



It's All About The Kids

Stanislaus County Children and Families Commission

### ACTION AGENDA SUMMARY

#### COMMITTEE ROUTING

Administrative/Finance	<input checked="" type="checkbox"/>
Operations	<input checked="" type="checkbox"/>
Executive	<input checked="" type="checkbox"/>

AGENDA DATE: May 24, 2011

COMMISSION AGENDA #: IV – B – 1

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#### SUBJECT:

Public Hearing on the 2011-2012 Budget and Long Range Financial Plan

- Approval of the 2011-2012 Budget
- Adoption of a Long Range Financial Plan

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#### BACKGROUND:

State law requires the Commission to annually hold a public hearing before adopting a budget for fiscal year operations (July 1<sup>st</sup> to June 30<sup>th</sup>) and before adopting a long-range financial plan. The budget is an estimated spending plan for the funds received by the Stanislaus County Children and Families Commission. Adoption of a budget is the first step in authorizing expenditures to contractors. However, before funds can be disbursed, a contract must be executed between the Commission and the program operator.

By law, the Stanislaus County Board of Supervisors does not have statutory authority to alter, amend, or approve the Commission's budget. The Commission's budget appears in the Stanislaus County budget as an informational item so the Auditor has a legal basis to make Commission expenditures. The filing date for submitting proposed budgets to the County was April 11, 2011. A budget totaling \$9,352,751 was submitted to the CEO's office in order to meet the County's deadline. The purpose of the budget submitted to the County was to act as a placeholder until the Commission adopts its budget. Any budget approved by the Commission at this meeting or at subsequent meetings will be incorporated into the County's 2011-2012 budget.

Some of the significant features of the budget and long range financial plan include:

- Budgeted revenues are estimated to decrease 5.1% (\$318,606) between 2010-2011 and 2011-2012 due to:
  - Lower tobacco sales – a decrease of \$162,139 (2.7%)
  - The loss of First 5 CA funds that had been supporting school readiness (\$50,000)
  - Lower interest earnings – a decrease of \$106,467 (42.7%)
- As required by AB 99, the transfer of more than 50% of the Commission's reserves will be accomplished through a revenue reduction (\$8,500,000 has been budgeted for this purpose).
- Staff salaries continue to be decreased 5% in 2011-2012 due to the imposition of furlough days by Stanislaus County and union agreements. In the long range financial projections, 5% of salary costs are reinstated in 2012-2013 on the assumption the furlough program ends.
- For 2011-2012, a \$1,000,000 contingency has been established. No funds will be spent from Contingency without the approval of the Commission.
- With CSA again providing \$500,000 for support of the Family Resource Center/Differential Response (FRC/DR) program in 2011-2012, the amount contributed by the Commission has been reduced \$281,337 (which is equivalent to the funding increase the Commission provided in 2010-2011). The net effect of the 2011-2012 CSA and Commission funding changes will return the seven FRC contracts to 2009-2010 funding levels. Compared to what was received only from the Commission in 2010-2011, the seven FRC contracts will receive a total of \$218,663 in additional funding from the Commission and CSA in 2011-2012.
- Funding for a contract for evaluation consultation services will not be continued into 2011-2012. However, the ending date of the 2010-2011 contract will change from June 30, 2011 to August 31, 2011. No change in the amount of the 2010-2011 contract is being requested or recommended.
- Authorization is being requested to pay up to \$75,805 towards an invoice from a 2008-2009 contract with First 5 California for health insurance premium costs for newly enrolled county residents participating in the Healthy Families Program (HFP). (The State only recently verified Stanislaus' costs.)

- The State’s revenue projections for Stanislaus County have been used in the long range financial plan.
- The long range financial plan assumes contractors will spend 95% of their allocations.
- The long range financial plan assumes a minimum reserve of six month’s worth of operating costs. It is recommended that the Commission adopt 6 months operating costs as its minimum reserve policy.

The Administrative and Finance Committee and the Operations Committee met on May 9<sup>th</sup> and May 11<sup>th</sup>, respectively, to review and discuss this item. The Executive Committee met on May 16<sup>th</sup> to review and discuss this item.

