FIRST 5 TEHAMA
Tehama County Children & Families Commission

First 5 Tehama Administrative Committee Meeting

August 24, 2026

Time: 8:30am

Join Zoom Meeting

https://us02web.zoom.us/j/5305281395

Meeting ID: 530 528 1395

AGENDA

1. Call to Order
2. Public Comment
3. Fiscal Business

   Review and make recommendations on financial matters to Commission

   3.1 General Warrant Register & Claims – May, June, July 2026

   3.2 4th Quarter Financial Report FY 2025-2026

   3.3 FY 2026-2027 Final Budget
4. Other Business

   4.1 Commission Membership

   4.2 Policy and Procedures Manual
5. Adjourn

Posted: August 21, 2026

FIRST 5 TEHAMA MAY WARRANT REGISTER

Account	Date	Vendor Name	Expenses
53120	5/13/2026	CELL PHONE	$90.00
		HEIDI, NANCY, KATIE	
53120	5/15/2026	SPECTRUM	$157.06
		0296548050526 - INTERNET AND PHONE SERVICE	
53120	5/27/2026	CELL PHONE	$90.00
		HEIDI, NANCY, KATIE	
53180	5/28/2026	SELECT JANITORIAL INC	$230.00
		16525 - JANITORIAL SERVICES	
53230	5/15/2026	ECLIPSE MEDIA SOLUTIONS	$272.50
		10391 - ONGOING WEB SUPPORT	
53230	5/15/2026	ECLIPSE MEDIA SOLUTIONS	$505.00
		10458- ONGOING WEB SUPPORT	
53230	5/28/2026	UBEO MIDCO LLC	$518.09
		5266902-COPY MACHINE SERVICE	
53230	5/28/2026	COUNTY COUNSEL	$299.42
		J406392- LEGAL FEES Q3	
53260	5/15/2026	TEHAMA PROPERTY MANAGEMENT INC	$1,500.00
		JUNE RENT	
53300	5/15/2026	GREEN WASTE OF TEHAMA	$47.81
		1820158U018-GARBAGE SERVICE	
555202	5/15/2026	APPLIED SURVEY RESEARCH	$700.00
		2026-747-DATABASE	
555202	5/15/2026	TEHAMA COUNTY DEPT OF EDUCATION	$59,512.61
		INV26-00561 HMG Q3	
555204	5/15/2026	APPLIED SURVEY RESEARCH	$4,943.75
		2026-747 EVALUATION SERVCIES	
555206	5/28/2026	ATHENA ANN DYER	$400.00
		APRIL 2026 SOCIAL MEDIA	
555219	5/7/2026	RIPPLES OF CHANGE LLC	$1,028.86
		KEY NOTE SPEAKER ISABELLE HAU	
555220	5/15/2026	APPLIED SURVEY RESEARCH	$350.00
		2026-747 CYBHI	
555220	5/15/2026	TEHAMA COUNTY DEPT OF EDUCATION	$11,896.72

INV26-00593 FAMILY CHAMPION CYBHI R3

555220	**5/28/2026**	**CRISTA MCMANUS** FAMILY CHAMPION INCENTIVE 3	**$200.00**
555220	**5/28/2026**	**FRANCISCA RIVERA ALVARADO** FAMILY CHAMPION INCENTIVE 3	**$200.00**
555220	**5/28/2026**	**JOSHUA MCMANUS** FAMILY CHAMPION INCENTIVE 3	**$200.00**
555220	**5/28/2026**	**LOURDES MOJICA MONTES** FAMILY CHAMPION INCENTIVE 3	**$200.00**
555220	**5/28/2026**	**MARIA GUADALUPE OROZCO SOFO** FAMILY CHAMPION INCENTIVE 3	**$200.00**
555220	**5/28/2026**	**MARIA-FERNANDA DIAZ CEJA** FAMILY CHAMPION INCENTIVE 3	**$200.00**
555220	**5/28/2026**	**MARISA LISETTE RICO** FAMILY CHAMPION INCENTIVE 3	**$200.00**
555220	**5/28/2026**	**ROSALINDA MARIE PRECIADO** FAMILY CHAMPION INCENTIVE 3	**$200.00**
555220	**5/28/2026**	**TEHAMA COUNTY HEALTH SERVICES AGENCY** PERI/POSTPARTUM Q1	**$2,561.46**
555221	**5/4/2026**	**GABRIELA VALDEZ FLORES** TRIPLE P FACILITIATION	**$3,535.95**
555221	**5/4/2026**	**ZEPHYR ROSE LEE** 2-OUTREACH SUPPORT	**$550.00**
555221	**5/6/2026**	**ALEJANDRA RUBIO CASTRO** 15-OUTREACH SUPPORT	**$560.00**
555221	**5/28/2026**	**ALEJANDRA RUBIO CASTRO** 16-OUTREACH SUPPORT	**$585.00**
555221	**5/28/2026**	**ALONDRA TEJEDA** 3-OUTREACH SUPPORT	**$95.00**
555221	**5/28/2026**	**ZEPHYR ROSE LEE** 3-OUTREACH SUPPORT	**$620.00**
555221	**5/28/2026**	**ZEPHYR ROSE LEE** 4-OUTREACH SUPPORT	**$25.00**
		TOTAL WARRANTS	**$92,674.23**

53120	**5/28/2026**	**HEIDI MENDENHALL** MAIL CHIMP NOV-MAY 25/26	**$448.00**

53220	**5/28/2026**	**HEIDI MENDENHALL** 205SZXJZX-00001 - ANTHROPIC PBC	**$200.00**
53290	**5/28/2026**	**NANCY VICUNA** 4/22-5/17 MILEAGE	**$127.56**
53290	**5/28/2026**	**JAYCEE LEE** 5/1/26-MILEAGE - EMPLOYEE TRAVEL/TRAINING	**$32.62**
53290	**5/28/2026**	**KATIE O'SHEA** 5/1/26-MILEAGE - EMPLOYEE TRAVEL/TRAINING	**$32.62**
53290	**5/28/2026**	**KATIE O'SHEA** 5/15/26-MILEAGE - EMPLOYEE TRAVEL/TRAINING	**$2.24**
53290	**5/28/2026**	**NANCY VICUNA** 5/26 FOOD REIM - FOOD REIM FOR TRAINING	**$39.23**
53290	**5/28/2026**	**NANCY VICUNA** APR-MAY MILAGE - 4/24-5/16-MILEAGE REIM	**$155.47**
53290	**5/28/2026**	**JAYCEE LEE** APR-MAY MILEAGE - EMPLOYEE TRAVEL/TRAINING	**$196.35**
53290	**5/28/2026**	**JAYCEE LEE** FOOD REIMB 5/26 - FOOD REIMB FOR TRAINING	**$40.62**
555219	**5/28/2026**	**HEIDI MENDENHALL** TRAINING SUPPLIES	**$17.11**
555219	**5/28/2026**	**HEIDI MENDENHALL** TRAINING SUPPLIES	**$14.96**
555219	**5/28/2026**	**HEIDI MENDENHALL** TRAINING SUPPLIES	**$28.00**
555219	**5/28/2026**	**HEIDI MENDENHALL** TRAINING REIMB	**$106.25**
555221	**5/6/2026**	**HEIDI MENDENHALL** ASQ TRAINING REIMB	**$698.76**
		TOTAL CLAIMS	$2,139.79
		MAY TOTAL	$94,814.02

FIRST 5 TEHAMA JUNE WARRANT REGISTER

Account	Date	Vendor Name	Expenses
53120	**6/10/2026**	**CELL PHONE ALLOWANCE**	**$90.00**
		HEIDI, NANCY, KATIE	
53120	**6/17/2026**	**SPECTRUM**	**$157.06**
		INTERNET AND PHONE SERVICE	
53120	**6/24/2026**	**CELL PHONE ALLOWANCE**	**$90.00**
		HEIDI, NANCY, KATIE	
53120	**6/30/2026**	**CELL PHONE ALLOWANCE**	**$90.00**
		HEIDI, NANCY, KATIE	
53120	**6/30/2026**	**CELL PHONE ALLOWANCE**	**$19.29**
		HEIDI, NANCY, KATIE	
53150	**6/30/2026**	**ALLIANT INSURANCE SERVICES**	**$1,932.83**
		INSURANCE	
53200	**6/17/2026**	**RED BLUFF CHAMBER OF COMMERCE**	**$146.25**
		DUES	
53220	**6/2/2026**	**AMAZON CAPITAL SERVICES**	**$68.39**
		OFFICE SUPPLIES-1WNK TF1F TJ9L	
53220	**6/15/2026**	**ZELMA'S**	**$288.00**
		COMMISSIONER NAME PLATES-5303	
53220	**6/30/2026**	**AMAZON CAPITAL SERVICES**	**$40.84**
		OFFICE SUPPLIES-16MY 9GYM 3XWM	
53220	**6/30/2026**	**AMAZON CAPITAL SERVICES**	**$20.81**
		OFFICE SUPPLIES-1KFR KK3L Y31X	
53220	**6/30/2026**	**AMAZON CAPITAL SERVICES**	**$23.62**
		OFFICE SUPPLIES-1PT7 6166 33G3	
53220	**6/30/2026**	**AMAZON CAPITAL SERVICES**	**$138.68**
		OFFICE SUPPLIES-1WNM-TQJD-D7VC	
53230	**6/5/2026**	**ECLIPSE MEDIA SOLUTIONS**	**$40.00**
		ONGOING WEB SUPPORT-10543	
53230	**6/30/2026**	**ECLIPSE MEDIA SOLUTIONS**	**$427.50**
		ONGOING WEB SUPPORT-10683	
53230	**6/2/2026**	**UBEO MIDCO LLC**	**$56.04**
		COPY MACHINE SERVICES-5237969	
53230	**6/30/2026**	**UBEO MIDCO LLC**	**$56.04**
		COPY MACHINE SERVICES -5298791	
53230	**6/30/2026**	**AGILE OCCUPATIONAL MEDICINE PC**	**$240.00**
		EMPLOYEE PHYSICAL-EM0830002	
53230	**6/5/2026**	**TEHAMA COUNTY DEPT OF EDUCATION**	**$93.75**

		IT SUPPORT-INV26-00638	
53230	6/30/2026	PERSONNEL	$10.50
		BILINGUAL EXAM FEE-J407311	
53300	6/5/2026	GREEN WASTE OF TEHAMA	$47.81
		GARBAGE SERVICE-1825361U018	
53300	6/5/2026	PACIFIC GAS & ELECTRIC	$146.22
		APRIL ELECTRIC SERVICE	
53300	6/30/2026	PACIFIC GAS & ELECTRIC	$211.25
		MAY ELECTRIC SERVICE	
53300	6/30/2026	PACIFIC GAS & ELECTRIC	$355.62
		JUNE ELECTRIC SERVICE	
555202	6/4/2026	PAUL H BROOKES PUBLISHING	$849.90
		ASQ SUBSCRIPTION 2025-26	
555202	6/30/2026	APPLIED SURVEY RESEARCH	$350.00
		DATABASE-2026-841	
555202	6/30/2026	TEHAMA COUNTY DEPT OF EDUCATION	$47,522.34
		HMG Q4-INV26-00716	
555204	6/30/2026	APPLIED SURVEY RESEARCH	$656.25
		EVALUATION SERVICES MAY-2026-814	
555204	6/30/2026	APPLIED SURVEY RESEARCH	$568.75
		EVALUATION SERVICES JUNE-2026-841	
555206	6/5/2026	KELLEY DOLLING	$500.00
		STORY-MAY 2026	
555206	6/30/2026	DIVERSIFIED SERVICES/COPY CENTER	$252.52
		PROGRAM PRINTING-25470	
555206	6/30/2026	SEBASTIAN CAETANO	$400.00
		PODCAST-INV 0021	
555219	6/30/2026	RALEYS IN STORE CHARGE	$9.99
		MEETING SUPPLIES-	
555219	6/3/2026	PATRICIA A KIMBRELL	$7,000.00
		TRAINING FACILITATION	
555219	6/30/2026	NORTHERN CAL CHILD DEVELOPMENT INC	$2,500.00
		COMMUNITY NEEDS ASSESMENT-IPP GRANT-FF2025-2	
555220	6/15/2026	GABRIELA VALDEZ FLORES	$6,575.33
		TRPLE P-2	
555220	6/5/2026	MORGAN VAZQUEZ	$3,500.00
		EMPOWERED MOM COLLECTIVE SUPPORT GROUP-5/1/26	
555220	6/30/2026	CA CHILDREN AND FAMILIES FOUNDATION INC	$29,250.00
		CYBHI R3-071526	

555220	**6/30/2026**	**HEATHER DUGGINS** CYBHI R3-STIPEND	**$1,500.00**
555220	**6/30/2026**	**JACKLINE ESPINOZA** CYBHI R3-STIPEND	**$1,500.00**
555220	**6/30/2026**	**KAYLA RUMIANO** CYBHI R3-STIPEND	**$1,500.00**
555220	**6/2/2026**	**AMAZON CAPITAL SERVICES** CYBHI R3 SUPPLIES-1GW1 TR9H YNQM	**$70.80**
555220	**6/2/2026**	**AMAZON CAPITAL SERVICES** CYBHI R3 SUPPLIES-1NX6 16WX 4LT9	**$380.80**
555220	**6/2/2026**	**AMAZON CAPITAL SERVICES** CYBHI R3 SUPPLIES-1PFM M1NN H1QP	**$35.38**
555220	**6/2/2026**	**AMAZON CAPITAL SERVICES** CYBHI R3 SUPPLIES-1QGD 4LPD CYTT	**$146.61**
555220	**6/2/2026**	**AMAZON CAPITAL SERVICES** CYBHI R3 SUPPLIES	**$7.12**
555220	**6/30/2026**	**LILLIAN A CASTRO** PPP FACILITATION-INV 2	**$3,100.00**
555220	**6/30/2026**	**APPLIED SURVEY RESEARCH** CYBHI R3-2026-814	**$2,843.75**
555220	**6/30/2026**	**TEHAMA COUNTY DEPT OF EDUCATION** CYBHI R3-26-00698	**$37,500.00**
555220	**6/30/2026**	**LILLIAN A CASTRO** TRIPLE P FACILITATION-INV 3	**$3,100.00**
555220	**6/30/2026**	**UNIVERSITY OF CALIFORNIA SAN FRANCISCO** CYBHI R3 WORK-INV3	**$40,065.65**
555220	**6/3/2026**	**SAFE KIDS WORLDWIDE** TRAINING FOR CARSEAT CLASSES- INV 1	**$95.00**
555220	**6/3/2026**	**SAFE KIDS WORLDWIDE** TRAINING FOR CARSEAT CLASSES-INV 2	**$95.00**
555220	**6/17/2026**	**MOMMA'S TINY MIRACLES DOULA SERVICES** TRAINING FACLITIATION-INV 3	**$350.00**
555220	**6/30/2026**	**TEHAMA COUNTY DEPT OF EDUCATION** TRIPLE P FACILITATION-INV26-00670	**$4,200.00**
555220	**6/30/2026**	**TEHAMA COUNTY DEPT OF EDUCATION** ECM PILOT PROGRAM-IPP INV26-00672	**$35,186.00**
555220	**6/30/2026**	**TEHAMA COUNTY HEALTH SERVICES AGENCY** PERI/POST Q3 J407585	**$3,569.54**

555220	**6/30/2026**	**TEHAMA COUNTY HEALTH SERVICES AGENCY** PERI/POST Q4 J407585	**$2,207.78**
555220	**6/30/2026**	**NORTHERN CAL CHILD DEVELOPMENT INC** TRIPLE P FACILITIATION-2026	**$7,200.00**
555221	**6/15/2026**	**RILEY HENDERSON** CUSD DIOLOGIC READING BOOKS-INV 20	**$1,059.41**
555221	**6/2/2026**	**RALEYS IN STORE CHARGE** MEETING SUPPLIES-104006STR2330516	**$224.40**
555221	**6/30/2026**	**AMAZON CAPITAL SERVICES** CUSD DIOLOGIC READING STORY HOUR	**$248.95**
555221	**6/2/2026**	**AMAZON CAPITAL SERVICES** CUSD DIOLOGIC READING STORY HOUR	**$14.47**
555221	**6/2/2026**	**AMAZON CAPITAL SERVICES** CUSD DIOLOGIC READING STORY HOUR	**$184.47**
555221	**6/2/2026**	**AMAZON CAPITAL SERVICES** CUSD DIOLOGIC READING STORY HOUR	**$49.99**
555221	**6/17/2026**	**ALEJANDRA RUBIO CASTRO** OUTREACH SUPPORT-17	**$585.00**
555221	**6/30/2026**	**AMAZON CAPITAL SERVICES** CUSD DIOLOGIC READING STORY HOUR	**$19.41**
555221	**6/30/2026**	**AMAZON CAPITAL SERVICES** CUSD DIOLOGIC READING STORY HOUR	**$137.60**
555221	**6/30/2026**	**AMAZON CAPITAL SERVICES** CUSD DIOLOGIC READING STORY HOUR	**$37.17**
555221	**6/2/2026**	**AMAZON CAPITAL SERVICES** CUSD DIOLOGIC READING STORY HOUR	**$16.59**
555221	**6/30/2026**	**AMAZON CAPITAL SERVICES** CUSD DIOLOGIC READING STORY HOUR	**$60.58**
555221	**6/2/2026**	**AMAZON CAPITAL SERVICES** CUSD DIOLOGIC READING STORY HOUR	**$5.35**
555221	**6/30/2026**	**AMAZON CAPITAL SERVICES** CUSD DIOLOGIC READING STORY HOUR	**$7.51**
555221	**6/2/2026**	**AMAZON CAPITAL SERVICES** CUSD DIOLOGIC READING STORY HOUR	**$60.70**
555221	**6/30/2026**	**AMAZON CAPITAL SERVICES** CUSD DIOLOGIC READING STORY HOUR	**$171.99**
555221	**6/2/2026**	**AMAZON CAPITAL SERVICES** CUSD DIOLOGIC READING STORY HOUR	**$47.78**
555221	**6/30/2026**	**AMAZON CAPITAL SERVICES**	**$142.56**

CUSD DIOLOGIC READING STORY HOUR

555221	**6/2/2026**	**AMAZON CAPITAL SERVICES**	**$13.93**
		CUSD DIOLOGIC READING STORY HOUR	
555221	**6/30/2026**	**AMAZON CAPITAL SERVICES**	**$30.03**
		CUSD DIOLOGIC READING STORY HOUR	
555221	**6/30/2026**	**AMAZON CAPITAL SERVICES**	**$10.74**
		CUSD DIOLOGIC READING STORY HOUR	
555221	**6/2/2026**	**AMAZON CAPITAL SERVICES**	**$75.20**
		CUSD DIOLOGIC READING STORY HOUR	
555221	**6/30/2026**	**AMAZON CAPITAL SERVICES**	**$20.10**
		CUSD DIOLOGIC READING STORY HOUR	
555221	**6/30/2026**	**AMAZON CAPITAL SERVICES**	**$1,419.16**
		CUSD DIOLOGIC READING STORY HOUR	
555221	**6/30/2026**	**AMAZON CAPITAL SERVICES**	**$158.90**
		CUSD DIOLOGIC READING STORY HOUR	
555221	**6/2/2026**	**AMAZON CAPITAL SERVICES**	**$343.80**
		CUSD DIOLOGIC READING STORY HOUR	
555221	**6/17/2026**	**FAR NORTHERN REGIONAL CENTER**	**$5,000.00**
		CORNING BRAIN BUILDERS	
555221	**6/30/2026**	**DIVERSIFIED SERVICES/COPY CENTER**	**$3,155.40**
		OUTREACH PRINTING-CUSD	
555221	**6/30/2026**	**DIVERSIFIED SERVICES/COPY CENTER**	**$1,844.60**
		OUTREACH PRINTING-CUSD	
555221	**6/30/2026**	**ZEPHYR ROSE LEE**	**$465.00**
		OUTREACH SUPPORT-INV 4	

