



*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the First 5 Kings County Children and Families Commission's office at (559) 585-0814 at least 48 hours prior to the start of the meeting.  
Government Code Section 54954.2 (a)*

## **A G E N D A**

January 5, 2010  
3:00 p.m.

Kings County Board of Supervisors Chambers,  
Kings County Government Center  
1400 West Lacey Blvd.  
Hanford, CA 93230

**3:00 COMMISSIONERS ROLL CALL**

**REVIEW AND MODIFICATION TO AGENDA**

**3:05 OPPORTUNITY FOR PUBLIC COMMENT**

This portion of the meeting is reserved for persons to address the Commission on any matter not on this agenda but under the jurisdiction of the Commission. Commissioners may respond to statements made or questions posed. They may ask a question for clarification, make a referral to staff for factual information or request staff to report back to the Commission at a later meeting. Also, the Commission may take action to direct staff to place a matter of business on a future agenda.

**SPEAKERS ARE LIMITED TO TWO MINUTES. PLEASE STATE YOUR NAME BEFORE MAKING YOUR PRESENTATION.**

**3:15 CONSENT CALENDAR**

All items listed under the consent calendar are considered to be routine and will be enacted by one motion if no member of the Commission or audience wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent agenda and will be considered in the listed sequence with an opportunity for any member of the public to address the Commission concerning the item before action is taken.

**2010-01-001 Approval of Minutes: November 3, 2009 Commission Meeting**

**2010-01-002 Approval of Minutes: November 20, 2009 Special Commission Meeting**

**3:20 REGULAR AGENDA ITEMS**

- a) Fiscal Report
- b) Staff Report
- c) Grantee Report(s)
- d) Evaluation Subcommittee Report

**3:30 DISCUSSION/ACTION ITEMS**

**2010-01-003 2009-2010 Quarterly Grantee Status Report – Staff**

Commission to review and discuss the progress of grantee's in meeting their contracted deliverables for FY 2009-2010.

**4:15 STUDY SESSION**

- Status Report: Option of Separating from the County Structure
- Status Report: MAA Billing Opportunity

**4:30 FUTURE AGENDA ITEMS**

**4:35 COMMISSIONER COMMENTS**

**4:45 ADJOURNMENT**

**Public Comment is Taken on Each Agenda Item**

**Please note that the order in which the agenda items are considered may be subject to change.**

*Agenda backup information and any public records provided to the Commission after the posting of the agenda will be available for the public to review at the First 5 office: **315 W. Lacey Blvd, Hanford, CA** for the meeting date listed on this agenda.*



**FIRST 5 KINGS COUNTY  
CHILDREN & FAMILIES COMMISSION**  
315 W. LACEY BLVD., HANFORD, CALIFORNIA 93230  
(559) 585-0814 FAX (559) 585-0818  
Lisa Watson Executive Director

**Date of Meeting: January 5, 2010**

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**2010-01-001  
Commission Meeting  
Minutes: 11-03-09**



## **MINUTES**

November 3, 2009

3:00 p.m.

Kings County Board of Supervisors Chambers,  
Kings County Government Center  
1400 West Lacey Blvd.  
Hanford, CA 93230

### **COMMISSIONERS ROLL CALL**

**Present:** Bill Black, Joe Neves, John Stankovich, Keith Winkler, Mary Anne Ford-Sherman, Peggy Montgomery.

**Absent:** Jackie Lowe

### **REVIEW AND MODIFICATION TO AGENDA - None**

### **OPPORTUNITY FOR PUBLIC COMMENT – None**

### **CONSENT CALENDAR**

**2009-11-001 Approval of Minutes: October 6, 2009 Special Commission Meeting** – Minutes were approved by Motion made by Commissioner Neves, seconded by Commissioner Montgomery. Commissioners John Stankovich and Bill Black abstained because of their absence on Oct. 6. All others in favor, motion carried.

### **REGULAR AGENDA ITEMS**

- a) Fiscal Report – On target to spend on the anticipated rate with exemption of two line items, auditing and accounting, and exceeded budgeted amount, rent and office space, over spent because we expect receive revenues from UCP program and FRC. Transfers will be made at a later date.
- b) Staff Report – Attended F5 CA were they had a lengthy discussion about Project Legacy which is the state equivalent to our realignment process. As a result of this process, we have already been informed that all funding partnerships with the state will end at their contract end date (CARES – 12/31/09 and School Readiness 6/30/2011). ED Watson will be attending January state Commission meeting and will provide update after such time. A request was presented by Commissioner Black to allow grantees to provide narrative report such as the one provided by staff. ED Watson will communicate to grantees the deadline to submit their report if they want their report agendaized.
- c) Evaluation Subcommittee Report – Commissioner Black distributed a handout that included a draft of the peer evaluation form that was copied from a document used within the educational structure at the State of California. It will be tested after the document gets refined to match our objectives and

expected outcomes. Once the draft is worked out with UCLA, it will be brought back to the Commission at the April or May meetings for adoption and use for next year. The evaluation committee also met last month with Judy Newton, from UCP regarding the concerns over collection of data and the current depth of program evaluation. ED Watson has agreed to work with Judy on this issue. Judy Newton stated that for current year evaluation purposes UCP will be doing surveys only on children from the last study and that is 171 kids. For clarification, ED Watson informed the commission that this issue is pending review by UCLA and must be assessed as to whether that is enough data to consider for evaluation purposes. Jim Shaver, from CARES Program, was thanked for his participation in the evaluation process.

## **DISCUSSION/ACTION ITEMS**

### **2009-11-002 Lease Agreement Contract Approval –**

Commission approved a 5 year lease agreement with Stanton office products for use of a Copy Machine. Motion made by Commissioner Black, seconded by Commissioner Winkler. All others in favor, motion carried.

### **2009-11-003 Consider Modification to Family Resource Initiative Policy –**

Commission discussed the modification to the existing Family Resource Initiative policy requiring UCP co-location inside Family Resource Centers.

*With no objection, agenda items 2009-11-003 and 2009-11-004 were considered at the same time because the action recommended was the same; motion taken applied to both items.*

### **2009-11-004 Consider Modification to School Readiness Initiative Policy –**

Modification to the existing School Readiness Initiative policy requiring UCP co-location inside Family Resource Centers.

Judy Newton, spoke of the offer made to UCP by Hanford Elementary School District regarding the availability of classrooms and space with direct access to playground at Jefferson Elementary School. When asked for the life of offer, Dr. Paul Terry from Hanford Elementary School District stated that UCP could have room available for years to come charging only direct charges for the 960 sq.ft and playground.

Motion was made by Commissioner Kim Winkler seconded by Commissioner Stankovich. All other commissioners in favor.

### **2009-11-005 Modification to Lease Agreement –**

ED Watson requested the Commission to consider approving modification to lease agreement reflecting a change in square footage use for building located at 315 W. Lacey Blvd. to provide additional space for First 5 administrative offices. The cost of rehab modification has been decreased because UCP will not need specific modifications previously requested (due to their move). This additional space will allow for in-house storage inside the building, as well as separate administrative space. ED Watson was instructed to contact Public Works for additional supports in an effort to save funds. Commissioner Stankovich moved to approve the revised lease and authorize the ED to enter in any contracts and agreements necessary for rehab. Motion seconded by Commissioner Montgomery. All other commissioners in favor.

### **2009-11-006 Evaluation Report: Parent & Me Program Approach –**

Commission reviewed and discussed the Evaluation Report as presented by Lourdes Brown and Louba Aaronson from UCLA's Center for Healthier Children, Families, and Communities. This report regarding the UCP Parent & Me Program approach as contained within the School Readiness Initiative focuses on the evaluation of activities on the time frame between October 2007 through June 2009. Conclusions and Recommendations of the report indicate that the program was successful in invoking parents to engage in developmentally appropriate activities with their children ages 0-5 who significantly improved their developmental milestones for all three early childhood outcomes after participation in Parent & Me, which is a mark of early school readiness. Evaluation results showed that families are not using their local libraries and because of this, Parent & Me children may benefit from participating in the Raising a Reader program. It was highly recommended that First 5 Kings County Commission consider as a next step in evaluation a population-based and longitudinal school readiness measure for all of Kings County's children.

A discussion followed regarding how to come up with a reliable instrument that can measure school readiness in kids entering kindergarden. Ms. Brown informed the commission of a tool that UCLA's Center for Healthier Children and Communities has used in Orange County and offered to return with a presentation.

#### **STUDY SESSION**

- Closure of Hand in Hand Family Resource Center and consequences regarding property and deed provision reverting ownership to the Commission under such circumstances. – Commission discussed the possibility of closure of the Hand in Hand Home Garden Family Resource Center and the consequences regarding property and deed provision reverting ownership to the Commission of the site occupied by Hand in Hand FRC. It was determined that in the event of closure, the Commission would consider allowing Kings Partnership for Children time to identify alternative funding sources before initiating a process that would revert the ownership of the property back to the Commission.

