

APR 29 2009



Children & Families
Commission of Orange County

**Agenda Item No. 10
May 6, 2009 Meeting**

DATE: April 22, 2009
TO: Children and Families Commission of Orange County
FROM: Michael M. Ruane, Executive Director 
SUBJECT: Annual Review of Strategic Plan, and Approval of Business Plan and Operating Budget for Fiscal Year 2009-10

SUMMARY:

The Children and Families Commission of Orange County is annually required to hold a public hearing on its strategic plan and annual budget and to consider the annual operating budget prior to the beginning of the fiscal year on July 1. This action is consistent with legislative and administrative requirements of Proposition 10 funding. No changes to the Strategic Plan are recommended at this time. The Strategic Plan will continue to provide the framework implementing the Commission's vision of "Healthy Children, Ready for School". The annual business plan provides more specific activities to implement the Strategic Plan in FY 2009-10 as well as a summary of accomplishments by program area.

A preliminary budget has been developed that is consistent with the funding strategy outlined in the Long-Term Financial Plan, which was presented at the April 2009 Commission meeting. Given the number of pending financial issues and the potential impact on the immediate and five-year forecast, staff recommends that the Commission adopt a preliminary budget to allow Commission operations to continue through the first quarter. An updated budget that reflects final FY 2008-09 year-end actual financials and an updated projection for FY 2009-10 will be presented at the September 2009 Commission meeting.

This agenda item includes Commission consideration of the following required elements:

- Annual Review of Strategic Plan (Attachment 1)
- Business Plan for FY 2009-10 (Attachment 2)
- Annual Operating Budget for FY 2009-10 (Attachment 3)
- Related Fiscal Management Issues

Annual Review of Strategic Plan

The Children & Families Act of 1998 (Proposition 10) requires that each county commission review its strategic plan at least annually and revise the plan as necessary or appropriate. Each commission is required to conduct a public hearing on the review of its strategic plan. Adoption and annual review of the Strategic Plan by the Commission is required to maintain eligibility for Proposition 10 tobacco tax revenues.

The Strategic Plan Summary (Attachment 1) complies with the Proposition 10 requirements, as stated in Health & Safety Code Section 130140 and County Ordinance 98-18, with respect to the annual review of the Strategic Plan by the Commission. No revisions are required for the Commission's adopted Strategic Plan at this time. The Plan contains appendices that specifically identify metrics that will be used to monitor grantees progress against the Commission's four goals. Staff will annually review and administratively update this matrix of metrics to ensure that the Commission is relying on the most current evidenced-based research and practices.

Business Plan for FY 2009-10

The Commission's Business Plan for FY 2009-10 (Attachment 2) is intended to ensure that the Commission's operating plans for the next fiscal year are consistent with the priorities and objectives established by the Commission, including the goals described in the Commission's Strategic Plan.

The Business Plan includes a summary of the accomplishments for FY 2008-09 and a summary of the Work Program for FY 2009-10. The approval of the FY 2009-10 Business Plan does not authorize or obligate the Commission to any specific funding action or contract with any organization or entity. Rather, it lays out the key strategies and activities that will be implemented during the fiscal year to further the Commission's goals.

Annual Operating Budget for FY 2009-10

As reported to your Commission at the April meeting, there continues to be a series of known and unknown variables that impact short and long-term revenue forecasts. The Long-Term Financial Plan identified the need to re-evaluate annual and multi-year funded programs to support long-term sustainability. While the impact of the federal excise tax increase has been incorporated in the revenue projections, the full impact will not be known until the outcome of the May 19, 2009 special election is determined.

Given this environment, a preliminary budget to meet legal requirements has been developed with the full expectation that staff will return in September 2009 with an updated budget that incorporates the most up-to-date revenue forecasts, an analysis of year-end expenses, and specific program and operations reductions. Staff will analyze current program allocations and encumbrances and develop options for the Commission's consideration to achieve the following reduction targets, consistent with the Long-Term Financial Plan:

- Reduction in total programs annual allocations and encumbrances of \$8 million for fiscal year 2009-10
- Reduction in administrative expenses to \$4,950,000 or 7.6% of total annual operating budget.

The proposed operating budget does not incorporate the impacts of Prop 1D.

Administrative Limitations

Health & Safety Code Section 130140 requires the Commission to adopt a limit on the percentage of the Commission's operating budget that may be spent on administrative functions. Administrative costs and functions are defined by State Commission guidelines pursuant to

Chapter 284, Statutes of 2005 (AB 109). The Commission's Budget is prepared in accordance with these guidelines.

Adoption of the FY 2009-10 Budget includes adoption of a 10% limitation on administrative function expenditures consistent with previous Commission approved policy and direction to staff. Actual year-to-date administrative expenditures for FY 2008-09 are approximately 5% of the operating budget.

Potential Impacts of Proposition 1D Revenue Diversions

As noted above, the proposed operating budget for FY 2009-10 incorporates administrative cost reductions but does not address the impacts of the Proposition 1D Revenue Diversions. A report and presentation will be provided at your Commission meeting to address these potential impacts.

Related Fiscal Management Items – Contract Carryover Funds

In 2006, the Commission approved a revision to the standard boilerplate language for agreements with public and non-profit entities and for professional/consultant services which included a 10 percent limit on the amount of unspent funds available to carry forward to subsequent years. In light of the current economic environment, eliminating the blanket 10 percent limitation for multi-year agreements is recommended. This will instead be reviewed on a case-by-case basis to allow for the extension of service agreements without additional program funding. In addition, this approach to carryover funding will be pursued as a potential strategy to achieve necessary budget reductions.

STRATEGIC PLAN & FISCAL SUMMARY:

The fiscal reports and recommended actions presented in this staff report have been reviewed in relation to the Commission's Strategic Plan and are consistent with applicable outcome goals.

RECOMMENDED ACTIONS:

1. Conduct the Public Hearing to receive and consider the Strategic Plan and Business Plan for FY 2009-10, and Annual Operating Budget for FY 2009-10.
2. Adopt attached resolution confirming the Commission's annual review of the Strategic Plan, and approving the Business Plan for FY 2009-10, and the Annual Operating Budget for FY 2009-10.
3. Receive presentation on potential impacts to the FY 2009-10 budget and Commission Financial Plan that would result from the Prop 10 revenue diversion contained in Prop 1D.
4. Direct staff to return to the Commission in September 2009 with budget adjustments to the FY 2009-10 Annual Operating Budget, consistent with the targets identified.
5. Approve recommendation to suspend the 10 percent limit to carry forward unspent funds in multi-year agreements with public and non-profit entities and for professional/consultant services in conjunction with an overall budget reduction strategy for Commission programs and services.

ATTACHMENTS:

1. Strategic Plan for FY 2009-10
2. Business Plan for FY 2009-10
3. Annual Operating Budget for FY 2009-10
4. Strategic Plan Resolution

Contact: Christina Altmayer



Annual Review of Strategic Plan

SUMMARY:

The Children and Families Act of 1998 (Proposition 10) requires that each county commission review its strategic plan on at least an annual basis and revise the plan as necessary or appropriate. Each commission is required to conduct a public hearing on the review of its strategic plan before any revisions are adopted. Adoption of the strategic plan by the Commission is required to maintain eligibility to receive Proposition 10 tobacco tax revenues.

