

# OPERATIONAL REQUIREMENTS FOR THE CHILDREN AND FAMILIES (MARIPOSA COUNTY) COMMISSION

Revised 04/25/11

## Current Requirements

<i>Health and Safety Code Section</i>	<i>Description</i>	<i>Frequency</i>	<i>Status</i>	<i>Comments</i>
130140 (a)(1)(C)(ii)	Strategic Plan must include description of goals and objectives; programs, services, projects to be provided; description of how outcomes will be determined using indicators; and description of integration of services.	Annually	In Compliance	Strategic Plan reviewed by the Commission on April 11, 2011, and a public hearing held on April 11, 2011. The public hearing provided the community an opportunity to review the Strategic Plan for 2010-2012.
130140 (a)(1)(C)(iii)	Strategic Plan must be reviewed annually.	Annually	In Compliance	The Strategic Plan was reviewed for 2009-2010 on April 11, 2011.
130140 (a)(1)(D and E)	Hold one public hearing at the periodic review of the Plan (before amendments are adopted).	Annually (if amendments are made).	In Compliance	Strategic Plan reviewed and public hearing held on December 1, 2008, for 2007-2008. A public hearing will be held for the 2008-2009 annual report and audit on January 15, 2009. For 2009-2010, a public hearing was held on April 11, 2011.
130140 (a)(1)(G)	Hold a public hearing before adopting the annual audit and the annual report. The hearing to discuss the audit and audit responses is to be held within 60 days of receipt of the audit. 130151(d) Audit is to be sent to State Commission within 2 weeks of hearing.	Annually	In Compliance	A performance audit is due to the State on October 15th. The annual report and financial audit are due to the State on November 1st. 130150(a). Smith and Newell, CPA auditors, conducted an audit in September, 2011.
130140 (a)(1)(H)	Hold a public hearing on the State Commission's annual report.	Annually	In Compliance	Public Hearing held on June 8, 2009, for the 2007-2008 fiscal years. For 2008-2009, a public hearing will be held on January 15, 2010. For 2009-2010, a Public Hearing was held on April 11, 2011 to review the State Commission's annual report.

130145	Commission shall establish at least one advisory Committee		Mariposa has a Finance and School Readiness Committee--No Advisory Committee  In Compliance	The Executive Director serves on the Local Child Care Planning Council. The Commission voted on December 10, 2007, not to form a formal advisory council.
--------	--	--	---	---

**New Requirements**

<b>Health and Safety Code Section</b>	<b>Description</b>	<b>Frequency</b>	<b>Status</b>	<b>Comments</b>
130140 (a)(1)(C)(iv)	Commission is to measure outcomes using indicators and review the information as a part of the public review of the Strategic Plan.	The Strategic Plan is to be reviewed annually.	In Compliance	The current County ordinance requires the Commission to adhere to Section 130140 (a)(1). An evaluation model is included in the quarterly reporting forms for grant recipients and the School Readiness Program. The quarterly reports are reviewed by the Commission annually (quarterly). The School Readiness program conducts assessments on the development of each preschooler.
130140 (d)(4)(A)	Commission, in a public hearing, is to adopt a conflict of interest code for its members. Controller recommends testing to ensure compliance with state and local laws. 130151(b)(3)	One time activity.	Original Conflict Code was adopted on March 14, 2005. The Revised Conflict of Interest policy was adopted on October 8, 2007, as approved by County Council.  In Compliance	<b>Section 204.</b> Auditors will require a letter of representation from Counsel. Steve Dahlem, County Counsel, wrote an audit letter verifying Commission policies on August 5, 2009. For the 2009-2010 year, the Conflict of Interest (Form 700) was completed by all Commissioners and staff in April, 2011. An Ethics Policy was adopted to ensure that the Commission complete a Conflict of Interest Form annually and have it on record at the Mariposa County Public Records Office.

