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Meeting Agenda

October 1, 2024

3:00PM

Kings County Board of Supervisors Chambers
1400 W. Lacey Blvd. Hanford, CA 93230

Call to Order & Welcome

Commissioners Roll Call

Review and Modification to Agenda

Opportunity for Public Comment

This portion of the meeting is reserved for persons to address the Commission on any matter not on this agenda but under the jurisdiction of the Commission. Commissioners may respond to statements made or questions posed. They may ask a question for clarification; make a referral to staff for factual information or request staff to report back to the Commission at a later meeting. Also, the Commission may take action to direct staff to place a matter of business on a future agenda.

Speakers are limited to two minutes. Please state your name before making your presentation.

Consent Calendar

All items listed under the consent calendar are considered to be routine and will be enacted by one motion if no member of the Commission or audience wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent agenda and will be considered in the listed sequence with an opportunity for any member of the public to address the Commission concerning the item before action is taken.

P. 004 2024-10-159 Consent Calendar

August 6, 2024 Commission Meeting Minutes

Final FY 23/24 Fiscal Report

August 2024 Fiscal Report

Action Items

P. 014 2024-10-160 Commission Policy Manual Update Commission to review, discuss and approve updates to the Commission's Policy Manual.

- P. 062 **2024-10-161 Children and Youth Behavioral Health Initiative Round 3 Award:** Commission to review, discuss and consider approving acceptance of funding for the Children and Youth Behavioral Health Initiative grant, and authorizing the Executive Director to act as the authorized signatory to negotiate a contract with Heluna Health on behalf of the Commission, and initiate the County of Kings' process for new budget appropriations.
- P. 079 **2024-10-162 Dolly Parton Imagination Library:** Commission to review, discuss and consider approving funding for a Kings County-wide Dolly Parton Imagination Library program and authorizing the Executive Director to negotiate a contract with The Dollywood Foundation.
- P. 083 **2024-10-163 Help Me Grow Regional Partnership with Children's Hospital of Central California, First 5 Madera, First 5 Fresno and First 5 Merced:** Commission to review, discuss and consider approving funding for Regional Help Me Grow Services and authorizing the Executive Director to negotiate a contract for Regional Help Me Grow Services.
- P. 087 **2024-10-164 Recommended Changes to Commission Staff Position:** Commission to review, discuss and consider approving the lateral transfer of the First 5 Program Manager position to a Public Health Program Manager position, and authorizing the Executive Director to initiate the process with the County of Kings' Human Resources Department on behalf of the Commission.

Informational Agenda Items

- P. 090 **Updates Related to Commission Staff Positions:** Commission to review and discuss the Koff & Associates Classification and Total Compensation Study, the County of Kings' recently updated Salary Resolution and its impact on Commission staffing positions.
- P. 119 **Strategic Planning 2025-2030:** Commission to review and discuss the Strategic Planning process and timeline.
- P. 129 **Spotlight on Service:** Staff from Recreation Association of Corcoran will present an overview of the funded project, Corcoran Family Resource Center.
- P. 139 **Spotlight on Service:** Staff from Kings Community Action Organization will present an overview of the funded project, Kettleman City Family Resource Center.
- P. 152 **Staff Report:** August and September 2024

Future Agenda Items

Special Meeting – October 2024 (TBD)

- Annual Audit Report
- Annual Report

December 3, 2024

- Minutes from October 1, 2024 Commission Meeting
- October 2024 Fiscal Report
- Annual Audit Report (if needed)
- Annual Report (if needed)
- FY 23/24 Annual Evaluation Report
- Strategic Plan Update
- 1st Quarter Grantee Achievement Report
- Staff Report – October-November 2024

Commissioner Comments

Review Next Meeting Date & Adjournment

- December 3, 2024 at 3:00 PM

Public Comment is Taken on Each Agenda Item

Please note that the order in which the agenda items are considered may be subject to change.

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Date of Meeting: October 1, 2024

2024-10-159

Consent Calendar

- August 2024 Meeting Minutes
- Final FY 23/24 Fiscal Report
- August 2024 Fiscal Report



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Meeting Minutes

August 6, 2024

3:00 PM

Kings County Board of Supervisors Chambers
1400 W. Lacey Blvd., Hanford, CA 93230

Call to Order & Welcome Meeting called to order at 3:00 pm by Chairperson Wendy Osikafo.

Commissioners Roll Call 4 out of 5 commissioners present at the time of the roll call, with Commissioner Barlow arriving shortly after.

Commissioner	Present	Absent	Joined Meeting After Roll Call
Joe Neves	X		
Dr. Milton Teske	X		
Wendy Osikafo	X		
Todd Barlow			X
Dr. Lisa Lewis	X		

Review and Modification to Agenda No comments.

Opportunity for Public Comment None noted.

Consent Calendar

P. 003 **2024-08-157 Consent Calendar**
June 4, 2024 Commission Meeting Minutes
June 2024 Fiscal Report

No discussion noted.

2024-08-157 Consent Calendar				
Motion Made by:	Commissioner Neves			
2 nd Motion by:	Commissioner Barlow			
Motion (Pass/Fail)	PASS			
Commissioner	Aye	Nay	Abstain	Absent
Joe Neves	X			
Dr. Milton Teske	X			
Wendy Osikafo	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

Action Items

- P. 012 **2024-08-158 Conflict of Interest Policy:** Commission to review, discuss and approve the Commission’s Conflict of Interest Policy.

Program Officer Clarissa Ravelo stated that the Commission staff had received the Biennial Notice of Review of the Commission’s Conflict of Interest Code. After reviewing, Commission staff are recommending slight changes to the Commission Conflict of Interest policy to reflect a position title, deletion of a position, as well as gender-inclusive language. The approved policy will be shared with the BOS Clerk.

No discussion noted.

2024-08-158 Conflict of Interest Policy				
Motion Made by:	Commissioner Neves			
2 nd Motion by:	Commissioner Lewis			
Motion (Pass/Fail)	PASS			
Commissioner	Aye	Nay	Abstain	Absent
Joe Neves	X			
Dr. Milton Teske	X			
Wendy Osikafo	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

Informational Agenda Items

- P. 029 **May 2024 Revise Proposition 10 Revenue Projections:** Commission to review and discuss the Commission’s financial landscape.

Ms. Ravelo stated that First 5 California has released an updated 5-year Revenue Projection for FY 2024-25 through 2028-2029. The projections reflect slightly higher projections compared to the July 2023-projections that were used to create the 5-year Fiscal Plan approved by our local Commission at the last Commission meeting. A comparison of the projections was available for the Commission’s review in the agenda packet.

Discussion:

Chairperson Osikafo commented that all projections were favorable. Commissioner Neves asked Commissioner Barlow about the birth population compared to the students he is seeing come through the education system. Commissioner Barlow stated that the average of students per grade level would be 2000-2500.

- P. 035 **Final Quarter Grantee Achievement Report:** Commission to review and discuss the progress of funded projects for FY 23/24.

Ms. Ravelo mentioned that before the Commission is the Final Quarter Grantee Achievement Report for all funded projects. Over this past Fiscal Year, our partners have provided services to 917 children, 1059 Parents/Caregivers, and 251 Providers. Cumulatively, they met 100 out of 142 objectives at 100% although most objectives were at 75% or better achieved. A number of factors have affected their deliverables, including the expansion of Transitional Kindergarten, decreasing the number of preschool-age children attending their services, as well as loss of Car Seat grants, decreasing the number of car seat training and installation opportunities. Ms. Ravelo also noted that the FY 2024-2025 Budget and Scope of Work were submitted in the Spring/Summer of 2021, when we were still in the middle of the pandemic, and there was no way to predict the outcome. Some of the funded partners have advised that they will be submitting a Scope of Work revision, to better reflect anticipated children and families that they'll be serving.

No discussion noted.

- P. 059 **Dolly Parton Imagination Library:** Commission to review and discuss the opportunity to participate in the Dolly Parton Imagination Library program.

Ms. Ravelo presented a short Video regarding the availability of the Dolly Parton Imagination Library statewide in California, under the management of the California State Library. The expansion includes a 50% match for each affiliate. Ms. Ravelo described some of the activities associated with coordinating the program. A cost estimate based on current population was provided to the Commission.

Ms. Ravelo informed the Commission that the DPIL project aligns with the Commission's current Strategic Plan, specifically Focus Area 2-Parent Education and Support, providing caregivers with access to educational services to increase family reading/literacy and school readiness.

Ms. Ravelo handed out sample books to the Commission, indicating that some were hard cover. The books are for different age groups, and each child in the household would receive a book. Tulare County will be starting their program and Merced County has had the program for three years.

Discussion:

Chairperson Osikafo asked about the Commission's current financial situation, wondering if it is even feasible to support such a project. Ms. Ravelo indicated that there are some savings in the budget from the funding that was earmarked for a Resource Center in Avenal, as well as Special Departmental expenses that have historically been used to purchase backpacks for incoming Kindergarteners. Commissioner Dr. Lisa Lewis thought it would be a great idea to give books to kids. Commissioner Barlow stated that putting books in the hands of kids is great.

P.069 Staff Report: June and July 2024

Ms. Ravelo reported that the CalWORKs/CAPCC Home Visitation oversight transitioned to Veronica Garcia, the new Home Visitation Program Manager, at the end of June. She went on to report that she continues to participate in the Regional Home Visiting Technical Assistance workgroups, as well as the Help Me Grow Central Valley Advisory Group. Staff also participated in the stakeholder review of DHCS' MOU Template between First 5s and the Managed Care Plans, including statewide conversations led by First 5 Association, a webinar hosted by DHCS on July 2, and review/inclusion of our feedback by County Health Executives Association of California (CHEAC). Ms. Ravelo also hosted a conversation regarding Department of Developmental Services' Service Access & Equity Grant; however, due to the short period of time to submit the application, an application was not submitted. Ms. Ravelo expressed gratitude for those organizations that came to the table to hold space and consider the possibility, including Santa Rosa Rancheria's Education and Tribal Social Services Directors, Fresno Community Health Improvement Partnership, CVRC, and our local community partners who show up every time: UCP, KCAO, KCOE and Kings United Way.

Ms. Ravelo stated that they are still waiting for grant awards to be announced for DHCS' Children & Youth Behavioral Health Initiative's Round 3: Early Childhood Wraparound Services. This grant would increase the # of home visitations slots available (up to 80 families annually), as well as provide tuition and stipends to support expansion of the mental health consultation workforce in Kings County.

Ms. Ravelo attended the Zero to Three Conference last week - She attended various workshops, but the workshops regarding partnership with clinics/pediatricians was of great interest, as the Commission does not have any partnerships with clinics except for distribution of the New Parent Kit.

No Commissioner or public comments noted.

Future Agenda Items

October 1, 2024

- Minutes from August 6, 2024 Commission Meeting
- Final FY 23/24 Fiscal Year
- Budget Modification FY 2023-2024
- Commission Policy Manual Updates/Revision

- Annual Audit Report
- Annual Report
- Annual Evaluation Report
- Spotlight on Service: Recreation Association of Corcoran’s Family Resource Center project & Kings Community Action Organization’s Kettleman City Family Resource Center project
- Staff Report – August and September 2024

Commissioner Comments

Commissioner Barlow relayed thanks to Commission staff. Chairperson Osikafo stated that Commissioner Barlow spoke for all of them.

Review Next Meeting Date & Adjournment

- Chairperson Osikafo reviewed the next Commission meeting that will be held on October 1, 2024, at 3:00 PM. The meeting was adjourned at 3:37pm.

Public Comment is Taken on Each Agenda Item

Please note that the order in which the agenda items are considered may be subject to change.

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FY 23/24 Final
Consolidated Report
Expenditure Report

SALARY SUMMARY		\$ 191,437	\$ 61,344	\$ 94,005	\$ -	\$ 30,072	\$ 185,421
SERVICES & SUPPLIES		Budget	Admin	Program	Evaluation	Non-First 5 Programs (HVP, HVC)	YTD
Communications	92006	\$ 2,316	\$ 2,101	\$ 761	\$ -	\$ -	\$ 2,862
Office Equipment	92018	\$ 1,600	\$ 297	\$ 916	\$ -	\$ -	\$ 1,213
Maintenance SIG	92021	\$ 4,109	\$ 509	\$ 1,732	\$ -	\$ -	\$ 2,242
Memberships	92027	\$ 4,000	\$ 4,000		\$ -	\$ -	\$ 4,000
Postage & Freight	92033	\$ 201		\$ 46	\$ -	\$ -	\$ 46
Offset Printing	92035	\$ 500			\$ -	\$ -	\$ -
Legal Services	92038	\$ 1,500	\$ 1,372		\$ -	\$ -	\$ 1,372
Community Outreach	92045	\$ 1,500		\$ 1,500	\$ -	\$ -	\$ 1,500
Auditing & Accounting	92046	\$ 10,600	\$ 10,600		\$ -	\$ -	\$ 10,600
Contractual Services	92047	\$ 25,000			\$ 18,750	\$ -	\$ 18,750
Publications & Legal Notices	92056	\$ 250			\$ -	\$ -	\$ -
Special Dept Expense	92063	\$ 30,000		\$ 2,916	\$ -	\$ -	\$ 2,916
Purchasing Charges	92068	\$ 642	\$ 155	\$ 504	\$ -	\$ -	\$ 660
Brd. & Comm. Meeting Expense	92069	\$ 500			\$ -	\$ -	\$ -
Public Education Material	92075	\$ 1,500		\$ 1,500	\$ -	\$ -	\$ 1,500
Motor Pool	92089	\$ 2,000	\$ 525	\$ 1,501	\$ -	\$ -	\$ 2,026
Travel Expenses	92090	\$ 10,000	\$ 1,759	\$ 1,992	\$ -	\$ -	\$ 3,751
Utilities	92094	\$ 2,201	\$ 569	\$ 1,849	\$ -	\$ -	\$ 2,418
Electronic Hardware	92103	\$ -			\$ -	\$ -	\$ -
Liability Claim	93041	\$ 1,186		\$ 1,177	\$ -	\$ -	\$ 1,177
Information & Technology	93048	\$ 4,631	\$ 1,028	\$ 3,340	\$ -	\$ -	\$ 4,367
IT Managed Contracts	93051	\$ 3,660	\$ 248	\$ 2,850	\$ -	\$ -	\$ 3,098
Admin Allocation	93057	\$ 27,365	\$ 13,702	\$ 16,672	\$ -	\$ -	\$ 30,374
TOTAL SERVICES & SUPPLIES		\$ 135,261	\$ 36,865	\$ 39,257	\$ 18,750	\$ -	\$ 94,872
TOTAL OPERATIONS COSTS		\$ 326,698	\$ 98,208	\$ 133,262	\$ 18,750	\$ 30,072	\$ 280,292
Other Charges		Budget	Admin	Program	Evaluation	Evaluation	YTD
FRC Initiative		\$ 648,911	\$ -	\$ 567,911	\$ -	\$ -	\$ 567,911
E3 Initiative		\$ 81,317	\$ -	\$ 81,317	\$ -	\$ -	\$ 81,317
School Readiness Initiative		\$ 395,820	\$ -	\$ 395,820	\$ -	\$ -	\$ 395,820
New Project Initiative		\$ 36,000	\$ -	\$ 28,217	\$ -	\$ -	\$ 28,217
TOTAL CONTRACT COSTS		\$ 1,162,048	\$ -	\$ 1,073,265	\$ -	\$ -	\$ 1,073,265
TOTAL		\$ 1,488,746	\$ 98,208	\$ 1,206,526	\$ 18,750	\$ 30,072	\$ 1,353,557

FY 23/24
Final Fiscal Report
Revenue

Revenue FY 2023/2024									
Month	Estimated Prop 10	Actual Prop 10 Revenue	Prop 56 Backfill	Prop 10/E-cigarette tax & SMIF	Home Visitation (KCHSA)	Regional Home Visitation Grant	Misc Revenue (Interest, Vehicle Sale, Dell Credit, Outlawed Warrant)	Total	Revenue Received (% of Prop 10 Estimate)
July 2023	\$ 98,686	\$ 99,922			\$ 1,461			\$ 101,383	101%
August 2023	\$ 98,685	\$ 69,755			\$ 2,253			\$ 72,008	71%
September 2023	\$ 98,686	\$ 93,549		\$ 5,895	\$ 1,551			\$ 100,995	101%
October 2023	\$ 98,686	\$ 72,151			\$ 2,056		\$ 6,682	\$ 80,889	73%
November 2023	\$ 98,685	\$ 75,672			\$ 1,971			\$ 77,644	77%
December 2023	\$ 98,686	\$ 66,933			\$ 1,656			\$ 68,589	68%
January 2024	\$ 98,686	\$ 70,089			\$ 2,159	\$ 1,456	\$ 6,946	\$ 80,651	71%
February 2024	\$ 98,685	\$ 60,903			\$ 1,735			\$ 62,638	62%
March 2024	\$ 98,686	\$ 61,118	\$ 348,643		\$ 3,618			\$ 413,378	415%
April 2024	\$ 98,685	\$ 77,804			\$ 2,825	\$ 1,659	\$ 8,518	\$ 90,806	79%
May 2024	\$ 98,686	\$ 69,262			\$ 2,160	\$ 509	\$ 2,679	\$ 74,609	70%
June 2024	\$ 98,685	\$ 69,159		\$ 24,072	\$ 1,931	\$ 2,552	\$ 16,200	\$ 113,915	94%
TOTAL REVENUE	\$ 1,184,227	\$ 886,318	\$ 348,643	\$ 29,967	\$ 25,376	\$ 6,176	\$ 41,026	\$ 1,337,505	106.81%

FY 24/25
August 2024 Fiscal Report
First 5 Operations

SALARY SUMMARY		\$ 196,843	\$ 21,869	\$ 174,974	11.11%
SERVICES & SUPPLIES		BUDGET	YTD	BALANCE	%
Communications	92006	\$ 2,718	\$ 372	\$ 2,346	13.69%
Office Equipment	92018	\$ 1,950	\$ 44	\$ 1,906	2.23%
Maintenance SIG	92021	\$ 3,658	\$ -	\$ 3,658	0.00%
Memberships	92027	\$ 4,000	\$ 4,000	\$ -	100.00%
Postage & Freight	92033	\$ 201	\$ 4	\$ 197	2.04%
Offset Printing	92035	\$ 500	\$ -	\$ 500	0.00%
Legal Services	92038	\$ 1,000	\$ -	\$ 1,000	0.00%
Community Outreach	92045	\$ 1,500	\$ -	\$ 1,500	0.00%
Auditing & Accounting	92046	\$ 10,600	\$ -	\$ 10,600	0.00%
Contractual Services	92047	\$ 25,000	\$ -	\$ 25,000	0.00%
Publications & Legal Notices	92056	\$ 250	\$ -	\$ 250	0.00%
Special Dept Expense	92063	\$ 40,107	\$ 1,458	\$ 38,649	3.64%
Purchasing Charges	92068	\$ 692	\$ 115	\$ 577	16.59%
Brd. & Comm. Meeting Expense	92069	\$ 500	\$ -	\$ 500	0.00%
Public Education Material	92075	\$ 1,500	\$ -	\$ 1,500	0.00%
Motor Pool	92089	\$ 3,000	\$ -	\$ 3,000	0.00%
Travel Expenses	92090	\$ 12,000	\$ 651	\$ 11,349	5.42%
Utilities	92094	\$ 2,917	\$ 425	\$ 2,492	14.57%
Liability Claim	93041	\$ 1,562	\$ -	\$ 1,562	0.00%
Information & Technology	93048	\$ 6,727	\$ 1,290	\$ 5,437	19.17%
IT Managed Contracts	93051	\$ 3,123	\$ -	\$ 3,123	0.00%
Admin Allocation	93057	\$ 28,233	\$ -	\$ 28,233	0.00%
TOTAL SERVICES & SUPPLIES		\$ 151,738	\$ 8,358	\$ 143,380	5.51%
TOTAL OPERATIONS COSTS		\$ 348,581	\$ 30,227	\$ 318,354	8.67%

First 5 Contracted Programs		BUDGET	YTD	BALANCE	%
FRC Initiative	93033	\$ 648,911	\$ 141,978	\$ 506,933	21.88%
Avenal Family Connection		\$ 81,000	\$ -	\$ 81,000	
Corcoran Family Resource Center		\$ 104,400	\$ 26,100	\$ 78,300	
Kettleman City Family Resource Center		\$ 81,000	\$ 20,250	\$ 60,750	
KCOE: Hanford & Lemoore Family Connection		\$ 382,511	\$ 95,628	\$ 286,883	
E3 Initiative	93034	\$ 81,317	\$ 20,329	\$ 60,988	25.00%
Kings County Office of Education CARES		\$ 81,317	\$ 20,329	\$ 60,988	
School Readiness	93035	\$ 395,820	\$ 98,955	\$ 296,865	25.00%
UCP Parent & Me Program		\$ 314,820	\$ 78,705	\$ 236,115	
Special Needs Project		\$ 81,000	\$ 20,250	\$ 60,750	
New Project	93053	\$ 36,000	\$ 9,000	\$ 27,000	25.00%
Kings United Way		\$ 36,000	\$ 9,000	\$ 27,000	
TOTAL CONTRACT COSTS		\$ 1,162,048	\$ 270,262	\$ 891,786	23.26%
TOTAL EXPENDITURES		\$ 1,510,629	\$ 300,489	\$ 1,210,140	19.89%
RESERVE FUNDS (25% of Operations and Contracts)		\$ 377,658	Trust Balance	\$ 1,358,255	

FY 24/25 August 2024 Fiscal Report Revenue

Revenue FY 2024/2025								
Month	Estimated Prop 10	Actual Prop 10 Revenue	Prop 56 Backfill	Prop 10/ E-cigarette tax	Regional Home Visitation Grant	Misc	Total	Revenue Received (% of Prop 10 Estimate)
July 2024	\$ 93,065	\$ 74,178					\$ 74,178	80%
August 2024	\$ 93,064	\$ 79,628					\$ 79,628	86%
Sepetember 2024	\$ 93,064						\$ -	0%
October 2024	\$ 93,065						\$ -	0%
November 2024	\$ 93,064						\$ -	0%
December 2024	\$ 93,064						\$ -	0%
January 2025	\$ 93,065						\$ -	0%
February 2025	\$ 93,064						\$ -	0%
March 2025	\$ 93,064						\$ -	0%
April 2025	\$ 93,065						\$ -	0%
May 2025	\$ 93,064						\$ -	0%
June 2025	\$ 93,064						\$ -	0%
TOTAL REVENUE	\$ 1,116,772	\$ 153,806	\$ -	\$ -	\$ -	\$ -	\$ 153,806	13.77%



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Date of Meeting: October 1, 2024

2024-10-160

Commission Policy Manual Update

- Policy Manual Table of Contents
- Policy Manual Introduction
- Operational Guidelines Policy
- Grants & Contracts Administration Policy
- Administration, Evaluation and Program Costs Policy
- Contracting & Procurement Policy
- Supplantation Policy
- Tobacco Free Policy



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Date of Meeting:
Agenda Item:
Item Type:

October 1, 2024
2024-10-160
Action Item

AGENDA ITEM: Commission Policy Manual Updates

A. Background/History:

At the August 6, 2024 Commission meeting, the Commission was advised that Commission staff will be bringing Commission Policies to upcoming Commission meetings for review, revision and/or approval.

Several policies are before the Commission for review and revision approval. The last time the policy manual was reviewed and approved in its entirety by the Commission was in October 2018. The Grant Funding Policy and Conflict of Interest Policy were reviewed and approved within the past year and are not in need of review. The Salaries & Benefits Policy will be brought before the Commission for review at a later date.