The Children and Families Commission of Orange County's First Strategic Plan was approved in February 2000. Since that time the Commission has adopted the Strategic Plan that has remained effective and has guided the Commission's funding decisions. In July 2005, the Commission approved a comprehensive update to the Strategic Plan.

As the Commission enters its ninth year, the Strategic Plan continues to provide a framework for guiding investment and resource decisions that the Commission will make over the next three-to-five years.

The Commission's vision, mission and goal of "Healthy Children Ready for School," remain the same. No revisions or modifications to the current Strategic Plan are required or recommended at this time. The Adopted Strategic Plan can be found within the Funding-Resources for Grantees category at www.occhildrenandfamilies.com.



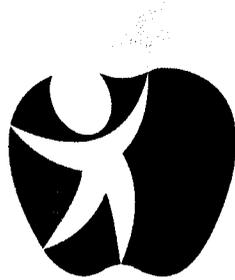
Children & Families
Commission of Orange County

Business Plan for Final FY 2009-10

SUMMARY:

Enclosed for the Commission's review and approval is the final FY 2009-10 Business Plan that includes a summary of accomplishments for FY 2008-09, a summary of the Work Program for FY 2009-10, and a Resource Plan for FY 2009-10. Approval of the Business Plan does not obligate, authorize, or commit the Commission to any specific funding action, or contract with any organization or entity.

Business Plan for FY 2009-10



Children & Families
Commission of Orange County

***Children & Families Commission of Orange County
May 6, 2009***

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I. MISSION STATEMENT

Provide leadership, funding and support for programs that achieve the vision that all children are healthy and ready to succeed when they enter school.

II. GOAL AREAS

The following section describes the Commission's goals for Orange County children. The following four strategic goal areas further refine and delineate the Commission's desired results over the coming years.

Healthy Children

Ensure the overall physical, social, emotional, and intellectual health of children during the prenatal period through age five.

Strong Families

Support and strengthen families in ways that promote good parenting for the optimal development of young children.

Ready to Learn

Provide early care and education opportunities for young children to maximize their potential to succeed in school.

Capacity Building

Promote an effective delivery system for child and family services.

III. OVERVIEW

California voters passed Proposition 10, the California Children and Families First Act (The Act) in 1998. The Act provided for a 50 cent per pack excise tax on cigarettes. The monies collected are restricted to funding parent education, health and early care programs that promote early childhood development from the prenatal stage through age five.

The Act enabled the Board of Supervisors for each county to establish a Commission for its county. On December 15, 1998, the Orange County Board of Supervisors adopted County Ordinance No. 98-18, creating the Children and Families Commission of Orange County.

In February 2000, the Children and Families Commission of Orange County adopted its first Strategic Plan to become eligible for Proposition 10 tobacco tax revenue allocations. In May 2006, the Commission adopted an update to the Strategic Plan, which reflected the Commission's new initiatives for children's programs, successful partnerships with other agencies in the community to provide children's services, results of the Commission's efforts to leverage existing community resources to provide additional children's services, and other updated program information.

Since its inception, the Commission and staff have worked diligently to develop and refine the organizational and operational infrastructure to achieve its mission and goals. As the Commission enters its eighth year of operation, the Commission can point to a wide range of programs and services implemented thus far that have met the needs of young children in Orange County.

The Work Program included in this Business Plan identifies the key accomplishments of FY 2008-09 and planned objectives for the major categories of programs and services funded by the Commission for FY 2009-10. The Commission will continue to face new challenges through the next fiscal year, including allocating approximately \$30.5 million in tobacco tax funding to implement existing program commitments and providing support to new programs for children and their families in Orange County.

This Business Plan contains three main components:

- ◆ Summary of the Proposed Work Program for FY 2009-10
- ◆ Resource Plan
- ◆ Adopted Annual Operating Budget for FY 2009-10

The Business Plan was prepared by Commission staff and is primarily directed to the Commissioners to ensure that operating plans are consistent with the Commission's priorities and objectives. It is intended to provide insight to other stakeholders, such as funded agencies and collaborative partners, on how the Commission will operate and carry out its mission and goals in the 2009-10 Fiscal Year.

IV. SUMMARY OF PROPOSED 2009-10 WORK PLAN

The Proposed Work Program addresses the major actions for staff to pursue during the coming fiscal year. For FY 2009-10, the framework for presenting the annual Work Program is primarily based on the four goals contained in Commission's Strategic Plan. In addition, the budget category of Fiscal Management and Oversight was included to present accomplishments and goals that are of an administrative nature. This approach will continue to provide a connection between the Commission's Strategic Plan goals, accomplishments, and the proposed Work Program.

The Work Plan for achieving these objectives is presented on Attachment 2A. Highlights of the accomplishments and major activities associated with each goal are also included for the prior fiscal year.

V. RESOURCE PLAN

Following is the organizational structure and resources necessary to execute the Commission's Business Plan for FY 2009-10. The resources include Commission staff as well as consultants and other technical resources.

Commission Committee Structure

The Commission operates three formal committees that carry out special duties and functions described below:

- ◆ **Technical Advisory Committee** is required by state law to provide technical and professional expertise to the Commission. The TAC specifically provides recommendations regarding updating the Strategic Plan, developing research initiatives, implementing the Performance Outcome Measurement System, identifying best practice strategies, participating on funding evaluation panels, and providing other technical support for Commission programs.
- ◆ **Pediatric Health Services Committee** oversees the Commission's investments in pediatric health services. In addition, this Committee identifies priority pediatric health needs in Orange County and develops recommended programs to improve children's health.
- ◆ **Investment Oversight Committee** ensures oversight and public transparency regarding the investment structure and activities related to the investment of available Commission funds. The Committee has four member categories: Commission Executive Director, Orange County Treasurer, public agency Treasurer or Investment Officer, and two at-large public members. The Executive Director and the Orange County Treasurer serve as ex-officio members of the Committee.

Organizational Approach

Three operating principles have guided the Commission's organizational structure and budget planning since its inception:

- ◆ Maintain a Core Internal Staff of limited size, made up of experienced and dedicated personnel. This structure is intended to be flexible and responsive to issues and challenges as they arise and change overtime.
- ◆ Leverage Consultants to provide specialized technical expertise to the Commission and assist with implementation of certain programs. Consultants often provide short-term or one-time needed expertise on a particular matter before the Commission.

- ◆ Utilize County Support and Fiscal Services as needed. The Commission has a standing Agreement with the County of Orange whereby the County provides critical, required services such as treasury/investment management, general accounting, purchasing, risk management, information technology, and other support services. The Commission also has the ability to use other County staff resources, as needed, on a fee for service basis to supplement workload peaks and balance the availability of the core internal staff.

Organization and Staffing

The Commission uses consultants to provide a range of required support services including Legal Counsel, Financial & Strategic Planning, Strategic Communications, and Program Consultants. This allows the Commission to maintain a relatively small core staff, flexibility, and a strong team approach to balancing workload. The Commission's organization chart included in this document presents the proposed organization for Commission staff. It currently includes:

- Seventeen regular and three limited term Commission employees
- Several key consultants to provide financial planning, administrative, and legal counsel services
- Other consultants and contract staff to provide specific services including administrative and program support

Extra help and limited term positions will be used to support core staff and address peaks in workload requirements, as needed. These positions are not included on the organization chart.

