



Staffing and Operations Committee (SOC)

Wednesday, August 4, 2021

10:00 a.m. or immediately following the regular Commission meeting.

525 E. Yosemite Avenue
Madera, CA 93637

AGENDA

REASONABLE ACCOMMODATIONS FOR ANY INDIVIDUAL WITH A DISABILITY. Pursuant to the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990, any meeting or function of the Madera County Children and Families Commission may request assistance by contacting the Madera County Children and Families Commission, 525 E. Yosemite Avenue, Madera, CA 93638 – telephone 559-661-5155.

- | | | |
|----------------------|---|--|
| 1.0
ACTION | OPENING REMARKS
1.1 Call To Order
1.2 Roll Call | Sara Bosse, Chair |
| 2.0
ACTION | CONSENT AGENDA
These matters are routine in nature and are usually approved by a single vote. Prior to action by the Committee, the public will be allowed to comment on any Consent Item.
2.1 Adoption of the SOC Agenda
2.2 Consideration of the June 02, 2021, meeting minutes | Sara Bosse, Chair |
| 3.0 | PUBLIC COMMENT
This time is offered for the public wishing to address the Committee on matters NOT listed on the Agenda. Committee members listen but may not discuss non-agenda matters. | Sara Bosse, Chair |
| 4.0
ACTION | PETTY CASH FUND POLICY UPDATE
The Committee will review and consider moving forward for full commission consideration | Monica Ramirez, ED |
| 5.0
ACTION | POLICY UPDATE
Consideration to adopt an update to policy: 137 paydays and 124 vacation benefit | Monica Ramirez, ED |
| 6.0
ACTION | MEMORANDUM OF UNDERSTANDING RENEWAL WITH MADERA COUNTY WORKFORCE INVESTMENT CORPORATION
The Committee will review and consider moving forward for full commission consideration | Monica Ramirez, ED
Anali Manzano |
| 7.0 | UPDATES
The Commission will receive updates from staff | Monica Ramirez, ED
Anali Manzano, Staff |
| 8.0 | ANNOUNCEMENTS | |
| 9.0 | NEXT MEETING
Regular scheduled SOC meeting – September 1, 2021. Location to be noted on the posted Agenda.
Regular scheduled First 5 Commission Meeting – September 1, 2021. Location to be noted on the posted Agenda. | Sara Bosse, Chair |
| 10.0 | ADJOURNMENT | |

First 5 distributes monthly Agendas electronically. Please forward your email address to
Patty Vega at pvega@first5madera.org to be added to the list.



Staffing and Operations Committee Meeting (SOC) Minutes
Wednesday, June 2, 2021
10:00 a.m. or immediately following the Regular Commission Meeting

Meeting Conducted Virtually
<https://us02web.zoom.us/j/85023958940>
Meeting ID: 850 2395 8940
1-699-900-6833,,85023958940# US (San Jose)

Present:	Sara Bosse Karen V. Wynn, Ph. D, Vice-Chair	Department of Public Health Community Representative- Mountain Area
Absent:	Linda Bresee	Community Representative – Unincorporated Valley Area
Staff:	Monica Ramirez Erika Wright Anali Manzano	Executive Director FRC Manager Operations Officer
Public:	Rocio Arevalo	California Health Collaborative

1.0 CALL TO ORDER

The SOC meeting was called to order by the SOC Chair Sara Bosse at 10:31 a.m.

2.0 CONSENT AGENDA

Motion to adopt the June 2, 2021 consent agenda as presented. M/S by Commissioners Wynn and Bosse. Motion Carried by consensus.

Ayes: Bosse, Wynn

Noes: None

Abstain: None

Recused: None

Absent: Bresee

3.0 PUBLIC COMMENT

There were no public comment requests received by staff.

4.0 LEASE AGREEMENT RENEWAL WITH CASA OF FRESNO AND MADERA COUNTY

The SOC considered entering into a two-year contract with CASA of Fresno and Madera County.

