

## V. Fiscal Management

<b>1. Fiscal Management</b>	
<b>Purpose/ Background:</b>	<p>The Board of Supervisors authorized policies and procedures for First 5 Butte County Children and Families Commission pursuant to Section 130151 of the California Health and Safety Code. The purpose of this policy is to establish fiscal management procedures for the Commission.</p> <p>The Commission has exclusive control over its budget and expenditures as described in Health and Safety Code Section 130140.1(a)(2). The Commission allocates revenues consistent with its strategic plan, and in accordance with Commission approved policies and by-laws. Funds are received by the Butte County Treasurer and held in trust.</p>
<b>Policy:</b>	<p>First 5 Butte County Children and Families Commission contracts for staffing and administrative support services with the Butte County Department of Public Health (BCPH). Through this contract, the Commission is subject to the policies and procedures governing BCPH to the extent that they apply to Commission activities and do not conflict with California Health and Safety Code section 130100 et seq.</p> <p>All contracting, investments, fiscal planning, budgeting, accounting and reporting practices, internal controls, administrative costs and risk management will be conducted by the Commission in accordance with the policies, procedures and best practices identified in the First 5 Association of California Financial Management Guide.</p>
<b>Procedures:</b>	<p>The Commission Chair shall monitor and provide approval for staffing and administrative services on a quarterly basis to ensure that these functions are conducted according to the terms of the agreement with BCPH.</p> <p>Commission staff shall conduct the business of the Commission according to the policies and procedures established in its policy manual.</p> <p>The Director shall monitor the business operations of the Commission and shall provide regular reports to the Commission and the Administration Committee demonstrating that Commission business is conducted in compliance with policies.</p> <p>A comprehensive accounting process will be maintained to provide complete and timely financial information necessary to effectively operate the Commission.</p> <p>A. Accounting procedures will be documented to guide employees in their tasks, to assure consistency in the Commission’s accounting practices, and to assist during employee turnover.</p>

	<p>B. The Commission will meet the financial reporting standards established by the Governmental Accounting Standards Board (GASB).</p> <p>An annual audit will be performed by an independent certified public accountant in accordance with the requirements of California law and First 5 California.</p> <p>A review of the Commission’s business practices and their alignment with the Commission’s fiscal management and contracting policies and procedures will be included in the Commission’s annual audit conducted by an independent certified public accountant.</p>
<b>Effective Date:</b>	April 30, 2021

APPROVED

## 2. Administrative Costs Limit

<b>Purpose/ Background:</b>	<p>The Board of Supervisors authorized administrative costs limits for First 5 Butte County Children and Families Commission pursuant to Assembly Bill 109, Chapter 284, Statutes of 2005. The purpose of this policy is to establish an administrative costs limit for the Commission.</p> <p>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.</p> <ul style="list-style-type: none"><li>• <u>Administrative Costs</u>: 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 /or those costs not readily assignable to a specifically benefited cost objective.</li><li>• <u>Program Costs</u>: 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.</li><li>• <u>Evaluation Costs</u>: 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.</li></ul>
<b>Policy:</b>	<p>The Administrative Costs Limits Policy establishes the Commission’s upper limit on administrative costs at 12% of the Commission’s annual operating budget, based on an analysis of its administrative spending needs and best practices in government finance. The Commission shall adhere to the administrative, program and evaluation definitions in its budgeting, accounting, and financial reporting processes.</p>
<b>Procedures:</b>	<p>The Commission shall conduct a periodic review of the validity of the approved definition and percentage (based on changes in state law, regulation, county government requirements, and other relevant factors) and requires Commission staff to report on administrative costs at least semi-annually and as part of the Commission’s annual financial report.</p>
<b>Effective Date:</b>	<p>April 30, 2021</p>

When defining cost elements, we should consider if they are: **justifiable, reasonable** and **auditable**

