help implement the strategy, the Association has launched a *Network Leadership Development* program over the next year. The program selected a cohort of 15 executive directors and/or appropriate senior staff from across the state to participate in three 3-day convenings over 8 months, where they will probe the meaning of "systems change" for First 5s, build their skills, forge peer relationships, innovate new solutions, and develop a vision for greater impact. Anticipated outcomes include: become more effective leaders, develop a stronger, diverse professional network, aspirations for greater *collective impact*.

First 5 Fresno County is launching Group Pediatric Care at the Lighthouse for Children Community Learning Center by partnering with University of California, San Francisco Fresno (UCSF-Fresno) and the Central Valley Health Policy Institute (CVHPI). This program will be an opportunity to continue group care for mothers exiting Glow! Group Prenatal Care and Support Project while infusing best practices around developmental screening, breastfeeding support and cultural humility/responsiveness that can be later scaled.

The Glow! Group Prenatal Care and Support Project is entering the 7th month of providing care and support to women and families in Fresno County. Our first three cohorts completed their sessions.

First 5 Fresno County is partnering with the Central Valley Community Foundation, Fresno County Superintendent of Schools, Fresno Economic Opportunities Commission (EOC) and the Fresno Cradle to Career (C2C) Initiative to create a Preconception to age 5 Blueprint to funding. This effort aligns directly with the Commission's Strategic Planning process. The goal is to leverage resources to identify how First 5 and other community partners are able to align funding streams designed to ensure children ages 0 to 5 and their families have access to services they need to thrive. After the asset mapping of all government funds supporting early childhood is complete and the analysis of gaps that may exist, First 5 will engage community stakeholders in various settings in the coming months to provide input and identify the early childhood priorities for Fresno County. We anticipate the community stakeholder conversations to begin in September 2018.

The 7th annual State of Our Children's Breakfast is taking place on Thursday, August 30th and First 5 Fresno County is the keynote speaker sponsor. This year's keynote speaker is Lateefah Simon, President of the Akonadi Foundation and also a California State University Trustee. Lateefah will share her unique perspective on guiding troubled youth from poverty and delinquency to healthy and productive adulthoods. Commissioners have an open invitation to attend.

Commission staff will be out of the office at our annual offsite staff meeting June 28 & 29, 2018 to prepare and recharge for the upcoming fiscal year.

Reminder: July Commission Meeting is cancelled, next meeting is scheduled for August 15, 2018.

Commissioner Morales, requested for the Executive Director, Emilia Reyes, to inform and update the Commission on Early Childhood related topics and/or concerns having an impact on Fresno County children and families. Reyes shared she will be expanding on her Executive Director Report.

Public Comment: None heard.

No action required.

**14. PUBLIC COMMENT**

Public Comment: None heard.

No action required.

**15. ANNOUNCEMENTS / INFORMATION SHARING**

Public Comment: None heard.

No action required.

**16. CLOSED SESSION**

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

**17. ADJOURNMENT**

Public Comment: None heard.

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

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

**REGULAR BUSINESS MEETING**  
**August 15, 2018 – 11:30 a.m.**

2405 Tulare St.  
Fresno, CA 93721

**CONSENT AGENDA ITEM 4b**

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Biennial Conflict of Interest Code

**RECOMMENDED ACTION:**

Approve the updated Commission’s Conflict of Interest Code.

**BACKGROUND:**

Under the Political Reform Act, all public agencies are required to adopt a conflict of interest code (the "COI Code"). The COI Code designates positions required to file Statements of Economic Interests (Form 700), and assigns disclosure categories specifying the types of interests to be reported. The Form 700 is a public document is intended to alert public officials and members of the public to the types of financial interests that may create financial conflicts of interests.

**REASON FOR RECOMMENDED ACTION:**

The California Political Reform Act requires that each public agency adopt and implement a Conflict of Interest Code consistent with Fair Political Practices Commission regulations. The Commission’s Code, which is required to be updated bi-annually, is due for update and adoption. Please see attached updated Code.

The Commission staff is recommending approving as to form of the attached revised Conflict of Interest Code and authorize staff to make this Conflict of Interest Code available to the public for review and comment until the next Commission meeting. The primary reason for the change to the Conflict of Interest Code is to provide for online filing with Fresno County. Consistent with state law, at the next regular Commission meeting, the Commissioners should consider any comments from the public and adopt a revised Conflict of Interest Code. Once this process is complete, the Commission would forward for approval the Conflict of Interest Code to the Fresno County Board of Supervisors, which by statute is the Code reviewing body for all agencies located within Fresno County.

**CONCLUSION:**

After the Commission adopts the revised Conflict of Interest Code, it should direct staff to submit the Code to the Fresno County Board of Supervisors for approval. Approval of the Code will ensure that the Commission is compliant with the Fair Political Practices Commission regulations.



CONFLICT-OF-INTEREST CODE FOR  
**CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY**

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) that contains the terms of a standard conflict-of-interest code and may be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating positions and establishing disclosure requirements shall constitute the conflict-of-interest code of the **Children & Families Commission of Fresno County ("Commission")**.

~~Individuals holding designated positions shall file their statements with the Commission, which will retain the statements and make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) Upon receipt of the statements for the Commissioners and Commission Executive Director, the Commission shall make and retain a copy and forward the original of these statements to the Clerk to the County Board of Supervisors. The Commission shall retain the originals of all other statements at its office.~~

~~The Form 700s for designated positions, other than the members of the Commission along with any alternates ("Commission Members") and the Commission's Executive Director ("Executive Director"), shall be filed with the~~

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Commission, The Commission Members and Executive Director, are to file their original Form 700s directly with the Clerk of the Board for the Fresno County Board of Supervisors using the electronic filing system. If the Form 700s are not filed electronically, the paper Form 700 and waiver shall be filed with the Commission and, upon receipt of these paper Form 700s with waivers, the Commission shall make and retain a copy and forward the original to the Clerk of the Board of Supervisors.

The Commission shall retain a copy of all electronically filed Form 700s, a copy of all paper Form 700s with waivers, and the original Form 700s of designated positions not required to file electronically. The Commission and shall make the Form 700s available for public review, inspection, and reproduction. (Gov. Code section 81008.)

The provisions of all Conflict of Interest Codes and amendments thereto previously adopted by the Agency Commission are hereby superseded.

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APPENDIX A  
PUBLIC OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that positions listed below manage public investments and will file a statement of economic interests pursuant to Government Code Section 87200. These positions are listed for informational purposes only:

- Commission Members
- Executive Director
- Chief Financial/Business Officer
- Consultants involved in the investment of public funds

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

APPENDIX B  
DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Categories</u>
• <del>Business Officer</del>	<del>1</del>
• <del>Community Advancement Director</del>	<del>1</del>
• <del>Community Advancement Specialist</del>	<del>1</del>
• <del>Program Officer</del>	<del>1</del>
• <del>Policy &amp; Governmental Relations Officer</del>	<del>1</del>
• <del>Community Relations Officer</del>	<del>1</del>
• <del>Program &amp; Evaluation Director</del>	<del>1</del>
• <del>Senior Program Officer</del>	<del>1</del>
• <del>Program Officer</del>	<del>1</del>
• <del>Operations Officer</del>	<del>1</del>
• <del>Program Assistant</del>	<del>1</del>
• <del>Deputy Director</del>	<del>1</del>
• <del>Project Manager</del>	<del>1</del>
• Legal Counsel	1
• Directors of Lighthouse For Children	1
• Consultants*	1

\* Consultants shall be included in the list of designated positions and shall disclose pursuant to the disclosure requirements in this code subject to the following limitation:

The Executive Director may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Sec. 81008.)

APPENDIX C  
DISCLOSURE CATEGORIES

Individuals holding designated positions must report their interests according to their assigned disclosure category(ies).

Disclosure Category 1

Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the agency; and investments and business positions in business entities, and income, including loans, gifts, and travel payments, from all sources.

Disclosure Category 2

Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Disclosure Category 3

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the agency.

Disclosure Category 4

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the designated position's division or department.

Disclosure Category 5

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that filed a claim against the agency during the previous two years, or have a claim pending.

**FIRST 5 FRESNO COUNTY**  
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**REGULAR BUSINESS MEETING**  
**August 15, 2018 – 11:30 a.m.**

2405 Tulare St.  
Fresno, CA 93721

**CONSENT AGENDA ITEM 4c**

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Employee Compensation Policy

**RECOMMENDED ACTION:**

Approve updates to the Employee Compensation Policy.

**BACKGROUND:**

On July 30, 2018, the Commission’s Administrative Committee reviewed and approved this agenda item for full Commission approval.

The Commission approved an Employee Compensation Policy in April 2017 to serve as a guide for supervisors to evaluate staff’s performance and assist in the determination of employees’ eligibility and opportunity to be considered for a salary increase based on set parameters and Commission approval. Staff requests approval of updates to the Compensation Policy to reflect non-Proposition 10 revenue the Commission may receive in support of initiatives and partially or fully funding specific employee positions.

In fiscal year 2017-2018, the Commission received other non-Proposition 10 revenue from the University of California San Francisco & First 5 California and the pertinent use of these funds was not referenced in the original Employee Compensation Policy. As a result, staff recommends updating the Employee Compensation Policy as follows:

Section 5: Determining Eligibility for a Salary Increase

- 1) In subsection titled “Eligible Staff” add the following “Note”:

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

- 2) In subsection titled “Amount of Increase” add the following sentence:

Amount of Increase

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

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

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

**CONCLUSION:**

If approved, the Compensation Policy will continue to be used by supervisors in conjunction with the annual employee performance evaluation/appraisal tool to guide conversations on employee performance and subsequently determine eligibility for potential salary increases for Commission consideration.

## 1. Objective

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

- Starting salary for new full-time staff;
- Salary for staff members when promoted to a new job classification; and
- Criteria to determine if staff members will receive a salary increase (“Salary Increase”)

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

## 2. Useful Terms

### Job Classification

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

### Job Description

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

## 3. Starting Salary & Hiring Range

New Full-Time Staff: New staff members will receive a salary no less than the lowest guaranteed salary for their job classification and no greater than the highest salary in the salary range. The applicant’s prior job-related experience and/or education will be used by the agency to determine the new staff member’s exact starting salary. The agency shall make every reasonable effort to ensure internal equity between new and existing staff members.

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

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



#### 4. Performance Reviews/Employee Appraisals

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

The Formal Review, based upon the performance criteria described below, shall in part be used to determine the amount, if any, of a Salary Increase that will be given to the staff member during the next fiscal year.

##### Areas of Evaluation

Staff members are evaluated in three areas:

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

**Section II:** Has the staff member made significant contributions worthy of attention/recognition aligned with their departments’ goals and the overall goals and mission of the agency?

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

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

##### Performance Points

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

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

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

##### Not Automatic

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

### Ineligible Staff

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

### Eligible Staff

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

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

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

### Amount of Increase

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

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

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**REGULAR BUSINESS MEETING**  
August 15, 2018 – 11:30 a.m.

2405 Tulare St.  
Fresno, CA 93721

**CONSENT AGENDA ITEM 4d**

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Agreement Renewal with Miller-Scott Landscape and Nursery for Landscape Services

**RECOMMENDED ACTION:**

Approve renewal agreement with Miller-Scott Landscape and Nursery, for services at the Lighthouse for Children facility, in an amount not to exceed \$11,880.

**BACKGROUND:**

Facility services must be contracted by the Commission, as the master lease tenant of the Lighthouse for Children (LFC). One key operating component of the facility is landscape services to provide a clean, safe environment for all LFC partners, occupants, and visitors. The up-keep of the LFC requires the monitoring and maintenance of outdoor areas.

Currently, the Commission is in a month to month contract with Miller-Scott Landscape and Nursery for maintenance and repair services of ground coverings, irrigation, plants, trees, and associated supplies including the playground area that requires extra care in order to maintain proper licensing of the LFC Child Development Center. This contract remains at the same level of services and amount as the previous year.

**Procurement Procedure and Process:** Manco Abbott, Inc., the facility's contracted facility manager, recommends, based on the Commission's Procurement Policies and Procedures, to move forward with a renewal contract with Miller-Scott.

**Fiscal Impact:** Funding for this agreement will be allocated from the Commission's 2017-2019 Approved Two Year Budget - Operating - Overhead Expense line item, Tier 1 and Tier 2 for a total contract amount not to exceed \$11,880.

**CONCLUSION:**

If approved, staff will work with Manco Abbott, Inc. to finalize the agreement with Miller-Scott Landscape and Nursery for an amount not to exceed \$11,880 under a one-year contract with the option to renew for an additional year based on performance.

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

**REGULAR BUSINESS MEETING**

**August 15, 2018 – 11:30 a.m.**

2405 Tulare St.  
Fresno, CA 93721

**CONSENT AGENDA ITEM 4e**

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Agreement Renewal with Manco Abbott, Inc. for Building Maintenance Technician

**RECOMMENDED ACTION:**

Approve a renewal agreement for a repair and maintenance technician with Manco Abbott, Inc. in an amount not to exceed \$22,800 for the Lighthouse for Children facility.

