



**Agenda Item No. 1
July 2, 2014 Meeting**

DATE: June 20, 2014

TO: Children and Families Commission of Orange County

FROM: Christina Altmayer, Executive Director

SUBJECT: Approve Annual Review and Updates to the Administrative Policies and Procedures

SUMMARY:

The annual review of the Children and Families Commission of Orange County's Administrative Policies and Procedures is complete. This item requests approval for recommended updates to selected Policies and Procedures based on Commission actions or operational changes.

DISCUSSION:

The Commission's Administrative Policies and Procedures were originally adopted in November 2001 and were periodically reviewed and updated as needed. A thorough review of the Policies and Procedures was conducted in 2013 with the intent to implement an annual review to ensure the Policies and Procedures remain current. The Commission approved the majority of the updates in 2013, and approved the final section in March 2014.

An annual review of the Administrative Policies and Procedures for 2014 is complete. An index of all the Policies and Procedures is included as Attachment 1. The index is annotated to identify changes to six policies. The revised policies are on file with the Clerk of the Commission and available for review upon request.

STRATEGIC PLAN & FISCAL SUMMARY:

There is no funding action proposed for this item.

PRIOR COMMISSION ACTIONS:

- April 2014 – Authorized disbanding the Community Advisory Committee and recognize the Commission's Pediatric Health Services Committee as the advisory committee.
- March 2014 - Approved updated Administrative Policies and Procedures Section 7.0
- September 2013 - Approved updated Administrative Policies Section 6.0
- July 2013 – Approved updated Administrative Policies Section 3.0
- May 2013 - Approved updated Administrative Policies Sections 1.0, 2.0, 4.0, 5.0, 8.0

RECOMMENDED ACTION:

Approve updated Administrative Policies and Procedures

ATTACHMENT:

1. Administrative Policies & Procedures Annotated Index - 2014

Contact: Kelly Pijl

**Administrative Policies and Procedures
Annotated Index - 2014**

1.0 Background and Rosters		Last Approved	Notes
1.1	Introduction and Purpose	May 1, 2013	
1.2	Administrative Policy Guidelines Maintenance and Revision Policy	May 1, 2013	
1.3	Commission Overview	May 1, 2013	
1.4	Commission / Roster	May 1, 2013	Updated term dates for reappointed Commissioners
1.5	Advisory Committee/ Roster	May 1, 2013	Deleted per Commission action on April 2, 2014 to recognize the Pediatric Health Committee as the Commission's Advisory Committee
1.6	Pediatric Health Services / Roster	May 1, 2013	
1.7	Investment Oversight and Monitoring	May 1, 2013	Updated per Commission action on May 7, 2014 to adopt the investment policy and uses the Orange County Treasurer to provide oversight of Commission funds

2.0 Governing Structure

2.1	State Authorization Policy	May 1, 2013	
2.2	County Authorization Policy	May 1, 2013	
2.3	County Support Services Agreement Policy	May 1, 2013	
2.4	Commission By-Laws	May 1, 2013	
2.5	Advisory Committee Establishment Policy	May 1, 2013	Updated per Commission action April 2, 2014 to recognize the Pediatric Health Committee as the Commission's Advisory Committee.
2.6	Public Records Request	May 1, 2013	

3.0 General Operations

3.1	Risk Management Insurance Coverage Policy	July 3, 2013	
3.2	Authorized Signature Policy	July 3, 2013	
3.3	Emergency Evacuation Policy	July 3, 2013	Revised evacuation plan for Santa Ana office location
3.4	Disaster Response	July 3, 2013	

**Administrative Policies and Procedures
Annotated Index - 2014**

4.0 Financial Management

4.1	Revenue and Expenditure Policy	May 1, 2013	
4.2	Fund Balance Policy	May 1, 2013	
4.3	Operating Budget Development and Amendment Policy	May 1, 2013	
4.4	Investment Policy	May 7, 2014	
4.5	Fixed Asset Policy	May 1, 2013	
4.6	Financial Audit and Reporting Policy	May 1, 2013	
4.7	Multi-Year Financial Plan Policy	May 1, 2013	
4.8	Administrative Costs Policy	May 1, 2013	
4.9	AB109 Policy	May 1, 2013	
4.10	Check Deposit Policy	May 1, 2013	
4.11	Claims Against the Commission Policy	May 1, 2013	
4.12	Financial Record Retention Policy	May 1, 2013	
4.13	Speaker Expenses Reimbursement Policy	May 1, 2013	
4.14	Membership	May 1, 2013	

5.0 Program Management

5.1	Request for Funding Policy	May 1, 2013	
5.2	Annual Strategic Plan Policy	May 1, 2013	
5.3	Annual Report Policy	May 1, 2013	
5.4	Outcome Collection, Evaluation and Reporting System Policy	May 1, 2013	
5.5	Performance Outcome Measurement System Evaluation Policy Guidelines	May 1, 2013	
5.6	Confidentiality & Data Sharing	May 1, 2013	

6.0 Purchasing and Contract Management

6.1	Goods and Services Purchasing Policy	September 4, 2013	
6.1A	Procurement Procedures	September 4, 2013	
6.2	Office Supplies Purchasing Policy	September 4, 2013	
6.2 A	Office Supplies Purchasing Procedure	September 4, 2013	
6.3 & A	Petty Cash Policy	September 4, 2013	
6.4	CAL Card Purchasing Policy	September 4, 2013	
6.5	Travel Request and Approval Policy	September 4, 2013	
6.6	Stipend and Expense Reimbursement Policy	September 4, 2013	

**Administrative Policies and Procedures
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6.7	Document Retention Policy	September 4, 2013	
6.8	Contract Management	September 4, 2013	Added language that Commissioners will review and approve exceptions to the retention/fiscal audit policy and added requirement for data compliance reviews
6.9	Release of Funds owed to Commission Contractors	September 4, 2013	

7.0 Personnel Management Policies

7.1	Personnel and Salary Policy	March 5, 2014	
7.2	Discrimination, Harassment and Violence Prohibition Policy	March 5, 2014	
7.3	Family-Friendly Workplace Policy	March 5, 2014	
7.4	Payroll and Timekeeping Policy	March 5, 2014	
7.5	Conflict of Interest Policy	March 5, 2014	
7.6	Gift Ban Policy	March 5, 2014	
7.7	Controlled Substance Policy	March 5, 2014	
7.8	Return to work policy	March 5, 2014	

8.0 Strategic Communications

8.1	Media Interaction Policy	May 1, 2013	
8.2	Use of Commission Name and Logo Policy	May 1, 2013	
8.3	Mass Mailing Policy	May 1, 2013	
8.4	Photograph Release Policy	May 1, 2013	