<b>Cost Category Delineation</b> <b>(Developed using GFOA guidelines and First 5 Management Guide)</b>		
<b>Administrative Cost:</b> <i>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 /or those costs not readily assignable to a specifically benefited cost objective.</i>	<b>Program Cost:</b> <i>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.</i>	<b>Evaluation Cost:</b> <i>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.</i>
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	Community Annual Report
Payroll/benefits/Human Resources, and other indirect expense charged by BCPH	Monitoring contract compliance	First 5 CA 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
Audit	Program database management	
Strategic Planning	Any portion of a contractor's scope of work for the Commission that relates to the categories above	
Procurement		
Rent, Maintenance, Janitorial*		
Utilities*		
Insurance		
Any portion of a contractor's scope of work for the Commission that relates to the categories above		
*These costs are spread across administrative, program and evaluation areas for the purposes of calculating the administrative cost ratio		

#### 4. Budget Development Policy

<b>Purpose/ Background:</b>	<p>The Board of Supervisors authorized policies and procedures for First 5 Butte County Children and Families Commission pursuant to Section 130151 of the California Health and Safety Code. The purpose of this policy is to establish procedures for developing the Commission’s annual budget.</p> <p>The Commission has exclusive control over its budget and expenditures as described in Health and Safety Code Section 130140.1(a)(2). The Commission allocates revenues consistent with its strategic plan, and in accordance with Commission approved policies and by-laws. Funds are received by the Butte County Treasurer and held in trust.</p>
<b>Policy:</b>	<p>The Commission shall establish its next fiscal year’s operational budget by the end of June. Commission staff will send the approved budget to the county auditor before the start of the new fiscal year on July 1. Staff also will send the approved budget to the Board of Supervisors for information.</p> <p>The Commission will work collaboratively with the Butte County Department of Public Health (BCPH), prior to the start of each fiscal year, to develop the expenditure budget for the support services that BCPH provides to the Commission.</p>
<b>Procedure:</b>	<p>In February of each year, the Commission will review the Strategic Plan and the Long Term Financial Plan, as well as the support services budget proposed by BCPH, and provide guidance to staff on funding priorities for the coming fiscal year.</p> <p>Based on this guidance, the Commission staff shall develop budget recommendations for the incoming fiscal year and assign budget amounts based on Commission priorities, current and projected Prop 10 distributions, and the current financial condition of the Commission.</p> <p>At the April Commission meeting, staff will present the draft budget and conduct a budget workshop.</p> <p>The Commission will approve the final budget and any updates to the Strategic Plan at its June meeting. Staff will forward the approved budget to the county auditor before July 1, and to the Board of Supervisors for information.</p>
<b>Effective Date:</b>	April 30, 2021

#### 4. Fund Balance Policy

##### Purpose/ Background:

The Board of Supervisors authorized policies and procedures for First 5 Butte County Children and Families Commission pursuant to Section 130151 of the California Health and Safety Code. The purpose of this policy is to establish a target fund balance level for the Commission.

The Commission is committed to maintaining a prudent level of financial resources to protect against the need to make service level reductions due to unplanned events such as revenue shortfalls or unpredicted expenditures.

At the same time, since the purpose of Prop 10 funds are to support programs and systems that benefit children and families, Commissions are cautioned against accumulating large Fund Balances without a clear investment strategy.

##### Policy:

The Commission will function within its annual allocation and maintain a Fund Balance level that meets target requirements as described below. Adjustments to annual budgets will systematically address increases or decreases in revenue, and adjustments to long term fiscal plans will strategically address the sustainability of Commission operations and direct services.

The Fund Balance Target shall be 2.5 years of the previous year's annual Prop 10 revenues, to be split into the following categories:

- Cash flow (15%): funds to cover payments should Prop 10 or other funds be delayed.
- Leveraging (25%): funding to ensure that federal/state funds can be maximally leveraged.
- Opportunities (35%): opportunities that are too good to pass up, or address needs that arise from a local or statewide emergency.
- Funding Reserve (25%): in the event that Prop 10 funds become permanently unavailable, funds to sustain some programs and staff while staff secures additional funds and/or closes down operations.