555221	**6/30/2026**	**NORTHERN CAL CHILD DEVELOPMENT INC**	**$7,000.00**
		CORNING BRAIN BUILDERS EVENT-CBB2026-1	
555221	**6/30/2026**	**ALEJANDRA RUBIO CASTRO**	**$1,230.00**
		OUTREACH SUPPORT-INV 18	
555221	**6/30/2026**	**MANDI SELVESTER**	**$6,000.00**
		DIOLOGIC READING VIDEO'S-INV 3183	
555221	**6/30/2026**	**ZEPHYR ROSE LEE**	**$1,010.00**
		OUTREACH SUPPORT-INV 5 FY 25/26	
555221	**6/30/2026**	**EXPECT MORE TEHAMA**	**$10,000.00**
		CORNING COMMUNITY LITERACY REPORT INV6-30-26	
555221	**6/30/2026**	**TEHAMA COUNTY LIBRARY**	**$500.00**
		BOOKS-J407392	
		TOTAL WARRANTS	**$290,729.80**
53290	**6/30/2026**	**NANCY VICUNA**	**$182.84**
		05/26-7/01/26 - MILEAGE REIMB FY 25/26	
53290	**6/15/2026**	**MARILU FLORES**	**$220.92**
		4/26-5/26 - APRIL/MAY 2026 MILEAGE REIMB	
53290	**6/30/2026**	**JAYCEE LEE**	**$92.12**
		5/28-6/30/26 - MILEAGE REIMB FY 25/26	
53290	**6/2/2026**	**HEIDI MENDENHALL**	**$119.70**
		CORNING MILEAGE - 3/4-5/1/2026	
53290	**6/15/2026**	**MARILU FLORES**	**$17.15**
		MAY 2026 - MILEAGE REIMBURSEMENT MAY 2026	
53290	**6/2/2026**	**HEIDI MENDENHALL**	**$98.70**
		RED BLUFF MILEAG - 3/19-5/1/26	
555219	**6/15/2026**	**HEIDI MENDENHALL**	**$273.49**
		TRAINING REIMB	
555219	**6/15/2026**	**HEIDI MENDENHALL**	**$375.00**
		TRAINING REIMB-	
555219	**6/15/2026**	**HEIDI MENDENHALL**	**$95.00**
		TRAINING REIMB	
555219	**6/15/2026**	**KATIE O'SHEA**	**$22.00**
		COFFEE FOR MEETING	
555221	**6/30/2026**	**NANCY VICUNA**	**$12.36**
		STORY HOUR SUPPLIES REIMB	
555221	**6/30/2026**	**HEIDI MENDENHALL**	**$134.50**
		MAIL CHIMP REIMB	
		TOTAL CLAIMS	$1,643.78
		JUNE TOTAL	$292,373.58

FIRST 5 TEHAMA JULY WARRANT REGISTER

Account	Date	Vendor Name	Expenses
53120	**7/8/2026**	**CELL PHONE**	**$90.00**
		HEIDI, NANCY, KATIE	
53120	**7/21/2026**	**SPECTRUM**	**$155.94**
		296548070526-PHONE AND INTERNET	
53120	**7/21/2026**	**CELL PHONE**	**($90.00)**
		HEIDI, NANCY, KATIE PULLED BACK TO FY25/26	
53120	**7/22/2026**	**CELL PHONE**	**$90.00**
		HEIDI, NANCY, KATIE	
53120	**7/22/2026**	**CELL PHONE**	**($19.29)**
		HEIDI, NANCY, KATIE PULLED BACK TO FY25/26	
53150	**7/2/2026**	**ALLIANT INSURANCE**	**$2,714.07**
		J407394-REV PREPAY	
53150	**7/16/2026**	**PUBLIC RISK INNOVATION SOLUTIONS**	**$3,711.00**
		27400446-MASTER CRIME INSURANCE	
53200	**7/8/2026**	**CA CHILDREN AND FAMILIES FOUNDATION INC**	**$8,088.00**
		26/27 ASSOCIATION DUES	
53220	**7/2/2026**	**SMARTSHEET**	**$214.76**
		J407043 REV PREPAY	
53220	**7/28/2026**	**UBEO MIDCO LLC**	**$56.04**
		W5329241-COPY MACHINE SERVICE	
53260	**7/2/2026**	**TEHAMA PROPERTY MANAGEMENT INC**	**$1,500.00**
		JULY RENT	
53260	**7/8/2026**	**TEHAMA PROPERTY MANAGEMENT INC**	**$1,500.00**
		AUGUST RENT	
53300	**7/8/2026**	**GREEN WASTE OF TEHAMA**	**$55.67**
		182659U018-GARBAGE SERVICE	
555206	**7/28/2026**	**EVENFLO COMPANY INC**	**$2,114.12**
		IN-000787686-CAR SEATS	
555221	**7/28/2026**	**AMAZON CAPITAL SERVICES**	**$161.40**
		1HHK-7KNL-K7LC-STORY HOUR SUPPLIES	
		TOTAL WARRANTS	**$20,341.71**
53220	**7/8/2026**	**KATIE O'SHEA**	**$239.88**
		ADOBE SUBSCRIPTION REIMB	
		TOTAL CLAIMS	$239.88
		JULY TOTAL	$20,581.59

FIRST FIVE TEHAMA

Annual Budget Report July 2025 - June 2026

Budget & Expenditures

4th Quarter Report

Acct #	Title	FY 25/26 Budget	July - Sept 1st Qtr	Oct - Dec 2nd Qtr	Jan - Mar 3rd Qtr	Apr - June 4th Qtr	Total To Date	Balance	YTD %
410101	Prop 10 Tobacco Tax	374,431.32	-	107,133.43	77,893.75	173,770.00	358,797.18	15,634.14	95.82%
410101	Small County Augmentation	135,525.00	-	28,824.46	40,514.37	66,186.17	135,525.00	-	100.00%
410101	SMIF* CECT	6,646.00	-	2,301.71	1,039.79	1,077.59	4,419.09	2,226.91	66.49%
440300	Interest	34,000.00	-	-	39,799.99	37,745.72	77,545.71	(43,545.71)	228.08%
461060	Other Fees(fee for services)	8,000.00	-	-	-	-	-	8,000.00	0.00%
450740	er Government Agency's(CYBHI 1 & 3, First 5 Placer)	1,091,722.54	-	251,200.00	30,000.00	657,576.56	938,776.56	152,945.98	85.99%
466081	Misc Grants (Partnership Health, Paskenta)	142,570.00	-	4,000.00	-	37,500.00	41,500.00	101,070.00	29.11%
	Total Income	**$1,792,894.86**	**$0.00**	**$393,459.60**	**$189,247.90**	**$973,856.04**	**$1,556,563.54**	**$236,331.32**	**86.82%**
51010	Salary & Wages	265,680.00	38,163.43	72,257.18	56,826.71	91,763.17	259,010.49	6,669.51	97.49%
51011	Extra Help Wages	51,518.00	870.40	3,399.61	3,954.03	17,570.98	25,795.02	25,722.98	50.07%
51015	Pay in Lieu/Misc Payouts	13,578.60	8,814.73	3,294.55	-	-	12,109.28	1,469.32	89.18%
51020	PERS	25,824.10	3,740.67	7,063.56	5,557.28	8,857.81	25,219.32	604.78	97.66%
51021	OASDI	25,054.03	3,603.45	5,938.17	4,536.08	8,199.77	22,277.47	2,776.56	88.92%
51022	Unfunded PERS Liability	49,677.52	49,677.52	-	-	(998.69)	48,678.83	998.69	97.99%
51024	ADP MISC Pers Unfunded	14,600.21	14,600.21	-	-	-	14,600.21	-	100.00%
51030	Insurance	71,720.00	13,539.12	15,744.98	17,646.88	19,852.74	66,783.72	4,936.28	93.12%
51031	SUI	620.00	96.07	158.40	122.18	209.73	586.38	33.62	94.58%
51040	Workers Comp	4,550.00	1,137.30	1,137.30	1,137.30	1,137.30	4,549.20	0.80	99.98%
51050	Deferred Comp Match	3,360.00	171.43	240.00	300.00	432.86	1,144.29	2,215.71	34.06%
	Total Salary & Benefits	**$526,182.46**	**$134,414.33**	**$109,233.75**	**$90,080.46**	**$147,025.67**	**$480,754.21**	**$45,428.25**	**91.37%**
53120	Communications	7,080.00	1,108.01	1,187.90	1,207.54	2,182.47	5,685.92	1,394.08	80.31%
53150	Insurance	18,000.00	8,938.59	8,750.96	(1,217.50)	1,932.83	18,404.88	(404.88)	102.25%
53180	Maint Bulid/Struct	3,000.00	690.00	690.00	460.00	690.00	2,530.00	470.00	84.33%
53200	Memberships & Dues	13,288.00	12,138.00	-	-	146.25	12,284.25	1,003.75	92.45%
53220	Office Expense	8,429.88	605.03	3,140.99	297.86	1,387.52	5,431.40	2,998.48	64.43%
53230	*Professional/Special Services	9,820.00	409.94	2,301.31	2,429.59	2,631.38	7,772.22	2,047.78	79.15%
532303	County Services	31,570.95	-	8,064.86	4,848.01	15,932.38	28,845.25	2,725.70	91.37%
53231	Auditing Services	9,500.00	-	9,360.00	-	-	9,360.00	140.00	98.53%
53260	Rent/Lease of Building	18,000.00	6,000.00	4,500.00	4,500.00	3,000.00	18,000.00	-	100.00%
53290	Travel Expense	9,000.00	42.91	423.78	368.06	1,637.65	2,472.40	6,527.60	27.47%
53300	Utilities	6,000.00	1,122.97	775.62	700.92	1,174.43	3,773.94	2,226.06	62.90%
	Total Service & Supplies	**$133,688.83**	**$31,055.45**	**$39,195.42**	**$13,594.48**	**$30,714.91**	**$114,560.26**	**$19,128.57**	**85.69%**
555202	Help Me Grow	250,517.46	2,144.50	65,435.50	67,440.01	110,247.35	245,267.36	5,250.10	97.90%
555204	Program Evaluation	31,500.00	14,131.25	10,412.50	875.00	6,081.25	31,500.00	-	100.00%
555206	Community Strengthening	36,700.00	2,752.30	8,341.35	3,600.00	4,573.72	19,267.37	17,432.63	52.50%
555219	Training and Leadership	199,831.05	9,712.50	11,098.21	2,854.77	92,345.56	116,011.04	83,820.01	58.05%
555221	Literacy	107,763.87	5,515.00	1,585.00	28,182.10	58,347.52	93,629.62	14,134.25	86.88%
555220	Early Mental Health	496,775.00	2,012.50	110,931.31	142,747.01	199,550.56	455,241.38	41,533.62	91.64%
	Total Contributions	**$1,123,087.38**	**$36,268.05**	**$207,803.87**	**$245,698.89**	**$471,145.96**	**$960,916.77**	**$162,170.61**	**85.56%**
	Total Expenses	**$1,782,958.67**	**$201,737.83**	**$356,233.04**	**$349,373.83**	**$648,886.54**	**$1,556,231.24**	**$226,727.43**	**87.28%**

*State Surplus Monetary Investment Fund (SMIF) – Apportioned interest

Beginning Fund Balance (July 1) - Actual 1,635,828.00

♦ *Includes Set Aside & Fund Balance Available*

Total Projected Revenue (Rec'vd this FY) 1,792,894.86

♦ *Includes Projected Interest Earnings*

Total Projected Expenditures (This F/Y) 1,782,958.67

Total Projected Year End Fund Balance 1,645,764.19

♦ *Includes Set Aside & Fund Balance Available*

**See Budget Breakout for explanation of expenditures and multi-year funding*

FIRST FIVE TEHAMA – Master Budget | County Format | FY 2026-27

READ ONLY – Totals pull automatically from Grant Summary. This is your county/board submission format.

Acct #	Title	FY 26-27 Prelim	FY 26-27 Final	Change ($)	Change (%)	Notes
REVENUES						
410101	Prop 10 Tobacco Tax	$351,965.14	$351,965.14	-	0.0%	
410101	Small County Augmentation	$170,074.00	$196,307.00	$26,233.00	15.4%	
410101	SMIF & CECET	$6,646.00	$6,646.00	-	0.0%	
440300	Interest Earnings	$34,000.00	$34,000.00	-	0.0%	
450740	Other Gov't Agencies	$422,252.37	$523,918.90	$101,666.53	24.1%	*CYBHI R3 & R1+ Corning + OTS*
466081	Misc Grants	$15,937.50	$17,437.50	$1,500.00	9.4%	*BEELS, DIGNITY HEALTH*
461070	interfund revenues	$6,000.00	$6,000.00	-	0.0%	*Social Services*
TOTAL REVENUES		**$1,006,875.01**	**$1,136,274.54**	**$129,399.53**	**12.9%**	
PERSONNEL – Salaries & Benefits						
51010	Salary & Wages	$280,333.80	$336,711.78	$56,377.98	20.1%	
51011	Extra Help Wages	$81,890.68	$46,316.22	($35,574.46)	-43.4%	
51020	PERS	$26,071.04	$31,314.20	$5,243.16	20.1%	
51021	OASDI	$27,710.17	$29,301.64	$1,591.47	5.7%	
51022	Unfunded PERS Liability	$54,401.00	$54,401.00	-	0.0%	
51024	Unfunded ADP Misc.	$14,799.00	$14,799.00	-	0.0%	
51030	Insurance (Health/Dental)	$86,542.32	$86,542.32	-	0.0%	
51031	SUI	$723.19	$766.05	$42.86	5.9%	
51040	Workers Comp	$330.00	$330.00	-	0.0%	
51050	Deferred Comp Match	$1,440.00	$2,160.00	$720.00	50.0%	
Total – PERSONNEL – Salaries & Benefits		**$574,241.20**	**$602,642.21**	**$28,401.01**	**4.9%**	
SERVICES & SUPPLIES						
53120	Communications	$7,080.00	$7,970.00	$890.00	12.6%	
53150	Insurance (Liability)	$18,000.00	$18,000.00	-	0.0%	
53180	Maint Build/Struct	$3,600.00	$3,600.00	-	0.0%	
53200	Memberships & Dues	$13,088.00	$13,088.00	-	0.0%	
53220	Office Expense	$4,014.88	$4,014.88	-	0.0%	
53230	Professional/Special Svcs	$11,120.00	$15,620.00	$4,500.00	40.5%	
532303	County Services	$34,462.61	$36,158.53	$1,695.92	4.9%	
53231	Auditing Services	$10,000.00	$10,000.00	-	0.0%	
53260	Rent/Lease of Building	$18,000.00	$18,000.00	-	0.0%	
53290	Travel Expense	$9,000.00	$4,000.00	($5,000.00)	-55.6%	
53300	Utilities	$4,774.00	$4,872.00	$98.00	2.1%	
Total – SERVICES & SUPPLIES		**$133,139.49**	**$135,323.41**	**$2,183.92**	**1.6%**	
PROGRAM CONTRIBUTIONS						
555202	Help Me Grow	$214,004.66	$208,798.80	($5,205.86)	-2.4%	
555204	Program Evaluation	$24,500.00	$24,500.00	-	0.0%	
555206	Community Strengthening	$14,800.00	$15,000.00	$200.00	1.4%	
555219	Training and Leadership	$27,527.00	$14,261.47	($13,265.53)	-48.2%	
555221	Literacy	$77,563.84	$97,471.68	$19,907.84	25.7%	
555220	Early Mental Health	$67,140.00	$78,524.11	$11,384.11	17.0%	
Total – PROGRAM CONTRIBUTIONS		**$425,535.50**	**$438,556.06**	**$13,020.56**	**3.1%**	
TOTAL EXPENSES		**$1,132,916.19**	**$1,176,521.68**	**$43,605.49**	**3.8%**	

FUND BALANCE SUMMARY

	FY 26-27 Prelim	FY 26-27 Final			Notes
Beginning Fund Balance (Projected)	**$1,635,828.00**	**$1,635,828.00**			*From prior year-end actuals*
Total Projected Revenue	**$1,006,875.01**	**$1,136,274.54**			*Auto from revenues above*
Total Projected Expenditures	**$1,132,916.19**	**$1,176,521.68**			*Auto from expenses above*
Projected Year-End Fund Balance	**$1,509,786.82**	**$1,595,580.86**			*Auto-calculated*

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Budget Narrative for Fiscal Year 2026-27

Summary

The Commission proposes a 2026-27 budget based upon projected revenues of ~~$1,006,875.01~~ **$1,136,274.54** as follows:

- ~~$574,241.21~~ **$602,642.21** for personnel expenditures (salary and benefits for 3 full time staff and a minimum of 3 extra help positions)
- ~~$133,139.49~~ **$135,323.41** for services and supplies expenditures (general operational needs including professional services and office expenses)
- ~~$401,035.50~~ **$414,056.06** for program expenditures (items and services directly used to support the implementation and delivery of a specific program or initiative)
- $24,500.00 for evaluation expenditures.

Acct #	Title	FY 26-27 Prelim	FY 26-27 Final	Change ($)	Change (%)
REVENUES					
410101	Prop 10 Tobacco Tax	$351,965.14	$351,965.14	-	0.0%
410101	Small County Augmentation	$170,074.00	$196,307.00	$26,233.00	15.4%
410101	SMIF	$6,646.00	$6,646.00	-	0.0%
440300	Interest Earnings	$34,000.00	$34,000.00	-	0.0%
450740	Other Gov't Agencies	$422,252.37	$523,918.90	$101,666.53	24.1%
466081	Misc Grants	$15,937.50	$17,437.50	$1,500.00	9.4%
461070	interfund revenues	$6,000.00	$6,000.00	-	0.0%
TOTAL REVENUES		**$1,006,875.01**	**$1,136,274.54**	**$129,399.53**	**12.9%**

The figures above reflect the FY 2026-27 budget amendment. Total revenue and personnel increased primarily due to updated Small County Augmentation and Other Government Agencies (CYBHI Round 1/3, Corning, OTS) revenue and related salary and benefits allocations; the program total reflects the corresponding change in program contributions, net of program evaluation, which is unchanged.

The fund balance is projected to begin FY 26/27 at $1,645,764.19, based on FY 25/26 current year-end completion. With projected revenues of ~~$1,006,875.01~~ **$1,136,274.54** and projected expenditures of ~~$1,132,916.20,~~ **$1,176,521.68,** the projected year-end fund balance is ~~$1,519,723.00~~ **$1,605,517.05**.

This fund balance is in compliance with First 5 Tehama policy requirements, as it exceeds the required reserve threshold of 2 times the annual base operating expenses associated with our Proposition 10 and Small County Augmentation allocations (FY 2026/27 Prop 10 and Small County Augmentation = ~~$522,039.14~~ **$548,272.14**).

The fiscal year 26/27 budget projects Tobacco Tax revenues of $351,965.14. This projection reflects a continued conservative decline based upon the passage of Proposition 31 and general trends in reduced tobacco use.

Small County Augmentation is allocated at ~~$170,074.00, an increase of 25.5% over the prior year~~ **$196,307.00 per the FY 2026-27 budget amendment,** reflecting updated state allocation levels for the two years. Other revenues include but are not limited to:

Other Government Agencies revenue of ~~$422,252.37~~ **$523,918.90** reflects a significant decrease from FY 2025/26 due to the conclusion of CYBHI Round 1 and 3 funding and utilizing a final no-cost extension period through 2027. Key contributors to Other Government Agencies

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revenue include the Corning Union Elementary School District service agreement, and Office of Traffic Safety grant funding.

Acct #	Title	FY 26-27 Prelim	FY 26-27 Final	Change ($)
PERSONNEL – Salaries & Benefits				
51010	Salary & Wages	$280,333.80	$336,711.78	$56,377.98
51011	Extra Help Wages	$81,890.68	$46,316.22	($35,574.46)
51020	PERS	$26,071.04	$31,314.20	$5,243.16
51021	OASDI	$27,710.17	$29,301.64	$1,591.47
51022	Unfunded PERS Liability	$54,401.00	$54,401.00	-
51024	Unfunded ADP Misc.	$14,799.00	$14,799.00	-
51030	Insurance (Health/Dental)	$86,542.32	$86,542.32	-
51031	SUI	$723.19	$766.05	$42.86
51040	Workers Comp	$330.00	$330.00	-
51050	Deferred Comp Match	$1,440.00	$2,160.00	$720.00
Total – PERSONNEL – Salaries & Benefits		**$574,241.20**	**$602,642.21**	**$28,401.01**

Personnel Expenditures Description: The fiscal year 26/27 budget includes ~~$574,241.21~~ **$602,642.21** for Salaries and Benefits including 3.0 FTE First 5 Tehama staff and a minimum of 2 extra help positions. Salary and wages are budgeted at ~~$280,333.80~~ **$336,711.78**, reflecting a 5.5% cost-of-living increase over FY 25/26 plus additional staffing costs added in the FY 2026-27 budget amendment. Extra help wages are budgeted at ~~$81,890.68, an increase from the prior year~~ **$46,316.22, a decrease from the preliminary budget** to better reflect anticipated program service delivery needs, particularly in support of remaining grant-funded activities.

