



FINANCE/PERSONNEL COMMITTEE MEETING MINUTES

Friday, March 1, 2024 at 2:00 p.m.

First 5 Monterey County (F5MC) ♦ 1125 Baldwin Street ♦ Salinas, CA

Call to Order: Commissioner Medina called the meeting to order at 2:07 p.m.

Roll Call: A quorum was present. Committee Members in attendance: Commissioner Lori Medina and Commissioner Monica Lal. Committee Chair, Katy Eckert, was absent.

Approve Agenda: The Agenda was approved with a minor change to language on Item 4.

Public Comment Period: *Members of the audience desiring to address the Committee may do so during this time. Public comments on items not already on the agenda will be accepted.*

No public comments.

Action/Information Items:

1. Approval of Finance/Personnel Committee Meeting Minutes for February 2, 2024

ACTION: Upon motion from Commissioner Lal, seconded by Commissioner Medina, the February 2, 2024, Minutes were approved as presented.

2. Review of Financials for Quarter ended 12/31/23 – Kris Curtis, Controller

ACTION: Upon motion from Commissioner Medina, seconded by Commissioner Lal, the FY23/24 2nd Quarter Financials were reviewed, accepted, and recommended to move the Balance Sheet and Income/Expenses by Month Reports forward to the upcoming Regular Commission Meeting for full approval.

3. Updates to Employee Handbook - Joanna Jensen, Administrative Manager and Kris Curtis, Controller

K. Curtis reviewed the Briefer

ACTION: Upon motion from Commissioner Lal, seconded by Commissioner Medina, the updates to the Employee Handbook were reviewed, accepted, and recommended to move forward to the March 25, 2024 Regular Commission Meeting for review and adoption.

4. Funded Partner Update – Kris Curtis, Controller

Updates may be provided on the following partners in one or more of the categories listed below:

Alisal USD, Centro Binacional para el Desarrollo Indígena Oaxaqueño, Monterey County Office of Education (MCOE), North Monterey County USD (NMCUSD), Salinas Public Library, GoKids, Inc., Hartnell Community College, Monterey Peninsula College, Door to Hope, Monterey County Probation Department, and Pajaro Valley Prevention and Student Assistance, Inc.

- a. Contract Update
- b. Expenditure Update
- c. Audit Update

ACTION: Upon motion from Commissioner Medina, seconded by Commissioner Lal, the Funded Partner update was reviewed and accepted with recommendation for Staff to follow up on the MCOE audit findings.

- a. Review and Accept Funded Partner Updates
- b. Discussed PVPSA's request for payment and make recommendation to Staff.

K. Curtis reviewed the Audit Findings Report which consisted of Funded Partner Audit Summaries for FY20/21 & FY21/22, excluding PVPSA. Subsequently, K. Curtis reviewed additional information received from PVPSA and their payment request. Andrea Mata, PVPSA Chief of Operations and Shayne Regalado, PVPSA's Director of Finance, were in attendance via zoom and spoke to PVPSA's challenges over the past couple of years due to staff turnover, COVID, and Pajaro flooding. Committee Members expressed their

gratitude for Chief of Operations Mata and Director of Finance Regalado attending this meeting to provide additional context to PVPSA's ongoing challenges.

ACTION: Upon motion from Commissioner Medina, seconded by Commissioner Lal:

- a. The Funded Partners Updates and Audit Finding Report were reviewed and accepted as presented.
- b. Upon verification of PVPSA's Board approval (Meeting scheduled for March 19th) of the draft 20/21 Audit, F5MC Staff may process payment for PVPSA's FY21/22 2nd Bi-Annual outstanding invoice. The Committee gave instructions that once PVPSA's Auditors supply a timeline for PVPSA's FY21/22 Audit completion the F5MC Finance Committee will consider payment for the outstanding FY22/23 biannual invoices.

Adjournment: Commissioner Medina adjourned the meeting at 3:08 p.m.

FIRST 5 MONTEREY COUNTY BOARD BRIEFER

MEETING: Finance/Personnel Committee Meeting – April 5, 2024

SUBJECT: FY23/24 Proposed Budget Revision

POSSIBLE ACTION:

- a. Review proposed FY23/24 Budget Revision.
- b. Recommend revised budget, after incorporation of any changes, be provided to the Commission on Consent Agenda as an information item.

Recusals: None

SUMMARY/DISCUSSION:

The following is an excerpt from the December 4, 2017 Policies -Article I. Financial Policies, Section 5: Budget Adoption and Amendment:

- A. The Commission will formally review F5MC's fiscal condition quarterly and amend the budget if necessary.
- B. Budget transfers between the main budget classifications (Administration, Program/Services-Core Roles, and Evaluate Impact) of more than 10% must be approved by the Commission.

Staff has reviewed the Adopted FY23/24 Budget. The proposed revisions take into consideration actual implementation of the work plan for the year, as well as the changes authorized by the Commission after the Original Budget was adopted. In accordance with Policy Article I. Financial Policies, Section 5: Budget Adoption and Amendment Subsection E, the proposed budget revision does not transfer more than 10% between main budget classifications and, therefore, **does not need to be brought before the full Commission for Public Hearing and Adoption**. It will instead be shared with the full Commission on the Consent Agenda as an information item.

Item 2a provides the summary and detail of the proposed revisions for the FY23/24 Budget including Budget Narrative referencing the last Adopted LTFP which was 6/26/23.

The following is a summary of the changes:

Income

The net increase of \$59k reflects the anticipated Prop 10/56 based on updated Department of Finance projections; deferred revenue from the F5CA IMPACT grant; a reduction in available funds through F5CA Home Visiting grant; an unanticipated grant from Packard; deferred revenue and an increase in the one-time grant for Bright Beginnings through Monterey County Health Department, a reduction of anticipated other Bright Beginnings grant opportunities; additional funds available through the Monterey County DSS Home Visiting grant; an unanticipated grant from the Central California Alliance for Health (Alliance) for Home Visiting, an increase of anticipated interest due to interested rate/yield being higher than anticipated, and a reduction in Capitalized Lease Source based on anticipated new capitalized leases within current fiscal year.

Evaluate Impact

The net decrease of \$46k reflects actual staffing costs, actual contracted amounts including extension of Persimmony contract due to onboarding of Apricot and additional copyediting/design for Community Readiness Report, and actual anticipated expenses through FYE.

Program and Services

The net decrease of \$162k reflects the following:

A. Program Areas of Focus

1. Racial Equity, Diversity, and Inclusion (REDI) - A \$132k increase reflects:
 - a. A net increase of \$66k for the addition of the REDI Salaries & Benefits line which allows for allocation of some of the Director of Racial Equity and Strategic Partnerships staff position.
 - b. A net increase of \$34k to the Technical Assistance line due to unanticipated grants for additional REDI projects and expenses.
 - c. A net increase of \$32k to Meeting & Collaboration Expenses line due to unanticipated grants for additional REDI projects and expenses.
2. Champion Early Childhood - A \$20k decrease reflects:
 - a. A net decrease of \$50k to the Policy, Advocacy, and Communications Salary & Benefits line due to current staffing.
 - b. A net increase of \$33k to the Policy/Advocacy Technical Assistance line due to additional need of TA due to current staff capacity.
 - c. A net increase of \$28k to the Policy/Advocacy Events & Training line due to additional grant opportunity and planned activities through FYE.
 - d. A net decrease \$3k to the Community Meeting Expenses line due to planned activities through FYE.
 - e. A net increase of \$10k to the Emergency Response line due to anticipated opportunities through FYE as original budget has already been expended.
 - f. A net increase of \$1k to the Media Expense line due to additional media expenses for MCGives campaign and anticipated expenses through FYE.
 - g. A net decrease of \$31k to the Outreach/KNP – Technical Assistance & Materials and Incentives/Educational Items lines due to delay in onboarding of Outreach Consultants.
 - h. A net decrease of \$8k to the Public Relations/Media Contractors due to all Communication work being completed in house by Staff and, therefore, no outside contract needed.
3. Strengthen Connections - A \$30k decrease reflects:
 - a. A net decrease of \$180k to the F5MC Funded Care Coordination line due to actual contracted amounts. Funded Partners were awarded a total amount for the current Funding Cycle and most chose to have larger budgets in year 2 and 3 of the contracts.
 - b. A net decrease of \$25k to the F5MC Funded Home Visiting line due to actual contracted amounts.
 - c. A net increase of \$87k to the DSS Funded Home Visiting line due to additional funding available through the associated grant.
 - d. A net increase of \$225k for the addition of the Alliance Funded Home Visiting line due to an unanticipated grant opportunity.
 - e. A net decrease of \$85k to the Strengthening Connections – Systems Salaries and Benefits line due to reallocation of costs to the REDI Area of Focus based on updated job description for Director of Racial Equity and Strategic Partnerships.
 - f. A net decrease of \$52k to the F5CA Funded Home Visiting line to reflect actual grant amount for current FY.