**BACKGROUND:**

Facility services must be contracted for the daily operation of the Lighthouse for Children (LFC). One of the key operating components of the facility is general building maintenance for repairs and care services. For this need, a part-time, on-site building maintenance technician is contracted through the LFC Facility Management firm, Manco Abbott, Inc. The technician is available for daily and emergency maintenance requests.

**Procurement Procedure and Process:** The cost of our on-site building maintenance technician through this proposed agreement is \$24 per hour for approximately 950 hours. In contrast, an outside contractor hired for every necessary repair and maintenance service can be at a cost of \$65-\$165 per hour. The cost savings to the Commission by having a part-time, on-site technician has proven to be the most cost-effective way to maintain the LFC facility and facilitate day-to-day maintenance. The added benefit of the repair and maintenance technician includes as needed immediate response times for any emergency requests.

Manco Abbott, Inc., the contracted facility manager, secured the repair and maintenance technician and recommends, based on cost efficiency and rapport to continue receiving services from the technician. The selection process follows the sole source section of the Commission's Procurement Policies and Procedures.

**Fiscal Impact:** Funding for this agreement will be allocated from the Commission's 2017-2019 Approved Two Year Budget - Operating - Overhead Expense line item, Tier 1 and Tier 2 for a total amount not to exceed \$22,800.

**CONCLUSION:**

If approved, the building maintenance technician will continue to provide daily repair and maintenance services under a one-year term with an option to renew for an additional year based on performance.

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

**REGULAR BUSINESS MEETING**  
**August 15, 2018 – 11:30 a.m.**

2405 Tulare St.  
Fresno, CA 93721

**CONSENT AGENDA ITEM 4f**

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Funded Partner Manuals: Programmatic Services and Supportive Services

**RECOMMENDED ACTION:**

Approve the updated Funded Partner Manuals for Programmatic Services and Supportive Services

**BACKGROUND:**

The Funded Partner Manuals ensure Funded Partners abide by all necessary contractual requirements stipulated in Commission agreements. The Programmatic Services version is for contractors who provide direct services to parents, children and professionals. The Supportive Services version is for contractors who provide non-direct service activities that improve or enhance a program or efforts.

Organizations receiving First 5 Fresno County funding that provide services for children ages 0 to 5 and their families report financial, program, and evaluation data to ensure compliance within contractual guidelines. The fiscal reporting structure outlined in both Funded Partner Manuals was developed in accordance with the First 5 Financial Management Guide and ensures best practices are utilized.

Annual revisions and updates throughout the document ensure processes mentioned in the both Funded Partner Manual align with internal policies and procedures to help guide decision-making that is consistent with the law and respects and honors families with young children.

**CONCLUSION:**

If approved, the Funded Partner Manuals for Programmatic and Supportive Services will replace the previous versions and will be made available to all Commission Funded Partners.



# Funded Partner Manual

## Programmatic Services

2405 Tulare St., Suite 200  
Fresno, CA 93721

p. 559.558.4900

[info@first5fresno.org](mailto:info@first5fresno.org)  
[www.first5fresno.org](http://www.first5fresno.org)

**FISCAL YEAR 2018-2019**

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V. **Appendix** ..... Error! Bookmark not defined.

~~Breastfeeding Friendly (BFF) Policy~~  
~~Equipment & Capital Policy~~  
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~~Tobacco-Free Policy~~



## Introduction

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Welcome to the First 5 Fresno County family! Since inception, **First 5 Fresno County has helped young children blossom, families flourish, and communities thrive for a brighter future for all of Fresno County.** We've grown from an agency working to define itself, to an agency with strong community relationships and a clear vision of a robust early childhood system of care; a vision we are committed to see come to fruition.

The 2013-2020 Strategic Plan has set out a bold vision aimed at changing the odds for all children in Fresno County and to keep families at the core of all that we do. It is critical First 5 Fresno County challenges and leads the community in creating long-term, sustainable systems that support children and families. We know doing so will ultimately ensure all children achieve success in school and in life.

We at First 5 Fresno County are dedicated to making sure all funded partners receive the resources and assistance needed to successfully plan and implement programs and services. This Funded Partner Manual has been developed to provide you with comprehensive information on our requirements and to assist you in managing your First 5 Fresno County contract.

**Thank you for working with us to implement incredible programming in support of children ages 0 to 5 and their families!**

Sincerely,



Emilia Reyes  
Executive Director

## Overview of First 5 Fresno County

At First 5 Fresno County (F5FC), we work to lift up young children to their full potential, so we deliver on the promise of a brighter future for all young children. We build on the strengths of all Fresno County families and the community that supports them by investing in and supporting programs and efforts that strengthen our early childhood system of care.

F5FC was created in 1998 when California voters passed Proposition 10 (Prop 10), known as “The Children and Families Act.” Prop 10 designated a 50-cent sales tax to every pack of cigarettes or tobacco product sold in California to be used to promote, support and improve the early development of children from the prenatal stage to five years of age. The State of California collects the money and distributes it to each county based on birthrate. F5FC is responsible for developing a strategic plan to guide local funding decisions that are consistent with the purpose of Prop 10.

The full [F5FC 2013-2020 Strategic Plan](#) is available on our website.

**Our Vision:** *All children ages 0 to 5 will achieve optimal social, emotional, physical and cognitive development.*

**Our Mission:** *To be a catalyst for creating an accessible and effective network of quality services for young children and their families.*

## Contract Monitoring

As a public agency, F5FC must abide by state and federal laws, and is required to implement policies and procedures for contracting and procurement.

Contract monitoring helps us:

- Ensure deliverables outlined in the scope of work, evaluation and budget are met
- Promote continuous quality improvement of program services and F5FC processes
- Enable F5FC to obtain information regarding the quality and effectiveness of a program/contract
- Ensure costs are reasonable, necessary and justifiable with intended and actual outcomes

Funded Partners must adhere to all administrative, programmatic and fiscal requirements and procedures outlined in this Manual. The F5FC Contract Manager assigned will provide guidance to Funded Partners and will monitor the contract on an ongoing basis to ensure all requirements are met.

Contact your F5FC Contract Manager if you have any questions or concerns regarding F5FC policies, requirements and final contract determinations. We want to address any issues or concerns as soon as they arise to avoid interruption of services to young children and families. Your F5FC Contract Manager will work closely with you to ease all challenges throughout the contract term.

You may also contact the Executive Director if you have any specific questions or concerns.

# Administrative

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Administrative monitoring gives us the opportunity to ensure the terms and conditions outlined in the contract are understood and followed.

## **Funded Partner Manual & Contract**

Funded Partners are responsible for maintaining a current copy of their contract and the most up to date Funded Partner Manual. Both documents contain everything you need to know about us and our partnership. So, please let the following pages guide you through our requirements.

### *Funded Partner Orientation*

To familiarize you with this manual and the terms and conditions outlined in your contract, F5FC may provide an annual orientation and answer any questions you may have.

## **Client Eligibility**

With our undivided focus on families with children ages 0 to 5 in Fresno County, we make our youngest residents the biggest priority. We do this by ensuring F5FC funds are only used toward programs and efforts that serve:

- Children prenatal through 5 years of age (the eve of their 6th birthday) who reside in Fresno County
- Parents, primary caregivers, or legal guardians of children prenatal through 5 years of age who reside in Fresno County
- Professionals who provide services to Fresno County children prenatal through 5 years of age and/or the parents, primary caregivers, or legal guardians of these children

Funded Partners are required to maintain documentation to verify client age and residency eligibility. Accepted documentation includes birth certificates and immunization records for proof of age, and a utility bill for proof of residency. Other forms of documentation must be approved by F5FC.

## **Confidentiality**

During the term of the contract, Funded Partners may have access to confidential client information and records to support effective coordination and delivery of services. Records pertaining to any individual client are confidential and should not be open to examination for any other purpose besides evaluation and verifying contract compliance. Funded Partners must not disclose any confidential client information to any third party without written authorization from the client, F5FC, and/or legally authorized representative.

Standard procedures for keeping client level information confidential include, but are not limited to:

- Storing completed questionnaires or other paper records in a locked location where only designated project staff have access
- Keeping electronic information in password-protected, secure files
- Limiting the number of users in the Persimmony database
- Replacing names, addresses and other identifying information with codes on paper and/or electronic records

For additional information please refer to the Confidentiality section of your contract.

## Department of Justice Fingerprint Clearance

For the safety of children, Funded Partners must ensure all employees, agents, volunteers and subcontractors, funded or not funded by F5FC, who directly provide services and/or may have direct, unsupervised access to children must be fingerprinted in accordance with state and federal laws and must have a criminal clearance which states they do not have a criminal history. Verification of fingerprint clearance must be maintained for all parties listed above.

## Child Abuse Mandated Reporter Training

Funded Partners are required to report all known or suspected instances of child abuse or neglect to either local law enforcement or county child welfare services. F5FC funded employees, agents, volunteers, or subcontractors who directly provide services to children and their families are required to receive annual child abuse mandated reporter training and must sign a statement acknowledging they understand and will comply with child abuse reporting laws. Verification of annual mandatory child abuse reporter training must be maintained for all parties listed above.

## Administrative Policies

In addition to this manual, F5FC has adopted the following administrative policies to guide investments and partnerships in support of young children and families:

[Breastfeeding Friendly \(BFF\) Policy](#)

[Equipment & Capital Policy](#)

[Faith-based Policy](#)

[Supplanting Policy](#)

[Tobacco-Free Policy](#)

The complete policies can be found ~~in the appendix of this manual and~~ on the [F5FC website](#).

## Organizational Chart, Job Descriptions & Staffing Changes

Funded Partners are required to submit job descriptions for all F5FC funded employees and an agency organizational chart prior to the execution of the contract and during the Annual Contract Review (ACR). To maintain client confidentiality, any staffing changes related to the contract must be submitted to F5FC within five business days of the change.

If the agency fails to fill a vacant F5FC funded position in a timely manner, F5FC reserves the right to suspend the contract and/or withhold payment. Please refer to the Corrective Measures portion of the Administrative section of this manual.

## Insurance & Licensure Requirements

Funded Partners must maintain valid licenses, certifications and insurance coverage as applicable. Please refer to the Insurance section of your contract for more details on insurance requirements.

## Expulsion

The health and well-being of children determine the prosperity of our community. We understand that sometimes challenges will arise with families receiving services. We expect our Funded Partners to take into consideration the “whole child” (cognitive, social, emotional and physical needs) and act in the best interest of the child and their family as an alternative to expulsion.

Funded Partners are required to work closely with families to ensure the services provided best meet the needs of the individual child, their family and, when needed, connect them with other community organizations for additional resources.

## **Cultural Humility**

Cultural humility is a stance toward understanding culture. It requires a commitment to lifelong learning, continuous self-reflection on one's own assumptions and practices, comfort with 'not knowing', and recognition of the power/privilege imbalance that exists between clients and service providers. A cultural humility approach is interactive involving approaching another person with openness to learn; asking questions rather than making assumptions; and striving to understand rather than to inform (Tervalon & Murray-Garcia, 1998).

In relation to Funded Partners, all services, documents and program materials must be culturally and linguistically relevant to meet the diverse needs of our community and the populations served. We know cultural humility is an ongoing process. Because of this, we encourage ongoing professional development to nurture cultural sensitivity, focusing on family strengths.

## **Partner Collaboration**

To create a strong network within the early childhood system of care, F5FC evaluates the levels of interaction among F5FC funded and non-funded partners to assess how to strategically align efforts in our community. This strategic alignment is particularly critical as Funded Partners are called upon to meet the increasing needs of children and families at a time when budgets and resources continue to diminish. To strengthen the system of care for children and families, Funded Partners are expected to collaborate and identify new ways of networking and coordinating services to maximize resources and build innovative partnerships.

F5FC provides opportunities throughout the year for funded and non-funded partners to meet and interact. It is important that each Funded Partner participate and send an appropriate representative to the required meetings listed below.

### *Required Meetings*

- Persimmony Webinar Training
- Connection Café events
- Learning Circles
- Evaluation Meetings

A current list of required meetings is located on the [F5FC website](#). Please contact your F5FC Contract Manager for additional information.

## **Communications**

**We are passionate about the work we do together and the brand we've built.** Help us showcase Proposition 10 funds at work in Fresno County by displaying the F5FC logo. With proper application, our logo on print and electronic publications in support of funded programs, events or projects can help promote our partnership and the impact of our work on young children and families.

### *Logo Treatment*

Our logo is the single mark that represents us wherever we go. Which is why it's important that we always use it properly. This section is intended to serve as an initial guide for the proper way to publish, portray and apply our visual identity. We've laid out a few do's and don'ts and other details that will help ensure the F5FC logo is properly represented:

Color



Reversed



Black



**Size:** A minimum size of 1” wide, scaled proportionately, is necessary to maintain legibility.



1” wide

**Space:** A clear space equal to the width and height of the “hand” box should be maintained around all four sides of the logo.



**Incorrect Usage:** Please do not change logo colors, skew the logo, place the logo on busy backgrounds, rearrange or alter the logo elements.

