



**Program & Grant Awards (PGA) Committee Meeting**  
**Friday, August 20, 2021**  
9:00 a.m. – 11:00 a.m.  
525 East Yosemite Avenue  
Madera, CA 93638

**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 First 5 Madera County – Program and Grant Awards Committee - may request assistance, by contacting First 5 Madera County, 525 E. Yosemite Ave. Madera, CA 93638, telephone 559-661-5155.

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|---------------------------|--|---------------------------|
| <b>1.0</b><br>ACTION      | <b>OPENING REMARKS</b><br>1.2 Call to Order<br>1.2 Roll Call   | Deborah Martinez, Chair   |
| <b>2.0</b><br>ACTION      | <b>CONSENT AGENDA</b><br>2.1 Adoption of PGA Committee Agenda<br>2.2 Review and approve the May 21, 2021 Meeting Minutes   | Deborah Martinez, Chair   |
| <b>3.0</b>                | <b>PUBLIC COMMENT</b><br>This time is offered for the public wishing to address the Commission on matters NOT listed on the agenda. Commission members may listen but not discuss matters not on the agenda. | Deborah Martinez, Chair   |
| <b>4.0</b><br>INFORMATION | <b>GRANTS MANAGEMENT POLICY REVIEW PROCESS</b><br>The Committee will receive a brief update on the current Grants Management Policies review process.  | Xochitl Villaseñor, Staff |
| <b>5.0</b><br>INFORMATION | <b>2021-2022 STRATEGIC INVESTMENTS</b><br>The Committee will review 2021-2022 Strategic Investments.   | Monica Ramirez, ED        |
| <b>6.0</b><br>INFORMATION | <b>STAFF UPDATE</b><br>Leap Frog Learning Supports Progress  | Xochitl Villaseñor, Staff |
| <b>7.0</b>                | <b>ANNOUNCEMENTS</b>   | Deborah Martinez, Chair   |
| <b>8.0</b>                | <b>NEXT MEETING</b><br>September 17, 2021  | Deborah Martinez, Chair   |
| <b>9.0</b>                | <b>ADJOURNMENT</b>   | Deborah Martinez, Chair   |

First 5 distributes monthly Agendas electronically. Please forward your email address to Xochitl Villaseñor at [xvillasenor@first5madera.org](mailto:xvillasenor@first5madera.org) to be added to the list.

**\*SPECIAL NOTICE REGARDING PUBLIC PARTICIPATION DUE TO COVID-19\***

Given the current Shelter-in-Place Order covering the State of California and the Social Distance Guidelines issued by Federal, State, and Local Authorities, First 5 Madera County is implementing the following changes for attendance and public comment at all First 5 Madera County meetings until notified otherwise. First 5 Madera County facilities will not be open to the public. Any member of the First 5 PGA Committee may participate from a remote location by teleconference. The First 5 PGA Meeting will be accessible via live streaming online to all members of the public on:

August 20, 2021

<https://us02web.zoom.us/j/85023958940>

Meeting ID: 850 2395 8940

One tap mobile

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**WRITTEN COMMENTS.** If you wish to address any item listed on the Agenda by written comment, please submit comments in writing to Xochitl Villaseñor by mail or email. Written comments must be received no later than one hour prior to the start of the meeting. All comments will be included as part of the administrative record.

E-MAIL: [XVILLASENOR@FIRST5MADERA.ORG](mailto:XVILLASENOR@FIRST5MADERA.ORG)

MAIL: 525 E. Yosemite Ave., Madera, CA 93638

For all written comments please provide: Meeting Date - Agenda Item Number - Name - Comment (please limit to 300 words or 3 minutes). Please submit a separate response for each item you are commenting on. Any portion of your comment extending past three (3) minutes may not be read aloud due to time restrictions, but will be made part of the record of proceedings. Please be aware that any public comments received that do not specify a particular agenda item will be read aloud during the general public comment portion of the agenda. If a written comment is received less than one hour before the start of the meeting, efforts will be made to read the comment into the record. However, staff cannot guarantee that written comments received less than one hour before will be read. All written comments that are not read into the record will be made part of the record of proceedings, provided that such comments are received prior to the end of the First 5 Madera County PGA Meeting.

**VERBAL COMMENTS.** If you wish to speak to the Commission on an item by telephone, you must contact Xochitl Villaseñor at (559) 675-4013 or by email at [xvillasenor@first5madera.net](mailto:xvillasenor@first5madera.net) no later than one hour prior to the start of the meeting. You will be asked to provide your name, phone number, and email address. You will be emailed detailed instructions on how to participate verbally via Zoom. You will be placed on mute until we get to the public comment portion of the item you have requested to address. At this point you will be unmuted. You will be able to speak to the PGA for up to three (3) minutes.