130140 (d)(4)(B)	Commission, in a public hearing, is to adopt contracting and procurement policies. Controller recommends testing to ensure compliance with state and local laws and consistency with Strategic Plan. 130151(b)(1)	One time activity.	Mariposa First 5 Commission held a Public Hearing on May 3, 2006, and on October 29, 2007.  In Compliance	<b>Section 205.</b> Auditors will require a letter of representation from Counsel. Steve Dahlem, County Counsel, submitted a letter to Smith and Newell, CPA/auditors, on August 5, 2009, verifying our required policies.
<b>Health and Safety Code Section</b>	<b>Description</b>	<b>Frequency</b>	<b>Status</b>	<b>Comments</b>
130140 (d)(5)	Commission, in a public hearing, is to adopt a limit on administration expenditures (as compared to budget). Must define administrative costs and must include a process to monitor these costs. 130151(b)(2)	The Commission's annual budget will include administrative cost projections. Actual costs are not to exceed the policy limit. The process to monitor administrative expenditures will include a quarterly report of costs.	Mariposa First 5 Commission held a Public Hearing on May 3, 2006. In addition, the Commission reviews administrative costs each quarter and approves any changes.  In Compliance	<b>Section 413.</b> Mariposa First 5 Commission adopted a policy at the Commission meeting on November 13, 2006. Administrative expenses were reviewed at the October 8, 2007, meeting. This policy continues to be in place (December 14, 2009) with all administrative expenses reviewed quarterly. The monthly budget reports include all revenues received and all expenditures, including administrative costs. Quarterly, fiscal analyst, Kathy Albright, shares the total administrative costs for the year. Currently, the costs are under 18%.
130140 (d)(6)	Commission, in a public hearing, is to adopt a process to establish salaries and benefits of employees. Salaries and benefits must conform to established Commission or County policies. Controller recommends testing of payrolls to ensure compliance with policies.	One time activity.	The Commission adopted a policy on Salaries and Benefits at the October 8, 2007, Commission meeting. A raise was approved for employees and the executive director on June 8, 2009.  In Compliance	<b>Section 206.</b> Mariposa First 5 Commission adopted a policy at the October 8, 2007, meeting and at a public forum on October 29, 2007. This policy is still in place (December 14, 2009).

Health and Safety Code Section	Description	Frequency	Status	Comments
130151(b)(4)	Commission is to adhere to the Mariposa County Ordinance 944. The Ordinance must contain required elements of 130140(a)(1) – Required are: membership, establish funding, audit, etc., and 130140(d)(1) – which states that there is to be a Strategic Plan and there must be an annual review of the Strategic Plan. 130140(a)(1)(C)(iii)		Ongoing (The Mariposa First 5 Commission increased membership from 7 to 9 members and was approved by the Board of Supervisors on November 15, 2005).  In Compliance	Auditors will require a letter from Management that describes how Commission is adhering to each provision of the County enabling-ordinance. County Counsel wrote a letter on August 5, 2009. Ordinance 944 was modified by the Commission on September 14, 2009, and approved by the Board of Supervisors on October 6, 2009. The modifications were: 1) Under Membership, change the word “representative” to “Superintendent. Reading- “The Superintendent of the Mariposa County Unifies School District or his/her designee.” And 2) The Executive Director of the Commission shall submit a recommendation <b>for the removal of any member from the Commission upon the vote an approval of 7 Commission members.</b> ”
130151(b)(5)	Commission, in a public hearing, is to adopt a long-range financial plan.	Not specified, but is now done annually as a part of proposed budget.	Ongoing as part of the annual budget report. The long-range financial plan will be reviewed in June of each year for any revisions or modifications.  In Compliance	Long-range financial plan was presented and adopted at the August 10, 2009 Commission meeting. The long-range financial plan was reviewed at the September 14, 2009, Commission meeting. The long-range financial plan will be discussed at several Commission meetings in 2009-2010 due to grant and School Readiness funding (State match through June, 2012). The long-range financial plan will be revised in June, 2011 due to the loss of revenue and the matching State First 5 School Readiness grant in 2012.
130151(b)(6)	Commission is to have policies and procedures regarding assessing and communicating the financial condition of the Commission.	Not specified, but is now done annually as a part of annual audit.	Mariposa First 5 Commission adopted this policy at the October 8, 2007, at the Commission meeting and at the public meeting on October 29, 2007.  In Compliance	<b>Section 414.</b> In addition, the financial condition (revenues and expenditures) of the Commission is shared publicly at every Commission meeting.

130151(b)(7)	Commission is to track program evaluation expenditures and document the results of the expenditures.	Not specified, but requirement suggests annually.	Ongoing (Each quarter the fiscal analyst submits quarterly budget reports. Evaluation costs are included in the Executive Director's salary and are part of the assigned duties. Grant recipients provide evaluations as part of the requirements.  In Compliance	<b>Section 413.</b> The Commission's annual budget will include expenditure cost projections. The process to monitor expenditures will include a quarterly report of costs. Monthly budget reports are submitted, reviewed and approved by the Commission at each monthly Commission meeting. Evaluations and the evaluation tools are submitted to the Commission as part of the grant quarterly reporting documents. All preschool assessments are shared with the Commission annually.
--------------	--	---	---	---