In rare cases, if determined suitable for any document, the logo may be substituted with the following: “Funded by First 5 Fresno County.” or “Partially funded by First 5 Fresno County.”

### *Media Inquiries 101*

In addition to logo use, media relations can further support our effort of highlighting Prop 10 funds at work and the impact of our partnership. Whether you're actively soliciting the media or have been contacted by the media, we want to support you in telling the story of your F5FC funded program/project. Here are some steps to guide you:

Before soliciting the media about a F5FC funded program/project:

1. Reach out to your F5FC Contract Manager about your plan to engage the media. This will help determine if and how F5FC can support you
2. Submit a draft press release to your F5FC Contract Manager

Before responding to media requests about your F5FC funded program/project:

1. Tell the reporter you would like to help and confirm the appropriate person to provide comment. If you are unsure, you can have someone get back to them and take down the following information:
  - Reporter's contact information (name, email, phone)
  - What is the story about?
  - Deadline for a call back?
  - Who else is being interviewed for the story?
  - When will the story air or be published?
2. Reach out to your F5FC Contract Manager about the media request to inform F5FC about the funded program/project media coverage and to determine what role F5FC will have, if any. It could be F5FC may need to also:
  - Respond to the media outlet
  - Review press release or media statements
  - Provide talking points about F5FC
  - Tune in and promote the story

We understand the media works under tight deadlines and will always do our best to respond in a timely manner.

### *We Are Here to Help!*

Call, email or visit us for support or questions regarding brand guidelines. The current logo and [Brand Guidelines](#) are available for download on the F5FC website. We updated our logo in 2017. Your F5FC Contract Manager staff is happy to review materials/documents with you prior to publication.

### **First 5 Fresno County**

[info@first5fresno.org](mailto:info@first5fresno.org)

559-558-4900

## **End of Fiscal Year Requirements**

At the end of each fiscal year, Funded Partners are required to submit/address the requirements listed in the table below. Funded Partners whose contract with F5FC is ending will also receive a contract close-out letter. Additional requirements may be requested by your F5FC Contract Manager as applicable.



Requirement	Due Date*
<p><b>Annual Audit Report</b></p> <p>The Funded Partner's annual audit report covering expenses in the current fiscal year is required by no later than April 30<sup>th</sup> of the subsequent year.</p> <p><i>Note: All documents and records must be retained for at least four years from the expiration of the contract term.</i></p>	<b>April 30th</b>
<p><b>Equipment for Non-Continuing Contracts</b></p> <p>If Funded Partners wish to retain equipment purchased through their F5FC contract, a request on agency letterhead to the F5FC must be submitted identifying the equipment and verifying items will be used to further support children ages 0 to 5 in Fresno County.</p> <p>If Funded Partners wish not to retain equipment, contact your F5FC Contract Manager for next steps.</p>	<b>June 30<sup>th</sup></b>
<p><b>Persimmony Data</b></p> <p>All entered data must be accurate and complete (client level, aggregate, and narratives). Below are guiding steps to follow:</p> <ul style="list-style-type: none"> <li>• Delete all clients without any services entered in Persimmony (or set these clients to Local)</li> <li>• Address all missing client data (demographic, assessment, outcome indicator, and service information)</li> <li>• Exit those clients who will not be returning for the new contract term (Funded Partners with non-continuing contracts must exit all clients)</li> <li>• Contact your F5FC Contract Manager for final verification</li> </ul> <p><i>Note: By the end of the contract term, Persimmony access will be deactivated for continuing and non-continuing contracts. Funded Partners with continuing contracts will receive access for the new contract term once the contract has been executed.</i></p>	<b>July 15<sup>th</sup></b>
<p><b>Annual Contract Review (ACR) Findings</b></p> <p>Note: For non-continuing contracts, an ACR will be conducted before the end of the contract. If findings were discovered during the ACR, findings must be fully resolved before the end of the contract.</p>	<b>July 15<sup>th</sup></b>
<p><b>Financial Report</b></p> <p>A financial report for the period ending June 30<sup>th</sup>* must be submitted.</p>	<b>July 31<sup>st</sup></b>

\*Note: These dates only apply to contracts aligned with the F5FC's fiscal year.

## Corrective Measures

As stewards of public funds designated to benefit young children and their families, F5FC takes steps to ensure investments are met as described in each scope of work and budget per the contract. Failure to adhere to administrative, programmatic and/or fiscal requirements may result in any of the corrective measures listed below. Corrective measures may be imposed on a contract and/or agency level.



Some examples of fiscal findings and possible disallowed costs are detailed below:

- Expenses exceeding an approved amount by more than 10% per line item specified on the budget
- Incurred expenses not detailed in the SOW and/or budget and not directly related to the funded project
- Late submission of reports (defined as the submission of all required documents at any time beyond the due date)
- Incomplete or inaccurate reports (e.g. missing General Ledger reports, receipts, Purchase Orders, packing slips etc.)

Note: Based on the severity of the finding(s) and at the sole discretion of F5FC, corrective measures may or may not be imposed in the following order.

Step	Action
<b>One</b>	A compliance warning letter or email will be sent to the Funded Partner's Notice Holder and payment may be withheld until all issues are resolved.
<b>Two</b>	A Corrective Action Plan will be implemented and Funded Partner will be required to submit monthly financial reports.  Corrective Action Plans may include one or more of the following: <ul style="list-style-type: none"> <li>○ Reimbursement to the F5FC for services inaccurately reported/administered and/or a 5% penalty will be imposed on balance due to Funded Partner</li> <li>○ Suspension of contract without payment</li> <li>○ Contracts receiving advance payments will be placed on reimbursements</li> <li>○ F5FC Commissioners may be notified</li> </ul>
<b>Three</b>	Termination of contract, expenses are considered disallowed and agency may be ineligible for future F5FC funding.

### *Corrective Action Plan*

A Corrective Action Plan is developed when a Funded Partner is not meeting their contractual obligations and is in breach of contract. In such cases, F5FC staff will require a Corrective Action Plan to resolve all issues identified within an agreed upon timeframe.

Instances warranting a Corrective Action Plan include, but are not limited to, the following:

- Underperforming and/or inaccurate reporting on outputs and services by more than 10%
- Inaccurate, incomplete and/or late programmatic reporting
- Incorrect, incomplete and/or late fiscal invoicing and/or reporting
- Specific contractual requirements are not being met per the original intent or expected level of quality

Failure to meet Corrective Action Plan requirements may result in additional corrective measures or termination of contract.

# Programmatic

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Programmatic monitoring helps us ensure that all deliverables outlined in the Scope of Work (SOW) are met and promote continuous quality improvement of services to young children and families.

## Scope of Work

In collaboration with your F5FC Contract Manager, you will prepare a SOW document that details all services and deliverables, including the number of clients to be served and the frequency of services, to be achieved. Please refer to the Budget section of this manual for information regarding SOW modifications/amendments.

## Evaluation

The effectiveness of F5FC investments are monitored regularly by staff as well as our contracted evaluator, Harder+Company Community Research, who works with F5FC staff and Funded Partners to inform ongoing program practices that best meet the needs of children and families in Fresno County. The goal of our evaluation work is to track progress towards the desired outcomes for our community, inform decision-making, and ensure funds are used as efficiently and effectively as possible.

F5FC will work with Funded Partners to facilitate and maintain evaluation plans by (a) attending regular meetings relating to evaluation issues; (b) aiding in the selection of outcomes, indicators, and data collection tools and forms; and (c) reviewing and analyzing demographics, services, and indicators in the Persimmony database.

### *Proper Consenting Procedures*

F5FC is committed to ensuring all participants included in our work are protected from harm, are informed about the evaluation, and willingly agree to participate in evaluation activities.

Proper consenting procedures have been established by F5FC and Harder+Company Community Research. To support the consenting process for our Funded Partners, we've developed consent forms to be used when providing intensive services funded by F5FC. At the time of enrollment for services or before asking families and/or participants to take part in evaluation activities, Funded Partners must request informed consent using the provided consent forms. Signed consent forms must be filed for everyone for the purpose of consent verification. For more information, please refer to the [Evaluation Consent Form Process & Procedures](#) document located on the F5FC website.

## Persimmony & Reporting Requirements

A web-based monitoring, tracking and reporting data system called Persimmony is used as the primary tool for data collection and reporting requirements. Funded Partners will receive access to the Persimmony system after their contract has been executed. Together with your F5FC Contract Manager, you will determine the type of submission requirements, access and training need based on your individual SOW/Budget. Staff responsible for entering data must participate in Persimmony trainings.

If you are experiencing problems with entering and submitting data, your F5FC Contract Manager is available for support.

### *Client Level Data & Reporting*

Collecting client level, narrative, evaluation and aggregate data is part of F5FC's process to ensure compliance and accountability in addressing the needs of young children and their families. Funded Partners report on client numbers and service frequencies for each deliverable as detailed in your SOW.

Client level data must be submitted monthly via Persimmony capturing demographic and service information including, but not limited to: intake and consent forms, client numbers, service counts, duration and frequency, and other information as outlined in your contract SOW. It is also important to maintain current and accurate contact information for all clients entered into the database.

F5FC reviews client level data to determine accuracy with contract expectations. A 10% variance from the contract target numbers and frequency requirements is probable and allowed when justification is provided. All data entered in Persimmony must correspond with backup documentation including services, dates and client information.

#### *Quarterly Narrative and Aggregate Reports*

As applicable, Funded Partners are asked to submit narrative and/or aggregate data on a quarterly basis. Aggregate data includes information collected about events, group activities, or workshops, etc. The purpose of collecting this information is to ensure the Funded Partner is providing the services to young children and their families as agreed.

Please use the following guidelines when writing narrative reports:

#### *Target Audience & Intent of Service (300 words maximum):*

- Describe the population served. Please note, if the population served has not changed from the last quarter, you do not need to repeat this information in the subsequent quarterly reports.
- Describe what you hoped to accomplish with the services provided to your clients and how these were successful

#### *Short Story (250 words maximum):*

- Provide a short story of how your F5FC funded program affected a child age 0 to 5, family and/or provider this reporting period. Be sure to include which services were received and how the child 0 to 5, family or provider benefited from the program.
- **Describe any unanticipated impact on your work/organization (e.g. accomplishments, new approaches, new leveraged funding, lessons learned) as a result of F5FC funding and how this grant has strengthened your organization, or helped your organization make progress or build capacity to accomplish the desired results.**

#### *Challenges and Barriers (250 words maximum):*

- Describe any events that have occurred or issues that have been raised in this reporting period that have affected how you are conducting outreach and/or providing services; or any other challenges you are facing that may affect this F5FC funded program. What, if any, adjustments did you make/do you intend to make?

Helpful tips for completing your narratives:

- Do not include any numbers (client numbers, client names, service counts) in the narrative that are already reported in Persimmony
- Keep the narrative brief and factual; adhere to the word limitations
- Check reports for grammar, punctuation, overall quality and accuracy
- Each quarterly narrative should be unique and not identical to previous submissions
- Any successes, challenges and impact on clients should be directly related to the F5FC funded program

## Quarterly Narrative and Aggregate Report Deadlines

Quarterly Narrative and Aggregate Report Deadlines			
Quarterly Reports	Fiscal Year Reporting Period	Due Date	How to Submit
1 <sup>st</sup> Quarter	July 1 – Sept. 30	Oct. 15	Persimmony System
2 <sup>nd</sup> Quarter	Oct. 1 – Dec. 31	Jan. 15	
3 <sup>rd</sup> Quarter	Jan. 1 – Mar. 31	Apr. 15	
4 <sup>th</sup> Quarter	Apr. 1 – June 30	July 15	

Note: If the due date falls on a weekend or holiday the due date shall be the next business day.

## Case File Standardization

To promote accuracy with record keeping, protect client information, and facilitate easier file review and/or reassignment, case files must be standardized. It is the Funded Partner's responsibility to ensure the structure of files for the program is understood and maintained.

In addition, for validity, all documents/forms in the file must have authorized original signatures and/or original initials with dates where applicable.

### Client/Service File Layout

The sections listed below are expected to be included and maintained in F5FC funded program case files.

Client Enrollment Forms	Eligibility Documentation
<ul style="list-style-type: none"> <li>• Consent form(s) as applicable:               <ul style="list-style-type: none"> <li>○ Client Consent</li> <li>○ Minor Parent Client Assent</li> <li>○ Minor Parent Client Consent</li> </ul> </li> <li>• Client Intake Form (parent/child)</li> <li>• Provider Registration Form</li> <li>• Photo Consent Form</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of age (e.g. birth certificate, immunization record, etc.)</li> <li>• Proof of Fresno County residency (e.g. utility bill)</li> <li>• For provider clients: proof of providing services to children 0-5 years old and/or parents/guardians of children 0-5 years old in Fresno County (e.g. preschool license)</li> </ul>
Service Logs	
<ul style="list-style-type: none"> <li>• Family needs assessment</li> <li>• Family service plan</li> <li>• Case notes/observations per service (as applicable)</li> <li>• Correspondence (e.g. follow-up letters, contact letters)</li> <li>• Sign-in sheet</li> <li>• Lesson plan/agenda (as applicable)</li> <li>• Referral log</li> <li>• Other assessments (as applicable)</li> <li>• Screenings (as applicable)               <ul style="list-style-type: none"> <li>○ ASQ &amp; ASQ:SE – Information Summary Sheet</li> <li>○ (a copy of this sheet should also be provided to parents/guardians)</li> <li>○ Postpartum depression screenings (PHQ-9, PHQ-4, PMAD)</li> </ul> </li> </ul>	

### *Documentation of Services & Record Retention*

Funded Partners must maintain proper contract documentation in a secure, locked storage space including, but is not limited to: contact logs, agendas, attendance records, handouts, sign-in sheets, etc. Missing and/or incomplete documentation will result in disallowed costs.