Funds exceeding the 2.5 year Fund Balance Target shall be referred to as Unassigned. During its annual budget approval process, the Commission may allocate Unassigned funds to programs and initiatives. The remaining Unassigned funds shall be available to be requested for community investment in accordance with the following principles:

- Prioritize the highest need children in Butte County
- Address the impact of local disasters on vulnerable families with young children

	<ul style="list-style-type: none"> <li>• Build and support long-term sustainable impact</li> <li>• Positively move an indicator identified in the Strategic Plan</li> <li>• Elevate the Commission as a systems partner</li> </ul>
<b>Procedure:</b>	<p>Based on guidance from the Commission at its February meeting, staff shall develop budget recommendations for the incoming fiscal year, and assign budget amounts based on Commission priorities, current and projected Prop 10 distributions, and the current financial condition of the Commission. The dollar amount for the Fund Balance Target and the Unassigned funds for the incoming fiscal year shall be identified and approved by the Commission at its April meeting.</p> <p>Budget revisions that would require a reduction in the Fund Balance Target during a given year must be approved by the Commission.</p>
<b>Effective Date:</b>	April 30, 2021

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## 5. Fund Balance Reporting

### Purpose/ Background:

The Board of Supervisors authorized policies and procedures for First 5 Butte County Children and Families Commission pursuant to Section 130151 of the California Health and Safety Code. The purpose of this policy is to establish fund balance reporting procedures for the Commission.

The Governmental Accounting Standards Board (GASB) is the independent organization that establishes standards of accounting and financial reporting for U.S. state and local governments. Established in 1984 by agreement of the Financial Accounting Foundation (FAF) and 10 national associations of state and local government officials, the GASB is recognized by governments, the accounting industry, and the capital markets as the official source of generally accepted accounting principles (GAAP) for state and local governments.

GASB Statement no. 54, Fund Balance Reporting and Governmental Fund Type Definitions, is an accounting and financial reporting provision that is intended to improve the usefulness of the amounts reported as fund balance in annual audited financial statements by providing more structured classification. The statement also clarifies the definition of existing governmental fund types.

### Policy:

The Commission's fund balance shall be reported in the annual audited financial statements using the following five categories, which are consistent with Statement 54 of the Government Accounting Standards Board (GASB):

1. Nonspendable
2. Restricted
3. Committed
4. Assigned
5. Unassigned

### Procedure:

The determination of how the fund balance is reported under these categories shall be consistent with the guidelines provided in the First 5 Financial Management Guide. At year end, the fund balance shall be reported out in accordance with the following five categories.

#### Nonspendable Fund Balance

This category includes elements of the fund balance that cannot be spent because of their form, or because they must be maintained intact. Examples would include:

- Assets that will never convert to cash, such as prepaid items and inventories of supplies
- Assets that will not convert to cash soon enough to affect the current period, such as non-financial assets held for resale; or



- Resources that must be held intact pursuant to legal or contractual requirements, such as funds committed to leveraging State or Federal funds.

#### Restricted Fund Balance

This category includes resources that are subject to constraints that are externally enforceable legal restrictions. Examples would include:

- Funding from the State Commission or foundations that are legally restricted to specific uses. For example, funds advanced by First 5 CA under specific agreements for services, or matching funds for specific initiatives would be reported as restricted funds.
- Amounts collected from non-spendable items, such as the long term portion of loan outstanding, if those amounts are also subject to legal constraints.

NOTE: Tobacco tax revenues are not automatically categorized as restricted fund balance because the purposes for which tobacco tax allocations may legally be used are no narrower than the purpose for which the commissions were created in Proposition 10 enabling legislation.

#### Committed Fund Balance

Two criteria determine the committed fund balance:

- The use of funds is constrained by limits imposed by action of the Commission – the governmental unit’s highest level of decision making.
- Removal or modification of the use of funds can be accomplished only by action of the Commission. (Both the establishment of the commitment and/or modification or removal must occur prior to the end of the fiscal year being reported upon.)

Resources in this category would include:

- Resources committed for a future initiative when Commission action is required to remove or modify the commitment.
- Resources that have been committed by the Commission for specific agreements that have not yet been executed when Commission action is also required to remove this commitment.
- Resources committed as the local match for a State Commission initiative.
- Funding that has been designated for previously executed legally enforceable contracts but not yet spent, including multi-year contracts, when cancellation of such contracts would require Commission approval.