#### **FUTURE AGENDA ITEMS**

- ✓ Standing Reports

#### **COMMISSIONER COMMENTS**

- Commissioner Montgomery – Human Services Agency building is almost done
- Commissioner Winkler – More H1N1 vaccines are available at Health Department clinics

#### **ADJOURNMENT**

By motion made by Commissioner Black, seconded by Commissioner Stankovich, meeting was adjourned at 4:50 p.m. Commissioners agreed to cancel December meeting and schedule the next regular meeting for January 5, 2010.



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Lisa Watson Executive Director

**Date of Meeting: January 5, 2010**

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**2010-01-002  
Special Commission  
Meeting  
Minutes: 11-20-09**



## SPECIAL MEETING MINUTES

November 20, 2009  
2:00 p.m.

Kings County Board of Supervisors Chambers,  
Kings County Government Center  
1400 West Lacey Blvd.  
Hanford, CA 93230

### COMMISSIONERS ROLL CALL

**Present:** Bill Black, Jackie Lowe, Joe Neves, John Stankovich, Keith Winkler, Mary Anne Ford-Sherman, Peggy Montgomery.

### REVIEW AND MODIFICATION TO AGENDA - None

**OPPORTUNITY FOR PUBLIC COMMENT** – Judy Newton, from UCP addressed the commission to inform them of UCP's ownership of three storage units located at the property formerly occupied by Hand in Hand Home Garden FRC. She respectfully requested the commission consider allowing UCP to continue storing them on existing property after today's decision.

### DISCUSSION/ACTION ITEMS

- 2009-11-007 Power of Termination Deed Provisions for Property formerly occupied by Hand in Hand Home Garden FRC/Kings Parentership for Children** – Commission Staff  
Commission to discuss and consider approving a modification and/or elimination of the Power of Termination Deed.

*Commissioner Stankovich recused himself from discussion and abstained from voting on this particular item because of his position as member of the governing board for Kings Community Action Organization.*

ED Watson outlined the item and informed the Commission of the closure of Kings Partnership for Children FRC operations effective November 15<sup>th</sup>, 2009. Kings Community Action Organization Executive Director David Droker, has expressed a desire to serve the Home Garden community through the site, and would consider renovations to the property and is requesting a modification to the Power of Termination Deed which would honor his investment in the site.

Mr. Droker outlined KCAO's goal which was to try to make it so there is no interruption of services to the Home Garden Community. Mr. Droker expressed his awareness of the storage structures and equipment owned by UCP and stated that these will continue to be stored on the property as long as they provide service to the children they were intended for; and is convinced of the partnerships that will be established to provide additional services to the community.

ED Watson presented the commission with options that outlined the specific criteria for modification of Power of Termination Deed:

- Maintain the existing Power of Termination Deed provisions – the same conditions that existed for Kings Partnership for Children would extend to KCAO for perpetuity.
- Complete elimination of the Power of Termination Deed – which is what Mr. Droker is requesting from the Commission
- Modification to deed provisions, incorporating a time-line with which the Power of Termination deed would expire (3,5,10 year term).
- Modification of deed provisions, incorporating compensation to the Commission for property value if services to target population are not provided. – Cost to purchase property was \$125,000 and an additional \$47,400 in improvements have been made.

Discussion took place with participation by Kings Partnership for Children board members, Commissioners, Mr. Droker and County Counsel regarding the parameters of the new Power of Termination Deed.

Commissioner Black made a motion to modify the Power of Termination Deed and allow County Counsel and KCAO to work out the details on a 5 year schedule of depreciation instead of the current in perpetuity agreement. He also indicated that the new Power of Termination document include language regarding automatic ownership of the property by KCAO in case the deed outlasted the Commission. Motion was seconded by Commissioner Montgomery. All other commissioners in favor.

Motion was modified by Commissioner Neves to include identification in the deed of personal property purchased by UCP. County Counsel stated that personal property becomes relevant to real property only if it is somehow secured to the property.

Commissioner Ford-Sherman thanked and recognized the long standing board members of Kings Partnership for Children for their level of dedication to the community.  
Motion carried.

#### **FUTURE AGENDA ITEMS**

- Status Report Regarding the Option of Separating from the County Structure
- 1<sup>st</sup> Quarter Program Status Reports

#### **COMMISSIONER COMMENTS**

Commissioner Lowe – thanks to KCAO for continuing to strive to service the community

Commissioner Neves – many challenges in the future but enjoy the holidays.

Commissioner Montgomery – thanked everyone who showed up to Human Services Agency open house

Commissioner Ford-Sherman – beautiful building, it was a pleasure to tour it.

ED Watson – made an invitation to Lemoore Family Connection and Hanford Family Connection to Polar Express event from December 1<sup>st</sup> to December 18, 2009.

**ADJOURNMENT** – Meeting was adjourned @ 2:40 pm. There will be no meeting in December. Next meeting is scheduled for January 5, 2010 at 3:00 pm.



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**Date of Meeting: January 5, 2010**

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# **Fiscal Report November 2009**

**SALARIES & EMPLOYEE BENEFITS**

	Admin	Program	Evaluation	Sch Read	TOTAL BUDGET	YTD Spent	Remaining Funds
<b>TOTALS</b>					<b>\$ 836,173</b>	<b>239,091</b>	<b>\$597,082</b>

**SERVICES & SUPPLIES**

CODE	LINE ITEM	Admin	Program	Evaluation	Sch Read	TOTAL BUDGET	YTD Spent	Remaining Funds
82212000	<b>Communications</b>					<b>\$ 9,600</b>	<b>3,099</b>	<b>\$ 6,501</b>
	Office Phone (\$100 x 12 months)	\$ 400	\$ 400	\$ 400			1,114	
	Internet Access Line (\$200 x 12 months)	\$ 800	\$ 800	\$ 800			867	
	Website Host (\$200 x 12 months)	\$ 800	\$ 800	\$ 800			147	
	Cell Phone (4x \$100 x 12 months)	\$ 1,200	\$ 1,200	\$ 1,200			971	
82217000	<b>Maintenance- Equipment</b>			\$ -		<b>\$ 1,500</b>		<b>\$ 1,500</b>
	Transcription and/or Fax Machines	\$ 1,500						
82218000	<b>Maintenance S.I. &amp; G.</b>					<b>\$ 1,000</b>		<b>\$ 1,000</b>
	Public Works	\$ 1,000						
82220000	<b>Memberships</b>					<b>\$ 2,500</b>	<b>2,000</b>	<b>\$ 500</b>
	First 5 Association (\$2,500 per year)	\$ 2,500					2,000	
82222000	<b>Office Expenses</b>					<b>\$ 21,120</b>	<b>6,925</b>	<b>\$ 14,195</b>
	Janitorial (\$750 x 12 months)	\$ 3,000	\$ 4,800	\$ 1,200			2,246	
	Lawn Service (\$100 x 12 months)	\$ 600	\$ 600				400	
	Pest Control (\$35 x 12 months)	\$ 210	\$ 210				144	
	Office Supplies (\$500 x 12 months)	\$ 2,400	\$ 2,400	\$ 1,200			2,012	
	Cartridge World - Laser Printer	\$ 1,000	\$ 1,000	\$ 1,000			2,023	
	Building Maintenance	\$ 500	\$ 500	\$ 500			100	
82222010	<b>Books &amp; Periodicals</b>					<b>\$ 135</b>		<b>\$ 135</b>
	Hanford Sentinel (\$135 for yearly subscription)		\$ 135					
82222030	<b>Postage &amp; Freight</b>					<b>\$ 1,737</b>	<b>497</b>	<b>\$ 1,240</b>
	Mailing & Shipping	\$ 400	\$ 1,337				497	
82222040	<b>Offset Printing/Stores</b>					<b>\$ 603</b>	<b>-</b>	<b>\$ 603</b>
	Central Services	\$ 603						
82222045	<b>Computer Software</b>					<b>\$ 500</b>	<b>-</b>	<b>\$ 500</b>
	Computer Programs and software	\$ 500						
82223000	<b>Professional &amp; Specialist Services</b>					<b>\$ 49,504</b>	<b>18,450</b>	<b>\$ 31,054</b>
	UCLA (3 months)			\$ 37,468			(580)	
	UCP Evaluation Position (3 months)			\$ 9,536				
	Communications Consultant		\$ 2,500					
	Data Management						19,030	
82223005	<b>Legal Expenses</b>					<b>\$ 12,840</b>	<b>1,352</b>	<b>\$ 11,488</b>
	County Counsel (\$107/hour x 10 hours/month x 12 months)	\$ 12,840					1,352	
82223035	<b>Community Outreach</b>					<b>\$ 2,500</b>	<b>2,783</b>	<b>\$ (283)</b>
	Community Events						2,783	
	Publications ( Annual Report)		\$ 2,500					
82223040	<b>Auditing &amp; Accounting</b>	\$ 7,500				<b>\$ 7,500</b>	<b>8,582</b>	<b>\$ (1,082)</b>
82224000	<b>Publications and Legal Notices</b>					<b>\$ 1,992</b>	<b>177</b>	<b>\$ 1,815</b>
	Employment Opportunities	\$ 1,500						
	Public Notice/Hearings Postings (\$41 x 12 months)	\$ 492					177	
82225000	<b>Rent &amp; Lease of Equipment</b>					<b>\$ 8,976</b>	<b>2,783</b>	<b>\$ 6,193</b>
	Copy Machine Lease (\$309 x 12 months)	\$ 1,854	\$ 1,854				983	
	Copy Machine Serv. Agreement (\$400 x 12 months)	\$ 2,400	\$ 2,400	\$ 468			1,800	
8226010	<b>Rent/Office Space</b>					<b>\$ 36,493</b>	<b>44,553</b>	<b>-\$8,060</b>
	\$4,818 x 12 months	\$ 11,565	\$ 11,564	\$ 11,564			42,893	
	Storage Facility (\$150/month x 12)	\$ 900	\$ 900				1,659	
82228200	<b>Purchasing Charges</b>					<b>\$ 1,000</b>	<b>-</b>	<b>\$ 1,000</b>
		\$ 1,000						
82228205	<b>Board &amp; Commission Membership Expenses</b>					<b>\$ 532</b>	<b>555</b>	<b>\$ (23)</b>
	Incentive/Appreciation Items	\$ 532					40	
	Training/Meetings						515	
82229000	<b>Motor Pool Services</b>					<b>\$ 5,140</b>	<b>1,721</b>	<b>\$ 3,419</b>
	Fuel Costs (\$200 x 12 months)	\$ 2,570	\$ 2,570				1,721	
82229010	<b>Travel and Expenses</b>					<b>\$ 3,030</b>	<b>594</b>	<b>\$ 2,436</b>
	Mileage when personal vehicle used (6000 miles)	\$ 1,515	\$ 1,515				594	
82230000	<b>Utilities</b>					<b>\$ 10,500</b>	<b>4,108</b>	<b>\$ 6,392</b>
	Electricity (\$400 x 12 months)	\$ 2,400	\$ 2,400				3,785	
	Gas (\$400 x 12 months)	\$ 2,400	\$ 2,400					
	Water (\$75 x 12)	\$ 450	\$ 450				324	
82314050	<b>Information &amp; Technology Services</b>					<b>\$ 16,694</b>	<b>2,225</b>	<b>\$ 14,469</b>
	County Computer/IT Support	\$ 6,193	\$ 6,193	\$ 4,308			2,225	
82314060	<b>CAP Charges</b>					<b>\$ 98,719</b>	<b>98,719</b>	<b>\$ -</b>
	Indirect Costs: Human Resources, Auditor	\$ 98,719					98,719	
								\$ -
	<b>Fixed Assets</b>							<b>\$ -</b>
								\$ -
<b>TOTALS</b>		<b>\$ 172,243</b>	<b>\$ 51,428</b>	<b>\$ 70,444</b>		<b>\$ 294,115</b>	<b>199,124</b>	<b>\$ 94,991</b>