Services and Supplies Description: Services and Supplies are budgeted at ~~$133,139.49~~ **$135,323.41** for FY 2026/27, representing a nominal decrease of 0.4% from FY 2025/26. This overall reduction reflects stable operational costs and a modest decrease in program-related activities resulting from reductions in grant funding.

Acct #	Title	FY 26-27 Prelim	FY 26-27 Final	Change ($)
SERVICES & SUPPLIES				
53120	Communications	$7,080.00	$7,970.00	$890.00
53150	Insurance (Liability)	$18,000.00	$18,000.00	-
53180	Maint Build/Struct	$3,600.00	$3,600.00	-
53200	Memberships & Dues	$13,088.00	$13,088.00	-
53220	Office Expense	$4,014.88	$4,014.88	-
53230	Professional/Special Svcs	$11,120.00	$15,620.00	$4,500.00
532303	County Services	$34,462.61	$36,158.53	$1,695.92
53231	Auditing Services	$10,000.00	$10,000.00	-
53260	Rent/Lease of Building	$18,000.00	$18,000.00	-
53290	Travel Expense	$9,000.00	$4,000.00	($5,000.00)
53300	Utilities	$4,774.00	$4,872.00	$98.00
Total – SERVICES & SUPPLIES		**$133,139.49**	**$135,323.41**	**$2,183.92**

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Evaluation Description: The fiscal year 26/27 budget includes $24,500.00 for program evaluation, a decrease from the FY 25/26 budget of $31,500.00. This reflects the conclusion of more intensive evaluation activities associated with CYBHI Round 3 grant requirements. Ongoing evaluation activities will focus on regular program performance measurement, continuous quality improvement, and community impact reporting aligned with the 2022–2027 Strategic Plan.

Program Description:
The Fiscal Year 26/27 budget reflects a significant transition year for First 5 Tehama, driven primarily by the conclusion or wind-down of major grant-funded initiatives, particularly CYBHI Round 1 and 3 Total program contributions are budgeted at ~~$425,535.50~~ **$438,556.06**, a decrease of 62.1% from FY 25/26, reflecting the reduced grant revenue base.

Not reflected in the budget is the implementation of a new Title IV-E funded initiative that will support children and families in non-parent households. This funding will expand services and community impact across all four areas of the Strategic Plan without increasing budgeted revenues or expenditures.

Help Me Grow: Budgeted at ~~$214,004.66,~~ **$208,798.80,** a decrease of 14.6% from FY 25/26. Help Me Grow continues to serve as a core system-building initiative, connecting families with children ages 0–5 to developmental screenings, community resources, and early intervention services.

Community Strengthening: Budgeted at ~~$14,800.00,~~ **$15,000.00,** a decrease of 59.7% from FY 25/26. This category supports community outreach, collaboration, and family-strengthening events. The reduced budget reflects the completion of grant-funded initiatives that had previously expanded community engagement activities.

Training and Leadership: Budgeted at ~~$27,527.00,~~ **$14,261.47,** a significant decrease of 86.2% from FY 25/26. The prior year budget included substantial expenditures associated with the CYBHI Round 1 and 3 grant.
Additionally, benefits to the community in this area will be felt with Title IV-E without increasing budgeted revenues or expenditures.

Literacy: Budgeted at ~~$77,563.84~~ **$97,471.68**, a decrease of 28.0% from FY 25/26. The Literacy account consolidates all literacy initiatives including the Dolly Parton Imagination Library, Corning Brain Builders Badges with Books, Businesses with Books, and early language and literacy programming.

Early Mental Health: Budgeted at ~~$67,140.00~~ **$78,524.11**, a decrease of 86.5% from FY 25/26. This category encompasses Positive Parenting programs, Pre and Perinatal Support, Infant Early Childhood Mental Health Consultation (IECHMC). The significant reduction reflects the final extension of CYBHI Rounds 1 and 3 grant-funded direct service and capacity-building activities that substantially inflated this category in the prior year.

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Acct #	Title	FY 26-27 Prelim	FY 26-27 Final	Change ($)
PROGRAM CONTRIBUTIONS				
555202	Help Me Grow	$214,004.66	$208,798.80	($5,205.86)
555204	Program Evaluation	$24,500.00	$24,500.00	-
555206	Community Strengthening	$14,800.00	$15,000.00	$200.00
555219	Training and Leadership	$27,527.00	$14,261.47	($13,265.53)
555221	Literacy	$77,563.84	$97,471.68	$19,907.84
555220	Early Mental Health	$67,140.00	$78,524.11	$11,384.11
Total – PROGRAM CONTRIBUTIONS		**$425,535.50**	**$438,556.06**	**$13,020.56**

FIRST 5 TEHAMA

Tehama County Children & Families Commission

POLICY & PROCEDURES MANUAL

What we do for our children today;
will impact all of us tomorrow

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First 5 Tehama County Children & Families Commission

POLICY AND PROCEDURES

Page references include this Table of Contents as page 1

This measure shall be known and may be cited as the "California Children and Families First Act of 1998."

HEALTH AND SAFETY CODE - HSC

DIVISION 108. CALIFORNIA CHILDREN AND FAMILIES PROGRAM [130100 - 130158]
(Heading of Division 108 amended by Stats. 1999, Ch. 126, Sec. 1.)

130100.

There is hereby created a program in the state for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age. These purposes shall be accomplished through the establishment, institution, and coordination of appropriate standards, resources, and integrated and comprehensive programs emphasizing community awareness, education, nurturing, child care, social services, health care, and research.
(a) It is the intent of this act 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. This system should function as a network that promotes accessibility to all information and services from any entry point into the system. It is further the intent of this act to emphasize local decisionmaking, to provide for greater local flexibility in designing delivery systems, and to eliminate duplicate administrative systems.
(b) The programs authorized by this act shall be administered by the California Children and Families Commission and by county children and families commissions. In administering this act, the state and county commissions shall use outcome-based accountability to determine future expenditures.
(c) This division shall be known and may be cited as the “California Children and Families Act of 1998.”
(Amended by Stats. 2002, Ch. 245, Sec. 1. Effective January 1, 2003. Note: This section was added on Nov. 3, 1998, by initiative Prop. 10.)

130105.

The California Children and Families Trust Fund is hereby created in the State Treasury.
(a) The California Children and Families Trust Fund shall consist of moneys collected pursuant to the taxes imposed by Section 30131.2 of the Revenue and Taxation Code.
(b) All costs to implement this act shall be paid from moneys deposited in the California Children and Families Trust Fund.
(c) The State Board of Equalization shall determine within one year of the passage of this act the effect that additional taxes imposed on cigarettes and tobacco products by this act has on the consumption of cigarettes and tobacco products in this state. To the extent that a decrease in consumption is determined by the State Board of Equalization to be the direct result of additional taxes imposed by this act, the State Board of Equalization shall determine the fiscal effect the decrease in

consumption has on the funding of any Proposition 99 (the Tobacco Tax and Health Protection Act of 1988) state health-related education or research programs in effect as of November 1, 1998, and the Breast Cancer Fund programs that are funded by excise taxes on cigarettes and tobacco products. Funds shall be transferred from the California Children and Families Trust Fund to those affected programs as necessary to offset the revenue decrease directly resulting from the imposition of additional taxes by this act. These reimbursements shall occur, and at any times, as determined necessary to further the intent of this subdivision.
(d) Moneys shall be allocated and appropriated from the California Children and Families Trust Fund as follows:
(1) Twenty percent shall be allocated and appropriated to separate accounts of the state commission for expenditure according to the following formula:
(A) Six percent shall be deposited in a Mass Media Communications Account for expenditures for communications to the general public utilizing television, radio, newspapers, and other mass media on subjects relating to and furthering the goals and purposes of this act, including, but not limited to, methods of nurturing and parenting that encourage proper childhood development, the informed selection of child care, information regarding health and social services, the prevention and cessation of tobacco, alcohol, and drug use by pregnant women, the detrimental effects of secondhand smoke on early childhood development, and to ensure that children are ready to enter school. Any funds not needed in this account may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the state commission.
(B) Five percent shall be deposited in an Education Account for expenditures to ensure that children are ready to enter school and for programs relating to education, including, but not limited to, the development of educational materials, professional and parental education and training, and technical support for county commissions in the areas described in subparagraph (A) of paragraph (1) of subdivision (b) of Section 130125. Any funds not needed in this account may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the state commission.
(C) Three percent shall be deposited in a Child Care Account for expenditures to ensure that children are ready to enter school and for programs relating to child care, including, but not limited to, the education and training of child care providers, the development of educational materials and guidelines for child care workers, and other areas described in subparagraph (B) of paragraph (1) of subdivision (b) of Section 130125. Any funds not needed in this account may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the state commission.
(D) Three percent shall be deposited in a Research and Development Account for expenditures to ensure that children are ready to enter school and for the research and development of best practices and standards for all programs and services relating to early childhood development established pursuant to this act, and for the assessment and quality evaluation of those programs and services. Any funds not needed in this account may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the state commission.
(E) One percent shall be deposited in an Administration Account for expenditures for the administrative functions of the state commission. Any funds not needed for

the administrative functions of the state commission may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the state commission.

(F) Two percent shall be deposited in an Unallocated Account for expenditure by the state commission for any of the purposes of this act described in Section 130100 provided that none of these moneys shall be expended for the administrative functions of the state commission.

(G) In the event that, for whatever reason, the expenditure of any moneys allocated and appropriated for the purposes specified in subparagraphs (A) to (F), inclusive, is enjoined by a final judgment of a court of competent jurisdiction, then those moneys shall be available for expenditure by the state commission for mass media communication emphasizing the need to eliminate smoking and other tobacco use by pregnant women, the need to eliminate smoking and other tobacco use by persons under 18 years of age, and the need to eliminate exposure to secondhand smoke.

(H) Any moneys allocated and appropriated to any of the accounts described in subparagraphs (A) to (F), inclusive, that are not encumbered or expended within any applicable period prescribed by law shall (together with the accrued interest on the amount) revert to and remain in the same account for the next fiscal period.

(2) Eighty percent shall be allocated and appropriated to county commissions in accordance with Section 130140.

(A) The moneys allocated and appropriated to county commissions shall be deposited in each local Children and Families Trust Fund administered by each county commission, and shall be expended only for the purposes authorized by this act and in accordance with the county strategic plan approved by each county commission.

(B) Any moneys allocated and appropriated to any of the county commissions that are not encumbered or expended within any applicable period prescribed by law shall (together with the accrued interest on the amount) revert to and remain in the same local Children and Families Trust Fund for the next fiscal period under the same conditions as set forth in subparagraph (A).

(e) All grants, gifts, or bequests of money made to or for the benefit of the state commission from public or private sources to be used for early childhood development programs shall be deposited in the California Children and Families Trust Fund and expended for the specific purpose for which the grant, gift, or bequest was made. The amount of any such grant, gift, or bequest shall not be considered in computing the amount allocated and appropriated to the state commission pursuant to paragraph (1) of subdivision (d).

(f) All grants, gifts, or bequests of money made to or for the benefit of any county commission from public or private sources to be used for early childhood development programs shall be deposited in the local Children and Families Trust Fund and expended for the specific purpose for which the grant, gift, or bequest was made. The amount of any such grant, gift, or bequest shall not be considered in computing the amount allocated and appropriated to the county commissions pursuant to paragraph (2) of subdivision (d).

(Amended by Stats. 2009, Ch. 157, Sec. 1. (AB 1422) Effective September 22, 2009. Note: This section was added on Nov. 3, 1998, by initiative Prop. 10.)

130110.

(a) There is hereby established a California Children and Families Commission, which may also be known as First 5 California, composed of seven voting members and two ex officio members.
(b) The voting members shall be selected, pursuant to Section 130115, from persons with knowledge, experience, and expertise in early child development, child care, education, social services, public health, the prevention and treatment of tobacco and other substance abuse, behavioral health, and medicine (including, but not limited to, representatives of statewide medical and pediatric associations or societies), upon consultation with public and private sector associations, organizations, and conferences composed of professionals in these fields.
(c) The Secretary of the California Health and Human Services Agency and the Secretary for Education, or their designees, shall serve as ex officio nonvoting members of the state commission.
(Amended by Stats. 2003, Ch. 378, Sec. 1. Effective January 1, 2004. Note: This section was added on Nov. 3, 1998, by initiative Prop. 10.)

130115.

The Governor shall appoint three members of the state commission, one of whom shall be designated as chairperson. One of the Governor’s appointees shall be either a county health officer or a county health executive. The Speaker of the Assembly and the Senate Rules Committee shall each appoint two members of the state commission. Of the members first appointed by the Governor, one shall serve for a term of four years, and two for a term of two years. Of the members appointed by the Speaker of the Assembly and the Senate Rules Committee, one appointed by the Speaker of the Assembly and the Senate Rules Committee shall serve for a period of four years with the other appointees to serve for a period of three years. Thereafter, all appointments shall be for four-year terms. No appointee shall serve as a member of the state commission for more than two four-year terms.
(Added November 3, 1998, by initiative Proposition 10. Effective (by Sec. 7 of Prop. 10) on date election results were certified.)

130120.

The state commission shall, within three months after a majority of its voting members have been appointed, hire an executive director. The state commission shall thereafter hire such other staff as necessary or appropriate. The executive director and staff shall be compensated as determined by the state commission, consistent with moneys available for appropriation in the Administration Account. All professional staff employees of the state commission shall be exempt from civil service. The executive director shall act under the authority of, and in accordance with the direction of, the state commission.

(Added November 3, 1998, by initiative Proposition 10. Effective (by Sec. 7 of Prop. 10) on date election results were certified.)

130125.

The powers and duties of the state commission shall include, but are not limited to, the following:

(a) Providing for statewide dissemination of public information and educational materials to members of the general public and to professionals for the purpose of developing appropriate awareness and knowledge regarding the promotion, support, and improvement of early childhood development.

(b) Adopting guidelines for an integrated and comprehensive statewide program of promoting, supporting, and improving early childhood development that enhances the intellectual, social, emotional, and physical development of children in California.

(1) The state commission's guidelines shall, at a minimum, address the following matters:

(A) Parental education and support services in all areas required for, and relevant to, informed and healthy parenting. Examples of parental education shall include, but are not limited to, prenatal and postnatal infant and maternal nutrition, education and training in newborn and infant care and nurturing for optimal early childhood development, parenting and other necessary skills, child abuse prevention, and avoidance of tobacco, drugs, and alcohol during pregnancy. Examples of parental support services shall include, but are not limited to, family support centers offering an integrated system of services required for the development and maintenance of self-sufficiency, domestic violence prevention and treatment, tobacco and other substance abuse control and treatment, voluntary intervention for families at risk, and any other prevention and family services and counseling critical to successful early childhood development.

(B) The availability and provision of high quality, accessible, and affordable child care, both in-home and at child care facilities, that emphasizes education, training and qualifications of care providers, increased availability and access to child care facilities, resource and referral services, technical assistance for caregivers, and financial and other assistance to ensure appropriate child care for all households.

(C) The provision of child health care services that emphasize prevention, diagnostic screenings, and treatment not covered by other programs; and the provision of prenatal and postnatal maternal health care services that emphasize prevention, immunizations, nutrition, treatment of tobacco and other substance abuse, general health screenings, and treatment services not covered by other programs.

(2) The state commission shall conduct at least one public hearing on its proposed guidelines before they are adopted.

(3) The state commission shall, on at least an annual basis, periodically review its adopted guidelines and revise them as may be necessary or appropriate.

(c) Defining the results to be achieved by the adopted guidelines, and collecting and analyzing data to measure progress toward attaining these results.

(d) Providing for independent research, including the evaluation of any relevant programs, to identify the best standards and practices for optimal early childhood development, and establishing and monitoring demonstration projects.
(e) Soliciting input regarding program policy and direction from individuals and entities with experience in early childhood development, facilitating the exchange of information between these individuals and entities, and assisting in the coordination of the services of public and private agencies to deal more effectively with early childhood development.
(f) Providing technical assistance to county commissions in adopting and implementing county strategic plans for early childhood development.
(g) Reviewing and considering the annual audits and reports transmitted by the county commissions and, following a public hearing, adopting a written report that consolidates, summarizes, analyzes, and comments on those annual audits and reports.
(h) Applying for gifts, grants, donations, or contributions of money, property, facilities, or services from any person, corporation, foundation, or other entity, or from the state or any agency or political subdivision thereof, or from the federal government or any agency or instrumentality thereof, in furtherance of a statewide program of early childhood development.
(i) Entering into any contracts and allocating funds to county commissions as necessary or appropriate to carry out the provisions and purposes of this act.
(j) Making recommendations to the Governor and the Legislature for changes in state laws, regulations, and services necessary or appropriate to carry out an integrated and comprehensive program of early childhood development in an effective and cost-efficient manner.

(Amended by Stats. 2002, Ch. 245, Sec. 3. Effective January 1, 2003. Note: This section was added on Nov. 3, 1998, by initiative Prop. 10.)

130130.

Procedures for the conduct of business by the state commission not specified in this act shall be contained in bylaws adopted by the state commission. A majority of the voting members of the state commission shall constitute a quorum. All decisions of the state commission, including the hiring of the executive director, shall be by a majority of four votes.

(Added November 3, 1998, by initiative Proposition 10. Efective (by Sec. 7 of Prop. 10) on date election results were certified.)

130135.

Voting members of the state commission shall not be compensated for their services, except that they shall be paid reasonable per diem and reimbursement of reasonable expenses for attending meetings and discharging other official responsibilities as authorized by the state commission.

(Added November 3, 1998, by initiative Proposition 10. Efective (by Sec. 7 of Prop. 10) on date election results were certified.)

130140.

Any county or counties developing, adopting, promoting, and implementing local early childhood development programs consistent with the goals and objectives of this act shall receive moneys pursuant to paragraph (2) of subdivision (d) of Section 130105 in accordance with the following provisions:

(a) For the period between January 1, 1999, and June 30, 2000, county commissions shall receive the portion of the total moneys available to all county commissions equal to the percentage of the number of births recorded in the relevant county (for the most recent reporting period) in proportion to the entire number of births recorded in California (for the same period), provided that each of the following requirements has first been satisfied:

(1) The county's board of supervisors has adopted an ordinance containing the following minimum provisions:

(A) The establishment of a county children and families commission. The county commission shall be appointed by the board of supervisors and shall consist of at least five but not more than nine members.

(i) Two members of the county commission shall be from among the county health officer and persons responsible for management of the following county functions: children's services, public health services, behavioral health services, social services, and tobacco and other substance abuse prevention and treatment services.

(ii) One member of the county commission shall be a member of the board of supervisors.

(iii) The remaining members of the county commission shall be from among the persons described in clause (i) and persons from the following categories: recipients of project services included in the county strategic plan; educators specializing in early childhood development; representatives of a local child care resource or referral agency, or a local child care coordinating group; representatives of a local organization for prevention or early intervention for families at risk; representatives of community-based organizations that have the goal of promoting nurturing and early childhood development; representatives of local school districts; and representatives of local medical, pediatric, or obstetric associations or societies.

(B) The manner of appointment, selection, or removal of members of the county commission, the duration and number of terms county commission members shall serve, and any other matters that the board of supervisors deems necessary or convenient for the conduct of the county commission's activities, provided that members of the county commission shall not be compensated for their services, except they shall be paid reasonable per diem and reimbursement of reasonable expenses for attending meetings and discharging other official responsibilities as authorized by the county commission.

(C) The requirement that the county commission adopt an adequate and complete county strategic plan for the support and improvement of early childhood development within the county.

(i) The county strategic plan shall be consistent with, and in furtherance of the purposes of, this act and any guidelines adopted by the state commission pursuant to subdivision (b) of Section 130125 that are in effect at the time the plan is adopted.