4. Build Capacity - A \$37k decrease reflects:
 - a. A net decrease of \$40k to Funded Partner & Community Capacity Building due to actual contracted amounts and current staff capacity through FYE.
 - b. A net increase of \$3k to the IMPACT Program due to actual contract amounts and attributable employee expenses.
5. Bright Beginnings - A net decrease of \$153k due to actual and anticipated staffing expenses and additional planned activities for outreach, inclusion, and advocacy events.

B. Program Support Expenditures

The net decrease of \$161k reflects actual staffing costs, allocations of program staff costs to specific programs, unfilled positions, and a decrease in anticipated expenditures through FYE.

Designated Reserves/Contingencies

A net increase of \$3k reflects the standard continued calculation of 5% of estimated revenue.

FINANCIAL IMPLICATIONS:

This Budget Revision (including the 5% Contingency amount) increases the expected excess of income over expenses by \$343k. The June 2023 Adopted Long Term Financial Plan (LTFP), which does not incorporate the Contingency, included an ending Fund Balance for FY22/23 of \$6,959k. Based on Audited Actuals, the ending Fund Balance for FY22/23 was \$7,280k, a net difference (increase) of \$321k from the Adopted LTFP.

Based on this Budget Revision, which includes YTD and projected revenues/expenses through FYE, if Budget is fully expended (not including the 5% Contingency amount), the ending Fund Balance for FY23/24 will be \$8,150k.

The administration expense percentage, projected at 13.81%, is under the Commission policy cap of 15%.

Kris Curtis, Controller

**First 5 Monterey County
FY 23/24 Proposed Revised Budget**

ITEM 2a

Budget Summary

Budget Category	FY 22/23	FY 23/24			
	Audited Actuals	Actuals as of 3/25/24	Budget		
			Original Approved	Proposed Adj.	Proposed Revised
Income	6,404,902	3,506,251	6,719,764	59,429	6,779,193
Expenses					
Administrative	671,125	505,992	761,000	51,350	812,350
Program and Services	6,069,265	2,484,862	4,749,790	(161,808)	4,587,982
Evaluate Impact	567,774	291,562	527,680	(45,775)	481,905
Expenses Total	7,308,163	3,282,417	6,038,470	(156,233)	5,882,237
Changes in Capital Outlay & Capital Lease	54,474	18,870	157,000	(130,000)	27,000
Total Exp and Other	7,362,637	3,301,287	6,195,470	(286,233)	5,909,237
Income less Expenses	(957,735)	204,964	524,294	345,662	869,956
Contingency	-	-	335,988	2,971	338,959
Increase (decrease) to Fund Balance	(957,735)	204,964	188,306	342,691	530,997
Ending Fund Balance without Contingencies	7,280,405		6,756,111		8,150,361
Ending Fund Balance with Contingencies	7,280,405		6,420,123		7,811,402

First 5 Monterey County
FY 23/24 Proposed Revised Budget
Income Detail & Expense Summary Budget

	FY 22/23 Audited Actual	FY 23/24				Narrative for FY23/24 Budget (Proposed Updates in Red)
		Actuals as of 3/25/24	Budget			
			Original Approved	Proposed Adj.	Proposed Revised	
Income						
Tax Base/State of CA	3,545,791	1,222,502	3,191,397	25,507	3,216,904	Updated with the January 2023 CA Department of Finance estimate Adjustment reflects January 2024 CA Department of Finance estimate
F5CA-DLL	389,755	-	-	-	-	Prior year grant
F5CA-IMPACT	232,223	171,554	236,661	99,516	336,177	Based on estimated RFA total allocated amount of 473k for 2 year grant (FY23/24 & 24/25) Adjustment reflects actual contracted amount & deferred revenue from 22/23
F5CA-HV	60,468	84,607	120,000	(62,953)	57,047	Based on anticipated regional allocation of 120k/ yr. for 2 years (FY23/24 & 24/25) Adjustment reflects actual contracted amount
Packard - F5MC Grant	250,000	150,000	-	150,000	150,000	Adjustment reflects unanticipated grant
Monterey County Health Dept. - Bright Beginnings Grant(s)	150,000	500,000	450,000	400,000	850,000	Based on current ask of 300k for General Funding and 150k for One-Time projects through Monterey County Health Department funding for the Bright Beginnings Program Adjustment reflects actual contract amount for one-time funding for \$400k and includes \$150k of deferred revenue from FY22/23
Bright Beg. Grants - Other	99,857	55,143	457,536	(380,450)	77,086	Based on additional anticipated grant opportunities for the Bright Beginnings Program Adjustment reflects additional amount granted through MCHD and anticipated opportunities through FYE
Monterey Peninsula Foundation Grant	375,000	-	375,000	-	375,000	Based on anticipated continuation of grant
MC DSS - Home Visiting Grant	590,101	623,050	748,568	95,292	843,860	Based on anticipated DSS Home Visiting Grant budget for 23/24 Adjustment reflects actual contract amount
Monterey County - Mental Health Services Act Grant	100,000	-	100,000	-	100,000	Based on actual amount of 100k/ yr. for 2 years (FY22/23 - FY23/24)
Bay Area/Other Local Funders	229,692	150,100	250,000	(99,900)	150,100	Based on anticipated Bay Area and/or Other Local Funder grant opportunities Adjustment reflects breakout of CCAH grant to own budget line and anticipated opportunities through FYE
All-In-For-Kids Grant	200,000	200,000	200,000	10,000	210,000	Based on approved 3 year grant totaling 600k (200k/yr. - FY21/22-23/24) Adjusting reflects actual contract amount
CCAH Home Visiting Grant	-	225,000	-	225,000	225,000	Adjusted to reflect an unanticipated grant opportunity. (FY23/24-24/25 total \$500k)
Bay Area/Other Local Funders (Fund held at Community Foundation)	50	19,393	8,000	11,400	19,400	Based on anticipated contributions for F5MC to Fund held at Community Foundation Adjustment reflects anticipated contributions, including MCGives, through FYE
Interest (Fund held at Community Foundation)	14,323	10,316	15,000	5,000	20,000	Based on estimated net interest earned based on FY22/23 expected return on Fund held at Community Foundation Adjustment reflects anticipated interest earned through FYE
Interest	109,799	65,886	71,602	18,398	90,000	Based on an estimated 1.00% return of budgeted ending Fund Balance Adjustment based on YTD received and projected fund balance/interest return through FYE
State Interest (SMIF)	-	13,118	1,000	12,119	13,119	Based on estimated amount to be received, including projections of declining funding Adjustment based on actual funds received in deferred from FY22/23
Leveraging	36,671	14,516	33,000	-	33,000	Based on estimated amount for reimbursement through MAA
Capitalized Lease Source	-	-	460,000	(449,500)	10,500	Based on complete website re-do estimated @ 25k, new office lease estimated @ 145k/yr. for 3 yrs., and 4k for copier lease Adjustment based on postponing website redo until FY24/25, anticipated timeline for new office lease, and estimated copier lease at 10.5k
Uncategorized Income	21,173	1,066	2,000	-	2,000	Based on estimated credit card rewards
Total Income	6,404,902	3,506,251	6,719,764	59,429	6,779,193	The 6/27/22 Adopted LTFP includes 6.4M on the Income Budget Line for FY23/24. The Updated LTFP includes 6.7M. The net increase of 300k reflects a new office capital lease agreement, a decrease in CA Department of Finances estimated Prop 10/56 allocations, a decrease in anticipated state grants, an increase in anticipated opportunities for Bright Beginning grants, an increase in available grants through Monterey County, and an increase in anticipated interest based on funds held at Community Foundation and County of Monterey. Adjustment reflects on actual grant amount and anticipated funding opportunities through FYE