**OTHER CHARGES**

		<b>Funds Budgeted</b>	<b>YTD Expended</b>	<b>Remaining Funds</b>
82312602	<b>FRC Initiative</b>	<b>634,986</b>	<b>270,124</b>	<b>364,862</b>
	Avenal Family Connection	\$ 100,000	48,305	
	Corcoran Family Resource Center	\$ 145,000	69,536	
	Hanford Family Connection	\$ 138,693	45,949	
	Kettleman City Family Resource Center	\$ 100,000	45,855	
	Lemoore Family Connection	\$ 151,293	60,122	
	FRC support		357	
82312604	<b>C.A.R.E.S. Initiative</b>	<b>\$ 320,000</b>	<b>118,895</b>	<b>201,105</b>
	Kings County Office of Education	320,000	118,895	
82312606	<b>School Readiness Initiative</b>	<b>672,767</b>	<b>313,013</b>	<b>359,754</b>
	Parent & Me Program	\$ 437,250	212,119	
	Raising a Reader	\$ 50,400	9,661	
	Linkages to Learning	\$ 47,330	40,308	
	Backpack to Success Program	\$ 45,072	11,004	
	Special Needs Project	\$ 90,000	39,617	
	Programs support	\$ 2,715	303	
82312608	<b>Resource Directory</b>	<b>10,000</b>		<b>10,000</b>
	<b>TOTAL</b>	<b>1,637,753</b>	<b>702,033</b>	<b>935,720</b>

<b>Budget Category</b>	<b>Budget</b>	<b>YTD Expended</b>	<b>Funds Remaining</b>
<b>Total Salaries &amp; Benefits</b>	<b>836,173</b>	<b>239,091</b>	<b>597,082</b>
<b>Total Services &amp; Supplies</b>	<b>294,115</b>	<b>199,124</b>	<b>94,991</b>
<b>Total Other Charges</b>	<b>1,637,753</b>	<b>702,033</b>	<b>935,720</b>
<b>Fixed Assets</b>			<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>2,768,041</b>	<b>1,140,248</b>	<b>1,627,793</b>

**REVENUES**

	<b>Budget</b>	<b>Actuals to Date</b>
General Allocation	1,810,580	585,337
School Readiness Match		
School Readiness Implementation	399,210	139,768
CARES Match	23,128	
Rents & Concessions	-	1,634
Other revenue	11,000	
Other sales		46
Interest	98,537	17,105
Miscellaneous donations		1,121
Outlawed warrants		
Contribution from Reserve	425,586	
<b>Total Revenues Received</b>	<b>2,768,041</b>	<b>745,011</b>



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Lisa Watson Executive Director

**Date of Meeting: January 5, 2010**

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# **Fiscal Report December 2009**

**SALARIES & EMPLOYEE BENEFITS**

	Admin	Program	Evaluation	Sch Read	TOTAL BUDGET	YTD Spent	Remaining Funds
<b>TOTALS</b>					<b>\$ 836,173</b>	<b>299,066</b>	<b>\$537,107</b>