#### Assigned Fund Balance

The assigned portion of the fund balance reflects the Commission’s intended use of resources, which can be established either by the Commission or the Director. The “assigned” component is similar to the “committed” component, with two essential differences, shown in the following table:

Key Differences between Committed and Assigned Fund Balance

	Committed	Assigned
A decision to use funds for a specific purpose requires action of the Commission	Yes	No
Formal action of Commission is necessary to impose, remove or modify a constraint and formal action has taken place before end of the reporting period	Yes	No

The purpose of the assignment must be narrower than the fund itself. For this reason, tobacco tax revenues would not automatically be placed in the “committed” component. Resources to be included in this category include:

- Appropriation of all or a portion of existing fund balance sufficient to eliminate a projected deficit in the subsequent year’s budget.
- Funding that has been designated for previously executed legally enforceable contracts but not yet spent, including multi-year contracts, when cancellation of such contracts would not require Commission approval.
- Resources assigned to a specific program or project or organization for which the commission has approved a plan or budget.
- Resources approved by a commission for a long range financial plan where formal approval is not required to modify amounts.

For First 5 Butte County, the Commission can assign amounts under this category, and may also authorize the Director to assign amounts under this category when that decision is consistent with the approved long term financial plan. This authorization is consistent with the Commission’s other existing policies.

Unassigned fund balance

Resources in the fund balance that cannot be classified into any of the other categories are included here.

**Effective Date:**

April 30, 2021

## 6. Fraud Policy

<b>Purpose/ Background:</b>	The Board of Supervisors authorized a fraud policy for First 5 Butte County Children and Families Commission pursuant to Section 130140(d)(1)(A) of the California Health and Safety Code. The purpose is to establish a fraud policy for the Commission.
<b>Policy:</b>	<p>The Commission will facilitate the development of controls, which will aid in the detection and prevention of fraud. It is the intent of the Commission to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.</p> <p>This policy applies to any fraud, or suspected fraud, involving Commissioners, employees, grantees or outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with the Commission.</p>
<b>Procedure:</b>	<p>Management is responsible for the detection and prevention of fraud, misappropriations, and other inappropriate conduct. Fraud is defined as an intentional deception made for personal gain or to damage another individual. Staff and Commissioners will be familiar with the types of improprieties that might occur and be alert for any indication of irregularity.</p> <p>Any fraud that is detected or suspected must be reported immediately to the Commission Chair and Director, who coordinate all investigations with the Legal entity and other affected areas, both internal and external.</p> <p>If the Director is suspected of fraud, staff shall report to the Commission Chair who will work with the BCPH Director and County Counsel to manage the investigation.</p> <p><u>Actions Constituting Fraud</u></p> <p>The terms defalcation, misappropriation, and other fiscal wrongdoings refer to, but are not limited to:</p> <ul style="list-style-type: none"><li>• Any dishonest or fraudulent act</li><li>• Forgery or alteration of any document or account belonging to the Commission</li><li>• Forgery or alteration of a check, bank draft, or any other financial document</li><li>• Misappropriation of funds, securities, supplies, or other assets</li><li>• Impropriety in the handling or reporting of money or financial transactions</li><li>• Disclosing confidential and proprietary information to outside parties accepting or seeking anything of material value from contractors, vendors or persons providing services/materials to the Commission. Exception: Gifts less than \$50 in value</li></ul>

- Destruction, removal or inappropriate use of records, furniture, fixtures and equipment; and/or
- Any similar or related inappropriate conduct

The Commission Chair and Director have the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. If the investigation substantiates that fraudulent activities have occurred, the Commission Chair and Director will issue reports to the Administration Committee and the Commission.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and senior management, as will final decisions on disposition of the case.

#### Confidentiality

The Commission treats all information received confidentially. Any Commissioner or employee who suspects dishonest or fraudulent activity will notify the Commission Chair and Director immediately, and *should not attempt to personally conduct investigations or interviews/interrogations* related to any suspected fraudulent act. The Commission Chair and Director will engage with County Counsel and the Director of BCPH to designate an Investigation Unit.