Due to F5FC audit mandates and needs, all documents and records for funded programs must be retained for at least four years from the expiration of the contract term. During this time, Funded Partners must archive records to facilitate simple retrieval and make them available during audit inspection. All records should clearly indicate on their storage container(s) the following information:

- Agency name
- Project name and contract number
- Beginning and end date of the contract
- Type/description of the records included in the container

When the four years have expired, Funded Partners must destroy and eliminate all identifying information and records.

## **Best Practice & Capacity Building**

F5FC is committed to maintaining the highest possible standards of quality in our work on behalf of children ages 0 to 5 and their families. Whenever possible, evidence-based programs and practices are implemented. To promote high-quality practices, all F5FC Funded Partners are required to implement research-based and/or evidenced-based practices per individual SOW requirements aligned with the original funding application.

To increase the capacity of Funded Partners, F5FC will provide opportunities for training and technical assistance. For more information contact your F5FC Contract Manager.

## **Annual Contract Review (ACR) & Visits**

Funded Partners can expect at least one comprehensive, Annual Contract Review (ACR) of contracts from the previous fiscal year. Multi-year contracts will receive a minimum of one ACR for the duration of the contract term. The frequency of additional visits varies for each Funded Partner depending on issues identified. F5FC reserves the right to make unannounced visits.

The ACR includes a review of all administrative, fiscal, programmatic and evaluation backup documentation for the previous fiscal year. The purpose of the ACR is to discuss the funded program and to verify backup documentation is consistent with what has been reported to F5FC. All items referenced in the Funded Partner Manual may be reviewed during the ACR.

To accomplish this in the allotted time, it is mandatory that staff responsible for administrative, fiscal, programmatic and data collection reporting requirements are present at the ACR meeting. A checklist may be provided ahead of time to ensure all required documents are available at the time of the visit. In the case of contracts with one or more subcontractors, the ACR will occur at the lead agency location. Lead agencies are expected to have all appropriate subcontractor documentation present at the time of the ACR.

After the ACR is completed, F5FC staff will issue a summary report highlighting results. All issues identified during the ACR require immediate attention and resolution within 10 business days. Failure to address issues within the timeline and to F5FC's satisfaction may result in corrective measures. Please refer to the Corrective Measures portion of the Administrative section of this manual.

On occasion, F5FC staff will conduct reviews that do not have to take place in person. Funded Partners will be notified of requirements and expectations for this type of review in a formal letter from F5FC staff.

F5FC will bear reasonable costs in connection with or resulting from its regular monitoring, evaluation, data collection, visits, ACRs, inspection, or other oversight activities. If, however, F5FC determines a need to conduct further oversight activities to determine whether or not a Funded Partner committed fraud, breach, or other misrepresentation related to the services or contract performance, the Funded Partner will bear any, and all costs incurred.

Situations requiring an independent audit may include:

- Rescheduling an ACR appointment without valid justification
- Funded Partner is not able or refuses to meet for an ACR within a reasonable timeline
- Required documents and/or key staff members, as detailed in this section, are not present during the ACR

## **Past Performance Review**

Past performance is taken into consideration for contract renewals, advancements, payments and funding. F5FC will consider not funding agencies with a history of unresolved contract findings.

## **Urban & Rural Designations**

We are committed to serving both the rural and urban areas of Fresno County. For reporting purposes, F5FC has identified all zip codes in the cities of Fresno and Clovis as urban and all others as rural.

# Fiscal

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Fiscal monitoring examines financial statements, records, and procedures. Funded Partners are responsible for knowing the details of their contracts and pertinent codes, regulations, local, state and federal laws that are applicable. While F5FC staff provide some technical assistance, Funded Partners are ultimately responsible for monitoring their contracts and expenditure levels. The Funded Partner is responsible for knowing what steps are needed to ensure program compliance and acquire the proper expertise to manage the program's finances. Contract budgets are monitored on a line-by-line basis.

Note: All finance forms and guidelines referenced below are located on the [F5FC website](#).

## Restricted Funds

Payments made to Funded Partners by F5FC are restricted funds. This means Funded Partners' receipt and disbursement of F5FC funds must be accounted for separately from any other revenue in bookkeeping systems and records.

Funded Partners must retain receipts and other documents related to contract expenditures and make these records available for F5FC's review upon request. F5FC or a designated representative reserves the right to audit the Funded Partner's books and records relating to the expenditure of any F5FC funds.

### *Unspent Funds*

Unspent funds of multi-year contracts will generally be allocated to the next fiscal year. Any unspent funds at the end of the contract's last fiscal year will be de-obligated and returned to F5FC.

## Budget

In collaboration with your F5FC Contract Manager, you will prepare a budget document and narrative to detail how the project will achieve its outcomes with F5FC funds. The budget narrative details how a figure was calculated and demonstrates how the funds requested are essential to the overall success of the project.

The deadlines and budget forms are located on the [F5FC website](#).

### *Annual Fiscal Year Budgets*

For multi-year contracts, budgets are updated each fiscal year to reflect all funds remaining or projected renewal amounts. To minimize payment delays, please follow these guidelines:

- Budgets must be submitted on a form approved by F5FC
- Submission shall be made electronically to the designated F5FC Contract Manager
- Fiscal year budget must be submitted on time to be processed and approved
- The budget should reflect all available funds in the contract
- A narrative justification and delineation of each line item must be provided
- Budget should directly support activities outlined in the SOW including personnel delivering those services

For budget modification information, please refer to the Contract Amendment Requests portion of the Fiscal section of this manual. Final budget approval will be determined 30 days after the end of the fiscal year. Notification of final approval will be sent directly to the Funded Partner.

### *Contract Amendment Requests*

To make any changes to your contract budget and/or SOW, you must submit a Contract Amendment Request (CAR). CARs are submitted through the Persimmony database – fiscal module, by the deadline



posted on the [F5FC website](#). CARs submitted after the deadline will not be accepted. No retroactive budget or SOW revisions will be approved.

A CAR is required for:

- Any change over 10% to the original agreed upon SOW output (client target number, service frequency)
- Any change to a line item exceeding \$5,000 for contracts over \$250,000 and 10% of any line item for contracts under \$250,000
- An update to budgets of multiple-year contracts from year-end projections to actuals
- A change to the duration of the contract (term dates), an augmentation approved by F5FC, a change to the agency name, the addition or deletion of a program activity/provider specific service, and/or a change in the contract amount

Requests must be submitted prior to incurring expenses, allowing F5FC to determine its appropriateness and minimizing any disallowed costs to the Funded Partner. The request may require a formal contract amendment or it may be accommodated with a budget and/or SOW revision approved by F5FC.

The Funded Partner will be notified in writing if modifications or amendments are approved or denied. If any of the information is incomplete the request will be denied. Changes within budget sub-line items do not require a budget revision.

Note: Purchases not delineated in the budget will not be accepted in the 4th quarter of the contract term.

## **Administrative/Indirect Costs**

Indirect costs refer to administrative costs and/or expenses that cannot be readily assigned to one specific program, one specific line item within a program, or those expenses that are purely administrative functions. Indirect costs for professional services will be determined by F5FC.

### *Limit to Indirect Costs*

F5FC recognizes Funded Partners have administrative systems unique to their agencies. Funded Partners may implement an indirect rate that does not exceed 15% of all program costs excluding capital purchases and equipment.

Since the limit for indirect costs is strict, please be sure the costs reported as indirect are purely indirect in nature. The costs listed below will only be allowed in the administrative/indirect line item, unless it is demonstrated that they exclusively support the funded program.

- Audit, bookkeeping, payroll, and finance
- Human resources
- Fiscal sponsor costs
- Insurance
- Other overhead and personnel costs (e.g. Executive Director's time or any other staff who work minimally with the funded project)

## **Cash Match Requirement**

In order to sustain services in the community, F5FC requires a specific cash match or in-kind contributions for particular funding mechanisms under the [2013-2020 Strategic Plan](#). Cash match and/or in-kind contribution requirements, if applicable, are specified in each contract.

Funded Partners are to report cash match funds as expenditures and services are incurred. For monthly or quarterly reimbursement, each financial report must include the proportionate share of matching funds



for each line item(s) and/or overall expenditures for the reporting period. Proper documentation to verify leveraged, cash match and/or in-kind contribution (e.g. General Ledger, Transaction Report, Budget Register, written justification signed by notice holder, etc.) is required and must adhere to the reimbursement payment process.

## Electronic Payments

In lieu of issuing checks and mailing payment, F5FC utilizes the Electronic Funds Transfer (EFT) System to make Automated Clearing House (ACH) payments, also known as a direct deposit.

With the EFT system, we can transfer payments from our bank account directly to Funded Partners. Electronic payments eliminate the need to print and mail checks, ensure payments are received by a specific date, and provide an efficient, cost-effective payment process. Electronic payments also eliminate the use of paper, postage, office supplies, processing time, storage space and provide Funded Partners an option to receive payment quickly.

Setting up and approving EFT accounts can take some time, so a completed [EFT Authorization Form](#) is required from Funded Partners upon notification of a contract award. F5FC will make all contract payments through the electronic payment system. Accurate and complete information is critical to avoid delayed payments.

### *Reimbursement Payments*

Payments are made upon the successful completion of contract deliverables. This includes achievement of performance standards and the timely submission of programmatic and fiscal reports. Funded Partners must upload and submit invoices via the Persimmony system before the established due date. A report will be considered "late" if it is not received by the due date and may delay payment. Please refer to the [F5FC website](#) for deadlines.

The reimbursement process is as follows:

- Funded Partners submit their monthly, quarterly, or semiannual Persimmony program data as defined in their contract
- After Persimmony program data entry, Funded Partners must submit a request for reimbursement (financial report)
  - The request for reimbursement (financial report) outlines the Funded Partner's expenses for the invoice period by budget line item and includes any payments received and any reimbursements due
  - To support the expenditures referenced on the financial report, documentation of the expenses must be attached.
  - Back up documentation examples:
    - General Ledger
    - Transaction Report
    - Receipts
    - Invoices
- Once the request for reimbursement is received, it will be reviewed and approved by the F5FC Contract Manager to ensure contract deliverables are met (please refer to the Programmatic section of this manual for more information about reporting and programmatic requirements)
- Incomplete reports will be returned to the Funded Partner requesting missing documentation. This may delay reimbursement.

### *Advance Payments*

From time to time, advance payments may be considered and approved based on the availability of F5FC funds and program needs. To request advance payments under a new contract, Funded Partners must submit their request upon contract execution in writing on company letterhead, specifying the reason(s) advance payment is needed.

If approved, and contingent upon performance in meeting contractual requirements, F5FC will release 25% of the contract's annual budget amount as an advance payment. Advance payments will be made during the first month of each quarter. Advance payment for quarter four will be released based on financial reporting for quarters one and two. If reporting for either quarter one or two had cash on hand, 1/3 of the advance payment for quarter four will be issued. If neither quarter had cash on hand, 2/3 of the advance payment for quarter four will be issued. The remainder of the contract amount will be a reimbursement.

If the Funded Partner has not utilized any portion of the advance payment at the end of the contract period (i.e. fiscal year), the funds shall be returned to F5FC. If the amount is not returned, F5FC may withhold funds from the subsequent year's contract (if applicable). For additional details see the Payment section of the contract.

## **Finance Variance Justification**

When a 10% variance occurs in the year-to-date expenditures for the contract reporting period, a written justification is required when submitting the financial reports and must be entered into the Persimmony database under the memo section of the line item with the variance. Budget expenditures should occur as follows: 25% the first quarter, 50% the second quarter, 75% the third quarter and 100% the fourth quarter.

The written justification must explain:

- Reason for the 10% variance
- Impact of variance on project deliverables and budget
- Identify steps to prevent future 10% variance

## **Program Cost Allocation Plan**

A **Program Cost Allocation Plan** (PCAP) is used as a guide for Funded Partners to equitably distribute costs to programs. It identifies the amount of shared expenses ascribed to each program operated by a Funded Partner, whether or not funded by F5FC.

A PCAP includes a written account of the methods used to allocate costs to its various funding sources and should be a part of the Funded Partner's written accounting procedures. These procedures should include regulations governing cost allocation and a guide that provides principles and standards for determining costs as they apply to federal, state and local governments.