As result of the planned reduction in administrative expenditures, at least one regular or limited term position will be eliminated in FY 2009-10, and other planned reductions in staffing and consultant service costs will be fully implemented by October 1, 2009.

COMMISSION STRUCTURE BY GOAL AREA



COMMISSION GOAL AREAS			
Ready to Learn	Strong Families	Healthy Children	Capacity Building
<ul style="list-style-type: none"> • School Readiness • Early Literacy • Ready to Learn Grants • Special Needs Program • School Readiness Expansion 	<ul style="list-style-type: none"> • Boys & Girls Clubs Projects • Homeless Prevention • Strong Families Grants 	<ul style="list-style-type: none"> • Bridges for Newborns • Child Health & Safety Community Education • Community Clinics • Fitness/Nutrition • Health Access • Children's Dental • Pediatric Health Services • Project Connections/ Health Access • School Nursing • Healthy Children Grants 	<ul style="list-style-type: none"> • AmeriCorps/ VISTA/ State First 5 Service Corps • Performance Outcome Measurement System • Technical Assistance • Capacity Building Grants • Program Support MAA / TCM / EPSDT Fiscal Leveraging
Financial Management & Oversight			
Office Administration	Finance & Accounting	Contracts Administration	Strategic Communications

Work Plan for FY 2009-10

VI. FY 2009-10 ADOPTED ANNUAL OPERATING BUDGET

The Proposed Operating Budget for FY 2009-10 was prepared in accordance with the most recent update of the Multi-Year Financial Plan and reflects the Commission's prior approved policies and direction regarding children's programs and services. The budget provides overall focus and guidance for use of the Commission's funds in meeting the goals and objectives of the Commission's Strategic Plan.

Work Plan for FY 2009-10

HEALTHY CHILDREN

GOAL: *Ensure the overall physical, social, emotional, and intellectual health of children during the prenatal period through age five.*

FOCUS AREA: Healthy Children Programs

Program	Program Description
Bridges for Newborns	Identifies families who could benefit from additional support and links them to those services including enrolling children in health insurance programs and establishing relationships with clinics and doctors for immunizations and well child check-ups
Child Health & Safety Community Education	Increases the capacity of professionals, organizations, parents/caregivers and the community to prevent injury to Orange County children ages 0-5 by providing injury prevention educational materials and training and resources.
Community Clinics	Increases health coverage and facilitate access to quality pediatric care and primary care with doctors and nurses trained to provide prenatal screenings, checkups, and immunizations
Fitness/ Nutrition	Increases knowledge and skills through technical assistance targeting caregivers
Health Access	Expands access to routine and specialty care and increase capacity of agencies to provide services in a coordinated and culturally appropriate way
Children's Dental	Improves the oral health of children ages 0-5 in Orange County through collaborative programs directed at prevention of decay in primary teeth in children through age 5 by conducting screenings, sealants, and fluoride treatments, parent/caregiver education, and improving access to treatment services and advocacy
Pediatric Health Services	Facilitates development of new or expanded services to promote access to pediatric primary and specialty care
Project Connections/ Health Access	Connects agencies in a collaborative effort to reach medically and socially vulnerable children with accessible, culturally sensitive services through health education and in-home support services for pregnant women and families with children ages 0-5
School Nursing	Provides for school nurse services in all Orange County elementary schools to ensure that children's health and development needs are addressed prior to their first day of school
Healthy Children Grants	Provides funding through competitive process to increase services to promote healthy children

FY 2008-09 Accomplishments

- Conducted a preliminary organizational assessment of the Help Me Grow program to evaluate whether an alternative approach would more effectively support sustainability and long-term growth.
- Enhanced referral practices between the Commission funded Healthy Children projects in relation to the countywide Immunization Registry, breastfeeding, maternal depression, oral health, health coverage enrollment / utilization, developmental screening, and the National Children's Study.
- Implemented community developmental screening pilot projects to improve the quality of children's healthcare through developmental screening with standardized validated screening tools and appropriate linkage to services. The pilots were implemented in conjunction with the California Department of Health Services and the National Academy for State Health Policy ABCD Screening Academy.
- Increased collaboration with county agencies and community organizations to produce a guide for families about developmental screening resources in Orange County and implemented developmental screening project for children in foster care resulting in increased access to medical, education, developmental and mental health services for foster children 0-5.
- Adopted and implemented a universal release of information form to assist providers in authorized information sharing, where practicable, to improve care coordination among agencies and to improve delivery of services to young children.



Work Plan for FY 2009-10

- ☑ Engaged and trained pediatricians to promote developmental screening among physicians in private practice including the introduction of a web-based screening resource.
- ☑ Improved cultural competency of home visitation programs by improving outreach, enrollment and retention practices to promote access with the Vietnamese community.
- ☑ Implemented postpartum depression screenings in Bridges for Newborns home visitation program.
- ☑ Developed collaborative of breastfeeding advocates to provide a continuum of breastfeeding education and support from prenatal through birth and postnatal services; identify best practices in breastfeeding promotion, education and support; and increase physician's knowledge of breastfeeding support.
- ☑ Leveraged Birth and Beyond Program, which provides Title V Maternal and Child Health funding to select California Regional Perinatal Programs, to provide technical assistance and training to hospitals with low breastfeeding rates to integrate breastfeeding into their quality improvement activities.
- ☑ Designed and implemented a pilot for prenatal distribution of Kit for New Parents in obstetric offices, hospital classes, and community clinics. The pilot program also examines the continuum of outreach possibilities, from prenatal education to post-natal classes.
- ☑ Promoted early childhood literacy with health access teams at family resource centers including strengthening relationships with local libraries.
- ☑ Increased collaboration between Promotoras, Public Health Nurses and School Readiness programs resulting in increased referrals and support between the initiatives/platforms.
- ☑ Implemented innovative collaborations between School Nurse programs, public libraries, and community programs and other resources, to reach 0-5 children not served in community, private, and school district preschools and targeted services to vulnerable populations, including pregnant teens and their children..
- ☑ Strengthened School Nurse collaboration and leveraging with community resources to provide health screenings for 0-5 children-such as Healthy Smiles, the Southern California College of Optometry, and Providence Speech and Hearing Center.
- ☑ Developed a partnership with the Coalition of Orange County Community Clinics to expand pediatric obesity prevention and treatment services countywide; the program is operational at 4 clinics.
- ☑ Expanded pediatric clinical services in South County with an additional provider dedicated to Laguna Beach Community Clinic.
- ☑ Increased access to health services by expanding clinic hours and via deployment of CHOC/UCI mobile vans to additional sites.
- ☑ Facilitated successful transition of pediatric dental collaborative oversight to Healthy Smiles.
- ☑ The Healthy Habits for Life Binders were distributed in 2008. Distribution began in 2007, and was complete by end of summer 2008. Groundwork was laid for distribution of the corollary Healthy Habits for Life parent DVD/booklet, including an evaluation framework to encompass both the caregiver binder and parent DVD/booklet.
- ☑ The programs funded under the Healthy Children goal area provided the following services during the first nine months of FY09-10:
 - 6,640 well-child visits and 4,441 sick visits
 - 27,643 home visits
 - 15,045 children screened for developmental milestones
 - 14,708 Kits for New Parents distributed
 - 6,295 children linked to a medical home
 - 9,639 children screened for dental health; 3,239 dental visits provided
 - 6,868 children assisted with a health insurance application
 - 2,670 home safety checks completed