**STAFF RECOMMENDATIONS:**

1. Hear a presentation by staff.
2. Open the Public Hearing and receive comments.
3. Close the Public Hearing.
4. Approve the recommended budget of \$9,352,751 for fiscal year 2011-2012. (During the May 24th Commission meeting, there will be multiple motions to authorize the execution of contracts in order to avoid potential conflicts of interest for commission members).
5. Authorize the Executive Director to sign a contract amendment with Jamie McCreary, Ph.D. to change the termination date of her 2010-2011 agreement to August 31, 2011 (with no additional compensation).
6. Authorize staff to pay up to \$75,805 towards an invoice from a 2008-2009 contract with First 5 California for the costs of Stanislaus residents’ health insurance premiums in the Healthy Families Program.
7. Change Section 412.1 of the Policy and Procedures Manual to read: Except when approved by an affirmative action of the Commission, the budgeted fund balance for Fund 1755 (the Children and Families Commission Fund) shall be not less than half of the Commission’s budgeted expenditures for the previous fiscal year.
8. Adopt the financial projections for fiscal years 2012-2013 through 2015-2016 as the Commission’s long range financial plan.
9. Authorize staff to submit the proposed budget for inclusion in the County budget.
10. Authorize staff to work with contractors to develop budgets up to the amounts specified on the attached budget summary.
11. Direct staff to work with the Administrative and Finance committee to implement the budget.

**FISCAL IMPACT:**

Approval of the recommended budget will establish a plan to spend \$9,352,751 to support Stanislaus County children 0-5 in fiscal year 2011-2012. Agreements and/or addendums between the Commission and program operators will be executed before funds are disbursed to program operators.

The Commission heard a presentation on the long range financial plan and the assumptions contained in the long range financial plan. Along with these items, a budget development timeline for fiscal years 2011-2012 and 2012-2013 fiscal years was provided. The timeline presented was as follows:

- May 2011 Adopt budget for fiscal year 2011-2012 (starts July 1, 2011)
- August 2011 Approve strategic plan development process  
Elect Chair and Vice-Chair of Commission
- September 2011 Hold planning session meeting (Saturday meeting?)  
Up to 2 new Commissioners appointed by Board of Supervisors?
- October 2011 Review draft of 2012-2014 (3 year) Strategic Plan
- December 2011 Hold public hearing before adopting 2012-2014 Strategic Plan
- January 2012 Adopt contracts for 2012-2013 (funding changes effective 7/1/12)
- May 2012 Adopt budget for fiscal year 2012-2013 (starts July 1, 2012)

Following the presentation, a **public hearing was opened at 4:29 p.m.** to obtain feedback from the public. Hearing no comments, the **public hearing was closed at 4:30 p.m.**

Attest: \_\_\_\_\_  
Erica M. Inacio - Administration

Commissioner Souza made a motion to incorporate the "Motions to Adopt a 2011-2012 Contract Allocations" document into the minutes. The motion was seconded by Supervisor Chiesa and unanimously approved.

**Moved Souza, Seconded Chiesa. Unanimously approved.**

Please refer to the attachment "Motions to Adopt 2011-2012 Contract Allocations" (attachment) for detailed information on the following motions.

Commissioner Souza moved to approve section 1 of the attachment which included:

- Approving the recommended budget of \$9,352,751 for fiscal year 2011-2012
- Authorizing the Executive Director to sign a contract amendment with Jamie McCreary, Ph.D., to change the termination date of her 2010-2011 agreement to August 31, 2011 (with no additional compensation)
- Authorizing staff to pay up to \$75,805 towards an invoice from a 2008-2009 contract with First 5 California for the costs of Stanislaus residents' health insurance premiums in the Healthy Families Program.
- Changing Section 412.1 of the Policy and Procedures Manual to read: Except when approved by an affirmative action of the Commission, the budgeted fund balance for Fund 1755 (the Children and Families Commission Fund) shall be not less than half of the Commission's budgeted expenditures for the previous fiscal year.
- Adopting the financial projections for fiscal years 2012-2013 through 2015-2016 as the Commission's long range financial plan.
- Authorizing staff to submit the proposed budget for inclusion in the County budget.
- Authorizing staff to work with contractors to develop budgets up to the amounts specified in the budget summary.
- Directing staff to work with the Administrative and Finance committee to implement the budget.

**Moved Souza, Seconded Cooper. Unanimously approved.**

*Commissioner Souza left the room.*

Commissioner Skol moved to approve section 2 of the attachment.

**Moved Skol, Seconded Paredes-Walsborn. Unanimously approved. Abstained Souza.**

*Commissioner Applegate left the room and joined Souza out of the room.*

Commissioner Cooper moved to approve section 3 of the attachment.

