



Staffing and Operations Committee (SOC) Meeting  
Wednesday, April 6, 2022  
10:00 a.m. -12:00 p.m. or immediately after the Commission meeting.

## IN-PERSON

Madera County Dept. of Social Services  
1626 Sunrise Ave.  
Madera, CA 93638

Virtual Access

<https://us02web.zoom.us/j/85849208783>

Meeting ID: 858 4920 8783

1-669-900-6833,85849208783# US

### 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.

|                           |  |                    |
|---------------------------|--|--------------------|
| <b>1.0</b><br>ACTION      | <b>OPENING REMARKS</b><br>1.1 Call to Order<br>1.2 Roll Call   | Sara Bosse, Chair  |
| <b>2.0</b><br>ACTION      | <b>CONSENT AGENDA</b><br>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.<br>2.1 Adoption of the SOC Agenda<br>2.2 Consideration of the March 2, 2022, Meeting Minutes                  | Sara Bosse, Chair  |
| <b>3.0</b>                | <b>PUBLIC COMMENT</b><br>This time is offered for the public wishing to address the Commission on matters <b>not listed</b> on the agenda. Committee members listen but may not discuss non-agenda matters. A public comment period is also offered for <b>items on the agenda</b> at the time item is considered. | Sara Bosse, Chair  |
| <b>4.0</b><br>ACTION      | <b>2022-2023 PROPOSED REGULAR COMMISSION MEETING SCHEDULE</b><br>The Committee will review and approve the 2022-2023 Regular Commission Meeting Schedule.  | Monica Ramirez, ED |
| <b>5.0</b><br>INFORMATION | <b>REQUEST FOR QUOTES FOR AUDIT SERVICES UPDATE</b><br>The Committee will receive an Audit Services RFQ update.  | Monica Ramirez, ED |
| <b>6.0</b><br>ACTION      | <b>ACCOUNTS PROCEDURES AND INTERNAL CONTROL POLICY</b><br>The Committee will review and approve the Accounts Procedures and Internal Control Policy for full Commission consideration.   | Monica Ramirez, ED |

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|--------------------|--|--|
| 7.0<br>INFORMATION | <b>COMMISSIONER MEMBER RECRUITMENT UPDATE</b><br>The Committee will receive an update on the progress of the commissioner member recruitment.  | Monica Ramirez, ED                         |
| 8.0                | <b>UPDATES</b><br>The Committee will receive updates from staff.   | Monica Ramirez, ED<br>Anali Manzano, Staff |
| 9.0                | <b>ANNOUNCEMENTS</b>   |  |
| 10.0               | <b>NEXT MEETING</b><br>Regularly scheduled SOC meeting – May 4, 2022. Location to be noted on the posted agenda.<br>Regular scheduled First 5 Commission Meeting – May 4, 2022. Location to be noted on the posted agenda. | Sara Bosse, Chair                          |
| 11.0               | <b>ADJOURNMENT</b>   | Sara Bosse, Chair                          |

**First 5 distributes monthly Agendas electronically. Please forward your email address to Patty Vega at [pvega@first5madera.org](mailto:pvega@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 is implementing the following changes for attendance and public comment at all First 5 meetings until notified otherwise. First 5 facilities will not be open to the public. Any member of the First 5 Commission may participate from a remote location by teleconference. The First 5 meeting will be accessible via live-streaming online to all members of the public at:

<https://us02web.zoom.us/j/85849208783> Meeting  
 ID: 858 4920 8783  
 One tap mobile  
 +16699006833,,85849208783# US (San Jose)  
 +13462487799,,85849208783# US (Houston)  
 Dial by your location  
 +1 669 900 6833 US (San Jose)  
 +1 346 248 7799 US (Houston)  
 +1 253 215 8782 US (Tacoma)  
 +1 312 626 6799 US (Chicago)  
 +1 929 205 6099 US (New York)  
 +1 301 715 8592 US (Germantown)

**WRITTEN COMMENTS.** If you wish to address any item listed on the agenda by a written comment, please submit comments in writing to Patty Vega 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.

Email your comments to [pvega@first5madera.org](mailto:pvega@first5madera.org)  
 Mail Comments to 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 meeting.

**VERBAL COMMENTS.** If you wish to speak to the Commission on the item by telephone, you must contact Patty Vega at (559) 661-5155 ext. 4009 or by email at [pvega@first5madera.org](mailto:pvega@first5madera.org) 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 Commission 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.