Work Plan for FY 2009-10

FY 2008-09 Outcomes¹

Healthy Children	
Strategic Plan Objective	Service Outcome Questionnaire Results
<ul style="list-style-type: none"> Increase to at least 90% the proportion of all pregnant women who begin prenatal care in the first trimester of pregnancy and whose care is adequate 	<ul style="list-style-type: none"> 76% mothers received prenatal care in the first trimester
<ul style="list-style-type: none"> Increase to at least 95% the proportion of children who have a health care home 	<ul style="list-style-type: none"> 99% children had a health home at the end of services
<ul style="list-style-type: none"> Increase to 100% the proportion of children with health coverage 	<ul style="list-style-type: none"> 98% children served had health insurance at the end of services
<ul style="list-style-type: none"> Increase the proportion of children ages 0-5 who receive recommended primary care services at the appropriate intervals 	<ul style="list-style-type: none"> 53% children received all recommended well child visits or health screenings
<ul style="list-style-type: none"> Increase age appropriate immunizations to at least 95% 	<ul style="list-style-type: none"> 90% children received all age appropriate immunizations
<ul style="list-style-type: none"> Reduce dental caries so that the proportion of children with one or more caries is no more than 35% among children ages 0-5 [screening] 	<ul style="list-style-type: none"> 40% children referred for dental care received care from the agency/dentist to which they were referred.
<ul style="list-style-type: none"> Reduce dental caries so that the proportion of children with one or more caries is no more than 35% among children ages 0-5 [treatment] 	<ul style="list-style-type: none"> 26% children had one or more caries at the end of services
<ul style="list-style-type: none"> Increase the number of children who are screened and/or assessed for developmental milestones, including vision, hearing, speech and language, psychosocial issues and other special needs, and receive appropriate referrals [screening] 	<ul style="list-style-type: none"> 31% children screened had a developmental concern identified 69% children referred for an assessment went to a practitioner for the problem
<ul style="list-style-type: none"> Increase the number of children who are screened and/or assessed for cognitive, emotional, behavioral, and parent/child functioning, and receive appropriate counseling, referral, and follow-up [screening] 	<ul style="list-style-type: none"> 33% children screened had a mental health concern identified 69% children referred for an assessment went to a practitioner for the problem
<ul style="list-style-type: none"> Increase the availability and accessibility of nutrition education and physical activity opportunities 	<ul style="list-style-type: none"> Children with moderate or high physical activity increased from 77% to 98% Children at risk of obesity or obese decreased from 42% to 41%
<ul style="list-style-type: none"> Increase parents' knowledge and involvement in raising healthy children 	<ul style="list-style-type: none"> Excellent ratings for knowledge increased from 14% to 52% Excellent ratings for involvement increased 13% to 55%
<ul style="list-style-type: none"> Increase the health and safety of children's environments 	<ul style="list-style-type: none"> Safe home environment increased from 3% of families homes being safe at program entry to 22% being safe (i.e., not requiring any changes)

FY 2009-10 Goals

- Support the implementation of a system to monitor the community's capacity to ensure that the developmental / behavioral pathways system is responsive to demands and conditions of children in Orange County.
- Increase developmental screening referral follow-ups and linkages with community resource services, and document the resulting improved health outcomes for children 0-5.
- Continue to increase training opportunities for residents and other medical health professionals about the importance of developmental surveillance, screening, and early intervention resources.
- Strengthen relationships with dependency court for services to children 0-5 in the child welfare system.
- Develop a continuum across grantees of breastfeeding support services for mothers to deliver consistent information and services prenatally, at birth and post-natally.
- Increase outreach and partnership to promote early childhood literacy, in health care setting, by expanding collaboration with the early literacy program, local libraries and others.
- Work to strengthen school nurse and public health nurse relationships with local pediatricians and physicians to provide improved health outcomes for children 0-5.
- Increase coordination between Commission-funded primary care providers and specialty care providers.
- Work with stakeholders to coordinate countywide access to insurance application assistance and care coordination for underserved communities and the newly poor.
- Promote responsive approaches to address service gaps for children identified with mild to moderate speech and language delays or mental health concerns.



Work Plan for FY 2009-10

STRONG FAMILIES

GOAL: Support and strengthen families in ways that promote good parenting for the optimal development of young children.

FOCUS AREA: Strong Families Programs

Program	Description
Boys & Girls Clubs Projects	Provides services to children ages 2 1/2 to 5 and their caretakers focusing on; developmentally appropriate classes for children; parenting classes; health screenings; health education; and other family support services
Homeless Prevention	Funds transitional shelters that homeless families build and support, including: Precious Life Shelter for young mothers, the Fullerton Interfaith Emergency Services shelter for homeless families and individuals, and Casa Teresa's comprehensive residential program for women and infants
Strong Families Grants	Provides a competitive funding opportunity that funds a variety of family focused services including family counseling, transitional housing, and supportive services

FY 2008-09 Accomplishments

- Participated in and made significant contributions to the MSHA planning work groups by reviewing best mental health practices that were applicable to children ages 0 through 5 years.
- Expanded services to pregnant women and families with children ages 0-5 that are in emergency shelters with the goal of moving them to transitional shelter programs with long-term supportive services. A program with Mercy House redirects families with young children from the cold weather armories and into motels and transitional housing. A program with the Orange County Department of Education provides care coordination and case management to families in motels and connects families to their local Family Resource Center and community clinic for health services.
- Provided the following services through nine ongoing transitional shelter programs with Casa Teresa, Colette's Children's Home, Heritage House Village, Fullerton Interfaith Emergency Services, Precious Life Shelter, and Orange County Rescue Mission:
 - 123 comprehensive medical screenings
 - 28 referrals for additional services
 - 47 newly insured children
 - 84 newly connected to a medical home
 - 39 pregnant women receiving prenatal care
 - 37 children receiving dental care,
 - 378 life skills classes
 - 56,105 nights of lodging and meals
 - 703 psychological counseling sessions
 - 2,306 individual case management meetings
 - 66 parents enrolled in job training
 - 30 successful program graduate secured permanent housing
 - 222 children enrolled in early care and education programs
- Established a pilot program to assist OC Health Care Agency's Comprehensive Health Assessment Team for the Homeless (CHAT-H) program with case management of homeless children and families. CHAT-H provides a wide range of comprehensive services to help families achieve self-sufficiency. Health services include urgent medical care, linkage with a medical home for preventive services, and insurance application assistance. The CFCOC-funded pilot program enhances this effort by providing a minimum of 1,000 counseling sessions, 250 home visits, and ongoing case management for a minimum of 20 pregnant women and families with children ages birth to five.