First 5 Monterey County
FY 23/24 Proposed Revised Budget
Income Detail & Expense Summary Budget

	FY 22/23 Audited Actual	FY 23/24			Narrative for FY23/24 Budget (Proposed Updates in Red)	
		Actuals as of 3/25/24	Budget			
			Original Approved	Proposed Adj.		Proposed Revised
Expense					Please see individual schedules for narrative details on adjustments	
Administrative Expenses	(671,125)	(505,992)	(761,000)	51,350	(812,350)	
<i>Percent of Total Budget Year Expenses =</i>	9.18%		12.60%		13.81%	limit of administrative costs as a percentage of the Commission's operating budget from 10% to 15%. (Item 3 on this Agenda)
Evaluation Expenses	(567,774)	(291,562)	(527,680)	(45,775)	(481,905)	
Program and Services Expenses	(6,069,265)	(2,484,862)	(4,749,790)	(161,808)	(4,587,982)	
Subtotal Program & Evaluation	(6,637,039)	(2,776,425)	(5,277,470)	(207,583)	(5,069,887)	
Total Expense	(7,308,163)	(3,282,417)	(6,038,470)	(156,233)	(5,882,237)	
Designated Reserves & Capital Outlay						
Contingencies - 5% of Revenue	-	-	(335,988)	(2,971)	(338,959)	Contingency set aside - 5% of estimated revenue.
Capital Outlay & Capitalized Lease (items over \$5000)	(54,474)	(18,870)	(157,000)	130,000	(27,000)	Capitalized Lease payments including Copier (4k), Current Office Building (24k) Leases Payments, New Office Lease (121k), and Website overhaul (8k) Adjustment based on anticipated capital lease payments through FYE including current office building (24k) and copier lease (3k)
Designated Reserves & Capital Outlay Total	(54,474)	(18,870)	(492,988)	127,029	(365,959)	
Total Expenses and Reserves & Capital Outlay	(7,362,637)	(3,301,287)	(6,531,458)	(29,204)	(6,248,196)	
Excess Expense/Reserve/Capital Outlay under (over) Revenue	(957,735)	204,964	188,306	30,225	530,997	

**First 5 Monterey County
FY 23/24 Proposed Revised Budget**

Administration Expenditures

	FY 22/23 Audited Actuals	FY 23/24				Narrative for FY23/24 Budget (Proposed Updates in Red)
		Actuals as of 3/25/24	Budget			
			Original Approved	Proposed Adj. add (subtract)	Proposed Revised	
Employee's Salaries and Benefits	494,197	365,172	515,453	4,000	519,453	Costs associated with 3.1 FTE Administrative Staff including Executive Director (.1 FTE), Controller (1 FTE), Finance Assistant (1 FTE), and Administrative Manager (1 FTE). Includes possible step/merit increases, 2.5% COLA, and projected increase in H&W costs @ 7.5%. Adjustment reflects actual COLA, H&W increases, and anticipated overtime through FYE
Advertising	-	-	1,000	(800)	200	Costs associated with advertising for Non-Program Specific Staff Positions Adjustment reflects anticipated amount through FYE
Payroll Processing & Bank Services Charges	2,944	2,416	3,300	1,000	4,300	Costs associated with QuickBooks payroll/taxes processing fee estimated at 250/mo., W-2 processing 120/yr., and other banking charges at 180/yr. Adjustment reflect increase in payroll processing fees to 400/mo.
CF Fund Service Charges	1,701	897	2,500	(600)	1,900	Costs associated with service expenses for Fund held at Community Foundation Adjustment reflects YTD amount and anticipated fees through FYE
Building Expense	2,154	2,494	5,500	(2,000)	3,500	Costs associated with consumable building supplies estimated at 460/mo. Includes water supplies/service, janitorial supplies, fire alarm inspection, building security alarm service, and City of Salinas annual alarm permit. Adjustment reflects YTD amount and anticipated expenses through FYE
Computer Software & Hardware	5,680	2,775	7,500	(1,800)	5,700	Costs associated to update computer software/hardware (items under 5k/each) as needed. Adjustment reflects YTD amount and anticipated expenses through FYE
IT Maint/Support	28,866	26,735	45,200		45,200	Costs associated with computer maintenance estimated at 3.5k/mo. and IT support as needed (estimated at 2k).
Equipment Maintenance/Copier Charges	863	671	1,800	(420)	1,380	Costs associated with maintenance service (per copy charge - estimated at 150/mo.) Adjustment reflects YTD amount and anticipated expenses through FYE
Equipment Lease Taxes & Fees	574	430	542	208	750	Costs associated with tax and fees for lease of the copier/printer/scanner/fax machine. Adjustment reflects YTD amount and anticipated expenses through FYE including signing a new lease agreement in May
Insurance						
Liability/Business P. Property	4,024	-	5,750	-	5,750	Costs associated with estimated premium for FY23/24.
Public Errors & Omissions (D&O)	9,045	-	9,600	-	9,600	Costs associated with estimated premium for FY23/24.
Umbrella Policy	4,000	-	6,000	-	6,000	Costs associated with estimated premium for FY23/24.
Cyber Liability	2,910	-	5,300	-	5,300	Costs associated with estimated premium for FY23/24.
Subtotal Insurance	19,979	-	26,650	-	26,650	

**First 5 Monterey County
FY 23/24 Proposed Revised Budget
Administration Expenditures**

	FY 22/23 Audited Actuals	FY 23/24				Narrative for FY23/24 Budget (Proposed Updates in Red)
		Actuals as of 3/25/24	Budget			
			Original Approved	Proposed Adj. add (subtract)	Proposed Revised	
Janitorial Service	11,400	8,650	12,000	450	12,450	Costs associated with janitorial service contract, 1k/mo. Adjustment reflects YTD amount and anticipated expenses through FYE including office deep clean
Meeting Expenses (Admin)	600	864	950	350	1,300	Costs associated with Regular Commission, Sub-Committee, and general administrative meetings. Adjustment reflects YTD expenses and anticipated additional expenses through FYE
Mileage	265	139	500		500	Costs associated with mileage for Administrative Staff (3.1 FTE) reimbursed at federal mileage rate at date of travel.
Office Expense	5,865	972	27,200	(22,000)	5,200	Costs associated with general office supplies (Est. @ 600/mo. including all other expenses that are not covered by dedicated line items) and, for this FY and additional 20k for one-time moving costs. Adjustment reflects YTD amount and anticipated expenses through FYE, including deduction of the one-time 20k for moving costs.
Postage/Shipping	765	341	1,000	(250)	750	Costs associated with postage & other shipping. Adjustment reflects YTD amount and anticipated expenses through FYE
Printing	-	-	100		100	Costs associated with general administrative printing.
Professional Services						
Accounting(audit)	20,149	17,406	19,055		19,055	Costs associated with FY 22/23 audit.
Legal	7,206	3,755	12,500	(5,000)	7,500	Costs associated with general Legal Consultant, as needed. Adjustment reflects YTD amount and anticipated expenses through FYE for non program specific legal support
Other Professional Services	34,454	27,153	35,000	55,700	90,700	Costs associated with HR Legal Consultant, recruiting TA, equity study, and other experts as needed. Adjustment reflects additional operations, recruiting, and HR support needed in current fiscal year
Subtotal Professional Services	61,809	48,314	66,555	50,700	117,255	
Rent - Building	-	29,023		38,697	38,697	Moved to Capital Lease expense in FY21/22 due to GASB87 Adjustment reflects Capital Lease ending in October and then transition to month to month lease
Repairs and Maintenance - Building	-	-	250	-	250	Costs associated with unexpected repairs and maintenance.