Funded Partners are required discuss a PCAP with their Certified Public Accountant and develop one to ensure each program bears its fair share of the total cost of expenses. Situations requiring a PCAP include:

- Costs shared between F5FC and a separate funding source, including in-kind, leverage, cash match, program income and other funding
  - In-kind: additional monetary and non-monetary resources that are directly supporting the project at no cost to the project (examples: volunteers, tangible donations, etc.)
  - Leverage: money that is leveraged/obtained due to Prop 10 funds (examples: federal funding, foundation grants, etc.)

- Cash match (contribution): any cash contributed to the program (please refer to the Cash Match Requirement section of this manual)
- Program income: revenue generated by F5FC funds (example: tuition)
- Other funding: any other funding that directly supports the program (example: bond money)
- Costs shared between two or more F5FC funded programs
- Any combination of the above

Proper documentation to verify in-kind, leverage, cash match (contribution), program income and other funding outlined in the financial report (e.g. General Ledger, Transaction Report, Budget Register, written justification signed by notice holder, etc.) is required and must adhere to the reimbursement payment process. Failure to report and provide supporting documentation may affect future F5FC funding.

Please refer to the [F5FC website](#) for examples of PCAPs.

## Program Income

Program income means gross income earned by a Funded Partner which is directly generated because of funds awarded by F5FC. Including but not limited to: income from fees for services performed; the use or rental of real estate or private property; the sale of commodities or items; license fees or royalties on patents and copyrights; and interest on loans.

Please refer to the Program Income section of your contract for restrictions on use.

## Funded Partner Subcontractors

Transforming the health and development of all children in Fresno County is possible when community organizations, private, education and government agencies work together to mobilize support and services for young children. At F5FC we believe innovative solutions for children emerge from multi-agency partnerships. We have developed guidelines in the case where a Funded Partner subcontracts services as part of their contract with F5FC. The following responsibilities include but are not limited to:

- Submission of all subcontracts to your F5FC Contract Manager for pre-approval (as appropriate)
- Signed copy of the subcontract agreement provided to F5FC upon execution
- Verification of subcontractors' carrying and maintaining adequate insurance
- Communication to F5FC on behalf of all subcontractors
- Understanding and monitoring of services delivered by subcontractors to ensure alignment with the SOW
- Submission of periodic reports in a timely manner (including information regarding subcontractors and number of services)
- Verification and submission of subcontractor invoices in a timely manner
- Ensuring documentation is sufficient to support expenditures (including subcontractor documentation)

Responsibilities of each subcontractor include, but are not limited to:

- Submission of timely requests for reimbursement to the lead agency
- Ensuring documentation supports expenditures
- Meeting deadlines for providing information to the lead agency
- Communication with F5FC through the lead Funded Partner

Please refer to the Subcontracts section of the contract for more information.

## **Equipment & Capital Purchases**

F5FC will not approve any equipment or capital purchases unless they are necessary to fulfill and accomplish direct program services outlined in the SOW. Equipment and capital purchase requests must be submitted in writing and approved by F5FC prior to purchase. If approved, please refer to the [Equipment and Capital Policy](#) for more information.

## **Food Purchases**

Food and beverage purchases with F5FC funds must contribute to the overall health and wellbeing of young children and their families and comply with the [United States Department of Agriculture Dietary Guidelines](#). Funded Partners are encouraged to consider the cultural appropriateness of all food items purchased. Unhealthy items purchased with F5FC funds will be considered disallowed costs. Contact your F5FC Contract Manager for clarification if needed.

## **Incentives & Stipends**

Typically, incentives or stipends for program participants are not allowed and will be considered disallowed costs. Contact your F5FC Contract Manager for clarification if needed.

## ***Appendix***



# Funded Partner Manual

## Supportive Services

2405 Tulare St., Suite 200  
Fresno, CA 93721

p. 559.558.4900

[info@first5fresno.org](mailto:info@first5fresno.org)  
[www.first5fresno.org](http://www.first5fresno.org)

**FISCAL YEAR 2018-2019**

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## Introduction

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Welcome to the First 5 Fresno County family! Since inception, **First 5 Fresno County has helped young children blossom, families flourish, and communities thrive for a brighter future for all of Fresno County.** We've grown from an agency working to define itself, to an agency with strong community relationships and a clear vision of a robust early childhood system of care; a vision we are committed to see come to fruition.

The 2013-2020 Strategic Plan has set out a bold vision aimed at changing the odds for all children in Fresno County and to keep families at the core of all that we do. It is critical First 5 Fresno County challenges and leads the community in creating long-term, sustainable systems that support children and families. We know doing so will ultimately ensure all children achieve success in school and in life.

We at First 5 Fresno County are dedicated to making sure all funded partners receive the resources and assistance needed to successfully plan and implement programs and services. This Funded Partner Manual has been developed to provide you with comprehensive information on our requirements and to assist you in managing your First 5 Fresno County contract.

**Thank you for working with us to implement needed services in support of children ages 0 to 5 and their families!**

Sincerely,



Emilia Reyes  
Executive Director



## Overview of First 5 Fresno County

At First 5 Fresno County (F5FC), we work to lift up young children to their full potential, so we deliver on the promise of a brighter future for all young children. We build on the strengths of all Fresno County families and the community that supports them by investing in and supporting programs and efforts that strengthen our early childhood system of care.

F5FC was created in 1998 when California voters passed Proposition 10 (Prop 10), known as “The Children and Families Act.” Prop 10 designated a 50-cent sales tax to every pack of cigarettes or tobacco product sold in California to be used to promote, support and improve the early development of children from the prenatal stage to five years of age. The State of California collects the money and distributes it to each county based on birthrate. F5FC is responsible for developing a strategic plan to guide local funding decisions that are consistent with the purpose of Prop 10.

The full [F5FC 2013-2020 Strategic Plan](#) is available on our website.

**Our Vision:** *All children ages 0 to 5 will achieve optimal social, emotional, physical and cognitive development.*

**Our Mission:** *To be a catalyst for creating an accessible and effective network of quality services for young children and their families.*

## Contract Monitoring

As a public agency, F5FC must abide by state and federal laws, and is required to implement policies and procedures for contracting and procurement.

Contract monitoring helps us:

- Ensure deliverables outlined in the scope of work, evaluation and budget are met
- Promote continuous quality improvement of program services and F5FC processes
- Enable F5FC to obtain information regarding the quality and effectiveness of a program/contract
- Ensure costs are reasonable, necessary and justifiable with intended and actual outcomes

Funded Partners must adhere to all administrative, programmatic and fiscal requirements and procedures outlined in this Manual. The F5FC Contract Manager assigned will provide guidance to Funded Partners and will monitor the contract on an ongoing basis to ensure that requirements are met.

Contact your F5FC Contract Manager if you have any questions or concerns regarding F5FC policies, requirements and final contract determinations. We want to ensure we address any issues or concerns as soon as they arise to avoid interruption of services to young children and families. Your F5FC Contract Manager will work closely with you to ease all challenges throughout the contract term.

You may also contact the Executive Director if you have any specific questions or concerns.

# Administrative

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Administrative monitoring gives us the opportunity to ensure the Terms and Conditions outlined in the contract are understood and followed.

## **Funded Partner Manual & Contract**

Funded Partners are responsible for maintaining a copy of their contract and the most up to date Funded Partner Manual. Both documents contain everything you need to know about us and our partnership. So, please let the following pages guide you through our requirements.

### *Funded Partner Orientation*

To familiarize you with this manual and the terms and conditions outlined in your contract, your F5FC Contract Manager will meet with you to provide an orientation and answer any questions you may have.

## **Client Eligibility**

With our undivided focus on families with children ages 0 to 5 in Fresno County, we make our youngest residents the biggest priority. We do this by ensuring F5FC funds are only used toward programs and efforts that impact:

- Children prenatal through 5 years of age (the eve of their 6<sup>th</sup> birthday) who reside in Fresno County
- Parents, primary caregivers, or legal guardians of children prenatal through 5 years of age who reside in Fresno County
- Professionals who provide services to Fresno County children prenatal through 5 years of age and/or the parents, primary caregivers, or legal guardians of these children

If applicable, Funded Partners are required to maintain documentation to verify client age and residency eligibility. Accepted documentation includes birth certificates and immunization records for proof of age and a utility bill for proof of residency. Other forms of documentation must be approved by F5FC.

## **Confidentiality**

During the term of the contract and depending on the services provided, Funded Partners may have access to confidential client information and records to support effective coordination and delivery of services. Records pertaining to any individual client are confidential and should not be open to examination for any other purpose besides evaluation and verifying contract compliance. Funded Partners must not disclose any confidential client information to any third party without written authorization from the client, F5FC, and/or legally authorized representative.

Standard procedures for keeping client level information confidential include, but are not limited to:

- Storing completed questionnaires or other paper records in a locked location where only designated project staff have access
- Keeping electronic information in password-protected, secure files
- Limiting the number of users in the Persimmony database
- Replacing names, addresses and other identifying information with codes on paper and/or electronic records

For additional information please refer to the Confidentiality section of the contract.

## Department of Justice Fingerprint Clearance

For the safety of children, Funded Partners must ensure all employees, agents, volunteers and subcontractors, funded or not funded by F5FC, who directly provide services and/or may have direct, unsupervised access to children must be fingerprinted in accordance with state and federal laws and must have a criminal clearance which states they do not have a criminal history. Verification of fingerprint clearance must be maintained for all parties listed above.

## Administrative Policies

In addition to this manual, F5FC has adopted the following administrative policies to guide investments and partnerships in support of young children and families:

[Breastfeeding Friendly \(BFF\) Policy](#)

[Equipment & Capital Policy](#)

[Faith-based Policy](#)

[Supplanting Policy](#)

[Tobacco-Free Policy](#)

The complete policies can be found ~~in the appendix of this manual and~~ on the [F5FC website](#).

## Insurance & Licensure Requirements

Funded Partners must maintain valid licenses, certifications and insurance coverage as applicable. Please refer to the Insurance section of your contract for more details on the insurance coverage requirements.

## Cultural Humility

Cultural humility is a stance toward understanding culture. It requires a commitment to lifelong learning, continuous self-reflection on one's own assumptions and practices, comfort with 'not knowing', and recognition of the power/privilege imbalance that exists between clients and service providers. A cultural humility approach is interactive involving approaching another person with openness to learn; asking questions rather than making assumptions; and striving to understand rather than to inform (Tervalon & Murray-Garcia, 1998).

In relation to Funded Partners, all services, documents and materials must be culturally and linguistically relevant to meet the diverse needs of our community and the populations served. We know cultural humility is an ongoing process. Because of this, we encourage ongoing professional development to nurture cultural sensitivity, focusing on family strengths.

## Communications

We are passionate about the work we do together and the brand we've built. Help us showcase Proposition 10 funds at work in Fresno County by displaying the F5FC logo. With proper application, our logo on print and electronic publications in support of funded services, events or projects can help promote our partnership and the impact of our work on young children and families.

### *Logo Treatment*

Our logo is the single mark that represents us wherever we go. Which is why it's important that we always use it properly. This section is intended to serve as an initial guide for the proper way to publish, portray and apply our visual identity. We've laid out a few do's and don'ts and other details that will help ensure the F5FC logo is properly represented.

Color



Reversed



Black



**Size:** A minimum size of 1” wide, scaled proportionately, is necessary to maintain legibility.



1” wide

**Space:** A clear space equal to the width and height of the “hand” box should be maintained around all four sides of the logo.



**Incorrect Usage:** Please do not change logo colors, skew the logo, place the logo on busy backgrounds, rearrange or alter the logo elements.

In rare cases, if determined suitable for any document, the logo may be substituted with the following: “Funded by First 5 Fresno County.” or “Partially funded by First 5 Fresno County.”

### *Media Inquiries 101*

In addition to logo use, media relations can further support our effort of highlighting Prop 10 funds at work and the impact of our partnership. Whether you're actively soliciting the media or have been contacted by the media, we want to support you in telling the story of your F5FC funded program/project. Here are some steps to guide you:

Before soliciting the media about a F5FC funded program/project:

1. Reach out to your F5FC Contract Manager about your plan to engage the media. This will help determine if and how F5FC can support you.
2. Submit a draft press release to your F5FC Contract Manager.

Before responding to media requests about your F5FC funded program/project:

1. Tell the reporter you would like to help and confirm the appropriate person to provide comment. If you are unsure, you can have someone get back to them and take down the following information:
  - Reporter's contact information (name, email, phone)
  - What is the story about?
  - Deadline for a call back?
  - Who else is being interviewed for the story?
  - When will the story air or be published?
2. Reach out to your F5FC Contract Manager about the media request to inform F5FC about the funded program/project media coverage and to determine what role F5FC will have, if any. It could be F5FC may need to also:
  - Respond to the media outlet
  - Review press release or media statements
  - Provide talking points about F5FC
  - Tune in and promote the story

We understand the media works under tight deadlines and will always do our best to respond in a timely manner.

### *We Are Here to Help!*

Call, email or visit us for support or questions regarding brand guidelines. The current logo and [Brand Guidelines](#) are available for download on the F5FC website. We updated our logo in 2017. Your F5FC Contract Manager is happy to review materials/documents with you prior to publication.