**NOTICED PUBLIC HEARINGS.** For noticed public hearings, all public comments must be received by the close of the public hearing period. All written comments received by the close of the public hearing period will be read aloud by a staff member during the applicable agenda item, provided that such comments may be read within three (3) minutes allotted to each speaker. Any portion of your comment extending past three (3) minutes may not be read aloud due to time restrictions, but will be included in the record of proceedings. If a comment on a public hearing item is received after the close of the public hearing, such comment will be treated like a general public comment and made part of the record of proceedings, provided that such comment is received prior to the end of the meeting.



**Program & Grant Awards (PGA) Committee Meeting**  
**Friday, May 21, 2021**  
9:00 a.m. – 11:00 a.m.  
525 East Yosemite Avenue  
Madera, CA 93638

**MINUTES**

Present:	Deborah Martinez, Chair Nina Zarucchi-Mize	Department of Social Services Community Representative – City of Chowchilla
Absent:	Karen V. Wynn, Ph.D	Community Representative – Eastern Madera County
Staff:	Monica Ramirez Xochitl Villaseñor Patricia Vega	Executive Director Program Manager Administrative Officer
Public:	None	

**1.0 CALL TO ORDER**

Deborah Martinez, PGA Chair, called the meeting to order at 9:19 am.

**2.0 ADOPTION OF COMMITTEE AGENDA**

Agenda for the May 21, 2021 meeting was submitted.

A motion to approve the agenda as presented was made. The motion was approved by consensus.

**3.0 APPROVAL OF THE APRIL 16, 2021 COMMITTEE MINUTES**

Minutes for the April 16, 2021 meeting were submitted and reviewed.

A motion to approve the minutes as presented was made. The motion was approved by consensus.

**4.0 PUBLIC COMMENT**

No public comments.

**5.0 FIRST 5 CALIFORNIA 2019-2020 ANNUAL REPORT**

As part of Health and Safety Code Section 130140(a)(1)(c)(iii), each county will hold a public hearing to review First 5 California Annual Reports. The purpose of this agenda item was to meet this requirement and request that the Committee review the report.

A motion was made to move the public hearing request forward to the full Commission for approval, and present the Annual Report to the full Commission for review. The motion was approved by consensus.

## 6.0 2021-2022 PGA COMMITTEE MEETING SCHEDULE

X.Villaseñor shared the proposed 2021-2022 PGA Meeting Schedule. The schedule remains the same: 3<sup>rd</sup> Friday of each month; 9:00 am to 11:00 am.

N.Zarucchi-Mize noted that the proposed PGA schedule includes a meeting in January while the Commission schedule does not. She inquired why this was the case. X.Villaseñor responded that due to the ongoing programmatic work the PGA leads, meetings in December and January are often needed to meet procurement and contractual timelines (such as budget amendments). It was noted that the Committee does not meet if there are no pending actions.

During this time, D.Martinez was nominated as chair and K.Wynn as vice-chair. Nominations will move forward to the full Commission for confirmation.

A motion was made to accept the 2021-2022 PGA schedule as presented. The motion was approved by consensus.

## 7.0 2020-2024 FIRST 5 MADERA COUNTY STRATEGIC PLAN ANNUAL REVIEW

As part of Health and Safety Code Section 130140(a)(1)(c)(iii), each county will review its strategic plan annually and revise as needed. The purpose of this agenda item was to meet this requirement and provide an opportunity to the Committee for feedback and recommended changes, if appropriate.

M.Ramirez highlighted that staff does not have any recommended changes. The current goals and objectives remain relevant. M.Ramirez noted that the data used to inform the strategic plan discussions included focus groups held by F5MC staff and data from Live Well Madera Community Health Assessment and the Local Planning Council needs Assessment.

D.Martinez inquired when the current funded program contract would conclude. X.Villaseñor clarified that all seven (7) programs would end on June 30, 2021. D.Martinez then asked about investments for the 2021-2022 fiscal year and if there would be a gap in investments. M.Ramirez reminded the Committee of the released RFP where Reading and Beyond (RaB) was awarded a contract for approximately \$117,000. The RFP was intended to invest \$200,000; however, since RaB was the only awardee, approximately \$80,000 remained uncommitted. M.Ramirez then briefly shared that staff is recommending contract extensions for three (3) currently funded programs in a subsequent PGA agenda item.

N.Zarucchi-Mize inquired if LWM would conduct another assessment. D.Martinez shared that LWM will be starting a new strategic plan next fiscal year which includes another community needs assessment. The current work being implemented through LWM is through December 2022. Timing would work with the F5MC timeline in revising the current 2020-2024 Strategic Plan. D.Martinez reminded the Committee that F5MC does not need to align; however, there could be valuable information from this needs assessment that could be used to inform the Commission's long-term goals & objectives.

No changes were recommended to the current strategic plan by the Committee.

A motion was made to present the 2020-2024 First 5 Madera County Strategic Plan to the full Commission for review and approval. The motion was approved by consensus.

## 8.0 2021-2022 STRATEGIC INVESTMENTS

M.Ramirez presented this item highlighting that this year marks the 3<sup>rd</sup> installment of the current strategic plan. The Commission's 4-year plan remains on track in meeting its strategic plan initiatives.