**Moved Cooper, Seconded Chiesa. Unanimously approved. Abstained Souza and Applegate.**

*Commissioner Souza joined the meeting and Commissioner Applegate remained out of the room.*

Commissioner Skol moved to approve section 4 of the attachment.

**Moved Skol, Seconded Cooper. Unanimously approved. Abstained Applegate.**

*Commissioner Applegate joined the meeting and Commissioner Skol left the room.*

Commissioner Cooper moved to approve section 5 of the attachment.

**Moved Cooper, Seconded Souza. Unanimously approved. Abstained Skol.**

*Commissioner Skol joined the meeting and Commissioner Bauman left the room.*

Commissioner Cooper moved to approve section 6 of the attachment.

**Moved Cooper, Seconded Skol. Unanimously approved. Abstained Bauman.**

*Commissioner Bauman joined the meeting and Chair Lee handed the gavel to Vice-Chair Skol as she and Commissioner Walker left the room.*

Commissioner Cooper moved to approve section 7 of the attachment.

**Moved Cooper, Seconded Bauman. Unanimously approved. Abstained Lee and Walker.**

*Chair/Commissioner Lee and Commissioner Walker joined the meeting.*

Attest: \_\_\_\_\_

Erica M. Inacio - Administration

# **MOTIONS TO ADOPT 2011-2012 CONTRACT ALLOCATIONS**

## **May 24, 2011**

**1. ALL COMMISSIONERS CAN VOTE ON THE FOLLOWING MOTION:**

I move that the Commission approve the recommendations on page 10 of the agenda packet, approve the following contract allocation recommendations on page 12 of the agenda packet, and authorize the ED to sign the contracts:

- La Familia Counseling Program, Line 2
- 211 Project, Line 3
- The Bridge, Line 12
- Core Four Early Foundation Grants
  - Chatom, Line 16
  - Keyes, Line 17
  - Grayson, Line 18
  - Riverbank, Line 19
  - Turlock, Line 20
  - Von Renner, Line 21
  - Waterford School Readiness, Line 22
- Sierra Vista – Family, Friends, and Neighbors, Line 23
- Golden Valley – Dental Education / Screening Services, Line 25
- DMCF- MOMobile, Line 28

**2. Commissioner Souza leaves the room. A motion is made:**

I move that the Commission approve the following contract allocation recommendation on page 12 of the agenda packet and authorize the ED to sign the contract:

- Zero to Five Early Intervention Partnership (BHRS) – Line 1

**3. Commissioner Applegate joins Souza out of the room:**

I move that the Commission:

- (a) Approve the concept of a \$2,059,357 FRC/DR initiative with CSA - with the Commission's share of the program not to exceed \$1,559,357 in 2011-2012
- (b) Approve the following contract allocation recommendation and authorize the ED to sign the contract:
  - Hughsen FRC (Sierra Vista) - a 3-party contract with CSA in an amount not to exceed \$159,620

**4. Commissioner Souza returns:**

I move that the Commission approve the following contract allocation recommendations on page 12 of the agenda packet or the amounts specified in this motion and authorize the ED to sign the contracts:

- Food Stamp Outreach, Line 4
- Ceres Partnership (Sierra Vista) - a 3-party contract with CSA in an amount not to exceed \$204,398
- N. Modesto / Salida FRC (Sierra Vista) - a 3-party contract with CSA in an amount not to exceed \$458,518
- Oakdale/Riverbank FRC (Center for Human Services) - a 3-party contract with CSA in an amount not to exceed \$168,661
- Parent Resource Center - a 3-party contract with CSA in an amount not to exceed \$575,340
- Turlock FRC (Aspira) - a 3-party contract with CSA in an amount not to exceed \$269,335
- Westside FRC (Center for Human Services) - a 3-party contract with CSA in an amount not to exceed \$223,485
- Family Justice Center, Line 15
- Shaken Baby Syndrome, Line 29

Attest: \_\_\_\_\_

Erica M. Inacio - Administration

**5. Commissioner Applegate returns and Commissioner Skol leaves the room:**

I move that the Commission approve the following contract allocation recommendation on page 12 of the agenda packet and authorize the ED to sign the contract:

- Children’s Crisis Center, Line 14

**6. Commissioner Skol returns and Commissioner Bauman leaves the room:**

I move that the Commission approve the following contract allocation recommendations on page 12 of the agenda packet and authorize the ED to sign the contracts:

- Healthy Start Sites, Line 13
- Healthy Start Support, Line 30

**7. Commissioner Bauman returns and Commissioners Lee and Walker leave the room:**

I move that the Commission approve the following contract allocation recommendations on page 12 of the agenda packet and authorize the ED to sign the contracts:

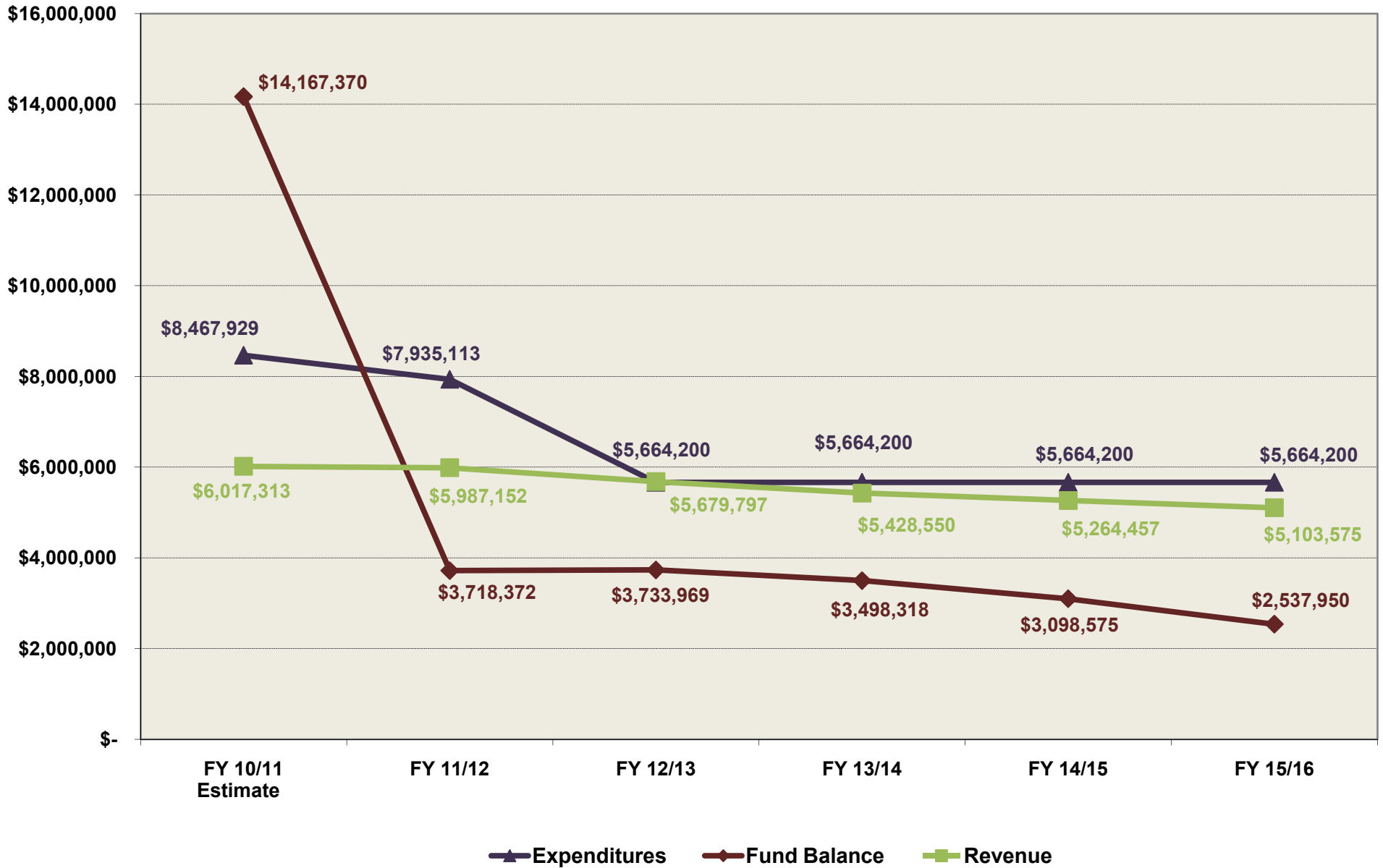
- Healthy Cubs, Line 24
- Dental Education, Line 26
- Perinatal Home Visitation (HBO), Line 27

