



**Staffing and Operations Committee (SOC) Meeting**  
**Wednesday, April 3, 2024**  
**10:00 a.m. – 12:00 p.m. or promptly following the Commission meeting**

**IN-PERSON**  
**Madera County Dept. of Social Services**  
**1626 Sunrise 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 Madera County Children and Families Commission may request assistance by contacting the Madera County Children and Families Commission – telephone 559-661-5155.

<b>1.0</b> ACTION	<b>OPENING REMARKS</b> 1.1 Call to Order 1.2 Commission Member Remote Request (AB2449) 1.3 Roll Call	Sara Bosse, Chair
<b>2.0</b>	<b>POTENTIAL CONFLICTS OF INTEREST</b> Any Commission Member who has a potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter.	Sara Bosse, Chair
<b>3.0</b> ACTION	<b>CONSENT AGENDA</b> These matters are routine in nature and are usually approved by a single vote. Prior to action by the Committee, the public will be given the opportunity to comment on any Consent Item. 3.1 Adoption of the SOC Agenda 3.2 Approval of the November 20, 2023, Special SOC Meeting Minutes	Sara Bosse, Chair
<b>4.0</b>	<b>PUBLIC COMMENT</b> This time is offered for the public wishing to address the Commission on matters <b>not listed</b> on the agenda. Commission members listen but may not discuss non-agenda matters. A public comment period is also offered for <b>items on the agenda</b> when the item is considered.	Sara Bosse, Chair
<b>5.0</b> ACTION	<b>2024-2025 PROPOSED REGULAR COMMISSION MEETING SCHEDULE</b> The Committee will review and approve the 2024-2025 Regular Commission Meeting schedule.	J. Monica Ramirez, ED Patricia Vega, Staff
<b>6.0</b> ACTION	<b>PROPOSED REVISED 2023-2024 BUDGET</b> The Committee will review and approve the Proposed Revised 2023-2024 Budget.	J. Monica Ramirez, ED
<b>7.0</b> ACTION	<b>CONFLICT OF INTEREST CODE UPDATE</b> The Committee will review and approve updates to the Conflict of Interest Code.	J. Monica Ramirez, ED Patricia Vega, Staff
<b>8.0</b> ACTION	<b>PETTY CASH FUND POLICY UPDATE</b> The Committee will review and approve an update to the Petty Cash Fund policy.	J. Monica Ramirez, ED
<b>9.0</b> ACTION	<b>2024-2025 PROPOSED SOC MEETING SCHEDULE</b> The Committee will review and approve the schedule for 2024-2025.	J. Monica Ramirez, ED Patricia Vega, Staff

<b>10.0</b> ACTION	<b>2024-2025 PROPOSED BUDGET AND LONG-RANGE FINANCIAL PLAN</b> The Committee will review and approve the 2024-2025 Proposed Budget and Long-Range Financial Plan.	J. Monica Ramirez ED
<b>11.0</b> ACTION	<b>FISCAL YEAR 2023-2024 YEAR-END AUDIT ENGAGEMENT LETTER</b> The Committee will review and approve the 2023-2024 Year-End Audit Engagement Letter provided by Hudson, Henderson & Company, Inc.	J. Monica Ramirez, ED
<b>12.0</b> ACTION	<b>2024-2025 ELECTION OF COMMISSION OFFICERS AND COMMITTEE MEMBERSHIP APPOINTMENTS</b> The Committee will review the slate of Commission Officers and nominations for Standing Committee Members for 2024-2025.	J. Monica Ramirez, ED
<b>13.0</b> ACTION	<b>REQUEST FOR QUOTES FOR ACCOUNTING SERVICES</b> The Committee will review and authorize the release of a request for quotes (RFQ) for accounting services.	J. Monica Ramirez ED
<b>14.0</b>	<b>UPDATES</b> The Committee will receive updates from staff.	J. Monica Ramirez, ED
<b>15.0</b>	<b>ANNOUNCEMENTS</b>	Sara Bosse, Chair
<b>16.0</b>	<b>NEXT MEETING</b> Regularly scheduled SOC Meeting – May 1, 2024. Location to be noted on the posted agenda.	Sara Bosse, Chair
<b>17.0</b>	<b>ADJOURNMENT</b>	Sara Bosse, Chair

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