B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:

Staff have reviewed the following sections of the Policy Manual:

- Introduction page - recommending slight revisions, to include review of the Policy Manual as needed, but no longer than once every five years.
- Operational Guidelines Policy - recommending slight revisions throughout the policy, to address typos, Commission staff title change and other minor changes.
- Grants & Contracts Administration Policy – recommending slight revisions through the policy.
- Administration, Evaluation, and Program Costs Policy – review only, no changes.
- Contracting & Procurement Policy – recommending slight revisions, to include the Commission’s separate legal public entity status, alignment with the County of Kings’ Purchasing Policy with the exception of approval is sought through the Commission or its designees, and revision of the procurement amount needing Commission prior approval to \$30,000 as indicated in the Grant Funding Policy adopted in December 2023.

- Supplantation Policy – review only, no changes.
- Tobacco Free Policy – recommending slight revisions, to include addition of e-cigarette, vaping and other tobacco-related products.

Staff requests that the commission review, discuss, and consider approving the Commission Policy Manual updates as marked in the attached documents.

C. Timeframe:

If approved the revised Policy Manual updates will go into effect immediately.

D. Costs:

No costs associated with this item.

E. Staff Recommendation:

Staff recommends the commission review, discuss and consider approving the revised Commission Policy Manual updates.

F. Attachments:

- Policy Manual Table of Contents
- Policy Manual Introduction page – draft revision October 2024
- Operational Guidelines Policy – draft revision October 2024
- Grants & Contracts Administration Policy – draft revision October 2024
- Contracting & Procurement Policy – draft revision October 2024
- Supplantation Policy – draft revision October 2024
- Tobacco Free Policy – draft revision October 2024

First 5 Kings County Children & Families Commission

**Policy Manual
Table of Contents**

Policies

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First 5 Kings County Children & Families Commission

Policy Manual 2024

Purpose and Applicability of Policy Manual

This manual contains the ~~board~~Commission-adopted policies used by the First 5 Kings County Children and Families Commission to manage the aspects of operations for the organization. The purpose of the policies is to ensure that ~~commission~~Commission resources are managed in a consistent and effective manner, information is produced in a timely, consistent and accurate manner, and the highest standards of legal and ethical integrity are maintained in all organizational operations. The First 5 Kings County Children and Families Commission and management must pay ongoing attention to the changing needs of the organization over time and update this manual as needed, but no longer than once every five years, to ensure adequate operational policies and procedures are in place and practiced.

Operational Guidelines Policy

I. Purpose and Applicability

This document contains policies that describe how the First 5 Kings County Children & Families Commission (referred to throughout as the Commission) will operate in conducting its business. They are designed to ensure efficiency and effectiveness in achieving the mission of the Commission.

II. Vision, Mission and Guiding Principles

The Commission uses the vision and mission to define its purpose for existing. The guiding principles are used as a navigational tool and aid the Commission in making decisions about how best to achieve its mission.

A. Vision: The Kings County Children and Families Commission envisions that all Kings County families receive access to the tools, knowledge, and quality care necessary to encourage each child to develop to their fullest potential those life skills that will allow them to become successful members of our community.

B. Mission: Providing all Kings County children 0-5 the necessary building blocks to succeed in life.

C. Guiding Principles:

1. Recognize and promote services and support for children ages 0-5 as the foundation for a lifetime of growth and success.
2. Support access and encourage outreach to geographically and socially isolated families
3. Provide appropriate services and support to children with disabilities and other special needs and their families
4. Support and encourage collaboration and leveraging opportunities among grantees

5. Support promising practices and evidenced-based models

5-6. Center Race, Equity, Diversity and Inclusion (REDI) in all aspects of Commission work, to truly address the opportunity gap and champion racial equity.

III. Roles of the Commission and Staff

There are eight key roles and responsibilities for the Commission, the Executive Director and Staff of the Commission. A description of the Commission itself and

its roles is provided, followed by the same for the Executive Director and staff. These definitions are intended to clarify the duties and responsibilities for the key resources that enable the Commission to achieve its mission. Mandates contained in Article V of the Bylaws for the Commission are incorporated as appropriate with the duties listed in the Bylaws referenced in the description of the roles contained in the table below.

A. Commission

1. **Make strategic policy decisions.** The Commission is expected to make policy decisions related to the development of programs and allocation of resources to achieve the goals identified in the California Children and Families First Act and in accordance with the Kings County Board of Supervisors Ordinance No. 609.4. This responsibility includes, but is not limited to:
 - a. Develop and adopt an adequate and complete county strategic plan for the support and improvement of early childhood development within Kings County. Ensure that the strategic plan meets all requirements of the California Children and Families First Act of 1998.
 - b. Carry out an annual review of the strategic plan,
 - c. Submit the adopted strategic plan and any subsequent revisions thereto to the State Commission,
2. **Establish and act in accordance with the mission, vision and guiding principles of the organization.** The Commission is responsible for establishing the short and long term vision to be achieved, for establishing the mission of the Commission and for defining and adhering to the principles under which the Commission will act.
3. **Be the ultimate decision making body.** The Commission is responsible to review, revise and approve policies related to the development of programs and allocation of resources to achieve the goals of the Commission and its strategic plan. *The Commission's decision-making process and responsibilities can be found later in this document*
4. **Provide fiscal accountability.** Specific duties in this area include to:
 - a. Allocate the moneys in the Children and Families Trust Fund, consistent with the requirements of the Act and the adopted strategic plan.
 - b. Define a process and priorities related to the distribution of funds, consistent with the Commission's strategic plan.
 - c. Approve an annual report and the financial audit, conducting at least one public hearing before adopting the audit.

- d. Adopt an annual budget detailing planned income and expenditures for the coming fiscal year.
- 5. **Accept legal responsibility.** The Commission will enter into contracts as necessary or appropriate to carry out the provisions and purposes of the Children and Families Act in accordance with the standards and procedures of the County.
- 6. **Provide community accountability.** The Commission will review and approve an annual report of results achieved and actions underway, for presentation to the community. The Commission regularly obtains feedback from the community.
- 7. **Provide visibility, active leadership, and advocacy in the community.** The Commission is a catalyst for positive change affecting young children and their families, and will take a visible leadership role in the community to advocate for the needs of children and families. This includes making recommendations to the Board of Supervisors for changes in ordinances or services necessary or appropriate to carry out an integrated and comprehensive program that is consistent with the strategic plan.
- 8. **Manage and support the Executive Director and Staff.** Duties in this area include:
 - a. Refrain from handling administrative and operational details except as requested by the Executive Director/Staff.
 - b. Provide support to the Executive Director and staff in carrying out their professional duties.
 - c. Set up appropriate checks and balances, holding the Executive Director/Staff accountable for the supervision of the organization.

B. Executive Director/Staff:

- 1. **Support the Commission and its planning efforts.** Staff, as led by the Executive Director, will organize strategic and other organizational planning efforts and provide support as requested by the Commission in the development of such plans.
 - a. The Executive Director/Staff will:
 - i. Serve as a professional administrator to the Commission, providing regular feedback to the Commission.
 - ii. Inform the Commission fully and accurately regarding the status of activities and issues affecting the organization.
 - iii. Interpret the needs of the organization and present concerns and issues that should be considered by the Commission.

2. **Assist with policy development and implement policies adopted by the Board.**
 - a. The Executive Director/Staff will:
 - i. Recommend appropriate policies for consideration.
 - ii. Gather data and community input, and provide other analysis and suggestions as needed to assist the Commission in enacting effective policies.
 - iii. Support policy decisions of the Commission.
 - iv. Implement and ensure ongoing compliance with such policies.
 - b. Staff is expected to:
 - i. Research necessary program and allocation of resources issues.
 - ii. Analyze the process and content issues for each option to be considered.
 - iii. Evaluate all information regarding options and forward a recommendation with rationale for the recommendation.
 - iv. Effectively communicate issues and changes in options or recommendations to the Commission to ensure it has the information it needs to make a decision.
3. **Serve as the primary point of contact for the community and the Commission.** The Executive Director/Staff will provide friendly, professional service and be accessible to both community members and the Commissioners working to maintain positive relationships with these constituents.
4. **Frame decisions and get them ready to be implemented.** The Executive Director/Staff are responsible for understanding Commission decisions, then developing more detailed plans/processes and organizing the resources needed to implement the decisions.
5. **Conduct and/or manage all operational activities.** The Executive Director/Staff will perform and/or delegate all operational and administrative duties necessary to implement the strategic plan and other decisions of the Commission in an effective manner. This includes day-to-day fiscal operations, contract development and monitoring, public relations, preparing reports and grant applications, interactions with the State Commission, and other such duties required to implement the strategic plan and Commission decisions that are not stated elsewhere in the description of staff roles.
6. **Develop an annual budget.** The Executive Director/Staff are responsible for preparing a detailed annual budget according to guidelines set by the Commission.

7. **Market the Commission and its leadership role within the community.**
The Executive Director/Staff are responsible for raising community awareness of the work of the Commission. This role also involves managing media and public relations efforts.
8. **Recruit and manage staff and contractors.** The Executive Director/Staff will ensure that, subject to budget constraints, sufficient trained resources are available and guided in carrying out the work of the organization. This includes:
 - a. Recruit, hire, and as necessary terminate staff consistent with the Personnel Regulations of the County and other aspects of the County personnel system.
 - b. Contract with independent contractors in accordance with standards and procedures of the County and the procurement procedures adopted by the Commission.
 - c. Provide support to the staff and contractors in carrying out their professional duties, including timely and appropriate information needed by staff and contractors to function effectively.
 - d. Devote time to developing the staff.
 - e. Evaluate the work of staff and contractors and provide regular verbal and/or written feedback on strengths, areas for growth, and overall performance.
 - f. Ensure that all legal and regulatory requirements related to staff are met.

IV. Other Expectations of Commissioners and Staff

- A. Commission:** Additional expectations for Commissioners in carrying out their roles and responsibilities are:
1. Upon appointment, sign all required public documents such as their oaths of office and conflict of interest codes within 45 days.
 2. Participate in ethics training within the timeframe as required by law.
 3. Abide by all laws and regulations, including conflict of interest laws and provisions of the Bylaws of the Commission.
 4. Act ethically, following all laws that govern the Commission.
 5. “Wear the hat” of the Commission when participating in the work of the Commission, seeking to represent the many constituencies affected by the Commission.
 6. Share relevant information with the Executive Director in a timely manner.
 7. Support the Chairperson and staff of the Commission.
 8. Hold each other accountable for complying with these guidelines.

9. Value and respect each other's opinions.
 10. Act and speak congruently when representing the Commission.
 11. Provide Letters of commitment to partner agencies, when requested and presented at a regularly scheduled Commission meeting, as appropriate.
- B. Staff:** Additional guidelines for staff to follow in carrying out their roles and responsibilities are:
1. Abide by all laws and regulations, including conflict of interest laws and provisions of the Bylaws of the Commission.
 2. Act ethically, following all laws that govern the Commission.
 3. Get information to the Commission in a timely and effective manner to prepare them to make good decisions.
 4. Effectively communicate issues of importance to the Commission and ensure that all Commissioners have access to the same information.
 5. Support the Chairperson and Commissioners.
 6. Value and respect each other's opinions.
 7. Develop and provide an orientation packet to new Commissioners and review the packet with the Commissioner.
 8. Draft and provide Letters of support to partner agencies when reviewed and deemed appropriate by the First 5 Program ~~Office~~Manager.

V. Commission Job Description

The purposes of the Commission is to work with the California Children and Families Commission (hereinafter referred to as the “State Commission”) in the implementation of the “California Children and Families First Act of 1998” (hereinafter referred to as the “Act”), which was enacted by the California electorate as Proposition 10 otherwise known as First 5 at the November 3, 1998 general election (See Health and Safety Code sections 130100-130150 and Revenue and Taxation Code sections 30131-30131.6), and to develop and adopt an adequate and complete county strategic plan for the support and improvement of early childhood development within Kings County.

Commissioner Responsibilities

- A. Participate in regular bimonthly meetings on the first Tuesday of each even month starting at 3:00 p.m. in the Kings County ~~Administration Building~~Board of Supervisors Chambers at the Kings County Government Center (or other location with proper notice) and special meetings when called by the ~~Chairman~~Chairperson.

- B. Adopt an “adequate and complete” strategic plan for the support and improvement of early childhood development within the county, review the plan at least once a year and revise it as appropriate, and conduct at least one public hearing before adopting the strategic plan and any amendments.
- C. Set policies to guide funding decisions, oversee processes for considering different program/project options, and determine which programs/projects to support.
- D. Establish reliable indicators and otherwise evaluate the effectiveness of programs and services in order to measure the results being achieved from First 5 investments.
- E. Approve an annual operating budget, and then throughout the year monitor the organization’s ability to adhere to the budget and ensure fiscal accountability for funded programs, services and projects.
- F. Enhance the public image of First 5 by investment of funds and participation in marketing, public relations and outreach activities that promote community awareness of the work of First 5.
- G. Maintain a good working relationship with the Executive Director and Staff, providing that person with frequent and constructive feedback.
- H. Adopt policies and procedures to guide how decisions are made and how other important activities are conducted, maintain positive communications and working relationships among the Commission, and conduct efficient and productive meetings.
- I. Establish ad hoc committees as needed to provide support for carrying out the work of First 5.

VI. Commission Performance Criteria

- A. Ensure a quorum for each regularly scheduled meeting
- B. Adopt the annual report and ensure its timely submission to the State Commission
- C. Adopt an annual budget prior to the start of a new fiscal year
- D. Annually, approve fund allocation process and results
- E. Annually, review and ensure the accountability of programs receiving First 5 funds
- F. Provide direction and feedback to First 5 staff on a regular basis.
- G. On at least an annual basis, review its strategic plan and revise the plan as may be necessary or appropriate.
- H. Conduct at least one public hearing on its proposed county strategic plan before the plan is adopted.

- I. Submit the adopted county strategic plan and any subsequent revisions thereto, to the state commission.
- J. Establish one or more ad hoc committees to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of First 5.
- K. Annually, review the evaluation results of fund allocation decisions and make changes to strategies to promote achievement of the strategic plan.
- L. Attend one public outreach and relations event for First 5 annually, depending on Commissioner availability.

VII. Roles of Officers

The roles and responsibilities of Officer Positions of the Commission are outlined below.

A. Chairperson

1. Preside at all meetings of the Commission.
2. Decide on all points of order. Unless two thirds of those present vote to the contrary, the Chairperson's decision shall stand.
3. Appoint a nominating committee to propose candidate(s) for election at the June meeting.
4. Conduct all Commission meetings in accordance with these operating principles.
5. Structure Commission meetings per items on the agenda.
6. Orient or designate another Commission member to orient new Commission members to their role, responsibility and the business of the Commission.
7. Shall be available to the Executive Director and Staff on a consistent basis.

B. Chairperson-elect

1. The Chairperson-Elect shall act in the absence of the Chairperson.
2. The Chairperson Elect shall support the Chairperson in ensuring that the Commission's operating principles are considered and applied during Commission meetings.
3. Shall be available to the Executive Director and Staff in the Chairperson's absence.

VIII. Roles of Committees

There are currently no standing committees of the Commission. Ad hoc committees are established as needed or required to implement the strategic plan of the Commission.

General Protocols that pertain to ad hoc Committees include:

- ~~A. Participate in regular monthly meetings on the first Tuesday of each month starting at 3:00 p.m. in the Kings County Administration Building at the Kings County Government Center and special meetings when called by the Chairman.~~

- ~~B.A.~~ Each ad hoc Committee includes at least two but no more than three Commissioners.
- ~~C.B.~~ Each ad hoc Committee has one or more Commission staff assigned to it.
- ~~D.C.~~ Commissioners serving on an ad hoc Committee are responsible for communicating results and recommendations that arise from the Committee to other Commissioners during Commission meetings as appropriate and timely through the First 5 Program Officer-Manager report at the Commission meeting.
- ~~E.D.~~ Ad hoc Committees are convened to accomplish a specific task with a defined scope of work from the Commission prior to convening.
- ~~F.E.~~ Unless otherwise directed, Ad hoc Committees make recommendations for actions that are then subject to the decision of the full Commission.
- ~~G.F.~~ Ad hoc Committees meet as needed until such time as they have satisfied their scope of work.

IX. Guidelines for Commission Meetings

The following processes have been established to provide structure and improve the efficiency of Commission meetings. They are designed to ensure that the Commission remains mission focused and is able to conduct the work of the Commission on behalf of children 0 to 5 and their families in King's County. A template for the order of items to be placed on the agenda can be found ~~on page 15 of this document~~ at the end of this section.

A. Prior to and between Commission Meetings:

1. Commissioners have committed to reading and reviewing all materials prior to the Commission meeting,
2. If a Commissioner receives information that impacts the work of the Commission and its staff, the Commissioner will share that information with the Executive Director at the first available opportunity to ensure the optimum amount of time possible to address the issue.
3. The Executive Director/Staff will share information and issues with Commissioners between meetings via electronic updates.
4. Commissioners, staff and community stakeholders who wish to request an item to be included on a Commission agenda, will contact the staff designee to present the agenda item and pertinent materials for Commission review at least 14 days prior to the Commission meeting.
5. The First 5 Program Officer-Manager will review the materials and present the materials to the Executive Director to make a determination

regarding its placement on the agenda. A determination will be made after considering factors including but not limited to the following:

- Commission priorities
 - Other pending actions
 - Time available on the agenda
 - Pertinence to the Commission strategic plan.
6. Following an evaluation by Commission staff of items requested for placement on the agenda, a determination may be made as follows:
- The item may be placed on the agenda,
 - The item may be placed on the study session agenda for discussion and presentation only,
 - The item may be deemed incomplete, with a request for additional information to evaluate its appropriateness to be placed on agenda, or
 - The item may be deemed outside the scope of the Commission interest.
7. Commission staff will communicate the results of said determination to the individual or agency requesting the agenda item and provide feedback on future actions as deemed necessary regarding the item.

B. At the beginning of Commission Meetings:

1. Following ~~role-roll~~ call and the approval of minutes, Commissioners will hear comments from the public. Individuals are invited to make public comments and ~~then-they~~ may speak once they are acknowledged by the Chairperson. Public comment is limited to two minutes per person commenting.
2. Public comment is also taken on each agenda item on the posted agenda.

C. During Commission Meetings:

1. All Commissioners, staff and stakeholders in attendance will abide by Roberts Rules of Order. The Chairperson will structure the meeting by following the published agenda.
2. Material will only be considered during a Commission meeting if all Commissioners and staff present have received copies and have had adequate opportunity to review the material.
3. Revisions or updates to materials included in the agenda packet will be considered on a case by case basis, depending upon whether the changes are of such magnitude that further consideration is needed. In that case, Commissioners can opt to remove the item from the agenda until such time as all concerned have reviewed the information.

X. Decision Making Protocol

Expanding upon and incorporating the provisions of the Bylaws, the following protocols will be used to guide how decisions are made by the Commission.

- A. A quorum is required for Commission to take formal action, i.e. to be able to make a true decision. A quorum shall be a majority of the total membership of the Commission. A meeting may not be held unless a quorum is present at the time and place of the meeting.
- B. Action may be taken by an affirmative vote of a majority of a quorum.
- C. Unless otherwise indicated by these Bylaws, all Commission meetings shall be governed by Robert's Rules of Order Revised. (www.robertsrules.com)
- D. All meetings shall be conducted in compliance with the Ralph M. Brown Act (Government Code Section 54950 et. seq.). (http://ag.ca.gov/publications/2003_Intro_BrownAct.pdf)
- E. Before a vote is taken, a motion must be made, clearly defined, and repeated. The motion will be recorded in the meeting minutes. The minutes will also record any directions (and clarifications thereto) given to Committees and/or staff. The First 5 Program ~~Officer-Manager~~ is requested to have the minutes of all prior meetings that took place in the past 12 months available at each Commission meeting so that new actions can be tested for consistency with past actions before a vote is taken.
- F. In the event of a vote where dissenting votes are recorded, the Chairperson may call for roll call vote. In the case of a roll call vote, the Chairperson's vote is recorded last.
- G. Decisions that rest with the Commission as a whole include, but are not limited to:
 1. Funding decisions, including approval of organizations/projects to receive funds from the Commission and approval of the annual budget and any amendments thereto
 2. Approve the strategic plan and any revisions to the plan
 3. Set the overall priorities of the organization
 4. Policy decisions, covering all types of policies affecting the structure of the Commission, governance policies such as those contained in these guidelines, and processes and procedures to be followed
 5. Personnel recommendations to the Board of Supervisors related to the Executive Director position
 6. Recommend Bylaws or changes to the Bylaws
 7. Fiscal actions such as accepting grants or agreeing to serve as a pass-through for funds to be routed to other organizations

H. No independent decision-making authority has been granted to any Committee or Independent Officer.

XI. Communication Protocol

This section contains protocols for how Commissioners and staff will communicate with each other. The basic guidelines are:

- A. For any item of substance, Commissioners should contact the Executive Director.
- B. The Executive Director and the Commission agree to engage in direct, open, two-way communication.
- C. Formal communications from the Executive Director and staff to the Commission should occur in the following ways:
 1. Information related to items on a Commission meeting agenda should be compiled into an organized information packet and distributed by staff.
 2. Items to be communicated between Commission meetings or on topics not related to Commission agenda items should be compiled into updates sent via e-mail to all Commissioners. These updates can convey any items that would be useful for Commissioners to know.
 3. Both Commissioners and Executive Director/Staff are expected to proactively communicate questions or concerns to each other.
 4. When a question is raised that should be forwarded to County ~~Council~~ Counsel for guidance in answering, Commissioners will raise the question to either the Chairperson, Executive Director, or the First 5 ~~Program~~ Program Officer/Manager. In the case of a question forwarded to the Chairperson, the Chairperson will forward the question to the Executive Director. The Executive Director/Staff is responsible for communicating all questions raised to County Counsel.

In addition to the internal communications between Commissioners and staff, it is important to recognize that each Commissioner is a liaison to one or more key community stakeholders, such as a member of the Board of Supervisors. It is the responsibility of each Commissioner to know who they are serving as the liaison to, and to communicate matters related to the Commission as appropriate.

XII. Distribution of Commission Meeting Agenda Packets

- A. **Agenda Packet Requests**
 1. Requests for First 5 Kings County Children and Families Commission Agenda Packets shall be made through a written request indicating the

delivery address to which the Packet shall be mailed and/or the email for electronic delivery.

2. The written request will be valid for ~~a~~ one year from the date the request is filed, unless a renewal request is filed. Renewal requests shall be filed within 90 days after January 1st of each year.

B. Agenda Packet Fee

1. Electronic Delivery

- a. Electronic delivery will be made at no cost, and will be distributed prior to the Commission Meeting.

2. Hard-Copy Delivery

- a. First 5 Kings County Children and Families Commission has set the cost of a one year subscription of Agenda Packets at \$120.00. The pro-rated cost for less than a one-year subscription will be at a rate of \$10.00 per packet.
- b. Payment will need to accompany the written request when submitted to First 5 Kings County Children and Families Commission Staff.
- c. The fee for an annual subscription of Agenda Packets was set using the Kings County Master Fee Schedule of ~~2013-2024~~ for document copies from county departments.
 - i. Recognition was given to Kings County Counsel Opinion of 1998 regarding charging per page for requested copies of any document by a county department with fee's not set by State statute or regulation.

XIII. Agenda Template

All items on a Commission agenda should follow the order as described below.

- A. Call to order & Welcome
- B. Commissioners Roll Call
- C. Review and Modification to Agenda
- D. Opportunity for Public Comment*
- E. Consent Calendar (Prior Commission Meeting Minutes; Fiscal Report)
- F. ~~Discussion~~ / Action Items
- ~~G. Fiscal Report~~
- G. Informational Agenda Items/Study Session*^
- ~~H.A. Staff Report: may include staff activities report, program report, consultant report and ad hoc committee reports as need be~~
- H. Grantee Report/Spotlight on Service

~~J.~~ ~~Study Session~~*^Δ

~~K.~~^{I.} Presentations (if applicable)*[^]

J. Staff Report: may include staff activities report, program report, consultant report and ad hoc committee reports as need be

~~L.~~^{K.} Board Correspondence

~~M.~~^{L.} Future Agenda Items

~~N.~~^{M.} Commissioner Comments

~~O.~~^{N.} Review Next Meeting Date & Adjournment

* Public comment is limited to two minutes per comment

*[^] Presentations during the meeting or during study sessions are limited to 10 minutes with extensions only at the request of Commissioners with additional comments or questions.