**First 5 Monterey County
FY 23/24 Proposed Revised Budget
Administration Expenditures**

	FY 22/23 Audited Actuals	FY 23/24				Narrative for FY23/24 Budget (Proposed Updates in Red)
		Actuals as of 3/25/24	Budget			
			Original Approved	Proposed Adj. add (subtract)	Proposed Revised	
Subscriptions & Dues & Publications	12,699	1,625	14,000	(12,000)	2,000	Costs associated with First 5 Association dues (estimated at 12k), plus costs associated with subscriptions, books, publications, memberships, research materials for Administrative Staff (estimated at 1k), and Zoom annual subscription (estimated at 1k). Adjustment reflects F5 Association postponing invoice until after 7/1/24
Telephone/Internet	11,064	7,929	11,500	400	11,900	Costs associated with phone (estimated at 450/mo.) and internet (estimated at 450/mo.) Adjustment reflects YTD amount and anticipated expenses through FYE
Training/Conferences/Professional Development - Admin Staff	570	409	2,500	(1,085)	1,415	Costs associated with training/conferences/professional development for Admin Staff including F5 Association Conferences/Summit as well as Conference costs for Commissioners. Adjustment reflects YTD amount and anticipated expenses through FYE
Utilities	9,131	6,137	15,000	(3,500)	11,500	Costs associated with all utilities including electric and water estimated at 1,200/mo. Adjustment reflects YTD amount and anticipated expenses through FYE
Total Administration	671,125	505,992	761,000	51,350	812,350	The 6/27/23 Adopted LTFP includes 741k for the Administration budget for FY23/24. The Updated LTFP includes 761k for the Administration budget line, an increase of 20k, due to anticipated one-time moving costs.

**First 5 Monterey County
FY 23/24 Proposed Revised Budget**

Evaluation Expenditures

	FY 22/23	FY 23/24			Narrative for FY23/24 Budget (Proposed Updates in Red)	
	Audited	Actuals as of 3/25/24	Budget			
	Actual		Original Approved	Proposed Adj. add (subtract)		Proposed Revised
Evaluation Employee's Salaries & Benefits	208,572	173,574	255,680	(8,500)	247,180	Costs associated with 2.2 FTE Evaluation Staff including Dir/Sr Evaluation & Learning Manager (1 FTE), Data & Research Analyst (1 FTE), and Evaluation Support (0.2 FTE) Includes possible step increase, 2.5% COLA, and projected increase in H&W costs @ 7.5%. Adjustment reflects 2.0 FTE, actual COLA, and H&W increases.
Mileage - Evaluation Staff	161	-	500		500	Costs associated with mileage for 2.2 FTE Evaluation Staff reimbursed at federal mileage rate at date of travel.
Office Expenses - Evaluation Staff	7,412	400	7,500		7,500	Costs associated with general expenses directly attributed to Evaluation activities/Staff, advertising, and office expenses/supplies.
Subscriptions/Dues/Publications - Evaluation Staff	240	-	1,000		1,000	Costs associated with subscriptions, memberships, books, publications, and research materials for Evaluation Staff
Training/Conferences/Professional Development - Evaluation Staff	769	350	5,500	(4,000)	1,500	Costs associated with training, conferences, and professional development for Evaluation Staff. Includes Association meetings, American Evaluators Association, Stanford Social Innovation Fund, Good Tech Fest, and Summit. Adjustment reflects staff capacity with current focus on Apricot onboarding
Evaluation Software	61,439	59,047	80,000	15,000	95,000	Costs associated with Evaluation Software (Persimmony through 12/31/23 contracted @ 30k, Survey Monkey @ 3k, data system TBD estimated at 40k, and 7k for additional evaluation software for analysis and/or display. Adjustment reflects additional costs associated with extension of Persimmony contract due to onboarding of Apricot and addition of API connection between databases.
Evaluation Meeting Expenses	150	-	1,500	2,000	3,500	Costs associated with meetings and data collection: transcription, translation, venues, food, edge care, and materials/supplies. Adjustment reflects additional planned meetings, including translation/interpretation, with Funded Partners for Apricot software onboarding and feedback
Evaluation Printing	0	-	500		500	Costs associated with printing and copying of consent forms, data collection instruments, and evaluation reports/documents.
Evaluation Stipends	0		7,500	(7,500)	-	Costs associated with stipends for evaluation data collection, training participation, and focus groups. Adjustment reflect anticipated expenditures through FYE due to postponement of data collection with families.
CA Behavioral Health Initiative	9,075		-		-	FY21/22 & FY22/23 only
Subtotal Evaluation - General Expenses	287,818	233,370	359,680	(3,000)	356,680	

**First 5 Monterey County
FY 23/24 Proposed Revised Budget**

Evaluation Expenditures

	FY 22/23	FY 23/24			Narrative for FY23/24 Budget (Proposed Updates in Red)	
	Audited	Actuals as of 3/25/24	Budget			
	Actual		Original Approved	Proposed Adj. add (subtract)		Proposed Revised
Contractor Expenses						
F5MC Evaluation Contractor - SSRA & Outcomes	161,665	33,000	43,000	9,000	52,000	No cost extension for WestEd SSRA contract Adjustment reflects additional need for copyediting and design of the Community Readiness Report
F5MC Evaluation Contractors - Other	30,494	15,225	105,000	(51,775)	53,225	Costs associated with data systems improvement project (35k) & landscape analysis (55k) and data sharing/security analysis (15k) Adjustment reflects postponement of landscape analysis due to current staffing, data sharing/security analysis being completed through state specific grant at no cost to F5MC, and reduction in current year costs for data systems improvement project, due to work being completed in June 2023 instead of in this fiscal year.
Bright Beginnings Program Specific Evaluation Expenses	87,797	9,967	20,000	-	20,000	Costs associated with Shared Monitoring Systems for Bright Beginnings Program: Costs associated with understanding context and measuring impact.
Subtotal Evaluation - Contractor Expenses	279,956	58,192	168,000	(42,775)	125,225	
Total - Evaluation	567,774	291,562	527,680	(45,775)	481,905	The 6/27/22 Adopted LTFP includes 587k for the Evaluation Budget for FY23/24. The Updated LTFP includes 528k for FY23/24. The decrease of 59k is due to less than anticipated Evaluation Contractor support needed in current FY due staff concentration on data system improvements and new Strong Start Partnership Funding Cycle.

