

FIRST 5
Sacramento Commission
FINANCIAL PLANNING COMMITTEE
2750 Gateway Oaks Drive, Suite 330
Sacramento, CA 95833

AGENDA

Thursday **March 25, 2010** **1:30 p.m.**

Members: Penelope Clarke, Kathy Kossick, Jason Sample, Bruce Wagstaff

Advisory Committee Members: Mali Currington, Beth Hassett

Staff: Toni Moore, Nancy Benton, Kim Dahl

Clerk: Cheryl Rookwood

1. Approve January 21, 2010 Draft Action Summary *(5 minutes)*
2. Executive Director's Update/Report *(5 minutes)*
3. [Review and Discuss Current Financial Statements and Analysis](#) *(10 minutes)*
4. [Review and Approve 2010/2011 Budget](#) *(10 minutes)*
5. Results of Strategic Plan Discussion and Impact on Implementation Plan and Ten-Year Financial Plan *(10 minutes)*
6. [Approve Draft Procedure for Out-of-Cycle Funding Requests](#) *(5 minutes)*
7. [For Information Only: Advance Repayment Issues](#) *(5 minutes)*
8. [For Information Only: Fiscal Deadline Accountability Report](#) *(5 minutes)*
9. Committee Member Comments *(5 minutes)*
10. Public Comments on Non-Agenda Matters *(5 minutes)*

The meeting is voice recorded in its entirety. A CD will be available for checkout from the First 5 Sacramento Commission offices at 2750 Gateway Oaks Dr., Suite 330, Sacramento, the day after the meeting.

The on-line version of the agenda and associated materials are posted for your convenience at <http://www.first5sacramento.net/default.htm>. Some documents may not have been posted on-line because of their size and/or format. As they become available, hard copies of all documents are available from the Clerk of the Commission at the First 5 Sacramento Commission offices.

First 5 Sacramento Commission
Results of Operations
As of February 28, 2010

	FY 2009/2010 Budget	Total Expenses	% of Budget	Total Admin Expenses	Total Program Expenses	Program Mgmt (incl mktng)	Evaluation	Bright Futures	School Readiness	Health Access	Nutrition	Dental-Floridation	Effective Parenting	Comm Building Initiative	Child Care	Children's Celeb	Parent Kits	Touch Points	
	8 mos/12 mos = 67% of Budget					122642	121814	123869	122784	122760	122758	122756	122759	121816	122757	123515	121812	123870	
Salaries	1,484,720	1,013,763	68.28%	471,940	541,824	84,305	58,346	46,523	117,753	21,044	29,936	26,917	63,142	93,856					
Benefits	821,973	423,154	51.48%	192,738	230,416	27,213	28,735	19,653	49,743	9,219	11,951	11,861	28,289	43,752					
Total Salaries & Benefits	2,306,693	1,436,917	62.29%	664,677	772,240	111,519	87,081	66,176	167,496	30,264	41,887	38,778	91,431	137,609	-	-	-	-	
Advertising	15,000	23,052	153.68%	-	23,052	522				18,675				3,855					
Books/Periodical Svc	31,000	19,586	63.18%	-	19,586				19,386									200	
Business/Conf Exp	27,500	1,261	4.59%	-	1,261				1,007					253					
Business Travel	21,500	1,187	5.52%	683	504				154						350				
Ed/Training Svc	60,000	-	-	-	-														
Ed/Training Sup	531,000	85,481	16.10%	-	85,481			25,745	34,285									25,452	
Tuition Reimb	3,000	-	-	-	-														
Emp Recong	13,582	2,392	17.61%	2,075	317				218					99					
Emp Transportation	7,500	1,289	17.18%	1,212	76			76											
Exp Office Equip	6,850	174	2.54%	174	-														
Freight	17,000	378	2.22%	100	278								50						228
Insurance	23,313	(1,532)	-6.57%	(1,532)	-														
Membership Dues	28,000	13,266	47.38%	-	13,266	13,266													
Office Supplies	34,000	11,993	35.27%	11,094	899			7			213		106	453		65	55		
Postal Svcs	6,000	763	12.72%	673	91							48	42						
Printing	54,000	10,963	20.30%	5,461	5,502			462	5,040										-
Const Materials	25,000	-	-	-	-														
Office Furn Maint Svc	1,500	-	-	-	-														
Modular Furniture	5,000	-	-	-	-														
Inventoriable Equip	12,000	-	-	-	-														
Legal Svc	15,500	27,610	178.13%	27,610	-														
Other Prof. Svcs	34,971,078	11,650,300	33.31%	147,416	11,502,884	3,622	725,711	14,960	4,143,536	1,212,180	597,296	103,835	3,787,253	322,724	497,336	93,532			900
Media Svcs	717,000	23,131	3.23%	1,813	21,318	7,492					9,626			4,200					
Data Process Supplies	5,000	94	1.88%	94	-														
Interpreter Svcs	15,500	230	1.48%	-	230									230					
Other Operating Exp Supplies	25,000	3,131	12.53%	1,705	1,427			34	900					339		154			
Other Operating Exp Svcs	25,000	2,680	10.72%	530	2,150								2,150						
System Dev Svc	56,372	52,808	93.68%	48,322	4,486				4,486										
System Dev Sup	8,134	5,865	72.10%	5,865	-														
Auditor Svcs	38,250	31,250	81.70%	31,250	-														
Wan Allocation	22,192	14,796	66.67%	14,796	-														
Alarm Svcs	2,662	1,997	75.00%	1,997	-														
GS Printing Svcs	7,000	425	6.07%	51	374			374											
GS Postage	5,000	1,470	29.41%	1,432	39														39
GS Messenger	2,784	1,624	58.34%	1,624	-														
GS Purchasing	5,709	3,430	60.08%	3,430	-														
GS Store Chgs	2,500	1,775	70.99%	1,775	-														
GS Equip Rental	3,000	-	-	-	-														
Admin Svcs	26,427	17,618	66.67%	17,618	-														
Fuel Usage-Voyager Card	200	30	15.00%	30	-														
Real Estate Chgs	1,500	-	-	-	-														
Cnty Facility Use Chg	1,060	669	63.07%	669	-														
Leased Prop Use Chge	333,900	158,770	47.55%	158,770	-														
GS Parking	3,250	1,260	38.77%	1,260	-														
GS Surplus Prop Mgmt	776	483	62.29%	483	-														
Telephone Svcs	30,141	19,297	64.02%	19,297	-														
Telephone Install	1,117	220	19.71%	220	-														
Dep Exp	-	933	-	933	-														
Co Wide Cost A87	124,510	83,007	66.67%	83,007	-														
Personnel Svcs	45,559	31,773	69.74%	31,773	-														
Safety Program Svc	163	121	74.23%	121	-														
Co Exec Cab Svc	8,145	4,379	53.76%	4,379	-														
Operating Trans Out	167,011	111,341	66.67%	111,341	-														
Total Services & Supplies	37,594,185	12,422,770	33.04%	739,548	11,683,222	24,902	725,711	41,658	4,209,013	1,230,855	607,136	103,884	3,789,601	332,153	497,686	93,750	25,973	900	
Total Expenditures	39,900,878	13,859,687	34.74%	1,404,226	12,455,461	136,420	812,792	107,834	4,376,509	1,261,119	649,023	142,662	3,881,032	469,761	497,686	93,750	25,973	900	