Grants & Contracts Administration Policy

I. Purpose and Applicability

This document sets forth Commission policies regarding the administration of grants and contracts and establishes procedures and levels of authority for administering contracts executed as a result of grant awards to local Grantees by the Commission.

This Policy is applicable to Commission grants and contracts.

II. Definitions

- A. Authorized Organization Representative – An Authorized Organization Representative is the administrative official who on behalf of the proposing organization is empowered to make certifications and assurances and can commit the organization to the conduct of a project that the Commission is being asked to support as well as adhere to various Commission policies and grant requirements.
- B. Fixed Assets – Fixed assets are tangible assets of significant value, having a utility extending beyond the current year, that are broadly classified as land, buildings and improvements, and equipment costing greater than \$500.
- C. Grant – A grant is a type of assistance award which permits Commission Staff to transfer money, property, services or other things of value to a Grantee. Grants are the primary mechanism of Commission support. Except under special circumstances, Commission grants are normally cost reimbursement grants under which the Commission agrees to reimburse the Grantee for work performed and/or costs incurred by the Grantee up to the total amount specified in the grant award. Accountability is based primarily on technical progress, financial accounting and fiscal reporting.
- D. Continuation Grant – A continuation grant is a type of grant under which the Commission agrees to provide a specific level of support for an initial specified period, normally a year, with the intent to provide additional support of the project for additional periods, provided funds are available and the results achieved warrant further support. Normally, the Commission will reauthorize funding for these grants on an annual basis.
- E. Grantee – A Grantee is the organization or other entity that receives a grant and assumes legal and financial responsibility and accountability both for the awarded funds and for the performance of the grant-supported activity.
- F. Grant Period – The grant period is the period of time between the effective date and the expiration date of a Commission contract shown as the contract term. With the

exception of continuation grants, the grant period is normally for one fiscal year; however, the Commission may award multi-year grants.

- G. Contract - The contract is the grant instrument including any special conditions applicable to the award that become conditions of the grant; and Exhibits that contain a statement of work, project description, scope of work template, evaluation plan, payment arrangements, standard indemnification and insurance provisions, and the budget, which indicates the amounts, by line item, on which the Commission has based its support.
- H. Effective Date – The effective date is the beginning date of the contract term specified in the contract, and is the date on or after which expenditures may be charged to the grant.
- I. Expiration Date – The expiration date is the ending date of the contract term specified in the contract, and the date after which expenditures may not be charged against the grant except to satisfy obligations to pay allowable project costs committed on or before that date.
- J. Supplantation - *Supplant* shall be given its ordinary meaning, that is, “to take the place of.” Health and Safety Code section 30131.4 provides, in part, that Proposition 10 funds shall be used only to supplement existing levels of service and not to fund existing levels of service. It further provides that no money in the Commission’s trust fund shall be used to supplant state or local general fund money for any purpose. However, supplantation does not include federal funds.

III. Financial Requirements and Payments

The acceptance of a grant from the Commission creates a legal duty on the part of the Grantee organization to use the funds or property made available in accordance with the conditions of the grant. The Grantee is required to adhere to Generally Accepted Accounting Principles (GAAP). Upon award of the grant, the Grantee must work with Commission Staff on development and execution of a contract in conformance with this Policy.

- A. Allowability of costs – Expenditures under Commission grants must conform to Commission policies, any special provisions of the grant, and Grantee internal policies. Grantees must ensure that costs claimed under Commission grants are allowable and reasonable. In the event a Grantee anticipates charging an item that might subsequently be disputed, an authorized official of the grantee organization should discuss the matter with Commission Staff and document the conditions or factors surrounding the item in order to avoid possible subsequent disallowance. The maximum obligation of the Commission for support of the project will not exceed the amount specified in the contract, as amended.

1. Salaries, wages, and fringe benefits – All salary and wages paid currently or accrued by the organization for employees working on the Commission supported project during the grant period is allowable to the extent that total compensation to individual employees is reasonable for the work performed and conforms to the established policy of the organization. Fringe benefits are allowable as a direct cost in proportion to the salary charged to the grant.
2. Materials and Supplies – Materials and supplies are defined as tangible personal property other than equipment, costing less than \$500. Materials and supplies that are necessary to carry out the project are allowable.
3. Fixed Assets purchases – Expenditures for fixed assets are allowable. The Commission requires all fixed assets costing greater than \$1,000 to be listed in the contract budget under category, *Capital Expenditures*. The Grantee will assure that each purchase of a fixed asset is necessary for the activity supported by the grant, not otherwise reasonably available and accessible, acquired in accordance with organizational practice, and can be shown to further a direct and substantial public purpose.
 - a. Title to Equipment – Unless otherwise specified in the contract, title to equipment purchased or fabricated with Commission funds will vest in the Commission upon acquisition by the Grantee for the term of the contract.
 - b. Title to Real Property – When the Commission funds a grantee for the purchase and/or renovation of real property owned by the Grantee, the Grantee will execute a Deed of Trust granting and conveying to the Commission as Trustee, in trust, with power of sale, the property being purchased and/or renovated. The Grantee agrees to name the First 5 Kings County Children & Families Commission as the beneficiary of the Deed of trust.
4. Travel Costs – Expenses for transportation, lodging, subsistence and related items incurred by project personnel and by outside consultants employed on the project who are on travel status on business related to a Commission supported project are allowable.
5. Consultant Services – Grantees are normally expected to utilize the services of their own employees to the maximum extent in managing and performing the activities supported by Commission grants. If the need for consultant services is anticipated, the proposal narrative should provide appropriate rationale, and the budget should estimate the amount of funds that may be required for this purpose. Costs of professional and consultant services are allowable when reasonable in relation to the services rendered.
6. Rental Costs – If it is necessary to use facilities not under the control of the Grantee, rental of space is allowable. Rental of special purpose equipment is also allowable.

7. Indirect Costs – Indirect costs are generally allowable costs. In preparing the budget for the project, the Grantee should include an amount for indirect costs if the organization incurs such costs. The Commission has limited indirect costs to a rate of less than or equal to ten percent (10 %) of project expenditures.

B. Policy on Release of Funds to Grantee

1. Request for advance – Normally, the Commission advances twenty five percent (25%) of the annual grant award upon execution of the contract. In special circumstances such as capital projects or one-time projects, the Commission can advance an amount necessary for the purchase withholding ten percent (10%) until the project is complete and the final expenditure report is received. If the grant award is \$5,000 or less, the first funding release will be 90% of the award, withholding ten percent (10%) until the project is complete and the final expenditure report is received.
2. Timing of payments – Payments will be made to Grantees on a quarterly reimbursement basis, with the exception of the initial advance. The first payment of twenty five percent (25%) will be made upon execution of the contract and in advance of program expenditures. The second payment will be made within 30 days after the Grantee submits the first quarter's expenditure reports, and will be equal to the amount expended in the first quarter of grant activities. The third payment will be made within 30 days after the Grantee submits the second quarter expenditure report, and will be equal to the amount expended in the second quarter of grant activities. The fourth payment will be made within 30 days after the Grantee submits the third quarter expenditure report, and will be equal to the amount expended in the third quarter of grant activities. The final quarter expenditures should balance against the initial contract advance, with reconciliation of project funding to occur within the submission of the final progress report. It is expected that if the project owes the Commission any funds remaining unspent, that a full refund of said monies will be returned to the Commission no later than 45 days after end of the contract term.
3. Withholding payments – Commission Staff are authorized to withhold payments as specified below.
 - a. No reimbursement shall be made for any expense that is determined by the Commission Staff to be supplanting state or local General Funds, or funds available to the Grantee from another public source.
 - b. All program or project costs shall be supported through appropriate documentation. Program or project costs not supported will not be paid.
 - c. Payments can be withheld by the Commission Staff for lack of compliance with the terms of the contract.

Return of unspent funds – The Grantee shall reimburse the Commission all funds that remain unexpended at the termination of the contract, and any funds that are determined by the Commission to have been expended on items not reimbursable under the contract.

V. Changes to Contract Terms

- A. Expiration date – The expiration date of a contract may be changed as a result of approval of a request for continued support of a continuing grant, or for a no-cost extension.
- B. Requests for continuation of funds for support of a continuing grant will be submitted to the Commission for approval.
- C. Requests for supplemental funds for an existing grant will be submitted to the Commission for approval when the amount of supplemental funds requested exceeds ten percent (10 %) of the original amount of the grant award. If the amount of supplemental funds requested is less than 10 % of the original amount of the grant award and less than \$15,000, ~~Commission Staff~~ The Executive Director is authorized to approve the request. If approved, Commission Staff will amend the contract to provide additional funding for the current support period. An amendment letter will specify both the amount of supplemental funding and the cumulative amount awarded through the expiration date, which normally will remain unchanged. All requests must be accompanied by a summary of the proposed work; a justification of the need for the supplemental funds; and a budget, highlighting the use by budget category of the additional funding as distinguished from the original funding.
- D. ~~Commission Staff~~ The Executive Director is authorized to approve a request for a no-cost extension, unless the requested extension is greater than one year beyond the original expiration date of the contract in which case the request must be submitted to the Commission for approval. If approved, Commission Staff will amend the contract to indicate the change in expiration date. An amendment letter will specify the new contract term and expiration date. All requests for no-cost extensions must be accompanied by a summary of the reasons the additional time is necessary to complete the project. All requests must be submitted at least 30 days prior to the expiration date of the contract.
- E. If, during the term of the contract, the Grantee obtains funding or other income from a source other than the Commission in excess of that shown as part of the Program Budget, and the funding or other income relates directly to the program or activity funded, the Grantee shall notify the Commission in writing with the next quarterly expenditure report. Commission Staff may reduce the amount of funding by the amount of unanticipated revenue received by the Grantee; or upon written request and justification by the Grantee allow the funds to be retained by the

Grantee for uses consistent with Proposition 10 requirements, and amend the contract to reflect the change.

- F. The Grantee is authorized to transfer funds between budget categories for allowable expenditures except that they must obtain approval from Commission Staff to transfer funds greater than ten percent (10%) of the original grant award between budget categories. A revised budget must be submitted to Commission Staff within 30 days of making a change. Prior approval from Commission Staff is also required for purchase of equipment costing more than \$500 that was not listed in the approved contract budget. Funding may not be diverted to budget category, Indirect Costs or Administrative Overhead, such that the category is greater than 10 % of project expenditures. Commission Staff will amend the contract to indicate the change in the budget, and an amendment letter will be sent to the Grantee including the approved revised contract budget.

The Commission will be informed of the decisions of Commission Staff regarding requests for supplemental support, no-cost extensions and other changes to contract terms at the regular bimonthly meeting.

VI. Monitoring Project Performance

Grantee Responsibilities

A Grantee has full responsibility for the conduct of the project or activity supported under a Commission grant and for the results achieved. The Grantee must monitor the performance of the project to assure adherence to the performance goals (Scope of work), time schedules, data collection, reporting or other requirements as appropriate to the project or the terms of the grant. In order to carry out these responsibilities, each Grantee organization shall agree to comply with the applicable requirements for grants and to the prudent management of all expenditures and actions affecting the grant. Documentation for each expenditure or action affecting the grant shall reflect appropriate organizational reviews or approvals, which should be made in advance of the action. Organizational reviews are intended to help assure that expenditures are allowable, necessary and reasonable for the conduct of the project; and that the proposed action is consistent with contract terms and conditions and Commission policies; represents effective utilization of resources; and does not constitute a change in objective or scope.

The Grantee must participate in the Commission's evaluation and outcome tracking process including, with the assistance of Commission Staff and evaluation partners, the development of an evaluation plan that aligns with the Commission's Strategic Plan.

The Grantee may be a covered entity or business associate subject to the Standards of Privacy of Individually Identifiable Health Information set forth in 45 Code of Federal Regulations Part 160 and Part 164 (HIPAA). If the Grantee is a covered entity or business associate, the Grantee shall comply with the provisions of the Commission's adopted Confidentiality Protocol, Policy, and Practices, and the provisions of HIPAA for the protection of Protected Health Information in the performance of duties under the scope of the contract in connection with the evaluation and outcome tracking process. The Grantee must also comply with any and all federal and state laws, rules and regulations governing confidential health care information of individual clients or patients in the event that the Grantee has access to such confidential information.

VII. Contract Compliance

The goal of First 5 Kings County is to assist Grantees and Strategic Partners in successfully achieving and sustaining identified outcomes for children, families, and communities in Kings County. As the steward for public funds, First 5 Kings County is also responsible for ensuring that Grantees and Strategic Partners are in compliance with applicable regulations, policies, and contractual requirements. Compliance is defined as the ability of a Grantee or Strategic Partner to operate a program/project in accordance with all provisions outlined in the Request for Application and the Grant Agreement/Contract

including the submission of all exhibits (e.g., Scope of Work, budget and required documents).

The purpose of the compliance guidelines is to assist First 5 Kings County in proactively identifying issues that may impede or delay the progress of a program, project, or other deliverable. Additionally, it should serve to communicate clearly to grantees and strategic partners how contract compliance is viewed and enforced by the Commission. These guidelines outline policies and procedures to be used to identify and address compliance issues and do not imply any administrative remedies other than those discussed in this policy or outlined in the Grantees contract with First 5 Kings County. In addition, these compliance guidelines do not affect any contractual remedies of First 5 Kings County or the contractor.

A. Methods Used to Assess Grantees/Strategic Partners Performance

First 5 Kings County staff may use any of the following methods discussed below to monitor a Grantee's/Strategic Partner's performance.

1. Progress Reports: Grantees/Strategic Partners are required to submit progress reports on a regular basis. This may be monthly, quarterly or on a semi-annual basis, as directed by First 5 Kings County. Progress reports summarize the progress of program or project implementation and other deliverables in addition to describing how measurable goals and objectives have been accomplished during the program/project year in accordance with the Grant Agreement/Contract
2. In- Person Meetings, Conference Calls and Email: In-person meetings, conference calls, and email are often utilized to update First 5 Kings County staff on a Grantee or Strategic Partner's progress or to discuss a particular issue, product or evaluation results.
3. Receipt and Review of Deliverables: Scopes of Work for Grantees and Strategic Partners often list the submittal of products or the provision of services within a specific timeframe. The review of products or documentation of services rendered allows staff to determine the degree to which a Grantee or Strategic Partner has achieved the goals and objectives detailed in their Scope of Work, and is an opportune way to determine if the quality or quantity of work products or services were provided in the proposed manner.
4. On-site Visits: Site visits are most often used with Grantees, although they can also be utilized as a monitoring tool with Strategic Partners. Site visits can be helpful in assessing if the project or program has been implemented in accordance with the Grant Agreement/Contract and its incorporated exhibits (e.g., Statement of Work and Scope of Work). During the site visits, staff may: 1) review and discuss implementation of program/project activities; 2) interview program/staff and participants; and 3) review supporting documentation regarding program/project functions (e.g., participant data and documentation

of program activities); and 4) review applicable supporting documents to ensure compliance with local state and federal laws pertinent to the program/project (e.g. child care license, criminal clearance certification, HIPPA compliance, etc.).

5. Document Review: Document reviews are also used by staff to analyze a Grantee's/Strategic Partner's performance and compliance with First 5 Kings County requirements. Documents that may be reviewed include the following:
 - a. progress reports
 - b. invoices
 - c. evaluation reports
 - d. sustainability plans
 - e. additional required documents

B. Levels of Non-compliance

Non-compliance is defined as: 1) failure of a Grantee/Strategic Partner to comply with the terms of their Grant Agreement/Contract; 2) failure to effectively implement and manage the First 5 Kings County-funded program/project or failure to submit a deliverable as described in the scope of work; and/or 3) failure to comply with First 5 Kings County policies and procedures.

The following two-level criteria has been developed to provide a uniform approach to monitoring Grantees/Strategic Partners for regulatory compliance and tracking deliverables and program/project performance. These criteria are not intended to be an all-inclusive guide. First 5 Kings County staff has the responsibility for placement and removal of Grantees/Strategic Partners within Level 1: Concerned Status or Level 2: Performance Improvement Status.

First 5 Kings County has identified the situations noted in *Level 1: Concerned Status* and *Level 2: Performance Improvement Status* as conditions that may warrant First 5 Kings County to impose sanctions if a Grantee/Strategic Partner fails to follow corrective actions within a specified timeline.

1. **Level 1: Concerned Status**: The conditions listed below are early warnings that help First 5 Kings County staff to identify potential issues which may affect the Grantee's/Strategic Partner's ability to render effective services or meet requirements for deliverables. These conditions may indicate the need for technical assistance or may warrant the development of a Corrective Action Plan. Grantees/Strategic Partners may be placed on a *Level 1: Concerned Status* as a result of, but not limited to, any of the following conditions:
 - a. Making programmatic, deliverable, or fiscal modifications to the approved budget and/or Scope of Work (e.g., eliminating significant components of the funded program/project/deliverable, adding or eliminating key staff positions that are critical to the program/project)

without submitting proper documentation and without prior written approval from First 5 Kings County staff.

- b. Failure to comply with First 5 Kings County's fiscal requirements as stated in the Grant Agreement/Contract (e.g., substandard/inadequate accounting procedures).
- c. Failure to submit required documents (e.g., reports, invoices, insurance certificates, etc.) in a timely manner.
- d. Expenditure of First 5 Kings County funds to supplant funds from other sources.
- e. Failure to demonstrate progress toward program/project objectives or deliverables without justification (e.g., not meeting deadlines or not serving the projected number of clients)
- f. Failure to comply with service standards (if applicable).
- g. Delay in implementing the funded program/project or submitting a deliverable beyond 30 days.
- h. Delay in initiation/completion of renovation and/or capital improvement resulting in a postponement in implementing program services.
- i. Delay in the implementation of key evaluation activities/components (e.g., collection and submission of participant and outcome data, etc.)
- j. Non-disclosure of information and/or situations (e.g., structural, financial, etc.) which may impact the program/project/deliverable.
- k. Evidence of conflict of interest which may jeopardize the implementation and/or the funding of the program/project/deliverable.

A Grantee's/Strategic Partner's refusal to comply with *Level 1: Concerned Status* corrective action(s) may lead to placement on *Level 2: Performance Improvement Status* and subsequently impact current and future funding considerations with First 5 Kings County.

2. **Level 2: Performance Improvement Status:** A Grantee/Strategic Partner may be placed on *Level 2: Performance Improvement Status* if First 5 Kings County determines that the Grantee/Strategic Partner has failed to correct unresolved issues from *Level 1: Concerned Status* within a reasonable and/or pre-established timeline. It is important to note that some situations may warrant a Grantee/Strategic Partner being placed on *Level 2: Performance Improvement Status* without first being placed on *Level 1: Concerned Status*. Conditions that may result in placement of a Grantee/Strategic Partner on *Performance Improvement Status* include, but are not limited to, the following:
- a. Failure to comply with Corrective Actions Plan from *Level 1: Concerned Status*.

- b. Placement on *Level 1: Concerned Status* more than twice within the year.
- c. Continued failure to submit required documents (e.g., progress reports, invoices, etc.) in a timely manner.
- d. Making changes to the approved Scope of Work or budget (e.g., eliminating critical components of the funded program/project/deliverable) without justification and written approval from First 5 Kings County.
- e. Non-compliance with First 5 Kings County's accounting practices and standards.
- f. Continued delay in implementing the First 5 Kings County-funded program/project or submitting a deliverable (beyond 60 days).
- g. Continued failure to demonstrate progress toward program/project objectives or deliverables (e.g., not meeting deadlines or not serving the projected number of clients).
- h. Continued failure to comply with service standards (if applicable).
- i. Personnel issues, including delay in hiring staff, hiring under-qualified staff, staff turnover and/or vacancies that affect program/project implementation.
- j. Delay in renovation and/or capital improvement resulting in a postponement in implementing the funded program/project.
- k. Delay in implementing critical evaluation activities (e.g., collection and submission of participant and outcome data, etc.).
- l. Non-disclosure of situations (structural or otherwise) which may impact the program/project/deliverable.
- m. Non-compliance with applicable local, state, and federal laws and regulations.
- n. The integrity, reliability and credibility of the Grantee's/Strategic Partner's representations, materials, or deliverables developed with First 5 Kings County funds is called into question.
- o. Fabrication and/or falsification of documents.
- p. Fraud, misuse and/or mismanagement of funds, including supplanting.

C. Corrective Action Plan Process

First 5 Kings County staff may require the preparation of a Corrective Action Plan that addresses issues that do not comply with the provisions of First 5 Kings County's Grant Agreement/Contract and program/project/deliverable requirements

1. Procedures: During the operation of the program/project, an issue may arise that requires further action. Depending on the severity of the issue, First 5 Kings County staff will provide the Grantee/Strategic Partner with an informal notice or formal written report regarding the identified issue(s). The Grantee/Strategic Partner may simply address the issue(s) identified or may be required to develop a formal Corrective Action Plan in partnership with Commission staff. First 5 Kings County staff and the Grantee/Strategic Partner will discuss the specific issues and possible corrective measures. First 5 Kings County staff may track progress using a variety of methods, including reports, meetings, or site visits as needed.

Technical assistance can be provided when appropriate, but a written “Corrective Action Plan” will be required when the deficiency/issue reaches a level of non-compliance. The following circumstances are considered non-compliance and require commission staff to take action:

- a. Failure to demonstrate progress toward program/project objectives or deliverables without justification (e.g., not meeting deadlines or not serving the projected number of clients). If a grantee has not met at minimum threshold of 75% of project report period deliverables, a corrective action plan will be established.
- b. If a grantee audit/site review results in negative findings, a corrective action plan will be established.
- c. If the grantee is found to have significant defect in the manner in which they collect data and/or resists cooperating with the First 5 evaluation activities, a corrective action plan will be established.
- d. Fraud, misuse and/or mismanagement of funds, including supplanting will require a corrective action plan be established.
- e. Failure to comply with First 5 Kings County policies and/or service standards (if applicable).

A Corrective Action Plan provides specific actions to be taken to correct the problem and includes a specific time frame for each corrective action. Sanctions may also be imposed if the Grantee/Strategic Partner continues to be out of compliance with their Grant Agreement/Contract.

2. Sanctions: First 5 Kings County has the authority to impose sanctions for Grantee’s/Strategic Partner’s failure to meet conditions specified in the Grant Agreement/Contract. Sanctions can include, but are not limited to, the following:
 - a. Disallowing or reducing expenses for activities that are not in alignment with the Grant Agreement/Contract.
 - b. Non-renewal of the Grant Agreement/Contract.
 - c. Suspension or termination of Grant Agreement/Contract.

These sanctions may influence future funding consideration. First 5 Kings County has the authority to defund, refuse to re-fund a Grantee/Strategic Partner and/or decrease a grant/contract award for failure to perform or meet compliance requirements. First 5 Kings County also has the right to terminate or suspend a Grantee/Strategic Partner, *without an opportunity for corrective actions*, for actions and behavior by a Grantee's/Strategic Partner that put at risk the integrity of the program/project, including but not limited to client, child and staff endangerment, inappropriate and reckless staff behavior, contract non-compliance and health code violations.

VIII. Changes in Project Direction or Management

- A. Changes in Scope – Request for changes in the scope of a project must be submitted to the Commission for approval and include a summary of the proposed change; a justification of the need for the change; and a budget, highlighting by budget category any changes as distinguished from the original funding.
- B. Significant changes, delays or events of unusual interest – Significant changes, delays or events of unusual interest regarding the funded project must be reported to Commission Staff. Commission Staff will inform the Commission at the regular bimonthly meeting and request the Commission's approval as necessary.
- C. Contracting or transferring the project effort (subcontracting) – The Grantee must submit a request that includes the reasons for the transfer; a clear description of the work to be performed; the basis for selection of the subcontractor; and a budget for each subcontractor to the Commission for approval prior to contracting or transferring the project effort to another organization.