A. Manzano commented that as a strategy to move the Family Resource Centers (FRC's) initiative towards sustainability, staff must identify and maintain viable partners to co-locate at the FRCs.

Such partnerships would ease access and diversify the availability of services and supports, thereby offering a quality enhancement to families visiting the FRCs.

The SOC directed staff to research if the charged rate was consistent with the current market value. After research, staff determined that the rate per square footage being charge is at current market value.

CASA of Fresno and Madera County has collocated at the Madera FRC since 2019. The current lease agreement expires on August 31, 2021.

Staff is seeking approval to renew the Lease Agreement with CASA of Fresno and Madera County for two (2) years. Effective September 1, 2021, and ending on August 31, 2023.

If approved, the Madera FRC will yield a monthly revenue of \$987.63 for a total of \$11,851.56 annually.

After discussion, the SOC approved to move forward the Lease Agreement with CASA of Fresno and Madera County for full Commission consideration.

Motion to move forward the Lease Agreement with CASA of Fresno and Madera County for full Commission approval on the August 4th meeting. M/S by Commissioners Wynn and Bosse. Motion Carried by consensus.

Ayes: Bosse, Wynn

Noes: None

Abstain: None

Recused: None

Absent: Bresee

5.0 FISCAL MANAGEMENT POLICY REVIEW

M. Ramirez commented that staff would be moving forward with creating a two-year rollout plan for the SOC to review the Commission's Fiscal Management policies.

Part of the plan is for the SOC to review, update and align policies with the First 5 Association Financial Management Guide and Governmental Accounting Standards Board (GASB).

Staff will present a timeline for reviewing the policies. The PGA is also working on reviewing the procurement process policies as well.

Commissioner Bosse commented that she likes that staff is ensuring the review and update of policies.

6.0 OPERATIONS UPDATE

M. Ramirez gave the following updates:

- Staff is resuming activities at 50% capacity on June 14, 2021. However, flexibility will continue to be available for employees who need it during the transition.
- PGA would have its July meeting in person. Staff is anticipating for Commission meetings to start live in September 2021.
- The Executive Director accidentally bumped into a pulling cart; she needed an X-ray, but she is doing good. An accident/incident report was completed and filed.

7.0 ANNOUNCEMENTS

Commissioner Bosse commented that she would not be attending the August Regular Commission and SOC meetings.

8.0 NEXT MEETING

Regular Staffing and Operations Committee Meeting – August 4, 2021, following the Commission meeting.

First 5 Madera County Regular Commission Meeting – August 4, 2021, at 8:00 a.m.

9.0 ADJOURNMENT

The Committee Chair adjourned the June 2, 2021 SOC meeting at 10:48. Motion carried by consensus.

Respectfully Submitted By,

Aftab Naz, Secretary
First 5 Madera County Commission

DRAFT



AGENDA ITEM 4.0

ACTION INFORMATION

TO: Staffing and Operations Committee
FROM: Monica Ramirez, Executive Director
SUBJECT: Petty Cash Fund Policy - Update

RECOMMENDED ACTION:

Review and approve for full commission consideration a policy update to the Petty Cash Fund.

BACKGROUND:

First 5 Madera County (F5MC) maintains a Petty Cash Fund at two locations, the F5MC office and the Chowchilla Family Resource Center (FRC). As part of the annual fiscal year-end review process, an irregularity was identified. The current policy, adopted in 2001 and last updated in August 2006, fails to mention the Chowchilla FRC's petty-cash fund. The policy update outlined below intends to rectify the discrepancy.

The recommendation is to add the Chowchilla FRC petty-cash fund of \$100 to the policy. Therefore, increasing the total petty-cash amount from \$200 to \$300. In addition, staff recommends updates to the process to align with the current method of administration.

CONCLUSION:

If approved, this update will be presented at the September 1, 2021, regular commission meeting.