### **First 5 Fresno County**

[info@first5fresno.org](mailto:info@first5fresno.org)

559-558-4900

## **End of Contract Term Requirements**

When your contract is close to ending or has already ended, you will receive a contract closing letter which may include steps to formally close the contract. Your F5FC Contract Manager will inform you if additional requirements will be needed.

## **Corrective Measures**

As stewards of public funds designated to benefit young children and their families, F5FC takes steps to ensure investments are met as described in each scope of work and budget per the contract. Failure to adhere to administrative, programmatic and/or fiscal requirements may result in any of the corrective measures listed in the table below. Corrective measures may be imposed on a contract and/or agency level.

Some examples of fiscal findings and possible disallowed costs are detailed below:

- Expenses exceeding an approved amount by more than 10% per main line item specified on the budget
- Incurred expenses not detailed in the SOW and/or budget and not directly related to the funded project
- Late submission of reports (defined as the submission of all required documents at any time beyond the due date) Incomplete or inaccurate reports (e.g. missing General Ledger reports, receipts, Purchase Orders, packing slips etc.)

*Note: Based on the severity of the finding(s) and at the sole discretion of F5FC, corrective measures may or may not be imposed in the following order.*

Steps	Action
<b>One</b>	A compliance warning notice or email will be sent to the Funded Partner if contract deliverables are not met.
<b>Two</b>	A Corrective Action notice will be sent and Funded Partner will be required to submit a corrective action plan. Corrective Action Notice may include one or more of the following: <ul style="list-style-type: none"> <li>• Reimbursement to F5FC for services inaccurately reported/administered and/or a 5% penalty will be imposed on balance due to Funded Partner</li> <li>• Suspension of contract without payment</li> <li>• F5FC Commissioners may be notified</li> </ul>
<b>Three</b>	Termination of contract, expenses are considered disallowed and agency may be ineligible for future F5FC funding

### *Corrective Action Plan*

A Corrective Action Plan is developed when a Funded Partner is not meeting their contractual obligations and is in breach of contract. In such cases, F5FC will require a Corrective Action Plan resolving all issues identified within an agreed upon timeframe.

Instances warranting a Corrective Action Plan include, but are not limited to, the following:

- Underperforming, incorrect, incomplete and/or late fiscal invoicing and/or reporting on deliverables
- Specific contractual requirements are not being met per the original intent or expected level of quality

Failure to meet Corrective Action Plan requirements may result in additional corrective measures or termination of contract.

# Programmatic

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Programmatic monitoring helps us ensure that all deliverables outlined in the scope of work are met and promote continuous quality improvement of program to young children and families.

## Scope of Work and Budget

In collaboration with your F5FC Contract Manager, you will prepare a Scope of Work (SOW) and detailed budget document that details all services/deliverables to be achieved.

The budget gives us the opportunity to detail how the project will achieve its outcomes with F5FC funds. The budget narrative details how budget allocations are calculated and demonstrates how the funds requested are essential to the success of the project and the overall impact to children ages 0 to 5 and their families.

For multi-year contracts, budgets are updated each fiscal year to reflect all funds remaining or projected renewal amounts.

## Persimmony & Reporting Requirements

A web-based monitoring, tracking and reporting data system called Persimmony is used as the primary tool for data collection and reporting requirements. Funded Partners will receive access to the Persimmony system after their contract has been executed. Together with your F5FC Contract Manager, you will determine the type of submission requirements, access and training need based on your individual SOW/Budget. Staff responsible for entering data must participate in Persimmony trainings.

If you are experiencing problems with entering and submitting data, your F5FC Contract Manager is available for support.

### *Quarterly Narrative and Aggregate Reports*

As applicable, Funded Partners are required to submit narrative and/or aggregate data. This will be established with the finalization of the contract.

Aggregate data includes information collected about events, group activities, etc. A narrative report gives you the opportunity to share with us outcomes, successes, and challenges of the project. Details about such requirements will be determined with your F5FC Contract Manager based on individual SOW/Budget.

Note: Any report submitted is considered a public document and can be reviewed by members of the public upon their request.

## Documentation of Services & Record Retention

Funded Partners must maintain backup documentation for all services/deliverables required by the SOW. Documentation includes but is not limited to: event flyers, financial records, agendas, handouts, etc. Missing and/or incomplete documentation will result in disallowed costs.

Due to F5FC audit mandates and needs, all documents and records for funded programs must be retained for at least four years from the expiration of the contract term. During this time, Funded Partners must archive records to facilitate simple retrieval and make them available during audit inspection. All records should clearly indicate on their storage container(s) the following information:

- Agency name
- Project name and contract number
- Beginning and end date of the contract
- Type/description of the records included in the container



When the four years have expired, Funded Partners must destroy and eliminate all identifying information and records.

## **Final Contract Review (FCR)**

As stewards of public funds designated to benefit young children and their families, F5FC obtains information to ensure quality and effectiveness of our investments. Funded Partners may receive at least one Final Contract Review (FCR) at the end of the contract term. The purpose of the FCR is to discuss the contract and to verify backup documentation is consistent with what has been reported to F5FC.

In the case where Funded Partners have subcontracts, Funded Partners are expected to have all appropriate subcontractor documentation available at the time of the FCR. FCRs may take place in person, remotely and/or a combination of both. Funded Partners will be notified of requirements and expectations for this type of review in a formal letter from your F5FC Contract Manager.

If F5FC determines a need to conduct further oversight of activities to determine whether a Funded Partner committed fraud, breach, or other misrepresentation related to the services or contract performance, the Funded Partner will bear all costs incurred.

## **Past Performance Review**

Past performance is taken into consideration for contract renewals, advancements, payments and funding. F5FC will consider not funding agencies with a history of unresolved contract findings.

## **Urban & Rural Designations**

We are committed to serving both the rural and urban areas of Fresno County. For reporting purposes, the we've identified all zip codes in the cities of Fresno and Clovis as urban and all others as rural.



# Fiscal

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Fiscal monitoring examines financial statements, records, and procedures. Funded Partners are responsible for knowing the details of their contracts and pertinent codes, regulations, local, state and federal laws that are applicable. While F5FC staff provide some technical assistance, Funded Partners are ultimately responsible for monitoring their contracts and expenditure levels. The Funded Partner is responsible for knowing what steps are needed to ensure program compliance and acquire the proper expertise to manage the contract's finances. Contract budgets are monitored on a line-by-line basis.

Note: All finance forms and guidelines referenced below are located on the [F5FC website](#).

## Restricted Funds

Payments made to Funded Partners are restricted funds. This means receipt and disbursement of F5FC funds must be accounted for separately in the bookkeeping system and records.

Funded Partners must keep receipts and other documents related to contract expenditures and make these records available to F5FC upon request. F5FC or a designated representative reserves the right to audit the Funded Partner's books and records relating to the expenditure of any F5FC funds.

### *Unspent Funds*

Unspent funds of multi-year contracts will be generally allocated to the next fiscal year. Any unspent funds at the end of the contract's last fiscal year will be de-obligated and returned to F5FC.

## Budget

All Funded Partners will prepare a detailed budget as part of the contracting process. See SOW/Budget section above.

### *Contract Amendment Requests*

To make any changes to your contract budget and/or SOW, you must submit a Contract Amendment Request (CAR). The method to submit a CAR varies by contract term and type. Contact your F5FC Contract Manager to identify the process for a CAR. No retroactive budget or SOW revisions will be approved.

A CAR is required if:

- Any change to a line item exceeding \$5,000 for contracts over \$250,000 and 10% of any line item for contracts under \$250,000
- A change to the duration of the contract (term dates), an increase approved by F5FC, a change to the agency name, the addition or deletion of a deliverable, and/or a change in the contract amount

Requests must be submitted prior to incurring expenses. This allows F5FC to determine its appropriateness and minimizing any disallowed costs to the Funded Partner. F5FC will determine the materiality of the request and ensure it fits the intent of original funding. The request may require a formal contract amendment with signatures or it may be accommodated with a budget and/or SOW revision approved by F5FC.

Funded Partners will be notified in writing if modifications or amendments are approved or denied. If any of the information is incomplete the request will be denied. Changes within budget sub-line items do not require a budget revision.

## Administrative/Indirect Costs

Indirect costs refer to administrative costs and/or expenses that cannot be readily assigned to one specific program or one specific line item within a program, or those expenses that are purely administrative functions. Indirect costs for professional/supportive services contracts will be determined by F5FC.

### *Limit to Indirect Costs*

F5FC recognizes that Funded Partners have administrative systems unique to their agencies. Funded Partners may implement an indirect rate that does not exceed 15% of all program costs excluding capital purchases and equipment.

Since the limit for indirect costs is strict, please be sure the costs reported as indirect are purely indirect in nature. The costs listed below will only be allowed in the administrative/indirect line item, unless the Funded Partner can demonstrate that they exclusively support the funded program.

- Audit, bookkeeping, payroll, and finance
- Human resources
- Fiscal sponsor costs
- Insurance
- Other overhead and personnel costs (e.g. Executive Director's time or any other staff who work minimally with the funded project)

## **Cash Match Requirement**

To showcase that the “value” of our investment is much more than a standard “fee for service” and promote sustainability of services in the community, F5FC requires Funded Partners to provide a specific cash match or in-kind contributions for particular funding mechanisms under the [2013-2020 Strategic Plan](#). Cash match and/or in-kind contribution requirements, if applicable, are specified in each contract.

Funded Partners are to report cash match funds as expenditures and services incurred. For reimbursement, each financial report must include the proportionate share of matching funds for each line item(s) and/or overall expenditures for the reporting period. Proper documentation to verify leveraged, cash match and/or in-kind contribution (e.g. General Ledger, Transaction Report, Budget Register, written justification signed by notice holder, etc.) is required and must adhere to the reimbursement payment process.

## **Electronic Payments**

In lieu of issuing checks and mailing payment, F5FC utilizes the Electronic Funds Transfer (EFT) System to make Automated Clearing House (ACH) payments, also known as a direct deposit.

With the EFT system, we can transfer payments from our bank account directly to Funded Partners. Electronic payments eliminate the need to print and mail checks, ensure payments are received by a specific date, and provide an efficient, cost-effective payment process. Electronic payments also eliminate the use of paper, postage, office supplies, processing time, storage space and provide Funded Partners an option to receive payment quickly.

Setting up and approving EFT accounts can take some time, so a completed [EFT Authorization Form](#) is required from Funded Partners upon notification of a contract award. F5FC will make all contract payments through the electronic payment system. Accurate and complete information is critical to avoid delayed payments.

### *Reimbursement Payments*

Payments are made upon the successful completion of deliverables outlined in the SOW/Budget. This includes the achievement of performance standards and the timely submission of programmatic and fiscal reports. Funded Partners must upload and submit invoices via the Persimmony system.

The reimbursement process is as follows:

- If applicable, Funded Partners must submit Persimmony program data report, as defined in their contract
- After Persimmony program data submission (if applicable), Funded Partners must submit a request for reimbursement (financial report)
  - The request for reimbursement outlines the Funded Partner's expenses for the invoice period by F5FC budget line item and also includes any payments received and any reimbursements due
  - To support the expenditures referenced on the financial report, documentation must be attached
- Once the request for reimbursement is received it is reviewed and approved by your F5FC Contract Manager to ensure contract deliverables were met
- Incomplete reports will be returned to the Funded Partner requesting missing documentation

### *Advance Payments*

From time to time, advance payments may be considered and approved based on availability of F5FC funds and type of services. To request advance payment under a new contract, Funded Partners must submit the request on company letterhead, specifying the reason(s) advance payment is needed.

If approved and contingent on the Funded Partner's performance in meeting contractual requirements, cash advance should not exceed 50 percent of the maximum amount allowed in the fiscal year. Additional funds will not be released until 75 percent of the previously released funds has been expended and reported.

If at the end of the contract period (i.e. fiscal year) the Funded Partner has not utilized any portion of the advance payments, it shall be returned to F5FC. If the amount is not returned, F5FC will withhold funds from the subsequent year's contract (if applicable). We will always make every attempt to negotiate a solution before pursuing litigation.

### **Funded Partner Subcontractors**

Transforming the health and development of all children in Fresno County is possible when community organizations, private and government agencies work together to mobilize support and services for young children. At F5FC we believe innovative solutions for children emerge from multi-agency partnerships. We have developed guidelines in the case where a Funded Partner subcontracts services as part of their contract with F5FC. The following responsibilities include but are not limited to:

- Submission of all subcontracts to your F5FC Contract Manager for pre-approval (as appropriate)
- Signed copy of the subcontract agreement provided to F5FC upon execution
- Verification of subcontractors' carrying and maintaining adequate insurance
- Communication to F5FC on behalf of all subcontractors
- Understanding and monitoring of services delivered by subcontractors to ensure alignment with the SOW
- Submission of periodic reports in a timely manner (including information regarding subcontractors and number of services)
- Verification and submission of subcontractor invoices in a timely manner
- Ensuring documentation is sufficient to support expenditures (including subcontractor documentation)

Responsibilities of each subcontractor include, but are not limited to:

- Submission of timely requests for reimbursement to the lead agency
- Ensuring documentation supports expenditures

- Meeting deadlines for providing information to the lead agency
- Communication with F5FC through the lead Funded Partner

Please refer to the Subcontracts section of the contract for more information.