Work Plan for FY 2009-10

FY 2008-09 Outcomes¹

Strong Families	
Strategic Plan Objective	Service Outcome Questionnaire Results
<ul style="list-style-type: none"> Improve the condition of Orange County families as gauged by the following socio-economic indicators: homelessness, hunger, poverty, formal education of parents, employment, and social capital/support 	<ul style="list-style-type: none"> Families showed improvements in social capital / support (78%), hunger (74%), homelessness (70%), employment (61%), and poverty (54%).
<ul style="list-style-type: none"> Increase the proportion of parents who have and use good parenting skills 	<ul style="list-style-type: none"> Parents with satisfactory or excellent parenting skills increased from 25% to 71%
<ul style="list-style-type: none"> Increase community awareness and linkage to available services 	<ul style="list-style-type: none"> Families received referrals to family resource centers (49%), parenting classes (41%), school districts (35%), and healthcare providers (32%), insurance application assistance (15%), 211 phone line (12%), and Regional Center (11%).

FY 2009-10 Goals

- Work with Affordable Housing Clearinghouse to refine Commission's homeless prevention strategies to expand the network of service providers and increase the number of families served
- Coordinate with County to embed Mental Health Services Act funded strategies, where feasible, with Commission investments for children 0-5 and their families



Work Plan for FY 2009-10

READY TO LEARN

GOAL: Provide early care and education opportunities for young children to maximize their potential to succeed in school.

FOCUS AREA: Ready to Learn Programs

Program	Description
School Readiness	Increases the school readiness of children entering the school system by identifying service gaps in the area of school readiness, promoting best practices, and developing new initiatives. Incorporates the First 5 California funds to specifically provide integrated services to children 0-5 and their families living within the boundaries of low-performing schools within the district to increase readiness for school through quality early care education, health screenings, mental health services, speech therapy, and resources/ referral services
Early Literacy	Expands early literacy programs to provide children with the experience of being read to everyday and developing the critical foundation for life long language and learning skills
Ready to Learn Grants	Provides competitive funding to support the Ready to Learn goal area
Special Needs Program	Improves provision of comprehensive child development services, child health, family functioning, and comprehensive systems of care
School Readiness Expansion	Ensures that children and families receive expanded and comprehensive early learning and health opportunities through the development of new and enhanced centers that meet quality standards

FY 2008-09 Accomplishments

- Completed a review of the Special Needs Demonstration Project (LEAPS – Learning, Early intervention, and Parent Support) outcomes and developed priorities for the continuation of strategies, dependent on funding availability
- Provided education to close to 10,000 parents through School Readiness Programs
- Provided training to over 1,700 Early Care & Education providers from School Readiness Coordinators
- Coordinated almost 50 School Readiness community events to promote district School Readiness services
- Served close to 5,000 children in state school readiness programs; and over 3,400 parents in parenting classes focused on supporting child physical, cognitive and social-emotional development
- Served 420 children with special needs in Early Childhood Education programs
- Continued to coordinate with the Orange County Social Service Agency's Children and Families Division to assist foster children in finding appropriate child care placements and in receiving additional support services such as health, mental health, and individualized planning for each child
- Continued family literacy and school readiness activities through fifteen program grants
- Served 1,215 children in new and enhanced school readiness programs in the City of Anaheim
- Supported development of sustainability plans for school readiness programs at 13 school districts
- Distributed over 37,500 new and used children's books, and acquired over 50,000 new books for distribution through early literacy program models
- Read to over 52,500 children through program funding
- Distributed early literacy information to over 28,800 parents
- Participated in and supported 57 community early literacy events
- Distributed 30,000 Kid Builder books in calendar year 2008 through many organizations ranging from school readiness programs to Boys & Girls Clubs, libraries, preschools, faith-based organizations, shelters and many others.
- Translated the Kid Builder materials, which were initially developed in English and Spanish, into Vietnamese this year and made Kid Builders activities available online in all three languages



Work Plan for FY 2009-10

FY 2008-09 Outcomes¹

Ready to Learn	
Strategic Plan Objective	Service Outcome Questionnaire Results
<ul style="list-style-type: none"> Increase the number of children receiving quality early care and education services so they are better prepared to succeed in school 	<ul style="list-style-type: none"> 87% children were performing at or above age-appropriate level at end of services (compared to 50% at beginning of services)
<ul style="list-style-type: none"> Increase the number of children with special needs who are participating in inclusive early care and education programs 	<ul style="list-style-type: none"> 53% children with special needs participated in an inclusive early care and education program at the program site
<ul style="list-style-type: none"> Increase parents' knowledge and involvement in preparing children for school 	<ul style="list-style-type: none"> Parents with excellent knowledge of their child's readiness for school increased from 8% at program entry to 36% at program completion Parents with excellent involvement in preparing their child for school increased from 9% at program entry to 37% at program completion

FY 2009-10 Goals

- Expand Reach Out and Read program to 15 additional pediatric clinics in targeted areas
- Implement the Raising a Reader and other approved early literacy programs in Santa Ana and targeted communities as directed by the Commission
- Expand the HABLA early literacy program in Santa Ana
- Develop and implement volunteer reader recruitment and retention
- Expand New and Gently Used book distribution program in targeted areas
- Maintain school readiness programs at elementary school districts to provide the following services:
 - Comprehensive health and developmental screenings and assessments
 - Nutrition and physical fitness education
 - Family based early literacy activities and workshops
 - Parenting classes and workshops
 - Preschool support
 - Staff development
- Assist with the development of sustainability plans for school readiness programs
- Implement the Special Needs Demonstration Project (LEAPS – Learning, Early intervention, and Parent Support) to expand the redesigned project components throughout the school district
- Maintain the distribution of the Kid Builders books for the continued implementation of child development activities at home and school settings



Work Plan for FY 2009-10

CAPACITY BUILDING

GOAL: Ensure an effective delivery system for child and family services through quality staff, efficient operations, and continual performance measurement.

FOCUS AREA: Capacity Building Programs

Program	Description
AmeriCorps/ VISTA/ State First 5 Service Corps	Coordinate the recruitment and interview process for AmeriCorps/ VISTA members, provide orientation and training services, and assist in making arrangements to place staff with host agencies in order to enhance the services being provided
Performance Outcome Measurement System	Measures progress toward achievement of the Commission's goals and objectives
Technical Assistance	Assess grantees to identify training needs, provide customized workshops that include continuing support, strategic planning and business plan development
Capacity Building Grants	Provides competitive funding for existing or new organizations to develop a business plan that supports the planning of innovative programs benefiting the health and early education of children through age five and their families
Program Support MAA / TCM / EPSDT Fiscal Leveraging	Supports consultants who provide specific expertise required to ensure project success