**SERVICES & SUPPLIES**

CODE	LINE ITEM	Admin	Program	Evaluation	Sch Read	TOTAL BUDGET	YTD Spent	Remaining Funds
82212000	<b>Communications</b>					<b>\$ 9,600</b>	<b>3,208</b>	<b>\$ 6,392</b>
	Office Phone (\$100 x 12 months)	\$ 400	\$ 400	\$ 400			1,174	
	Internet Access Line (\$200 x 12 months)	\$ 800	\$ 800	\$ 800			867	
	Website Host (\$200 x 12 months)	\$ 800	\$ 800	\$ 800			196	
	Cell Phone (4x \$100 x 12 months)	\$ 1,200	\$ 1,200	\$ 1,200			971	
82217000	<b>Maintenance- Equipment</b>			\$ -		<b>\$ 1,500</b>		<b>\$ 1,500</b>
	Transcription and/or Fax Machines	\$ 1,500						
82218000	<b>Maintenance S.I. &amp; G.</b>					<b>\$ 1,000</b>		<b>\$ 1,000</b>
	Public Works	\$ 1,000						
82220000	<b>Memberships</b>					<b>\$ 2,500</b>	<b>2,000</b>	<b>\$ 500</b>
	First 5 Association (\$2,500 per year)	\$ 2,500					2,000	
82222000	<b>Office Expenses</b>					<b>\$ 21,120</b>	<b>8,676</b>	<b>\$ 12,444</b>
	Janitorial (\$750 x 12 months)	\$ 3,000	\$ 4,800	\$ 1,200			2,834	
	Lawn Service (\$100 x 12 months)	\$ 600	\$ 600				500	
	Pest Control (\$35 x 12 months)	\$ 210	\$ 210				180	
	Office Supplies (\$500 x 12 months)	\$ 2,400	\$ 2,400	\$ 1,200			3,038	
	Cartridge World - Laser Printer	\$ 1,000	\$ 1,000	\$ 1,000			2,023	
	Building Maintenance	\$ 500	\$ 500	\$ 500			100	
82222010	<b>Books &amp; Periodicals</b>					<b>\$ 135</b>		<b>\$ 135</b>
	Hanford Sentinel (\$135 for yearly subscription)		\$ 135					
82222030	<b>Postage &amp; Freight</b>					<b>\$ 1,737</b>	<b>520</b>	<b>\$ 1,217</b>
	Mailing & Shipping	\$ 400	\$ 1,337				520	
82222040	<b>Offset Printing/Stores</b>					<b>\$ 603</b>	-	<b>\$ 603</b>
	Central Services	\$ 603						
82222045	<b>Computer Software</b>					<b>\$ 500</b>	-	<b>\$ 500</b>
	Computer Programs and software	\$ 500						
82223000	<b>Professional &amp; Specialist Services</b>					<b>\$ 49,504</b>	<b>20,137</b>	<b>\$ 29,367</b>
	UCLA (3 months)			\$ 37,468			(580)	
	UCP Evaluation Position (3 months)			\$ 9,536				
	Communications Consultant		\$ 2,500				87	
	Data Management						20,630	
82223005	<b>Legal Expenses</b>					<b>\$ 12,840</b>	<b>2,013</b>	<b>\$ 10,827</b>
	County Counsel (\$107/hour x 10 hours/month x 12)	\$ 12,840					2,013	
82223035	<b>Community Outreach</b>					<b>\$ 2,500</b>	<b>2,970</b>	<b>\$ (470)</b>
	Community Events						2,970	
	Publications ( Annual Report)		\$ 2,500					
82223040	<b>Auditing &amp; Accounting</b>	\$ 7,500				<b>\$ 7,500</b>	<b>8,582</b>	<b>\$ (1,082)</b>
82224000	<b>Publications and Legal Notices</b>					<b>\$ 1,992</b>	<b>177</b>	<b>\$ 1,815</b>
	Employment Opportunities	\$ 1,500						
	Public Notice/Hearings Postings (\$41 x 12)	\$ 492					177	
82225000	<b>Rent &amp; Lease of Equipment</b>					<b>\$ 8,976</b>	<b>2,783</b>	<b>\$ 6,193</b>
	Copy Machine Lease (\$309 x 12 months)	\$ 1,854	\$ 1,854				983	
	Copy Machine Serv. Agreement (\$400 x 12)	\$ 2,400	\$ 2,400	\$ 468			1,800	
8226010	<b>Rent/Office Space</b>					<b>\$ 36,493</b>	<b>44,553</b>	<b>-\$8,060</b>
	\$4,818 x 12 months	\$ 11,565	\$ 11,564	\$ 11,564			42,893	
	Storage Facility (\$150/month x 12)	\$ 900	\$ 900				1,659	
82228200	<b>Purchasing Charges</b>					<b>\$ 1,000</b>	-	<b>\$ 1,000</b>
		\$ 1,000						
82228205	<b>Board &amp; Commission Membership Expenses</b>					<b>\$ 532</b>	<b>555</b>	<b>\$ (23)</b>
	Incentive/Appreciation Items	\$ 532					40	
	Training/Meetings						515	
82229000	<b>Motor Pool Services</b>					<b>\$ 5,140</b>	<b>2,255</b>	<b>\$ 2,885</b>
	Fuel Costs (\$200 x 12 months)	\$ 2,570	\$ 2,570				2,255	
82229010	<b>Travel and Expenses</b>					<b>\$ 3,030</b>	<b>1,122</b>	<b>\$ 1,908</b>
	Mileage when personal vehicle used (6000)	\$ 1,515	\$ 1,515				1,122	
82230000	<b>Utilities</b>					<b>\$ 10,500</b>	<b>4,562</b>	<b>\$ 5,938</b>
	Electricity (\$400 x 12 months)	\$ 2,400	\$ 2,400				4,159	
	Gas (\$400 x 12 months)	\$ 2,400	\$ 2,400					
	Water (\$75 x 12)	\$ 450	\$ 450				403	
82314050	<b>Information &amp; Technology Services</b>					<b>\$ 16,694</b>	<b>2,225</b>	<b>\$ 14,469</b>
	County Computer/IT Support	\$ 6,193	\$ 6,193	\$ 4,308			2,225	
82314060	<b>CAP Charges</b>					<b>\$ 98,719</b>	<b>98,719</b>	<b>\$ -</b>
	Indirect Costs: Human Resources, Auditor,	\$ 98,719					98,719	
								\$ -
	<b>Fixed Assets</b>							<b>\$ -</b>
<b>TOTALS</b>		<b>\$ 172,243</b>	<b>\$ 51,428</b>	<b>\$ 70,444</b>		<b>\$ 294,115</b>	<b>205,056</b>	<b>\$ 89,059</b>

**OTHER CHARGES**

		<b>Funds Budgeted</b>	<b>YTD Expended</b>	<b>Remaining Funds</b>
82312602	<b>FRC Initiative</b>	<b>634,986</b>	<b>276,286</b>	<b>358,700</b>
	Avenal Family Connection	\$ 100,000	48,305	
	Corcoran Family Resource Center	\$ 145,000	69,536	
	Hanford Family Connection	\$ 138,693	49,371	
	Kettleman City Family Resource Center	\$ 100,000	45,855	
	Lemoore Family Connection	\$ 151,293	62,862	
	FRC support		357	
82312604	<b>C.A.R.E.S. Initiative</b>	<b>\$ 320,000</b>	<b>118,895</b>	<b>201,105</b>
	Kings County Office of Education	320,000	118,895	
82312606	<b>School Readiness Initiative</b>	<b>672,767</b>	<b>313,631</b>	<b>359,136</b>
	Parent & Me Program	\$ 437,250	212,119	
	Raising a Reader	\$ 50,400	10,069	
	Linkages to Learning	\$ 47,330	40,518	
	Backpack to Success Program	\$ 45,072	11,004	
	Special Needs Project	\$ 90,000	39,617	
	Programs support	\$ 2,715	303	
82312608	<b>Resource Directory</b>	<b>10,000</b>		<b>10,000</b>
	<b>TOTAL</b>	<b>1,637,753</b>	<b>708,813</b>	<b>928,940</b>

<b>Budget Category</b>	<b>Budget</b>	<b>YTD Expended</b>	<b>Funds Remaining</b>
<b>Total Salaries &amp; Benefits</b>	<b>836,173</b>	<b>299,066</b>	<b>537,107</b>
<b>Total Services &amp; Supplies</b>	<b>294,115</b>	<b>205,056</b>	<b>89,059</b>
<b>Total Other Charges</b>	<b>1,637,753</b>	<b>708,813</b>	<b>928,940</b>
<b>Fixed Assets</b>			<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>2,768,041</b>	<b>1,212,935</b>	<b>1,555,106</b>

**REVENUES**

	<b>Budget</b>	<b>Actuals to Date</b>
General Allocation	1,810,580	752,888
School Readiness Match		
School Readiness Implementation	399,210	139,768
CARES Match	23,128	
Rents & Concessions	-	1,634
Other revenue	11,000	
Other sales		46
Interest	98,537	17,105
Miscellaneous donations		1,121
Outlawed warrants		
Contribution from Reserve	425,586	
<b>Total Revenues Received</b>	<b>2,768,041</b>	<b>912,562</b>



**FIRST 5 KINGS COUNTY  
CHILDREN & FAMILIES COMMISSION**

315 W. LACEY BLVD., HANFORD, CALIFORNIA 93230

(559) 585-0814 FAX (559) 585-0818

Lisa Watson Executive Director

**Date of Meeting: January 5, 2010**

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# Staff Report



## Staff Report

December 2009-January 2010

### Executive Director's Report

#### Administrative Activities:

- **Staffing:** We are fully staffed in all program and administrative positions. All new staff have received a minimum of 40 hours worth of training and continue to receive support and mentorship from Fabiola DeCaratachea, Program Officer. Annual Performance Reviews and Professional Development Plans will be completed in the month of January 2010.
- **Research re: Separation from County Option:** I have sought out proposed cost estimates from county departments that could provide existing services if the Commission decided to separate from the county structure. The information collected is included in your agenda packet as an issue for study.
- **Administrative Office Relocation:** Scott Waite, Program Officer, and I have been working with our landlord (Sid Sharp) and his architect in establishing the layout for the administrative relocation. We did meet with public works regarding their assistance, in which it was determined that the best method for moving forward was to work directly with the Landlord to complete the project. [I have attached to this report a draft lay-out of the administrative offices.](#)
- **Evaluation Subcommittee:** With direction provided by the evaluation subcommittee, I established a peer evaluation framework for the CARES program, as a pilot for use in the development of the Peer Evaluation proposal to replace UCLA evaluation activities. I continue to work with the Committee, UCLA, and the existing Strategic Plan to establish a process that can satisfy the states requirement for ongoing results based accountability, as well as minimize workload for both the programs being funded as well as the evaluation providers. The evaluation subcommittee is planning on meeting in January to make further progress in these efforts.

#### Program Activities:

- **Raising a Reader** - the program has implemented its Family Literacy Event for all Raising A Reader preschool sites. Whereas in the past we have provided this service at the preschool campus, this time we choose to provide the service at the Hanford and Lemoore Family Resource Center in an effort to establish linkages between the RAR families and the FRC's. The services were offered on Saturdays and children were provided a book reading, a Color Me Mine painting experience, and provided with a snack.
- **Linkage to Learning** – The 2009-2010 Linkages to Learning Teams have participated in the first 2 of their 4 scheduled annual meetings. Most have established DRAFT plans that will be adopted at the next scheduled meeting. A meeting with the Superintendent of the Hanford Elementary School District was held to discuss some fiscal concerns raised regarding the distribution of funds to support implementation of transition team activities as well as the payment of stipends to teachers when they perform duties outside of their regular contracted day. We will be conducting a follow-up meeting in January with their Finance Director in which we will

review all HESD developed plans in an effort to outline the commitments of staff in the transition team activities and to avoid any roadblocks that could occur due to contract issues. We are pleased with the outcome of the meeting, and look forward to our continued partnership with HESD.