**8. Commissioners Lee and Walker return and the meeting continues.**

Attest: \_\_\_\_\_  
Erica M. Inacio - Administration

# Long Range Financial Projection

## May 24, 2011



**STANISLAUS COUNTY CHILDREN & FAMILIES COMMISSION**  
**LONG RANGE FINANCIAL PLAN - FY 2011/2012 through FY 2015/2016**

	FY 10-11 Budget	FY 10-11 Estimate Actual	FY 11/12 Budget	FY 11/12 Projection	FY 12/13 Projection	FY 13/14 Projection	FY 14/15 Projection	FY 15/16 Projection
1 <b>Beginning Fund Balance</b>	\$ 16,611,886	\$ 16,617,987	\$ 14,167,370	\$ 14,167,370	\$ 3,718,372	\$ 3,733,969	\$ 3,498,318	\$ 3,098,575
<b>REVENUE</b>								
2 Interest	\$ 249,178	\$ 179,240	\$ 142,711	\$ 141,674	\$ 37,184	\$ 37,340	\$ 34,983	\$ 30,986
3 Tobacco Tax (Prop 10)	\$ 6,006,580	\$ 5,829,582	\$ 5,844,441	\$ 5,844,441	\$ 5,642,613	\$ 5,391,210	\$ 5,229,474	\$ 5,072,589
4 State Diversion of Fund Balance	\$ -	\$ -	\$ (8,500,000)	\$ (8,500,000)	-	-	-	-
5 School Readiness Program Matching Funds	\$ 50,000	\$ 8,491	\$ -	\$ -	-	-	-	-
6 <b>TOTAL REVENUE</b>	\$ 6,305,758	\$ 6,017,313	\$ (2,512,848)	\$ (2,513,885)	\$ 5,679,797	\$ 5,428,550	\$ 5,264,457	\$ 5,103,575
<b>EXPENDITURES</b>								
<b>Program</b>								
7 Contracts	\$ 7,903,541	\$ 7,508,364	\$ 7,482,435	\$ 7,108,313	\$ -	\$ -	\$ -	\$ -
8 Contract Adjustments (TBD)	\$ 500,000	\$ 76,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
9 Community Conferences	\$ 25,000	\$ 12,406	\$ 20,000	\$ 19,000	\$ -	\$ -	\$ -	\$ -
10 Salaries & Benefits	\$ 247,227	\$ 222,605	\$ 259,967	\$ 246,968	\$ -	\$ -	\$ -	\$ -
11 Services & Supplies	\$ 40,348	\$ 30,939	\$ 38,210	\$ 36,300	\$ -	\$ -	\$ -	\$ -
12 County Cap Charges	\$ 14,413	\$ 10,477	\$ 3,977	\$ 3,778	\$ -	\$ -	\$ -	\$ -
13 <b>Total Expenditures - Program</b>	\$ 8,730,529	\$ 7,860,791	\$ 8,804,589	\$ 7,414,359	\$ 5,364,200	\$ 5,364,200	\$ 5,364,200	\$ 5,364,200
<b>Evaluation</b>								
14 Contracts (SR Evaluation/Core 4 Evaluation in FY 10/11)	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15 Program Database (Expenditure allocation TBD upon system c	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16 Salaries & Benefits	\$ 130,885	\$ 108,218	\$ 129,983	\$ 123,484	\$ -	\$ -	\$ -	\$ -
17 Services & Supplies	\$ 21,361	\$ 14,677	\$ 19,105	\$ 18,150	\$ -	\$ -	\$ -	\$ -
18 County Cap Charges	\$ 7,630	\$ 5,547	\$ 1,988	\$ 1,889	\$ -	\$ -	\$ -	\$ -
19 <b>Total Expenditures - Evaluation</b>	\$ 369,876	\$ 168,442	\$ 151,077	\$ 143,523	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
<b>Administration</b>								
20 Salaries & Benefits	\$ 349,027	\$ 353,926	\$ 332,180	\$ 315,571	\$ -	\$ -	\$ -	\$ -
21 Services & Supplies	\$ 93,962	\$ 69,979	\$ 59,824	\$ 56,833	\$ -	\$ -	\$ -	\$ -
22 County Cap Charges	\$ 20,347	\$ 14,791	\$ 5,081	\$ 4,827	\$ -	\$ -	\$ -	\$ -
23 <b>Total Expenditures - Administration</b>	\$ 463,336	\$ 438,696	\$ 397,085	\$ 377,231	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000
24 <b>Total Expenditures</b>	\$ 9,563,740	\$ 8,467,929	\$ 9,352,751	\$ 7,935,113	\$ 5,664,200	\$ 5,664,200	\$ 5,664,200	\$ 5,664,200
25 <b>NET INCREASE (DECREASE) TO FUND BALANCE</b>	\$ (3,257,982)	\$ (2,450,617)	\$ (11,865,599)	\$ (10,448,999)	\$ 15,597	\$ (235,650)	\$ (399,743)	\$ (560,625)
26 <b>ENDING FUND BALANCE</b>	\$ 13,353,904	\$ 14,167,370	\$ 2,301,772	\$ 3,718,372	\$ 3,733,969	\$ 3,498,318	\$ 3,098,575	\$ 2,537,950