IX. Technical Reporting Requirements

The services provided by the Grantee shall be evaluated by the Commission on a continuing basis. The evaluation will be based upon the Results Based Accountability framework described in the Commission's Strategic Plan. The Grantee is required to capture data on indicators that are aligned to the Strategic Plan in accordance with an evaluation plan developed in partnership with the Commission.

- A. Quarterly progress reports – The Grantee is required to report on performance deliverables using the Grantee Progress Report developed by Commission Staff. Quarterly reports must be submitted electronically to the Commission on a prescribed schedule, ~~in addition to a signed hard copy~~. In addition, Grantees providing direct services to children and families that will be collecting client-level data in accordance with the evaluation plan will use the software and other tools

available to them or provided by the Commission to periodically transmit data to the evaluation team.

- B. Quarterly expenditure reports – The Grantee is also required to complete expenditure reports on a quarterly basis for submission to the Commission. The reports show cumulative expenditures (year-to-date) as compared to the approved contract budget, and will be submitted on the same schedule as the quarterly Grantee Progress report. A signed ~~hard~~-copy is required to be submitted electronically.
- C. Final report – A final report is due to the Commission within 15 days of termination of the contract. The report will include Final Progress report, expenditure report, and evaluation data/reports for the full contract term.

X. Records Retention and Audit

- A. Financial records, supporting documents, statistical records, and project and client level data pertinent to the funded project must be retained by the Grantee for a period of four (4) years following the termination of the contract. The Grantee shall keep records that are sufficient to permit the tracing of funds to a level of expenditure adequate to ~~insure~~ensure that the funds have not been spent unlawfully. Grantee's records shall describe and support the use of funds for the agreed upon program. All accounting records shall be kept in accordance with generally accepted accounting practices.
- B. The Commission and its authorized representatives shall have the right to audit and review all such documents and records at any time during Grantee's regular business hours or upon reasonable notice. Records related to audits, appeals, litigation or the settlement of claims arising out of the performance of the project will be retained for four years beyond the termination of the contract.
- C. Those Grantees receiving \$100,000 or more per fiscal year in funding from the Commission shall submit an annual, independently audited financial statement to the Commission within 120 days of the Grantee's fiscal year-end. Alternatively, the Commission may make arrangements for its own audit of the Grantee's funded project and financial records. All Grantees having an audit shall provide copies of the audit and accompanying management letter to the Commission within thirty days of receipt by the Grantee.

Last Commission Review/Approval Date: October 9, 2018
Agenda Item #2018-10-024

Administration, Evaluation & Program Costs Policy

I. Purpose and Applicability

Consistent with the requirements of SB35, the State Commission has issued guidelines regarding the definition of administrative costs for county Commissions. The state guidelines are consistent with and refer to the First 5 Financial Management Guide (The Guide), which recommends adoption of a policy defining Administrative, Evaluation, and Program Cost categories for financial tracking and reporting. The Guide also requires a periodic review of the definitions. In addition, amendment to the Children and Families Act of 1998, effective January 2006 (AB 109) requires establishing an upper limit of Administrative expenditures as a percentage of total operating budget as a cap or control for administrative expenditures. AB109 also requires a reporting of the percent of total budget spent on administrative cost and requires a procedure for responding to variances in the reported amount to the established limit. In addition, SB35, effective concurrently with AB 109, requires reporting of the total amount spent on evaluation.

II. Statement of Policy

It is the policy of First 5 Kings County Children and Families Commission that Administrative costs are defined consistent with Fiscal Management Memorandum No. 05-01 adopted by the State Commission and the First 5 Financial Management Guide (The Guide). As required by the State Commission (as to administrative functions/costs) and the Guide, costs are to be defined in three specific categories: 1) Administrative, 2) Evaluation, and 3) Program costs. This policy defines the three categories of costs generally set forth below to the extent consistent with the State Guidelines and the Guide.

- A. Administrative Costs: Administrative functions/costs as defined in the State Guidelines consist generally of costs incurred in the support of the general management and administration of the Commission, generally for the common/joint purpose that benefits more than one cost objective (other than evaluation activities). The costs are also not readily assignable to a specifically benefited cost objective in the evaluation or program areas. These costs are general in nature and support the Commission's basic mission rather than specific program goals.
 - 1. Administrative Cost Limit: It is the policy of the Commission that an upper limit be established, stated as a maximum annual Administrative Cost expenditure as a percent of the total operating budget. This will be established at a public meeting, following a public hearing, of the Commission. The minutes documenting the most recent percent limit established by the Commission will be attached to this policy for reference.
- B. Evaluation Costs: Costs incurred by the Commission in the evaluation of funded programs based upon their accountability framework and data collection/evaluation

for required reporting to state and local stakeholders. These costs pertain to those activities undertaken to support the collection, production, analysis, and presentation of evaluation information for Commission management, Commissioners, and other interested parties.\

- C. Program Costs: Costs incurred by the Commission directly and readily assignable to a program, grantee, contractor, or service provider (other than evaluation activities) in the execution and delivery of direct service provision.

III. Monitoring and Reporting

It is the policy of the Commission to report the actual Administrative Costs as a percent of the currently adopted Total Operating Budget annually. In addition, the actual expenditure percentage of total budget will be reported compared to the adopted limit at every Commission meeting within the Fiscal Report.

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Contracting & Procurement Policy

I. Purpose and Applicability

The California Children and Families Act of 1998 authorized counties to implement a local early childhood development program consistent with the goals and objectives of the Act, establish a county commission and create a local Children and Families Trust Fund. The Act also mandated that the Commission must have the authority to perform certain autonomous functions, such as the ability to contract, independent from the county. The specifics of this relationship were further characterized in an Advice Letter, dated October 27, 1999, from the Office of the Attorney General, State of California, to the California Children and Families Commission. In accordance with the Act, the Kings County Board of Supervisors established, through County Ordinance No. 578 on December 29, 1998, the First 5 Kings County Children and Families Commission. [The Kings County Board of Supervisors established the Commission as a legal public entity separate from the County of Kings, through County Ordinance No. 609.6, on May 11, 2021.](#) The independent nature of the Commission mandates the necessity to establish a policy on the procurement of goods and services. [Commission staff also adhere to the County of Kings' Purchasing Policy Number 13-1, with the exception of approval is sought through the Commission or its designees.](#)

Every member of the Commission, staff and the contracted service agencies involved in program and fiscal operations has the responsibility of stewardship of these public funds. At a minimum, the same standards that an individual would apply to personal funds should be applied to the use of First 5 Kings County fiscal resources.

II. Statement of Policy

It is the policy of First 5 Kings County Children and Families Commission to use limited financial resources in the most effective and efficient manner possible to create benefit in the form of human gain. This shall be accomplished by obtaining the best value when procuring goods and services, while concurrently upholding the public trust in a direct and honest environment and maintaining an equitable balance of flexibility and impartiality.

The procurement process requires a significant investment of resources. As the complexity of the method used increases, so do its relative costs. The desired outcome, criticality and urgency of the need, time required, staff and related costs must be considered in selecting the procurement methodology.

III. Amplification

Procurements should not merely be to *acquire* goods and services or to *expend* funds in accordance with an approved budget. The intent of procurement is to capitalize limited resources to create optimal benefit.

When carrying out a procurement, especially for program services, the following three questions should be asked:

- A. Does this service investment forward the mission and vision as set forth in the most recently established strategic plan of the First 5 Kings County Children and Families Commission?
- B. Does this service investment forward the intent of the legislative mandate establishing the Children and Families Trust, specifically “to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development and to ensure that **children** are ready to enter school?”
- C. Does this service investment allow for the establishment of appropriate outcome measures and tracking mechanisms

The cost of the item being procured should be considered in relation to the cost of conducting the procurement. The complexity and expense of the method increases with the size of the investment, therefore minor purchases should use a simplified process. The value added to the program by the good or service being procured must clearly be identifiable. Determining not to purchase always remains a valid option.

IV. Guidelines

The following guidelines shall be adhered to when conducting procurements:

- A. As per the Contracting Authority, only the Commission and its designees have the authority to approve a contract or an agreement, unless otherwise directed by the Commission or provided for by law.
- B. Any individual representing First 5 Kings County shall refrain from oral or written commitments that may be construed as binding by any other party and may be personally liable for any costs of an agreement that is entered into without proper approval or is interpreted as a commitment by a third party.
- C. No person shall make, participate in making or use one’s position to influence an action or a decision relating to a procurement in which there is a personal interest. If there is a conflict of interest or the potential for the perception of such, the individual must immediately disclose this to an appropriate representative of the Commission. -A personal interest may include a financial interest, family or personal relationship, or any circumstance or activity that would influence or appear to influence one’s action, cause a breach of

confidence in the procurement process or in any way detrimentally impact First 5 Kings County.

- D. If State or Federal law mandates the procurement of services in a certain manner, then the law will govern the acquisition.
- E. Contracts governed by California Government Code section 4525, et seq. (contracts for professional services for architectural, landscape architectural, engineering, environmental, land surveying and construction project management services) are subject to a formal selection, negotiations and approval process.
- F. Procurements must be in accordance with the Strategic Plan. The Executive Director or First 5 Program Officer is authorized to execute the release of a procurement, such as a Request for Applications (RFA) or a Request for Proposals (RFP), unless specifically directed by the Commission or requested by a Commissioner to be placed on the Commission agenda for formal approval.
- G. The preferred method of procurement of goods and services is through a competitive process. The following methods may be used to conduct a competitive procurement:
 - 1. Venture: Focuses on the return based on outcomes, the probability of achieving the desired returns, and the advantage over alternate use of the funds. Direct discussions and technical assistance may be provided to agencies.
 - 2. Formal: Solicits proposals, usually through a Request for Proposals (RFP), in which the proposing agencies have some flexibility in the method used to fulfill the requirements. An “arm’s length” relationship is maintained in order that no preferentiality is perceived. Proposals are evaluated and, if recommended, serve as the basis for contract negotiations.
 - 3. Bid: Solicits firm, fixed prices from a company or entity in response to detailed specifications and little, if any, flexibility. This method is used primarily for the acquisition of goods rather than services.
 - 4. Solicitation: Used primarily for acquisition of goods and services of lower costs, usually not exceeding \$25,000. A Solicitation is less formal than a Venture, Formal or Bid procurement and contains fewer specifications, terms and conditions. A Solicitation can also be conducted in person, by telephone, via facsimile, electronically or in writing.
 - 5. Researched: Conducts a thorough analysis and comparison of the goods or services offered by various qualified entities in order to determine the best selection. Procurement is usually limited to items for which a “catalog” or “market” price has been established and that are available to the general public in the course of ordinary trade.

6. Shared: Uses a procurement conducted by another governmental entity as the basis for selection. May be a mutually developed procurement, conducted independently by an agency in the course of normal operations, or based on its area of responsibility, expertise or legal authority.
- H. Competitive procurements using the Bid or Solicitation method must solicit at least three appropriate entities and, if item being procured is over \$500, result in at least three responses. A confirmation from a solicited entity indicating a “no bid” shall be considered a response. Due to the nature of the “Researched Procurement”, a minimum number of solicitations or responses are not required; however, at least three entities must be identified and evaluated in the research.
- I. Non-competitive procurements may be used to maintain flexibility pursuant to the conditions set forth below. The following are non-competitive procurements:
1. Unsolicited: Initiated by a written proposal for a new or innovative idea that is submitted by an agency and is not in response to specific procurement by First 5 Kings County. Such proposals can be considered only if submitted in accordance with either the Special Projects Initiative RFP or Sponsorship request format.
 2. Selected: Used when there are special conditions justifying the direct selection of an entity. Rationale for selection may include unique special qualifications of key individuals, clearly identifiable successful experiences on similar projects or, although not a sole source, extremely limited number of potential providers. May also be justified in certain cases where the cost of the item to be procured would not warrant a competitive procurement or when insufficient time is available.
 3. Collaborative: Develops as a result of coordination with other entities in the formation of joint programs. A negotiated procurement such as this can be especially beneficial when the other agencies involved commit resources to achieve a mutual goal.
 4. Continuing: Used when there has been an ongoing, successful relationship with an entity providing the same or similar goods or services. Cost comparison may still be conducted to verify reasonableness.
 5. Sole Source: Is for the rare cases where only one entity can provide the required goods or service after an adequate search has been made. For services, justification must explain why this particular method is the only acceptable possibility. To the extent possible, the fair market value of the item being procured should be identified.

- J. Procurement must include outreach and advertising to provide information to potential suppliers of the goods or services, especially those located within the County, to the greatest extent possible and practical. The level of the outreach may correspond to the method and allocation of the procurement.
- K. Procurement of items with a total cost of less than \$1,000 will be conducted competitively only when possible, practical and cost effective.
- L. Based on the procurement method and on the results of the selection process, recommendations to enter into contract negotiations may be submitted to the Commission for approval. The rationale for the procurement process used will be included in the agenda item when the recommendations or agreements from the procurement are submitted to the Commission for approval.
- M. The Commission shall be provided with periodic updates on planned or ongoing procurements and any recommended service agreement over ~~\$10,000~~\$30,000 shall be submitted for approval.
- N. Commencing any procurement does not commit the Commission to award a contract. The Commission also reserves the right to accept or reject any or all bids or proposals received through a procurement if the Commission determines it is in the best interest of First 5 Kings County to do so.

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Agenda Item #2018-10-024

Supplantation Policy

I. Purpose and Applicability

The purpose of the policy is to assure compliance with Proposition 10, adopted by voters in 1998. Health and Safety Code section 30131.4 provides, in part, that Proposition 10 funds shall be used only to supplement existing levels of service and not to fund existing levels of service. It further provides that no money in the Commission's trust fund shall be used to supplant state or local general fund money for any purpose.

II. Statement of Policy

No Commission funds shall be used to supplant state or local general fund money for any purpose. No Commission funds shall be granted or used for any existing project or program funded by state or local general funds. The prohibition on supplantation was intended to prevent state and local governments from shifting fiscal responsibility for ongoing public programs to the state and local commission.

Commission funds may be used to replace lost state categorical, federal or private grant funds under all of the following circumstances:

- A. The service provider is unable to provide existing levels of services without Commission funds for the program previously funded by state categorical, federal or private grant funds and demonstrate the same;
- B. The program previously funded by state categorical, federal or private grant funds provided new or increased services in another program aimed at the Proposition 10 target population.

III. Definitions

- A. **Existing** means, with respect to a level of service, a service that is in effect or operation at the time a request for funding is acted upon by the Commission, or at any time within the 12-month period preceding the Commission's action.
- B. **State general funds** means funds that are received into the treasury of the state and not required by law to be credited to any other fund.
- C. **Local government general funds** means funds which are received into the treasury of the local government and not specially appropriated to any other fund.
- D. **Level of service** includes both the quality and quantity of services.

- E. **State categorical funds** means funds, which are received into the treasury of the state and are required by law to be utilized for a specific program.
- F. **Federal funds** means funds received from the federal government.
- G. **Private grant funds** means funding from any other source besides local, state and federal government.
- H. **Supplant** shall be given its ordinary meaning, that is, “to take the place of.” However, Supplantation does not include federal funds.

IV. Guidelines

- A. Every applicant must disclose in its application whether the program has received funding from other sources (whether local or state government, private, or federal) within the past three years, and as to any public funding, identify the law or program under which funding was received.
- B. Whenever an application discloses that state or local government funding has been received for the proposed program or service within the last three years, the applicant must also demonstrate to the Commission’s satisfaction:
 - 1. That the program or service has not received state or local general funds; or
 - 2. That the program or service has not received state categorical, federal or grant funds during the 12-month period preceding the Commission’s action; or
 - 3. That if received, such state categorical, federal or grant funds have not been reduced during the 12-month period preceding the Commission’s action; and
 - 4. That the Commission’s funds will be used to augment or improve the existing level of service previously receiving state categorical, federal or grant funds, either in terms of quantity or quality.
- C. The Commission may require the applicant to provide any additional information regarding sources and uses of funds at any time. Based upon all existing facts and circumstances, the Commission shall determine whether the proposal would violate this policy. The Commission’s determination will be made as of the time a grant agreement is entered into. For multi-year contracts or commitments, the Commission, reserves the right to re-examine its determination that its funds will not be used in violation of this policy.
- D. The Commission may require the applicant to provide any additional information regarding sources and uses of funds at any time. Based upon all existing facts and circumstances, the Commission shall determine whether the proposal would violate this policy. The Commission’s determination will be made as of the time a grant agreement is entered into. For multi-year contracts or commitments, the Commission, reserves the right to re-examine its determination that its funds will not be used in violation of this policy.

- E. The Supplantation Policy shall be brought back to the Commission for review in the event that an enactment of the legislature or a formal opinion of the Attorney General provides guidance to the interpretation of the prohibition on supplantation.

Last Commission Review/Approval Date: October 9, 2018
Agenda Item #2018-10-024

Tobacco Free Policy

I. Purpose and Applicability

First 5 Kings County Children & Families Commission (Commission) recognizes that there is ample research demonstrating the health hazards of the use of tobacco products, including smoking, using smokeless tobacco, and breathing of ~~second-hand~~secondhand smoke. Therefore, the Commission, in the best interests of the health and safety of the employees and participants of its funded programs, and the general public, directs the development of a policy to ban completely the use of tobacco products on the premises of any of its funded programs, or any other Commission sponsored activities.

This policy shall be established to:

- A. Protect the health and safety of children, families, and employees in the workplace.
- B. Reflect and emphasize the hazards of tobacco use.
- C. Promote health and encourage children, families, & employees to adopt healthy lifestyles.
- D. Further the goal of consistency among Commission funded community programs to discourage children and families from using tobacco products.

II. Statement of Policy

As of April 1, ~~2003~~2003, all First 5 Kings County Children & Families Commission (Commission) funded programs must have a written policy that ensures a tobacco free indoor environment. All funded providers contracting with the Commission must establish tobacco free ~~work-sites~~worksites for all facilities that deliver Commission funded services.

A tobacco free facility is defined as an environment free of tobacco use, including the use of smokeless tobacco, such as snuff and chewing tobacco. Tobacco use must be prohibited throughout the entire workplace with no exceptions, including all indoor facilities, offices, hallways, waiting rooms, rest rooms, elevators, meeting rooms, community areas, and agency owned and/or leased vehicles, including the outside areas on the contractor's property within 20 feet of exits, entrances, windows, and air intakes of contractor's buildings. This policy applies to all employees, clients, contractors, and visitors.

Each funded program shall provide proof (in the form of a written policy) to the Commission of an established comprehensive tobacco free policy no later than the end of the first three months of program initiation. In support of this effort, the Commission

has provided a Tobacco Free Policy “template”. Each provider can adapt the template policy to their organization as they see fit.

||| |||.

Definitions

- A. **Tobacco products** ~~means prohibited include any product containing tobacco or nicotine, including, but not limited to~~ cigarettes; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; electronic cigarettes emitting nicotine, and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or smoking in a pipe or other tobacco-related devices; electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.
- B. **Tobacco-related devices** means cigarette papers or pipes for smoking.
- C. **Smoking** includes carrying a lighted cigar, cigarette, pipe, or any other lighted smoking equipment.
- ~~C~~D. **Vaping** includes carrying a lighted Electronic Nicotine Delivery Device (ENDD) or e-cigarette.

~~IV~~.I. Policy Template

GENERAL STATEMENT OF POLICY

It shall be a violation of this policy for any employee, administrator, or clients and visitors of (insert name of organization) to use tobacco or tobacco-related devices in our facility, on our premises or in our vehicles. This prohibition includes all (insert name of organization) property and to the extent possible, all events sponsored by (insert name of organization).

(insert name of organization) will act to enforce this policy and to discipline or take appropriate action against any employee or administrator who is found to have violated this policy. Furthermore, (insert name of organization) will inform all clients and visitors of the policy verbally and by posting the policy in a location(s) visible to all. *No Smoking* signs will also be utilized to communicate to clients and visitors that the premises of (insert name of organization) are tobacco free.

TOBACCO AND TOBACCO RELATED DEVICES DEFINED

- **Tobacco products** prohibited include any product containing tobacco or nicotine, including, but not limited to~~means~~ cigarettes; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; electronic cigarettes emitting nicotine, and other kinds and forms of tobacco,

prepared in such manner as to be suitable for chewing or smoking in a pipe or other tobacco-related devices; electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

- **Tobacco-related devices** means cigarette papers or pipes for smoking.
- **Smoking** includes carrying a lighted cigar, cigarette, pipe, or any other lighted smoking equipment.
- **Vaping** includes carrying a lighted Electronic Nicotine Delivery Device (ENDD) or e-cigarette.

Last Commission Review/Approval Date: October 9, 2018

○ Agenda Item #2018-10-024



460 Kings County Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: October 1, 2024

2024-10-161

**Children & Youth Behavioral
Health Initiative – Round 3:
Early Childhood Wraparound
Services Grant Award**



460 Kinas County Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: October 1, 2024
Agenda Item: 2024-10-161
Discussion/Action Item: Action Item

AGENDA ITEM: Children & Youth Behavioral Health Initiative – Round 3: Early Childhood Wraparound Services Grant Award

A. Background/History:

Authorized as part of the 2021 Budget Act, the Department of Health Care Services' (DHCS) Children and Youth Behavioral Health Initiative (CYBHI) is a multi-year, multi-department package of investments that reimagines the systems that support behavioral health (BH) and wellness for all California's children, youth, and their families. Beginning in Fiscal Year 2022-2023, six competitive grant funding rounds were announced, including funding for Round 3: early childhood wraparound services.

Round 3 funding will focus on home-visiting services and select practice components of mental health consultation services. This grant funding aims to:

- a. Increase access, sustainability, and coordination of home visiting services and consultation services that are culturally and linguistically representative of and responsive to the needs of communities they serve.
- b. Improve coordination of services for pregnant and parenting people, their partners, mothers, fathers, infants, and families.
- c. Strengthen child and parent/caregiver relationships, improve family dynamics, and increase parent/caregiver involvement through positive parenting practices
- d. Improve caregiver wellbeing, as well as newborn and child health and development
- e. Strengthen the home-visiting workforce through building a diverse workforce and identifying challenges that impact care for populations of focus.
- f. Reduce health disparities through improving equitable access to services for parents, caregivers, and children in California that are culturally and linguistically responsive to the needs of the priority populations.

Commission staff submitted an application for this grant funding on November 1, 2023, for a Start-up Track for funds to implement the Parents as Teachers home-visiting curriculum under First 5, as well as create opportunities to develop mental health consultation to serve existing home visiting programs. The proposed program supplements the existing home visiting and mental health consultation landscape by loosening restrictions on home visit program eligibility to allow more high need families with young children to access services. The proposal also seeks to reach unserved, underserved, or inappropriately served population groups such as migrant families and members of the Santa Rosa Rancheria Tachi-Yokut Tribe, as well as to expand opportunities for enrollment to moderate income families in need of support.

The funding originally requested, in the amount of \$1,463,679 was intended to support agency staff and external consultants, including the First 5 Program Officer as the Project Director, a sub-contracted Program Coordinator, a Home Visitation Supervisor, 4 Home Visitors, an external Evaluator, sub-contracted local licensed mental health consultation and

tuition support and stipends for up to 5 licensed mental health clinicians working within Kings County to complete infant & early childhood mental health consultation certification as part of a workforce development strategy.

On September 13, 2024, the Department of Health Care Services announced in a news release, that a total of \$55 million was awarded to 54 organizations across 34 counties, including First 5 Kings County. On September 20, 2024, Commission staff received correspondence from Heluna Health, indicating that the Commission was awarded \$1,300,000 to scale Parents as Teachers under the Start-up Track. A variety of factors were considered in selecting the award recipients, including but not limited to, demonstrated need as indicated by the Healthy Places Index, ability to meet outcome objectives, ability to provide culturally relevant and responsive services, overall estimated impact of the award, statewide geographic distribution of grants, practice model type, populations served, and sustainability pathways.