- **Lemoore Family Connection –**

- Services: [The calendar for January Services is attached for your convenience.](#)
  - The newly hired Resource Specialist will be providing the bulk of the staff-driven services to allow the Coordinators of each center to begin conducting Ages and Stages Questionnaires with all participating 0-5 children at the center. We anticipate conducting these ASQ assessments on a 6 month rotation to identify the best possible program menu for each family of children 0-5, as well as track the child's development throughout their involvement within the program.
  - We have established a service contract with a parenting provider out of Visalia to deliver Parent Café services at both Family Connection Centers. He has provided services to our centers in prior months with great results. He can deliver the services in both English and Spanish. The Parent Café program offering focuses on an informal approach to equipping parents with additional parenting skills. Each month a topic is offered, networking between families is encouraged, and childcare is provided. This is a prevention strategy that allows parents to determine if the topic being covered is an identifiable need, and does not require a long term commitment to a parenting series that may not speak to their specific needs.
- Outreach:
  - Soccer Complex: We participated in one of the last games of the season at the Lemoore soccer field.
  - Polar Express: Outreach was conducted throughout the entire month of December through an innovative approach. We constructed a Polar Express environment at both the Hanford and Lemoore Family Connection Centers. We made on-site visits to Childcare centers, Family Day Care Homes and Parent & Me programs to invite them to take their children on a "field trip" to the center. We provided the visiting classrooms with a magical experience, entering the Polar Express environment singing the Polar Express song, followed by a live book reading, Christmas craft, and a snack of hot chocolate and a Christmas cookie. As a result we reached approximately 115 preschool children at the Lemoore Family Connection through this effort. Many preschool programs were accompanied by parents, and a number of new clients have been enrolled into the program for additional services. A particular success of the outreach was that this has exposed a diverse demographic to our centers. We look forward to participating in like activities each December as this is typically a slow month for service delivery.

- **Hanford Family Connection –**

- Services: [The calendar for January Services is attached for your convenience.](#)
  - ASQ's will also begin in January at the Hanford Center.
- Outreach:
  - Soccer Complex: We participated in outreach at the Hanford Soccer Complex during one of the last games of the season.

- Polar Express: We reached 250 preschool children at the Hanford Family Connection through this effort.
- HESD Today Publication: We advertised in the HESD quarterly publication to increase awareness of the Family Connection services. [The publication clipping is attached for your convenience.](#)
- Healthy Smiles Van: We hosted the Healthy Smiles Mobile Dental Clinic in November. We fully enrolled all slots made available by Healthy Smiles, serving 27 children by the dental van. We did experience some challenges in this first attempt at providing this service as the van typically used by Health Smiles had broken down, and the replacement vehicle was not fully equipped to appropriately serve the clients. We are planning on conducting a follow-up meeting with this provider to identify how best to respond to the situation and for future partnership opportunities.
- Behavioral Health: We continue to work with behavioral health to establish a monthly workshop at the FRC's that will focus on a particular parent concern in an effort to equip parents with additional parenting skills, as well as expose them to counseling services available to them at the FRC through Kings View/Behavioral Health.

#### Calendar:

- 10/30/2009 Participated in HFC Harvest Fest literacy activity
- 11/02/2009 Met with Kettleman City Foundation Board members to review proposed Performance Improvement Plan.
- 11/05/2009 Project Homeless Connect, Hanford
- 11/06/2009 Met with Corcoran FRC staff to review proposed Performance Improvement Plan.
- 11/07/2009 Participated in outreach effort at Hanford Soccer Complex
- 11/12/2009 Participated in Phone Interview re: Behavioral Health Prevention and early intervention needs for children 0-5.
- 11/12/2009 Participated in regional ED Conference Call
- 11/17/2009 Met with Public Works regarding modification to back building
- 12/02/2009 Attended Sexual Harassment Training
- 12/03/2009 Meeting with Dr. Terry, HESD re: Linkages to Learning
- 12/09/2009 Met with Lisa Watson, Sid Sharp and Marvin Armstrong regarding building expansion and planning.
- 12/15/2009 Met with Corcoran FRC to discuss final Performance Improvement Plan Meeting. Had scheduled a meeting with the Kettleman City Foundation as well, however they neglected to attend.
- 12/15/2009 Met with Lisa Watson, Sid Sharp and Marvin Armstrong regarding building expansion and planning.
- 12/21/2009-1/1/2009 VACATION

### Technical Assistance Program Officer Report

#### Technical Assistance:

- Kettleman City and Corcoran FRC Performance Improvement Plan Process: During the last month we have met with both the Corcoran FRC and the Kettleman City FRC to review the proposed

Performance Improvement Plan. Both sites were given the proposed plan after such review and asked for feedback and additional information prior to being finalized. I continue to provide on-going Technical Assistance and receive site specific data on a weekly basis.

#### Technical Assistance Provided:

- 10/29/09 Meeting with provider to discuss parenting services at both Hanford and Lemoore Family Connection sites
- 11/02/09 Met with Kettleman City Foundation Board members to review proposed Performance Improvement Plan.
- 11/06/09 Met with Corcoran FRC staff to review proposed Performance Improvement Plan.
- 11/12/09 Provided TA to Corcoran FRC re: staff evaluation
- 11/30/09 Provided TA to Avenal Family Connection re: data.
- 12/10/09 Provided TA to both Kettleman City and Corcoran FRC staff re: first quarter data variance.

#### Program Support:

- **Family Connection Programs:** Taking into consideration that December tends to be a slow service month, we have utilized this month at both centers to engage in a targeted outreach strategy geared at bringing pre-school age children into the centers. We have targeted local pre-schools and have received a very positive response. Many preschools have scheduled field trips to our sites and we have seen a strong influx of new families at both centers. Also we would like to thank Commissioner Santa for agreeing to take pictures with 83 children at the Hanford Family Connection and 58 children at the Lemoore Family Connection.

#### Calendar:

- 10/30/09 Participated in HFC Harvest Fest literacy activity
- 11/04/09 Participated in Project Homeless Connect Intake training
- 11/05/09 Participated in Project Homeless Connect Event
- 11/14/09 Participated in outreach effort at Lemoore Soccer Complex
- 11/19/09 Participated in regular CAPCC meeting
- 12/03/09 Participated in Administrative CAPCC meeting
- 12/03/09 Participated in Linkages 2 Learning meeting at Bret Harte

### Grants & Contracts Program Officer Report

#### Grants & Contracts Management:

- **Modification Requests** – First 5 Kings County Grantees are allowed to make scope of work and budget modifications until April 15<sup>th</sup>, 2010. I have been working to review and approve all modification request submitted. During the first quarter the following grantees submitted modification requests.
  - United Cerebral Palsy – Budget Augmentation
- **School Readiness Reports** – The School Readiness program requires the submission of both fiscal reports and program reports at the end of each year. This report was submitted prior to the November 2<sup>nd</sup> deadline. Due to technical issues on the First 5 California online database, fiscal information had to be resubmitted.

#### Program Support:

- **Polar Express** – During the month of December, a special classes is being held at The Lemoore Family Connection and The Hanford Family Connection. I helped to construct, paint and assemble a train background for these services.
- **Ages and Stages Questionnaire** – Both The Lemoore Family Connection and The Hanford Connection are preparing to implement the Ages and Stages Questionnaire as an early screening tool. I have worked to complete a kit of materials to aide in the implementation of the questionnaire.
- **Family Resource Center Subcontracts** – This month I have reviewed and updated the schedules for the following services at the Family Resource Centers.
  - Kings Dance Center
  - Sign 2 Connect
  - Color Me Mine

**Calendar:**

- 11/18/2009      Attended Local Childcare Planning Council.
- 11/20/2009      Participate in Raising A Reader Conference Call on Family Involvement.
- 12/02/2009      Facilitated Tool Time Class at The Lemoore Family Connection.
- 12/09/2009      Met with Lisa Watson, Sid Sharp and Marvin Armstrong regarding building expansion and planning.
- 12/15/2009      Met with Lisa Watson, Sid Sharp and Marvin Armstrong regarding building expansion and planning.

**School Readiness Coordinator Report**

**Linkages 2 Learning:**

- Linkages Transition Plans for each partner school site are being reviewed and modified for this school year. Highlights of this process include the following:
  - KCAO is developing language to include in Head Start registration materials where parents would allow their child’s future Kindergarten school representative(s) access to any previous assessments completed while in Head Start.
  - School Districts have recognized an opportunity to identify future Kindergarten students through family information reported on student demographic forms, allowing for more finite numbers when projecting K enrollment.
  - With the assistance of ED Watson, the Kindergarten Transition Plan Template has been modified in an effort to be responsive to parents and school staff who commented that the plan was hard to read and not user friendly.

**Backpack 2 Success:**

- Backpacks for the 2009-2010 school year have been ordered. There was a slight increase to the product that was passed on to us from the distributor reflecting a manufacturing cost increase. Although it was initially reported to be greater than \$1.00 per backpack, it is estimated to be less than .50 cents per bag.
- Backpack content will go unchanged.