First 5 Monterey County
FY 23/24 Proposed Revised Budget
Programs and Services Expenditures Summary

	FY 22/23 Audited Actual	FY 23/24			Narrative for FY23/24 Budget (Proposed Updates in Red)	
		Actuals as of 3/25/24	Budget			
			Original Approved	Proposed Adj. add (subtract)		Proposed Revised
Program Areas of Focus						
Race, Equity, Diversity, and Inclusion (REDI)	-	70,152	120,000	132,170	252,170	Costs associated with internal and external Race, Equity, Diversity, and Inclusion technical assistance to include facilitating continued collaboration with community and systems partners to align with community priorities Adjustment reflects additional expenses due to unanticipated grants
Champion Early Childhood	320,497	253,895	500,000	(19,650)	480,350	Costs associated with elevating early childhood as a priority and advocacy for what families need to thrive to include spreading public awareness, engaging families in leadership around communication and advocacy, and supporting advocacy for family friendly policies and systems, and spread public awareness Adjustment reflects delay of onboarding Outreach Consultants, current staff capacity, and planned activities through FYE
Strengthen Connections	3,123,587	1,166,889	2,085,857	(30,356)	2,055,501	Costs associated with making connections and enhancing family access to integrated and collaborative services to include supporting community connections to services and supporting services and systems connecting to each other Adjustment reflects actual contracted amounts and transfer of some expenses to REDI Area of Focus to better align with job description
Build Capacity	1,016,711	115,816	418,385	(37,187)	381,198	Costs associated with building capacity with service providers, administrators, educators, and families as they support young children to include implementing professional development, supporting quality early learning education in all systems, and strengthening families with opportunities for parent learning and healing Adjustment reflects current contracts and current staff capacity
Bright Beginnings	767,435	304,409	843,844	(153,000)	690,844	Costs associated with the Bright Beginnings Early Childhood Development Initiative Adjustment reflects current staffing and anticipated contracts and expenses through FYE
Subtotal - Direct Programs & Services Expenses	5,228,230	1,911,162	3,968,086	(108,023)	3,860,063	

First 5 Monterey County
FY 23/24 Proposed Revised Budget
Programs and Services Expenditures Summary

	FY 22/23 Audited	FY 23/24			Narrative for FY23/24 Budget (Proposed Updates in Red)	
		Actuals as of 3/25/24	Budget			
			Original Approved	Proposed Adj. add (subtract)		Proposed Revised
Actual						
Program Support Expenditures						
Employee's Salaries and Benefits - Program Staff	1,513,721	1,020,951	1,785,000	(285,000)	1,500,000	Costs for 12.9 FTE (0.9ED, 9 POs, 3 Support Staff) Includes possible step/merit increases, 2.5% COLA, and projected increase in H&W costs @ 7.5%. Adjustment reflects reduction in workforce, actual COLA and H&W increases, vacant positions, and anticipated overtime and expenses through FYE
Payroll Transfer to REDI	-	(25,061)	-	(66,300)	(66,300)	Adjustment reflects adjustment to New Position title and job duties: Director of Racial Equity and Strategic Partnerships which changes allocation to be 50% to REDI and 50% to Strengthen Connections and includes anticipated expenses through fiscal year end based on onboarding
Payroll Transfer to Champion Early Childhood	(144,229)	(147,252)	(312,278)	50,200	(262,078)	Specific Program Payroll allocation for 2.5 FTE: 1 Director of Policy, Advocacy, and Communications (New allocation for 23/24), 1 Community Organizer for CCECAN, and 0.5 FTE of Communications Support Adjustment reflects migration of Community Organizer expenses to a subcontractor, actual COLA and H&W increases, and anticipated expenses through FYE
Payroll Transfer to Strengthen Connections	-	(25,061)	(151,000)	84,700	(66,300)	New position for FY23/24 - Specific Program Payroll allocation for (New Position) 1 FTE Director of Strategic Partnership (partial year due to onboarding) Adjustment reflects adjustment to New Position title and job duties: Director of Racial Equity and Strategic Partnerships which changes allocation to be 50% to REDI and 50% to Strengthen Connections as well as anticipated expenses through fiscal year end based on onboarding
Payroll Transfer to DSS Home Visiting Grant (Strengthen Connections)	(100,346)	(50,994)	(72,963)	-	(72,963)	Specific Program Payroll allocation for 0.4 PO and 0.2 Support Staff
Payroll Transfer to F5CA IMPACT Grant (Build Capacity)	(38,756)	(5,609)	(20,240)	2,500	(17,740)	Specific Program Payroll allocation estimated at 0.08 PO and 0.05 Support Staff Adjustment reflects actual contracted amount
Payroll Transfer to F5CS HV Grant (Build Capacity)	-	(12,576)	(18,515)	(2,885)	(21,400)	New grant opportunity for FY23/24: Specific Program Payroll allocation estimated at 0.08 PO and 0.025 Support Staff Adjustment reflects actual contracted amount
Payroll Transfer to Bright Beginnings	(511,071)	(219,361)	(593,000)	178,000	(415,000)	Specific Program Payroll allocation for 3.5 POs and 0.5 Support Staff Adjustment reflects actual COLA/H&W increases and staffing of 2.5 POs and 0.5 Support Staff
Mileage - Program Staff	1,531	537	5,400	-	5,400	Costs associated with 5.4 FTE (non-program specific) mileage reimbursement; reimbursement based on federal rate based on date of travel
Office Expenses - Program Staff	7,286	2,211	10,000	-	10,000	Costs associated with 5.4 FTE for general expenses directly attributed programmatic activities/staff including advertising, printing, and direct office expenses/supplies
Subscriptions & Dues & Publications - Program Staff	4,118	3,186	5,400	-	5,400	Costs associated with 5.4 FTE for subscriptions, memberships, books, publications, and research materials
Training/Conferences/Professional Development - Program Staff	13,148	11,197	18,900	-	18,900	Costs associated with training/conferences/professional development for 5.4 FTE Program Staff estimated at 3.5k/ Staff Member including F5 Annual Summit and conferences and additional learning opportunities such as CDPI, Zero to Three, and NAEYC
Staff Reflective Practice	28,030	19,146	35,000	-	35,000	Costs associated with Staff Reflective Practice
Emerging Opportunities	-	-	40,000	(15,000)	25,000	Costs associated with Emerging Opportunities that may arise in the year, including Pilot projects Adjustment reflects anticipated opportunities through FYE
Funding Process Expenses - Consulting & Other Direct Costs	67,603	2,385	50,000	-	50,000	Costs associated with Funding, Strategic, & Long Term Financial Planning Processes
Subtotal - Program Support Expenditures	841,035	573,700	781,704	(53,785)	727,919	
Total All Programs & Services Expenditures	6,069,265	2,484,862	4,749,790	(161,808)	4,587,982	The 6/27/22 Adopted LTFP includes 4.6M on the Programs & Services Budget Line for FY23/24. The Updated LTFP includes 4.7M. The increase of 150k includes additional available funding for Building Capacity and additional amount approved for Strong Start Partnership contracts.

**First 5 Monterey County
FY 23/24 Proposed Revised Budget**

Race, Equity, Diversity, and Inclusion Expenditures

	FY 22/23 Audited Actuals	FY 23/24				Narrative for FY23/24 Budget (Proposed Updates in Red)
		Actuals as of 3/25/24	Budget			
			Original Approved	Proposed Adj. add (subtract)	Proposed Revised	
Race, Equity, Diversity, and Inclusion Expenditures						
REDI Salary & Benefits	-	25,061	-	66,300	66,300	Adjustment reflects allocation of Director of Racial Equity and Strategic Partnerships
Technical Assistance	-	40,934	100,000	34,000	134,000	Costs associated with internal and external REDI Technical assistance Adjustment reflects moving some of these expenses to REDI Salaries & Benefits and additional expenses for unanticipated grant opportunities
Meeting & Collaboration Expenses	-	4,158	20,000	31,870	51,870	Costs assisted with collaborations with community members including stipends, translation, and direct meeting expenses Adjustment reflects additional anticipated expenses due to unanticipated grant opportunities
Total - REDI	-	70,152	120,000	132,170	252,170	Costs associated with internal and external Race, Equity, Diversity, and Inclusion technical assistance to include facilitating continued collaboration with community and systems partners to align with community priorities