(ii) The county strategic plan shall, at a minimum, include the following: 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 outcomes of such programs, services, and projects will be determined by the county commission using appropriate reliable indicators. No county strategic plan shall be deemed adequate or complete until and unless the plan describes how programs, services, and projects relating to early childhood development within the county will be integrated into a consumer-oriented and easily accessible system.
(iii) The county commission shall, on at least an annual basis, be required to review its county strategic plan and to revise the plan as may be necessary or appropriate.
(iv) The county commission shall measure the outcomes of county funded programs through the use of applicable, reliable indicators and review that information on a periodic basis as part of the public review of its county strategic plan.
(D) The requirement that the county commission conduct at least one public hearing on its proposed county strategic plan before the plan is adopted.
(E) The requirement that the county commission conduct at least one public hearing on its periodic review of the county strategic plan before any revisions to the plan are adopted.
(F) The requirement that the county commission submit its adopted county strategic plan, and any subsequent revisions thereto, to the state commission.
(G) The requirement that the county commission prepare and adopt an annual audit and report pursuant to Section 130150. The county commission shall conduct at least one public hearing prior to adopting any annual audit and report.
(H) The requirement that the county commission conduct at least one public hearing on each annual report by the state commission prepared pursuant to subdivision (b) of Section 130150.
(I) Two or more counties may form a joint county commission, adopt a joint county strategic plan, or implement joint programs, services, or projects.
(2) The county's board of supervisors has established a county commission and has appointed a majority of its members.
(3) The county has established a local Children and Families Trust Fund pursuant to subparagraph (A) of paragraph (2) of subdivision (d) of Section 130105.
(b) Notwithstanding any provision of this act to the contrary, no moneys made available to county commissions under subdivision (a) shall be expended to provide, sponsor, or facilitate any programs, services, or projects for early childhood development until and unless the county commission has first adopted an adequate and complete county strategic plan that contains the provisions required by clause (ii) of subparagraph (C) of paragraph (1) of subdivision (a).
(c) In the event that any county elects not to participate in the California Children and Families Program, the moneys remaining in the California Children and Families Trust Fund shall be reallocated and reappropriated to participating counties in the following fiscal year.
(d) For the fiscal year commencing on July 1, 2000, and for each fiscal year thereafter, county commissions shall receive the portion of the total moneys available to all county commissions equal to the percentage of the number of births recorded in the relevant county (for the most recent reporting period) in proportion to the number of births recorded in all of the counties participating in the California

Children and Families Program (for the same period), provided that each of the following requirements has first been satisfied:

(1) The county commission has, after the required public hearings, adopted an adequate and complete county strategic plan conforming to the requirements of subparagraph (C) of paragraph (1) of subdivision (a), and has submitted the plan to the state commission.

(2) The county commission has conducted the required public hearings, and has prepared and submitted all audits and reports required pursuant to Section 130150.

(3) The county commission has conducted the required public hearings on the state commission annual reports prepared pursuant to subdivision (b) of Section 130150.

(4) The county commission, in a public hearing, has adopted policies that are consistent with the following state laws:

(A) With regard to conflict of interest of the commission members, the county commission's policies shall be consistent with Article 4 (commencing with Section 1090) of Chapter 1 of Division 4 of Title 1 of the Government Code, Article 4.7 (commencing with Section 1125) of Chapter 1 of Division 4 of Title 1 of the Government Code, and Chapter 7 (commencing with Section 87100) of Title 9 of the Government Code.

(B) With regard to contracting and procurement, the county commission's policies shall be consistent with Article 7 (commencing with Section 54201) of Chapter 5 of Part 1 of Division 2 of Title 5 of the Government Code, Chapter 2 (commencing with Section 2000) of Part 1 of Division 2 of the Public Contract Code, Section 3410 of the Public Contract Code, and Chapter 3.5 (commencing with Section 22150) of Part 3 of Division 2 of the Public Contract Code.

(5) The county commission, in a public hearing, has adopted a limit on the percentage of the county commission's operating budget that may be spent on administrative functions, pursuant to guidelines issued by the state commission that define administrative functions.

(6) The county commission has adopted, in a public hearing, policies and processes establishing the salaries and benefits of employees of the county commission. Salaries and benefits shall conform with established county commission or county government policies.

(e) In the event that any county elects not to continue participation in the California Children and Families Program, any unencumbered and unexpended moneys remaining in the local Children and Families Trust Fund shall be returned to the California Children and Families Trust Fund for reallocation and reappropriation to participating counties in the following fiscal year.

(f) For purposes of this section, "relevant county" means the county in which the mother of the child whose birth is being recorded resides.

(Amended by Stats. 2006, Ch. 111, Sec. 1. Effective January 1, 2007. Note: This section was added on Nov. 3, 1998, by initiative Prop. 10.)

130140.1.

(a) In the event a county elects to participate in the California Children and Families Program, and satisfies the requirements set forth in Section 130140, the county may establish a county commission that is either of the following:

(1) A legal public entity separate from the county.
(2) An agency of the county with independent authority over the strategic plan described in Section 130140 and the local trust fund established pursuant to subparagraph (A) of paragraph (2) of subdivision (d) of Section 130105.
(b) In the event a county elects to establish a county commission as specified in paragraph (1) of subdivision (a), the following conditions shall apply:
(1) The county commission shall be considered a legal public entity separate from the county, and shall file a statement as required by Section 53051 of the Government Code.
(2) The powers, duties, and responsibilities of the county commission shall include, but shall not be limited to, the following:
(A) The power to employ personnel and contract for personal services required to meet its obligations.
(B) The power to enter into any contracts necessary or appropriate to carry out the provisions of this division.
(C) The power to acquire, possess, and dispose of real or personal property, as necessary or appropriate to carry out the provisions and purposes of this division.
(D) The power to sue or be sued.
(3) The county commission shall be deemed to be a public agency that is a unit of local government for purposes of all grant programs and other funding and loan guarantee programs.
(4) Any obligations of the county commission, statutory, contractual, or otherwise, shall be obligations solely of the commission.
(5) All claims or actions for money or damages against a county commission shall be governed by Part 3 (commencing with Section 900) and Part 4 (commencing with Section 940) of Division 3.6 of Title 1 of the Government Code, except as provided by other statutes or regulations that expressly apply to county commissions.
(6) The county commission, its members, and its employees are protected by the immunities applicable to public entities and public employees governed by Part 1 (commencing with Section 810) and Part 2 (commencing with Section 814) of Division 3.6 of Title 1 of the Government Code, except as provided by other statutes or regulations that apply expressly to the county commissions.
(7) If a county board of supervisors elects not to continue the county's participation in the California Children and Families Program, the board shall adopt an ordinance terminating the county commission.
(A) In terminating its county commission, the board of supervisors shall allow, to the extent possible, an appropriate transition period to allow for the county commission's then-existing obligations to be satisfied.
(B) In event of termination, any unencumbered and unexpended moneys remaining in the local Children and Families Trust Fund shall be distributed pursuant to subdivision (e) of Section 130140.
(C) Prior to the termination of the county commission, the board of supervisors shall notify the state Children and Families Commission of its intent to terminate the county commission.
(D) The liabilities of the county commission shall not become obligations of the county upon either the termination of the county commission or the liquidation or disposition of the county commission's remaining assets.

(c) If a county elects to establish a county commission as provided in paragraph (2) of subdivision (a), the county commission shall be deemed to be an agency of the county with independent authority over the strategic plan described in Section 130140 and the local Children and Families Trust Fund established pursuant to subparagraph (A) of paragraph (2) of subdivision (d) of Section 130105.
(d) Any county commission established prior to the effective date of this section that substantially complies with the provisions of either subdivision (b) or (c) shall be deemed to be in compliance with this section.
(e) (1) Individually identifiable physical or mental health information, substance abuse information, child care or education information, personnel or employment information, financial information, criminal justice information, or demographic information, regarding a child or a child's parent, legal guardian, or other family member, that is provided to a county commission by a parent, legal guardian, family member, health care provider, health plan, public health authority, school, law enforcement agency, social services agency, probation agency, or any other source, shall be considered confidential, and may be disclosed only to a person, agency, or entity that receives funding from the county commission, by way of a grant award or contract or as a service provider for the provision of early childhood services, and only to the extent necessary to the provision of services, unless further disclosure is authorized by a written consent of the parent or legal guardian, or where disclosure is required by state or federal law.
(2) Confidential information identified in accordance with this section shall not be subject to disclosure under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code).
(Amended by Stats. 2002, Ch. 664, Sec. 153. Effective January 1, 2003.)

130145.

The state commission and each county commission shall establish one or more advisory committees to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of this act. Each advisory committee shall meet and shall make recommendations and reports as deemed necessary or appropriate.
(Added November 3, 1998, by initiative Proposition 10. Effective (by Sec. 7 of Prop. 10) on date election results were certified.)

130150.

(a) On or before October 15 of each year, each county commission shall conduct an audit of, and issue a written report on the implementation and performance of, its functions during the preceding fiscal year, including, at a minimum, the manner in which funds were expended, the progress toward, and the achievement of, program goals and objectives, and information on programs funded and populations served for all funded programs.
On or before November 1 of each year, each county commission shall submit its audit and report to the state commission for inclusion in the state commission's consolidated report required in subdivision (b). Each commission shall submit its

report in a format prescribed by the state commission if the state commission approves that format in a public meeting prior to the fiscal year during which it is to be used by the county commissions. The state commission shall develop the format in consultation with the county commissions.
(b) The state commission shall, on or before January 31 of each year, do both of the following:
(1) Conduct an audit and prepare a written report on the implementation and performance of the state commission functions during the preceding fiscal year, including, at a minimum, the manner in which funds were expended and the progress toward, and the achievement of, program goals and objectives.
(2) Prepare a written report that consolidates, summarizes, analyzes, and comments on the annual audits and reports submitted by all of the county commissions and the Controller for the preceding fiscal year. The written report shall include a listing, by category, of the aggregate expenditures on program areas funded by the state and county commissions pursuant to the purposes of this act, according to a format prescribed by the state commission. This report by the state commission shall be transmitted to the Governor, the Legislature, and each county commission.
(3) In the event a county commission does not submit the information prescribed in subdivision (a), the state commission may withhold funds that would otherwise have been allocated to the county commission from the California Children and Families Trust Fund pursuant to Section 130140 until the county commission submits the data as required by subdivision (a).
(c) The state commission shall make copies of each of its annual audits and reports available to members of the general public on request and at no cost. The state commission shall furnish each county commission with copies of those documents in a number sufficient for local distribution by the county commission to members of the general public on request and at no cost.
(d) Each county commission shall make copies of its annual audits and reports available to members of the general public on request and at no cost.

(Amended by Stats. 2005, Ch. 243, Sec. 1. Effective January 1, 2006. Note: This section was added on Nov. 3, 1998, by initiative Prop. 10.)

130151.

(a) In addition to the requirements in Section 130150, the Controller shall issue guidelines for expanded annual audits of each county commission required pursuant to subdivision (b) of Section 130150 and associated quality control functions, subject to funding by the state commission.
(b) The scope of the audits shall address a review of county commission policies and practices with respect to the following elements:
(1) Contracting and procurement policies, to determine whether they are in place pursuant to paragraph (4) of subdivision (d) of Section 130140, whether state and county commissions are operating in accordance with these policies, and whether these policies contain provisions to ensure that the grants and contracts are consistent with the state or county commission’s strategic plan.

(2) Administrative costs, to ensure that the county commission’s definitions comply with the state commission’s guidelines and that the county commission has a process in place to monitor these costs.
(3) Policies and procedures, established pursuant to paragraph (4) of subdivision (d) of Section 130140, designed to assure compliance by the state commission and county commissions with all applicable state and local conflict-of-interest statutes and regulations.
(4) Policies and practices designed to assure that county commissions are adhering to county commission ordinances established pursuant to paragraph (1) of subdivision (a) of Section 130140.
(5) Long-range financial plans, to determine whether state and county commissions have these plans and that the plans have been formally adopted by the commission in a public hearing.
(6) Financial condition of the commission.
(7) Amount commissions spend on program evaluation and the documented results of these expenditures.
(8) Salaries and benefit policies, to determine whether the county commission’s employee salaries and benefits comply with the policies that the county commission adopted pursuant to paragraph (6) of subdivision (d) of Section 130140.
(c) The auditor for the state commission or the county commission shall submit each audit report, upon completion, simultaneously to both the Controller and to the state commission or applicable county commission.
(d) The state commission and each respective county commission shall schedule a public hearing within two months of receipt of the audit to discuss findings within the report and any response to the findings. Within two weeks of the public hearing, the state or county commission shall submit to the Controller a response to the audit findings.
(e) Within six months of the state or county commission’s response pursuant to subdivision (d), the Controller shall determine whether a county commission has successfully corrected its practices in response to the findings contained in the audit report. The Controller may, after that determination, recommend to the state commission to withhold the allocation of money that the county commission would otherwise receive from the California Children and Families Trust Fund until the Controller determines that the county commission has a viable plan and the ability to correct the practices identified in the audit.
(f) The Controller shall prepare a summary report of the final audits and submit the report to the state commission by November 1 of each year for inclusion in the annual report required pursuant to subdivision (b) of Section 130150.
(g) On or before April 30, 2006, the Controller shall present to the state commission in a public meeting the final audit guidelines and implementation plan. When developing the guidelines, the Controller shall consider the reasonableness of the projected costs and administrative burden of the required audit functions.
(Added by Stats. 2005, Ch. 243, Sec. 2. Effective January 1, 2006.)

130155.

The following definitions apply for purposes of this act:

(a) “Act” means the California Children and Families Act of 1998.
(b) “County commission” means each county children and families commission established in accordance with Section 130140.
(c) “County strategic plan” means the plan adopted by each county children and families commission and submitted to the California Children and Families Commission pursuant to Section 130140.
(d) “State commission” means the California Children and Families Commission established in accordance with Section 130110.
(Amended by Stats. 1999, Ch. 126, Sec. 6. Effective July 14, 1999. Note: This section was added on Nov. 3, 1998, by initiative Prop. 10.)

130156.

The Children and Families Health and Human Services Fund is hereby established in the State Treasury. The Children and Families Health and Human Services Fund shall be used, upon appropriation by the Legislature, to provide health and human services, including, but not limited to, direct health care services, to children from birth through five years of age.
(Added by Stats. 2011, Ch. 4, Sec. 2. (AB 99) Effective March 24, 2011.)

130157.

Notwithstanding paragraph (1) of subdivision (d) of Section 130105, for the 2011–12 fiscal year, fifty million dollars ($50,000,000) from the accounts described in subparagraphs (A) to (F), inclusive, of paragraph (1) of subdivision (d) of Section 130105, including reserve funds, upon approval of the state commission, shall be transferred to and deposited in the Children and Families Health and Human Services Fund to support state health and human services programs for children from birth through five years of age. The state commission shall ensure that these funds are available for the purposes described in this section. To the extent it is necessary or appropriate for the state commission to disencumber existing obligations to meet the requirements of this section, the state commission, including, but not limited to, its representatives, officers, directors, and employees, including its attorneys and other persons, is hereby released from any and all liability, rights, claims, demands, and actions, known and unknown, which any party may have, arising in connection with the disencumbering of funds or obligations in accordance with this section. For purposes of this section, “state health and human services programs” includes, but is not limited to, direct health care services.
(Added by Stats. 2011, Ch. 4, Sec. 3. (AB 99) Effective March 24, 2011.)

130158.

(a) Notwithstanding paragraph (2) of subdivision (d) of Section 130105, for the 2011–12 fiscal year, nine hundred fifty million dollars ($950,000,000) from the combined balances of all the county Children and Families Trust Funds, including reserve funds, as provided for in subparagraphs (A) and (B) of paragraph (2) of subdivision (d) of Section 130105, shall be transferred to and deposited in the Children and Families Health and Human Services Fund, to support state health and human services programs for children from birth through five years of age.

(b) For purposes of this section, “state health and human services programs” includes, but is not limited to, direct health care services and “county commission” includes, but is not limited to, county commissions, account holders for local children and families trust funds, and county government fiscal agents.

(c) The share of the amount specified in subdivision (a) required of each county commission shall be determined in the following manner and subject to the following conditions:

(1) A county commission that received less than six hundred thousand dollars ($600,000) in California Children and Families Trust Fund revenues in the 2009–10 fiscal year is exempt from this section and is not required to deposit funds in the Children and Families Health and Human Services Fund as part of the budget solution described in subdivision (a).

(2) By June 30, 2012, each county commission not exempted by paragraph (1) shall remit for deposit into the Children and Families Health and Human Services Fund, 50 percent of its county commission funding, which includes total reserved, total unreserved-designated, and total unreserved-undesignated local children and families trust funds as of June 30, 2010. No funds other than revenues received pursuant to the California Children and Families Act of 1998 shall be remitted for deposit into the Children and Families Health and Human Services Fund.

(3) Notwithstanding paragraph (2), county commission payments for deposit into the Children and Families Health and Human Services Fund shall not cause any county commission’s fund balance to fall below the amount received by the county commission from the California Children and Families Trust Fund in the 2009–10 fiscal year.

(4) Full payments to the Children and Families Health and Human Services Fund shall be made by county commissions within the 2011–12 fiscal year. Notwithstanding any other provision of law, no 2012–13 allocation to a county commission shall occur prior to the full payment being made.

(5) Notwithstanding paragraphs (1) to (4), inclusive, the total combined remittances from county commissions in the 2011–12 fiscal year shall equal nine hundred fifty million dollars ($950,000,000). To the extent paragraphs (1) to (4), inclusive, result in more than nine hundred fifty million dollars ($950,000,000) being provided by county commissions in total, the difference shall be proportionally returned to all contributing county commissions.

(d) Pursuant to subdivision (c), each county commission, as defined in subdivision (b), shall ensure that the funds for transfer and deposit to the Children and Families Health and Human Services Fund are not encumbered and are available for the purposes described in this section. To the extent that it is necessary or appropriate for a county commission to disencumber existing obligations to meet the requirements of this section, the county commission, including, but not limited to, its representatives, officers, directors, and employees, including its attorneys and other persons, is hereby released from any and all liability, rights, claims, demands, and actions, known and unknown, which any party may have, arising in connection with the disencumbering of funds, or obligations in accordance with this section.

(e) After a county commission's share of the nine hundred fifty million dollars ($950,000,000) specified in subdivision (a) has been determined pursuant to subdivision (c), that county commission, or appropriate agent or entity, shall remit those funds to the Controller for deposit into the Children and Families Health and Human Services Fund. The entire share of funds for each county commission shall be remitted within the 2011–12 fiscal year, and may be done, in equal amounts, on a monthly basis.

(Added by Stats. 2011, Ch. 4, Sec. 4. (AB 99) Effective March 24, 2011.)

Chapter 2.54 CHILDREN AND FAMILIES PROGRAM

Sections:

2.54.010 Findings and purpose.

The board of supervisors of the county hereby finds that:

A. The voters of the state passed the California Children and Families First Act of 1998. The Act recognizes the compelling need in California to create and implement a comprehensive, collaborative, and integrated system of information and services to support, and optimize early childhood development beginning at the prenatal stage to five years of age.

B. The Act further recognizes that there is a compelling need in California to ensure that early childhood development programs and services are universally and continuously available for children until the beginning of kindergarten. Proper parenting, nurturing and health care during these early years will provide the means for California's children to enter school in good health, ready and able to learn, and emotionally well developed.

C. It is the intent of the ordinance codified in this chapter to facilitate the creation and implementation of an integrated, comprehensive and collaborative system of information and services to enhance optimal early childhood development. This system should function as a network that promotes accessibility to all information and services from any entry point into the system. It is further the intent of this chapter to emphasize local decision-making, to provide for greater local flexibility in designing delivery systems, to leverage financial resources with state and federal funding and to eliminate duplicate administrative systems.

D. The Act provides for funding through an excise tax on tobacco products to implement the goals and objectives which are outlined in the Act itself. It is the further intent of this chapter to create the Tehama County Children and Families Commission and the Tehama County Children and Families Trust Fund in order to receive funding through the Act to implement the goals and objectives outlined in the Act.

(Ord. 1719 § 2(part), 2000)

2.54.020 Definitions.

As used in this chapter:

A. "Act" shall mean the California Children and Families First Act of 1998.

B. "State Commission" shall mean the California Children and Families Commission established in accordance with Health and Safety Code Section 130110.

C. "County commission" shall mean the Tehama County Children and Families Commission established pursuant to Health and Safety Code Section 130140.

D. "County strategic plan" shall mean the plan adopted by the county commission and submitted to the State Commission pursuant to Health and Safety Code Section 130140.