FY 2008-09 Accomplishments

- Managed the daily administration of the First 5 Service Corps Initiative
- Completed 13 evaluation reports, including evaluation reports on State School Readiness, the Pediatric Dental Care Collaborative, School Link, and others
- Enhanced grantee use of Outcome Collection and Evaluation Reporting Service (OCERS) data – implemented the Other Funds module, provided ongoing training and technical assistance, and developed more reports in OCERS that serve the grantees' data needs
- Developed two county indicator reports: *The 14th Annual Report on the Conditions of Children in Orange County* and the *2009 Orange County Community Indicators*
- With the eight Southern California Regional First 5 Commissions participated in the Southern California Alliance for Learning and Results (SCALAR) to create a central repository of regional evaluation findings and summarize regional evaluation results, including a brief of oral health services, which may later inform First 5 California's Center for Results
- Established the five tracks to implement the Bridgespan Group's recommendations that the Commission target its programs to the most needy communities, expand early literacy services and strengthen its evaluation system
- Coordinated the development and implementation of an EDI pilot project in Orange County including attaining partnership with a national foundation for future expansion of the project
- Formed Neighborhood Advisory Committees in each of the 15 National Children's Study segments in Orange County to promote outreach within the designated communities
- Released \$1.2 million dollars of revenue from MAA and TCM claiming to participating grantees
- Expanded EPSDT utilization for Commission programs for mental health, Parent-Child Interaction Therapy (PCIT), in-home services for medically fragile infants and developmental screening services



Work Plan for FY 2009-10

FY 2009-10 Goals

- Focus on the development and implementation of sustainability strategies and catalytic investments
- Expand implementation of the Early Development Index in partnership with the W. K. Kellogg Foundation and other national implementation sites
- Continue to expand EPSDT utilization for Commission programs for mental health, PCIT, in-home services for medically fragile infants and developmental screening services.
- Provide technical assistance to grantee, Commission and community stakeholders to document best practices, ensure quality and results and promote partnerships



Work Plan for FY 2009-10

FINANCIAL MANAGEMENT & OVERSIGHT

FOCUS AREA: Infrastructure

- Strategic Communications
- Annual Operating Budget
- Grantee Invoice Payments
- Financial and Compliance Audits
- Compliance and Risk Management Program
- Staffing and Administrative Support
- Grants Development
- Investment Management
- Long-Term Financial Planning

FY 2008-09 Accomplishments

- Managed grantee compliance and supported Commission funded programs
- Performed 15 Program Audit and Expanded Grantee Monitoring Projects
- Conducted site visits and assessments to review grantee administration procedures, human resource policies and programs practices, and identified areas of potential concern or grantee risk
- Reviewed all Contract Boilerplates for updated compliance language
- Implemented complete electronic invoicing through OCERS from Grantee through payment
- Participated in conferences with Public Agency Risk Managers Association
- Participated in fiscal conferences and training with CSMFO, GFOA, CMTA and First 5 State Association
- Continued development of Balanced Scorecard reporting through OCERS
- Tested and implemented OCERS Business Interruption Plan with CS&O and County of Orange Data Center
- Independent Financial Advisor released RFQ for website provider, reviewed proposals, and made recommendations for Commission website provider
- Developed business requirements for Database Management Service Provider RFQ
- Received a first place ribbon for the Commission's literacy exhibit at the Orange County Fair promoting the importance of reading to young children
- Wrote monthly early childhood development articles for OC Family magazine's *Birth to 5 Health* section
- Participated as the Presenting Sponsor for HomeAid Orange County's Project Playhouse event
- Partnered with HomeAid Orange County's *Essentials for Young Lives* campaign
- Staffed Investment Oversight Committee which developed updated investment policy statement for Commission adoption

FY 2009-10 Goals

- Continue Program Audit and Expanded Grantee Monitoring projects
- Continue to streamline electronic invoice and payment processes and develop an internal audit process
- Develop new contract boilerplates for Performance Based service delivery
- Continue participation with Risk Management Associations
- Select vendor and implement new software for Database Management Service Provider project
- Continue to safeguard Commission's financial resources
- Develop monthly internal management reports and enhance monthly financial reporting to the Commission
- Develop internal risk assessment tool to monitor potential risk environment
- Continue using consultants where their expertise can be strategically utilized without expanding permanent staff
- Partner with the County to augment staff and services to leverage Commission resources
- Develop media relations on topics including Kid Builders, health care and early literacy
- Expand partnership with the American Automobile Association (AAA) to promote child safety messages
- Continue to sponsor and participate in annual programs and conferences that promote Commission goals
- Implement CAPS+ Financial & Accounting Management Information System
- Update multi-year financial plan
- Continue risk assessment/management through Compliance Team

References



Work Plan for FY 2009-10

¹ Trout, PT; Mastrianni, A; and Zimskind, L. *Service Outcome Questionnaires Report, Fiscal Year 2007-08*. April 2009.



Children & Families
Commission of Orange County

Annual Operating Budget for FY 2009-10

SUMMARY:

Staff has prepared the Annual Operating Budget for FY 2009-10 for review and adoption by your Commission. The Budget was prepared in accordance with the Ten-Year Financial Plan, and reflects the Commission's prior approved policy and direction regarding sustainable funding for children's programs and services.

Staff continues to use the current budget structure for reporting revenues and expenditure requirements, and to reflect the four main goal areas contained in the Commission's Strategic Plan. Provided below is a brief explanation of the significant budget trends and highlights in the areas of revenues, expenditures, and multi-year commitments funding.

FY 2009-10 Revenues

Annual tobacco tax revenue allocations are projected to be \$30.5 million for FY 2009-10. This represents a decrease of \$4 million compared to the \$35 million in tobacco taxes projected for FY 2008-09. This reduction reflects the anticipated impact of the federal tobacco tax increase of \$.72 per pack instituted in the reauthorization of the State Children's Health Insurance Program (SCHIP).

Interest revenues are projected to be \$2.5 million for FY 2009-10, which represents a \$1.4 million decrease from the \$3.9 million projected for FY 2008-09. In comparison, the Commission earned \$7.8 million in interest for FY 2007-08. The decrease in interest earnings was a result of the overall decrease in interest rates earned by the County Treasurer. It is projected our funds invested with the County Treasurer will earn an average of 2.0% in FY 2009-10, a decrease from the 3.0% projected average for FY 2008-09.

FY 2009-10 Expenditures

The operating expenditures budget for FY 2009-10 is \$65 million, and includes all funding requirements for the next fiscal year. Additionally, an \$8 million program reduction is targeted for the next fiscal year and will be reported back to the Commission in September 2009. The operating expenditures budget total of \$65 million includes \$60 million for program services and \$5 million for administrative infrastructure.

The infrastructure budget includes 14 regular and four-limited term Commission staff positions, temporary and extra help positions, County support services, office expenses, financial and auditing consultants, and other administrative support expenses.

FY 2009-10 Multi-Year Commitments Funding

The Commission presently maintains two accounts for pending funding requirements including the Long-Term Commitments Account, which is intended to supplement long-term program needs, and the Operating Commitments Account for short-term needs.

The purpose of the Long-Term Commitments Account is to build up funds to draw upon in later fiscal years, as annual tobacco tax revenues decline, in order to sustain annual funding for program services. The proposed FY 2009-10 Operating Budget includes no contributions to the Long-Term Commitments Account.

The proposed FY 2009-10 Operating Budget includes \$51 million in encumbrances established by Commission action in July 2008 to develop multi-year agreements for major Commission initiatives. The remaining \$14 million of appropriations in the proposed FY 2009-10 Operating budget will be funded by 2009-10 tobacco tax revenues.