A chart was included to give a detailed breakdown of the current programmatic investments which totaled approximately \$1.3M. D.Martinez recommended adjusting the chart before presenting to the full Commission to reflect the \$200,000 approved towards Commission-Initiated Investments and remove Grantmaking since this line item falls under Community-Initiated Investments.

M.Ramirez highlighted the grantmaking section and that \$80k is uncommitted and that staff would be proposing how to invest these \$80k in Agenda Item 9.0.

## 9.0 2021-2022 CONTRACT EXTENSIONS DISCUSSION

M.Ramirez addressed the uncommitted \$80k. X.Villaseñor shared staff's request to redirect the uncommitted funds toward contract extensions to three (3) currently funded programs, as follows:

1. Centro Binacional - \$25,000
2. Exceptional Parents Unlimited - \$25,000
3. Madera County Libraries - \$30,000

A criterion was established in determining these recommendations. The criteria are as follows:

1. Service Type – Direct services to families that promote parent-child interactions and family resiliency
2. Target Population – Programs intentionally focus service-delivery strategies towards the hard-to-reach populations
3. Grantee overall performance and compliance – X.Villaseñor offered that, although service delivery is of the utmost priority, there are contractual requirements that must also be met. These include timely submittal of reports, timely responses to F5MC inquiries, communication of programmatic challenges outside of quarterly reports, timely submittal of amendments, etc.

Based on meeting the criteria and combined with the progress these programs have made in reaching their goals and objectives, the three (3) programs are being recommended for one-year contract extensions.

X.Villaseñor noted that the budget totals for Centro Binacional and EPU remain the same; however, the libraries will experience a \$70,000 reduction. X.Villaseñor shared that the programs have not been contacted regarding this opportunity. If approved, it is possible that the programs could choose not to continue services.

D.Martinez asked about a scoring card. X.Villaseñor shared that staff did not have a formal scoring card but did rate all programs against the criteria. D.Martinez requested that a formal scoring rubric be created and retained as records.

A motion was made to approve the contract extension request as presented. The motion was approved by consensus.

## 10.0 GRANTS MANAGEMENT POLICY REVIEW PROCESS

X.Villaseñor shared that staff has initiated the grants management review process. The Committee will receive a PGA review timeline during the July PGA Meeting. The purpose of the timeline is to assist the Committee's review of the policies along with staff feedback. Included was a list of the policies.

## 11.0 STAFF UPDATE

X.Villaseñor gave an update regarding Leap Frog purchases. The vendor hopes to ship by May 14. Nick Benjamin will contact staff once the purchase has been completed and shipped.

D.Martinez inquired about the distribution process. As a suggestion, staff was directed to have infant/toddler materials prepared in case children under 4 years old are present in the vehicle at the time of distribution. D.Martinez reminded staff to include instructional support for families requiring assistance with the device. One approach may be to include an informational page to assist parents with this.

## 12.0 ANNOUNCEMENTS

D.Martinez shared that DSS is bringing the Lisa Project as a permanent project at DSS.

## 13.0 NEXT MEETING

No June Meeting scheduled  
PGA Meeting scheduled for July 16, 2021

## 13.0 ADJOURNMENT



TO: First 5 Madera County Program and Grant Awards (PGA) Committee

FROM: Monica Ramirez, Executive Director  
Xochitl M. Villaseñor, Program Manager

SUBJECT: Grants Management Policies - Review

**BACKGROUND:**

Staff has initiated the Grants Management Policies (GMP) internal review plan. The review began in June 2021 and is scheduled to be completed by the February 2022 PGA meeting. Staff is using this opportunity to assess the grants management *procedures* simultaneously. This comprehensive approach aims to refine the agency's contract management policies and practices.

**KEY FINDINGS THUS FAR:**

Staff is proposing developing a F5MC Funded Programs Handbook to serve as a guide to implementing contract management practices/procedures thereby creating a distinction between agency policies and programmatic practices/procedures. Upon adoption of the F5MC Funded Programs Handbook, all contracts will adhere to its implementation.

Additionally, staff proposes shifting identified content from the current GMP Guide to either the Contracting and Procurement Policy and Procedures Guide or the newly created Financial Management Guide.

The chart below reflects the PGA Review Timeline and propose policy updates:

Current Policy	PGA Review Date	Proposed Update
Independent Audit	August 20	1. Contracting and Procurement Policy & Procedures Guide; and,
Year-End Financial Audit		2. Financial Management Guide
Site Visit		Funded Programs Handbook
Non-Compliance		Funded Programs Handbook
Supplantation		Funded Programs Handbook
Smoke-Free Environment		Grants Management Policy
Indirect & Administration Costs	September 17	Grants Management Policy
List of Expenditures		Grants Management Policy
Contract Budgetary Amendment		Grants Management Policy
Funded Partner Handbook	February 18, 2021	

Madera County Children and Families Commission

**RESOLUTION 2000-06**

**GRANTS MANAGEMENT POLICY NO. 1**

**Independent Audit Requirements**

It is the policy of the Madera County Children and Families Commission that all programs funded by the Commission are required to submit a programmatic and financial audit, performed by an independent party, within 120 days following the close of their fiscal year.