**First 5 Monterey County
FY 23/24 Proposed Revised Budget
Champion Early Childhood Expenditures**

	FY 22/23	FY 23/24			Narrative for FY23/24 Budget (Proposed Updates in Red)	
	Audited Actuals	Actuals as of 3/25/24	Budget			
			Original Approved	Proposed Adj. add (subtract)		Proposed Revised
Champion Early Childhood Expenses						
Policy, Advocacy, and Communications Salary & Benefits	145,921	147,252	312,278	(50,200)	262,078	Costs associated with 2.5 FTE, 1 FTE Director of PAC (previously included in Program Support Expenses), 1 FTE Community Organizer for CCECAN, 0.5 FTE Communication Coordinator to support social media, website content, press releases, talking points, and media buys for F5MC. Includes possible step/merit increases, 2.5% COLA, and projected increase in H&W costs @ 7.5%. Adjustment reflects reduction in available workforce
Policy/Advocacy Technical Assistance	39,414	40,966	50,000	33,000	83,000	Costs associated with the engagement of Technical Assistance to assist in Policy/Advocacy opportunities for early childhood, planning/coordinating/facilitating training for partner advocacy through the Central Coast Early Childhood Advocacy Network. Adjustment reflects additional Technical Assistance needed due to reduction in workforce
Policy/Advocacy Events & Training	15,253	33,739	22,000	28,000	50,000	Costs associated with legislative events, Sacramento trips, and various policy events including registration and all associated travel expense as well as all related expenses for Policy/Advocacy Staff/events, also includes Policy/Advocacy (CCECAN) trainings including space rental, transportation, interpretation/translation, speakers, refreshments, materials/supplies, and participation incentives. Adjustment reflects additional funding and expansion of Policy Learning Communities and additional Legislative Visits
Policy/Advocacy - ODC	4,386	384	3,000		3,000	Costs associated with P/A/C memberships, reference materials, general supplies, and printing expenses.
Community Meeting Expenses	1,746	1,611	5,000	(3,000)	2,000	Costs associated with attendance and/or support for communication and community events to strengthen early childhood development in Monterey County. Adjustment reflects anticipated opportunities through FYE
Emergency Response	10,000	10,000	10,000	10,000	20,000	Costs associated with Emergency Response Adjustment reflects YTD expenses and anticipated opportunities through FYE
Graphic Design Expense	18,966	3,274	20,000	-	20,000	Costs associated with Graphic Design Contractor and all costs related to printing, distribution, and other costs of reports, brochures, flyers, and other design elements.
Media Expense	75	4,767	5,000	1,000	6,000	Costs associated with print (magazine, newspaper, etc.), radio, TV, photo/video development, electronic newsletter and other media expenses, including an Importance of Early Childhood campaign. Does not include design costs. Adjustment reflects YTD expenses and anticipated opportunities through FYE
Outreach/KNP - Technical Assistance & Materials	39,039	1,750	27,572	(25,000)	2,572	Costs associated with technical assistance for community outreach, community event tabling, Kit for New Parents coordination as well as associated materials/supplies (prior years include Sponsorships) Adjustment reflects delay in onboarding of Outreach Consultants
Incentives/Educational Items	22,198	2,258	9,000	(5,500)	3,500	Costs associated with educational/awareness incentives to be provided to the community. Items will include books as well as other appropriate items. Adjustment reflects delay in onboarding of Outreach Consultants
Public Relations/Media Contractors	15,628	2,725	25,000	(8,000)	17,000	Costs associated with a Photo/Video Contractors (15k), Copy Editor (2k), and a Communication Contractor (8k) Adjustment reflects no Communication contract in current year due to work being completed in house
Translation/Interpretation Services	7,196	3,768	8,000		8,000	Costs associated with translation and interpretation services - includes video/photo essays, op eds, newspaper articles, community events, and meetings.
Website Consulting	675	1,400	3,150	50	3,200	Costs associated with website maintenance and/or basic update/improvement (depending upon type of work and GAAP- the development/improvement may be classified as a capital outlay). Adjustment reflects actual contracted amount
Total - Champion Early Childhood	320,497	253,895	500,000	(19,650)	480,350	Costs associated with elevating early childhood as a priority and advocacy for what families need to thrive to include spreading public awareness, engaging families in leadership around communication and advocacy, and supporting advocacy for family friendly policies and systems, and spread public awareness

**First 5 Monterey County
FY 23/24 Proposed Revised Budget
Strengthen Connections Expenditures**

	FY 22/23 Audited Actuals	FY 23/24				Narrative for FY23/24 Budget (Proposed Updates in Red)
		Actuals as of 3/25/24	Budget			
			Original Approved	Proposed Adj. add (subtract)	Proposed Revised	
Strengthening Connections - Services						
Integrated Service Collaboratives						
Alisal Union School District Collaborative	226,389	-	-	-	-	Prior Funding Cycle (through FY22/23) these expenses were delineated by Collaborative and not by specific service type
Door to Hope Collaborative	1,118,639	-	-	-	-	Prior Funding Cycle (through FY22/23) these expenses were delineated by Collaborative and not by specific service type
GoKids Collaborative	1,100,935	-	-	-	-	Prior Funding Cycle (through FY22/23) these expenses were delineated by Collaborative and not by specific service type
North Monterey County Unified School District Collaborative	268,780	-	-	-	-	Prior Funding Cycle (through FY22/23) these expenses were delineated by Collaborative and not by specific service type
Pajaro Valley Prevention and Student Assistance Collaborative	265,990	-	-	-	-	Prior Funding Cycle (through FY22/23) these expenses were delineated by Collaborative and not by specific service type
F5MC Funded Care Coordination	-	436,262	847,592	(179,899)	667,693	Cost for StrongStart Partnership Care Coordination Services. On April 24, 2023 Commission granted permission to contract with Door to Hope and GoKids Inc for these services. Adjustment reflects actual contracted amounts and allocations
F5MC Funded Home Visiting	-	78,618	200,000	(25,322)	174,678	Cost for StrongStart Partnership Home Visiting Services funded through Prop 10 dollars. On April 24, 2023 Commission granted permission to contract with Door to Hope and GoKids Inc for these services. Adjustment reflects actual contracted amounts and allocations
DSS Funded Home Visiting	137,854	440,853	674,175	86,608	760,783	Cost for HVP funded through Monterey County DSS. On April 24, 2023 Commission granted permission to contract with Door to Hope, GoKids Inc, and North Monterey County Unified School District for these services. Adjustment reflects contract with DSS, YTD amount, and anticipated expenses through FYE
CCAH Funded Home Visiting	-	109,047	-	225,000	225,000	Adjustment reflects unanticipated grant funding for additional home visiting services
Subtotal - Services	3,118,587	1,064,780	1,721,767	106,387	1,828,154	
Strengthening Connections - Systems						
Strengthening Connections - Systems Salaries & Benefits	-	25,061	151,000	(84,700)	66,300	Costs associated with (new position) 1 FTE Director of Strategic Partnership. Includes possible step/merit increases, 2.5% COLA, and projected increase in H&W costs @ 7.5%. Includes Convening systems tables to address challenges and gaps for children and families; develops and project manages strategic and funding partnerships with systems leaders; oversees sustainability/grant writer; supports and facilitates advocacy for early childhood funding Adjustment reflects allocation to REDI Area of Focus as per updated job description for the Director of Racial Equity and Strategic Partnerships
Sustainability/Leveraging Technical Assistance	5,000	37,138	104,000		104,000	Costs associated with Fund Development, Grant Writing, and Leveraging Technical Assistance and Consulting
F5CA Funded Home Visiting	-	39,911	109,090	(52,043)	57,047	Costs associated with Home Visiting systems and sustainability work funded through a new grant opportunity through First 5 California Adjustment reflects actual contracted amount for grant
Subtotal - Systems	5,000	102,109	364,090	(136,743)	227,347	
Total - Strengthen Connections	3,123,587	1,166,889	2,085,857	(30,356)	2,055,501	Costs associated with making connections and enhancing family access to integrated and collaborative services to include supporting community connections to services and supporting services and systems connecting to each other