Children and Families Commission of Orange County

FY 2009-10 Operating Budget

Summary by Program

FINANCING			
	FY 2007-08 Actual Revenue	FY 2008-09 Final Adjusted Budget	FY 2009-10 Proposed Budget
<u>General Purpose Revenues</u>			
Tobacco Tax Revenue	35,527,837	34,560,000	30,548,143
Interest Earnings	7,819,355	3,900,000	2,500,000
Medi-Cal Admin. Activities (MAA) Revenue	472,423	250,000	250,000
Royalty Payments	17,614	20,000	17,000
State Surplus Monetary Investment Fund (SMIF)	0	200,000	200,000
Miscellaneous Revenue	70,499	0	0
General Purpose Revenues Subtotal	43,907,728	38,930,000	33,515,143
<u>Special Purpose Revenues</u>			
AmeriCorps Reimbursement Revenue	251,434	250,000	250,000
Social Services Agency Contributions	0	104,636	0
State Special Needs Program	352,597	215,292	0
VISTA Statewide Program Revenue	410,337	450,000	450,000
State School Readiness Program Revenue	4,114,774	3,899,027	3,899,027
California Endowment Wildland Fire Recovery	60,000	0	0
Special Purpose Revenues Subtotal	5,189,142	4,918,955	4,599,027
TOTAL REVENUES	\$49,096,870	\$43,848,955	\$38,114,170
<u>Multi-Year Commitments Funding</u>			
Withdrawal from Long Term Commitments Account	\$0	\$0	\$0
<u>Fund Balance</u>			
Fund Balance Available (Operating Reserve)		\$47,964,762	\$37,964,762
Encumbrances for Prior-Year Obligations		43,404,762	33,404,762
		4,560,000	4,560,000
TOTAL FINANCING	\$49,096,870	\$91,813,717	\$76,078,932

Continued on next page

Children and Families Commission of Orange County

FY 2009-10 Operating Budget

Summary by Program

REQUIREMENTS

<u>PROGRAM SERVICES</u>	FY 2007-08 Actual Expenditures	FY 2008-09 Final Adjusted Budget	FY 2009-10 Proposed Budget	Future-Year Commitments
<u>Healthy Children</u>				
Bridges for Newborns	4,559,742	4,843,441	4,883,922	717,500
Child Health & Safety/ Community Education	1,146,601	1,385,769	1,040,930	200,000
Community Clinics	955,905	1,565,821	1,993,236	1,914,043
Fitness/Nutrition	256,372	1,416,782	7,870,200	0
Health Access	510,577	1,955,525	285,500	0
Children's Dental	1,209,711	1,539,961	1,587,500	1,587,500
Pediatric Health Services	11,904,766	11,740,115	8,328,854	7,661,211
Project Connections/ Home Visitation	2,653,670	3,072,876	2,925,509	915,000
School Readiness Nursing	2,720,304	4,289,405	3,541,060	3,482,560
Healthy Children Collaborative Projects	339,797	284,870	279,500	0
Healthy Children Grants	2,565,235	2,328,230	2,240,552	1,602,050
MAA Funded Children's Health Programs	1,634,567	26,137	0	0
Healthy Children Program Set Aside	0	0	0	0
Healthy Children Program Support	137,267	318,482	25,000	0
Healthy Children Subtotal	30,594,514	34,767,414	35,001,763	18,079,864
<u>Strong Families</u>				
Boys & Girls Club Projects	22,000	0	0	0
Homeless Prevention	2,383,395	3,427,118	6,635,384	7,366,500
Strong Families Collaborative Projects	80,450	178,274	0	0
Strong Families Grants	2,092,023	3,203,717	2,514,450	0
Strong Families Program Set Aside	0	0	0	0
Strong Families Program Support	0	75,000	25,000	0
Strong Families Subtotal	4,577,868	6,884,109	9,174,834	7,366,500

Continued on next page

Children and Families Commission of Orange County FY 2009-10 Operating Budget Summary by Program

<u>PROGRAM SERVICES cont.</u>	FY 2007-08 Actual Expenditures	FY 2008-09 Final Adjusted Budget	FY 2009-10 Proposed Budget	Future-Year Commitments
State/Local Partnership School Readiness	4,831,384	4,366,592	4,388,200	0
State/Local Partnership School Readiness Match	1,264,008	3,136,563	2,563,758	0
Local School Readiness	2,981,054	2,812,760	2,608,725	0
School Readiness Program Expansion	1,404,896	1,708,675	1,276,213	0
Early Literacy	1,339,619	2,143,510	1,938,141	0
Kid Builders Program	193,979	677,993	40,000	0
Ready to Learn Grants	2,218,443	1,859,327	1,293,385	0
State Special Needs Program	449,074	306,057	484,000	0
Ready to Learn Program Set Aside	0	500,000	3,000,000	0
Ready to Learn Program Support	136,678	297,322	195,000	0
Ready to Learn Subtotal	14,819,135	17,808,799	17,787,422	0
<u>Capacity Building</u>				
AmeriCorps/ VISTA	1,822,554	2,400,875	2,509,125	0
New Program Research & Development	0	1,004,000	0	0
Technical Assistance	157,707	416,837	600,000	0
Performance Outcomes Measuring Systems	1,834,673	2,684,296	1,737,000	0
Capacity Building Grants and Matching Funds	454,942	5,016,221	750,000	0
Capacity Building Program Support and Fund Development	174,113	275,887	325,000	0
Capacity Building Subtotal	4,443,989	11,798,116	5,921,125	0
PROGRAM SERVICES	\$54,435,506	\$71,258,438	\$67,885,144	\$25,446,364
 Targeted Program Reductions to be Implemented in 1st Quarter of FY 09:			(\$8,000,000)	
 TOTAL PROGRAM SERVICES			\$59,885,144	

Continued on next page

Children and Families Commission of Orange County

FY 2009-10 Operating Budget

Summary by Program

	FY 2007-08 Actual Expenditures	FY 2008-09 Final Adjusted Budget	FY 2009-10 Proposed Budget	Future-Year Commitments
<u>ADMINISTRATIVE FUNCTIONS**</u>				
Commission Staff Salaries and Benefits	2,317,097	2,772,502	2,495,502	0
Professional and Technical Services	1,482,996	2,325,374	1,480,500	0
Strategic Communications	654,722	818,427	450,000	0
Commission Travel & Meetings	156,004	196,510	109,000	0
Office Expenses	553,968	625,107	523,961	0
Targeted Administrative Function Reductions to be Implemented in 1st Quarter of FY 09/10			(\$108,963)	
Administrative Functions Subtotal	5,164,787	6,737,920	4,950,000	0
<u>CONTINGENCY FUNDING</u>				
Contingency for Judgments/Litigation	0	500,000	500,000	
Contingency for Operations	0	0	0	
Contingency Funding Subtotal	0	500,000	500,000	0
TOTAL OPERATING EXPENSES	\$59,600,293	\$78,496,358	\$65,335,144	\$25,446,364
Transfer to Long Term Commitments Account		10,000,000		
Operating Reserve		3,317,359	10,743,788	
TOTAL REQUIREMENTS	\$59,600,293	\$91,813,717	\$76,078,932	
FINANCES LESS EXPENSES	-10,503,423	0	0	