Audit-Exempt Programs

The Commission will establish a threshold for audit requirements such that all programs funded by the Commission at, or below, \$10,000 will be exempt from such audit requirements. Further, all audit-exempt programs will be required to submit to the Commission *all* documentation (i.e., invoices, receipts, payroll records, etc.) reflective of *all* expenditures associated with the funded program.

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Proposed Update

**CONTRACTING AND PROCUREMENT  
POLICY AND PROCEDURES**

**B. Formal Bids: Request for Proposal (RFP) or Request for Quotation (RFQ)**

All requirements for the RFP/RFQ shall include:

- That the prospective bidder includes in the proposal:
  - The most recent financial audit performed by an independent party. (NEW)

**FINANCIAL MANAGEMENT GUIDE  
(NEWLY CREATED GUIDE)**

**F. Contractor Payments (NEW)**

The cost to the commission (or the price it will pay the contractor) for services under a contract should clearly state:

- When full or partial payment is due, and whether payment is tied to the completion or acceptance of tasks, deliverables, and/or other reports required to verify deliverables.

**RESOLUTION 2001-09**

**GRANTS MANAGEMENT POLICY  
NO. 2**

**Year-End Financial Audit Requirements for Contractors**

It is the policy of the Madera County Children and Families Commission that all recipients of programs funded by the Commission are required to submit an *organizational* financial audit, performed by an independent party, within 120 days following the close of their fiscal year.

In the event that such audit reflects material weaknesses and/or unfavorable statements regarding internal controls, the MCCFC shall require the submission of a *program specific* financial audit, performed by an independent party, to be conducted within 90 days of the finding. Further, the Commission may also require the submission of a *program specific* financial audit should material concerns regarding fiscal responsibility arise during regular program monitoring procedures, i.e., site visits, invoice review, expenditures inconsistent with service delivery, etc. The Commission shall pay, the cost of *program specific* financial audits initiated by the Commission.

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Proposed Update

**FUNDED PROGRAMS  
HANDBOOK**

**Year-End Fiscal Requirements**

Funded programs are required to submit the following documents at the end of each fiscal year:

1. Most recent independent audit report
2. Financial report and invoice for 4<sup>th</sup> Quarter
3. Year-End Expenditure Report
4. Fiscal Collaboration Form
5. For Non-Continuing Contracts a Statement of Use of Equipment
6. For those programs on a Corrective Action, any findings must be fully resolved before the end of the fiscal year to reach good standing status.

Additional documentation may be requested by the contract manager as deemed necessary.



Madera County Children and Families Commission

**GRANTS MANAGEMENT POLICIES**

**MCCFC Policy No. 3 Site Visit Requirements**

It is the policy of the Madera County Children and Families Commission that all funded programs are required to participate in a quarterly site visit throughout the term of the contract, unless otherwise stipulated in the contract. Commonly, a site visit involves interviewing key staff as named in the contract, observing activities, reviewing records (program and/or fiscal), and speaking informally with program participants. The complexity of the program will determine the amount of time spent onsite. All visits will include a Site Visit Questionnaire (see attachment A) to be signed and dated by MCCFC and program staff.

**MCCFC Policy No. 4 Non-Compliance: Programmatic**

It is the policy of the Madera County Children and Families Commission that all funded programs enter into a performance-based contract prior to receipt of any funds. Subsequent reimbursements will be contingent upon satisfactory performance and contract compliance. In the event of contract non-compliance, Commission staff shall follow the following protocol:

1. Identify non-compliance or contract deficiency
2. Present non-compliance or deficiency to project representative
3. In collaboration with project representative, develop a *Non-Compliance Action Plan* (See Attachment B) to be signed by both Commission and project representative.
4. Commission staff shall monitor progress made on the *Non-Compliance Action Plan*.
5. Failure to adhere to stipulations outlined in the *Non-Compliance Action Plan*, shall result in
  - a. Follow-up correspondence from Commission Executive Director reiterating expectations.
  - b. If non-compliance continues, Commission Executive Director shall freeze all funds to the project and consult with the Program and Grant Awards Committee and/or the Commission to consider next steps, which might include project termination.

**MCCFC Policy No. 5 Non-Compliance: Documentation**

Failure to submit required documentation (i.e., quarterly report, invoice, year end audit, etc.) in a timely manner as stipulated in the performance-based contract should be addressed as follows:

1. Upon 7 days following the due date, the contractor shall be contacted by telephone and offered a reminder of the failure to submit required documentation.
2. In the event such documentation is not submitted upon fifteen (15) days following the due date, the contractor shall be notified in writing regarding the failure to submit required documentation and allowed fifteen (15) days from the date of the correspondence to submit all required documentation. Correspondence should clearly state that if required documentation is not received within the fifteen-day period, a freeze shall be applied to all grant funds as of the date of the correspondence.
3. In the event such documentation is not submitted by the contractor within the allowed time, a Commission representative shall attempt to make contact with the contractor, via telephone or in person, to seek clarification as to the delinquency. During this contact, conversation, the Commission representative shall make clear to the contractor that if this matter is not resolved within seven (7) business days, contract termination proceedings shall begin. This contact, conversations, shall be followed-up immediately with written correspondence

reiterating the timeline and implications. Fax correspondence the same day and indicate that the hard copy is to follow in US mail.