FISCAL MANAGEMENT

PETTY CASH FUND POLICY

UPDATED

Policy No. 7:

First 5 Madera County maintains a Petty Cash Fund to be used solely to afford minor costs associated with commission or programmatic activities. The Petty Cash Fund is split and held at two sites, the First 5 Madera County office in an amount not to exceed \$200 and the Chowchilla Family Resource Center in an amount not to exceed \$100. The total Petty Cash Fund amount is not to exceed \$300.

A site custodian is assigned the responsibility of maintaining and monitoring the fund. Reconciliation by a designee independent of the custodian function is performed twice a year.

Process:

1. Petty Cash Funds are obtained from the Madera County Auditor Controller's Office.
2. Funds are secured in a locked petty-cash box with the assigned custodian.
3. Petty cash for minor expenses is requested from the custodian via the Requisition Process.
4. Custodian completes a petty-cash voucher with the date, the amount disbursed, details of expense, account coding to debit the expense, and the requester's name.
5. Receipt(s) is/are submitted to the custodian for record-keeping and reconciliation of funds with account coding, signature, date, and unspent cash.
6. Custodian reconciles and completes the record of the expense on the Petty-Cash Tracking Tool.
7. Replenishing funds – As needed, accounting prepares a claim form to the Madera County Auditor Controller's Office and attaches Petty-cash Reconciliation/Reimbursement Worksheet, all itemized receipts, and logs.
8. On July 1 each year, Accounting shall reconcile the Petty Cash Fund balance and receipts for inclusion in the Year-end Financial Statements.



Administered by Madera County Children and Families Commission

BUSINESS AND FISCAL OPERATION PETTY CASH FUND POLICY

PETTY CASH FUND POLICY – in the day-to-day operation towards the furtherance of the Children and Families First Act of 1998 (Proposition 10).

Purpose:

The purpose of the policy is to amend First 5 Madera County Fiscal Management Policy No. 7 to increase the Petty Cash Fund from \$100 to \$200 to afford minor costs associated with commission and/or programmatic activities.

Policy:

It is the policy of First 5 Madera County that the administrative office of the Commission shall hold a Petty Cash Fund to be used solely for the purposes of affording costs associated with commission and/or programmatic activities, engagements, forums, etc. and used consistent with the guidelines as set forth by the Children and Families First Act of 1998. The Fund shall be held under the direction and responsibility of the Executive Director (or designee). Said Fund shall be in the sum of \$200.

Procedures:

1. Cash for the Petty Cash Fund shall be secured from the Madera County Auditor Controller's Office and held at the First 5 Madera County administrative office in a secure (locked) location.
2. Funds shall be expended under the direction of the Executive Director (or designee) in the furtherance of Proposition 10 activities in Madera County.
3. Original store receipts for all purchases made from the Petty Cash Fund shall be collected upon expenditure of funds and held in the secure (locked) location.
4. A receipt log itemizing all purchases shall be maintained. The staff person responsible for the expenditure shall sign the log acknowledging his/her purchase. The Executive Director (or designee) shall authorize purchases by also sign the log. In the event the "designee" is the purchaser, the Executive Director shall authorize the purchase by signing the log.
5. Upon partial or total use of Petty Cash Funds, the Executive Director (or designee) shall reconcile all remaining cash and receipts to ensure a balance of \$200.00.
6. Accounting shall prepare a claim form to the Madera County Auditor Controller's Office and attach all itemized receipts and log.
7. The Executive Director (or designee) will periodically (without notice) reconcile the Petty Cash Fund to ensure that the cash and receipts sum \$200.
8. On July 1 each year, Accounting shall reconcile the Petty Cash Fund balance and receipts for inclusion in the Year-end Financial Statements.

Adopted by Resolution of the Madera County Children and Families Commission on 2nd day of August 2006.