E. "Trust fund" shall mean the Tehama County Children and Families Trust Fund established pursuant to Health and Safety Code Section 130105.

(Ord. 1719 § 2(part), 2000)

2.54.030 Establishment of county commission.

There is established a commission to be known as the Tehama County Children and Families Commission, pursuant to Health and Safety Code Section 130140.

(Ord. 1719 § 2(part), 2000)

2.54.040 Establishment of trust fund.

There is established within the county treasury a trust fund to be designated as the Tehama County Children and Families Trust Fund, pursuant to Health and Safety Code Section 130105(d)(2)(A).

(Ord. 1719 § 2(part), 2000)

2.54.050 County commission membership.

The county commission shall consist of nine members. One member shall be that person chosen by the board of supervisors from among its membership from time to time; one member shall be the then current director of the Tehama County department of social services; one member shall be the then current director of the health agency; and one member shall be the then current superintendent of the Tehama County department of education. The remaining five members of the county commission, which shall be known as "at large" members, shall be appointed by the board of supervisors from any of the following:

A. Recipients of project services included in the county strategic plan;

B. Educators specializing in early childhood development;

C. Representatives of a local child care resource or referral agency or a local child care coordinating group;

D. Representatives of a local organization for prevention of or early intervention for families at risk;

E. Representatives of community-based organizations that have the goal of promoting nurturing and early childhood development;

F. Representatives of local school districts; and

G. Representatives of local medical, pediatric or obstetric associations or societies.

(Ord. 1719 § 2(part), 2000)

2.54.060 Terms of office of "at large" members.

A. The term of office for the "at large" members shall be three years and until the appointment of his/her successor, and such terms shall be staggered with the initial term of one "at large" member to end on January 31, 2000; the initial term of two "at large" members to end on January 31, 2001; and the initial term of the remaining "at large" members to end on January 31, 2002.

B. After the board of supervisors appoints the "at large" members of the county commission, the board shall determine by lot: first, which of the appointees will fill the term expiring January 31, 2000; and, second, which appointees shall fill the term expiring on January 31, 2001. The appointees which were not selected by lot, as above, shall fill the term expiring January 31, 2002.

C. Notwithstanding the foregoing, the "at large" members shall serve at the continued pleasure of the board of supervisors.

(Ord. 1719 § 2(part), 2000)

2.54.070 Application of the Ralph M.

Brown Act. The county commission's meetings are subject to the open meeting laws contained in the Ralph M. Brown Act.

(Ord. 1719 § 2(part), 2000)

2.54.080 Compensation.

The members of the county commission shall serve without compensation for their services, except they shall be paid a reasonable per diem and reimbursement of reasonable expenses for attending meetings and discharging other official responsibilities as authorized by the county commission.

(Ord. 1719 § 2(part), 2000)

2.54.090 Powers and duties.

The powers and duties of the county commission shall be as follows:

A. The county commission shall facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development. This system should function as a network that promotes accessibility to all information and services from any entry point into the system. It is further the intent of this county commission to emphasize local decision-making, to provide for greater local flexibility in designing delivery systems, and to eliminate duplicate administrative systems.

B. The county commission shall facilitate the establishment of community-based programs to provide parental education and family support services relevant to effective childhood development. These services shall include education and skills training in nurturing and in avoidance of tobacco, drugs, and alcohol during pregnancy. Emphasis will be on the consolidation of existing programs and new services provided pursuant to this Act into an integrated system from the consumer's perspective.

C. The county commission shall recommend to the board of supervisors necessary programs or legislation to promote, ensure and protect services which enhance early childhood development.

D. The county commission shall render to the board of supervisors a report or reports of county commission activities.

E. With the consent of the board of supervisors, the county commission may solicit and accept funds from federal and state governmental agencies for carrying out the purposes outlined in this chapter. The county commission may also, with the consent of the board of supervisors, accept gifts, donations and grant awards from any source for carrying out its functions.

F. The county commission shall adopt an adequate and complete county strategic plan for the support and improvement of early childhood development within the county. The county strategic plan shall be consistent with, and in furtherance of the purposes of, this chapter and any guidelines adopted by the State Commission that are in effect at the time the plan is adopted. The county strategic plan shall, at a minimum, include the following:

1. A description of the programs, services, and projects proposed to be provided, sponsored, or facilitated;

2. A description of how measurable outcomes of such programs, services, and projects will be determined by the county commission using appropriate reliable indicators;

3. The county strategic plan shall be deemed adequate or complete when the plan describes how programs, services, and projects relating to early childhood development within the county will be integrated into a consumer-oriented and easily accessible system.

G. The county commission shall, on at least an annual basis, be required to periodically review its county strategic plan and to revise the plan as may be necessary or appropriate.

H. The county commission shall conduct at least one public hearing on its proposed county strategic plan before the plan is adopted.

I. The county commission shall conduct at least one public hearing on its periodic review of the county strategic plan before any revisions to the plan are adopted.

J. The county commission shall provide a copy of its adopted county strategic plan, and any subsequent revisions thereto, to the Tehama County board of supervisors simultaneously with its submittal to the State Commission.

K. The county commission shall prepare and adopt an annual audit and report on or before October fifteenth of each year, pursuant to Health and Safety Code Section 130150. Prior to adopting its annual audit and report, the county commission shall conduct at least one public hearing respecting the proposed contents thereof. The county commission shall make copies of its annual audits and reports available to members of the general public on request and at no cost.

L. The county commission shall establish one or more advisory committee(s) to provide technical and professional expertise and support for any purpose that will be beneficial in accomplishing the purposes of this Act. Each advisory committee shall meet and shall make recommendations as deemed necessary or appropriate.

(Ord. 1719 § 2(part), 2000)

BILL LOCKYER
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State of California
DEPARTMENT OF JUSTICE

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October 27, 1999

Ms. Jane Henderson
Executive Director
California Children and Families Commission
510 J Street, Suite 531
Sacramento, CA 95814

RE: Advice Letter Regarding the Scope of Autonomy of County Commissions Under the California Children and Families Act

Dear Ms. Henderson:

This is in response to several questions that you have raised concerning the scope of autonomy of county commissions under the California Children and Families Act ("the Act").

CONCLUSION

The Act confers on a county the option to participate in Proposition 10 programs by authorizing its board of supervisors to adopt an ordinance which, among other things, creates a county commission. Upon its creation, the county commission is vested with the authority, express and implied, to expend funds so as to effectuate the purposes of the Act. This authority necessarily carries with it the power of county commissions to enter into contracts, hire employees and to sue and be sued.

ANALYSIS

Under the Act, a county's board of supervisors is given the authority to decide whether or not the county will participate in the California Children and Families Program by virtue of the board's decision to adopt an ordinance meeting the requirements of the Act, establish a county commission and appoint its members, and establish a local Children and Families Trust Fund. (§ 130140 (a) (1-3).)[1]

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[1] Unless otherwise noted, all citations are to the Health and Safety Code.

The Act expressly envisions that county commissions will have certain enumerated powers, including the power to administer programs authorized by the Act (§ 130100(b)), administer the local Children and Families Trust Fund (§130100 (d)(2)(A)), receive grants, gifts and bequests (§ 130100(f)), adopt a strategic plan (§ 130140 (a)(1)(C)), prepare and adopt an annual audit and report on the implementation and performance of its functions (§§ 130140(a)(1)(G) and 130150), and establish one or more advisory committees (§ 130145).

By implication, other powers are contemplated by the Act. One example is the power to expend money from the local Children and Families Trust Fund. This implied power is based on the Act's requirement, in section 130100 (b), that the county commissions use outcome-based accountability to determine future expenditures. It is further based on the requirement in section 130150 that the county commissions conduct an audit of the performance of their functions, including, "the manner in which funds were expended." Another such power is a county commission's power to act as a decision-making entity; this can be inferred from the Act's requirement that each county commission establish at least one advisory committee (§ 130145), implying that county commissions are not merely advisory committees of the county board of supervisors.

However, though the Act envisions that county commissions will have the powers described, the Act itself does not actually confer those powers. To the contrary, county commissions exist wholly at the option of the county board of supervisors. (§ 130140 (c) (e).)

Based on the above, we come to the issue of whether a county commission has the power to contract in its own name. The power to contract certainly appears to be a necessary power of a county commission, even if only impliedly so. However, it does not necessarily follow that such power is conferred by the Act itself. The fact that the Act expressly confers the power to contract to the *state commission* (§ 130125 (i)), but does not do so with respect to the *county commissions*, strongly suggests that the drafters of Proposition 10 intended the *enabling ordinance* adopted by each county board of supervisors to be the source of a county commission's power to contract, *not* the Act itself. Therefore, it appears that if the power to contract is to rest with the county commission, as contemplated by the Act, then this power must be conferred by way of the enabling ordinance adopted by each county's board of supervisors.

Further, based on the language of enabling ordinances which have already been adopted, it appears that county boards of supervisors have, in fact, intended to convey the power to contract to the county commissions. This is seen in the broad scope of duties and responsibilities given to county commissions. For instance, the enabling statute of Los Angeles County provides that the county commission shall have the duty and responsibility "to implement the goals and objectives of the Act." (See section 3.72.080 of the Los Angeles County enabling ordinance.)

Because the county commission must necessarily enter into contracts in order to carry out the goals and objectives of the Act, it may reasonably be concluded that this broad language was intended to grant the county commission the power to contract as needed.

Indeed, it may reasonably be argued that a county commission that does not have the power to contract for the purposes of carrying out the programs contemplated by the Act is not a "county commission" within the contemplation of the Act. In other words, if a county board of supervisors fails to bestow upon the county commission, as the statutory trustee for the local fund, the power to contract with an appropriate level of independence, it could be argued that the county board of supervisors has effectively chosen not to participate in the Proposition 10 program at all and is, therefore, ineligible to receive program funds. The "appropriate level of independence" is not spelled out in the Act, but it appears this issue must be negotiated between the board of supervisors and the county commission.

Still, a county board of supervisors is not powerless under the Act. In fact, the Act makes clear that "[t]he manner of appointment, selection, or removal of members of the county commission, [and] the duration and number of terms county commissioners shall serve" are matters left to the discretion of the board of supervisors. (§ 130140 (a)(1)(B).) Additionally, an enabling ordinance may include "any other matter that the board of supervisors deems necessary or convenient for the conduct of the county commission's activities." (*Id.*) Based on this language, it does not appear to be within the jurisdiction of the *state commission* to dictate the level of autonomy of a county commission. However, this should not be interpreted to provide the board of supervisors with any authority inconsistent with the Act, including, but not limited to, State Commission Advisory Opinion 99-02. Further, this is not to say that a challenge could not be made against a county, e.g., by a taxpayer, to prevent receipt or expenditures of funds by a county commission based on a board of supervisors' failure to invest a county commission with sufficient independent judgment regarding the award of contracts.

In the same vein as above, it might be argued that a county commission must have the power to appoint employees and that such power must be conferred by the enabling ordinance. However, the Act does not appear to require (expressly or impliedly) that the county commission itself be the ultimate appointing authority. It would appear to be consistent with the Act that the county commission has power to appoint employees.

Finally, as to the question of whether a county commission can sue and be sued, the answer appears to be "yes." (Gov. Code, §§ 945 and 53050.)

In conclusion, based on the many express and implied powers envisioned by the Act to be exercised by county commissions, it appears the Act contemplates that county commissions operate, for the most part, autonomously from the county board of supervisors. Although county boards of supervisors are likewise granted certain powers under the Act, the purpose of those powers is, in essence, to determine whether or not the county will participate in the California Children and Families Program in the first place, and, if so, to facilitate the establishment of the county commission so it may carry out the goals and objectives of the Act.

To assure uniformity of understanding on this matter, you may wish to share this opinion with county counsels and other interested parties.

Sincerely,

Janie L. Daigle

JANIE L. DAIGLE
Deputy Attorney General

For BILL LOCKYER
Attorney General

BYLAWS OF THE TEHAMA COUNTY CHILDREN AND FAMILIES (FIRST) COMMISSION

(Adopted 9/28/99)
(Revised 6/15/22)
(presented 5/24/23)
Approved 8/23/23
(presented 3/26/25)
Approved 3/26/25

ARTICLE I. NAME

The name of the organization shall be the Tehama County Children and Families (First) Commission.

ARTICLE II. AUTHORITY

*The voters of the State of California passed the California Children and Families First Act of 1998 (**the Act**). The Tehama County Children and Families (First) Commission is established by the authority of California Health and Safety Code Section 130100-130155 and by Tehama County Ordinance #1702.*

ARTICLE III. PURPOSE AND RESPONSIBILITY

*These Bylaws shall govern the conduct of all members and meetings of the Tehama County Children and Families (First) Commission (**Commission)**.*

SECTION 1. PURPOSE

A. The Commission shall receive funding through an excise tax on tobacco products and disbursed by the state Controller to implement the goals and objectives stated in the Act. The Commission shall serve the citizens of Tehama County in the creation and implementation of a comprehensive and integrated system of information and services to support and optimize early childhood development from the prenatal state to age five (5).

B. The Commission shall accept funding consistent with the Act, and may accept or solicit funds from federal, state, local or other sources for carrying out its responsibilities. Allocation of revenue and funding to community-based programs shall be the responsibility of the Commission.

C. The Commission shall adopt an adequate and complete county strategic plan for the support and improvement of early childhood development within the county.

D. The Commission shall conduct at least one public hearing on its proposed strategic plan prior to adoption, and shall, on an annual basis, review its strategic plan and to revise or amend the plan as may be necessary or appropriate. The Commission shall conduct at least one public hearing on its periodic review of the county strategic plan prior to adoption of any revisions.

E. The Commission shall submit its adopted county strategic plan, and any subsequent revisions thereto, to the Tehama County Board of Supervisors simultaneously with its submission to the state.

F. The Commission shall prepare and adopt an annual audit and report on or before October 31st of each year. The Commission shall conduct at least one public hearing prior to adopting any annual audit and report. The Commission shall make available to the public its annual audits and reports upon request and at no cost.

G. The County shall establish one or more advisory committee{s} to provide technical and professional expertise and support for any purpose deemed to be beneficial in accomplishing the purposes of the Act. Each advisory committee shall meet and the Commission shall receive recommendations of the committees.

ARTICLE IV. MEMBERSHIP

SECTION 1. Number of Commissioners

A. The Commission shall consist of nine (9) members.

SECTION 2. Appointment of Commissioners

A. Commissioner membership is subject to appointment by the Tehama County Board of Supervisors and in conformance with California Health and Safety Code Sections 130100 et seq. One (1) member shall be a member of the county's Board of Supervisors; one (1) member shall be the current Director of the county's Department of Social Services; one (1) member shall be the Director of the county's Health Agency; and one (1) member shall be the Superintendent of the county's Department of Education. The remaining five (5) members of the Commission, which shall be known as "at large" members, shall be considered by application and appointed by the Board of supervisors from any of the following classes:

1. Recipients of project services included in the County strategic plan;
2. Educators specializing in early childhood development;
3. Representatives of a local child care resource or referral agency or a local child-care coordinating council;

4. Representatives of a local organization for prevention or early intervention for families at risk;
5. Representatives of community-based organizations that have as a goal early childhood nurturing and development;
6. Representatives of local school districts; and
7. Representatives of local medical, pediatric or obstetric agencies, associations or societies.

SECTION 3. Term of Office for "At Large" Commissioners

A. The term of office for the "at large" members shall be three (3) years and until the appointment of his/her successor. Such terms shall be staggered with the initial term of one (1) member to end on January 31, 2000; the initial term of two (2) members to end on January 31, 2001; and the initial term of the remaining two (2) members to end on January 31, 2002.

B. Following the appointment of all "at large" members of the Commission, the Board of Supervisors shall determine by lot: First, which of the appointees will fill the term expiring on January 31, 2000; second, which appointees will fill the term expiring on January 31, 2001. Those appointees who were not selected, by lot, to the above terms will fill the term expiring on January 31, 2002.

C. Notwithstanding the foregoing, the "at large" members shall serve at the continued will and pleasure of the Board of Supervisors.

SECTION 4. Vacancies on Commission

A. Any vacancy shall be filled in the same manner as the original appointment.

B. A Vacancy shall exist and shall be reported to the Clerk of the Board of Supervisors when:

1. *A member fails to attend three (3) consecutive meetings of the Commission without notification and good cause, which shall be entered into the Commission's minutes; or by excuse by the Chairperson.*

2. *A formal letter of resignation is submitted to the Commission Chairperson and/or to the Board of Supervisors.*

3. *A Commission member does not meet the qualifications for appointment and membership on the Commission.*

SECTION 5. Compensation of Members

A. The members of the Commission shall serve without compensation for their duties, except they shall be paid a reasonable sum per diem and shall be reimbursed for reasonable expenses for attendance at meetings and for discharging other official responsibilities as authorized by the Commission.

ARTICLE V. MEETINGS OF THE COMMISSION

SECTION 1. Open Meeting Law Shall Apply

A. California Government code 54954 et seq. (Open Meeting Law, Ralph M. Brown Act) shall govern the rules and conduct of the meetings of the Commission.

SECTION 2. Meeting Schedule

A. The Commission shall meet regularly on the Fourth Wednesday of identified months at 8:15 a.m. unless otherwise announced or as scheduled for a special or emergency meeting if necessary. Special meetings may be held on call of the Chairperson.

SECTION 3. Quorum of Members to Conduct Business

A. A quorum of members shall be declared when a majority of the total currently appointed members are present. Commission action shall be taken only when there is a quorum present at a meeting.

SECTION 4. Notice of Meetings

A. A written agenda stating the date and hour and location of each meeting shall be delivered or mailed to each Commission member not less than 72 hours prior to each meeting. Public announcement of meetings will be posted no less than 72 hours prior to the meeting on the common posting board at the Tehama County Department of Education and on the First5 website. Agenda shall be provided to members of the public by their written request.

SECTION 5. Meeting Protocol and Conduct

A. Open Meeting Law (Ralph M. Brown Act). are adopted and shall be the authority for the conduct and protocol of Commission meetings.

ARTICLE VI. OFFICERS OF THE COMMISSION

The officers of the Commission shall consist of the following:
A. Chairperson
B. Vice-Chairperson

SECTION 1. Duties of Officers

A. The Chairperson shall preside at all meetings of the Commission and shall represent the Commission in official correspondence. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. In the absence of the Chairperson and the Vice-Chairperson, the Commissioners present shall appoint an interim Chairperson to perform the duties of the Chairperson.

SECTION 2. Election of Officers

A. Election of officers shall be held biannually (every two years).

B. The Administrative Committee Chair will lead the Administrative Committee to recruit candidates for each office.

C. In the last meeting of every other year the Administrative Committee shall present a slate of candidates of officers for election by the Commission. Additional candidates may be nominated from the floor.

D. Officers shall be elected by a vote of a majority of Commission members.

E. New officers shall be installed at the conclusion of every other annual June meeting, and shall assume the duties of office at the first annual meeting of the year.

SECTION 3. Vacancy of Officers

A. Upon the resignation or removal of the Chairperson, the Vice-Chairperson shall ascend the office of the Chairperson. An election for the vacated office of Vice-Chairperson shall be conducted in a timely manner.

ARTICLE VII. COMMITTEES

SECTION 1. Advisory Committees

A. The Commission shall establish one or more advisory committee(s) to provide technical and professional expertise and support for any purpose that will be beneficial in accomplishing the purposes of The Act. Each advisory committee shall meet and shall make recommendations as deemed necessary or appropriate.

SECTION 2. Subcommittees of the Commission

A. Subcommittees consisting of less than a quorum of the membership of the Commission may be appointed on occasion by the Chairperson to study, report and *recommend to the Commission respecting specific issues pending before the Commission.*

B. Such subcommittees may be time-limited with a specific objective and would therefore be an ad-hoc subcommittee. Committees which are more general in objective and not subject to time limitations are standing subcommittees and are governed by the provisions of the Open Meeting Law (Ralph M. Brown Act).

ARTICLE VIII. RECORDS AND CORRESPONDENCE

A. All correspondence shall be directed to the Chairperson. All official records and correspondence to and from the Commission shall be held on file and available for public review at the office of the Commission or at another public record repository as designated by the Commission. Official correspondence from the Commission shall be represented on Commission letterhead stationary and by signature of the Chairperson or his/her designee, and shall reflect the majority approval of the Commission.