****FY 2009-10 ADMINISTRATIVE FUNCTIONS BUDGET COMPARED TO PRIOR-YEAR EXPENDITURES**

	FY 2007-08 Actual Expenditures	FY 2008-09 Projected Expenditures	FY 2009-10 Proposed Budget
<u>ADMINISTRATIVE FUNCTIONS</u>			
Commission Staff Salaries and Benefits	2,317,097	2,612,397	2,495,502
Professional and Technical Services ¹	1,482,996	1,432,757	1,480,500
Strategic Communications ²	654,722	699,965	450,000
Commission Travel & Meetings ³	156,004	167,753	109,000
Office Expenses ⁴	553,968	556,012	523,961
	<u>5,164,787</u>	<u>5,468,884</u>	<u>5,058,963</u>

1. FY 2008-09 Professional and Technical Services Budget Included carryover funding for Legal Services and Admin Consultants not projected to be expended

2. FY 2008-09 Strategic Communications Budget Included carryover for Graphics not projected to be expended

3. FY 2008-09 Travel & Meetings Is projected to be under expended based on year-end projections

4. FY 2008-09 Office Expense budget has Building Improvements and Equipment funding not expected to be expended

**CHILDREN AND FAMILIES COMMISSION OF ORANGE
COUNTY**

RESOLUTION NO. 09-____-C&FC

May 6, 2009

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY (1) CONFIRMING ITS ANNUAL REVIEW OF THE STRATEGIC PLAN, (2) ADOPTING ITS BUSINESS PLAN FOR FISCAL YEAR 2009-10, (3) ADOPTING THE FISCAL YEAR 2009-10 OPERATING BUDGET, (4) ESTABLISHING A 10% LIMIT ON ADMINISTRATIVE EXPENSES, AND (5) RENEWING INVESTMENT AUTHORITY OF ITS TREASURER

WHEREAS, the Children and Families Act of 1998 requires the Children and Families Commission of Orange County (“Commission”) to adopt and annually review its Strategic Plan in order to define how funds authorized under the Act and allocated to the Commission should best be used to meet the critical needs of Orange County’s children prenatal to five years of age as codified in the Act; and

WHEREAS, the Act requires the Commission to conduct a public hearing with respect to (1) its annual review of the Strategic Plan, and (2) adoption of a percentage limitation of its operating budget that may be spent on administrative functions; and

WHEREAS, at its meeting of May 6, 2009, the Commission conducted a public hearing and reviewed the following documents prepared and recommended by staff and identified in the staff report for the May 6, 2009 Commission meeting with the Attachment numbers set forth herein below: The Strategic Plan (Attachment 1), the Business Plan for Fiscal Year 2009-10 (Attachment 2), and the Annual Operating Budget for the Fiscal Year 2009-10 (Attachment 3), and

WHEREAS, the Commission, having previously designated its Chief Operations Officer as Treasurer of the Commission and delegated to the Treasurer its authority to manage, deposit and invest funds of the Commission not required for the immediate needs of the Commission, desires to renew that designation and delegation pursuant to California Government Code Section 53607:

NOW, THEREFORE BE IT RESOLVED BY THE COMMISSIONERS OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY AS FOLLOWS:

Section 1 The Commission finds and determines the foregoing Recitals are true and correct and are a substantive part of this Resolution.

Section 2 The Commission hereby:

- (A) Confirms its annual review of the Strategic Plan, exclusive of the Strategic Plan Appendices, which serve only as administrative tools that link to the Performance Outcome Measurement System,
- (B) Adopts the Business Plan for Fiscal Year 2009-10,
- (C) Adopts the Annual Operating Budget for Fiscal Year 2009-10, and

Section 3 Pursuant to California Government Code Section 130140(d)(5), the Commission adopts a 10% of operating budget as the limit that may be expended on administrative functions.

Section 4 Pursuant to California Government Code Section 53607, the Commission renews its delegation to the Chief Operations Officer, acting as Commission Treasurer, to manage, deposit and invest funds of the Commission not required for the immediate needs of the Commission, in accordance with the Investment Policy statement and all applicable provisions of law.

Section 5 Notwithstanding the approval of the budget, no expenditures from the line item categories for grant funding for Program Services (or any subcategory within such categories) is authorized or may be approved except by subsequent action of the Board of Commissioners; no category is required to be funded at any particular level; no grant funding decisions for individual applicants or types of applicant will be made except in connection with specific grant processes, and no ceiling or floor for such categories is established by this budget.

Section 6 Approval by the Board of Commissioners is required to increase or decrease the existing total amount of budgeted appropriations, revenues, and/or reserves as adopted by the Board of Commissioners. The Executive Director, or designee, is authorized to transfer existing budgeted appropriations mid-fiscal year between existing budget categories and accounts in order to pay for required operating expenses. In accordance with the Commission's Budgetary Control policy, the Commission renews its delegation of authority to approve budgetary transfers to the Executive Director for Fiscal Year 2009-10.

Section 7 Approval of the Fiscal Year 2009-10 Business Plan does not authorize or obligate the Commission to any specific funding action or contract with any organization or entity.

Section 8 The Clerk of the Commission shall append to this Resolution a copy of each of the documents set forth in Section 2, identifying them as Exhibits A through C (which shall correspond to Attachments 1 through 3 of the May 6, 2009 staff report). By this reference such exhibits are incorporated as though fully set forth herein.

Section 9 Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this Resolution or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this resolution or any part thereof. The Commission Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one (1) or more subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, or invalid, or ineffective.

Section 10 The Clerk of the Commission shall certify to the adoption of this Resolution.

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PASSED, APPROVED and ADOPTED this 6th day of May, 2009 by the following vote:

The foregoing Resolution was passed and adopted by the following vote of the Children and Families Commission of Orange County on May 6, 2009 to wit:

AYES: Commissioner(s): _____

NOES: Commissioner(s): _____

EXCUSED: Commissioner(s): _____

ABSTAINED: Commissioner(s): _____

CHAIRMAN

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, DARLENE J. BLOOM, Clerk of the Commission of Orange County, California, hereby certify that a copy of this document has been delivered to the Chairman of the Commission and that the above and foregoing Resolution was duly and regularly adopted by the Children and Families Commission of Orange County.

IN WITNESS WHEREOF, I have hereto set my hand and seal.

DARLENE J. BLOOM
Clerk of the Commission, Children and Families
Commission of Orange County, County of Orange, State of
California

Resolution No.: 09-_____-C&FC
Agenda Date: May 6, 2009
Item No.: _____

I certify that the foregoing is a true and correct copy of the Resolution adopted by the

DARLENE J. BLOOM, Clerk of the Commission

By: _____
Deputy



Children & Families
Commission of Orange County

**EXHIBIT A TO RESOLUTION OF COMMISSION
STRATEGIC PLAN (FISCAL YEAR 2009-10 REVIEW)**

(attached)



Children & Families
Commission of Orange County

EXHIBIT B TO RESOLUTION OF COMMISSION
FISCAL YEAR 2009-10 BUSINESS PLAN
(attached)



Children & Families
Commission of Orange County

**EXHIBIT C TO RESOLUTION OF COMMISSION
FISCAL YEAR 2009-10 ANNUAL OPERATING BUDGET
(attached)**