



**AGENDA
PUBLIC NOTICE**

First 5 Riverside County Finance Sub-Committee Regular Meeting
Wednesday, November 30, 2022
11:00 AM
First 5 Riverside County ZOOM
585 Technology Ct
Riverside, California 92507

This notice shall confirm the First 5 Riverside County Finance Sub-Committee Regular Meeting of the Riverside County Children and Families Commission.

Note: If special accommodations are needed to participate in this meeting, please contact Lynn Stephens, Commission Coordinator, at (951) 955-0200 during regular business hours of the Riverside County Children and Families Commission (Monday-Friday 8:00 a.m. – 5:00 p.m.).

Note: Public Comments will be taken on agenda items at various times during the meeting. Please submit a Request to Speak form to the Commission Coordinator at any time before or during the meeting indicating the item you wish to address.

Note: Please place all cellular phones on vibrate or off mode during the meeting.

Meeting URL: <https://us02web.zoom.us/j/82066709915>
Meeting ID: 820 6670 9915
Phone One tap mobile: +1 669 444 9171 US

A. Call to Order – Yvonne Suarez, Deputy Director

B. 22-01: Adopt Resolution of the First 5 Riverside County Children & Families Commission Authorizing Remote Teleconference Meetings of the Legislative Bodies of First 5 Riverside County for the Period of November 30, 2022 through December 30, 2022 Pursuant to the Ralph M. Brown Act - Ronak Patel, Deputy County Counsel **2**



1 **RESOLUTION NO. 22-01**

2 **A RESOLUTION OF THE FIRST 5 RIVERSIDE COUNTY**
3 **CHILDREN & FAMILIES COMMISSION FINANCE SUBCOMMITTEE**
4 **AUTHORIZING REMOTE TELECONFERENCE MEETINGS**
5 **OF THE LEGISLATIVE BODIES OF FIRST 5 RIVERSIDE COUNTY**
6 **CHILDREN & FAMILIES COMMISSION]**

7 **FOR THE PERIOD NOVEMBER 30, 2022 THROUGH DECEMBER 30, 2022**

8 **PURSUANT TO THE RALPH M. BROWN ACT.**

9
10 **WHEREAS**, all meetings of **FIRST 5 RIVERSIDE COUNTY CHILDREN & FAMILIES**
11 **COMMISSION** and its legislative bodies are open and public, as required by the Ralph M. Brown Act
12 (Cal. Gov. Code §§ 54950 – 54963), so that any member of the public may attend, participate, and view the
13 legislative bodies conduct their business; and

14 **WHEREAS**, the Brown Act, Government Code section 54953(e), makes provisions for remote
15 teleconferencing participation in meetings by members of a legislative body, without compliance with the
16 requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions and
17 requirements; and

18 **WHEREAS**, a required condition of Government Code section 54953(e) is that a state of emergency
19 is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of
20 conditions of disaster or of extreme peril to the safety of persons and property within the state caused by
21 conditions as described in Government Code section 8558(b); and

22 **WHEREAS**, a further required condition of Government Code section 54953(e) is that state or local
23 officials have imposed or recommended measures to promote social distancing, or, the legislative body
24 holds a meeting to determine or has determined by a majority vote that meeting in person would present
25 imminent risks to the health and safety of attendees; and

26 **WHEREAS**, on March 4, 2020, Governor Newsom issued a Proclamation of a State of Emergency
27 declaring a state of emergency exists in California due to the threat of COVID-19, pursuant to the California
28 Emergency Services Act (Government Code section 8625); and,

1 **WHEREAS**, on June 11, 2021, Governor Newsom issued Executive Order N-07-21, which
2 formally rescinded the Stay-at-Home Order (Executive Order N-33-20), as well as the framework for a
3 gradual, risk-based reopening of the economy (Executive Order N-60-20, issued on May 4, 2020) but did
4 not rescind the proclaimed state of emergency; and,

5 **WHEREAS**, on June 11, 2021, Governor Newsom also issued Executive Order N-08-21, which set
6 expiration dates for certain paragraphs of the State of Emergency Proclamation dated March 4, 2020 and
7 other Executive Orders but did not rescind the proclaimed state of emergency; and,

8 **WHEREAS**, as of the date of this Resolution, neither the Governor nor the state Legislature have
9 exercised their respective powers pursuant to Government Code section 8629 to lift the state of emergency
10 either by proclamation or by concurrent resolution the state Legislature; and,

11 **WHEREAS**, the California Department of Industrial Relations has issued regulations related to
12 COVID-19 Prevention for employees and places of employment. Title 8 of the California Code of
13 Regulations, Section 3205(5)(D) specifically recommends physical (social) distancing as one of the
14 measures to decrease the spread of COVID-19 based on the fact that particles containing the virus can travel
15 more than six feet, especially indoors; and,