ARTICLE IX. AMENDMENT OF BYLAWS

The following process may amend these Bylaws:

A. Proposed changes will be submitted in writing to the Commission members for review and approval as to form and subject to review by legal counsel.

B. Written notice of the proposed Bylaw change shall be mailed or delivered to each member at least five (5) days prior to the date of the first two necessary meetings and posted at the County Courthouse.

C. The proposed Bylaw change shall be read at the first meeting and time allowed for members' discussion and public comment.

D. The proposed Bylaw change shall be read a second time at the second meeting, and time allowed for members' discussion and public comment prior to adoption or rejection by a majority of the Commission members.

E. Amended Bylaws shall be submitted simultaneously to the California Commission for Children and Families First and to the Tehama County Board of Supervisors for their records.

TEHAMA COUNTY CHILDREN AND FAMILIES COMMISSION

OPERATIONAL GUIDELINES

Adopted December 12, 2001

Revisions Adopted: June 27, 2014, & June 15, 2022

This document contains policies and procedures to help enhance the on-going operations of the Commission. These guidelines were developed in a public meeting held August 1, 2001 amended based on another public meeting held on May 9, 2003, and refined based on Commissioner and staff review. Topics covered are:

1. Roles of the Commission and Staff
2. Roles of Committees and Officers
3. Guidelines for Open Discussion
4. Decision-making Protocols
5. Communication Protocols
6. Escalation Protocols

ROLES OF THE COMMISSION AND STAFF

The roles and responsibilities of the Commission itself as compared to the Executive Director and staff in general are outlines in the table below. These definitions are intended to expand upon and clarify the duties and responsibilities contained in Article III of the Bylaws for the Commission. Where appropriate, the duties listed in the Bylaws are cross-referenced to the roles contained in the table below.

Commission

1. ***Make strategic policy decisions. The*** Commission is expected to act based on clearly defined needs and expected outcomes, maintaining focus on strategic goals while soliciting community input. This responsibility includes, but is not limited to:
   - ❖ Complete a county strategic plan that meets all requirements of the California Children and Families First Act of 1998 (Bylaws Article III, item 1 and 2)
   - ❖ Annually solicit input from the Board of Supervisors and from the community concerning the needs of families and children through age 5, and jointly work to develop a coordinated strategic plan and
   - ❖ Service delivery approach (Bylaws Article III, item 3).
   - ❖ Carry out an annual review of the strategic plan, obtain the recommendations of the Board of Supervisors, and conduct at least
   - ❖ One public hearing of the review before adopting revisions (Bylaws Article III, item 4).

Executive Director/Staff

Support 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.

1. **Assist with policy development and implement policies adopted by the Board.** The Executive director is expected to :
   - ❖ Recommend appropriate policies for consideration.
   - ❖ Gather data and community input, and provide other analysis and suggestions as needed to assist the Commission in enacting effective policies.
   - ❖ Support policy decisions of the Board.
   - ❖ Implement and ensure ongoing compliance with such policies.

Commission

- Submit the adopted strategic plan and any subsequent revisions thereto to the State Commission (Bylaws article III, item 5).

2. 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 establish a countywide agenda for children age 0-5 and to advocate for the needs of children and families. This role includes but is not limited to the following:

- Attend public events and meetings to educate people about the work of the Commission, Communicate with staff about public events/meetings the Commissioners become aware of and/or plan to attend.
- Participate in Commission-sponsored focus groups to gather public input on issues related to First 5.
- Convene with experts around specific issues, such as specific aspects of health, education or family support.
- Adopt an effective public relations plan.
- In situations where First 5 funding is involved, such as an RFA/RFP or mini-grant process, Commissioners can distribute information about the funding opportunity and can link community members to resources- including assistance available from First 5 staff- but cannot help develop applications for funding or other technical assistance. Special projects are exempted from this provision and can continue to function under separate policies adopted by the Commission to guide special projects.

3. Report to the Board of Supervisors. The Commission shall give a formal report to the full Board of Supervisors at least once a year. This includes making recommendations to the Board of Supervisors for changes in ordinances or services necessary or appropriate to carry out integrated and comprehensive program that is consistent with the strategic plan (Bylaws Article III, item 10). In addition, each Commissioner who was appointed by a particular Supervisor is responsible for meeting with or otherwise reporting to the Supervisor who appointed him/her.

4. Set the vision and culture of the organization. The Commission is responsible for establishing the short and long term vision to be achieved, and for defining the internal culture of the organization.

Executive Director / Staff

2. Market the Commission and its leadership role within the community. The Executive Director and, as directed by the Executive Director, other staff are responsible for raising community awareness of the work of the Commission. This role includes:

- Manage media and public relations efforts.
- Identify public events and meeting that would be appropriate for Commission participation, be appropriate for Commission participation communicates information about these meeting to Commissioners, and coordinate participation on behalf of the Commission.
- Coordinate annual or semi-annual reports to the Board of Supervisors and prepare reports.
- As part of this role, it is expected that all staff will represent the policies and directions of the Commission rather than their own personal beliefs when working in the community.

3. Serve as the primary point of contact for the community and the Commission. The Executive Director and staff will provide friendly, professional services and be accessible to both community members and Commissioners in order to maintain positive relationships with these constituents

4. Frame decisions and get them ready to be implemented. The Executive Director is responsible for understanding Commission decisions, then developing more detailed plans/processes and organizing the resources needed to implement the decisions so that progress is continually made.

5. Conduct and/or manage all operational activates. The Executive Director will perform or cause to be performed in an effective manner all operational and administrative duties necessary to implement the strategic plan and other decisions of the Commission. 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 is responsible for preparing a detailed annual budget according to guidelines set by the Commission and presenting it to the Budget Committee for consideration.

Commission

5. Be the ultimate decision making body. A more in-depth description of the Commission's decision making responsibilities can be found in the Decision-making Protocols section of these Guidelines.

- ***Provide fiscal accountability***. Specific duties in this area include to review and approve:
- Administration of the moneys in the Children and Families Trust Fund, consistent with the requirements of the Act and the adopted strategic plan (Bylaws Article III, item6).
- Applications for gifts, grants, donations, or contributions consistent with the Commission's (Bylaws Article III, item 7).
- An annual report and financial audit, also obtaining the recommendations of the Board of Supervisors and conducting at least one public hearing before adopting the audit (Bylaws Articles III, item9).
- An annual budget detailing planned income and expenditures for the coming fiscal year.

6. Accept legal responsibility. Duties in this area are:

- Enter into contracts as necessary or appropriate to carry out the provisions and purpose of the Children and Families Act in accordance with the standards and procedures of the County. (Bylaws Article III, item 8).
- Monitor State and local legislative and regulatory processes in order to proactively communicate the Commission's experiences and positions and to anticipate changes in laws, and positions and to anticipate changes in laws, regulations, and services impacting early childhood development programs (Bylaws Article III, item 11).

7. Provide community accountability. The Commission will review and approve an annual report of results achieved and actions underway, and will present this information to the community. In addition, checkpoints will be structured with the community to report back on past comments and obtain feedback from the community.

8. Manage and support the Executive Director. Duties in this area include:

- Recruit, hire, and if necessary, terminate the Executive Director consistent with the Personnel Regulations of the County and other aspects of the County personnel system.
- Refrain from handling administrative and operational details except as requested by the Executive Director.
- Provide support to the Executive Director and staff in carrying out their professional duties.

Executive Director/Staff

7. Integrate with other stakeholders and community groups. This role involves establishing and sustaining meaningful linkages with services providers, parent groups and other community groups, public agencies and other stakeholders that are important partners in achieving the mission of the Commission. Staff will also maintain a calendar showing all Commission activities and timelines, and make the calendar publicly available in both English and Spanish.

8. Support the Commission. The Executive Director should actively assist the Commission in carrying out its duties, providing support such as:

- Interpret the needs of the organization and present professional recommendations on all problems and issues considered by the Commission.
- Serve as a professional advisor to the Commission, providing regular feedback to the Commission.
- Inform the Commission fully and accurately regarding the status of activities and issues affecting the organization, including situations where available resources are insufficient to implement Commission decisions.

9. Recruit and manage staff and contractors. The Executive Director will ensure that, subject to budget constraints, sufficient trained resources are available and guided in carrying out the work of the organization. This includes:

- Recruit, hire, and as necessary terminate staff consistent with the Personnel Regulations of the County and other aspects of the County personnel system.
- Contract with independent contractors in accordance with standards and procedures of County Purchasing Agent.
- 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.
- Devote time to improving the staff.
- Evaluate the work of staff and contractors and provide regular verbal and/or written feedback on strengths, areas for growth, and overall performance.
- Ensure that all legal regulatory requirements related to staff are met.

Commission

- ❖ Make all the staff responsible to the Executive Director.
- ❖ Set up appropriate checks and balances, holding the Executive Director accountable for the supervision of the organization.
- ❖ Evaluate the work of the Executive Director and provide regular verbal and/or written feedback on strengths, areas for growth, and overall performance.

9. Celebrate achievements. The Commission should provide leadership in recognizing and celebrating positive steps and results.

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

Executive Director / Staff

Additional guidelines for Commissioners to follow in carrying out their roles and responsibilities are:

- ❖ Participate actively by attending Commission meetings and events and, in addition, contribute on a Committee or in some other substantive way beyond attending monthly meetings. On the average, it is expected that Commissioners will attend at least 75% of meetings held each year and spend at least 8-10 hours per month on Commission business.
- ❖ Abide by all laws and regulations, including conflict of interest laws and provisions of the Bylaws of the Commission.
- ❖ Participate in periodic evaluations of the Commission, including semi-annual renewal of personal commitments to uphold these guidelines.
- ❖ "Wear the hat" of the Commission when participating in the work of the Commission, seeking to represent the many constituencies affected by the Commission.
- ❖ Share relevant information with the Executive Director in a timely manner.

Additional guidelines for staff to follow in carrying out their roles and responsibilities are:

- ❖ Use discretion in being productive at all times; the key is to get work done and achieve results.
- ❖ Know how to utilize Commissioners as representatives at community meetings and events.
- ❖ Integrate into the culture set by the Commission, showing trust and loyalty without publicly second-guessing actions of the Commission.
- ❖ Be responsive to reasonable request of Commissioners, such as to place items on the agenda of Commission meeting. Utilize the Commission Chair as a resource to resolve questions and concerns between Commission meetings.
- ❖ Get information to the Commission in a timely and effective manner to prepare them to make good decisions.

- ❖ Be willing to communicate current reality, i.e. to communicate what you see and believe, and to seek guidance when unsure of how to proceed.

Roles of Committees and Office

There are two Committees of the Commission- Administrative Committee and Program Evaluation Committee. General protocols that apply to all of the Committees are:

- ❖ Each Committee should include at least three Commissioners, who each agree to make themselves available when action needs to be taken by the Committee.

- ❖ Committee Chairs should schedule meetings in conjunction with the Executive Director. The Executive Director should be present at all meetings except for Personnel Committee meetings related to oversight of the Executive Director.

- ❖ The Committee members should obtain direction from the full Commission before the Committee takes on an issue.

- ❖ Each Committee is expected to develop full reports or presentation to the Commission on activities and recommendations of the Committee which can be delivered as part of a standing agenda item at each monthly meeting.

The roles and responsibilities of each Committee are outlined below.

Administrative Committee

- ❖ *Meets prior to Commission* meeting unless otherwise notified **(August, October, February, April, May)**
- ❖ Reviewing and reporting responsibilities include: Quarterly Financial Reports, Financial Plan, and Fiscal Policies. Also, makes recommendations on financial matters to Commission as needed.
- ❖ Meets to review Letters of Interest (LOI) for membership
- ❖ Makes membership recommendations to Commission as needed
- ❖ Develop Annual Slate of Officer Candidates for Chairperson and Vice Chairperson for **June** meeting or as needed.
- ❖ Drafts Executive Director (ED) evaluation based on input received from commissioners
- ❖ Single representative shares Commission evaluation and completes county evaluation with ED identifying goals in **March**
- ❖ At any time should concerns arise by Commission members regarding the performance of the ED, members are encouraged to communicate with the ED or if preferable with the Administrative Committee.
- ❖ Work with the County Human Resources Department to define a job description and evaluation procedures for the Executive Director.
- ❖ Guide the employment status (recruiting, hiring, and termination) of the Executive Director
- ❖ Provide advice and support to the Executive Director and other staffing issues
- ❖ Working together with the Executive Director to create an annual staffing plan that shows the number and general nature of staff positions anticipated for the next year
- ❖ Serve as the body of appeal for staff to address personnel issues that cannot be resolved within the staff.

Program Evaluation Committee

- ❖ Develop or review suggestions for new programs and activities, and make recommendations to the Commission regarding programs and activities (note: this does *not* include review or recommendations on community proposals for funding)
- ❖ Monitor existing programs, projects and initiatives
- ❖ Provide guidance on mechanisms to evaluate the effectiveness of programs funded by First 5 and review evaluation results
- ❖ Review the public relations plan for the Commission and develop additional strategies as appropriate for increasing community awareness of Commission activities and the development needs of young children
- ❖ Meets in October/November to review draft evaluation
- ❖ Feedback requested prior to December meeting to approve evaluation to be shared with the Commission.
- ❖ After December meeting recommends any changes to community indicators and reviews any updates to the evaluation plan.

- ❖ Participate in strategic planning when appropriate

All Commissioners are expected to accept responsibility for the following roles, rather than assigning then to a particular officer position:

- ❖ Monitor Commission adherence to the bylaws, operating guidelines and policies adopted by the Commission.
- ❖ Recommend ways in which Commission meetings and other activities can be conducted in closer alignment with established policies and guidelines.
- ❖ Identify situations where existing policies and operating guidelines may require amendment or clarification.

Guidelines For Open Discussion

The following “ground rules” have been established to guide how discussions are conducted in Commission and Committee meetings. The purpose is to ensure that meeting time is productive, while incorporating the unique perspectives and expertise of each Commissioner and staff person that is participating.

1. Show mutual respect and trust at all times.
2. Commit to open communication and disclosure.
3. All ideas are valid. We agree not to attack, downplay or belittle the ideas of the others.
4. Seek to understand the opinions of other people before taking a position. Ask questions as necessary to truly understand each other.
5. Wait until options are fully defined before reaching conclusions.
6. Stay focused on the topic at hand.
7. Gain the floor before speaking. Avoid having multiple people at the same time.
8. Have fun!

The Commission seeks meaningful dialogue rather than competitive debate when discussing issues and making decisions. An approach called the Understanding Process will be used as a technique to promote meaningful dialogue and carry out many of the ground rules listed above. The steps for the Understanding Process are:

1. ***Be ready for dialogue, not debate.*** Relax and quiet your mind, Clarify in your mind that intent is to understand other people from their point of new rather than “to win” or “to be right”
2. ***Truly listen to others.*** True listening means to:
    - ❖ Listen without judging or criticizing
    - ❖ Listen with a sense of anticipation and wonder
    - ❖ Listen more then you talk- let the perspectives of others emerge
3. ***Seek to understand- ask questions.*** Types of questions that can be asked to promote a more complete understanding of what another person is saying are:
    - ❖ “Help me to understand what you mean by-----“
    - ❖ “Tell me more about that.”
    - ❖ “How did you arrive at that perspective?”
    - ❖ “How does that work?”
    - ❖ Other clarifying questions
4. ***Check your understanding.*** Verifying that you accurately understand what another person is trying to say by verbalizing your understanding and asking the person to confirm if you have it correct. This can be done by saying “Let me know if I understand what you are saying or not. What I hear is …..”

Decision-Making Protocols

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

1. A quorum is required for Commission to take formal action, i.e. to be able to make a true decision. Per the Bylaws, a quorum is five members excluding the alternate members.

2. Decisions will be made by a majority vote of the members present. The Commission will not wait to achieve full consensus to take action, and the Chair or any Commissioner may call for a vote at such time as it appears that further discussion would not be productive or that majority position may have been established. All Commissioners agree to support the majority vote, even if they personally voted with the minority.

3. Before discussion or voting on a topic, any Commissioner with a potential conflict of interest regarding the matter before the Commission will recues himself or herself from participating in the discussion and/ or voting, as defined in the conflict of interest policy adopted on May 13, 2003.

4. Before a core 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 Executive Director is requested to have the minutes of all prior meeting available at each Commission meeting so that new actions can be tested for consistency with past actions before a vote is taken.

5. Once a decision has been made through majority vote, it will not be reconsidered unless there is significant new evidence or a significant change in circumstances that justifies reopening the issue. In order tore-open a prop decision, an action to reconsider must be placed on the agenda of a Commission meeting by the Chair. At the meeting, the rationale for re-opening the decision should be presented. A majority vote is then required in order to re-open a prior decision for further consideration and possible new vote on the issue.

Starting July 1, 2003, a consent calendar will be used at Commission meeting to seek approval for decisions that have either come through a committee or that the Executive Director sees as being straightforward and not requiring discussion. Any Commissioner can request that any item be pulled off the consent calendar in order to further discussion on the item. However, Commissioners are encouraged to fist ask question about the process that led up to the recommended action listed on the consent calendar without requiring additional discussion about the content of the decision. During meeting, Commissioners can provide feedback or staff can request feedback as to whether certain action items on the agenda can be handled by staff in the future or would be appropriate for the consent calendar.

Decisions that rest with the Commission as a whole include, but are not limited to:

- Funding decisions, including approval of organizations/projects to receive funds from the Commission and approval of the annual budget and any amendments thereto
- Approve the strategic plan and any revisions to the plan
- Set the overall priorities of the organization
- 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
- Final personnel decisions related to the Executive Director position
- Changes to the Bylaws
- Fiscal actions such as accepting grants or agreeing to serve as a pass through for funds to be routed to other organizations

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

Decisions that rest with Executive Director include, but are not limited to:

- ❖ Personal decisions about all staff positions other than the Executive Director
- ❖ Implementing and managing the budget, including spending decisions that are in alignment with the approved budget and within any spending limits set by the Commission
- ❖ Implementing and managing operational details within the guidelines set by the Commission, as described in the Roles and Responsibilities section of these guidelines
- ❖ Approving extensions to existing contracts without requiring approval by the Commission where such extensions have no budget impact for the Commission and are for the Commission and are for reasonable time periods, such as 60 or 90-day extensions
- ❖ Approving changes to contract budgets according to policies developed by the Budget Committee and approved by the Commission

Communication Protocols

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

- ❖ Any Commissioner can contact any staff person, and any staff person can contact any Commissioner, as appropriate to share information. However, direction for staff to take action on issues should come only from the Commission as whole or from a committee, and communicated through the Executive Director; Commissioners should not contact staff directly to give work assignments.

- ❖ The Executive Director is expected to respond back to the requesting Commissioner(s) if help is needed, including situations where work needs to be prioritized because resources are insufficient to handle all of requests and day-to-day responsibilities. In general, open two-way communication between the Executive Director and Commissioners is encouraged.

- ❖ If formal action is potentially needed by the Commission, the following guidelines apply:
  - ❖ If the issue is directly related to the work of the Committee, the first point of contact should be the Committee Chair
  - ❖ If the issue is not directly related to the work of a Committee, contact should be made with the Commission Chair. Actions that are not already authorized must be placed on an agenda and approved by the Commission.
  - ❖ Agendas for Commission meetings are drafted by the Executive Director based on topics suggested by Commissioners and staff (along with any topics carried over from the previous meeting), forwarded to the Commission Chair for review, and then published. A standing topic should be placed on agenda for "Commissioner Notes and Updates" that allow any Commissioner to make comments on topics other than the ones listed on the agenda. In addition, a call for topics should be made at the end of each meeting identify topics for the nest meeting.
  - ❖ Formal communications from the Executive Director and staff to the Commission should occur in the following way:
  - ❖ Information related to items on a Commission meeting agenda should be compiled into organized information packets and distributed by e-mail notification that the agenda and attachments are available for download from the First 5 Tehama County website. Printed copies of the meeting packets should then be brought to the Commission meeting, with any pages that are different then the version previously e-mailed printed on different color paper so they are visible.
  - ❖ Items to be communicated between Commission meetings or on topics not related to Commission agenda items should be compiled into bi-weekly updates sent via e-mail to all Commissioners. These updates can convey any items that staff believes would be useful for Commissioners to know. It is requested by the Commission that these updated include a list of new information and resources that have been received at the office. More frequent updates can be sent at the discretion of the Executive Director if there is relevant information to convey.