If the Director is suspected of fraud, staff shall report to the Commission Chair who will work with the BCPH Director and County Counsel to manage the investigation.

Investigation results *will not be disclosed or discussed* with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the Commission from potential civil liability.

#### Authorization for Investigating Suspected Fraud

Members of the Investigation Unit will have:

- Free and unrestricted access to all Commission records and premises, whether owned or rented; and
- The authority to examine and copy any portion of the contents of files, desks, cabinets, computers, and other storage facilities on the premises without prior knowledge or consent of any individual who may use or have custody of any such items or facilities when it is within the scope of the investigation.

#### Reporting Procedures

	<p>Great care must be taken in the investigation of suspected improprieties or wrongdoings so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.</p> <p>An employee who discovers or suspects fraudulent activity will contact the Commission Chair and Director immediately (except when the Director is suspected of fraud, in which case the Chair will be contacted). The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the Legal entity. No information concerning the status of an investigation will be given out.</p> <p>The reporting individual should be informed of the following:</p> <ul style="list-style-type: none"><li>• Do not contact the suspected individual in an effort to determine facts or demand restitution</li><li>• Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically required by legal counsel of the Commission</li></ul> <p><u>Termination</u> If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed for approval by the representatives of the Commission and, if necessary, by outside counsel, before any such action is taken.</p>
<b>Effective Date:</b>	April 30, 2021

## VI. Other Operations

<b>2. Surplus Property</b>	
<b>Purpose/ Background:</b>	<p>The Board of Supervisors authorized policies and procedures for First 5 Butte County Children and Families Commission pursuant to Section 130151 of the California Health and Safety Code. The purpose of this policy is to provide guidance on the disposition of property owned by the Commission.</p> <p>Periodically, equipment purchased by the Commission is deemed to be no longer needed by the office or program which originally purchased it. In such cases, the equipment is declared as surplus.</p>
<b>Policy:</b>	<p>The Commission shall dispose of surplus property in an economic, efficient and responsible manner as outlined in the procedures below.</p>
<b>Procedure:</b>	<p>Commission staff shall notify Butte County General Services when surplus property is available so another department has the opportunity use it. Commission staff shall inspect all equipment including computers, file cabinets, safes and desks prior to disposal to ensure all sensitive information has been removed. Purchasing Services may sell, lease, transfer, dispose of or exchange surplus property as provided by the Butte County Code, Government Code and Board direction.</p>
<b>Effective Date:</b>	<p>April 30, 2021</p>

### 3. Social Media Use

<b>Purpose/ Background:</b>	The Board of Supervisors authorized policies and procedures for First 5 Butte County Children and Families Commission pursuant to Section 130151 of the California Health and Safety Code. The purpose of this policy is to establish policy and procedures governing social media use by Commission staff and contractors.
<b>Policy:</b>	<p>The Commission utilizes social media tools for the purposes of providing education and advocacy related to the Commission’s mission, vision, guiding principles and strategic plan.</p> <p>When using social media, Commission staff and contractors are expected to adhere to professional standards of behavior and judgment. The Commission will comply with all laws and regulations protecting the privacy of users.</p>
<b>Procedure:</b>	<p><u>Commission Procedures</u></p> <p>“Social Media” refers to community created content sites like blogs, forums, Flickr, YouTube, wikis, social networks, Pinterest, Twitter and other content sharing sites. It includes:</p> <ul style="list-style-type: none"><li>• Material created by Commission staff on sites utilized by the Commission</li><li>• Material created on other social media sites when acting as a Commission employee</li></ul> <p>Commission social media offerings are intended to create a welcoming and inviting online space where the community will find useful information. In some forums, users may be able to interact with Commission staff and other community members.</p> <ul style="list-style-type: none"><li>• Social Media accounts are only created by or through contracts with the Commission. The names of pages or accounts should not be changed and should clearly represent the Commission.</li><li>• Decisions regarding new social media outlets are made by the Director. Contractors should not create accounts on new sites.</li><li>• All content is reviewed and is subject to being edited or deleted by the Director and Program Staff.</li><li>• Where possible, each social media page should clearly indicate that it is maintained by the Commission and should have Commission contact information prominently displayed.</li><li>• Where possible, each social media page/profile should include an introductory statement about the page/profile.</li><li>• Where possible, social media pages should link to the Commission’s official website and this social media policy.</li></ul>

- User discussion and contribution on Commission social media sites is subject to the Public Terms of Use. This shall be clearly indicated on the social media page that invites participation.
- Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.
- Content is subject to public records laws.
- Content shall be managed, stored, and retrieved to comply with open records laws and e-discovery laws and policies.