16 **WHEREAS**, the **FIRST 5 RIVERSIDE COUNTY CHILDREN & FAMILIES COMMISSION**
17 finds that state or local officials have imposed or recommended measures to promote social distancing,
18 based on the California Department of Industrial Relations' issuance of regulations related to COVID-19
19 Prevention through Title 8 of the California Code of Regulations, Section 3205(5)(D); and,

20 **WHEREAS**, as a consequence, the **FIRST 5 RIVERSIDE COUNTY CHILDREN &**
21 **FAMILIES COMMISSION** does hereby find that it and its legislative bodies shall conduct their meetings
22 by teleconferencing without compliance with Government Code section 54953 (b)(3), pursuant to Section
23 54953(e), and that such legislative bodies shall comply with the requirements to provide the public with
24 access to the meetings as prescribed by Government Code section 54953(e)(2).

25 **NOW, THEREFORE, BE IT RESOLVED, FOUND AND ORDERED** by the **FIRST 5**
26 **RIVERSIDE COUNTY CHILDREN & FAMILIES COMMISSION FINANCE SUBCOMMITTEE**
27 in regular session assembled on November 30, 2022 does hereby resolve as follows:
28

1 Section 1. Recitals. All the above recitals are true and correct and are incorporated into this
2 Resolution by this reference.

3 ///

4 Section 2. State or Local Officials Have Imposed or Recommended Measures to Promote Social
5 Distancing. The FIRST 5 RIVERSIDE COUNTY CHILDREN & FAMILIES COMMISSION’S
6 FINANCE SUBCOMMITTEE hereby proclaims that state officials have imposed or recommended
7 measures to promote social (physical) distancing based on the California Department of Industrial
8 Relations’ issuance of regulations related to COVID-19 Prevention through Title 8 of the California Code
9 of Regulations, Section 3205(5)(D).

10 Section 3. Remote Teleconference Meetings. The FIRST 5 RIVERSIDE COUNTY
11 CHILDREN & FAMILIES COMMISSION and any of its legislative bodies are hereby authorized and
12 directed to take all actions necessary to carry out the intent and purpose of this Resolution including,
13 conducting open and public meetings in accordance with Government Code section 54953(e) and other
14 applicable provisions of the Brown Act.

15 Section 4. November 30, 2022. This Resolution shall take effect immediately upon its adoption
16 and shall be effective until the earlier of (i) December 30, 2022, or (ii) such time the FIRST 5 RIVERSIDE
17 COUNTY CHILDREN & FAMILIES COMMISSION adopts a subsequent resolution in accordance with
18 Government Code section 54953(e)(3) to extend the time during which its legislative bodies may continue
19 to teleconference without compliance with Section 54953(b)(3).

20 ADOPTED this 30th day of November 2022 by FIRST 5 RIVERSIDE COUNTY CHILDREN &
21 FAMILIES COMMISSION’S FINANCE SUBCOMMITTEE, by the following vote:

22
23 YES:

24 NO:

25 ABSENT:

26 ABSTAIN:

C. Public Comments (for items not listed on the agenda)

D. Finance Sub-Committee Business – Paul Robles, Fiscal Manager

1. Approval of December 8, 2021 Finance Sub-Committee Regular Meeting Minutes

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**Riverside County Children & Families
Finance Subcommittee
December 8, 2021, 2:00 PM**

**First 5 Riverside ZOOM
585 Technology Ct
Riverside, California 92507**

Finance Subcommittee Members Present: Jose Campos, Deborah Clark-Crews, Malinda Margiotta

Administrative Staff Present: Tammi Graham, Executive Director; Yvonne Suarez, Deputy Director of Administration; Barbara DuBransky, Deputy Director of Programs; Paul Robles, Fiscal Manager; Carol Abella, Administrative Services Manager II; Patricia Perez, Administrative Services Officer; and Cori Robinson, Administrative Secretary II

Legal Counsel: Ronak Patel, Deputy County Counsel

A. Welcome/Call to Order – Yvonne Suarez, Deputy Director, Administration

Yvonne Suarez, Deputy Director of Administration conducted roll call.

- B. 22-01: Adopt Resolution** of the First 5 Riverside County Children & Families Commission, Authorizing Remote Teleconference meetings of the Legislative Bodies of First 5 Riverside County for the period of December 8, 2021- January 8,2022. Pursuant to the Ralph M. Brown Act. – Ronak Patel- Deputy County Counsel

*Subcommittee Member Deborah Clark-Crews moved to approve action item 22-01 as presented. Subcommittee Member Malinda Margiotta seconded the motion. **Motion Carried.***

C. Approval of Draft November 16, 2020, Finance Subcommittee Minutes - Yvonne Suarez, Deputy Director

*Subcommittee Member Deborah Clark-Crews moved to approve the November 16, 2020 Finance Subcommittee Minutes. Subcommittee Member Jose Campos seconded the motion. **Motion Carried.***

D. Public Comments (for items not listed on the agenda)

None.