4. In the event required documentation is not received within the allowed time, a Commission representative shall begin contract termination proceedings as follows:
  - a. Determine the total amount of funds issued to the contractor to date (advance and quarterly reimbursements).
  - b. Determine the total amount due to the contractor as of the date of the contract freeze.
  - c. Issue documentation to County Counsel and the PGA Chair noting the circumstances with a recommendation for contract termination. Note the total amount due to the contractor or Commission (a-b) and include in the recommendation a fiscal settlement. Seek clearance from County Counsel prior to proceeding.
  - d. Bring the matter before the PGA Committee with recommendation to terminate.
  - e. Depending upon PGA recommendation, bring the matter before the full MCCFC for consideration.

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Proposed Update

## **FUNDED PROGRAMS HANDBOOK**

### **PROGRAM REVIEW**

#### **Quarterly Review Meetings**

All funded programs are required to participate in a quarterly review meeting throughout the term of the contract, unless otherwise stipulated in the contract. First 5 Madera County and funded programs will schedule quarterly review meetings to review quarterly reports and will reveal all challenges and/or successes. Both parties will sign for acknowledgement once the meeting is completed.

Documents to be reviewed are as follows:

1. Milestone Report
2. CFC Forms
3. State Forms
4. Quarterly Invoices & List of Expenditures

#### **Site Visits**

First 5 Madera County reserves the right to conduct programmatic site visits during the funded program's regular business hours at the location(s) where services are delivered to observe program activities. If appropriate, First 5 Madera County will provide a report indicating areas of improvement, as well as areas of positive performance to funded program staff.

### **CONTRACT STATUS**

All programs funded by First 5 Madera County agree to enter into a performance-based agreement prior to receipt of any funds. Reimbursements will be contingent upon satisfactory programmatic performance and contract compliance. Those programs not meeting performance and contract standards will be placed on a non-compliance status.

## **Good Standing**

Programs in Good Standing maintain satisfactory performance both programmatically and contractually. These programs demonstrate strong program compliance by submitting timely reports, being responsive to staff requests, and maintaining staff well-informed of program progress outside of quarterly reports. Additionally, program activities are being met at the appropriate intervals.

## **Non-Compliance**

Programs classified as being in non-compliance can be categorized within two (2) categories either individually or concurrently: Programmatic Non-Compliance and/or Documentation Non-Compliance.

### **I. Programmatic Non-Compliance**

Refers to any deficiencies within the delivery of activities and project design. In the event of non-compliance, First 5 Madera County staff will adhere to the following protocol:

1. Identify non-compliance or contract deficiency.
2. Verbally communicate non-compliance and/or deficiency to funded program staff.
3. Communicate non-compliance and/or deficiency to funded program staff via written correspondence.
4. Develop a "Corrective Action Plan", in collaboration with funded program staff, to be signed by both Commission staff and funded program staff.
5. Monitor progress made on the Corrective Action Plan monthly.
6. Failure to adhere to the stipulations outlined in the Corrective Action Plan will result in follow-up correspondence from the First 5 Madera County Executive Director reiterating expectations.
7. Continued non-compliance will result in the Executive Director providing written notification of a freeze on all funds effective 30 days from the date of the correspondence and consult with the Program and Grant Awards (PGA) Committee and/or First 5 Madera County Commission to consider next steps, which may include project termination.
8. If contract termination is decided, the following will occur:
  - i. Determine the total amount due to the funded agency as of the date of the freeze.
  - ii. Seek clearance from County Counsel prior to proceedings. Issue documentation to County Counsel and PGA Chair noting the circumstances with a recommendation for contract termination. Note the amount due to the funded agency and include the recommended fiscal settlement.
  - iii. Bring the matter before the PGA for formal approval to terminate.
  - iv. Bring the matter before the full Commission for consideration, depending upon PGA recommendation.
  - v. Proceed with PGA and/or COMMISSION recommendations.

### **II. Documentation Non-Compliance:**

Refers to the failure to submit required documentation (quarterly reports, invoices, year-end audits, etc.) as stipulated in the performance-based agreement. In the event of non-compliance, First 5 Madera County staff shall adhere to the following protocol:

1. Within two (2) business days following the due date, funded program staff will be contacted via telephone and/or email to offer a reminder of the failure to submit required documents and given a due date of five (5) business days after the original due date.
2. If a response or documents are not received by the new due date, funded program staff will be notified via telephone and/or email regarding the failure to submit required documentation by the extended date and allowed two (2) additional business days from the date of the second notification to submit required documentation.
3. Continued non-compliance will result in the First 5 Madera County Executive Director providing written notification of a freeze on all funds effective 30 days from the date of the correspondence and consult with the Program and Grant Awards (PGA) Committee and/or

Commission to consider next steps, which may include project termination.