## STANISLAUS COUNTY CHILDREN & FAMILIES COMMISSION 2011/2012 CONTRACT SCHEDULE AND PROJECTIONS

*Note: Light green shading indicates request to authorize contract execution up to specified date/amount.*

		FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16
<b>RESULT AREA 1: Improved Family Functioning (Family Support, Education, and Services)</b>						
<b>Behavioral and Mental Health Services</b>						
1	Zero to Five Early Intervention Partnership	\$ 1,523,009				
2	La Familia Counseling Program	\$ 98,000				
<b>Community Resource and Referral</b>						
3	211 Project	\$ 150,000				
4	Food Stamp Outreach	\$ 50,000				
Family Resource Centers:						
5	Ceres Partnership for Healthy Children	\$ 154,771				
6	Hughson Family Resource Center	\$ 120,865				
7	N. Modesto/Salida Family Resource Center	\$ 347,192				
8	Oakdale/Riverbank Family Resource Center	\$ 127,711				
9	Parent Resource Center	\$ 435,651				
10	Turlock Family Resource Center	\$ 203,942				
11	Westside Family Resource Center	\$ 169,224				
12	The Bridge	\$ 185,000				
13	Healthy Start Sites	\$ 374,418				
<b>Targeted Intensive Parent Support Services</b>						
14	Children's Crisis Center	\$ 460,000				
15	Family Justice Center	\$ 100,000				
<b>Total Area 1:</b>		<b>\$ 4,499,783</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>RESULT AREA 2: Improved Child Development (Child Development Services)</b>						
<b>Early Education Programs for Children</b>						
16	Chatom (1)	\$ 62,500				
17	Keyes (1)	\$ 62,500				
18	Grayson (1)	\$ 62,500				
19	Riverbank (2)	\$ 125,000				
20	Turlock (3)	\$ 187,500				
21	Von Renner (1)	\$ 62,500				
22	Waterford (1)	\$ 62,500				
<b>Early Education Provider Programs</b>						
23	Sierra Vista-Family Friends and Neighbors	\$ 147,731				
<b>Total Area 2:</b>		<b>\$ 772,731</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>RESULT AREA 3: Improved Health (Health Education and Services)</b>						
<b>Health Access</b>						
24	HSA - Healthy Cubs	\$ 570,000				
<b>Oral Health</b>						
25	Golden Valley - Dental Education/Screening Services	\$ 65,000				
26	HSA - Dental Education	\$ 10,000				
<b>Prenatal Care</b>						
27	HSA - Perinatal Home Visitations (HBO)	\$ 1,339,160				
<b>Primary Care Services (Immunizations, Well-Child Checkups)</b>						
28	DMCF - MOMobile#1	\$ 121,050				
<b>Safety Education and Intentional and Unintentional Injury Prevention</b>						
29	Shaken Baby Syndrome	\$ 22,333				
<b>Total Area 3:</b>		<b>\$ 2,127,543</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>RESULT AREA 4: Improved Systems of Care</b>						
<b>Service Outreach, Planning, Support, and Management</b>						
30	SCOE - Healthy Start Support	\$ 82,378				
<b>Total Area 4:</b>		<b>\$ 82,378</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Estimated Services Contracts</b>		<b>\$ 7,482,435</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## BUDGET DEVELOPMENT TIME LINE FOR THE 2011-2012 AND 2012-2013 FISCAL YEARS

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May 2, 2011

- May 2011            Adopt budget for fiscal year 2011-2012 (starts July 1, 2011)
- August 2011        Approve strategic plan development process  
Elect Chair and Vice-Chair of Commission
- September 2011    Hold planning session meeting (Saturday meeting?)  
Up to 2 new Commissioners appointed by Board of Supervisors?
- October 2011       Review draft of 2012-2014 (3 year) Strategic Plan
- December 2011    Hold public hearing before adopting 2012-2014 Strategic Plan
- January 2012        Adopt contracts for 2012-2013 (funding changes effective 7/1/12)
- May 2012            Adopt budget for fiscal year 2012-2013 (starts July 1, 2012)