**Calendar:**

- 11/05/09      Project Homeless Connect, Hanford

- 11/19/09 Kit Carson School Linkages Meeting
- 12/01/09 Roosevelt School Linkages Meeting
- 12/02/09 Washington School Linkages Meeting
- 12/03/09 Bret Harte School Linkages Meeting
- 12/03/09 Meeting with Dr. Terry, HESD re: Linkages to Learning
- 12/04/09 Meeting with Lucy Gomez, re: Linkages to Learning @ Lee Richmond School
- 12/04/09 Monroe School Linkages Meeting
- 12/07/09 Hamilton School Linkages Meeting
- 12/09/09 Lincoln School Linkages Meeting
- 12/10/09 Armona School Linkages Meeting
- 12/14/09 Kings River Hardwick School Linkages Meeting
- 12/15/09 Lee Richmond School Linkages Meeting
- 12/16/09 Simas School Linkages Meeting



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Lisa Watson Executive Director

**Date of Meeting: January 5, 2010**

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# **Grantee Report (s)**

## UCP Update January 2010



### Kettleman City Move to new space

- The new site at the adult school has had accent walls and trim painted
- Carpet installed
- Additional shelving purchased
- The move was accomplished with the help of parents
- Storage has been set up
- The work/parent space is in development
- A security fence has been installed for the outdoor play area
- The outside of the building was painted by the school district
- Signage has been installed on the front and back of the building

UCP and the Kettleman City FRC collaborated to reconfigure the FRC and children's room in the FRC. We have committed to continue to collaborate.



Parents have expressed very positive responses to the increased privacy, increased space and center options and the fully developed infant area. We still have some things to do to complete the site development.

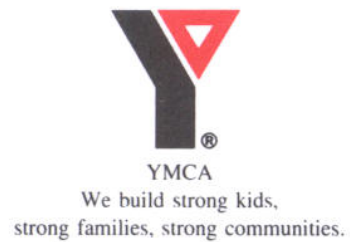
### Jefferson School Move

- An MOU/ Facilities Use Permit has been developed between UCP and Hanford Elementary School District and signed by both parties
- UCP is working on insurance extension
- The room at Jefferson has been measured and mapped
- We are identifying, purchasing and making lists of items to be purchased to finish the move when the contractors release the campus to the school

### Collaboration/ Service Integration

- The Lemoore Parent and Me, Hanford North Parent and Me and the UCP Program have all scheduled trips to the Polar Express activity at the First 5 FRC's
- UCP continues to work with KCOE as part of the AOUT team to develop a collaborative approach to including children with special needs in Armona.
- All Parent & Me staff attended a 3 day ABA training at the invitation of Reef Sunset Assistant Superintendent of Schools

## Kettleman City FRC Update January 2010



The FRC is engaged in restructuring programs utilizing space since the Parent and Me Program relocated at the end of October.

- Hired a **bilingual, bicultural FRC coordinator** with experience in working with communities and families
- Collaborated efforts with local partners to provide a **Thanksgiving Pot Luck** to personally outreach to families and present the services offered by the FRC
- Provided a community **Christmas Visit with Santa** with 128 children participating ages birth to five on 12-16-09
- Distributed a monthly **FRC Services Program Calendar** to the community through monthly events and to all local businesses and partners weekly
- Developed a **designated children's room** focusing on educational activities. This space will be utilized to provide child enrichment services and childcare/ enrichment during parent workshops/trainings.
- **Trained staff in customer service** and internal/external communications
- **Participated in First 5 five day intensive training** including topics: performance standard review, family support principles, quality assurance, community outreach, crisis intervention, and information and referral services
- Requested **Raising A Reader Program Services** from First 5 based on the Parent & Me evaluation report
- Received **support and technical assistance from First 5 program officer**
- Providing a **Parent Child Enrichment Class** weekly
- Providing **GED services** weekly
- Providing **weekly individual counseling services** through Behavioral Health
- Providing **weekly story time** for children birth to five
- Providing **monthly movie night** to engage families during non-traditional hours
- Continuing to provide **"Nutrition on the Go"** with 163 participant in the month of November and 228 commodities (74% birth to 5)
- Currently doing outreach and enrolling families for an **ESL class**
- Moved the computer lab into the main room. We now provide one-to-one support to families birth to five to utilize **learning activity programs** with their children to **introduce computers to children ages two to five**
- In alignment with needs assessment, the **Healthy Smiles Mobile Service** is being delivered on a quarterly basis and **Dr. Garcia is providing vision exams** on a quarterly basis





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Lisa Watson Executive Director

**Date of Meeting: January 5, 2010**

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# **Evaluation Sub-Committee Report**



**FIRST 5 KINGS COUNTY  
CHILDREN & FAMILIES COMMISSION**  
315 W. LACEY BLVD., HANFORD, CALIFORNIA 93230  
(559) 585-0814 FAX (559) 585-0818  
Lisa Watson Executive Director

**Date of Meeting: January 5, 2010**

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**2010-01-003**  
**2009-2010 Quarterly**  
**Grantee Status Report**



CHILDREN & FAMILIES COMMISSION  
315 W. LACEY BLVD., HANFORD, CALIFORNIA 93230  
(559) 585-0814 FAX (559) 585-0818  
Lisa Watson, Executive Director

**Date of Meeting: January 5, 2010**  
**Agenda Item #: 2010-01-003**  
**Discussion/Action Item: XX**

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**PROJECT TITLE: 2009/2010 1<sup>st</sup> Quarter Program/Grantee Report**

**A. Background/History:**

As the Commission has transitioned from a formative evaluation framework into a summative evaluation framework, the reporting of program status reports and evaluation results are now two separate items for the Commission to consider. That being said, internal staff is providing the Commission on a quarterly basis with a progress report regarding the status of programs at meeting contracted deliverables.

**B. Summary of Request, Description of Project and Primary Goals**

Staff is requesting the Commission review and discuss the program status report representing activities and number of clients served through the 1<sup>st</sup> quarter of FY 2009-2010.

**C. Timeframe:**

Reports will be provided to the Commission on a quarterly basis, on the following schedule:

- 1st Quarter Report: December
- 2<sup>nd</sup> Quarter Report: March
- 3<sup>rd</sup> Quarter Report: June
- Year End Report: October

**D: Costs:**


No costs associated with this item.

**E. Staff Recommendation:**

Staff recommends the commission review and discuss the program reports as provided.

**F: Attachments:**

FY 2009-2010 1<sup>st</sup> quarter Program Status Report

	Unduplicated Count of Clients Served			Contracted Number of Objectives to be Achieved	Number of Contracted Objectives that were Achieved	Percentage of Budget Expended Goal 25 %	Timely Progress Report Submission
	Children 0 to 2	Children 3 to 5	Significant Others				
<b>Family Resource Center Initiative</b>							
Avenal Family Connection *	45		91	12	5	23%	Yes
Corcoran FRC *	115		155	14	9	23%	Yes
Kettleman City FRC *	140		124	15	11	21%	Yes
Lemoore Family Connection *	155		159	20	16	N/A	Yes
Hanford Family Connection *	207		90	17	13	N/A	Yes
<b>School Readiness Initiative</b>							
UCP Parent & Me	183	114	226	65	47	24%	Yes
<b>C.A.R.E.S. Initiative</b>							
Kings County Office of Ed.	N/A	N/A	173	18	12	12%	Yes
<b>Special Needs Initiative</b>							
UCP Special Need Program	22	10	0	10	8	19%	Yes

\* Service data being reported is based on data submitted by First 5 FRC Grantees and recorded by First 5 staff/consultants.



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---

**Study Session:  
Status Report: Option of  
Separating from the  
County Structure**



First 5 Kings County Children and Families Commission  
315 W Lacey Blvd. Hanford, California 93230  
(559) 585-0814 phone ~ (559) 585-0818 fax  
Lisa Watson, Executive Director

## **PRESENTATION FORM**

<b>Submitted by:</b>	<b>Lisa Watson</b>
<b>Date Submitted:</b>	<b>December 18, 2009</b>
<b>Email Address:</b>	<b>Lisa.watson@first5kc.org</b>
<b>Telephone Number:</b>	<b>559-585-0814</b>
<b>Project Title:</b>	<b>SEPERATION FROM COUNTY STRUCTURE</b>

### **Presentation Description:**

This item is being brought back to the commission with the information regarding cost proposals as requested by the Commission. Please find attached a historical schedule of cost allocation charges for the First 5 department. Additionally, information has been solicited from the following departments individually:

County Counsel:	\$ 3,500
Information & Technology:	\$16,632
Human Resources:	\$18,466
Auditing & Payroll:	\$28,000

In addition, the task list associated with the shift in organizational structure is attached for your review as well as the MOU between Kings County Association of Governments and Kings County that should serve as an example of how we would negotiate a contract for services upon separation if that is the direction the Commission should recommend.

First 5 staff requests the Commission provide further direction regarding possible separation from county structure.

