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DATE: March 25, 2008

TO: Children and Families Commission of Orange County

FROM: Michael M. Ruane, Executive Director



SUBJECT: Periodic Review of Administrative Policies and Procedures

SUMMARY:

The Children and Families Commission of Orange County Administrative Policy Guidelines is a compilation of administrative policies and procedures that was originally adopted in November 2001 and is subject to periodic reviews. The Administrative Policies and Procedures were recently reviewed and the updates are included in the Index included as Attachment 1. A summary of the new and revised policies are included as Attachment 2.

The Policy Guidelines were updated by your Commission in May 2006 to include specific policies to comply with new legislative requirements related to AB109 that established procurement and conflict of interest provisions and administrative spending limits. The recently revised Administrative Policy Guidelines are on file with the Clerk of the Commission and available for public review upon request.

RECOMMENDED ACTION:

Receive the updated Administrative Policies and Procedures and direct staff to return to the Board within one year with a status report.

ATTACHMENTS:

1. Administrative Policy Guidelines Draft Index
2. Summary of New and Revised Administrative Policies and Procedures

Contact: Kelly Pijl

New :
Revised / Updated:



ADMINISTRATIVE POLICY GUIDELINES

DRAFT INDEX

- 1.0 Background and Rosters**
 - 1.1 Introduction and Purpose
 - 1.2 Administrative Policy Guidelines Maintenance and Revision Policy
 - 1.3 Commission Overview
 - 1.4 Commission / Roster
 - 1.5 Technical Advisory Committee/ Roster
 - 1.6 Pediatric Health Services / Roster
 - 1.7 Investment Oversight Committee / Roster

- 2.0 Governing Structure**
 - 2.1 State Authorization Policy
 - 2.2 County Authorization Policy
 - 2.3 County Support Services Agreement Policy
 - 2.4 Commission By-Laws
 - 2.5 Technical Advisory Committee Establishment Policy
 - 2.6 Public records request

- 3.0 General Operations**
 - 3.1 Risk Management Insurance Coverage Policy
 - 3.2 Authorized Signature Policy
 - 3.3 Emergency Evacuation Policy
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- 4.0 Financial Management**
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 - 4.2 Fund Balance Policy
 - 4.3 Operating Budget Development and Amendment Policy
 - 4.4 Investment Policy
 - 4.5 Fixed Asset Policy
 - 4.6 Financial Audit and Reporting Policy
 - 4.7 Multi-Year Financial Plan Policy
 - 4.8 Administrative Costs Policy
 - 4.9 AB109 Policy
 - 4.10 Check Deposit Policy
 - 4.11 Claims Against the Commission Policy

- 4.12 Financial Record Retention Policy
- 4.13 Speaker Expenses Reimbursement Policy

5.0 Program Management

- 5.1 Request for Funding Policy
- 5.2 Annual Strategic Plan Policy
- 5.3 Annual Report Policy
- 5.4 Outcome Collection, Evaluation and Reporting System Policy
- 5.5 Performance Outcome Measurement System Evaluation Policy Guidelines
- 5.6 Confidentiality & Data Sharing

6.0 Purchasing and Contract Management

- 6.1 Goods and Services Purchasing Policy
- 6.1A Procurement Procedures
- 6.2 Petty Cash Policy
- 6.3 CAL Card Purchasing Policy
- 6.4 Travel Request and Approval Policy
- 6.5 Stipend and Expense Reimbursement Policy
- 6.6 Office Supplies Purchasing Policy
- 6.7 Document Retention Policy
- 6.8 Contract Management

7.0 Personnel Management Policies

- 7.1 Personnel and Salary Policy
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- 7.3 Family-Friendly Workplace Policy
- 7.4 Payroll and Timekeeping Policy
- 7.5 Conflict of Interest Policy
- 7.6 Gift Ban Policy
- 7.7 Controlled Substance Policy
- 7.8 Return to work policy

8.0 Strategic Communications

- 8.1 Media Interaction Policy
- 8.2 Use of Commission Name and Logo Policy
- 8.3 Mass Mailing Policy
- 8.4 Photograph Release Policy