B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:

The project proposal submitted for the CYBHI grant intends to address gaps in the existing home visitation landscape in Kings County, as well as integrating a new early childhood mental health consultation program that will include child-specific clinical consultation for Kings County home visitors, with tuition and stipends to support an expansion of the mental health consultation workforce. The project would focus on prenatal people, children 0-5 and their families who are ineligible for home visitation services offered through existing federal, state, or county programs (e.g., Early Head Start, CalWORKs, Child Abuse Prevention Coordinating Council, California Home Visiting Program through California Department of Public Health and Fleet and Family Support programs). At the time of application, the existing home visiting programs had a total capacity to serve 168 families, compared to the estimated 8,324 family households with children 5 years and under.

The project will include targeted outreach to underserved communities, including families facing inequities tied to economic hardship and cultural and language barriers, and special populations who are often underrepresented and underserved in county funded systems, including members of the Santa Rosa Rancheria Tachi-Yokut tribe and farmworker families.

Staff requests the Commission review and discuss supporting documentation and consider approving acceptance of the funding, and authorizing the Executive Director to act as the authorized signatory on behalf of the Commission, to enter into an agreement with the Department of Health Care Services or its designee to receive the Early Wraparound Services grant funding, and any other activities to secure said grant funding, that are required by the funder or County policy.

C. Timeframe:

The grant period is for two years.

D. Costs:

There are no additional costs to the FY 24/25 First 5 budget. The grant funding awarded will cover all costs of this project.

E. Staff Recommendation:

Staff recommends that the Commission review and discuss supporting documentation and consider approving acceptance of the funding, and authorizing the Executive Director to act as the authorized signatory on behalf of the Commission, to enter into an agreement with the Department of Health Care Services or its designee to receive the Early Wraparound Services grant funding, and any other activities to secure said grant funding, that are required by the funder or County policy.

F. Attachments:

- DHCS New Release – September 13, 2024
- CYBHI Round 3 Grantees Awarded
- CYBHI Round 3: Early Childhood Wraparound Services Grant Award Letter – September 20, 2024
- Budget Template submitted on November 1, 2023
- CYBHI Round 3 Award Acceptance

CALIFORNIA INVESTS \$55 MILLION TO EXPAND EARLY CHILDHOOD MENTAL HEALTH SERVICES

SACRAMENTO – The Department of Health Care Services (DHCS) today awarded \$55 million to 54 organizations (</CYBHI/Documents/EBP-CDEP-Grants-Round-3-Grantee-Awards.pdf>) across 34 counties through the Children and Youth Behavioral Health Initiative (<https://cybhi.chhs.ca.gov/>) (CYBHI). This funding will expand access to early childhood mental health and wellness services, including services focused on prevention, early intervention, and resiliency/recovery for children and youth, with a specific focus on children and youth who are from the following groups: Black, Indigenous, and People of Color (BIPOC) and the LGBTQIA+ community.

"We are doubling down on tried-and-true mental health services that work," said **DHCS Director Michelle Baass**. "Evidence-based and community-defined practices promote healthy early childhood development, improve coordination of services for families, and strengthen relationships between children and their caregivers. Through this work, DHCS aims to prevent and mitigate behavioral health challenges for the next generation of Californians so they can lead full, healthy lives."

"California continues to recognize the value of investing in proven early childhood mental health supports in our communities and the immense impact it has on healthy social and emotional development of children and youth," said **Avo Makdessian, Executive Director of First 5 Association of California**, which was awarded nearly \$3.8 million across four counties.

WHY THIS MATTERS: Early childhood mental health services help professional and personal caregivers prevent negative long-term mental health impacts by providing training and support to ensure children have healthy early social and emotional development support. Collectively, these investments will help:

- Increase access to home visiting and consultation services that are culturally and linguistically centered and responsive to the needs of the communities they serve by building a strong, diverse home-visiting workforce.
- Improve coordination of services for pregnant and parenting people and their families.
- Strengthen child/caregiver relationships and family dynamics through positive parenting trainings on proven, effective skills and strategies that support the healthy development of children.
- Improve caregiver well-being, as well as newborn, child, and maternal health, by reducing emotional and behavioral challenges and increasing early identification of developmental concerns.
- Reduce health disparities by ensuring equitable access to services for parents, caregivers, and children in California.

In addition to this expansion of proven mental health and wellness services and supports for parents and caregivers throughout the state, California is also working to improve access to critical behavioral health services that include treatment, housing, education, and employment support for children and youth.

AWARD DETAILS: Funded models under this opportunity include, but are not limited to, Healthy Families America (<https://www.healthyfamiliesamerica.org/>), Nurse-Family Partnership (<https://www.nursefamilypartnership.org/>), Family Spirit (<https://familyspiritprogram.org/>), Parents as Teachers (<https://parentsasteachers.org/>), select components of Infant and Early Childhood Mental Health Consultation (<https://www.iecmhc.org/>), and a variety of other early childhood wraparound services.

EXAMPLES OF WORK BEING FUNDED: Healthy Families America, funded across 10 counties (Los Angeles, Sonoma, San Diego, Sacramento, Glenn, Alameda, San Bernardino, San Joaquin, Nevada, and Orange), is an evidenced-based home-visiting intervention program for pregnant people and families with children ages 0-5. The program strengthens parent-child relationships, promotes healthy childhood growth and development, and enhances family functioning by reducing risk and building protective factors.

Home visiting programs help support child and family needs during the critical first five years of a child's life. These programs promote child health and well-being, development and school readiness, and positive caregiver-child relationships. In 2023, the National Home Visiting Resource Center (https://nhvrc.org/state_profile/california-2023/) reported there were more than two million pregnant Californians and families with children under age 6 who could benefit from home visiting services, including many single mothers and low-income households. These families included 2,722,900 children, of whom 15 percent were infants under age 1, and 50 percent were preschoolers between ages 3 to 5. DHCS funded wraparound services, including home visiting programs, across 34 California counties.

HOW WE GOT HERE: DHCS engaged with more than 1,000 diverse stakeholders and key implementation partners across California, including youth, families, educators, caregivers, health care providers, behavioral health experts, and community-based organizations. DHCS prioritized input from children, youth, and families, with more than 300 children and youth engaged via focus groups, surveys, and regular advisory body meetings.

Through this extensive community engagement process, DHCS selected a limited number of evidence-based and community-defined practices to expand throughout the state, including early childhood mental health and wellness services.

BIGGER PICTURE: The CYBHI is a historic investment in behavioral health that focuses on equity, centering efforts around children and youth and meeting the needs of communities that face the greatest challenges in accessing care. The multiyear, multi-billion dollar CYBHI investment is a central piece of Governor Newsom's transformation and modernization of California's mental health system, including the Governor's [Master Plan for Kids' Mental Health](https://www.gov.ca.gov/wp-content/uploads/2022/08/KidsMentalHealthMasterPlan_8.18.22.pdf) (https://www.gov.ca.gov/wp-content/uploads/2022/08/KidsMentalHealthMasterPlan_8.18.22.pdf) and First Partner Siebel Newsom's [California for All Kids](https://www.gov.ca.gov/about/first-partner/ca-for-all-kids/) (<https://www.gov.ca.gov/about/first-partner/ca-for-all-kids/>), which aim to make support and care more accessible and affordable for all. California is transforming its entire mental health and substance use disorder system to provide better behavioral health care for all Californians. Learn more at [mentalhealth.ca.gov](https://www.mentalhealth.ca.gov) (<https://www.mentalhealth.ca.gov/>).

###

NUMBER: 24-30 | **DATE:** September 13, 2024
CONTACT: Office of Communications, (916) 440-7660

www.dhcs.ca.gov

CHILDREN AND YOUTH BEHAVIORAL HEALTH INITIATIVE

CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES

**Evidence-Based Practices and Community Defined Evidence Practices
Grant Program**

**Round Three: Early Childhood Wraparound Services
Grantees Awarded**

Entity Name	Primary County	EBP/CDEP Program
Alameda County Public Health Department	Alameda	Select Practice Components of Infant and Early Childhood Mental Health Consultation
Allies for Every Child	Los Angeles	Healthy Families America
California Parenting Institute (DBA Child Parent Institute)	Sonoma	Healthy Families America
CALM, Inc.	Santa Barbara	Select Practice Components of Infant and Early Childhood Mental Health Consultation
Charitable Ventures, Inc.	Orange	Select Practice Components of Infant and Early Childhood Mental Health Consultation
Child Care Resource Center, Inc.	San Bernardino	Select Practice Components of Infant and Early Childhood Mental Health Consultation
Children's Hope Foster Family Agency	Sutter	Parents as Teachers
Children's Legacy Center	Shasta	Nurse Family Partnership
City of Long Beach	Los Angeles	Select Practice Components of Infant and Early Childhood Mental Health Consultation
Community Action Partnership of San Luis Obispo County (CAPSLO)	San Luis Obispo	Parents as Teachers
County of Monterey, Health Department	Monterey	Nurse Family Partnership
County of San Diego Health and Human Services Agency	San Diego	Healthy Families America
County of Santa Clara Behavioral Health Services	Santa Clara	Select Practice Components of Infant and Early Childhood Mental Health Consultation

Entity Name	Primary County	EBP/CDEP Program
County of Santa Cruz Health Services Agency (HSA)	Santa Cruz	Nurse Family Partnership
County of Sonoma Department of Health Services	Sonoma	Select Practice Components of Infant and Early Childhood Mental Health Consultation
Entitled Futures	Alameda	Parents as Teachers
Family Services of Tulare County	Tulare	Parenting Wisely Program
First 5 Placer Children and Families Commission	Placer	Select Practice Components of Infant and Early Childhood Mental Health Consultation
First 5 Yolo Children and Families Commission	Yolo	The CHILD Project
Fostering Early Learning Institute	Sonoma	Parents as Teachers
Fresno American Indian Health Project	Madera	Family Spirit
Fresno County Economic Opportunities Commission (DBA Fresno EOC)	Fresno	Parents as Teachers
Fresno Interdenominational Refugee Ministries (FIRM)	Fresno	Parents as Teachers
JFHS LLC (DBA 360 Human Services)	San Bernardino	Other
Kings County Children and Families Commission (First 5 Kings County)	Kings	Parents as Teachers

Entity Name	Primary County	EBP/CDEP Program
Koinonia Foster Homes, Inc. (DBA Koinonia Family Services)	Sacramento	Healthy Families America
La Cheim School, Inc.	Alameda	High Fidelity Wraparound
Lost Hills Union Elementary School District	Kern	Parents as Teachers
Lowell Joint School District	Los Angeles	Intensive Care Coordination Using High Fidelity Wraparound; Healthy Families America; Parents as teachers
Northern Valley Catholic Social Service	Glenn	Healthy Families America
Northridge Hospital Foundation	Los Angeles	Parents as Teachers
Oakland Natives Gives Back Fund, Inc.	Alameda	Healthy Families America
Reach Out West End	San Bernardino	Healthy Families America
Riverside San Bernardino County Indian Health, Inc.	San Bernardino	Parents as Teachers
Round Valley Indian Health Center	Mendocino	Family Spirit
San Joaquin County Child Abuse Prevention Council	San Joaquin	Healthy Families America
Shasta County Children and Families Commission (DBA First 5 Shasta)	Shasta	Select Practice Components of Infant and Early Childhood Mental Health Consultation
Solano County Health & Social Services Department	Solano	Trauma-Informed Approach Public Health Nursing Model (Community Nursing IMPACT program)

Entity Name	Primary County	EBP/CDEP Program
South Coast Children's Society (DBA South Coast Community Services®), Inc.	San Bernardino	Select Practice Components of Infant and Early Childhood Mental Health Consultation
Stanford Medicine Children's Health and Lucile Packard Children's Hospital Stanford	San Mateo	Novel Intervention in Children's Healthcare (NICH) Program
Stanislaus County Office of Education	Stanislaus	Parents as Teachers
Kern River Valley Family Resource Center / Kernville Union School District	Kern	Other
The Tehama County Children and Families Commission	Tehama	Select Practice Components of Infant and Early Childhood Mental Health Consultation
Trinity County Office of Education	Trinity	Sanctuary Model
Val Verde Unified School District	Riverside	Parents as Teachers
Valley Mountain Regional Center (VMRC)	Amador	Other
Victor Community Support Services, Inc. (VCSS)	Nevada	Healthy Families America
Villages of California	Orange	Parents as Teachers
Volunteers of America, Southwest California, Inc.	San Diego	Parents as Teachers
Wayfinder Family Services	Los Angeles	Healthy Families America
We Care Services for Children	Contra Costa	Parents as Teachers

Entity Name	Primary County	EBP/CDEP Program
YMCA of San Diego County	San Diego	Select Practice Components of Infant and Early Childhood Mental Health Consultation
Young Men’s Christian Association of Orange County (DBA YMCA of Orange County) on behalf of the Every Family Home Visiting Collaborative	Orange	Healthy Families America
Youth For Change	Yuba	Parents as Teachers



September 20, 2024

Kings County Children and Families Commission (First 5 Kings County)

Dear Clarissa Ravelo,

The Department of Health Care Services (DHCS) and its Third-Party Administrator, the California Institute for Behavioral Health Solutions (CIBHS), along with Heluna Health, are delighted to inform you that your application for the Children and Youth Behavioral Health Initiative (CYBHI) Evidence-Based Practices and Community-Defined Evidence Practices Grant Program Round Three: Early Childhood Wraparound Services has ***been selected for funding***. Kings County Children and Families Commission (First 5 Kings County) was selected from a highly competitive pool of applicants due to its strong alignment with the broader CYBHI mission and its potential to address critical child and youth behavioral health challenges in California.

Your organization has been awarded **\$1,300,000** to scale **Parents as Teachers** under the **Start-Up Track**. In determining award amounts and practice models selected for funding, we considered a variety of factors including, but not limited to, demonstrated need as indicated by the Healthy Places Index, ability to meet outcome objectives, ability to provide culturally relevant and responsive services, overall estimated impact of the award, statewide geographic distribution of grants, practice model type, populations served, and sustainability pathways. As such, this award reflects the broader needs of the State of California.

To confirm your organization's intent to accept this award, please complete the brief survey linked below by **close of business on October 4, 2024**.

[Click Here to Accept Award](#)

Please note: All awardees are required to complete a series of deliverables, agree to specified terms & conditions, participate in mandatory training and technical assistance activities, and report data, specified by the CYBHI program and subaward agreement. Final grant approval is contingent on completion of the next steps [details below], which will be communicated to all grantees following award acceptance deadlines. The following activities are required:

- 1. Agreement to the Terms & Conditions**

Your continued participation in the grant program is contingent on acceptance of a subaward agreement. Details will follow with further communication.

- 2. Providing financial information**

To be eligible for the grant disbursement, you will be requested to submit the grantee entity's tax and financial information to Heluna Health after receiving communications requesting the same in the coming weeks.

3. Completion of mandatory deliverables

Each awardee is required to complete a series of deliverables, which may include a detailed Implementation Plan describing specific activities, strategies, milestones and timelines for implementation of the identified practice model; submission of data reports and periodic progress reports; participation in Learning Collaboratives; and completion of a final report. Funds will be disseminated on a detailed fee schedule and upon successful completion of deliverables.

As stated above, further communications regarding the requirements will be shared by Heluna Health.

Once again, congratulations on being awarded this grant. DHCS, CIBHS, and Heluna Health appreciate your commitment to excellence and dedication to improving outcomes for children, youth, and families in California.

If questions arise, please email CYBHI@pgm.helunahealth.org.

Sincerely,

Danette McBride
Director, CYBHI Project
CIBHS

Peter Dale
Chief Programs Officer
Heluna Health

APPLICANT INSTRUCTIONS

To complete this application, review the Eligible Expenditures, Section 2.3 of the Request For Application, for guidance and provide responses in the yellow highlighted cells below with as much accurate detail as possible. To add rows as needed, unprotect the sheet by right-clicking on the respective sheet tab at the bottom and selecting "unprotect."

EBP/CDEP ROUND 3 APPLICANT INFORMATION

Applicant / Entity Legal Name:	Kings County Children & Families Commission
Contact Information (Email & Phone):	Clarissa Ravelo - clarissa.ravelo@co.kings.ca.us - 559-585-0814
County or Tribal Nation:	Kings
Name of Practice Model:	Parents as Teachers (PAT)

EBP/CDEP ROUND 3 GRANT BUDGET INFORMATION: IMPLEMENTATION START-UP

Expenditure Categories	Please provide a detailed description of the cost associated with each category tying back to key goals and/or deliverables	Proposed Costs Year 1 (Funded by Grant)	Proposed Costs Year 2 (Funded by Grant)
Equipment and capital improvements	Staff desks, chairs	\$10,000.00	\$ -
Program materials (e.g., manual)	Home Visits and Group Connections Materials, Household Goods	\$41,150.00	\$ 48,200.00
Planning costs	Affiliate Fee (Initial & Renewal)	\$4,775.00	\$ 2,200.00
Specialized training	PAT, ASQ, New Sup Institute, Other Screening/Training	\$8,825.00	\$ 5,000.00
Staffing (benefits must be included on listed salary)	1 Sup, 4 Home Visitors, .10 Prog. Migr., .10 Office Asst., Benefits	\$338,163.00	\$ 426,916.00
Supplies	Office Supplies, Photocopying	\$4,500.00	\$ 6,000.00
Technology	Laptop, Cell, Adobe Pro, Zoom, Canva	\$16,250.00	\$ 6,250.00
Technical assistance	N/A	\$0.00	\$ -
Training costs	PAT training; Renewals	\$9,625.00	\$ 1,425.00
Travel (if applicable)	Mileage	\$7,500.00	\$ 10,000.00
Other costs (Please provide details in the next column)	Subcontractors, Certification, Rent & Utilities	\$154,600.00	\$ 233,200.00
Administrative Costs	16.784% of Personnel & Benefits	\$57,062.00	\$ 72,038.00
Subtotal		\$652,450.00	\$811,229.00
TOTAL PROJECT COSTS			\$1,463,679.00

CYBHI Round 3 Award Acceptance

Organization Name*

Kings County Children and Families Commission

Name of Representative Accepting Award on Behalf of Organization *

Rose Mary Rahn

Email of Representative Accepting Award on Behalf of Organization *

Rosemary.Rahn@co.kings.ca.us

Please click the below button to accept or opt out of the award detailed in your acceptance notification. *

Yes I accept on behalf of my organization.



Did you receive a Conditional Funding Award Notice?*

Yes



Please indicate which EBP/CDEP that you would like to implement. *

Parents As Teachers

Date of submission

mm/dd/yyyy

Save as draft

Submit



460 Kings County Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: October 1, 2024

2024-10-162

**Dolly Parton Imagination
Library Agreement**



460 Kings County Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting:

October 1, 2024

Agenda Item:

2024-10-162

Item Type:

Action Item

AGENDA ITEM: Dolly Parton's Imagination Library Agreement

A. Background/History:

Commission staff presented information about the Dolly Parton Imagination Library at the August 6, 2024 Commission Meeting. Identification of a non-profit organization to partner with on the project, as well as an agreement were identified as the next steps of potential implementation of the DPIL.

On September 11, 2024, Commission staff hosted an Informational Session for potential partners. DPIL's Senior Regional Director, Rachel King, led the presentation, and answered various questions posed by attendees.

Commission staff facilitated the first planning meeting session to co-create the project launch and to identify organizations to support recruitment and outreach on September 24, 2024. The planning session was attended by representatives from the Santa Rosa Rancheria Tachi-Yokut Early Education Department, United Cerebral Palsy of Central California, Kings United Way, Kings Community Action Organization, Kings Partnership for Prevention, Rotary Club (Lemoore), Friends of the Library, Kings County Library, CalViva/HealthNet, Anthem Medi-cal, Kings County Department of Public Health/Home Visitation Programs, Recreation Association of Corcoran, and EMT Associates, Inc.

The group discussed the roles & responsibilities of partners on this project, including the need for a Non-Profit organization signatory partner, an Administrative and/or Fiscal Lead, as well as Marketing/Outreach Subcommittees. Various marketing & outreach activities were suggested for the project launch, as well as creation of a Sponsorship Letter to raise funding for the project. Staff from Anthem Medi-cal and United Way of Kings County staff will approach their organizations about potential sponsorship of the program. Another attendee was willing to work on a fundraising committee. The group will continue to meet regularly and co-create the project launch plan.

The Commission has the capability to be the Administrative and/or Fiscal Lead on this project, and Commission staff are prepared to fulfill this role should there be a need to step into the Administrative and/or Fiscal Lead role. The Commission has \$27,084 available in Special Departmental Expenses in the current budget that can be utilized for this project.

The Dolly Parton Imagination Library is a Family Literacy and Book program recognized by First 5 California under the Service Category: Improved Family Support, which is defined as programs promoting family literacy, parent-child book sharing, or book ownership for families with children ages birth to 5. It also aligns with the Commission's current Strategic Plan, Focus Area 2 – Parent Education and Support, providing caregivers with access to educational services to increase family reading/literacy and school readiness.

B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:

Staff are requesting that the Commission review, discuss and consider approving funding for the Dolly Parton Imagination Library up to \$47,846 over a three year period, to cover the costs of the books and other materials needed to launch and sustain the project (i.e. printing costs for flyers, signage, outreach supplies including tabling/event booth costs). Staff are also requesting that the Commission authorize the Executive Director to negotiate and sign the agreement with The Dollywood Foundation.

C. Timeframe:

This proposal would begin upon execution of the contract, with the book distribution tentatively beginning in January 2025 through December 2027.

D. Costs:

With the State-matching funds, the Commission's investment over a three-year period would be approximately \$47,846. Invoices are paid on a monthly basis, based on the number of books mailed. There is \$27,084 budgeted for Special Departmental Expenses in the current Fiscal Year budget, that can be used for this project. Historically, that line item has been used for school readiness activities such as the kindergarten backpack distribution.

E. Staff Recommendation:

Staff recommends that the Commission review, discuss and approve up to \$47,846 over a three-year period to support this project, and authorize the Executive Director to negotiate and sign the agreement with the Dolly Parton Foundation.

F. Attachments:

- Cost Estimator for Kings County



TOTAL ELIGIBLE
POPULATION UNDER 5
11152

BUDGETED POPULATION
(65 % OF ELIGIBLE)
7248

COST OF BOOKS AND MAILING PER CHILD
\$2.20

THE EXPENSES BELOW REFLECT THE CORRESPONDING PERCENTAGE OF THE BUDGETED POPULATION

	Registered Population	YEAR 1	Registered Population	YEAR 2	Registered Population	YEAR 3	Registered Population	YEAR 4	Registered Population	YEAR 5
Mth 1	5%	\$797	20%	\$3,189	40%	\$6,378	60%	\$9,567	80%	\$12,756
Mth 2	6%	\$1,014	22%	\$3,479	42%	\$6,668	62%	\$9,858	82%	\$13,047
Mth 3	8%	\$1,231	24%	\$3,770	44%	\$6,959	64%	\$10,148	84%	\$13,337
Mth 4	9%	\$1,448	25%	\$4,060	45%	\$7,249	65%	\$10,438	85%	\$13,627
Mth 5	10%	\$1,665	27%	\$4,350	47%	\$7,539	67%	\$10,728	87%	\$13,917
Mth 6	12%	\$1,882	29%	\$4,640	49%	\$7,829	69%	\$11,018	89%	\$14,208
Mth 7	13%	\$2,098	31%	\$4,930	51%	\$8,119	71%	\$11,309	91%	\$14,498
Mth 8	15%	\$2,315	33%	\$5,221	53%	\$8,410	73%	\$11,599	93%	\$14,788
Mth 9	16%	\$2,532	35%	\$5,511	55%	\$8,700	75%	\$11,889	95%	\$15,078
Mth 10	17%	\$2,749	36%	\$5,801	56%	\$8,990	76%	\$12,179	96%	\$15,368
Mth 11	19%	\$2,966	38%	\$6,091	58%	\$9,280	78%	\$12,469	98%	\$15,659
Mth 12	20%	\$3,183	40%	\$6,381	60%	\$9,571	80%	\$12,760	100%	\$15,949
		\$23,880		\$57,423		\$95,692		\$133,962		\$172,232



460 Kings County Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: October 1, 2024

2024-10-163

**Regional Central Valley
Help Me Grow
Agreement**



460 Kings County Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting:
Agenda Item
Item Type:

October 1, 2024
2024-10-163
Action Item

AGENDA ITEM: Help Me Grow Regional Partnership Agreement with Valley Children’s Healthcare, First 5 Fresno, First 5 Madera, and First 5 Merced for FY 24/25 through FY26/27

A. Background/History:

At the June 4, 2024 Commission meeting, Commission staff presented a status update on the Help Me Grow (HMG) Regional Partnership initiative, including the recommendations from the Regional HMG Development Plan, a draft budget jointly funded by the partners, with the Commission’s investment of \$20,000 per year for three years, and the Program Coordinator’s Job Description.