4. If the funded program continues program activities, it will do so using agency funds and reimbursement from First 5 Madera County will not be guaranteed. A final deadline of two (2) business days will be given to submit required documents.
5. If funded program staff does not respond by the final extended deadline, Commission staff will begin contract termination proceedings as follows:
  - i. Determine the total amount due to the funded agency as of the date of the freeze.
  - ii. Seek clearance from County Counsel prior to proceedings. Issue documentation to County Counsel and PGA Chair noting the circumstances with a recommendation for contract termination. Note the amount due to the funded agency and include the recommended fiscal settlement.
  - iii. Bring the matter before the PGA for formal approval to terminate.
  - iv. Bring the matter before the full Commission for consideration, depending upon PGA recommendation.
  - v. Proceed with PGA and/or COMMISSION recommendations.

**RESOLUTION 2002-13**

**GRANTS MANAGEMENT - SUPPLANTATION POLICY**

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**SUPPLANTATION POLICY** – prohibiting use of Commission funds to supplant state or local governmental funds.

**Purpose:**

The purpose of the policy is to assure compliance with the Children and Families First Act of 1998 as adopted by voters. Revenue and Taxation Code §30131.4 provides, in part, that Proposition 10 funds shall be used only to *supplement* (or add to) existing levels of service and not to *supplant* (or replace) 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 monies for any purpose.

**Policy:**

The following reflects the supplantation policy of the Madera County Children and Families Commission:

1. No Commission funds shall be used to supplant state or local money for any purpose. Commission funds shall be used only to supplement existing levels of service and not to fund existing levels of service.
2. To that end, no Commission funds shall be granted or used for any existing project or program funded by state or local funds. This shall include "existing" levels of staffing, services, physical plant, etc.
3. 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 commissions. The prohibition on supplantation does not make reference to privately funded or federally funded programs. Therefore, the prohibition applies only to programs and services currently or previously funded by state or local government funds, and which are "existing" as defined below.
4. The prohibition on supplantation was not intended to prevent, stifle or discourage state or local government agencies from funding pilot projects, which provide valuable innovations and formation. Therefore, the prohibition should not be interpreted to apply to pilot programs or services, as defined below.

**Definitions:**

*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 any time within the 12-month period preceding the Commission's action.

*Levels of Service* includes both quality and quantity of services

*Pilot* with respect to programs or services means those that are implemented on a temporary and limited basis in order to test and evaluate the effectiveness of the program, develop new techniques, or gather information.

**Procedures:**

1. 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 twelve months.
2. Whenever an applicant discloses that state or local government funding has been received for the proposed program or service within the last twelve months, the applicant must also demonstrate to the Commission's satisfaction:
  - a. that the Commission's funds will be used to augment or improve the existing level of service, either in terms of quantity or quality, and that the existing level of service will be maintained for the duration of the Commission's action, or
  - b. that the program or service was a pilot project that has reached the end of its pre-determined term for implementation, or
  - c. that the program or service experienced drastic and unforeseen budgetary cuts due to extreme budgetary situations that prevent continued funding of the program/service.
3. 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 policy. The Commission's determination will be made as of the time a contract 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.

Adopted by Resolution of the Madera County Children and Families Commission on -----  
-----, 2002.

Proposed Update

**FUNDED PROGRAMS  
HANDBOOK**

Consistent with the Children and Families First Act of 1998 as adopted by voters, and the Revenue and Taxation Code §30131.4, monies granted by First 5 Madera County shall be appropriated and expended only for the purposes expressed in the California Children and Families First Act and shall be used only to supplement existing levels of service and not to fund existing levels of service. No monies in the California Children and Families First Trust Fund shall be used to supplant state or local General Fund money for any purpose.

**Implementation:**

- No Commission funds shall be used to supplant (take the place of or replace) state or local money for any purpose.
- Commission funds shall only be used to supplement *existing levels of service* and not to fund existing levels of service.
- The prohibition on supplantation does not make reference to privately funded or federally funded programs. Therefore, the prohibition applies only to programs and services currently or previously funded by state or local government funds, and which are *existing* as defined below.
- The prohibition on supplantation was not intended to prevent, stifle, or discourage state or local government agencies from funding *pilot* projects, which provide valuable innovations and formation. Therefore, the prohibition should not be interpreted to apply to *pilot* programs or services, as defined below.
- 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 policy. The Commission's determination will be made as of the time a contract is entered. 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.

**Definitions:**

*Levels of Service* includes both quality and quantity of services.

*Existing* is defined as a service that is in effect or operation at the time a request for funding is acted upon by the Commission, or any time within the 12-month period preceding the Commission 's action.

*Pilot* is defined as a program or service that is implemented on a temporary and limited basis in order to test and evaluate the effectiveness of the program, develop new techniques, or gather information.