State and Other Misc Prgms	18,966,100	11,919,086
Donations		675
Other Misc Revenue		45
Total Revenue	18,966,100	11,919,806

2009/10 Allocation Analysis

Month	Amount Recd.	Proj. Budget	% decline		2008/09 Actual	% decline	calc column
Jul-2009	1,372,376	1,571,332	12.66%		1,587,204	13.53%	1571331.96
Aug-2009	1,386,530	1,524,222	9.03%		1,539,618	9.94%	1524221.82
Sep-2009	1,382,280	1,608,342	14.06%		1,624,588	14.92%	1608342.12
Oct-2009	1,332,092	1,301,242	-2.37%		1,314,386	-1.35%	1301242.14
Nov-2009	605,925	785,609	22.87%		942,105	35.68%	785609.018
Dec-2009	1,293,993	1,200,967	-7.75%		1,213,097	-6.67%	1200966.88
Jan-2009	1,303,309	1,363,879	4.44%		1,630,362	20.06%	1363879.33
Feb-2009		939,759	0.00%		1,123,375		939759.356
Mar-2009		1,212,409	0.00%		1,449,296		1212408.57
Apr-2009		1,080,303	0.00%		1,291,379		1080303.1
May-2009		1,240,340	0.00%		1,482,685		1240340.14
Jun-2009		1,151,496	0.00%		1,376,482		1151496.02
Total	8,676,505	14,979,900	7.56%	0	16,574,577	12.30%	14,979,900

average decline over prior
year

Comments

average addtl decline

* Budgeted 15.5% decline over prior year for the last 8 mons. Of the year.