## **Equipment & Capital Purchases**

F5FC will not approve any equipment or capital purchases unless they are necessary to fulfill and accomplish services outlined in the SOW. Equipment and capital purchase requests must be submitted in writing and approved by F5FC prior to purchase. If approved, please refer to the [Equipment and Capital Policy](#) for more information.

## **Food Purchases**

Food and beverage purchases with F5FC funds must contribute to the overall health and wellbeing of young children and their families and comply with the [United States Department of Agriculture Dietary Guidelines](#). Funded Partners are encouraged to consider the cultural appropriateness of all food items purchased. Unhealthy items purchased with F5FC funds will be considered disallowed costs. Contact your F5FC Contract Manager for clarification if needed.

## **Incentives & Stipends**

Incentives and stipends are not allowed except under specific circumstances based on your individual SOW. Contact your F5FC Contract Manager for clarification if needed.

## ***Appendix***

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

**REGULAR BUSINESS MEETING**  
August 15, 2018 – 11:30 a.m.

2405 Tulare St.  
Fresno, CA 93721

**AGENDA ITEM NO. 5**

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

**RECOMMENDED ACTION:**

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

**BACKGROUND:**

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

**KEY POINTS:**

Revenues (91%)

- Prop 10 Revenue (95%) - Revenue received reflects the January 2018 revenue projections which took into consideration the 10% reduction in Prop 10 revenue.

Operating Expenses (69%) - All expenses are within budget limits.

- Materials & Supplies Expense (23%) - Purchases of office supplies have 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 (16%) - Use of personal vehicles for business by staff has been utilized less frequent than anticipated.

Strategic Plan Investments Awards (64%) - Development of contracts are on target and within budget constraints.

FY 2017-2018 Service Provider Expenses (60%) - The remaining reimbursements to Service Providers will take place at year end.

**FISCAL IMPACT:**

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

**FIRST 5 FRESNO COUNTY  
FINANCIAL STATEMENT  
May 2018 (92%)**

**Revenues**

	Budget Amounts	Actual Amounts	Variance	Percent Variance
	07/01/2017-6/30/2018	07/01/2017-05/31/2018		
Assigned Fund Balance	\$4,250,000	\$4,250,000	\$0	100%
Prop 10 Revenue	\$8,400,000	\$7,983,761	(\$416,239)	95%
Non-Prop. 10 Revenue				
First 5 CA IMPACT Revenue	\$1,557,054	\$727,142	(\$829,912)	47%
UCSF Grant	\$638,138	\$412,965	(\$225,173)	65%
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	\$179,222	\$77,960	177%
Interest Revenue - County Treasury	\$25,000	\$32,422	\$7,422	130%
Investment Income	\$0	(\$2,684)	(\$2,684)	0%
<b>Total Revenues</b>	<b>\$15,145,183</b>	<b>\$13,756,556</b>	<b>(\$1,388,627)</b>	<b>91%</b>

**Operating**

<b>Salaries &amp; Benefits</b>				
Salary Expense	\$1,151,169	\$927,585	\$223,584	81%
Payroll Tax Expense	\$124,244	\$76,447	\$47,797	62%
Retirement Expense	\$97,660	\$81,901	\$15,759	84%
Employee Benefits Expense	\$340,900	\$178,470	\$162,430	52%
Workers' Compensation Expense	\$12,792	\$12,792	\$0	100%
Ed. Allowance/ Child Care Reimbursement Stipend	\$2,600	\$2,600	\$0	100%
<b>Total Salaries &amp; Benefits Expenses</b>	<b>\$1,729,365</b>	<b>\$1,279,795</b>	<b>\$449,570</b>	<b>74%</b>
<b>Services &amp; Supplies</b>				
Advertising Expense	\$1,000	\$0	\$1,000	0%
Audit Expense	\$22,905	\$22,905	\$0	100%
Capital & Equipment Expense- Computers & Software	\$7,500	\$3,660	\$3,840	49%
Commissioner/Advisory Expense	\$3,000	\$2,025	\$975	68%
Dues & Subscriptions Expense	\$42,125	\$29,263	\$12,861	69%
Equipment Rental/Maintenance Expense	\$32,622	\$19,865	\$12,757	61%
General & Administrative Expense	\$18,000	\$15,679	\$2,321	87%
Insurance Expense	\$12,837	\$6,649	\$6,188	52%
Materials & Supplies Expense	\$10,000	\$2,320	\$7,680	23%
Overhead Expense	\$90,000	\$76,893	\$13,107	85%
Program Development/Strategic Planning Expense	\$80,000	\$60	\$79,940	0%
Professional Services Expense	\$126,360	\$46,986	\$79,374	37%
Staff Training & Conference Expense	\$35,740	\$35,740	\$0	100%
Telephone Expense	\$26,500	\$13,134	\$13,366	50%
Local Travel Expense - Local Mileage	\$3,500	\$555	\$2,945	16%
<b>Total Services &amp; Supplies Expenses</b>	<b>\$512,089</b>	<b>\$275,735</b>	<b>\$236,354</b>	<b>54%</b>
<b>Total Operating Expenses</b>	<b>\$2,241,453</b>	<b>\$1,555,529</b>	<b>\$685,924</b>	<b>69%</b>

**Strategic Plan Investments Awards**

	Budget Amounts	Actual Amounts	Variance	Percent Variance
<b>Strategic Plan Investments</b>				
<b>Tier 1: Children and Families</b>				
Goal 1 - Health Promotion	\$2,922,593	\$1,258,488	\$1,664,105	43%
Goal 2 - Early Learning	\$2,875,971	\$545,635	\$2,330,336	19%
Goal 3 - Strong Families	\$1,912,829	\$1,566,926	\$345,903	82%
<b>Total Tier 1</b>	<b>\$7,711,393</b>	<b>\$3,371,049</b>	<b>\$4,340,344</b>	<b>44%</b>
<b>Tier 2: Community Partners</b>				
Early Childhood Partner Capacity Building	\$170,000	\$26,418	\$143,582	16%
Community Learning Center	\$517,295	\$427,888	\$89,407	83%
<b>Total Tier 2</b>	<b>\$687,295</b>	<b>\$454,306</b>	<b>\$232,989</b>	<b>66%</b>
<b>Tier 3: Early Childhood System of Care</b>				
Community Relations	\$308,500	\$133,900	\$174,600	43%
Multi-Sector Partnerships	\$25,000	\$25,000	\$0	100%
<b>Total Tier 3</b>	<b>\$333,500</b>	<b>\$158,900</b>	<b>\$174,600</b>	<b>48%</b>
<b>Accountability and Evaluation</b>				
Accountability Services	\$300,000	\$300,000	\$0	100%
Evaluation Services	\$600,000	\$600,000	\$0	100%
<b>Total Accountability and Evaluation</b>	<b>\$900,000</b>	<b>\$900,000</b>	<b>\$0</b>	<b>100%</b>

**FIRST 5 FRESNO COUNTY  
FINANCIAL STATEMENT  
May 2018 (92%)**

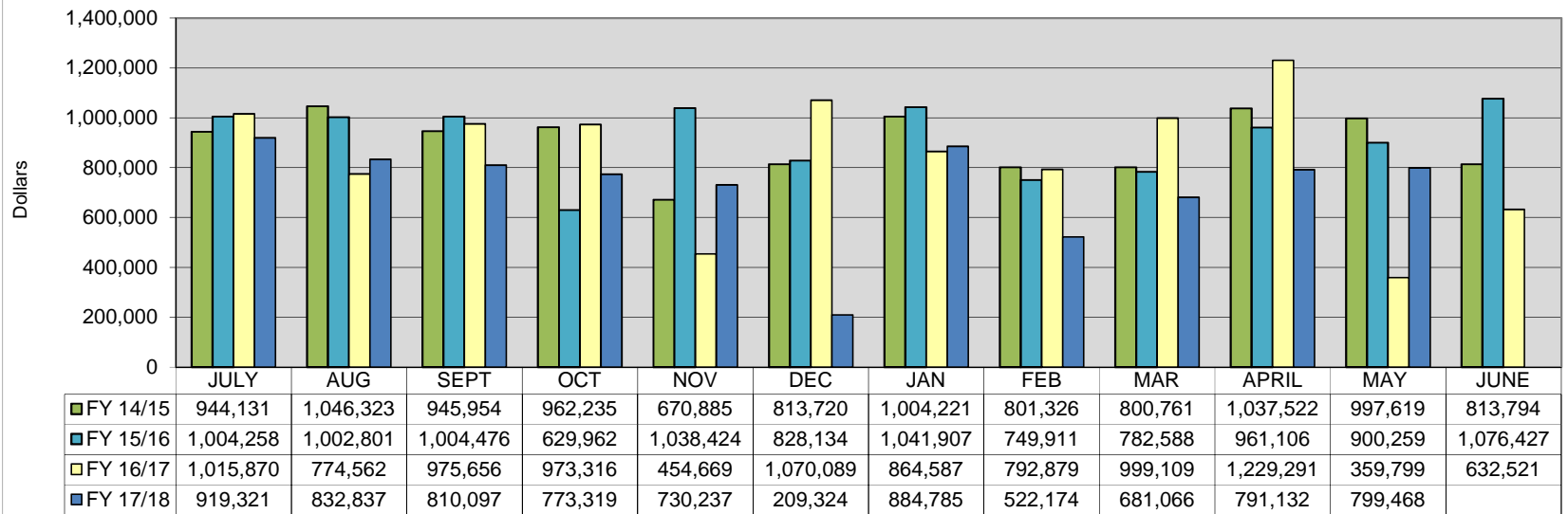
**Non-Prop. 10 Funded Programs**

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%
<b>Total Non-Prop. 10 Funded Programs</b>	<b>\$2,368,921</b>	<b>\$2,368,921</b>	<b>\$0</b>	<b>100%</b>
<b>Total Strategic Plan Investments Awards</b>	<b>\$12,001,109</b>	<b>\$7,253,176</b>	<b>\$4,747,933</b>	<b>60%</b>
<b>Operations Contingency Fund</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>100%</b>
<b>Total First 5 Fresno County Budget</b>	<b>\$15,242,564</b>	<b>\$9,808,705</b>	<b>\$5,433,859</b>	<b>64%</b>