**First 5 Monterey County
FY 23/24 Proposed Revised Budget**

Build Capacity Expenditures

	FY 22/23	FY 23/24				Narrative for FY23/24 Budget (Proposed Updates in Red)
	Audited	Actuals as of 3/25/24	Budget			
	Actuals		Original Approved	Proposed Adj. add (subtract)	Proposed Revised	
Build Capacity Expenses:						
Funded Partner & Community Capacity Building	352,144	56,126	200,000	(40,000)	160,000	Costs associated with continued IFECMH, Learning Groups, and other trainings for Funded Partners and Community Capacity Building <i>Adjustment reflects anticipated spending through FYE given current staff capacity</i>
F5CA - IMPACT Program	215,127	59,690	218,385	2,813	221,198	Costs associated with management and implementation of IMPACT funding from F5CA including subcontracts with MCOE and TBD FFN program partner, attributable program personnel expenses, and other grant specific support expenses. <i>Adjustment reflects actual contracted amount</i>
Technical Assistance & ECE Seminars	251,860	-	-	-	-	
CARES/Workforce Development	197,580	-	-	-	-	
Total - Build Capacity	1,016,711	115,816	418,385	(37,187)	381,198	Costs associated with building capacity with service providers, administrators, educators, and families as they support young children to include implementing professional development, supporting quality early learning education in all systems, and strengthening families with opportunities for parent learning and healing

**First 5 Monterey County
FY 23/24 Proposed Revised Budget**

Bright Beginnings Program Expenditures

	FY 22/23 Audited Actuals	FY 23/24				Narrative for FY23/24 Budget (Proposed Updates in Red)
		Actuals as of 3/25/24	Budget			
			Original Approved	Proposed Adj. add (subtract)	Proposed Revised	
Bright Beginnings Program						
Bright Beginnings Salaries & Benefits	511,071	202,279	593,000	(178,000)	415,000	Costs associated with 4.0 FTE - Bright Beginnings Staff: 1 Director, 2 Program Officers, 0.5 Support Staff, 0.5 Communications Support. Includes possible step increase, 2.5% COLA, and projected increase in H&W costs @ 7.5%. Adjustment reflects current staffing at 1 Director, 1 Program Officer, 0.5 Support Staff, and 0.5 Communications Support with actual COLA H&W increases
Mutually Reinforcing Activities	108,456	57,673	190,924		190,924	Costs associated with mutually reinforcing activities including Mamas program, Maternal Mental Health Task Force, Career Pathways Hartnell project, Greenfield Early Learning Program, and Continued Reflective Practice for Community Health Workers
Continuous Communication	42,278	625	6,500	5,000	11,500	Costs associated with communication including web hosting, communications consultant, and general translation and interpretation Adjustment reflects additions to Spoke contract to update website
Backbone/Infrastructure Support	71,140	30,428	42,420	-	42,420	Costs associated with backbone support including professional development, tech support, rent/utilities, and general supplies, materials, printing, and equipment
Overarching Strategies & Capacity Building	34,490	13,404	11,000	20,000	31,000	Costs associated with Community Outreach, Inclusion, and Advocacy Events including materials, handouts, stipends, and transportation Adjustment reflects ytd spending including expanded opportunities for outreach, inclusion, and advocacy events
Total -Bright Beginnings	767,435	304,409	843,844	(153,000)	690,844	Costs associated with the Bright Beginnings Early Childhood Development Initiative

FIRST 5 MONTEREY COUNTY

BOARD BRIEFER

MEETING: April 5, 2024 Finance/Personnel Committee Meeting	AGENDA ITEM: 3
SUBJECT: FY23/24 Administrative Cost Policy and Rate Review	

POSSIBLE ACTION:

- Review the Administrative Cost Policy
- Review the FY23/24 Administrative Cost Rate

Recusals: None

SUMMARY/DISCUSSION:

The F5MC Administrative Cost Policy requires that the administrative cost policy as well as the current year administrative cost rate to be reviewed annually.

Attached as 3a is the Administrative Cost Policy for review. *No changes are recommended to the policy at this time.*

Attached as 3b is the FY23/24 Administrative Cost schedule. F5MC has adopted an upper limit of 15% for the percentage of the Commission’s operating budget that may be spent on administrative costs, excluding capital outlay expenditures.

The attached schedule presents two versions of the projected FY23/24 administration rate:

Scenario 1 – This version assumes that the FY23/24 proposed revised budget categories will be spent at the same percentage basis as the revised budget in the prior year. For 22/23 the percentages were 92.4% of the Administrative budget, 84.3% of the Evaluation budget, and 91.9% of the Program budget. This version generates a proposed administrative rate of 13.97% for FY23/24. The final audited FY22/23 rate was 9.18%.

Scenario 2 – This version projects the minimum allowable percent of program expenditures while still yielding an administrative rate of 15% (the defined upper limit) or under. This version is calculated with the Administration and Evaluation budgets both spent at 100%. This version indicates that Program budget needs to be expended at a minimum of 89.9%, to still be within the 15% administrative rate. Program expenditure average for the past 5 years is 89.43%, with a 90.55% average for the last 2 fiscal years.

- B. *F5MC staff will report administrative costs periodically during the year and as part of the Commission’s annual financial report. Should the administrative expenses exceed the upper limit and need to be adjusted; Staff shall present an explanation to the full Commission with an action plan that details steps that will be taken to prevent revisions to the upper limit above 10% in the succeeding fiscal year.*

FINANCIAL IMPLICATIONS:

The FY23/24 administrative rate for the proposed revised budget is 13.81% of the operating budget and, therefore, meets the policy requirement. The administrative rate, based on actual spending, will be at or below 15% for FY23/24 if budgeted program expenditures are expended at 89.9% and budgeted evaluation expenditures are expensed at 100% of the budgeted amounts.

Kris Curtis, Controller

ARTICLE II. ADMINISTRATIVE COST POLICY

SECTION 1: PURPOSE

Pursuant to subdivision (d)(5) of Health and Safety Code section 130140, this policy defines and sets an upper limit for administrative costs for F5MC, also known as Monterey County Children and Families Commission.

SECTION 2: DEFINITION

Administrative costs are defined as costs incurred in support of the general management and administration of the commission, for a common or joint purpose that benefits more than one cost objective (other than evaluation activities), and/or those costs not readily assignable to a specifically benefited cost objective* (from the First 5 California Financial Management Guide).

Typical administrative costs include, but are not limited to the following items:

- | | |
|--|---------------------------------------|
| General accounting/financial reporting | Local annual reporting activities |
| Financial Planning | Commission/Association meeting/travel |
| Payroll/Benefits | Human resources services |
| Legal services/consulting | Contract compliance |
| Audit | Strategic planning** |
| Procurement | Rent |
| Maintenance | Utilities |
| Insurance | Cleaning/Janitorial |

Any of the above items may be assigned to program or evaluation costs if the item provides direct value to either program or evaluation costs and there is clear, auditable justification.

*Cost objective is a function, contract, grant, or other activity requiring cost data and for which costs are incurred.

**Strategic Planning community process and outreach costs are considered program costs.

SECTION 3: UPPER LIMIT

F5MC has adopted an upper limit of ten percent (15%) for the percentage of the commission’s operating budget that may be spent on administrative costs.

SECTION 4: REVIEW AND REPORTING

- A. F5MC will review the validity of the adopted definition and percentage annually.
- B. F5MC staff will report administrative costs periodically during the year and as part of the Commission’s annual financial report. Should the administrative expenses exceed the upper limit and need to be adjusted; Staff shall present an explanation to the full Commission with an action plan that details steps that will be taken to prevent revisions to the upper limit above 10% in the succeeding fiscal year.