Average decline over prior year for the mos. Nov. - Jan - 16.36%

16.36%

First 5 FY10/11 Budget

	2008/09 Actual	2009/10 Budget	Estimated 2009/10	2010/11 Budget	Admin. Expenses	Program Expenses
Salaries	1506522	1612260	1493828	1,805,927	826,683	979,244
Benefits	609975	710130	654213	839,572	400,305	439,267
Total Salaries & Benefits	2,116,497	2,322,390	2,148,041	2,645,499	1,226,989	1,418,510
ADVERTISING	7376	15000	27500	11,500	11,500	-
PERIODICAL/SUBSCRIPTS	7753	31000	25225	1,000	1,000	-
BUS/CONFERENCE EXP	15696	27500	7500	8,000	2,500	5,500
BUSINESS TRAVEL	1513	21500	3500	11,000	6,000	5,000
ED/TRAINING SVC	2564	60000		8,200	3,000	5,200
ED/TRAINING SUP	16904	231000	175000	220,000	1,500	218,500
TUITION REIMBURSEMNT		3000		2,400	2,400	-
EMPLOYEE RECOGNITION	14124	13582	5000	4,100	3,000	1,100
EMP TRANSPORTATION	5376	7500	5000	5,000	5,000	-
EXPENDABLE OFFICE FURN	0	6850	1250	3,000	3,000	-
FREIGHT/CARTAGE	548	17000	1750	1,000	1,000	-
INS LIABILITY	19755	23313	20593	30,000	30,000	-
MEMBERSHIP DUES	300	28000	17500	19,000	18,000	1,000
OFFICE SUPPLIES	24362	34000	17500	25,900	18,000	7,900
POSTAL SVC	16552	6000	2500	12,800	2,500	10,300
PRINTING SVC	577966	54000	125000	88,400	10,000	78,400
RENTS LEASES/REAL PROP	202923		210900	204,900	204,900	-
CONSTRUCTION MATERIALS	754	25000	11000	5,000	5,000	-
FUEL & LUBRICANT/auto repairs	1424	200	150	500	500	-
OFFICE FURN	22147	6500		1,500	1,500	-
ERGONOMIC FURNITURE	213	12000		5,000	5,000	-
LEGAL SVC	15756	15500	42500	30,000	30,000	-
OTHER PROF SVC (comb with media)	14107486	15969761	24718908	40,187,933	60,000	40,127,933
MEDIA SERVICES(comb w/ oth prof)			660000	443,290	40,000	403,290
DATA PROCESSING SUP	3869	5000	7850	20,000	20,000	-
INTERPRETER FEES	2587	15500	700	3,200	-	3,200
WORK COMP PMT	8383			15,000	15,000	-
OTHER OP EXP - SUPPLIES	102630	25000	10000	27,727	10,000	17,727
OTHER OP EXP SVC	719	25000	5750	6,431	5,000	1,431
CNTYWIDE IT SVCS				9,195	9,195	-
SYSTEM DEV SVC	35520	49410	75000	37,226	37,226	-
SYSTEM DEV SUP	59	8134	8134	10,024	10,024	-
AUDITOR/CONTROL SVS	25555	38250	38250	34,375	34,375	-
WIDE AREA NETWORK		22192	22192	20,332	20,332	-
ALARM SERVICES	2187	2662	2662	2,149	2,149	-
GS PRINTING SVC	758	7000	1250	3,000	3,000	-
GS MAIL/POSTAGE	3949	5000	3500	4,000	4,000	-
GS MESSENGER SVC	2682	2784	2784	2,668	2,668	-
GS PURCHASING SVC	3077	5471	5471	9,037	9,037	-
GS STORE CHARGES	1007	2500	2731	2,000	2,000	-
GS EQUIP RENTAL LT	256	3000		1,500	1,500	-
MSA - PW CHGS	32173	27917	27701	15,000	15,000	-
REAL ESTATE SVC (add to lease)		333100		1,500	1,500	-
CO FACILITY USE CHGS	1018	1060	1060	1,182	1,182	-
GS PARKING CHARGES	2173	3250	1750	3,500	3,500	-

	2008/09 Actual	2009/10 Budget	Estimated 2009/10	2010/11 Budget	Admin. Expenses	Program Expenses
GS SURPLUS PROP MGMT	814	725	725	852	852	-
GS TELEPHONE SVC	57521	31248	31091	26,636	26,636	-
CO WIDE COST ALLOC	51503	124510	124510	62,602	62,602	-
DEbT SERVICE				6,668	6,668	-
PERSONNEL SVCS	32741	40880	40880	44,701	44,701	-
SAFETY PROGRAM SVC		163	163	170	170	-
CO EXeC CABINET SVC	6936	6197	6197	6,325	6,325	-
Operating trans out	150295	167011	177500			
Total Services & Supplies	15,589,904	17,561,170	26,676,127	41,706,423	819,942	40,886,481
Total Expenditures	17,706,401	19,883,560	28,824,168	44,351,922	2,046,931	42,304,991

Interest Income	2,578,909	1,422,200	1,477,600	1,014,131		
Medi-Cal Admin State	-	850,000	882,800	925,000		
State Aid Monthly Allocation	17,410,860	16,693,900	15,037,800	13,818,100		
State Aid -School Readiness				1,550,000		
State Aid - SMIF				50,000		
	19,989,769	18,966,100	17,398,200	17,357,231		