**RESOLUTION 2002-10**

**SMOKE-FREE POLICY**

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**SMOKE-FREE ENVIRONMENT POLICY** – in the furtherance of Proposition 10 tobacco education and awareness as it related to pregnant mothers and children prenatal through five years old.

**Purpose:**

The purpose of the policy is to assure compliance with the Children and Families First Act of 1998 as adopted by voters. The Children and Families First Act provides, in part, that Proposition 10 funds shall be used only to 1.) promote optimal child development among children, and families with children, prenatal through five years old and 2.) promote tobacco education and awareness among pregnant mothers and families with children prenatal through five years old. It further provides that county Commission's shall define local strategies on the implementation of the Act.

**Policy:**

It is the policy of the Madera County Children and Families Commission ("the Commission") that all agencies and organizations receiving funding from the Commission shall:

1. Decline the acceptance of any and all tobacco industry sponsorship funds; and
2. Adopt a Smoke-Free Environment Policy prior to the receipt of funding. This policy shall include the prohibition of all tobacco products in agency vehicles, buildings and other relevant property. The policy, as established by the agency, shall have clear procedures for implementation, protocols for monitoring compliance, reporting of violations and instituting sanctions.

**Procedures:**

- All funded programs shall submit a signed Smoke-Free Environment Resolution and corresponding policies and procedures to the Commission prior to the execution of a contract. (Attached please find a template that may be used by funded programs)
- All funded programs shall ensure that all relevant work sites shall be in compliance with §6404.5 of the California Smoke-Free Law (Assembly Bill 13)
- Information about tobacco awareness, smoking cessation and support programs shall be promoted and made available for program staff and program participants when appropriate. (The Commission will work with local tobacco awareness and education programs to develop literature and awareness materials for posting and distribution by all funded programs.)
- Information about the dangers of secondhand smoke on pregnant mothers, unborn fetus and children shall be promoted and made available for program staff and program participants when appropriate. (The Commission will work with local tobacco awareness and education programs to develop literature and awareness materials for posting and distribution by all funded programs.)
- Funded programs shall continuously encourage parents/families with small children to not allow smoking whenever and wherever pregnant mothers and/or children are present, including in their homes, cars and even outdoors

Adopted by Resolution of the Madera County Children and Families Commission on this 2nd day of October 2002



## **SMOKE-FREE POLICY**

The Children and Families First Act provides, in part, that Proposition 10 funds shall be used only to:

1. Promote optimal child development among children, and families with children, prenatal through five years old; and,
2. Promote tobacco education and awareness among pregnant mothers and families with children prenatal through five years old.

It is the policy of First 5 Madera County to adopt a smoke-free policy requiring a tobacco-free provision in any funded partner agreement.

### **Implementation:**

All agencies and organizations receiving funding from the Commission shall provide a written copy of an established smoke-free policy prior to the disbursement of grant funds. The policy must include but is not limited to the following:

- That all relevant work sites shall be in compliance with section 6404.5 of the California Smoke-Free Law (Assembly Bill 13).
- Information and training about smoking cessation and support programs shall be made available for staff and clients.
- Information about the dangers of secondhand smoke on pregnant mothers, unborn fetus and children shall be made available for staff and clients.
- That the program shall continuously encourage parents/families with small children to not allow smoking whenever and wherever pregnant mothers and/or children are present, including in their homes, cars and even outdoors.



AGENDA ITEM 5.0

ACTION  INFORMATION

TO: First 5 Madera County Program and Grant Awards (PGA) Committee

FROM: Monica Ramirez, Executive Director

SUBJECT: Strategic Plan Progress

**KEY POINTS:**

In preparation for the strategic investment funding cycle for 2022-2024, staff is assessing the progress thus far to meet the Commission's four-year Strategic Plan initiatives, goals, and investments.

Many First 5s are reconsidering their approach to strategic plan implementation. Conversations have taken place asking how to elevate the current work achieved by First 5s while embracing emerging topics without losing the quality of service delivery. Staff believes the F5 Madera County FRCs are uniquely positioned to support these challenges along with our community collaborations through Live Well Madera.

The attached spreadsheet reflects current progress towards meeting goals and objectives through commission-initiated investments, the FRCs, community-imitated investments, and systems work. It also aids in identifying future project opportunities.