- The following guidance has been established by the Commission regarding what information should (and should not) flow to the Commission:
  - Financial information that Commission wishes to see each month consist of current fund balances and budget-to-actual reports.
  - The Commission should be informed by staff about any issues regarding the staff or community that may require Commission attention. If the Executive Director has a question about whether something is important enough to inform the Commission, the Executive Director can also call a committee meeting to discuss the issues as needed.
  - The Commission should be informed about anything that could reasonably receive media attention, whether potentially favorable or unfavorable to the Commission.
  - The Commission should be informed about systems/community issues and successes of programs funded by First 5.
  - With respect to current contracts, the Commission should be notifies if contractor fraud is discovered or if there is a reasonable risk if a contractor will not be able to perform their obligations within the contact period. However, the commission does not need to be notified about situations where staff discovers a contract performance problem that staff believed they can resolve with the contractor such that there is a reasonable probability that the contract terms will be met by the end of the contract period.

In addition to the internal communication 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 responsibility of each Commissioner to know who they are serving as a liaison to, and to initiate contact with each constituent to determine how to best communicate with that person.

Escalation Protocols

The purpose of having escalation protocols is to have coherent paths to use if the other protocols contained in this document are not followed.

If a Commissioner believes that established protocols are not being followed and the Commissioner is unable to resolve the issue with the person(s) involved the course of action should be:

1. Contact the Commission Chair, who will facilitate a meeting between the person with the concern and the person(s) involved to seek resolution. If a pattern has emerged over time, the Chair may also have one-on-one meeting with the person(s) involved.
2. If the initial steps have not resolved the issue and a staff person is involved. The next step of escalation is to refer the matter to the Personnel Committee.
3. If it is not clear how to proceed next or if the issue is still unresolved, the issue should be escalated to the Commission or through involvement of other Commissioners until appropriate resolution is achieved. A special meeting of the Commission can be called if necessary, either by the Chair or by a quorum of the Commissioners.

If a staff person other than Executive Director believes that established protocols are not being followed, the matter should be referred to the Executive Director. If the Executive Director is not able to resolve the issue, or if the Executive Director him/herself that has the concern, the matter should first be discussed with the Commissioner Chair. If the issue is still not resolved to the satisfaction of the staff person involved, the nest step of escalation is to refer the matter to the Personnel Committee for action.

In all of the above situations, the Vice-Chair may be consulted if the Chair is not available or is not able to provide a timely response on the issue.

Supplemental Ethics Policies
Children and Families Commission Of Tehama County
(First 5 Tehama County)

(6/4/10 Final Draft)
Reviewed 06/26/15

Article 1: Policy Purpose and Background

A. Purpose. This policy supplements the ethics policies First 5 commissions must adopt pursuant to Political Reform Act[1] and under the California Children and Families Act.[2]

B. Background. The California Children and Families Act of 1998[3] authorizes each county to establish a commission dedicated to promoting, supporting, and improving the early development of children from the pre-natal stage to five years of age. This is accomplished through appropriate standards, resources, and integrated and comprehensive programs emphasizing community awareness, parent and caregiver education, child care and development, social services, health care and research.

C. First 5 Commission Composition. The county board of supervisors appoints commission members. Under the Children and Families Act, each county's First 5 commission must be comprised of a combination of county officials and community representatives. County representatives must include, at least:

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[1] *See* Cal. Gov't Code § 87300 and following:

> 87300. Every agency shall adopt and promulgate a Conflict of Interest Code pursuant to the provisions of this article. A Conflict of Interest Code shall have the force of law and any violation of a Conflict of Interest Code by a designated employee shall be deemed a violation of this chapter.

[2] *See* Cal. Health & Safety Code §130140(d)(4), which reads as follows:

> (4) The county commission, in a public hearing, has adopted policies that are consistent with the following state laws:
>
> (A) With regard to conflict of interest of the commission members, the county commission's policies shall be consistent with Article 4 (commencing with Section 1090) of Chapter 1 of Division 4 of Title 1 of the Government Code [relating to interests in contracts], Article 4.7 (commencing with Section 1125) of Chapter 1 of Division 4 of Title 1 of the Government Code [relating to incompatible functions], and Chapter 7 (commencing with Section 87100) of Title 9 of the Government Code [The Political Reform Act].

[3] *See* Health and Safety Code Section 130100 and following.

A member of the county board of supervisors;

Two individuals selected from among the following: a) the county health officer and b) persons responsible for management of one the following county functions: children's services, public health services, behavior health services, social services, and tobacco and other substance abuse prevention and treatment services.

The remaining commission members must be selected from among representatives of:

Other county officials described in #2 above;

Recipients of project services included in the county First 5 strategic plan;

Educators specializing in early childhood development;

Local child care resource or referral agencies or local child care coordinating groups;

Local organizations focusing on prevention or early intervention for families at risk;

Community-based organizations that have the goal of promoting nurturing and early childhood development;

Local school districts; and

Local medical, pediatric, or obstetric associations or societies.[4]

D. Policy Goal and Mechanisms. The composition of First 5 commissions means that, from time to time, commission members may be from agencies that seek or receive First 5 funding. As a result, a key goal of this policy is to promote public confidence and trust in the decision-making processes of the Children and Families Commission of Tehama County. Such public confidence and trust is a function of a number of factors:

Decision-makers' experience, knowledge and competence;

Their commitment to putting the interests of children under five before any personal or organizational interests;

Transparent and inclusive decision-making processes; and

Accountability mechanisms that assure the public that worthy public purposes are being achieved as the result of the expenditure of public resources on First 5 programs.

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[4] *See* Cal. Health & Safety Code § 130140(a)(1)(A) (specifying composition of commissions).

There are a number of state and federal laws[5] that are designed to promote public trust and confidence in both local agency decisions and specifically First 5 commission decisions. These laws create minimum standards for public agency decision-makers that are important to satisfy. A key goal of this policy is to set the sights of the Children and Families Commission of Tehama County higher than the minimum standards of the law.

Article 2
The Commission's Additional Practices to Protect Public Trust and Confidence in the Commission

The Children and Families Commission of Tehama County believes that public trust and confidence in commission decisions and actions is vital to the accomplishment of the commission's mission. Accordingly, the commission will engage in the following practices to promote the public's trust and confidence in the commission's activities.

*[**Note to Users:** Insert those best practices your local commission chooses to adopt from the Institute for Local Government's Best Practices—see list below]*

Recruitment and Appointment Process

Broad-based Recruitment. When the board of supervisors requests help from the commission in recruiting potential candidates for the commission, the commission will do so from a broad cross section of the community. It will publicize openings on the commission broadly (including through county and commission websites, as well as through outreach to the philanthropic, faith-based and nonprofit communities) and encourage applications to serve.[6] The commission

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[5] *See, for example,* Cal. Const. art.XVI, § 6 (prohibition against gifts of public funds); Cal. Penal Code § 424 and Cal. Gov't Code § 8314. (prohibitions against misuse of public resources); *See* Cal Penal Code §§ 7 (definition number 6), 68(a), 74 (prohibitions against bribery and graft); Cal. Gov't Code § 87100 and following (the California Political Reform Act); Cal. Gov't Code § 1090 and following (including specifically Cal. Gov't Code § 1091.3); Cal. Gov't Code § 1126 (incompatibility of offices); *See* Cal. Gov't Code § 54950 and following (open meetings requirements); Cal. Gov't Code § 6250 and following (open records requirements). *See also* Cal. Gov't Code § 53235(a), (b) (ethics training requirements for certain kinds of local agency officials—see note 10 for further discussion). For more information about public service ethics laws, visit www.ca-ilg.org/ethicsbasics and www.ca-ilg.org/trust.

[6] Minimum requirements include those specified in Government Code sections 54970 through 54975.

will take advantage of ethnic and community-specific media in its outreach efforts. [The commission will use the same practices to recruit for advisory committee[7] members.][8]

Notice and Opportunity to Comment on Appointments. The commission will post upcoming appointments to advisory committees and related agenda materials on the commission website a week [or more] before the public meeting at which appointments will be made. [9]

Avoiding Appointees with Conflicts. The commission will avoid appointing people to advisory committees who are affiliated with organizations that receive or may seek funding from First 5 programs. In addition, the commission will advise organizations who may seek First 5 funding that their organizations will not be eligible for funding if they are affiliated with a commission decision-maker.[10]

Advance Disclosure of Appointee Affiliations. The commission will develop and use a form that asks prospective appointees to the commission [and advisory committees][11] to disclose organizations with which they or their family members are affiliated.[12] Decision-makers are expected to update this disclosure as their affiliations change.

Advance Notice to Potential Appointees. Working with the county, the commission will alert people being considered for appointment to the commission [and advisory committees] [13] of the need, as applicable, to 1) timely and accurately file state-required personal financial interest disclosure forms (Form 700s), 2) timely comply with the commission's ethics training requirements, and 3) step aside from any decision-making process that could benefit organizations with which they are affiliated.[14]

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[7] State law contemplates that county commissions create one or more advisory committees to provide technical and professional expertise and support for "any purposes that will be beneficial in accomplishing the purposes of the act." *See* Cal. Health & Safety Code § 130145. Advisory committees offer the opportunity to expand public input into a commission's decision-making.

Some First 5 commissions use advisory committees for input on elements of the commission's strategic plan. *See* Cal. Health & Safety Code § 130140(a)(1)(C). Advisory committees are often used (these are not necessary mutually exclusive) to: 1) provide technical expertise to the commission; 2) get input from various sectors of the community not explicitly represented on the commission; and 3) assist in the strategic planning process. Advisory committees can assure that any decisions to fund county programs do in fact reflect the best interests of the public (see best practice #5 under When Making Funding Decisions below) given the statute's requirements that two members of local commissions be county staff with certain functions. *See* Cal. Health & Safety Code § 130140(a)(1)(A)(i).

[8] This sentence would be relevant only if the commission uses advisory committees.

[9] This section would be relevant only if the commission uses advisory committees.

[10] This section would be relevant only if the commission uses advisory committees.

[11] This phrase would be relevant only if the commission uses advisory committees.

[12] "Affiliated with organizations" includes being employed by an organization, being on an organization's governing board or having a family member who has such an affiliation.

[13] This phrase would be relevant only if the commission uses advisory committees.

[14] Sample advisory pamphlet: http://www.ca-ilg.org/candidatepamphlet

After Appointment

Public Information about Decision-makers. The commission will publicly disclose (including on its website) who serves on the commission [and advisory committees],[15] the qualifications they bring to their service (including their organizational affiliations), and the process by which they are appointed.

Orientation Materials. The commission will provide appointees to commissions [and advisory committees][16] the local commission's policies and practices relating to avoiding even the appearance of conflicts of interest and other information relating to public service ethics as part of the appointee's orientation process/packet. Commission counsel will meet with each new appointee to convey this information and answer any questions. This information will include contact information for those appointees may consult for advice about how these principles apply to specific situations that may arise. Appointees will be asked to sign a form indicating they have received and reviewed materials.

Financial Interest Disclosure. New commission members must file Form 700 within the statutory deadline.[17]

Ongoing Disclosure of Appointee Affiliations. Appointees to commissions [and advisory committees][18] must update their affiliations disclosure as their affiliations change.

Ethics Training

Tailored Ethics Training. The commission will provide First 5 commissioners [and advisory committee members][19] ethics training that meets the specific information needs and legal obligations of First 5 decision-makers.[20]

Timing for Ethics Training. Commissioners [and advisory committee members][21] will receive such training within six months of becoming a First 5 decision-maker and then every two years

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[15] This phrase would be relevant only if the commission uses advisory committees.
[16] This phrase would be relevant only if the commission uses advisory committees.
[17] *See* Cal. Gov't Code § 87202-87204, 87304; 2 Cal. Code of Regs. § 18722.
[18] This phrase would be relevant only if the commission uses advisory committees.
[19] This phrase would be relevant only if the commission uses advisory committees.
[20] State law allows those counties who choose to participate in the California Children and Families Program to create a local First 5 commission that is *either* a legal public entity separate from the county or an agency within the county with certain independent authorities. *See* Cal. Health & Safety Code § 130140.1(a)(1) and (2). It is not clear that commissions in the former category are subject to the state law (AB 1234) that requires city, county and special district officials to receive periodic ethics training." *See* Cal. Gov't Code § 53235(a), (b). This creates the opportunity, however, for independent commissions to adopt their own training requirements and specifically tailor that training to the issues that are likely to arise for First 5 commissioners. Note that either standard AB 1234 training or more tailored training can be either in person or through self study exercises (for example, using written materials and a test—see www.ca-ilg.org/AB1234compliance for examples of self study materials).
[21] This phrase would be relevant only if the commission uses advisory committees.

thereafter.[22] [For advisory committee members, participation in such training is a condition of continuing to serve.][23]

Staff Training. Commission executive staff must also participate in this training.

Documentation. The commission will post certificates of compliance with ethics training requirements on the commission's website, in addition to maintaining such certificates as public records available for inspection.

When Making Funding Decisions

Broad-based Public Input Sought. The commission will use and document use of inclusive processes[24] to seek broadly-based community input on strategic plan updates, including funding priorities, in addition to the public hearing required by law.[25] Outreach strategies will include invitations to participate to the philanthropic, faith-based and nonprofit communities, as well as through county and commission websites and social media outlets. The commission will also reach out early to community leaders and organizations, taking advantage of lines of communication offered through ethnic and community-specific media.

Publicity for Funding Opportunities. The commission will widely publicize the opportunity to compete for contracts and grants (through website, mailings and other outreach mechanisms), allowing a generous timeframe for interested organizations to respond. To achieve this widespread publicity, the commission will develop and maintain an up-to-date database of potential partners (either for programs or help with getting the message out), that includes community leaders, service and advocacy organizations, community/neighborhood and ethnic media, local community foundations and other philanthropic organizations, and area clergy.

Process for Funding Decisions. As a general practice, the commission will use a merit-based, competitive process for grant and contract awards. When the commission determines that a competitive process does not best serve interests of the populations served by First 5 programs, it will document that determination with specific findings as to why the commission reached that determination.

Special Procedures for Funding County Programs. To address concerns about any decisions to fund county programs given statutory requirements concerning the composition of local commissions, the commission will require all decisions relating to county program funding be reviewed by an advisory committee that does not include county employees or elected

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[22] The state law ethics training standard for local officials is that the first training must occur within one year of joining local agency service and every two years thereafter. *See* Cal. Gov't Code § 53235.1.
[23] This sentence would be relevant only if the commission uses advisory committees.
[24] Ideas for authentic public engagement techniques are available at www.ca-ilg.org/cgi.
[25] *See* Cal. Health & Safety Code § 130140(a)(1)(E).

officials[26] (see also best practices about appointing members of such committees above). The commission will provide ample notice and opportunity to have input at the meeting(s) during which the committee considers its recommendations relating to the merits of using First 5 monies for county programs should be provided. The committee's recommendations (and reasoning underlying the recommendations) will be included in the staff reports to the First 5 commission. County members of the First 5 Commission will not participate in the decision on funding county programs.

Anti-Nepotism Policies. If a decision-maker's family member (including parent, grandparent, child, sibling, relation by marriage or civil union, aunt, uncle or cousin) works for an organization being considered for funding, that decision-maker is prohibited from participating in or influencing the decision on whether that organization receives funding. "Influencing" includes not only voting on a matter, but discussing it with staff or other decision-makers.

At Each Meeting (When Making Decisions about Funding)

Alerting Decision-Makers to Potential Conflict Issues. The commission will include "conflict of interest advisory" on every commission [and advisory committee][27] agenda explaining: 1) the circumstances under which decision-makers need to step aside from the decision-making process,[28] and 2) which organizations are being considered for funding in that meeting (to minimize the likelihood a decision-maker will be unaware of an organization's involvement in an agenda item).[29]

Disqualification Item on Each Agenda. The commission will have a standing agenda item on every commission [and advisory committee][30] agenda to enable those decision-makers who will not be participating on an agenda item to announce that fact and why.[31] Decision-makers must include as part of the announcement that a) the decision-maker will not be voting or participating in a discussion on that item, and b) the decision-maker has not discussed that item with other decision-makers or staff.[32]

[26] State law allows county commissions to create one or more advisory committees to provide technical and professional expertise and support for "any purposes that will be beneficial in accomplishing the purposes of the act." *See* Cal. Health & Safety Code § 130145.
[27] This phrase would be relevant only if the commission uses advisory committees.
[28] These circumstances should include both state law requirements for disqualification (including receipt of campaign contributions under Government Code section 84308) and locally adopted policies.
[29] Note that the obligation to step aside from the decision-making process extends to all aspects of influencing the decision, including talking to staff and colleagues.
[30] This phrase would be relevant only if the commission uses advisory committees.
[31] *See* Cal. Gov't Code § 87105.
[32] *See* 2 Cal. Code of Regs. § 18702.5 (regulatory requirements relating to what a disqualified official must say when recusing him or herself upon which this best practice expands).

Leave the Room Requirement. Anyone who is disqualified from participating in a decision because of a conflict of interest must leave the room when that agenda item is called.[33]

Public Notice and Comment Opportunities. The commission will maximize the public's knowledge and opportunity to comment on proposed funding decisions by posting them a week [or longer time period] in advance on agency's website, including any proposed decision and findings relating to not using a competitive process for awarding grants/contracts.

Document Efforts. Commission staff reports will document the process used to publicize the funding opportunities and the process used to select proposed grantee/contractor(s).

In General

First 5 Legal Framework Explanation. To enhance public understanding of the legal framework within which First 5 commissions operate, the commission will include a plain language explanation of the law relating to First 5 commission membership and conflicts of interest exceptions on its website.

Commitment to Ethics Demonstration. The commission will include a section on its website relating to decision-making ethics that explains and includes: a) the local commission's conflict of interest code, b) the practices decision-makers employ to assure that decisions-relating to funding and funding priorities are motivated solely by the interests of the populations served by First 5 programs and not narrow personal, organizational or familial interests, c) copies of decision-makers' most recent Form 700 filing [alternative: provide list of decision-makers who have filed a Form 700 and link to county agency that will provide these forms as a public record] has and d) commissioners', staff's and advisory committee members' ethics training documentation.

Accountability Mechanism Explanations. The commission will include plain language materials for its website 1) to help the public understand the accountability mechanisms for contracts and grants provided for in the California Children and Families Act, and 2) share the results of (or copies of) audits and performance reviews to help the public understand how contractors and grantees performed under their agreements with the commission.[34]

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[33] *See* Cal. Gov't Code § 87105(a)(3) (statutory requirement that applies to elected officials and top level managers on which this best practice expands).

[34] *See* Cal. Health & Safety Code §§ 130100 (referring to "outcome based accountability"), 130140 (a)(1)(C)(ii) (county plans must have measurable outcomes, commission must use reliable indicators, services and programs must be consumer oriented and easily accessible); §130140 (a)(1)(C)(iv) (measure outcomes annually and review as part of public review of strategic plan).

FIRST 5 TEHAMA COUNTY CHILDREN AND FAMILIES COMMISSION

Contracting and Procurement Policy

Approval Date: October 9, 2007
Reviewed: May 21, 2014
Reviewed: March 1, 2023

Policy:

The First 5 Tehama Children and Families Commission (the Commission) The Commission hereby affirms the use of Chapter 4.24 – Purchasing Rules and Regulations of the Tehama County Code. The purpose of this policy is to ensure consistency in Commission decisions.

- The Executive Director or his or her designee has the authority to purchase goods or services required by the Commission, without approval, in an amount not to exceed $5,000 if the purchase is consistent with the approved budget and the Strategic Plan.
- Chair approval must be obtained for purchases over $5,000 if the purchase is consistent with the approved budget and the Strategic Plan.
- Commission approval for purchases that exceed $10,000 unless the Commission specifically delegates such authority to the Chair.
- Reimbursements claims for employees of the commission require two signatures. The employee requesting the reimbursement will sign as the claimant and the Executive Director will sign as the authorized signature.
- When the employee requesting the reimbursement is the Executive Director the claimant signature will be the Executive Director and the authorized signature will be a Commissioner.
- Any updates to Chapter 4.24 – Purchasing Rules and Regulations of the Tehama County Code will be a guideline for contracting and procurement and followed except when the benefit of the Commission is greater to be independent of the process.