FIRST 5 SACRAMENTO COMMISSION

Procedure No: 2010-001	Contact person: Chief of Administration
DEPARTMENT PROCEDURE	
Original Effective Date: 04/05/2010 Revision Date: Commission Approved Date:	Approved By: <hr style="width: 100%;"/> Toni J. Moore Date
Title: <b style="text-align: center;">DRAFT PROCEDURE FOR OUT-OF-CYCLE FUNDING REQUESTS	

Introduction

Following the adoption of the Strategic Plan and Implementation Plan Framework, Commission staff conducts competitive bid processes to select programs to carry out specified strategies. In order to be responsive to changes within the community, it is anticipated that organizations may on occasion approach the Commission with requests outside the scheduled bid process. The purpose of this procedure is to establish a protocol for responding to out-of-cycle requests in response to critical/immediate unmet community needs.

Proposed Process

1. Requestor completes initial request
 - Request includes a brief description of the program; tie to strategic plan hierarchy; case for how proposal addresses a critical/immediate unmet need; costs; reason for request outside the regular funding process, and evidence of non-supplantation
 - Request is to be submitted using a two-page standardized form (“Initial Out-of-Cycle Funding Request”) which is available on the First 5 Sacramento website
 - Term – one to three years subject to limit approved by Commission

2. Staff prepares commission letter
 - Letter addresses tie with mission, strategic plan result area, impact on current budget and 10-year financial plan
 - No funding recommendation

3. Requestor makes presentation to Commission
 - 10 minute presentation will highlight major points of the proposal

4. Commission makes initial decision
 - Declines further consideration
 - Defers consideration to the standard bid process
 - Invites requestor to submit full proposal

5. Requestor completes full proposal
 - Request is to be submitted in accordance with requirements detailed in the “Full Out-of-Cycle Request for Services” or the “Full Out-of-Cycle Request for Capital Projects” – both located on the First 5 website. These two formats closely mirror formats and requirements used in standardized bid processes.
 - Requestors will be invited to meet with staff for Q & A (in lieu of bidder’s conference)
 - Due date will be negotiated between staff and requestor - generally 30-45 days
6. Proposal review
 - Staff convenes ad hoc review team – the team will consist of one representative from the following groups: Commission staff; external subject matter expert; Advisory Committee; Evaluation Committee; and Financial Planning Committee.
 - The review team will utilize the Commission’s standardized rating protocol
 - If needed, the proposal will be forwarded to the financial committee for further consideration and/or problem solving regarding funding options
 - Target time frame for review is 30-45 days
 - Upon completion of review, Commission staff will inform requestor of their score, highlight strengths and weaknesses of the request, funding recommendation, and anticipated date/time of Commission meeting when a decision will be made
7. Staff preps commission letter
 - Makes funding recommendation
 - Includes results of proposal review
 - Confirms no supplantation issues, if applicable
 - If applicable, identifies other required processes (e.g. appropriation adjustment request/budget authority, fund shifts, etc.)
 - Target time frame is 15-30 days
8. Commission makes decision
 - Occurs at next scheduled Commission meeting
9. If approved, staff proceed with contract negotiations and planning Evaluation requirements
 - Target time frame is 30-60 days
10. Program is implemented, monitored and evaluated

Report Back on Advance Repayment Issues
2009/10

The last review meeting for Advance Repayment issues was held on February 23, 2010. During that meeting, the following was discussed:

- Monthly reconciliation of the account
- Methodology to calculate the amount of advance funds to be repaid each month from the reimbursement request.
- Administration staff to take full responsibility for the noticing of grantees
- When does a letter need to be sent to a grantee

Amount to be sent to collections by end of April \$6,448.00

11/2004	J. Banta	\$3,000.00
4/2005	T. Rhinhart	729.20
1/2006	R. Esquivel	1,680.87
6/2008	Keepers of the Children	658.00

Two 3rd letters to be sent by 3/12/2010

Two 2nd letters to be sent by 3/12/2010

Twelve 1st letters to be sent by 3/12/2010

**Fiscal Accountability Report
 January and February 2010**

	15-Feb-2010		14-Mar-2010	
	Due Date	Date Received	Due Date	Date Received
Monthly Invoices				
Quarterly Invoices				
Budget Revisions				
Audit Report				
Los Rios Community College District for FY 2008/09	12/31/2009	audit received 1/20/10		
Annual Budgets				
Quarterly Reports				

NOTES

Note from Liane Hopkins:

Error in last report (January 2010). Child Abuse Prevention Council was not included on this report. However, they did not submit their invoice until 1/25/10 stating that they were busy with proposals and neglected to send it forward. They submitted an incomplete budget revision at the same time but have since withdrawn it.