The policies contained in this document have been updated as of March 5, 2008

Children & Families Commission Policies and Procedures 2008 New and Revised

Summary of New or Substantially Revised			
No.	Policy Title	Background	Purpose
1.6	Pediatric Health Services	In May, 2003 the Pediatric Health Services Subcommittee of the Commission was created to identify, plan and oversee Commission investments in health services programs, including those programs implemented by Children's Hospital of Orange County or University of California at Irvine Medical Center	Maintain viable committee to support Commission Pediatric Health Services efforts.
1.7	Oversight Committee	The Commission approved guidelines to establish an Investment Oversight Committee in 2006. The five-member Committee was established in October 2005.	Maintain viable committee to support Commission Oversight Committee efforts.
2.6	Public Records Requests	The California Constitution and the Public Records Act (Government Code section 6250) guarantee the requests of the public to inspect and copy non-confidential public records. A "Public Record" includes a writing, printing, photocopy, electronic mail or facsimile transmission prepared, used, owned or retained by the Commission	Permit public access to non-confidential public records in compliance with state law.
3.4	Disaster Response	In October 2005, Commission approved funding to assist in preparing for pandemic influenza. It is important that large business prepare to protect employees health and safety in the event of a pandemic, or other local disaster, and to plan for continued provision of vital Commission operations.	Ensure that the Commission (CFCOC) is prepared to continue vital operations during any local disaster.

4.1	Revenue and Expenditure Policy	It is a GFOA recommended practice to establish revenue and expenditure policies.	Aid in the consistent provision of Commission funded services and help ensure financial stability
4.2	Fund Balance Policy	The GFOA highly advises establishing fund balance policies for all governments.	Establish the criteria for reserving fund balance and ensuring financial stability of Commission funded services
4.3	Operating Budget Development and Amendment Policy	The Commission is bound by County Ordinance 00-4 (Section J) to prepare and adopt an annual budget for the development and adoption of a County Strategic Plan, setting forth all revenues and appropriations for the fiscal year	Set forth the requirement for generating an annual budget for the Commission
4.4	Investment Policy	Government Code Section 53646(a)(2) requires that each local governmental agency (non-county) annually, prepare a statement of investment policy, which the legislative body of the local agency shall consider at a public meeting	Set forth the requirement for producing an annual investment policy. It is also the purpose of this policy to establish the Commission's policy for investing its monies with the County of Orange
4.10	Check Deposit Policy	Through the course of routine business, the Commission receives checks for deposit via mail for both the Commission and Community Foundation. An informal segregation of the receipt and deposit functions has been followed to maintain internal controls over the physical custody of the checks.	Formally establish requirements for the receipt, deposit and reconciliation of all checks received at the Commission

4.11	Claims Against the Commission Policy	The California Tort Claims Act, Government Code Section 900, et seq. establishes the statutory framework and requirements for claims against a local public entity for money or damages, with claims being governed by the procedures prescribed by each public entity through governing rules and regulations adopted by the local public entity.	Establish a formal process for addressing claims against the Commission
4.12	Financial Record Retention Policy	The State of California Government Code establishes the retention periods for certain financial records. Depending on the type of record, the Government Code and retention period will vary.	Establish the Commission's requirements for financial record retention.
4.13	Speaker Expenses Reimbursement Policy	On December 4, 2002, the Commission approved an agenda item that authorized the Executive Director to retain expert speakers for Commission meetings and workshops and to approve payment for related travel costs and speaking fees up to a maximum of \$2,500 per speaker.	Establish formal guidelines for reimbursing contracted speakers.
5.5	Performance Outcome Measurement System Evaluation Policy Guidelines	Proposition 10 (Section 130150 California Health and Safety Code) requires county commissions to conduct an audit of and issue a written report on the achievement of program goals and objectives, by the measurement of specific outcomes through appropriate reliable indicators	Establish standards and guidelines for evaluation activities carried out on behalf of the Commission as part of the Proposition 10 Results Based Accountability framework.

6.7	Document Retention Policy	Comprehensive document retention and destruction procedures are needed for consistency with best practices for comparable governmental agencies.	Establish a procedure for records retention and records destruction.
6.8	Contract Management	Earlier Procurement Policies addressed general Contract Management parameters. This policy expands the Children and Families Commission of Orange County's commitment to providing quality services, safeguarding resources and supporting grantee organizations.	Set forth the guidelines for safeguarding resources, supporting and monitoring program performance and managing risk to the Commission its grantees through Contract Management.
7.8	Return to Work Policy	The Commission is committed to providing a safe and healthy workplace for employees.	Ensure a safe and healthy workplace for employees and reduce the incidence of work-related accidents and illnesses.