AGENDA ITEM 5.0

ACTION INFORMATION

TO: Staffing and Operations Committee

FROM: Monica Ramirez, Executive Director

SUBJECT: Policy 137 Paydays and 124 Vacation Benefit Update - Personnel Handbook

RECOMMENDED ACTION:

Review and approve for full commission consideration an update to Policy 137 Paydays and Policy 124 Vacation Benefit of the Personnel Handbook. This update does not constitute a change in rate.

BACKGROUND:

The agency transitioned from a bi-monthly payroll schedule to a web-based biweekly payroll schedule as part of an internal systems improvement effort. The change triggered necessary updates to the internal procedures and accrual tools. These Policy updates aim to align the benefits' accruals and frequency for Policy 137 Paydays and Policy 124 Vacation Benefit to a biweekly payroll method.

CONCLUSION:

If approved, the agency's internal procedures will be in alignment with a biweekly payroll method. This update does not constitute changes to schedules and rates.



Personnel Handbook

137 Paydays

Effective Date: 7/28/2010

Revision Date:

All employees are paid ~~semimonthly on the 5th and 20th days of the month~~ every other Friday on a bi-weekly basis. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available for pick up.

Employees may have their pay directly deposited into their bank accounts by filling out a direct deposit authorization form as provided by the Commission's payroll contractor. Employees will receive an itemized statement of wages when First 5 Madera County makes direct deposits. [If you observe an error on your check, please report it immediately to your Supervisor.](#)

124 Vacation Benefits

Effective Date: 04/07/2021

Revision Date:

Paid time off vacation is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as relevant schedule.

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedules. Upon initial eligibility the employee is entitled to the following:

Non-Exempt

- * 12 vacation days each year, accrued at the rate of ~~4~~3.70 hours per paid period.
- * 18 vacation days each year after three years of employment, accrued at the rate of ~~6~~5.54 hours per paid period.
- * ~~24~~ 24 vacation days each year after five or more years of employment, accrued at the rate of ~~8~~7.40 hours per paid period.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. However, before vacation time can be used, a waiting period of 180 calendar days (6 months) must be completed. After that time, employees can request use of earned vacation time including that accrued during the waiting period. Increases for vacation accruals for both classifications will be on the employee's eligible anniversary month.

Exempt

- * 20 vacation days each year, accrued at the rate of ~~6~~6.15 hours per paid period.
- * 25 vacation days each year after three years of employment, accrued at the rate of ~~8~~357.70 hours per paid period.
- * 30 vacation days each year after five or more years of employment, accrued at the rate of ~~10~~9.23 hours per paid period.

Paid vacation time may only be used in minimum of half hour increments for both classifications. To take vacation, employees should request advanced approval from their supervisors with at least three days' notice. Requests will be reviewed and approved by the Executive Director based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. If the total amount of unused vacation time reaches a "cap" equal to 300 hours (37.5 days) further vacation accrual will stop. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again.

Upon termination of employment, all employees will be paid for unused vacation time that has been earned through the last day of work



AGENDA ITEM 6.0

ACTION INFORMATION

TO: Staffing and Operations Committee
FROM: Anali Manzano, Operations Officer
SUBJECT: Memorandum Of Understanding Renewal With Madera County Workforce Investment Corporation (MCWIC)

RECOMMENDED ACTION:

Consideration to enter into a Memorandum of Understanding with Madera County Workforce Investment Corporation (MCWIC) to house a computer lab and office space at the Chowchilla Family Resource Center (FRC) for Fiscal Years 2021-2023.

BACKGROUND:

The Madera County Workforce Investment Corporation (MCWIC) has co-located at the Chowchilla FRC since 2012 to offer activities to increase employment, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, and enhance the productivity and competitiveness of Madera County. The current MOU is due to expired on July 31, 2021.

The proposed MOU with MCWIC outlines the services being provided by each partner and will come into effect August 1, 2021, through July 31, 2023, for a total of 24 months.