County of Kings  
 Schedule of Cost Allocation Charges to First Five

Cost Category	Total	
	16632	
Information & Technology	25,547	double check email provided by Jim
Telecommunications	5,992	
Records & Storage	0	
Postage & Frieght	1,795	
Offset Printing	676	
Purchasing	75	
IT Services	17,009	
Insurance	1,318	established by using figures provided by Harold
Personnel	23,845	established by asumption that F5 would need a .25 FTE
Finance	28,000	double check figure provided in email by Harold
County Counsel	3,500	
Proposed Cost	82,210	

MEMORANDUM OF UNDERSTANDING  
BETWEEN THE COUNTY OF KINGS AND THE  
KINGS COUNTY ASSOCIATION OF GOVERNMENTS

This Memorandum of Understanding ("MOU") is made and entered into this 3<sup>rd</sup> day of July, 2007, by and between the Kings County Association of Governments, a joint powers entity, ("KCAG") and the County of Kings, a political subdivision of the State of California ("County").

WHEREAS, the KCAG and the County desire to enter into this MOU in order to formulate and maintain a cooperative working relationship which will more effectively and efficiently enable the KCAG to meet its obligations and responsibilities pursuant to the Kings County Association of Governments Joint Powers Agreement of 2006 ("JPA Agreement").

NOW, THEREFORE, the parties agree as set forth below.

1. Term.

The term of this MOU shall be from July 1, 2007, through June 30, 2008, and shall continue in effect until terminated by a party to the MOU in conformance with Section 7 below, or by operation of the law.

2. Independent Status of the KCAG and Its Employees.

(a) The KCAG is a public entity separate from the County. The KCAG is a joint powers agency exercising public and essential government functions, which has all the powers necessary and convenient to meet its obligations and exercise its rights under the provisions of the JPA Agreement.

(b) The KCAG shall file any required amended information statements required by California Government Code section 53051.

(c) Any and all contracts, leases or other agreements of any nature, including collective bargaining agreements, between the KCAG and third parties other than the County shall contain an express provision advising the third party that the KCAG is a separate governmental entity and that such agreement does not bind the County.

(d) The employees of the KCAG shall not be, and shall not be construed to be, employees of the County for any purpose. However, the employees of the KCAG shall retain the same employment benefits, rights and protections as are afforded employees of Kings County. The KCAG shall enact the provisions of the Kings County Personnel Rules and Employee-Employer Relations Policy until such time as the KCAG develops and adopts its own personnel rules and employee-employer relations policy.

(e) The County shall control the standards of performance, the management and control of County personnel, and the manner of performance of services under this MOU. Notwithstanding this provision, if in the judgment of the KCAG any County employee assigned to provide services under this MOU is not satisfactory to the KCAG, the KCAG may so notify the County in writing and within thirty days of receipt of such written notification, the County shall respond in writing.

3. County Services to the KCAG.

(a) County Administrative Office. The County Administrative Office shall extend its self-insured health insurance benefits and other benefits to employees of the KCAG to the extent and under such terms that such benefits are currently available to County employees.

The County Administrative Office shall additionally provide risk management services to the KCAG as and when needed.

(b) County Department of Finance. The County Department of Finance shall perform fiscal and accounting functions as required by the KCAG, with the exception of processing payroll. The Department of Finance shall make available to the KCAG staff and Board financial reports for such transactions. All services provided by the Department of Finance shall be in accordance with the policies and procedures for fiscal and accounting functions established by the County for its internal departments.

The County Department of Finance shall additionally perform banking and investment services to the KCAG, including but not limited to, investing any surplus funds on behalf of the KCAG in accordance with the policies established by County.

(c) County Information Technology Department. The County Information Technology Department shall provide services relating to the KCAG's office automation requirements, including but not limited to, computer and telephone support services, linkage to the countywide area network and other telecommunications equipment and support as shall be requested. Such services shall be provided in compliance with existing County standards.

(d) Human Resources Department. The County Human Resources Department shall provide personnel services, including, but not limited to, the following: staff recruitment, disciplines and grievances, health insurance enrollment, pre-employment physicals, drug screening, monitoring of family medical leave, pregnancy disability leave and other leave policies and practices; and all other programs available to Kings County employees, such as employee assistance and deferred compensation programs. The County Human Resources Department shall provide services to the KCAG in conformance with the Kings County Personnel Rules and other established County policies and procedures.

(e) County Counsel's Office. The Office of the County Counsel shall perform legal services and provide representation to the KCAG only as and when requested by the KCAG. When requested, the County Counsel's Office will assist and advise the KCAG with regard to compliance with any applicable local, state or federal statutes, ordinances, laws, rules, regulations or the orders of any governmental or regulatory body having jurisdiction over the KCAG. Reimbursement for such legal services will be based upon actual costs and billed directly by the County Counsel's Office at rates generally applicable to non-County agencies.

(f) Public Works Department. The County Public Works Department shall provide motor pool services to the KCAG when and as requested at rates established by the County for the same services provided to non-County agencies.

(g) Additional Services. County may provide on an as needed basis any additional services as are necessary for the operation and administration of the KCAG as requested by the KCAG.

4. Compensation.

(a) Cost Allocation Plan Compensation. For services provided by the County's Administrative Office, Finance Department, and the Human Resources Department (except as set forth in subsection (c) below), the KCAG shall compensate County according to the annual "Countywide Cost Allocation Plan," as calculated by the Finance Department.

(b) Direct Billing for Services. For services provided by the County Counsel's Office, Information Technology Department, Public Works Department, and any other additional services, the KCAG shall reimburse the County for such services at the then current rates charged by each department for such services. Each department shall provide itemized invoices which shall include the name of the staff member providing the services, a description of the services performed, the dates the services were performed and the time spent on the services.

(c) Human Resources Fee. The KCAG shall pay an annual flat fee to utilize the County's staff recruitment, discipline and grievance services. This payment shall be made regardless of whether the KCAG utilizes these services in any given year. The base payment shall be \$11,982.00 for fiscal year 2007/2008. This amount may be increased by an amount not to exceed ten percent per fiscal year subject to a written agreement signed by the Human Resources Director and the Executive Director of the KCAG.

(d) Reimbursement for Expenses. In addition to payment for services as provided above, the KCAG shall also reimburse County for all travel and other expenses incurred by County in furnishing the services under this MOU. The rates for such reimbursement shall be consistent with the travel and expense schedule approved by the Kings County Board of Supervisors for the reimbursement of County employees.

(d) Payment. Payment for services provided under the Cost Allocation Plan shall be accomplished by the County Finance Department by fund transfers on a monthly basis with notice of such fund transfers being provided to the KCAG on a monthly basis no later than the 10<sup>th</sup> day of the following month. For direct billing services, the KCAG shall compensate County for services provided and expenses incurred within thirty days of receipt of invoices therefore.

5. Insurance.

(a) The KCAG shall obtain, from an insurance carrier authorized to transact business in the State of California, and maintain continuously during the term of this MOU, Commercial General Liability Insurance, including coverage for owned and non-owned automobiles, and other insurance necessary to protect the County and the public with limits of liability of not less than \$2,000,000.00 per occurrence.

(b) This insurance shall not be reduced or canceled during the term of this MOU. All insurance (except Worker's Compensation) shall include an endorsement or an amendment to the policy of insurance which names the County of Kings, its elected officials, officers, employees, agents and volunteers as an additional insured and provides that coverage shall not be reduced or canceled without 30 days written prior notice to the County. If the endorsement or amendment does not reflect the limits of liability provided by the policy of insurance, the KCAG shall provide the County a certificate of insurance reflecting those limits.

(c) The KCAG shall additionally maintain a program of Workers' Compensation insurance in an amount and form to meet all applicable requirements of the California Labor Code, to include Employer's Liability coverage with limits of \$250,000.00.

(d) The KCAG shall deliver to the Kings County Administrative Office an endorsement or amendment of all required policies of insurance as evidence of insurance protection prior to the commencement of this MOU.

6. Indemnification.

The KCAG shall indemnify, defend and hold harmless the County and its authorized officers, employees, officials, agents and volunteers from any and all claims, actions, losses, damages and/or liability arising out of this MOU, or arising in any way from the County's performance of services hereunder, or from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County as a result of any claim or litigation.

7. Termination.

Either party may terminate this MOU with or without cause upon giving ninety days written notice to the other party. However, the MOU may be terminated earlier by mutual written agreement of the parties. The termination of services by one County department shall not result in the termination of this MOU as to the remaining County departments.

8. Notices.

All notices and correspondence pertaining to or arising out of this MOU shall be sent to:

County: County of Kings  
County Administrative Officer  
Kings County Government Center  
1400 West Lacey Blvd.  
Hanford, California 93230

KCAG: Kings County Association of Governments  
339 West "D" Street, Suite "B"  
Lemoore, California 93245

9. Severability.

If any part of this MOU is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of the MOU shall be in full force and effect.

10. Integration.

This MOU represents the entire understanding of the parties as to those matters contained herein and supersedes all prior negotiations, representations or agreements, either written or oral. This MOU may be amended only by written instrument, signed by the governing boards of both the KCAG and the County.