The project’s Advisory Committee, consisting of Executive Directors or designated staff from Valley Children’s Healthcare, First 5 Merced, First 5 Fresno, First 5 Madera and First 5 Kings, continued to meet and finetune the proposal, to present to each local Commission.

On August 12, 2024 First 5 Merced’s Commission authorized their participation and investment in the project, up to \$107,471.64. On August 28, 2024 First 5 Fresno’s Commission authorized up to \$256,625 for the first 2 years of the project with an option to renew for an additional year.

B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:

The HMG model provides supports to families with young children at-risk for or experiencing developmental delays and disabilities. The HMG service delivery model includes a series of programs and initiatives in four core areas: Centralized Access Point, Family & Community Outreach, Child Health Provider Outreach and Data Collection.

As mentioned in the Help Me Grow Development Plan presented to the Commission in June 2024, approximately 25% of children 0-5 in California are at risk for developmental delays and approximately seventy percent (70%) of those with delays go undetected until they reach Kindergarten. The Development Plan also cited data from a 2022 report from California Department of Health Care Services, indicating that only 1-30% of children served by managed care plans in the Central Valley were formally screened for developmental, behavioral and social delays.

This partnership will provide time-limited funding to pilot and launch an innovative regional approach to HMG in the Central Valley.

Help Me Grow Central Valley – Goals:

- Increase in Developmental Screenings – Expanded access to developmental screening services and increases in the number children screened and referred to services when needed.
- Local Community Outreach and Care Coordination – Preservation of local community outreach and care coordination to ensure a tailored approach to addressing community needs for those counties currently providing those services.
- Improved Productivity and Efficiencies – Improved economies of scale through shared costs for operations, marketing, and administration.
- Long-Term Sustainability – Development of a financing plan to maintain and potentially expand the work after the initial three years.

Help Me Grow Central Valley – Implementation

- Help Me Grow Central Valley would begin as a three-year pilot program (CY2025 – CY2027) serving children and families in Fresno, Kings, Madera, and Merced Counties.
- Help Me Grow Central Valley would support implementation of the four main components of the Help Me Grow model working closely with existing local Help Me Grow programs to ensure that support is tailored to meet unique local needs.
- A Central Valley Help Me Grow Leadership Team will convene regularly to oversee the development and implementation of the strategic plan, track operational progress, and ensure the long-term financial sustainability of the work. The Leadership Team will consist of representatives from Valley Children’s, First 5 Fresno, First 5 Kings, First 5 Madera, and First 5 Merced, with additional organizations added as needed.
- Valley Children’s would serve as the organizing entity for the program, responsible for the core strategic and administrative functions including hiring of staff and facilitating the design and implementation of the core components of the Help Me Grow model.
- Valley Children’s, First 5 Fresno, First 5 Kings, First 5 Madera, and First 5 Merced would jointly fund the costs of the program for the first three years and at the same time would work to find other funding sources to offset their costs during the pilot phase as well as funding to sustain the program beyond the first three years. The projected budget for the first three years is as follows.

	Year 1		Year 2		Year 3		Total	
Valley Children's	\$51,420.27	20.00%	\$67,145.36	25.00%	\$84,190.65	30.00%	\$202,756.29	25.15%
Merced	\$36,624.05	14.24%	\$35,868.17	13.35%	\$34,979.42	12.46%	\$107,471.64	13.33%
Madera	\$19,199.14	7.47%	\$18,802.90	7.00%	\$18,336.99	6.53%	\$56,339.03	6.99%
Fresno	\$129,650.25	50.43%	\$126,974.42	47.28%	\$123,828.22	44.12%	\$380,452.89	47.18%
Kings	\$20,207.66	7.86%	\$19,790.60	7.37%	\$19,300.22	6.88%	\$59,298.48	7.35%
Total	\$257,101.37	100.00%	\$268,581.44	100.00%	\$280,635.51	100.00%	\$806,318.32	100.00%

Regional HMG 3-year Budget

C. Timeframe:

The proposed project will encompass a three year period.

D. Costs:

The proposed share of First 5 Kings is approximately \$20,000 per year.

E. Staff Recommendation:

Staff recommends the commission review, discuss and consider approving funding for the Regional Help Me Grow Central Valley agreement not to exceed \$60,000 over a three year period. Staff are also requesting that the Commission authorize the Executive Director to negotiate and sign the agreement.

F. Attachments:

None.



460 Kings County Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: October 1, 2024

2024-10-164

**Commission Staff Position
Lateral Transfer
Recommendation**



460 Kings County Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting:
Agenda Item:
Item Type:

October 1, 2024
2024-10-164
Action Item

AGENDA ITEM: Lateral Transfer of Commission Staff Position to a Public Health Position

A. Background/History:

The First 5 Program Manager position has historically been a 1.0 FTE position, funded by the Commission. Commission staff frequently engage in various non-First 5 projects that align with the Commission’s Strategic Plan, and when funding permits, Commission staff time is budgeted into agreements.

The First 5 Program Manager has overseen Kings County Department of Public Health’s (KCDPH) agreement with Kings County Human Services Agency for home visitation services since its inception in 2018. This program oversight has accounted for .15 FTE of the First 5 Program Manager position; however, with the expansion of KCDPH’s home visitation services, management of all home visitation programs was transitioned to another KCDPH Program Manager as of July 1, 2024.

KCDPH has identified a need for a part-time program manager to oversee a variety of projects. The current First 5 Program Manager, Clarissa Ravelo, has been identified as a suitable person who can assist KCDPH with those identified projects.

B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:

KCDPH is in need of a .25 FTE Program Manager to oversee California Equitable Recovery Initiative and department Equity projects. These projects require a deeper understanding of Equity, Diversity and Inclusion, and special skillsets related to group facilitation, community engagement and embedding equity in all aspects of our work.

The First 5 Program Manager has the knowledge, skills and ability to take on these Public Health projects. The First 5 Program Manager will continue to prioritize the Commission’s work and all First 5-related projects. Assignment of the Public Health projects should not interfere with First 5 activities, but should enhance the Commission’s work, by opening up other avenues in the healthcare system that can benefit children 0-5 and their families.

Commission staff recommend that the Commission review, discuss and approve the lateral transfer of the First 5 Program Manager to a Public Health Program Manager position, and authorize the Executive Director to initiate the lateral transfer process with the County of Kings’ Human Resources Department on behalf of the Commission.

C. Timeframe:

If approved, the lateral transition of Ms. Ravelo's position from First 5 Program Manager to Public Health Program Manager will go into effect on October 14, 2024 (PP22).

D. Costs:

KCDPH will journal up to .25 FTE of the First 5 Program Manager's salary and benefits, to compensate for the time spent on Public Health projects.

E. Staff Recommendation:

Staff recommends the commission review, discuss and consider approving the lateral transition of the current First 5 Program Manager position to Public Health Program Manager.

F. Attachments:

None



460 Kings County Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: October 1, 2024

Update on Commission Staff Positions, Salary & Benefits



460 Kings County Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting:
Agenda Item Type:

October 1, 2024
Informational Item

AGENDA ITEM: Status Update on Commission Staff Positions, Salaries and Benefits

A. Background/History:

At the July 20, 2021 Kings County Board of Supervisors (KCBOS) meeting, the Commission and the County of Kings entered into a Professional Services Agreement for staffing and administrative services. Under this agreement, the County will continue to provide staffing for the Executive Director (in-kind), Program Officer and Resource Specialist to maintain the work required to carry out the Commission's Strategic Plan and Budget.

Current Commission's Salaries & Benefits Policy indicate that Commission Staff will notify the Commission of any updates to the Kings County policies and processes establishing a salaries and benefits schedule for county employees.

On May 17, 2022, the KCBOS approved an agreement with Koff & Associates (K&A) for professional services to perform a Classification and Total Compensation Study beginning June 1, 2022. At its regular meeting scheduled on May 14, 2024, the KCBOS received the completed study, and negotiations with bargaining units began following the KCBOS action.

On June 25, 2024, during the regular meeting of the KCBOS, job specification changes for positions within Kings County Department of Public Health were made. Specific changes were made to the position title from First 5 Program Officer to First 5 Program Manager, and revision of the job specifications with new formatting consistent with the current functions and requirements of the position.

At the August 13, 2024 KCBOS Meeting, a new salary resolution update was adopted, reflecting the position title change, as well as deletion of the First 5 School Readiness Coordinator classification, a position previous held by Commission staff.

The Compensation part of the K&A study has not been fully resolved at this time, although there are no recommendations to increase the First 5 Program Manager's salary range. The study is recommending a salary range increase for the Public Health Program Manager position. Once the Compensation aspect has been approved by KCBOS, Commission staff will provide the Commission with an update.

Commission Staff reviewed the current Salaries and Benefits policy and are recommending waiting on updating the policy until the Compensation aspect is finalized. At this time, the only changes that would be recommended are to update the position title and the link to the Salary Resolution.

B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:

Staff requests that the commission review and discuss the updates provided.

C. Timeframe:

The position retitling from First 5 Program Officer to First 5 Program Manager and job specification revision became effective on June 25, 2024.

D. Costs:

No costs associated with this item.

E. Staff Recommendation:

Staff recommends the commission review and discuss the updates provided.

F. Attachments:

- May 14, 2024 KCBOS Agenda Item: Receipt of the Classification & Compensation Study Conducted by K&A
- Excerpts from K&A Classification & Compensation Study re: First 5 Program Officer position
- June 25, 2024 KCBOS Agenda Item: Job Specification Changes for Public Health Department
- First 5 Program Manager and First 5 Program Officer Job Descriptions
- August 13, 2024 KCBOS Agenda Item: Salary Resolution Update
- Excerpts from Kings County Resolution Number 24-040 (Salary Resolution) pertaining to First 5 staffing positions
- First 5 Kings County Salaries and Benefits Policy – approved May 2018



COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362
Catherine Venturella, Clerk of the Board of Supervisors

AGENDA ITEM May 14, 2024

SUBMITTED BY: Human Resources – Carolyn Leist

SUBJECT: RECEIPT OF THE CLASSIFICATION AND COMPENSATION STUDY
CONDUCTED BY KOFF & ASSOCIATES

SUMMARY:

Overview:

The County retained Koff & Associates (K&A), now Gallagher, in 2022 to complete a classification and compensation study. The study is completed and ready to be received.

Recommendation:

Receive the Kings County Classification and Total Compensation Study conducted by Koff & Associates.

Fiscal Impact:

The cost for the Classification and Total Compensation Study was \$608,260 and was funded through the American Rescue Plan Act (ARPA), which resulted in no impact to the General Fund for the study. The cost for the compensation study fully implemented based on K&A’s recommendations alone would be approximately \$7,031,944, of which about \$2,812,778 are related to the General Fund. Of the non-General Fund cost of \$4,219,166, about \$1,652,119 is the cost to implement K&A’s recommendations for the Fire bargaining unit, however the Board and the Fire Association have already previously reached an agreement so these exact costs for Fire will not be realized as recommended by K&A.

BACKGROUND:

In December 2021, the County submitted a Request for Proposals to begin the selection process for a Classification and Total Compensation Study. The County awarded Koff & Associates, a division of Gallagher Benefit Services, Inc., the bid after a thorough review of their credentials, references, and experience in performing comprehensive studies.

(Cont’d)

BOARD ACTION:

APPROVED AS RECOMMENDED: OTHER: _____

ROLL CALL: NEVES, VALLE, ROBINSON, FAGUNDES, VERBOON – AYE

I hereby certify that the above order was passed
and adopted on May 14, 2024.

CATHERINE VENTURELLA, Clerk of the Board

By Catherine Venturella, Deputy 93 of 153

Agenda Item

RECEIPT OF THE CLASSIFICATION AND COMPENSATION STUDY CONDUCTED BY KOFF & ASSOCIATES

May 14, 2024

Page 2 of 2

Use of ARPA funds to pay for the study was requested as the study was an eligible expense under the public sector capacity. The final ARPA rule indicated that agencies could create a sustainable workforce in the long term through investments in hiring, recruitment, training, and compensation which was the intent of this study.

On May 17, 2022, the Board approved an agreement with K&A for professional services to perform a Classification and Total Compensation Study beginning June 1, 2022, with a term of 12 months with an option to extend it 6 months. In June 2023 the agreement was extended an additional 6 months. In total the study was completed in 22 months. The last compensation study conducted for the County was in 2016. Since then, the State approved several minimum wage increases requiring the County to increase position's salaries that had wages below the new minimum wage. Only the positions identified to be below the minimum wage were increased leaving higher classifications stagnate and causing a significant compaction issue across many classifications.

K&A is an experienced human resources and recruitment services firm providing human resource services to public agencies for over 38 years. K&A completed the Classification and Total Classification Study after review and comparison of the County's current salaries of identified 216 benchmark classifications and the County's current benefit packages. K&A provided recommendations on where the County salary structure should be to maintain a competitive presence using twelve comparable counties and cities identified as part of the study, including the City of Bakersfield, City of Hanford, City of Visalia, Fresno County, Humboldt County, Madera County, Mariposa County, Merced County, Stanislaus County, Sutter County, Tulare County and Tuolumne County. Over 480 classifications were studied, and 400 updated job descriptions were developed by K&A. They consolidated class series/levels, where appropriate, and incorporated best practices for structure, content, and qualification standards. The results of the study included title change recommendations for 103 classifications and recommendations for 40 reclassifications.

The Total Compensation Report documents the market compensation survey methodology, findings, and recommendations for implementation. The Classification report documents the classification study process and provides recommendations for the classification plan, allocations of individual positions for all County employees, and class specifications.

County Human Resources has reviewed the data and has addressed compaction throughout the entire county, Human Resources is prepared to begin negotiations with the County recommendations following K& A Salary Survey as a reference and resource. The study will allow the County to evaluate and quantify measurable differences among positions and a review of current class specifications and assist with future strategies with the County's compensation philosophy, approach, and structure, including a review of the current labor markets.

Human Resources recommends the Board receive the K&A Classification and Total Compensation Study. Negotiations with bargaining unions will occur following the Board's action to receive the K&A report.



Koff & Associates
A Gallagher Company

April 22, 2024

Classification Study Final Report

County of Kings

KOFF & ASSOCIATES

KATIE KANEKO

Managing Director

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Current Title	Recommended Title
Behavioral Health Unit Supervisor	Behavioral Health Services Supervisor
Benefit Services Deputy Director	Deputy Director of Human Services
Building Maintenance Worker/Senior Building	Building Maintenance Worker I/II
Building Operations Specialist	Building Operations Technician II
Building Operations Trainee	Building Operations Technician I
Cadastral GIS Tech I/II	GIS Technician I/II
Case Review Officer	Social Worker III
Child Support Office Supervisor	Supervising Office Assistant
Child Support Specialist III	Senior Child Support Specialist
Children's Med Services Worker	Caseworker I/II
Clerk-Recorder Specialist I/II	Clerk/Recorder Assistant I/II
Clerk-Recorder Specialist III	Senior Clerk/Recorder Assistant
Community Health Aide I/II/III	Community Health Assistant I/II
County Health Nurse I/II	Registered Nurse I/II
Data Analyst	Business Applications Specialist
Department Specialist	Administrative Assistant
Deputy County Counsel IV	Senior Deputy County Counsel
Deputy Director	Deputy Director of Human Services
Deputy Probation Officer III	Senior Deputy Probation Officer
Deputy Probation Officer IV	Supervising Deputy Probation Officer
Deputy Public Guardian	Deputy Public Guardian I/II
Deputy Vet. Svc/Pub Guard. Off	Assistant Veterans Service Officer/Public Guardian
Director of Public Health Services	Director of Public Health
Economic Development Manager	Economic Development Program Manager
Elections Specialist I/II	Election Technician I/II
Eligibility Worker III	Senior Eligibility Worker
Emergency Services Manager	Emergency Services Program Manager
Emergency Services Specialist	Emergency Services Technician
Employ & Train. Technician I/II/Senior	Employment and Training Worker I/II/Senior
Employment and Training Worker III	Senior Employment and Training Worker
Environmental Health Officer I/II/III/IV	Environmental Health Specialist I/II/III
Equipment & Groundsworker	Equipment Mechanic
Executive Secretary	Executive Assistant
Facilities Manager	Assistant Building Maintenance Superintendent
Family Resource Coordinator	Family Resource Technician
Fire Apparatus Engineer	Fire Engineer
First 5 Program Officer	First 5 Program Manager
Fiscal Analyst III	Fiscal Supervisor
GIS Specialist I/II	GIS Technician I/II
Health Educator	Health Education Specialist
Human Services Office Supervisor	Supervising Office Assistant
IT Security and Compliance Administrator	IT Security Officer
Jail Cook	Jail Cook I/II



Koff & Associates
A Gallagher Company

April 23, 2024

Total Compensation Study Final Report

County of Kings

KOFF & ASSOCIATES

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Managing Director

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Total Compensation Study – Final Report County of Kings

Benchmark Classification	# of Matches	Top Monthly % above or below	Total Compensation % above or below
Appraiser II	9	-3.3%	-8.0%
Administrative Assistant (Executive Secretary)	12	-3.3%	5.3%
Information Technology Manager	11	-3.3%	3.0%
Purchasing Officer	7	-3.4%	-0.3%
Survey Technician	5	-3.8%	-2.3%
Building Maintenance Worker II (Sr BMW)	9	-3.9%	-3.5%
Laboratory Technician II	4	-4.1%	-1.7%
Deputy Community Development Director-Building Official	7	-4.1%	-5.8%
Veterans' Service Rep II	7	-4.2%	-12.4%
Deputy District Attorney IV	7	-4.5%	-5.6%
Human Services Manager (Program Manager, HS)	9	-4.6%	0.9%
Building Operations Supervisor	9	-4.7%	-11.7%
Janitor	10	-4.7%	-11.3%
Building Inspector II	12	-4.8%	-7.5%
District Attorney	9	-4.9%	-2.3%
Public Health Nurse II	9	-4.9%	-7.6%
Juvenile Services Officer II	8	-5.0%	-9.8%
Animal Shelter Technician II	7	-5.1%	-9.5%
Social Worker Supervisor II (SS Supervisor - CPS)	9	-5.2%	-6.6%
District Atty Investigator II	9	-5.3%	-10.7%
Physician's Assistant	7	-5.4%	0.0%
Assessment Technician II	9	-5.5%	-6.7%
Probation Technician	8	-5.7%	-4.4%
Parks and Grounds Supervisor	7	-5.8%	-6.9%
Sheriff Records Assistant II (Sheriff Records Clerk II)	10	-5.9%	-8.3%
Deputy Ag Commissioner-Sealer	8	-5.9%	-1.7%
Director of Public Works	10	-6.0%	-0.6%
Eligibility Worker II	9	-6.0%	-8.5%
Family Nurse Practitioner	6	-6.1%	-1.1%
Accounting Technician II (Accounting Technician)	11	-6.2%	-8.9%
Library Assistant II	9	-6.2%	-6.9%
Program Coordinator (Prev Coord-BH or PH)	7	-6.3%	-4.6%
First 5 Program Manager	4	-6.6%	-1.6%
Supervising Environmental Health Specialist	7	-6.7%	-3.6%
Detentions Deputy II	9	-6.8%	-14.6%
Victim/Witness Advocate II	9	-6.8%	-13.1%

County of Kings
Appendix IIa: Market Compensation Data (sorted by Top Monthly Salary)
April 2024

First 5 Program Manager								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	County of Sutter	Program Manager - Children and Families Commission	\$ 10,016	\$ 4,646	\$ 14,661	7/6/2023	unknown	unknown
2	County of Merced	First 5 Merced County Program Manager	\$ 9,086	\$ 2,871	\$ 11,957	7/6/2022	unknown	unknown
3	County of Kings	First 5 Program Manager	\$ 7,455	\$ 3,503	\$ 10,958	12/26/2022	unknown	unknown
4	County of Stanislaus ¹	Confidential Assistant IV	\$ 6,814	\$ 3,501	\$ 10,315	7/1/2022	7/1/2023	3.00%
5	County of Tulare	First 5 Tulare County Program Officer I	\$ 6,472	\$ 2,132	\$ 8,604	6/3/2022	unknown	unknown
6	County of Madera	N/C						
7	County of Fresno	N/C						
8	City of Bakersfield	N/C						
9	County of Humboldt	N/C						
10	County of Tuolumne	N/C						
11	City of Visalia	N/C						
12	County of Mariposa	N/C						
13	City of Hanford	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 8,097	\$ 11,384
% County of Kings Above/Below	-8.6%	-3.9%
Median of Comparators	\$ 7,950	\$ 11,136
% County of Kings Above/Below	-6.6%	-1.6%
Number of Matches	4	4

N/C - Non Comparator

1 - County of Stanislaus: The County of Stanislaus has a broad classification system with minimal descriptions and distinguishing characteristics between levels. The matches have been made based on the level allocated to this functional area.

County of Kings
Appendix IIb: Benefit Detail
April 2024

Agency		County of Kings	City of Bakersfield	City of Hanford	City of Visalia	County of Fresno	County of Humboldt	County of Madera	County of Mariposa	County of Merced	County of Stanislaus	County of Sutter	County of Tulare	County of Tuolumne
Benchmark/ Comparator Agency Match		First 5 Program Manager	N/C	N/C	N/C	N/C	N/C	N/C	N/C	First 5 Merced County Program Manager	Confidential Assistant IV	Program Manager - Children and Families Commission	First 5 Tulare County Program Officer I	N/C
	Top Step	\$ 7,455								\$ 9,086	\$ 6,814	\$ 10,016	\$ 6,472	
Retirement	PEPRA	2%@62								2.5%@67	2%@62	2%@62	2.475%@66.75	
	Employee Cost Share													
	Social Security	\$ 462								\$ 563	\$ 422	\$ 621	\$ 401	
	Deferred Compensation	\$ 208									\$ 68	\$ 54	\$ 167	
	Other Ret.													
Insurance	Cafeteria	\$ 1,757								\$ 910	\$ 200		\$ 743	
	Health										\$ 1,940	\$ 2,058		
	Dental										\$ 94	\$ 120		
	Vision										\$ 16	\$ 26		
	Other Ins.											\$ 149		
Leaves	Vacation	\$ 430								\$ 524	\$ 446	\$ 578	\$ 498	
	Holidays	\$ 416								\$ 454	\$ 314	\$ 539	\$ 324	
	Admin Leave	\$ 229								\$ 419		\$ 501		
Allow	Auto													
Benefit Package Total		\$ 3,503	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 2,871	\$ 3,501	\$ 4,646	\$ 2,132	\$ 0

County of Kings
Appendix IIc: Market Compensation Data (sorted by Total Compensation)
April 2024

First 5 Program Manager								
Rank	Comparator Agency	Classification Title	Top Step	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	County of Sutter	Program Manager - Children and Families Commission	\$ 10,016	\$ 4,646	\$ 14,661	7/6/2023	unknown	unknown
2	County of Merced	First 5 Merced County Program Manager	\$ 9,086	\$ 2,871	\$ 11,957	7/6/2022	unknown	unknown
3	County of Kings	First 5 Program Manager	\$ 7,455	\$ 3,503	\$ 10,958	12/26/2022	unknown	unknown
4	County of Stanislaus ¹	Confidential Assistant IV	\$ 6,814	\$ 3,501	\$ 10,315	7/1/2022	7/1/2023	3.00%
5	County of Tulare	First 5 Tulare County Program Officer I	\$ 6,472	\$ 2,132	\$ 8,604	6/3/2022	unknown	unknown
6	County of Madera	N/C						
7	County of Fresno	N/C						
8	City of Bakersfield	N/C						
9	County of Humboldt	N/C						
10	County of Tuolumne	N/C						
11	City of Visalia	N/C						
12	County of Mariposa	N/C						
13	City of Hanford	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 8,097	\$ 11,384
% County of Kings Above/Below	-8.6%	-3.9%
Median of Comparators	\$ 7,950	\$ 11,136
% County of Kings Above/Below	-6.6%	-1.6%
Number of Matches	4	4

N/C - Non Comparator

1 - County of Stanislaus: The County of Stanislaus has a broad classification system with minimal descriptions and distinguishing characteristics between levels. The matches have been made based on the level allocated to this functional area.



COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362
Catherine Venturella, Clerk of the Board of Supervisors

AGENDA ITEM June 25, 2024

SUBMITTED BY: Human Resources – Carolyn Leist/Ashley Hernandez

SUBJECT: JOB SPECIFICATION CHANGES FOR PUBLIC HEALTH DEPARTMENT

SUMMARY:

Overview:

The County retained Koff & Associates (K&A) to complete a classification and compensation study. The job specification updates for the Public Health Department are completed, excluding any countywide classifications that will be addressed later. The K&A classification study provided recommendations to retitle positions and modify the job descriptions.

Recommendation:

Approve the retitled and revised job specification for Community Health Assistant I/II, Environmental Health Specialist I/II/III, Family Nurse Practitioner/Physician’s Assistant, Family Resource Technician, First 5 Program Manager, Health Education Specialist, Laboratory Technician I/II, Nutrition Assistant I/II, Nutrition Education Specialist, Nutrition Services Program Manager, Registered Nurse I/II, Senior Environmental Health Specialist, Supervising Environmental Health Specialist, Supervising Family Resource Technician, and Supervising Health Education Specialist.

Fiscal Impact:

None.

BACKGROUND:

Job specifications for the Public Health Department were updated based on K&A recommendations. Specifically, the Community Health Aide I/II was changed to Community Health Assistant I/II, Environmental Health Officer I/II/III was changed to Environmental Health Specialist I/II/III, Family Practice Nurse Practitioner/Physician Assistant – Certified was changed to Family Nurse Practitioner/Physician’s Assistant,

(Cont’d)

BOARD ACTION :

APPROVED AS RECOMMENDED: OTHER: _____

ITEM WAS PULLED FOR DISCUSSION. APPROVE AS PRESENTED.

**ROLL CALL: NEVES, FAGUNDES, ROBINSON, VERBOON – AYE
VALLE – NO**

I hereby certify that the above order was passed
and adopted on June 25, 2024.

CATHERINE VENTURELLA, Clerk of the Board

By Catherine Venturella, Deputy 102 of 153

Agenda Item

JOB SPECIFICATION CHANGES FOR THE PUBLIC HEALTH DEPARTMENT

June 25, 2024

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Family Resource Coordinator was changed to Family Resource Technician, First 5 Program Officer was changed to First 5 Program Manager, Health Educator was changed to Health Education Specialist, Laboratory Assistant I/II was changed to Laboratory Technician I/II, WIC Nutrition Assistant I/II was changed to Nutrition Assistant I/II, Nutrition Educator was changed to Nutrition Education Specialist, Nutrition Services Manager was changed to Nutrition Services Program Manager, County Health Nurse I/II was changed to Registered Nurse I/II, Environmental Health Officer IV was changed to Senior Environmental Health Specialist, Supervising Environmental Health Officer was changed to Supervising Environmental Health Specialist, Senior Family Resource Coordinator was changed to Supervising Family Resource Technician, and Senior Health Educator was changed to Supervising Health Education Specialist.

The revised job specifications were also revised with new formatting and to be consistent with the current functions and requirements of the position. Updates were also made to the definition, class characteristics, knowledge and abilities section, and the supervision received and exercised were added. Additionally, consistent with current Human Resources practices, the physical demands, environmental conditions, and disaster service worker information were included.

The Director of Public Health reviewed and approved all job specifications. Additionally, all job specifications were sent to the General Membership of California League of City Employee's Association (CLOCEA) and the Supervisor's Unit Membership of CLOCEA and were offered the opportunity to meet and confer with Human Resources. Attached are the current and revised job specifications for these positions in the Public Health Department.



FIRST 5 PROGRAM MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff, operations, services, and activities of all Kings County First 5 programs; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to Director of Public Health in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises supervision over professional and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for managing the operations and services of the First 5 program in the Public Health department. The incumbent is responsible for developing and implementing policies and procedures for assigned program, including short- and long-term planning, budget administration and reporting, and coordination of key programs/projects with other County divisions and departments and external agencies. Positions apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Positions generally serve as advisors and contributors to executive management on policies, procedures, and major County initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the First 5 programs, including Proposition 10-funded programs, Parents as Teachers Home Visitation Project, and other First 5 programs in Kings County.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the program; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the development, administration, and oversight of program budget(s); determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with County specifications and service quality.
- Creates contract documents and submits for approval; reviews quarterly expenditure and progress reports, maintains contract data, and facilitates payment authorization to grantees; provides technical assistance to grantees as requested.

- Provides program management and support for the First 5 Kings County Children and Families Commission; develops and update Commission's Strategic Plan annually; gathers and presents annual audit documentation, presents audit findings at Commission meeting; assists in the development and monitoring of the First 5 budget; provides other administrative and programmatic support.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other County departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in early childhood development; research emerging products and enhancements and their applicability to County needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with County and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

EDUCATION AND EXPERIENCE

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in public administration, health or social sciences, early childhood development, social work, education, sociology, organizational development, or a closely related field.

Experience:

- Two (2) years of program management experience preferably involving the provision of services to children and families.

LICENSES AND CERTIFICATIONS

Licenses:

- Possession of a valid California driver's license issued by the Department of Motor Vehicles at the time of appointment.

SPECIAL REQUIREMENTS

Qualify for security clearance through a background investigation and fingerprint check, which includes a credit check. Ability to work irregular hours as necessary, and travel within and outside the County. Certain positions in this classification may be designated as bilingual, requiring fluency in a foreign language.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Principles and practices of budget development and administration.
- Principles and practices of grant and contract administration and management.
- Techniques of effective statistical, analytical and research methodology and practice.
- Techniques for effectively representing the County in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- County and mandated safety rules, regulations, and protocols.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- Techniques of effective oral and written communication; proper spelling, grammar, and punctuation.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the division.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Plan, organize, oversee, and manage the staff and operations of the First 5 programs.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the County in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to operate a motor vehicle to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKERS

All Kings County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Emergency Services Chapter 6-8 via adoption of local Ordinance No. 361 § 1, 2-25-75). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

FLSA EXEMPTION: Exempt MEDICAL GROUP: C PROBATIONARY PERIOD: One year (2080 hours).



First 5 Program Officer

Class Code:
D56

KINGS COUNTY
Established Date: Dec 1, 2004
Revision Date: Jun 1, 2019

SALARY RANGE

\$36.49 - \$44.53 Hourly
\$2,919.20 - \$3,562.40 Biweekly
\$6,324.93 - \$7,718.53 Monthly
\$75,899.20 - \$92,622.40 Annually

DEFINITION:

Under direction, provides program management and contract compliance support to the First 5 Kings County Children and Families Commission in its mission to promote, support and improve the early development of children from the prenatal stage through five years of age; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

First 5 Program Officer is utilized in the office of the First 5 Kings County Children and Families Commission in the Public Health Department. Reporting to the Executive Director/Director of Public Health, incumbents provide general program management and contract compliance oversight of Proposition 10-funded programs, Proposition 56 Oral Health Prevention Program, Parents as Teachers Home Visitation Project, and other First 5 programs in Kings County.

EXAMPLE OF DUTIES:

Duties include but are not limited to those described below. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.

Manages and oversees implementation of First 5 contracts and programs to monitor and evaluate program performance against projected performance to ensure that program objectives are met and desired results are obtained; organizes meetings, focus groups and other events involving grant recipients and/or contractors; conducts site visits of contract providers to observe their programs and assure compliance with appropriate standards; prepares written recommendations to contract agencies following site visits; provides technical assistance services to funded projects to include training, data collection and establishment of outcome measures; assists with the development, implementation and evaluation of the Commission's Strategic Plan for early childhood development; maintains contract data related to funded programs; assists in the preparation and presentation of the annual audit in compliance with state and federal regulations; prepares for commission meetings including meeting posting/open meeting requirements; facilitates the development and/or acquisition of data collection instructions, information systems, and other tools needed to implement the Commission's evaluation component to report measurable outcomes as required under the Children and Families Act; assists in the development and maintenance of the grants and contract management system, including files, data bases, grants processing, protocols and contract tracking procedures; assists with the development and procurement of programs and services utilizing Request for Proposals, Request for Application, or other procurement tools; evaluates and reports on program and service proposals; authorizes payment to grant recipients in consultation with the Department Head; assists in the preparation of contracts and other documents; makes contract and grant activity recommendations to the Executive Director/Director of Public Health; serves as staff support to the Commission and attends Commission and committee meetings as required; collaborates with other community First 5 Commissions of California, First 5 California and First 5 Association to develop regional and statewide programs; assists in the development and monitoring of the Department budget; may train, supervise and evaluate the performance of subordinate staff; may represent the Commission and the Executive Director at meetings and conferences as assigned; acts in the absence of the Executive Director, as assigned; prepares reports, presentations and technical documents in the course of work; conducts research; collects, tabulates and evaluates information.

MINIMUM QUALIFICATIONS:

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Possession of a Bachelor's degree from an accredited four-year college or university in public administration, health or social sciences, early childhood development, social work, education, sociology, organizational development, or a related field. (Additional qualifying experience may substitute for up to two years of the required education.)

Experience: Two years of program management experience preferably involving the provision of services to children and families. (**Substitution:** Possession of a Master's degree in public administration, health or human services, social work, social services, education, organizational development or a related field of study may substitute for up to one year of the required experience.)

License: Possession of a valid California driver's license at the time of appointment.

Special Requirements: Ability to work a flexible work schedule as required; travel within and outside the County to attend meetings and conferences.

Desirable Qualifications: Bilingual fluency in Spanish/English and the ability to accurately and appropriately translate program information for individuals and groups in the Spanish-speaking community is preferred.

Knowledge of: California Children and Families Act of 1998 (Proposition 10), Oral Health Prevention Program (Proposition 56), Parents as Teachers Home Visitation Project, other First 5 programs and local implementing legislation; techniques in effective program management, evaluation and reporting; needs assessment methodology; preparation and administration of grants and contracts; principles and practices of public administration; principles and practices of employee supervision, evaluation and training; effective statistical, analytical and research methodology and practice; effective communication and public presentation methods; technical and business writing; state, county and community political and policy-making processes; early childhood development theories and practices.

Ability to: Gather and analyze data; prepare clear, concise and effective reports and recommendations; analyze complex problems, consider alternatives, project consequences and adopt appropriate solutions; communicate effectively with individuals and groups; explain and apply regulations and procedures in varying situations and to a variety of audiences; establish and maintain cooperative working relationships with department personnel, County officials, representatives of other agencies and regulatory commissions and boards, and the public; work effectively and collaboratively with a broad range of agencies, communities and individuals, including officials from service providers and other agencies, volunteers and the general public; exhibit initiative, integrity and sound judgment; successfully coordinate multiple activities; effectively supervise and direct the work of subordinates; work with minimum supervision; maintain confidentiality; organize work, set priorities, meet critical deadlines and follow-up on assignments; understand and follow oral and written instructions; use a personal business computer or other automated equipment and up-to-date software programs; use the Internet and related technology to do research, to exchange information, to update on-line web sites and to perform other work related tasks; follow safe work practices as directed and trained; safely operate a motor vehicle.

Work Environment: Works primarily in and travels between offices on campus and throughout County, must be able to sit for prolonged periods of time at a desk, operating computer and related equipment, on the phone, in meetings; regularly work with files and general office equipment; hearing and speech to communicate orally, in person and on the phone; vision and hand/eye coordination for use of computer and office equipment, to read handwritten and printed material and computer screen, and to drive; physical agility and strength sufficient to keyboard/operate a computer, handle files; light to moderate lifting and carrying of files; safely operate a motor vehicle.

SUPPLEMENTAL INFORMATION:

Overtime Status: Exempt
Medical Group: C
Probationary Period: One Year



COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362
Catherine Venturella, Clerk of the Board of Supervisors

AGENDA ITEM
August 13, 2024

SUBMITTED BY: Human Resources – Carolyn Leist/Melissa Avalos

SUBJECT: SALARY RESOLUTION UPDATE

SUMMARY:

Overview:

Periodically the Salary Resolution is updated to reflect negotiated Memorandum of Understanding (MOU) agreements with various bargaining units, classification and compensation changes, and the addition and deletion of positions. The Board of Supervisors recently approved Memorandum of Understandings for the Fire Association and Deputy Sheriff Association. This Salary Resolution will address increases for the Unrepresented Management employees who oversee the employees of those bargaining units in order to address compensation compaction.

Recommendation:

- a. Approve the salary increases for the Unrepresented Management employees who oversee the Deputy Sheriff Association and Fire Association employees effective August 5, 2024;
- b. Approve the Peace Officer Standards and Training Education Incentive for applicable Unrepresented Management employees effective August 5, 2024;
- c. Approve the Fire Certification pays for applicable Unrepresented Management employees effective August 5, 2024;
- d. Approve the Salary Resolution updates effective August 5, 2024.

Fiscal Impact:

The cost to implement these changes is \$223,701 for the Unrepresented Management employees that oversee the Deputy Sheriff Association and \$177,209 for Unrepresented Management employees that oversee the Fire Association.

(Cont'd)

BOARD ACTION:

ACTION: APPROVED AS AMENDED

APPROVED AS RECOMMENDED: _____ OTHER: _____

ROLL CALL: NEVES, ROBINSON, VALLE, FAGUNDES, VERBOON – AYE

[Reference: See Resolution No. 24-040, which by reference hereto, is made part of these minutes.]

I hereby certify that the above order was passed
and adopted on August 13, 2024.

CATHERINE VENTURELLA, Clerk to the Board

By Catherine Venturella, Deputy, Deputy
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Agenda Item

SALARY RESOLUTION UPDATE

August 13, 2024

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BACKGROUND:

The Salary Resolution was last updated and approved by the Board on October 3, 2023. This update includes compensation changes to Unrepresented Management employees who oversee employees in the Fire and Deputy Sheriff's Association, excluding department heads. The salary changes to these Unrepresented Management classifications are proposed as follows:

Job Title	Current Range	Proposed Range Increase	New Range
Battalion Chief	254.0	11.5	265.5
Assistant Fire Chief	273.5	5.0	278.5
Sheriff's Commander	269.5	1.5	271.0
Assistant Sheriff	293.0	0.0	293.0
Undersheriff	293.0	6.0	299.0
Assistant Chief Investigator	260.5	6.5	267.0
Chief Investigator	270.5	11.5	282.0

The P.O.S.T. Education Incentive Pay for Assistant Chief District Attorney Investigator, Assistant Sheriff, Chief District Attorney Investigator, Sheriff's Commander and Undersheriff was increased as follows: POST Intermediate Certification was increased from \$100 monthly to \$400 monthly, POST Advanced Certification pay was increased from \$125 monthly to \$450 monthly, POST Supervisory Certification was increased from \$150 monthly to \$500 monthly, and POST Management Certification was increased from \$200 monthly to \$550 monthly. The Education Incentive pays do not compound.

The Fire Certification Pays for Assistant Fire Chief and Battalion Chiefs was increased as follows: EMT-D pay was increased from \$32.50 monthly to \$75.00 monthly, Fire Officer certification pay was increased from \$42.00 monthly to \$175.00 monthly, and Chief Officer certification pay was increased from \$85.00 monthly to \$237.00 monthly. Employees receiving compensation for Chief Officer Certification shall not be entitled to receive additional compensation for Fire Officer certification.

In addition to regular salaries and education incentive pays, Longevity Pay was modified for Unrepresented Management in the classifications of Assistant Chief District Attorney Investigator, Assistant Sheriff, Chief District Attorney Investigator, Sheriff's Commander, Sheriff and Undersheriff who have completed five (5) years with the County will receive longevity pay in the amount of two percent (2%), employees who have completed ten (10) years with the County will receive longevity pay in the amount of five percent (5%), employees who have completed fifteen (15) years with the County will receive longevity pay in the amount of seven and a half percent (7.5%). Longevity pay is not compounded and the new tiers and new amount for the old tier will be effective August 5, 2024. And the uniform allowance for Assistant Chief DA Investigator and Chief District Attorney Investigator were increased from \$650 to \$800 annually.

Agenda Item

SALARY RESOLUTION UPDATE

August 13, 2024

Page 3 of 3

Other updates include additions and deletions of classifications, as well as other previous changes approved by the Board. The deleted classifications include: Animal Control Officer III, Child Health Initiative Case Manager, Child Health Counselor, Clinical Laboratory Technologist, ~~Code Compliance Specialist I/II/III~~, Crime Data Analyst, Deputy Director of Economic and Workforce Development, Executive Assistant District Attorney, Kennel worker, Paralegal, Registered Veterinary Technician, Senior Health Educator, Staff Nurse, First 5 School Readiness Coordinator, and Deputy Sheriff Bailiff.

KINGS COUNTY

RESOLUTION NUMBER 24-040

A RESOLUTION FIXING THE COMPENSATION OF OFFICERS AND EMPLOYEES OF KINGS COUNTY

APPROVED BY THE BOARD OF SUPERVISORS ON 8/13/2024
FOR PAY PERIOD 17-2024 (8/5/2024)

WHEREAS, Section 18-4 of the Code of Ordinances of Kings County authorizes that, except as otherwise provided by state law, the compensation of officers and employees shall be established by resolution of the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED that this resolution shall be known as "THE SALARY RESOLUTION" and hereby establishes a basic salary plan for payment of all Kings County officers and employees, elective and appointive; that said salary plan provides for a bi-weekly pay period; that the basic pay plan and compensation provisions are applied herein to the several classes or positions as shown in the following sections:

MOU/SR

SECTION II - Middle Management & Confidential Employees**CLASSES ASSIGNED TO SALARY RANGE NUMBERS**

The following classes are hereby assigned to the salary ranges in the basic salary schedule which are designated opposite the class titles as shown below.

<u>Code</u>	<u>Class Title</u>	<u>Effective Salary Range Number</u>	<u>9/4/2023 Approx. Monthly Salary</u>
D114	Facilities Manager	227.0	5753-7022
D130	Family Nurse Practitioner/Physician's Assistant	271.5	8961-10934
D56	First 5 Program Manager	236.5	6325-7719
D17	Fiscal Analyst I	215.5	5131-6263
D02	Fiscal Analyst II	225.5	5666-6918
D124	Fiscal Analyst III	236.5	6325-7719
D121	Fleet Services Superintendent	235.0	6231-7604
D110	Food Services Manager	210.0	4857-5928
D106	IT Security and Compliance Administrator	263.5	8277-10097
D59	Information Technology Manager	268.0	8655-10559
D123	Juvenile Services Manager	229.0	5869-7164
D61	JTO Program Manager	236.5	6325-7719
D79	Library Manager	236.5	6325-7719
D101	Nursing Division Manager	276.5	9417-11492
D37	Nutrition Services Program Manager	241.5	6647-8112
D77	Parks & Grounds Superintendent	245.0	6883-8401
D133	Payroll Manager	236.5	6325-7719
Q23	Payroll Technician I	198.5	4332-5285
Q24	Payroll Technician II	208.5	4786-5840
D03	Personnel Analyst I	216.5	5181-6325
D04	Personnel Analyst II	231.5	6016-7344
D05	Personnel Analyst III	246.5	6987-8526
Q11	Personnel Assistant I	177.5	3515-4288
Q12	Personnel Assistant II	187.5	3883-4739
Q13	Personnel Assistant III	197.5	4288-5233
Q05	Personnel Technician I	200.5	4420-5391
Q04	Personnel Technician II	210.5	4881-5957
D67	Planner IV	242.5	6713-8195
D139	Principal Personnel Analyst	266.5	8526-10403
D42	Probation Division Manager	244.5	6850-8360
D65	Program Manager, Human Services	246.5	6987-8526
D111	Program Manager, Behavioral or Public Health	236.5	6325-7719
D96	Program Specialist	225.5	5666-6918
D71	Property Tax Manager	225.5	5666-6918
D58	Public Health Laboratory Director	261.5	8112-9897
D92	Purchasing Manager	244.0	6815-8318
D141	Quality Assurance Manager	236.5	6325-7719
D135	Risk Manager	262.0	8154-9948
Q17	Risk Technician I	194.5	4163-5080
Q16	Risk Technician II	204.5	4599-5611
Q18	Risk Technician III	214.5	5080-6200
D88	Risk Analyst I	216.5	5181-6325
D66	Risk Analyst II	231.5	6016-7344
D60	Road Superintendent	259.0	7913-9655
Q07	Secretary	187.5	3883-4739
Q01	Secretary to the C.A.O.	215.5	5131-6263
Q02	Secretary to the County Counsel	215.5	5131-6263
Q03	Secretary to the District Attorney	215.5	5131-6263
Q32	Secretary to the Sheriff	215.5	5131-6263

SECTION II - Middle Management & Confidential Employees

CLASSES ASSIGNED TO SALARY RANGE NUMBERS

The following classes are hereby assigned to the salary ranges in the basic salary schedule which are designated opposite the class titles as shown below.

<u>Code</u>	<u>Class Title</u>	<u>Effective Salary Range Number</u>	<u>9/4/2023 Approx. Monthly Salary</u>
D08	Senior Accountant-Auditor	251.5	7344-8961
Q06	Senior Personnel Technician	220.5	5391-6581
D29	Sheriff's Commander*	271.0	8916-10880
D134	Sheriff's Records Manager	224.5	5611-6850
D54	Social Services Program Manager	249.5	7200-8785
D140	Staff Support Manager	247.5	7056-8613
D75	Supervising Attorney - Child Advocacy	284.0	10147-12383
D34	Supervising Attorney - Child Support	284.0	10147-12383
D108	Supervising Environmental Health Specialist	235.5	6263-7642
Q31	Supervising Legal Secretary	189.0	3942-4808
D13	Supervising Public Health Nurse	256.5	7719-9417
D122	Supervising Welfare Fraud Investigator	225.5	5666-6918
D91	Treasury and Tax Manager	250.5	7271-8871
D15	Undersheriff (1)*	299.0	11781-14376
D109	Victim Witness Coordinator	216.0	5155-6294
D142	Water, Solar, and Natural Resources Manager	256.5	7719-9417

Employees who are designated "classic members" of PERS pay the full employee contribution for the 2% at 55 Miscellaneous plan or the 3% at 55 Safety plan. Employees who are designated "new members" to PERS pay the full employee contribution for the 2% at 62 Miscellaneous plan or the 2.7% at 57 Safety plan.

- (1) These classifications are at-will and exempt from the merit system.
- (2) BATTALION CHIEF (Operations) - HOURLY RATES - when assigned to a 224 hour, 28-day work cycle.

Effective: 8/5/2024 Range 265.5

Step 1	Step 2	Step 3	Step 4	Step 5
\$34.79	\$36.56	\$38.42	\$40.39	\$42.45

*Salary adjustments and/or new positions added after the last Salary Resolution effective October 2, 2023.