**FY 2017-2018 Service Provider Expenses**

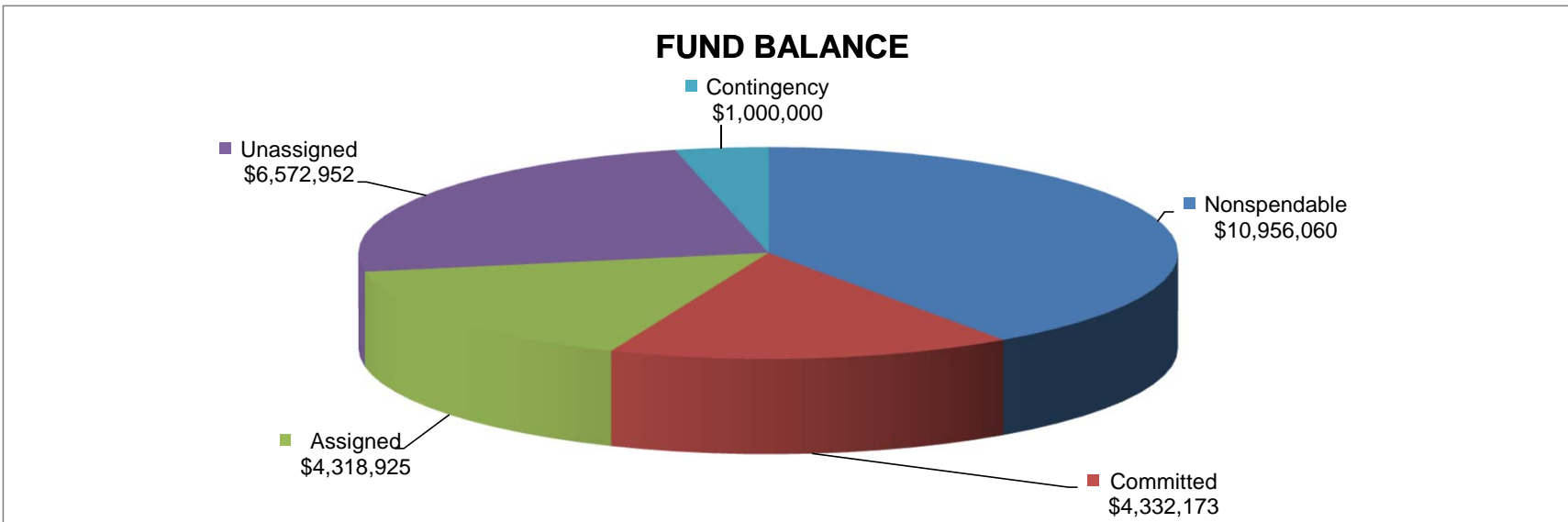
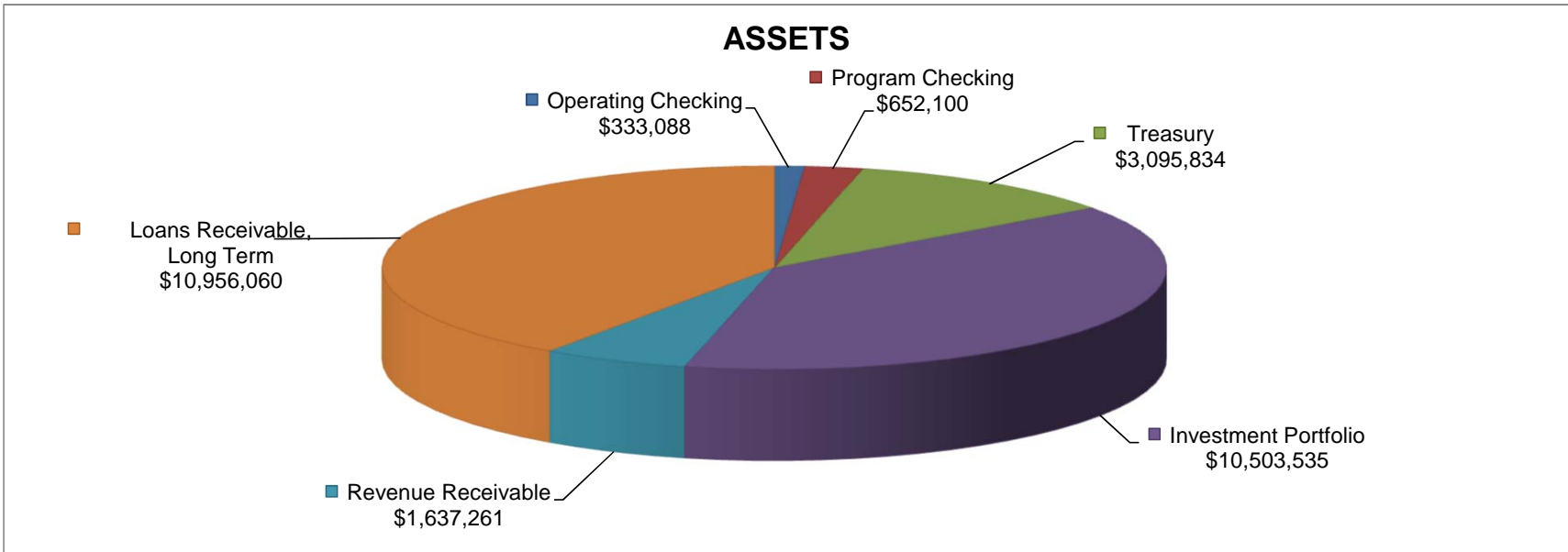
	<b>Budget Amounts</b>	<b>Actual Amounts</b>	<b>Variance</b>	<b>Percent Variance</b>
Tier 1: Children And Families	\$5,195,844	\$3,965,479	\$1,230,365	76%
Tier 2: Community Partners	\$426,324	\$395,973	\$30,352	93%
Tier 3: Early Childhood System of Care	\$1,964,129	\$310,215	\$1,653,914	16%
Accountability and Evaluation	\$900,000	\$613,452	\$286,548	68%
<b>Non-Prop. 10 Funded Programs</b>	<b>\$2,285,673</b>	<b>\$1,171,001</b>	<b>\$1,114,672</b>	<b>51%</b>
<b>Total Service Provider Expenses</b>	<b>\$10,771,970</b>	<b>\$6,456,120</b>	<b>\$4,315,850</b>	<b>60%</b>

## MONTHLY PROPOSITION 10 REVENUE COMPARISON





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



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

**REGULAR BUSINESS MEETING**

August 15, 2018 – 11:30 a.m.

2405 Tulare St.  
Fresno, CA 93721

**AGENDA ITEM NO. 6**

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Employee Salary Adjustments – Fiscal Year 2018-2019

**RECOMMENDED ACTION:**

Review and approve Employee Salary Adjustment Considerations for Fiscal Year 2018-2019

**BACKGROUND:**

On July 30, 2018, the Commission’s Administrative Committee reviewed and provided direction on this agenda item for full Commission consideration.

Commission staff completed the annual Performance Review process in partnership with their supervisor to discuss performance, progress and identify professional development goals for Fiscal Year 2018-19. All Commission staff, except for the Executive Director, received a Performance Review score.

Based on the Commission’s Compensation Policy, scores over 70 points are eligible for salary increase consideration based on available funds in the Commission’s Approved Agency Budget and the Commission’s approval. A salary increase amount, if any, is equivalent to the percentage earned in the Performance Review from funds available for this purpose. As Fiscal Year 2017-18 came to an end, staff identified cost savings in the Salaries Expense Line Item in the Approved 2017-19 Revised Agency Budget. Funds available in the Salaries Expense Line Item due to cost savings are approximately \$53,765. Below are two employee salary adjustments for the Commission’s consideration.

1. **Position Salary Adjustment:** As part of the Annual Performance Review, staff’s job descriptions are also evaluated to ensure roles and responsibilities remain relevant and accurate. In collaboration with CoreHR, staff recommends three Assistant-level positions move to the baseline Specialist-level salary due to increased responsibilities absorbed by these positions. This would result in an annual salary increase from \$28,896 to \$36,120 for each position for a total amount of approximately \$21,672 (\$7,224 x 3 positions).
2. **Performance Salary Adjustment:** For the remaining salary cost savings of approximately \$32,093 (\$53,765 salary cost savings minus \$21,672), the Commission may consider salary adjustments for 11 eligible staff members (Exhibit A) excluding the Assistant positions mentioned above, the Deputy Director and the Executive Director. The table below describes salary adjustment options ranging from 5% to 0% for a total annual amount of approximately \$32,093.

Salary Adjustment Percentage	Total Amount
5%	\$32,093
4.5%	\$28,883
4.0%	\$25,674
3.5%	\$22,465
3.0%	\$19,255
2.5%	\$16,046
2.0%	\$12,837
1.5%	\$9,627
1.0%	\$6,418
0.5%	\$3,209
0.0%	\$0

**Fiscal Impact:** Any action on this agenda item is based on available funds within the Salaries Expense line item in the Revised 2017-19 Approved Agency Budget. If any salary adjustments are approved, the effective date will be the pay period following Commission approval. If no salary adjustments are approved, the funds identified as cost savings in the Salaries Expense Budget line item will be allocated to the Strategic Reserve Fund established by the Commission on the June 2018 Commission meeting.

**CONCLUSION:**

Considering a salary adjustment for eligible staff is appropriate while it is also important for the Commission to ensure fiscal soundness to face unforeseen setbacks and continued Proposition 10 revenue decrease in the years to come.

**Exhibit A – Staff Positions Eligible for a Salary Adjustment & Current Salary**

Position Title	Current Salary
Project Director	\$75,138
Project Director	\$70,594
Project Director	\$70,000
Program Coordinator - Glow!	\$69,080
Program Coordinator - IMPACT	\$62,000
Project Manager	\$50,949
Project Manager	\$51,644
Project Manager	\$50,000
Project Manager	\$47,500
Project Manager	\$47,476
Project Manager	\$47,476
<b>Total Amount</b>	<b>\$641,857</b>

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

**REGULAR BUSINESS MEETING**  
August 15, 2018 – 11:30 a.m.

2405 Tulare St.  
Fresno, CA 93721

**AGENDA ITEM NO. 8**

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Executive Director’s Report

**BACKGROUND:**

The information presented below is intended to keep the Commission apprised of the Executive Director’s community involvement on behalf of the Commission including relevant activities and new developments undertaken recently.

**Community Conversations Prioritizing Early Childhood:**

**Evening event with Lateefah Simon**

As part of the Commission’s continued support since the establishment of a “State of our Children” Breakfast in Fresno County, First 5 Fresno County will be, this year’s sponsor of the Keynote Speaker, Lateefah Simon. The Commission is also partnering with The Children’s Movement to coordinate an evening event with Simon titled *Reimagining Our Community: A Conversation with Lateefah Simon*. It will take place the night before the breakfast on Wednesday, August 29, 2018 from 5:45 p.m. to 7:30 p.m. at the Lighthouse for Children.

Simon is the President of the Akonadi Foundation which seeks to eliminate structural racism that leads to inequity in the United States. As a nationally recognized advocate for civil rights and racial justice, Simon brings over 20 years of executive experience in advancing opportunities for communities of color and low-income communities in the Bay Area. Chair Brian Pacheco and Commissioner Hugo Morales will be providing introductions along with Fresno State President, Joseph Castro. Sponsors of the Breakfast have been invited as well as young families, youth and other community stakeholders. This is an opportunity for Simon to share about her work and to hear directly from youth and community leaders in Fresno County.

**Responsiveness to Emerging Community Needs:**

**Fresno EOC’s Mobile Meal Bus**

This is a partnership between the Fresno Economic Opportunities Commission (Fresno EOC) and Live Again Fresno to distribute meals on Parkway Drive to children ages 1 to 18. Fresno EOC Food Services is working to operate an On-Site Mobile Meal Bus as a meal service and outreach vehicle in Fresno County’s most underserved and impoverished areas by retrofitting a used school bus. The bus will be converted into a mobile feeding site and first target children at five stops encompassing 15 motels along Parkway Drive where more than 70% of children under 18 live below the poverty level. First 5 Fresno County joined Fresno County Superintendent of Schools and other community organizations in support of this effort as it aligns with our work to improve the health outcomes of children ages 0 to 5 in Fresno County addressing the

existing food insecurity issue while simultaneously connecting children and families to a growing network of services.

### **Strategic Planning Process**

#### **Preconception to age 5 Blueprint for Funding & Advocacy**

As previously shared, as part of the Commission's Strategic Planning process, First 5 Fresno County is partnering with the Central Valley Community Foundation, Fresno County Superintendent of Schools, Fresno EOC, and the Fresno Cradle to Career (C2C) Initiative to create a joint Strategic Plan (commonly being referred to as the Blueprint for Funding) to guide our investment priorities for the next five to seven years. We will engage our community in the months to come during large and small spaces, in urban and rural settings, with funded and non-traditional partners to help First 5 Fresno County and others identify pressing program, service and system priorities in the preconception to early childhood stage. Below are details on the phases of this work.

#### **Phase 1: Central Valley Health Policy Institute**

1. Identify available federal, state and local funding streams that impact children and families
2. Quantify the current funding streams for early childhood services and programs

*Phase 1 completed June 30, 2018*

#### **Phase 2: La Piana Consulting**

1. Identify key drivers for kindergarten readiness and third grade reading
2. Determine early childhood program and workforce gaps

*Phase 2 to be completed by mid-September*

#### **Phase 3: First 5 Leads Community Engagement**

1. Prioritize gaps based on finding in phase 1 and 2
2. Identify alignment and advocacy opportunities
3. Determine additional funding requirements

We anticipate the Blueprint to be finalized and adopted by June 30, 2019.

Our Community Engagement efforts will officially launch at our September 26, 2018 Commission Meeting. Moira Kenney, Executive Director of First 5 Association will be joining us to kick off Phase 3 and share the statewide role of First 5 Commissions as a Network and the alignment with our current Preconception to Age 5 Blueprint.

### **Statewide Network Participation:**

#### **County of Fresno, Unified Framework for Success - Neighborhood Resource Centers**

On the June 2018 Commission meeting, a partnership with the County of Fresno was awarded to support the expansion of Neighborhood Resource Centers (NRCs) throughout urban and rural Fresno County, with a focus on communities with disproportionately higher rates of child maltreatment. NRCs are strength-based community driven facilities and a hub of prevention and early intervention services to build healthy communities. The Department of Social Services will be presenting before the Fresno County Board of Supervisors on September 11<sup>th</sup> to share about this partnership with First 5 Fresno County and more information on the five additional NRC sites that are set to open in October/November 2018. Commission staff will attend the September 11<sup>th</sup> meeting to represent First 5 Fresno County.

**First 5 LA & Department of Public Health Convening & The Help Me Grow California 2nd Annual Statewide Convening**

On August 2<sup>nd</sup> and 3<sup>rd</sup> Kristina Hernandez, Senior Project Manager and myself attended the 2<sup>nd</sup> Annual Help Me Grow California Statewide Convening hosted at First 5 LA to discuss the First 5 network strategies on the strength and scale of the early childhood system and best practices for implementation. The convening also included a conversation with pediatricians from the American Association of Pediatrics (AAP) and First 5 County Commissions to build aligned strategies related to early childhood policy and legislation.

**First 5 Association Meeting**

On September 18, 2018 the First 5 Association meeting will be taking place. The meeting will be devoted to collecting, discussing, and moving ahead with actual policy recommendations for the First 5 Association. Victoria Cuevas, Project Manager and I will be attending.