CONCLUSION:

If approved, staff will finalize the MOU process. In addition, the program will continue to operate without interrupting services for the community.



MEMORANDUM OF UNDERSTANDING

between

First 5 Madera County - Family Resource Centers

and

Madera County Workforce Investment Corporation
Workforce Innovation and Opportunity Act Program

This Memorandum of Understanding is entered into and effective this day, August 1, 2021, by and between the Madera County Workforce Investment Corporation (MCWIC) and First 5 Madera County.

COMMITMENT

The purpose of this Memorandum of Understanding is to facilitate an agreement made between First 5 Madera County and the Madera County Workforce Investment Corporation (MCWIC) to collaboratively house a computer lab at the Chowchilla Family Resource Center. The purpose of the computer lab is to provide computer access to MCWIC clients and First 5 Clients/Staff as an effort towards the common goal of supporting families towards self-sufficiency.

First 5 Madera County will:

- Agree to house six (6) computers in a dedicated closed-door office.
- Agree to add six (6) computers to First 5 property insurance and afford the cost.
- Provide supervision for First 5 Client/Staff use of the computers.
- Provide key/code to MCWIC lead staff.
- Provide a receptionist to greet and direct MCWIC clients.
- Agree to afford the cost of the electricity/Internet connections for the computers.
- Provide vacant office (contingent upon availability) for MCWIC staff on an as-needed basis to deploy MCWIC services (outlined in Attachment B).
- Afford the cost of janitorial/ pest control services for the computer lab.
- Defend, indemnify, and hold harmless MCWIC, its agents, officers, and employees, against all suits and claims that may be based on injury to persons or property that is the result of an error, omission, or negligent act of FIRST 5 and its officers, agents, or employees in the performance of this contract.
- Provide user code and access to a photocopier.
- Provide phone service and a desk phone.



The Madera County Workforce Investment Corporation will:

- Provide six (6) computers and all furniture for the computer lab.
- Provide supervision for MCWIC client use of the computers.
- Have weekly office hours.
- Provide once a month Orientation/CalJobs class to First 5 clients
- Provide job assessments and case management services to the community.
- Provide periodic workshops on resume building, interview tips, financial literacy, and positive work attitudes and behaviors to the community (based on customer demand).
- Disarm the alarm if arriving before First 5 Staff and/or set the alarm if they are the last to leave the building.
- Maintain and service the computers.
- Provide all software for the computers.
- Attend and be active in mandatory safety trainings/drills.
- Add First 5 as additional insured
- Afford the cost of liability insurance to insure First 5 against loss or liability caused by or connected to MCWIC occupation and use of the premises under this MOU not less than:
 - \$500,000.00 for injury to or death of one person and, subject to that limitation for the injury or death of one persons, of not less than \$1,000,000.00 for injury to or death of two or more persons as a result of any one accident or incident.
 - \$500,000.00 for damage to or destruction of any property of others.
- Defend, indemnify, and hold harmless First 5, its agents, officers, and employees, against all suits and claims that may be based on injury to persons or property that is the result of an error, omission, or negligent act of MCWIC and its officers, agents, or employees in the performance of this contract.

TERM

- a. This agreement commences upon August 1, 2021 and continues until July 31, 2023.
- b. Either party, upon giving sixty (60) days' notice to the other party, may terminate this agreement without cause.

FEES FOR SERVICES

- a) Photocopier and telephone service will be reimbursed to First 5 Madera County as follows:

Photocopier	\$00.05 per page for b/w and \$00.08 per page for color
Telephone Services	\$20.00 per phone/per month



By signing this Memorandum of Understanding, both parties agree to be active community partners and abide by its terms.

MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

Tracie-Scott Contreras
Madera County Workforce Investment Corporation, Executive Director

First 5 Madera County

Monica Ramirez, First 5 Madera County, Executive Director

First 5 Madera County

Leticia Gonzalez
First 5 Madera County Commission, Chair