E. Overview - Finance Subcommittee - Yvonne Suarez, Deputy Director

Ms. Suarez gave a timeline of the establishment and structure of the Finance Subcommittee. Because current appointments will soon be ending, new appointments will be considered at the January 26, 2022 Commission meeting.

Ms. Suarez gave an overview of the current fiscal team and highlighted that for the 2nd year in a row, the Commission has had a clean audit.

1. Budget 21-22 Commission Format Review

Ms. Suarez reviewed the current budget format and explained that additional columns are included for budget revisions.

2. Budget 22-23 Commission Format Discussion

Time was provided to discuss the budget format. No changes were requested.

F. Fund Balance Fiscal Year 20/21 Highlights - Patricia Perez, Administrative Services Officer

1. Fund Balance Policy Requirements - Patricia Perez, Administrative Services Officer

Ms. Perez gave an overview of the current Fund Balance policy, including amount for budget stabilization and minimum reserve.

Ms. Perez highlighted FY20/21 year-end fund balance allocations, including changes from prior year. The Commission ended FY20/21 with a fund balance of \$33.5 million.

G. Review Strategic Plan Funding Allocation- Paul Robles, Fiscal Manager

Mr. Robles gave an overview of Strategic Plan allocations as well as expense trends for each Goal Area.

H. Review Trends - Prop 10 & Prop 56 (backfill) - Yvonne Suarez, Deputy Director

Ms. Suarez gave an overview of Prop 10 projection methodology by the State – Department of Finance and Prop allocations statewide. Riverside County's allocation has remained consistent throughout the years. Ms. Suarez detailed the various taxes that make up Prop 10 and went over Prop 56 trends.

I. Quarterly Financial Highlights - Review Format - Patricia Perez, Administrative Services Officer

Mr. Robles presented quarterly financial highlights including program, evaluation, and admin expense percentages. Format to be modified to include projections.

J. Future Agenda Items:

Input for FY 23/24 Strategic Plan Allocation.

K. Adjournment: Adjournment at 2:37 p.m. to the next Regular Meeting of the Riverside County Children and Families Finance Subcommittee to be determined.

Meeting Minutes Recorded by Cori Robinson, Administrative Secretary II

- 2. Meet First 5 Riverside County Fiscal Team
- E. **Review Strategic Plan Funding Allocation – Paul Robles, Fiscal Manager**
- F. **Quarterly Financial Highlights Review – Paul Robles, Fiscal Manager**
- G. **Draft Revised Fiscal Policy – Paul Robles, Fiscal Manager** **9**





FINANCIAL REPORTING POLICY

PURPOSE

The purpose of this policy is to stipulate the requirement for preparing and reporting essential financial data for the Commission.

STATEMENT OF POLICY

It is the policy of the Commission that staff provides key budget and financial data on a regular basis to facilitate proper monitoring and oversight of Commission finances. Essential financial data includes actual revenues, expenses, and reserves as compared to the current authorized budget.

REPORTING POLICY

It is the policy of the Commission that financial staff prepares and provides the Commission a statement of the actual revenues, expenses and reserves compared to the current budget quarterly and as requested by the Commission. **The Commission will eliminate the 1st quarter report to align with the County's Executive Office memo dated 8/9/2022.** The fourth quarter financial data reporting will be included with the annual audit report presented in the October Commission meeting based on the timing of both the scheduled Commission meetings and financial information.

At a minimum:

- A. Provide a statement of revenues, expenses, reserves and administrative, evaluation and programmatic cost percentages as compared to the total operating budget,
- B. Include year-end projection data with each quarterly financial report.

H. Fund Balance Fiscal Year 21/22 Highlights – Paul Robles, Fiscal Manager

I. Review Trends - Prop 10 & Prop 56 (backfill) – Yvonne Suarez, Deputy Director

J. Future Agenda Items:

1. Input for Future Strategic Plan Allocation

K. Adjournment: Adjournment to the next Regular Meeting of the Riverside County Children and Families Commission's Finance Sub-Committee

Conflict of Interest: Any person, or group of persons present at this meeting, who wish (es) to speak on a matter may be required to state for the record any contributions, in excess of \$250.00 made in the past (12) twelve months, made to any Commission member, the Commission member receiving the contribution, and the matter of consideration with which they are involved.

Agenda Posting: Agendas will be posted at the Clerk of the Board of Riverside County and the Commission Business Office.

All public record documents for matters on the open session of the Agenda are available for inspection at the meeting listed in this Agenda, and at the following location beginning three (3) days prior to the meeting date:

**Riverside County Children and Families Commission
585 Technology Court
Riverside, CA 92507**

If a public record document that relates to a matter on the open session of the Agenda is distributed less than 72 hours prior to the meeting date, the public record document shall be available for inspection, at the same time it is distributed, at the address listed above. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990.

