

**First 5 Butte County Children & Families Commission
Financial Report at 6-30-17, FY 16-17**

Beginning Fund Balance: \$ 6,152,429		FY15-16 audited ending Fund Balance.	
<u>Revenues</u>	<u>FY 16-17 Revenues to 6-30-17</u>	<u>a year ago, for comparison</u>	<u>Narrative</u>
Prop 10 Tax Distribution	1,593,651	1,639,791	Twelve months of tax revenue on tobacco products.
Surplus Monies Investment Fund (SMIF)	1,298	780	This is interest earned on Prop 10 tax money before it is distributed to the counties.
Interest	70,645	71,563	Interest on our Fund Balance. Currently earning at 1.1695%.
Unrealized Fair Market Value of Investments	(52,850)	40,307	Change in Market Value of investments, from the prior year.
Total Revenues	1,612,744	1,752,441	
Use of (+) or contribution to (-) Trust Fund	289,223	151,909	
<i>Totals</i>	1,901,967	1,904,350	
<u>Expenditures</u>	<u>FY 16-17 Expenditures to 6-30-17</u>	<u>a year ago, for comparison</u>	<u>Narrative</u>
Program expenses	1,371,690	1,327,474	Contracts and other program expenses.
Evaluation expenses	10,969	50,357	Evaluation contract expenses.
Salaries & Benefits	356,331	351,331	Salaries and benefits paid to staff.
Indirect & Services & Supplies	162,976	175,188	Outside audit services, Public Health indirect (paid at 15% of Salaries & Benefits above), Butte County service dept. fees (i.e. Treasurer, County Counsel, etc.), and such as office supplies, training & travel, etc. are included here.
Total Expenditures	1,901,967	1,904,350	
Ending Fund Balance: \$ 5,863,206		\$ 6,152,429	Beginning Fund Balance plus Revenues, minus Expenditures, equals Ending Fund Balance.

Staff Report: Help Me Grow Consultant Contract

On August 28, 2017, the First 5 Commission posted a Request for Qualifications (RFQ) for a Help Me Grow Consultant. Statements of Qualifications were due September 27, 2017. Five applications were received.

An interview panel consisting of Commissioners Machida, Tobias, and Miller carefully reviewed, discussed, and rated each application, using the selection and scoring criteria outlined on pages 5 and 6 of the RFQ.

Susan Morris Wilson received the highest rating from each of the three commissioners. Ms. Wilson resides in Redding. Highlights of her qualifications include:

- From 9.20.16 through 10.20.17, she contracted with First 5 Shasta to develop and implement its Help Me Grow system.
- She currently serves as chair of the Strengthening Families Collaborative of Shasta County, which consists of Shasta County (SC) Public Health, SC Children’s Services, Northern Valley Catholic Social Service, Shasta Head Start, One Safe Place (domestic violence), SC Office of Education, SC Probation, Far Northern Regional Center, First 5 Shasta, and the Youth Violence Prevention Council.
- She has been trained in the Adverse Childhood Experiences Interface Training (Robert Anda and Laura Porter), and now provides trainings as part of a team effort in Shasta County.
- Her extensive experience with First 5 includes serving as the Executive Director of First 5 Siskiyou (2001-2004), in addition to working for the First 5 Association through 2006 as the Technical Assistance Coordinator for the Northwest Region.
- Her experience with evidence based program development includes extensive experience with the Triple P parenting program, Understanding the Framework of Poverty (Ruby Payne), Touchpoints (T Berry Brazelton), and the Search Institutes 40 Developmental Assets.
- From 2010-2016 she developed, implemented, and managed 2-1-1 Shasta and 2-1-1 Tehama, which subsequently became 2-1-1 NorCal.

Based on her numerous qualifications and a very positive reference check, staff was directed to offer a contract to Ms. Wilson, which she gladly accepted. The goal is to have the contract completed and Ms. Wilson ready to start December 1, 2017.

Fiscal Impact:

The Help Me Grow Consultant contract is not to exceed \$50,000 for the period of December 1, 2017 through June 30, 2018.

Staff Recommendation:

The Commission approve staff to negotiate the final contract with Ms. Wilson, not to exceed \$50,000 for the period of December 1, 2017 through June 30, 2018.

Staff Report: Regular and Alternate Commissioner Appointments

The Commission currently has one Regular Commissioner position and one Alternate Commissioner position open. An open recruitment in August 2017 resulted in three applications being submitted. Commissioners Burghardt, Machida, and Taylor participated in reviewing applications and interviewing various applicants.

It is now recommended to the Commission that the following two applicants be invited to sit on the Commission:

- Regular Commissioner Position – Dr. Lourdes Valdez, pediatrician with Northern Valley Indian Health Children’s Center. Dr. Valdez is well-known to the Commission as a champion of children throughout Butte County. She is responsible for helping First 5 launch its very successful Reach Out and Read program.
- Alternate Commissioner Position – Dorian Kittrell, Director of Butte County Behavioral Health. Mr. Kittrell has expressed a strong interest in finding ways to more effectively coordinate services, collaborate with community partners, and improve systems to better support the mental health needs of young children and their caretakers. In addition, he brings his extensive experience with state level policy makers to the Commission.

Fiscal Impact:

None

Staff Recommendations:

The Commission accept the recommendations of Commissioners Burghardt, Machida, and Taylor to have the Board of Supervisors approve the appointments of Dr. Valdez and Mr. Kittrell to the commission.

Report prepared by Y. McQuaid, ymcquaid@buttecounty.net, 530.538.6464

Staff Report: FY 17-18 Mini-Grant Awards; Request for Increase in Allocation

Background

For the past several years, the Commission has awarded up to six mini-grants each fiscal year, in the amount of \$2,500. Staff would like the annual amount for the \$2,500 mini-grants to be increased from \$15,000 to \$30,000 for FY 17-18.

The Commission's awarding of mini-grants has been a positive and rewarding way to support small projects that enhance the lives of young children and their families. Mini-grants often enable agencies to provide learning enrichment opportunities that would otherwise be beyond their ability to provide. These projects also create opportunities for First 5 to become better known throughout the community.

Fiscal Impact

Increase the amount from \$15,000 to \$30,000 per fiscal year, which can be awarded by the Director for projects that enhance the lives of young children and their families.

Staff Recommendation

The Administration Committee recommends the full Commission approve an additional \$15,000 for mini-grant awards of \$2,500 each. The total amount for mini-grants would be \$30,000, or twelve mini-grants for FY 17-18.

Report prepared by Troy Franzen, tfranzen@buttecounty.net