# Strategic Plan Progress

<b>CHILD HEALTH:</b> Promote the overall physical, social and emotional health of young children		FRC	Commission Initiated (F5 Projects)	Community Initiated (Funding Opportunities)	Systems Work
<b>GOAL 1</b> Expand opportunities to promote overall child health	<u>Objective 1.1</u> Increase access to preventative health & developmental services	<ul style="list-style-type: none"> <li>Developmental Screening -ASQ</li> </ul>	<ul style="list-style-type: none"> <li>Vision Mobile Clinic</li> </ul>	<ul style="list-style-type: none"> <li>CASA – Foster Children ASQ Program Ended 06/30/21</li> </ul>	<ul style="list-style-type: none"> <li>Pediatric Oral Health Advisory Committee</li> </ul>
	<u>Objective 1.2</u> Increase access to adequate nutrition & physical activity		<ul style="list-style-type: none"> <li>Breastfeeding Support Groups</li> </ul>	<ul style="list-style-type: none"> <li>Camarena – Preschool Healthy Lifestyle Program Ended 06/30/21</li> </ul>	<ul style="list-style-type: none"> <li>Breastfeeding Coalition</li> <li>LWMC HPSC</li> </ul>

<b>FAMILY INVOLVEMENT:</b> Cultivate parenting skills and enhance access to services		FRC	Commission Initiated (F5 Projects)	Community Initiated (Funding Opportunities)	Systems Work
<b>GOAL 2</b> Improve family capacity to keep children safe from harm	<u>Objective 2.1</u> Increase early intervention services for families at risk for maltreatment	<ul style="list-style-type: none"> <li>PSP Program in partnership with DSS</li> </ul>	<ul style="list-style-type: none"> <li>Targeted Zip Codes</li> </ul>	<ul style="list-style-type: none"> <li>Westside FPSN – Child Maltreatment Reduction Plan</li> <li>EMC Pilot Project</li> </ul>	<ul style="list-style-type: none"> <li>LWMC GHF</li> </ul>
	<u>Objective 2.2</u> Reduce the harmful effects of tobacco and cannabis products		<ul style="list-style-type: none"> <li>Cannabis Campaign in partnership with CA HC</li> <li>Smoke-Free awareness</li> </ul>		
	<u>Objective 2.3</u> Increase parental knowledge and skill building around preventative injuries to children		<ul style="list-style-type: none"> <li>Child Passenger Safety Program</li> <li>Safe Sleep</li> </ul>		
<b>GOAL 3</b> Increase community capacity to effectively promote family resiliency	<u>Objective 3.1</u> Increase culturally sensitive professional development opportunities on topics related to child maltreatment	<ul style="list-style-type: none"> <li>5 Protective Factors Training</li> </ul>	<ul style="list-style-type: none"> <li>Equity in Service Delivery Training</li> </ul>	<ul style="list-style-type: none"> <li>Chowchilla Elementary SD Dynamic Mindfulness Ended 06/30/21</li> </ul>	

# Strategic Plan Progress

<b>GOAL 3</b> Increase community capacity to effectively promote family resiliency	<u>Objective 3.2</u> Increase parenting interventions that are culturally sensitive	<ul style="list-style-type: none"> <li>Parents as Teachers/Abriendo Puertas</li> </ul>		<ul style="list-style-type: none"> <li>CBDIO - Parent Cafés, City of Madera Ends 06/30/22</li> <li>EPU - Parent Cafés, EMC Ends 06/30/22</li> </ul>	<ul style="list-style-type: none"> <li>LWMC GHF</li> </ul>
	<u>Objective 3.3</u> Increase access to social and concrete supports to reduce the effects of family isolation	<ul style="list-style-type: none"> <li>Weekly Parent-Child Activities &amp; Community Events</li> </ul>		<ul style="list-style-type: none"> <li>Funding Opportunity that will include Objectives 3.2 and 3.3</li> </ul>	<ul style="list-style-type: none"> <li>Park Safety &amp; Walkability</li> <li>Resource Awareness</li> <li>Community Mobilization</li> </ul>

<b>CHILD DEVELOPMENT:</b> Ensure children have access to quality early learning experience and environments		FRC	Commission Initiated (F5 Projects)	Community Initiated (Funding Opportunities)	Systems Work
<b>GOAL 4</b> Expand the capacity to serve children in quality early education	<u>Objective 4.1</u> Increase the availability of preschool programming that targets working and struggling families	<ul style="list-style-type: none"> <li>PreK University (PKU)</li> </ul>			
	<u>Objective 4.2</u> Strengthen the early care and education workforce through professional growth and career		<ul style="list-style-type: none"> <li>IMPACT</li> </ul>		
<b>GOAL 5</b> Empower parents to be their child's first teacher	<u>Objective 5.1</u> Increase opportunities for quality parent-child interaction and activities	<ul style="list-style-type: none"> <li>Monthly Activities &amp; Community Events</li> <li>Abriendo Puertas Training for PKU</li> </ul>	<ul style="list-style-type: none"> <li>Park Conversation Panels Project</li> <li>Public Awareness Campaign</li> <li>IMPACT</li> </ul>	<ul style="list-style-type: none"> <li>Madera County Libraries Ends 06/30/22</li> </ul>	
<b>GOAL 6</b> Promote "one-voice" message on the importance of early childhood	<u>Objective 6.1</u> Incorporate the use of F5CA's <i>Talk. Read. Sing.</i> (TRS) campaign in all programming	<ul style="list-style-type: none"> <li>F5CA Talk Read and Sing Campaign</li> </ul>	<ul style="list-style-type: none"> <li>Talk Read Sing Campaign</li> <li>IMPACT</li> </ul>		