Effective October 17, 2023 - approved by Board of Supervisors on October 17, 2023

Deputy District Attorney Supervisor: New classification with salary set at Range 294.0 (\$2,782-\$3,394)
 Executive Assistant District Attorney: Deleted from Salary Resolution. Classification not in use
 Assistant County Counsel: Increase salary from range 301.5 to 304.0 (\$12,383-\$15,109)
 Assistant District Attorney: Increase salary from range 289.5 to 304.0 (\$12,383-\$15,109)

Effective May 21, 2024 - approved by Board of Supervisors on May 21, 2024

Risk Analyst I/II: New classification with salary set at range 216.5 (\$5,181-\$6,325) and 231.5 (\$6,016-\$7,344)

Effective July 16, 2024 - approved by Board of Supervisors on July 16, 2024

Planner IV: Revised job specification with salary set at range 242.5 (\$6,713-\$8,195)

Effective August 5, 2024 - approved by Board of Supervisors on August 13, 2024

First 5 School Readiness Coordinator: Deleted from Salary Resolution. Classification not in use
 Deputy Director or Economic and Workforce Development: Deleted from Salary Resolution. Classification not in use

Effective August 5, 2024 - approved by Board of Supervisors on August 13, 2024

Assistant Chief District Attorney Investigator: Increase salary from range 260.5 to 267.0 (\$8,570-\$10,455)
 Assistant Fire Chief Increase salary from range 273.5 to 278.5 (\$9,608-\$11,724)
 Battalion Chief: Increase salary from range 254.0 to 265.5 (\$8,443-\$10,301)
 Chief District Attorney Investigator: Increase salary from range 270.5 to 282.0 (\$9,948-\$12,139)
 Sheriff's Commander: Increase salary from range 269.5 to 271.0 (\$8,916-\$10,880)
 Undersheriff: Increase salary from range 293.0 to 299.0 (\$11,781-\$14,376)

SECTION VI

BASE AND TIME OF PAY

Compensation shall be paid on a bi-weekly basis within the hourly or monthly rate established for the class of position to which an individual has been appointed except where otherwise indicated in this resolution. For accounting purposes within the Auditor's Office and in the Human Resources Department, the employment records of all employees, whether paid at a monthly or hourly rate, will be maintained on an hourly basis. The first pay period shall be from Monday (starting at 0001 Monday morning) to midnight (2400) of the second Sunday thereafter. Compensation shall be payable on or before the fifth working day after the conclusion of each pay period for service rendered during the preceding pay period.

Any officer required to file an affidavit as a condition of receiving his/her salary for any one month shall not receive the final installment of his/her salary for any month until he/she has submitted to the Auditor/Controller such affidavit or affidavits as are required by law.

EFFECTIVE DATE

This Resolution shall take effect August 5, 2024, except as to those items previously approved by action of the Kings County Board of Supervisors, and as to those items, the effective day shall be the date of the Board action.

The foregoing resolution was adopted upon motion by Supervisor Neves, seconded by Supervisor Robinson, at a regular meeting held August 13, 2024 by the following vote:

- AYES: Supervisors : Neves, Robinson, Valle, Fagundes, Verboon
- NOES: Supervisors : None
- ABSENT: Supervisors : None



William Verboon, Chairman of the Board of Supervisors
County of Kings, State of California

WITNESS my hand and seal of said Board of Supervisors this 13th day of August, 2024.



Clerk of said Board of Supervisors

Salaries & Benefits Policy

I. Purpose and Applicability

Assembly Bill 109 (Chan) and Senate Bill 35 (Florez) were adopted by the Legislature, signed by the Governor and enacted into law, effective January 1, 2006. The new law is found at Chapters 243 and 284, Statutes of 2005, now codified in the California Health and Safety Code Section 130140 et seq. We have been informed by First 5 California (the State Commission) that county commissions must comply with these new laws in order to receive tax revenue, and that First 5 California will begin withholding funds on July 1, 2006, if the requirements are not met.

As a result of the passage of AB 109 (Chan), and the subsequent changes to the Health & Safety Code as evidenced in Section 130140, Paragraph (6) subdivision (d), each county commission must adopt in a public hearing, policies and processes establishing the salaries and benefits of employees of the county commission. Salaries and benefits shall conform to established county commission or county government policies.

II. Statement of Policy

It is the policy of First 5 Kings County Children and Families Commission, as a county entity, to affirm the use of Kings County policies and processes establishing the salaries and benefits of commission employees. Any updates to the Kings County policies and processes establishing a salaries and benefits schedule for county employees will be strictly adhered to by the First 5 Kings County Commission. The First 5 Program Officer will notify the First 5 Kings County Children and Families Commission of such updates at the next regularly scheduled meeting following the update.

III. County Policy

The Salary Resolution, adopted by the Board of Supervisors and updated periodically, consists of a listing of all the County's job classifications with the assigned salary range for each classification. In determining salaries, consideration is given to a number of factors, including prevailing rates for comparable work in other public and private employment, current costs of living, and the County's financial condition and policies. Salaries and benefits are reviewed regularly with employee representatives in the meet and confer process.

The basic salary schedule consists of numbered salary ranges, each having five steps of approximately 5 percent each. These steps provide the basis for merit salary increases. Most new employees start at the first step and after six months of actual and

continuous satisfactory service are eligible to advance to the second step. However, it is important to remember that step increases are not granted automatically. Your department head must certify that your overall performance—which includes attendance and work habits--has been satisfactory or better. Annually thereafter, employees may advance one step until reaching the fifth step, provided their performance meets department standards. A change in job classification due to promotion could provide additional opportunities for salary increases.

The current salary resolution can be located at:

<http://www.countyofkings.com/home/showdocument?id=98>



460 Kings County Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: October 1, 2024

Study Session

Strategic Planning Process and Timeline



460 Kings County Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting:
Agenda Item:

October 1, 2024
Informational

AGENDA ITEM: Strategic Planning Process and Timeline

A. Background/History:

Proposition 10 requires all county commissions to “adopt an adequate and complete County Strategic Plan for the support and improvement of early childhood development within the county. The strategic plan must include a description of the goals and objectives proposed to be attained, a description of the programs, services, and projects proposed to be provided, sponsored or facilitated; and a description of how measurable results of such programs, services, and projects will be determined by the County Commission using appropriate and reliable indicators.”

In the past First 5 has used a variety of methods to engage the Commission, Grantees, Stakeholders, Community Partners, and the Community. During past planning cycles we have used community needs surveys, focus groups, evaluation results, fiscal analysis of grantees by a CPA firm, and submissions by grantees.

This is the last year of the 2020-2025 Strategic Plan. Commission staff will be working closely with EMT & Associates, Inc., the Commission’s evaluation consultant, to develop tools and strategies to develop the next recommended Strategic Plan.

B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:

First 5 Kings County Staff request the Commission review and discuss the Strategic Plan Process and Timeline as presented.

C. Timeframe:

The new strategic plan would begin implementation on July 1, 2025. All activities would need to be completed, and a strategic plan would need to be adopted at the February 2025 Commission Meeting to have new contracts in place by July 1, 2025.

D. Costs:

No costs are associated with the planning process; however, minimal costs will be accrued related to community outreach, and possible incentives to stakeholders that participate in the focus groups.

E. Staff Recommendation:

First 5 Kings County Staff request the Commission to review and discuss the Strategic Plan Process and Timeline as presented.

F. Attachments:

- First 5 Strategic Planning Overview

First 5 Kings County

2025-2030 Strategic Planning Process

Prepared for:

First 5 Kings County Children and
Families Commission
460 Kings County Drive, Ste. 101
Hanford, CA 93230



OCTOBER 2024



What is strategic planning?

- Strategic planning is “a deliberate, disciplined approach to producing fundamental decisions and actions that shape and guide what an organization or collaborative is, what it does, and why.”
- Strategic planning is the systematic process of bringing key people together to envision a desired future and develop goals, procedures, and sequential actions to realize that future.
- Strategic planning enables leaders and partners to define, support, and commit to a shared vision and the belief that the vision can happen.

Strategic Plan Development – 6 Step Process



Strategic Plan Development – Proposed Timeline

2024

STEP 1

ENVIRONMENTAL SCAN

07/01/2024 - 10/31/2024



STEP 2

INTERNAL ANALYSIS

11/01/2024 - 11/30/2024



STEP 3

STRATEGIC DIRECTION

12/01/2024 - 12/31/2024



2025

STEP 4

IDENTIFY GOALS, OBJECTIVES, AND METRICS

01/01/2025 - 01/31/2025



STEP 5

PRODUCE PLAN

02/01/2025 - 02/28/2025



STEP 6

PREPARE FOR IMPLEMENTATION

03/01/2025 - 06/30/2025



● STEP 1

ENVIRONMENTAL SCAN

- Semi-structured interviews with First 5 Kings Commissioners and First 5 Kings County funded partners
- Online surveys of county agency staff, community-based providers, and kindergarten teachers
- Online surveys of parents and family members of children 0-5 years of age
 - Early care and education programs (e.g., Head Start, state funded preschool)
 - Maternal Child and Adolescent Health (MCAH)
 - Family Resource Centers (FRCs)
 - UCP participants
- Parents of school-age children (kindergarten and transitional kindergarten)
- Review of archival data sources and existing surveys
- Review of evidence-based early childhood programs

● STEP 2

INTERNAL ANALYSIS

- Synthesis of environmental scan data to provide a clear picture of unmet child and family needs, existing resources, and gaps in systems of care.
- SWAT Analysis
 - Provides structured way to assess internal and external factors affecting systems of care and to build on strengths, address weaknesses, leverage opportunities, and navigate potential threats.
- SOAR Model Analysis
 - Strengths: What can we build on?
 - Opportunities: What are our stakeholders asking for?
 - Aspirations: What do we care about and which initiatives support our aspirations?
 - Results: How do we know we are succeeding?

● STEP 3

STRATEGIC DIRECTION

- Identification of strategic issues (i.e., issues First 5 can realistically address) and key policy levers or challenges
- Identification of core priorities based on community needs and goals
- Focus on areas such as equity, access, quality improvement, and professional development
- Identification of opportunities to align with federal, state, and local policies and funding sources
- Leveraging of available resources to support key initiatives
- Integration of evidence-based practices and innovative approaches to strengthen system capacity to delivery effective services
- Review of models from other First 5 counties for potential replication.

● STEP 4

IDENTIFY GOALS, OBJECTIVES, AND METRICS

- Focus on manageable set of critical issues that align with the community's vision for early childhood systems and services.
- Development of clear, measurable, and time-bound goals to address identified priorities
- Selection of objectives that are actionable, providing clear direction on steps needed to achieve overarching goals
- Definition of short, medium, and long-term objectives to create a roadmap for implementation.
- Selection of key performance indicators and quantifiable metrics to measure progress.
- Alignment of metrics with reporting systems
- Setting of baseline and realistic targets using environmental scan data

● STEP 5

PRODUCE PLAN

- Development of a formal plan for communicating the strategic direction to external stakeholders and the broader community
- Creation of messaging that is clear, inclusive, and transparent
- Discussion of the strategic plan context, summary results of the environmental scan, and ways key stakeholders were involved in the process
- Articulation of First 5 Kings County's vision, mission, and values
- Setting of strategic priorities including areas of focus, rational for priorities, and alignment with broader systems
- Formulation of strategies and action steps, including responsibilities, timelines and resource allocations
- Design of performance metrics and evaluation

● STEP 6

PREPARE FOR IMPLEMENTATION

- Creation of an implementation framework detailing how strategic goals will be operationalized
- Preparation of a Request for Qualifications (RFQ) for funded programs
- Dissemination of RFQ to interested stakeholders
- Review of applications and decision-making regarding grantee awards
- Preparation of subcontract agreements and scopes of work with each funded partner agency
- Investment in software application(s) to support future data collection and analysis activities
- Development of plans for ensuring sustainability of initiatives



Questions & Discussion



460 Kings County Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: October 1, 2024

Study Session

Spotlight On Service:
Corcoran Family Resource
Center



460 Kings County Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting:
Agenda Item Type:

October 1, 2024
Study Session

AGENDA ITEM: Spotlight on Service: Recreation Association of Corcoran – Corcoran Family Resource Center

A. Background/History:

The First 5 Commission has scheduled annual program presentations by funded programs. This offers grantees the opportunity to share their successes, achievements, and progress from the last year.

B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:

The Corcoran Family Resource Center (CFRC) is a community based family resource center that is providing school readiness services to families residing in Corcoran and surrounding communities. The services offered at the CFRC are developmentally appropriate, and specifically engineered to the age of the child.

C. Timeframe:

The Corcoran Family Resource Center has been a component of the First 5 Kings County strategic plan since FY 2003/2004.

D. Costs:

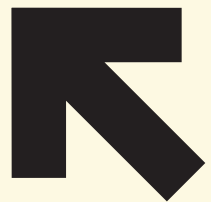
There is no additional cost associated with this agenda item. CFRC's budget is a part of the approved FY 2024-2025 budget.

E. Staff Recommendation:

Staff recommends that the commission review the information provided by Recreation Association of Corcoran regarding the Corcoran Family Resource Center.

F. Attachments:

- Recreation Association of Corcoran – Corcoran Family Resource Center – PowerPoint Presentation



Corcoran
Family
Resource
Center



Executive Director: Steve Brown

Program Coordinator: Ana Cortes

Child Enrichment Teacher: Stephany Martinez



Early Childhood Activities

0-6 Months: Tummy Playtime

- This class provides tummy exercise for a child to improve their baby motor skills.

6-24 Months: Time 2 Fingerprint

- This class provides activities for toddlers to experience different textures through paint to create unique, artistic crafts.



Early Childhood Activities



2-5 Years of Age:

Let's Move and Play

The objective of this class is to develop the framework for a healthy lifestyle by incorporating exercise in the child's daily routine while helping the child develop their gross motor skills.

Little Chef

This class gives the child and parent the opportunity to learn how to prepare a nutritional snack in a healthy and simple way.

2-5 Years of Age cont.

Time for Art

This class encourages children to explore their creativity through a variety of venues, such as: texture, colors, and ceramics.



Dramatic Play

This class encourages children to learn through play and social interactions giving the opportunity to improve cognitive, social and emotional, and language skills.





Coordinated services

Parent Education Workshops (Parent Café)

- Provides educational workshops about various services offered to the community.

UCP – Parent & Me

- This program offers children 0-5 and their parents the ability to strengthen the parent and child's hands-on growth experiences and also demonstrates their child's intellectual development.

Health and Nutrition

- This workshops provides parents and children information on health related topics.





Coordinated services cont.



Community Baby Shower

- Provides expecting mothers with the resources needed during and after their pregnancy.

Car Seat Check-ups

- During a car seat check-up, we demonstrate how to properly install their child's car seat.



Outreach Activities

- **RAC Family Night**
- **Police Night Out**
- **Kings County Resource Fair**
- **Boswell Health Fair**
- **Corcoran Cotton Festival**
- **Corcoran Trunk-or-Treat Event**
- **Provide ongoing mailing to FRC clients to include calendars, brochures, and upcoming events**
- **Provide information and FRC highlights to local newspaper to promote FRC services.**





Fun at the FRC





460 Kings County Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: October 1, 2024

Study Session

Spotlight on Service:
Kettleman City Family
Resource Center



460 Kings County Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting:
Agenda Item Type:

October 1, 2024
Study Session

AGENDA ITEM: Spotlight on Service: Kings Community Action Organization – Kettleman City Family Resource Center

A. Background/History:

The First 5 Commission has scheduled annual program presentations by funded programs. This offers grantees the opportunity to share their successes, achievements, and progress from the last year.

B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:

The Kettleman City Family Resource Center (KCFRC) is a community based family resource center that is providing school readiness services to families residing in Kettleman City and surrounding communities. The services offered at the KCFRC are developmentally appropriate, and specifically engineered to the age of the child.

C. Timeframe:

The Kettleman City Family Resource Center has been a component of the First 5 Kings County strategic plan since FY 2006/2007.

D. Costs:

There is no cost associated with this agenda item.

E. Staff Recommendation:

Staff recommends that the commission review the information provided by Kings Community Action Organization regarding the Kettleman City Family Resource Center.

F. Attachments:

- Kings Community Action Organization – Kettleman City Family Resource Center – PowerPoint Presentation



Kettleman City Family Resource Center

FY 2023-2024

July - June

TRUST
PARTNERSHIP
SHARE
HARMONIZE
NETWORK
COLLABORATE
SUPPORT
WORK

Kettleman City Family Resource Center Team

All the hard work of providing Direct & Coordinated services to families living in the Kettleman City community.



About the Family Resource Center

The purpose...

- ◇ Our purpose is to connect children and families with services by making them available in their own community.
- ◇ Provide resources and referrals to families or individuals.
- ◇ Promote early childhood development with funds provided by First 5 Kings County.
 - ◇ Copies, translation assistance, emergency clothing & food, computer assistance.



Kettleman City Family Resource Center

First 5 Kings County Program

Home visitation

- ◇ 8 unduplicated children, 111 duplicated visits
- ◇ 9 unduplicated adults, 135 duplicated visits

Raising a Reader Literacy Program

- ◇ 12 unduplicated children
- ◇ 143 unduplicated rotation of book bags

Back to School Event – served 65 children

- ◇ Backpacks were donated by Aria Health Clinic
- ◇ School supplies
- ◇ Free haircuts



9/25/2024

FRC cont...

Group Connections – families served

- ◆ 42 unduplicated children, 118 duplicated
- ◆ 40 unduplicated adults, 96 duplicated adults
- ◆ Held monthly

December
"Winter Wonderland"



April
"Spring Festival "



May
"Stepping-Stones for Mom"



7/25/2024

FRC cont...

Holiday Boxes – served First 5 families

- ◆ 25 for Thanksgiving & Christmas

Food Distributions – KCAO

- ◆ 2 times per month
- ◆ Emergency food boxes & USDA served – 1,522 duplicated households

Groceries 2 Go

- ◆ Appointment based, 2 times per month
- ◆ Non-perishable items, produce, eggs, tortillas
- ◆ Served – 1,044 duplicated households



9/25/2024

6

Parent Workshops

Free nutrition classes to learn how to make healthy meals and enjoy tasty recipes after each class was provided by KCAO's Nutrition Education Hunger Prevention (NEHP), Jane Gonzalez. The weekly workshops were provided in English and Spanish to community members who participated in the 1 hour classes.

Lesson 1: Planning Meals

Lesson 2: How to use Food Labels

Lesson 3: How to Save Money

Lesson 4: Preparing a Meal

Jane prepared recipes for participants to taste. She was able to provide give-aways to each attendee to take home. Items such as bottles of olive oil used for healthy cooking, food items to make their own trail mix and raffle prizes. There was an average of 10-12 participants at each class, many of them enrolled in the First 5 Kings County Program.



Kings View provides monthly classes at the FRC. Classes include:

- Stress Management
- Healthy Eating
- Mental Health
- Panic Attacks



Medi-Cal Navigation Project

Assistance with:

- ◆ Medi-Cal
- ◆ Cal-Fresh
- ◆ CalWORKs

Outreach:

- ◆ Navigators outreach throughout Kings County communities
- ◆ Approximately 4,425 (duplicated) individuals reached
- ◆ Assisted with 55 applications July – May 2024



The Future Looks Bright for 2024-25...

First 5 Kings County Program

- ◇ Home Visitation Program
- ◇ Direct & Coordinated Services

Events





- ◇ Back to School
- ◇ Shoe Give-Away
- ◇ Fall Harvest
- ◇ Coat Drive
- ◇ Winter Wonderland
- ◇ Spring Festival
- ◇ Parent Cafes
- ◇ AAA Child Passenger Safety Program



Community Outreach Efforts

Provide FRC information (flyers & monthly calendar) to local businesses in Kettleman City.

- ◇ Post Office
- ◇ Local Markets
- ◇ Utility District
- ◇ KC Elementary School
- ◇ WIC
- ◇ UCP Parent & Me
- ◇ KCAO Website
- ◇ First 5 Website

  Kettleman City Family Resource Center 75 Fifth Street, Kettleman City, CA 93239 (559) 386-1693 December / Diciembre 2023							
Monday/Lunes	Tuesday/Martes	Wednesday/Miercoles	Thursday/Jueves	Friday/Viernes	Saturday/Sabado		
Open: 8:00am-5:00pm	Open: 8:00am-5:00pm	Open: 8:00am-5:00pm	Open: 8:00am-5:00pm	Open: 8:00am-5:00pm	Closed/Cerrado		
 Application assistance for Medi-Cal now Available (559) 386-1693 Asistencia para aplicar para Medi-Cal disponible.				1 Translation Assistance, Copias Asistencia de Traducción, Copias	2 Center Closed Centro Cerrado		
4 Translation Assistance, Copias Asistencia de Traducción, Copias	5 9:00 AM - 3:30 PM - WIC 9:00 AM - 12:30 PM - UCP	6 9:00 AM - 3:00 PM Coat Giveaway Sorteo de abrigos	7 9:00 AM - 10:00 AM Food Distribution Alternative pick-up form Distribución de alimentos Formularios de recogida alternativa	8 10:00 AM - 11:00 AM Health Class Clase de Salud	9 Center Closed Centro Cerrado		
11 10:00 AM - Kings View Toxic Stress Estrés tóxico 1:30 PM - 4:30 PM Groceries 2 Go Recogida de Comida	12 9:00 AM - 3:30 PM - WIC 9:00 AM - 12:30 PM - UCP Parent & Me 9:00 - 12:30 PM - KCDPH Covid Tests	13 1:30 PM - 4:30 PM Groceries 2 Go Appointment Only Recogida de Comida Solamente con Cita	14 2:00 PM - 3:00 PM Group Connection Conexión en grupo Winter Wonderland Las maravillas de invierno	15 Translation Assistance, Copias Asistencia de Traducción, Copias	16 Center Closed Centro Cerrado		
18 Translation Assistance, Copias Asistencia de Traducción, Copias	19 9:00 AM - 12:30 PM - UCP Parent & Me	20 Translation Assistance, Copias Asistencia de Traducción, Copias	21 9:00 AM - 10:00 AM Food Distribution Distribución de alimentos Alternative pick-up form Formularios de recogida alternativa	22 Center Closed Centro Cerrado	23 Center Closed Centro Cerrado		
25 Center Closed Centro Cerrado	26 Center Closed Centro Cerrado	27 Center Closed Centro Cerrado	28 Center Closed Centro Cerrado	29 Center Closed Centro Cerrado	30 Center Closed Centro Cerrado		

FRC Contact Information

Rosa Toledo Email: Rosa.Toledo@kcao.org

Monday – Friday 8:00am-5:00pm

Phone (559) 386-1693

Address: 75 Fifth Street

Kettleman City, Ca 93239

Website: <https://www.kcao.org/family-resource-center>



460 Kings County Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: October 1, 2024

Study Session

Staff Report

August-September 2024



Staff Report August-September 2024

Program Officer Report

- **Administrative Activities**
 - Annual Audit
 - Annual Report
 - Annual Evaluation
 - Strategic Plan – Planning sessions
 - Regional Home Visiting Technical Assistance workgroups
 - First 5 Association ED Meeting
 - First 5 Association REDI Core Team
 - First 5 Central Valley Regional ED Meeting
 - Help Me Grow Central Valley Advisory Group
 - KCDPH Accreditation
 - KCDPH Senior Leadership
 - Kettleman City Foundation ARPA contract management
 - FRC Database
 - Training – Visit Tracker Getting Started (new PAT home visitation platform), LCW: Difficult Conversations; Working with families involved with child welfare services (PAT)

- **Meetings, Webinars and Conferences:**
 - HVP19 Development in Visit Tracker Discussion – August 5, August 28
 - Early Childhood Home Visiting Collaborative – August 15
 - First 5 Network Stabilization Fund sessions – August 16, August 20
 - First 5 Center Community Health Worker Survey Webinar – August 20
 - First 5 California State Commission Meeting – August 22
 - CHW In-Person Convening Planning Meeting – August 28
 - Anthem’s Kings County Community Advisory Community Meeting – September 9
 - Medi-Cal Learning Community Webinar - September 10
 - Dolly Parton Imagination Library – Prospective Partner Information Session – September 11
 - Region 5 Hub Meeting – September 12
 - First 5 & Anthem CHW Convening – September 23
 - Dolly Parton Imagination Library – Planning Session #1 – September 24
 - First 5 Communities of Practice – FRC Network Development and Strengthening – September 26
 - Kings County Resource Fair – September 26