



**Agenda Item No. 1
May 1, 2013 Meeting**

DATE: April 22, 2013

TO: Children and Families Commission of Orange County

FROM: Christina Altmayer, Executive Director

A handwritten signature in black ink that reads "Christina Altmayer".

SUBJECT: Review of Administrative Policies and Procedures

SUMMARY:

The Children and Families Commission of Orange County's Administrative Policies and Procedures are periodically reviewed and updated as needed. Originally adopted in November 2001, the Commission approved updated policies and procedures in July 2010. This item presents recommended updates to five sections of the policies and procedures.

Updated Administrative Policy and Procedures

The following five sections of the Commission's Administrative Policies and Procedures were reviewed and edited to ensure that the policies are current and relevant: 1.0) Background and Rosters; 2.0) Governing Structure; 4.0) Financial Management; 5.0) Program Management; and 8.0) Strategic Communications. Three remaining sections are currently under review and will be updated and presented to the Commission for review at the July Commission meeting.

The majority of changes to the policy documents are information updates or minor typographical edits. The index of the Administrative Policy Guidelines (Attachment 1) show changes to the document, and a summary of the more substantial recommended changes (Attachment 2) are outlined by policy number. A new policy (Attachment 3) is recommended for professional memberships in agencies, organizations and associations that benefit the Commission. The revised Administrative Policy Guidelines are on file with the Clerk of the Commission and available for public review upon request.

STRATEGIC & FISCAL SUMMARY:

There is no funding request for this item.

PRIOR COMMISSION ACTIONS:

- July 2010 - Approved the updated Administrative Policies and Procedures
- November 2001 – Approved Administrative Policies and Procedures
- April 2008 – Received the updated Administrative Policy and Procedures
- May 2006 – Approved specific policies to comply with new legislative requirements related AB109 requirements.

Commissioners

Executive Director

RECOMMENDED ACTIONS:

Approve updated Administrative Policies and Procedures Sections 1.0, 2.0, 4.0, 5.0, and 8.0.

ATTACHMENTS:

1. Index of Administrative Policy Guidelines
2. Summary of Changes
3. Policy No. 4.14 – Memberships

Contact: Kelly Pijl



Children & Families
Commission of Orange County

ADMINISTRATIVE POLICY GUIDELINES

Last Revised Date: ~~July 7, 2010~~ May 1, 2013

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 Board of Directors/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
- 3.4 Disaster Response

4.0 Financial Management

- 4.1 Revenue and Expenditure Policy
- 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 AB 109/SB 35 Policies
- 4.10 Check Deposit Policy
- 4.11 Claims Against the Commission Policy
- 4.12 Financial Record Retention Policy
- 4.13 Speaker Expenses Reimbursement Policy

4.14 Memberships

5.0 Program Management

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

6.0 Purchasing and Contract Management*

- 6.1 Goods and Products Purchasing Policy
- 6.2 Office Supplies Purchasing Policy
- 6.3 Petty Cash Policy
- 6.4 CAL Card Purchasing Policy
- 6.5 Travel Request and Approval Policy
- 6.6 Stipend and Expense Reimbursement Policy
- 6.7 Contract Record Retention Policy
- 6.8 Contract Management
- 6.9 Release of Funds Owed to Commission Contractors

7.0 Personnel Management Policies*

- 7.1 Personnel and Salary Policy
- 7.2 Discrimination, Harassment and Violence Prohibition Policy
- 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

**Present in July 2013*



**Administrative Policies & Procedures
Summary of Changes**

Policy Number	Policy Title	Summary of Change
Section 1.0	Background and Rosters	
1.6	Pediatric Health Services/Roster	Updated to include approved language from the May 2003 Commission action to establish the Pediatric Health Services Committee
1.7	Investment Oversight Committee/Roster	Updated to include Commission action in May 2012 appointing the Orange County Treasurer as the Commission Treasurer and adopting the Orange County Treasurer Investment Policy Statement
Section 2.0	Governing Structure	
2.2	County Authorization Policy	Updated the attachment to the recent Orange County, California Code of Ordinances: Article 25 – Children and Families Commission
2.3	County Support Services Agreement Policy	Added Human Resources and Risk Management to the County support services
Section 3.0	General Operations	<i>Scheduled for July</i>
Section 4.0	Financial Management	
4.14	Membership	New policy to establish regulations and procedures related to Commission sponsored memberships
Section 5.0	Program Management	
5.4	Outcome Collection, Evaluation and Reporting System	Changed policy title to “Evaluation and Contracts Management System”
5.7	Confidentiality and Data Sharing	Added language that the protocol is submitted annually to the Human Subjects Protection Institutional Review Board
6.0	Purchasing and Contract Management	<i>Scheduled for July</i>
7.0	Personnel Management Policies	<i>Scheduled for July</i>
8.0	Strategic Communications	
8.2	Use of Commission Name and Logo	Updated to add that Commission name and logo may be required on all printed materials related to the Commission funded program



POLICIES AND PROCEDURES

NO: 4.14

MEMBERSHIP POLICY

PURPOSE

The Commission maintains memberships in professional associations, organizations and societies for business purposes and for the benefit of the Commission. Memberships are a means to obtain professional literature on issues of Commission interest, to provide access to professional training opportunities for staff, to develop a network of professional colleagues for exchange of information and ideas, and to provide other benefits to the Commission.

The purpose of this policy is to establish regulations and procedures related to Commission-sponsored memberships in professional agencies, organizations and associations.

POLICY STATEMENT

It is the policy of the Commission that memberships are limited to associations and organizations directly related to the primary work of the Commission. This includes memberships for the purpose of obtaining a periodical or journal, provided that the material directly relates to the primary work of the Commission.

It is the policy of the Commission that the name in which an individual membership is held should be in such a manner that in the event the staff member leaves Commission employment; the membership will remain with the Commission.

It is the policy of the Commission that the Executive Director has full authorization to approve memberships and any related payments or reimbursements within the funding authority established and approved by the Commission.

It is the policy of the Commission that all membership payments and reimbursements will be accompanied by an invoice, application and/or renewal form.