#### Staff and Contractor Responsibilities

When staff or contractors use social media, behavior and content is not only a reflection of the individual, but also of the Commission. This policy complements, rather than overrides, any existing requirements that staff and contractors act professionally, respectfully and honestly.

If a staff member or contractor is about to publish something that makes them even the slightest bit uncomfortable, do not send. Review the guidelines to determine the issue and address before posting. If the staff member or contractor is concerned, discuss it with the Director. When representing the Commission via social media, staff and contractors should:

- Conduct themselves at all times as representatives of the Commission
- Identify themselves as Commission personnel
- Not make statements about community members, or post, transmit, or otherwise disseminate confidential information
- Not conduct political activities or personal business
- Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media

#### Public Terms of Use

The Commission has no affiliation with any advertisements or other material posted by third party sites or software. By choosing to comment on Commission Social Media sites, public users agree to these terms:

- Comments are moderated by Commission staff and contractors, and the Commission has the sole discretion to not post or to remove comments that are unlawful, offensive, profane or off-topic.
- Persons who violate these terms may be barred from further postings.



	<ul style="list-style-type: none"><li>• Social media should not be used to attempt communication with staff for official or unofficial Commission business. Members of the public should use email, telephone or Commission website to communicate with staff.</li><li>• The Commission is not obligated to respond to any questions or comments posted on social media, and shall not engage in debate or argument with social media users.</li><li>• The Commission does not collect, maintain or otherwise use the personal information stored on any third party social media site in any way other than to communicate with users on that site.</li></ul>
<b>Effective Date:</b>	April 30, 2021

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#### 4. Staff Compensation

<b>Purpose/ Background:</b>	The Board of Supervisors authorized policies and procedures for First 5 Butte County Children and Families Commission pursuant to Section 130151 of the California Health and Safety Code. The purpose of this policy is to establish policies and procedures for Commission Staff Compensation.
<b>Policy:</b>	<p>The Commission will abide by Butte County personnel policies and procedures to the extent that they apply to Commission activities, and do not conflict with California Health and Safety Code Section 130100 et seq.</p> <p>The Commission has the authority to determine the number, qualifications, and compensation of employees serving in positions allocated to the Commission, consistent with the County of Butte Merit System and Personnel Rules.</p>
<b>Procedure:</b>	The Commission will work with BCPH to establish and define each position. The Commission will provide BCPH with a recommended job description and salary range for each position. BCPH will designate the position either to an existing appropriate County classification, or if one does not exist, BCPH will advocate with County Human Resources to support the creation of a new classification for the position.
<b>Effective Date:</b>	April 30, 2021

## 5. Staff Evaluation

<b>Purpose/ Background:</b>	<p>The Board of Supervisors authorized policies and procedures for First 5 Butte County Children and Families Commission pursuant to Section 130151 of the California Health and Safety Code. The purpose of this procedure is to establish guidelines for Commission Staff Evaluation.</p> <p>The Butte County Department of Public Health (BCPH) provides staffing services to the Commission. The purpose of this policy is to identify a process by which Commissioners play an active role in the staff evaluation process by providing input to the Director of BCPH.</p>
<b>Procedure:</b>	<p>The Commission will identify a hiring committee that will select the person who will serve as Commission Director. As a BCPH employee, the Commission Director will report to the BCPH Director on an administrative basis but will work at the direction of the Commission. For review purposes, the Chair will solicit feedback from Commissioners on the Commission Director's performance and submit the feedback to the BCPH Director who will incorporate the feedback into the performance review. This process will occur annually in alignment with County personnel procedures.</p>
<b>Effective Date:</b>	April 30, 2021

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