Guidance:

Contract and procurement provisions are limited to goods and services received by the Commission for their own purposes, and do not apply to grant awards and initiatives. See First 5 Tehama's Strategic Plan for fund allocation process and guidelines for funding strategic programs and services. Contracts will link the performance of providers to the objectives of the strategic plan through the use of indicators of performance, interagency linkages, or progress on sustainability to be achieved.

With regard to exceptions to guidelines of purchasing/contracting:
- Purchases/Contracts deemed feasible through a vender or contractor for continuity of services and/or speed in which service/product could be provided to the Commission.

References:

First 5 Financial Management Guide
https://www.ccfc.ca.gov/pdf/about/budget_perf/First-5-Financial-Management-Guide-Fifth-Editiion-032515.pdf

Purchasing Rules and Regulations of the Tehama County Code can be found on the web at https://library.municode.com/ca/tehama_county/codes/code_of_ordinances. Find chapter 4.24 under Title 4.

First 5 Strategic Plan
https://www.first5tehama.org/data/

Pursuant to Health and Safety Code sections 130100 et. seq.

Resolution No. 128.1999

FIRST 5 TEHAMA COUNTY CHILDREN AND FAMILIES COMMISSION

Limit on Administrative Costs Policy

Approved 06/27/06

Version 2

Reviewed 03/11/15

Amended and Approval Requested_1/27/2025

Background: Pursuant to subdivision (d)(5) of Health and Safety Code section 130140, the First 5 Tehama County Children and Families Commission hereby adopts an amount not to exceed 27% of total annual expenditures that may be spent on administrative functions.

Definition of Administrative Costs:

The Commission defines costs in three categories: administrative, program, and evaluation. These definitions are pursuant to the guidelines issued by the First 5 California Children and Families Commission.

Administrative Costs: Costs incurred in support of the general management and administration of the commission, for a common or joint purpose that benefits more than one cost objective (other than evaluation activities), and /or those costs not readily assignable to a specifically benefited cost objective.

Program Costs: Costs incurred that are readily assignable to a program, grantee, contractor, or service provider (other than evaluation activities) and/or in the execution of direct service provision.

Evaluation Costs: Costs incurred in the evaluation of funded programs based upon their accountability framework and data collection and evaluation for required reporting to state and local stakeholders.

FIRST 5 TEHAMA
Tehama County Children & Families Commission

Procedure

The Commission will   periodically review the limit on administrative functions and align as appropriate based on changes in the state law, regulation, county government requirements, and other relevant factors; and require Commission Staff to report on the administrative costs annually as part of the Commission's financial report.

Periodically Commission staff will conduct a time study to monitor its administrative cost as relevant factors change (such as total FTE, Commission workload, Commission Goals, and External Grants as determined by Commission Staff and Commissioners).

Below is a chart identifying established guidelines to be utilized when defining cost elements, we should consider if they are: **justifiable**, **reasonable** and **auditable Cost Category Delineation (Developed using GFO A guidelines and First 5 Management Guide)**

COST CATEGORY DELINEATION		
Administrative Cost*: Costs incurred in support of the general management and administration of a county commission, for a common or joint purpose that benefits more than one cost objective (other than evaluation activities), and /orthose costs not readily assignable to a specifically benefited cost objective.*	***Program Cost****: Costs incurred that are readily assignable to a program, grantee, contractor, or service provider (other than evaluation activities) and/or in the execution of direct service provision.*	***Evaluation Cost****: Costs incurred in the evaluation of funded programs based upon their accountability framework and data collection and evaluation for required reporting to state and local stakeholders.*
General accounting/financial reporting	Direct Services	Program evaluation
Financial planning	Program outreach and education	Evaluation technical assistance/training
Commission/Association meetings and travel*	Program planning	Evaluation database management
Expense processing, bookkeeping, etc.	Program Grants and Contracts, including Scope of Work development and contract guidelines development	Community Annual Report
County expense charged by Tehama County Auditors Office	Monitoring contract compliance	First 5CA Annual Reporting activities

Legal services/Consulting	Program/Provider technical assistance and support	Any portion of a contractor's scope of work for the Commission that relates to the categories above
External Audit	Program database and referral management	
Strategic Planning	Any portion of a contractor's scope of work for the Commission that relates to the categories above	
Procurement excluding program specific procurement (identifying and purchasing program curriculum)		
Office Supplies*		
Any portion of a contractor's scope of work for the Commission that relates to the categories above		
*These costs are spread across administrative and program per intended use.		

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Tehama County Children & Families Commission

FIRST 5 TEHAMA COUNTY CHILDREN AND FAMILIES COMMISSION

Salary and Benefits of Commission Staff Policy

Approved 06/27/06

Reviewed 05/21/14

Updated 10/01/19

Approved 10/29/19

Updated 12/4/2022

Approved 8/23/2023

The First 5 Tehama County Children and Families Commission, hereby affirms the use of the Tehama County Human Resources Personnel and Salary Resolution Policies. Any updates to the Tehama County Human Resources Personnel and Salary Resolution Policies and to the Memorandum of Understanding between The Representative of the County of Tehama and the "Representatives of the Tehama County Management Employees' Association" and the "Representatives of the Joint Council of International Union of Engineers, Stationary Engineers, Local 39, AFL-CIO, and Service Employees International Union, Local 1292, AFL-CIO documents will be strictly adhered to by the First 5 Tehama Commission.

References:

County of Tehama Resolution No. 128.1999 – Establishing terms and conditions of employment for the position of Tehama County Children and Families First Commission Program Director (Resolution Book 62*)*

First 5 Commission Resolution No. 2023-1 – Establishing terms and conditions of employment for the position of Community Capacity Coordinator and Contracts Finance Manager.

Tehama County Children & Families Commission

FIRST 5 TEHAMA COUNTY CHILDREN AND FAMILIES COMMISSION

Compensation Review Procedure (3-5 year and request)

Effective ***January 24, 2024*** and every three to five (3-5) years following, The Tehama County Children and Families Commission Executive Director shall review all classifications outlined on First 5 Resolution Number (No. 128.1999). Classifications within Tehama County and neighboring First 5 agencies may be used as comparators in the review. An assessment of the following will be included in the review:

a. Actual work duties as compared to those noted in the written classification specification

b. Salaries and benefits at comparable agencies for similar work duties

c. Review of essential job functions/requirements at the present time for the job classification

If in the process of review actual work duties that are not written in the classification specification are identified the job specification will be adjusted using the following process.

a. The Executive Director shall review the results of the classification review and share information with Commission Chair.

b. If the classification review results in an impact on the approved budget the following will occur.

    a. Executive Director will provide draft amended budget addressing the change to Administrative Committee and Commission.
    b. If budget is recommended by Administrative Committee and approved by Commission Personal Action Form/s will be completed as needed.

c. If the classification review does not result in an impact to the approved budget Personal Action Form/s will be completed as needed.

In years one through four of the cycle (not the 5th year) a classification review may be initiated by staff request or director. In this event the review process would first include a meeting between staff and director to identify potential job duties that are consistently being performed and are absent from the positions job specification. If in this process of review actual work duties that are not written in the classification specification are identified the job specification will be adjusted using the process as outlined in steps a through c above.

Date Approved: January 24, 2024

FIRST 5 TEHAMA
Tehama County Children & Families Commission

HEALTHY FOOD and BEVERAGE POLICY

Drafted June 20th, 2024

Approved August 21, 2024

Background/purpose:

The purpose of this policy is to establish a policy to guide food and beverage purchases with commission funding. Ensuring resilience, nutrition and trauma informed environments is a critical component of the Whole-Family and Whole Child approach utilized by First 5 Tehama. This includes leading and modeling with this approach in professional, family, and child gatherings.

This policy will supersede the Healthy Beverage Policy Approved January 29th 2013; and will stand independent of the Healthy Beverage (only) Policy.

Policy

For the purposes of:

- providing a welcoming and trauma informed approach to services
- increasing engagement with Providers and Children
- facilitating resilience strategies for Providers and Children healthy food and beverages may be offered at commission lead events, trainings, and meetings.

Procedure

- First 5 Tehama will provide food and beverages for Children and Providers when it is integral to engagement and obtaining programmatic goals.
  - o During program services and trainings when it is essential to the content of the services and training;
- In general, food and beverages purchased with Commission funds should:
  - o provide a variety of nutrition benefit and choices
  - o allow cultural treats to be provided as part of an otherwise nutritionally balanced meal *(i.e.* ***pan may be allowed*** *with fruit tray and yogurt*).
  - o include un-sweetened beverages in alignment with school meal plan guidelines
- Water will always be provided free of charge at all First 5- lead events.
  - o Whenever possible, water will be served in pitchers rather than in disposable plastic bottles.
- Contractors and grantees receiving First 5 Tehama funds will be required to follow this Healthy Food and Beverage Policy.
- Food should not be provided exclusively to staff, subcontractors or other service delivery partners.

FIRST 5 TEHAMA
Tehama County Children & Families Commission

FIRST 5 TEHAMA COUNTY CHILDREN AND FAMILIES COMMISSION

Innovation Fund Policy

Passed June 11, 2025

Purpose

First 5 Tehama recognizes the importance of investing in forward-thinking, community-informed strategies that respond to the evolving needs of young children and families in Tehama County. The **Innovation Fund** is established to support new or emerging opportunities—including pilot programs, system improvement efforts, or strategic partnerships—that clearly align with the Commission's Strategic Plan and advance the mission of building a strong early childhood system.

This fund is not intended for general operational use and shall only be utilized when such use is fiscally responsible, strategically justified, and approved by Commission action.

Fund Amount and Conditions

An Innovation Fund of up to **$200,000** may be identified annually as part of the Commission's budget development process. However, access to these funds is strictly conditioned on the following:

- The Commission has verified that **at least 1.5 years of fund balance** is secured to fully support all core Prop 10 and SPCFA-funded base services.
- Any proposed use must **directly align** with a clearly defined priority, need, or opportunity reflected in the **Strategic Plan** or long-range system goals.

The Commission retains the full authority to **reduce, delay, or decline** allocation of the Innovation Fund in any given year, based on current fiscal conditions, program readiness, or evolving priorities.

Access and Use

Innovation Fund Allocation Process

- The Innovation Fund shall be **designated as a separate line item** within the annual operating budget to provide visibility and flexibility.
- Allocation of funds may occur:
  - **At the time of budget adoption**, for a pre-identified initiative, pilot, or strategic programmatic investment (e.g., community initiative, targeted salary support, innovation pilot), or

- **Later in the fiscal year**, through the Commission's standard budget amendment process, in response to newly identified gaps, emerging needs, or time-sensitive opportunities.

- **If not allocated**, the Innovation Fund shall **remain within the Community Strengthening category** of the Commission's financial framework. Unused funds will be subject to future Commission action, in accordance with fund availability and policy conditions.
- Funds may be **pulled from the fund balance** at any point in the fiscal year, provided the required reserve threshold is maintained, and the use has been **formally approved by a vote of the Commission**.

Proposal and Consideration Process

- Any **Commissioner or staff member** may propose a use of the Innovation Fund by identifying a qualifying opportunity or need.
- All proposals must be brought forward for **Commission discussion and deliberation** before any action is taken.
- To be eligible for consideration, proposals must include:
    - Clear documentation of **strategic alignment**,
    - A description of **intended scope and community impact**, and
    - A plan for **monitoring or evaluation**, where applicable.

Oversight and Accountability

- Use of the Innovation Fund is subject to **standard fiscal accountability and reporting protocols**. All expenditures must be **transparent, documented**, and reported in regular budget updates.
- If the fund balance requirement is not met at any point, **no allocation shall be permitted** without explicit Commission action.
- The Commission maintains **full discretion and authority** to approve, modify, postpone, or reject proposed uses of the Innovation Fund at any time.

Policy Review

This policy shall be reviewed and updated in alignment with the Commission's **Long Range Plan update cycle**, typically every **three to five years**, to ensure it remains responsive to community needs and consistent with First 5 Tehama's fiscal and strategic priorities.

FIRST 5 TEHAMA
Tehama County Children & Families Commission

FIRST 5 TEHAMA COUNTY CHILDREN AND FAMILIES COMMISSION

Fund Balance Policy and Procedures

(GASB Statement No. 54)

Approved 03/22/11

Reviewed 03/11/15

Part 1 RE-Written June 11, 2025/ Part 2 Added June 11, 2025

Purpose
This Policy Memorandum establishes the guidelines and procedures for the classification, reporting, management, and application of fund balance in accordance with the Governmental Accounting Standards Board Statement No. 54 (GASB 54) and applicable best practices. The purpose is to ensure financial accountability, promote transparency, protect against fiscal mismanagement, and support the strategic deployment of public funds consistent with First 5 Tehama's long-term goals.

Policy Statement
It is the policy of First 5 Tehama to maintain and report its fund balance in a manner that ensures compliance with GASB 54, the First 5 Financial Management Guide (3rd Edition), and all relevant legal and regulatory frameworks. Fund balances shall be classified and reported based on the nature of any constraints on the use of the resources, whether they are legally binding, Commission-imposed, or internally designated. The Commission shall adopt and maintain a Fund Balance Target of 1.5 times the prior year's Proposition 10 and SPCFA revenue, and shall prudently manage any balances more than this target through strategic and policy-aligned allocations.

Part 1: FUND BALANCE CLASSIFICATIONS
Fund balances shall be classified into the following categories in the Commission's audited financial statements:

1. **Nonspendable Fund Balance**
   Amounts that cannot be spent due to their form (e.g., inventories, prepaid items) or legal requirement to remain intact (e.g., endowment principal).

2. **Restricted Fund Balance**
   Amounts subject to legally enforceable constraints imposed externally (e.g., grant restrictions, legislative mandates). Tobacco tax revenue is **not** inherently restricted unless tied to specific agreements.
3. **Committed Fund Balance**
   Amounts formally designated by the First 5 Tehama Commission for specific purposes, which cannot be modified or rescinded without formal Commission action taken before the end of the reporting period.
4. **Assigned Fund Balance**
   Amounts designated by the Commission, its designee (e.g., Executive Director), or a body it creates (e.g., Finance Committee), for specific purposes that are narrower than the purpose of the fund itself. Formal Commission action is **not** required for assignment.
5. **Unassigned Fund Balance**
   Residual funds not otherwise classified. These amounts are available for any lawful purpose as determined by the Commission.

APPLICATION OF FUND BALANCE
When expenditures are incurred for purposes applicable to more than one classification, resources shall be applied in the following order unless otherwise directed by law or agreement:

1. Committed
2. Assigned
3. Unassigned

Part 2: FUND BALANCE TARGET AND RESERVE STRUCTURE
The Commission shall maintain a Fund Balance Target equal to **1.5 times the prior fiscal year's combined Proposition 10 and SPCFA revenue.** Any balance in excess of this target, unless otherwise committed, shall be annually allocated into the following reserves in equal proportions (33.33% each):

- **Cash Flow Reserve** – To provide operating liquidity in the event of revenue delays.
- **Leveraging Reserve** – To support opportunities for federal or state matching funds.
- **Sustainability Reserve** – To maintain program and staffing continuity during revenue loss or organizational transition.

FIRST 5 TEHAMA
Tehama County Children & Families Commission

MANAGEMENT OF UNASSIGNED FUND BALANCE

Unassigned funds in excess of the Fund Balance Target and reserves shall be evaluated and allocated during the annual budget process to programs and initiatives that:

- Support long-term impact and sustainability.
- Position the Commission as a leader in systems improvement.
- Advance measurable outcomes in the Strategic Plan.

Staff shall recommend allocations consistent with Commission priorities and financial conditions, to be reviewed and approved by the Commission during budget adoption (typically in May or June). Any reduction in the Fund Balance Target during a fiscal year requires explicit Commission approval.

FUND BALANCE CLASSIFICATION MATRIX

Expenditure Type	**Fund Balance Classification**
Prepaid expenses, revolving loan principal, endowments	Nonspendable
Deferred revenue from grants, legally restricted funds	Restricted
Commission-approved contracts, match commitments, "Intent to Award" funds	Committed
Staff-approved multi-year contracts, strategic plan-aligned investments	Assigned
Residual funds not designated elsewhere	Unassigned

ROLES AND RESPONSIBILITIES

- **Commission:** Determines committed fund balance, adopts budgets, sets Fund Balance Target, and approves use of unassigned balances.
- **Executive Director:** Implements assignments consistent with financial and strategic plans; ensures appropriate categorization and documentation.
- **Fiscal Staff:** Maintains accurate records of fund balance classifications and ensures compliance with reporting and audit standards.

REFERENCES

- Governmental Accounting Standards Board Statement No. 54 (GASB 54)
- First 5 Financial Management Guide (Third Edition, 2010)
- First 5 Tehama Contracting and Procurement Policy

- First 5 Tehama Innovation Fund Policy
- First 5 Tehama Strategic Plan

POLICY REVIEW AND AMENDMENT
This policy shall be reviewed in the years a new or updated strategic plan and longer range plan are adopted (every 3-5 years) or upon issuance of updated accounting guidance. Any amendments shall require formal Commission approval at a publicly noticed meeting.

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FIRST5 TEHAMA
Tehama County Children & Families Commission

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Conflict of Interest and Ethics Policy

Approved 06/27/06
Updated 02/15/11
Reviewed 02/01/16
Reviewed 06/26/18
Reviewed 02/25/20
Reviewed 02/23/22

Background:

First 5 Tehama County Children and Families Commission (the Commission) is required by statute to adopt in a public hearing, policies consistent with state law regarding conflict of interest of Commission members.

Policy:

The Commission intends that all commissioners, commission staff, and consultants shall uphold the highest ethical standards so that public confidence and trust in the integrity and objectivity of the Commission is preserved.

Commissioners are expected to voluntarily recuse themselves from any funding decision in which they or their family members have a financial interest. *It is the practice of the Commission that when commissioners recuse themselves, they absent their seat and leave the room during the length of the agenda item.*

A. No Commissioner, commission staff, or consultant may participate in or use his/her position to influence a decision, which affects his/her economic interest.

   A Commissioner can determine whether an unlawful economic interest exists by asking him/herself the following questions:

   1. Will the decision affect your personal expenses, income, assets or liabilities, or those of your immediate family? (*Personal Financial Effect*)

   2. Will the decision affect any business in which you, your spouse, your dependent children or anyone acting on your behalf has an investment of at least $1,000? (*Business Investment*)

   3. Will the decision affect any business entity for which you are a director, officer, partner, trustee, employee, or hold any position of management? (*Business Employment or Management*)

FIRST5 TEHAMA
Tehama County Children & Families Commission

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4. Will the decision affect any real property (including mortgages, options or leases) in which you, your spouse, your dependent children or anyone acting on your behalf has an interest of $1,000 or more, or any property within 2,500 feet of your property? (*Real Property)*

5. Will the decision affect any person or business that has paid (or has promised) you $250 or more, or that has paid your spouse more than $500 (including payments of salary, rent, interest, some loans, payments for sale of a house, car or investment, or other types of income) in the last 12 months? (*Sources of Income*)

6. Will the decision affect any business or person that gave you gifts that total $250 or more within the last 12 months? (*Gifts*)

If the answer is "yes" to any of these questions, an economic interest exist which prohibits the Commissioner or staff person from participating in or using his/her position to influence a related decision.

B. Commissioners, commission staff, and consultants are required to file a Statement of Economic Interests (also known as Form 700) annually with the Tehama County Election Department as they begin and end their association with the Commission. (Government Code section 87100 et seq.)

C. Unless an economic interest exists, as defined above (Section A), First 5 Commissioners have only a "remote" interest in contracts made by the Commission to agencies they represent, according to Government Code Section 1091.3.

D. The Commission and its employees shall conduct operations consistent with Government Code Section 1125, et seq. and as such shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to their duties as a commissioner or employee or with the duties, functions, or responsibilities of their appointing power or the agency by which they are employed.

No conflict of interest exists as to a remote interest if the following process is followed: *When the Commission is making a decision to fund an agency a commissioner represents, the commissioner shall declare his/her relationship to that agency and recuse* himself or herself from participating in or using his/her position to influence the decision.*

<u>References:</u>

FIRST5 TEHAMA
Tehama County Children & Families Commission

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Rules adopted by the Fair Political Practices Commission; The Political reform Act, Government Code Section 81000 et. seq.; and Government Code Sections 1090-1091.5 Conflict of Interest Code; First 5 Tehama Children and Families Commission adopted 3-22-05.

**It is the practice of the Commission that when commissioners recuse themselves, they absent their seat and leave the room during the length of the agenda item.*