IN WITNESS THEREOF, the parties hereto have executed this Memorandum of Understanding to be effective on the 3<sup>rd</sup> day of July, 2007.

Dated:

Dated:

By Tony Barba  
Chairperson, Kings County  
Board of Supervisors  
JUL 3 2007

By Seo Baek  
Chairperson, Kings County  
Association of Governments

ATTEST:  
Clerk of the Board of Supervisors

APPROVED AS TO FORM:  
County Counsel

By Rhonda Bray, Deputy  
Catherine Venturella

By [Signature]

Task	KCAG	HR	Task List			Comments
			Admin	CC	ADP	
1 Joint Powers Agreement (JPA)	X					
2 EIN Number	X					
3 D U N #	X					
4 State Identification Number	X					Contact @ State Kay Jackson 916-464-3031
5 Unemployment Insurance & SDI	X				X	Staff needs to hold vote
6 Taxes ( payroll deposits/quarterly (W-2)					X	Make sure not to pay FUTA (federal unemployment tax) not necessary
7 CalPERS Annual Actuarial Valuation		X				Contract documents expected mid-February-07
8 CalPERS (est separate account)	X	X				Meeting with Allison on 7/7 Needs to be board validated Have the contract goes to Commission on 6/27/07
9 ACES training for managing PERS Account	X					on-line management of employees
10 Workers comp/join CSAC/apply/resolution	X					Resolution 06-04 dated July 19, 2006, employees voted to elect in Disability Insurance
11 EAP (allows employees access to service)	X	X				Avante/Allison side letter-identifier re: KCAG employees
12 Deferred Comp (separate account set-up)		X			X	Pers/Hartford side letter-identifier re: KCAG employees
13 Liability & Property Insurance	X		X			Includes Workers Comp, General Liability & Vehicle insurance
14 Policy Manuals re: Department	X	X		X		County Rules & Policies MOU/05/97 follow County by reference for now Needs to be addressed in the MOU
15 Legal				X		Continue with direct bill? Addressed in MOU
16 Auditing Services	X					Continue with present Outside Auditor KCAG pay our own costs
17 Drug Screening	X	X set up				Employee Health Care HR calls
18 Physical Exams	X	X set up				Call Health Dept for appointment & results back to KCAG
19 I-9 Forms/W-4 Forms/Oaths	X	X				HR to provide list of required docs to file
20 New Employee Orientations		X				w/County for consistency & as applies
21 Insurance Sign-ups (Health Ins)(Admin w/Chimenti)	X	X				Auditors office side letter-identifier re: KCAG employees
22 Employee transition county-KCAG formal separation	X	X				KCAG Board to validate action
23 Recruitments (KCAG job specifications)	X	X				MOU
24 Recruitment flyers (modified)	X	X				MOU
25 Disciplines/Grieances/Formal Termination		X				MOU
26 FMLA approvals	X	X			X	MOU
27 Vacation Donations	X					within KCAG
28 Safety Program	X					in-house
29 Education Reimbursement Program	X	X				HR to send forms & criteria
30 Employee awards						on own after 1st year
31 Payroll	X				X	Need to decide on payday/Paydays
32 EOC community report		X				size driven if required
33 Payroll reports (hrs/leave balance	X				X	ADP calculated Vac/Sick/service hrs
34 Salary Ranges (5-step process)/coincide w/union MOU	X	X				MOU
35 Employee evaluations & Action Forms	X				X	MOU
36 Deposits & Banking	X					set up account ADP uses BofA
37 Time Cards PP reports	X				X	Make up our own
38 New Hire registry to State	X				X	ADP does the reporting once we enter info
39 Budget	X					KCAG board approval

Task	KCAG	HR	Admin	CC	ADP	Comments
40 Computer/Phone	X		X			County IT Services
41 Mail/Interoffice Delivery	X		X			MOU with County
42 Printing forms/envelopes	X		X			MOU with County
43 Building Maintenance	X					Part of Rental Agreement
44 Janitorial	X					Independent Contractor
45 CAP charge or direct charge		X	X			MOU with County
46 MOU to establish all services designation				X		KCAG board to approve
47 lease/direct bill/cap charges/different depts.		X	X			as done before left county
48 County Budget 06/07 & 07/08	X		X			Per Deb need action taken



**FIRST 5 KINGS COUNTY  
CHILDREN & FAMILIES COMMISSION**  
315 W. LACEY BLVD., HANFORD, CALIFORNIA 93230  
(559) 585-0814 FAX (559) 585-0818  
Lisa Watson Executive Director

**Date of Meeting: January 5, 2010**

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**Study Session:  
Status Report: MAA  
Billing Opportunity**



First 5 Kings County Children and Families Commission  
315 W Lacey Blvd. Hanford, California 93230  
(559) 585-0814 phone ~ (559) 585-0818 fax  
Lisa Watson, Executive Director

## **PRESENTATION FORM**

<b>Submitted by:</b>	<b>Lisa Watson</b>
<b>Date Submitted:</b>	<b>December 18, 2009</b>
<b>Email Address:</b>	<b>Lisa.watson@first5kc.org</b>
<b>Telephone Number:</b>	<b>559-585-0814</b>
<b>Project Title:</b>	<b>STATUS REPORT: MEDICAL BILLING FOR FIRST 5</b>

### **Presentation Description:**

Please see the attached notes from a meeting that occurred between First 5, the Health Department and Medical Billing Technologies in which it was determined that MAA billing was not feasible at this time.

First 5 staff are requesting the Commission provide direction on how to/not to proceed.

# MAA Billing Meeting between First 5 Kings County and Kings County Health Department 10/27/2009

Today a meeting took place between First 5 Kings County and The Kings County Health Department to discuss the ability of First 5 Kings County to participate in the MAA billing program. The individuals in attendance were Keith Winkler Director Kings County Health Department, Karl Noyes Fiscal Manager, Leanne Brown Deputy Director – Nursing & Community Services, Scott Waite Program Officer, and Carmen Perigea Marketing & Client Relations by phone.

The meeting started with a discussion of what First 5 Kings County wanted to accomplish in regards to the MAA billing process. I stated that First 5 would like to access funding for activities taking place at the Family Resource Centers in Hanford and Lemoore. Leanne Brown asked what activities would be applicable to the MAA billing program. I explained that there are many activities that take place at the family resource centers and provided the following as examples. Assisting families in completing applications for Healthy Families/Medi-Cal insurance plans. Scheduling, coordinating and hosting the dental services van quarterly. Conducting comprehensive needs assessments with each family that enters the center, this includes screening each family for health insurance and a medical home. Conducting outreach at various community events with information about the FRC and the services offered, this includes activities that are MAA eligible. Conducting inreach to families that already participating at the FRC to connect them with eligible services. Make referrals to various agencies when FRC does not have the necessary resources, this includes health referrals.

Karl stated that there are 5 types of organization that can participate in the MAA billing program and that First 5 Kings County would fall under the Community Based Organization (CBO) category. Karl then stated that Kings County has never made the Community Based Organization program available. His major concerns were that the Health Department assumes all the fiscal risk by paying the CBO and waiting for reimbursement, a large number of CBOs would want to participate, and The Health Department would be responsible for certifying activities that happen outside of their control. I responded that there might be another way to organize the billing option to allow First 5 to bill under the Health Department. I suggested that we call Carmen Perigea from MBT as she is an expert in the MAA Billing process. At this point we dialed in Carmen and asked her questions. Carmen stated that as the local government agency that the health department had the ability to choose how to structure the MAA process. Carmen stated that First 5 could be billed under the Health Department as both are part of Kings County. Karl asked for examples of other counties that are operating this way. Carmen used LA County as an example where the Health Department contracts with First 5 and First 5 operates MAA for all other CBOs. Karl then asked Carmen about the fiscal risk for the Health Department. Carmen stated that some counties withhold a percentage of the payment as audit contingency. Karl stated that this is no longer an

option as the feds eliminated this practice. Carmen suggested that the Health Department require CBOs to hold a certain percentage in reserves and have this certified in an their audit.

Karl then asked Carmen if she knows why the schools in Kings County have not participated in the program. Carmen shared that Kings County Schools bill through The Madera County Office of Education through the regional option because the Kings County Health Department has not made the program available.

At this point there were not additional questions for Carmen so we ended the call with her. Then Karl stated that First 5 could not be billed under the Health Department because First 5 has its own structure that was not supervised by Health Department. Karl stated the only option was for CBO billing and the Health Department did not want to do that. Leanne Brown asked how the Health Department would benefit from this. I stated that allowing First 5 Kings County to participate would increase the amount of Medi-Cal activities in Kings County.

At this point Karl stated that he did not think the Kings County Health Department should participate. Keith and Leanne agreed with him. I asked what First 5 could do to get the Health Department to participate and was told nothing was possible. I thanked the representatives from the Health Department for their time and expressed my disappointment in the outcome.

It is my analysis that Karl believes that this program would put the Kings County Health Department at risk finically. Without the cooperation of the Kings County Health Department it is not possible for First 5 Kings County to participate in the MAA billing program.