First 5 Monterey County
 Finance/Personnel Committee
 April 5, 2024
 Review of FY23/24 Administrative Cost

As directed by the Administrative Cost Policy, administrative costs will periodically be reported during the year and as part of the Commission's annual financial report.									
Expenditures	Fiscal Year 22/23		Fiscal Year 23/24						Narrative
	Revised Budget 4/24/23	Audited Actual 6/30/23	Proposed Revised Budget	Actual as of 3/25/2024	Estimated Results based on Revised Budget				
					Scenario 1		Scenario 2		
					Based on Prior Yr		Max .Prg. Under Expenditure		
				%	Amount	%	Amount		
Administrative Expenses	\$ 726,400	\$ 671,125	\$ 812,350	\$ 505,992	92.4%	\$ 750,535	100%	\$ 812,350	Two FY23/24 projections are presented: Scenario 1 includes the proposed revised FY23/24 budget at the same expenditure percent levels of the prior year. Scenario 2 explores the level of program maximum under expenditure that could occur while still meeting the 15% administrative expense cap assuming administrative expense at 100% and evaluation expense at 100% of the proposed budget amounts.
Evaluation Expenses	\$ 673,740	\$ 567,774	\$ 481,905	\$ 291,562	84.3%	\$ 406,111	100%	\$ 481,905	
Program Expenses	\$ 6,602,252	\$ 6,069,265	\$ 4,587,982	\$ 2,484,862	91.9%	\$ 4,216,355	89.9%	\$ 4,124,596	
Subtotal Program and Evaluation	\$ 7,275,992	\$ 6,637,039	\$ 5,069,887	\$ 2,776,425		\$ 4,622,466		\$ 4,606,501	
Total Expenditures	\$ 8,002,392	\$ 7,308,164	\$ 5,882,237	\$ 3,282,417		\$ 5,373,001		\$ 5,418,851	
Administrative Expenses as % of Total Expenditures	8.29%	9.18%	13.81%	15.42%		13.97%		14.99%	If the program expenditures rate is 89.9% or more of proposed budget amount, the Admin rate will be 15% or less.
Upper Limit- as defined in the Administrative Cost Policy	15.00%								Administrative costs have an upper limit of 15% of the commission's operating budget.
Reconciliation to Total Booked Expenditures									
Capital Outlay	\$ 69,900	\$ 54,474	\$ 25,000	\$ 18,870					Excluded from Administrative expenses for this calculation.
Total Booked Expenditures	\$ 8,072,292	\$ 7,362,637	\$ 5,907,237	\$ 3,301,287					

FIRST 5 MONTEREY COUNTY
BOARD BRIEFER

MEETING: Finance/Personnel Committee Meeting – April 5, 2024

SUBJECT: Insurance Coverage Review

RECOMMENDED ACTION:

Review the F5MC Insurance Coverage annually as required by the F5MC Policy manual.

SUMMARY/DISCUSSION:

As reference - F5MC's Policies (adopted June 28, 2010; revised April 22, 2013) Article VII - Insurance Coverage Policy states:

“F5MC will maintain appropriate insurance coverage. In general, insurance coverage should include: Workers Compensation, General Liability, Property, Commercial Crime and Director’s & Officer’ Coverage. The insurance coverage will be reviewed annually.”

Item 4a is a Summary of F5MC's Insurance coverage and premium amounts for the current and previous coverage terms. Coverage levels are discussed at a minimum annually with our insurance broker, Gallagher, and current coverage amounts are those recommended by Gallagher for an organization of our size and given our specified needs. Prices and coverage levels are compared on an annual basis prior to the selection of insurance companies by Staff.

Coverage terms are as follows:

- General Liability, Umbrella, Commercial Crime, Cyber & Privacy, and Directors & Officers, and Volunteer Accident Policies all have a term of May 1st – April 30th.
- The Workers’ Compensation Policy’s term is January 1st – December 31st, which is standard for WC Policies.

FINANCIAL IMPLICATIONS:

Insurance coverage minimizes financial risk. Staff brings this schedule in April each year to review the coverage amounts per policy in case the Finance Committee has any recommendations on changing coverage amounts.

Staff is currently working with our insurance brokers, Arthur Gallagher, to receive quotes for current coverage amounts for General Liability, Umbrella, Cyber & Privacy, Directors & Officers, and Commercial Crime Policies. These quotes will be finalized within the next 20 days.

The expenses for the General Liability, Umbrella, Cyber & Privacy, Directors & Officers, and Commercial Crime premiums are all included in the Administrative Budget. Worker’s Compensation premiums are included in the Administrative, Program, and Evaluate Impact Budgets based on delineation of each staff position.

Ana Duran, Finance Support

FIRST 5 MONTEREY COUNTY
SUMMARY OF INSURANCE

ITEM 4a

Insurance Agent: Arthur J. Gallagher & Co. Insurance Brokers of CA, Inc. - License# 0726293

Coverage	Coverage Amount	Company	Policy No.	Effective Date	Expiration Date	Premium Amount for effective dates	Premium Amount for Prior year	Difference
General Liability		Philadelphia Insurance Company	PHPK2532333	5/1/23	5/1/24	\$ 4,024	\$ 4,116	\$ (92)
Occurrence								
General Aggregate	3,000,000							
Products/Completed Oper.Aggr.	3,000,000							
Personal & Advertising Injury	1,000,000							
Each Occurrence	1,000,000							
Damage to Rented Premises	100,000							
Medical Expense (Any One Person)	5,000							
Employee Benefits Liability-Each Claim	1,000,000							
Aggregate Limit	3,000,000	EBL deductible N/A						
Professional Liability - Each Act	1,000,000							
Aggregate Limit	3,000,000							
Sexual Abuse - Each Abuse	1,000,000							
Aggregate Limit	3,000,000							
Property								
Premises 1 Building 1								
Additional Coverages, Options, Restrictions, Endorsements, and Rating Information								
1125 Baldwin St. Salinas, CA								
Business Property	98,000							
Valuation Replacement Cost (RC)								
CoIn % 100%								
Deductible 500								
Premises 1 Building 2								
Additional Coverages, Options, Restrictions, Endorsements, and Rating Information								
1121 Baldwin St. Salinas, CA								
Business Property	50,000							
Valuation Replacement Cost (RC)								
CoIn % 100%								
Deductible 500								
Business Auto								
Liability - Non-owned & Hired Auto								
CSL	1,000,000							
Equipment Breakdown								
Breakdown Limit	135,500							
Extra Expense	Included							
Deductible Per Loss	500							
Electronic Data Processing								
1125 Baldwin St. - Blanket Coverage								
Equipment (HDW) Owned	83,750							
Valuation RC								
Coin % 90%								
Deductible 500								
Inland Marine								
Equipment (HDW) In Transit	Included							
Media/Data								
Deductible 500								
Inland Marine								
Extra Expense Per Month	11,750							
Deductible 12hrs								
Inland Marine								
Umbrella		Philadelphia Insurance Company	PHIU856127	5/1/23	5/1/24	\$ 3,450	\$ 3,450	\$ -
Occurrence								
Each Occurrence	5,000,000							
Retention	10,000							
General Liability General Aggregate	3,000,000							
Each Occurrence	1,000,000							
Automobile Aggregate	n/a							
Each Accident	1,000,000							
Professional Liability - Each Act	1,000,000							
Aggregate Limit	3,000,000							
Employee Benefits Liability - Each Claim	1,000,000							
Aggregate Limit	3,000,000							
Cyber & Privacy		Houston Casualty Co.	H23NGP225555-00	5/1/23	5/1/24	\$ 2,910	\$ 4,199	\$ (1,289)
Aggregate	1,000,000							
Each Claim	2,500							
Directors & Officers Liability		Travelers Casualty & Surety Co. of America	107437914	5/1/23	5/1/24	\$ 9,045	\$ 8,373	\$ 672
POLICY IS CLAIMS MADE BASIS	x							
Per Claim/Aggregate Limit	2,000,000							
Employment Practices Liability Deductible	5,000							
All Other Deductibles	5,000							
Commercial Crime								
Employee Dishonesty	1,000,000							
Deductible	10,000							
Volunteer /Accident		Great American Insurance Company	BSR-E949997-00	5/1/23	5/1/24	\$ 200	\$ 200	\$ -
Youth Group Activities (Supervised & Sponsored)								
Death & Disbursement	5,000							
Benefit Maximum	15,000							
Workers Compensation		Berkshire Hathaway Homestate Companies dba OakRiver Insurance	MOWC544412	1/1/24	1/1/25	\$ 6,222	\$ 7,222	\$ (1,000)
Names States: CA								
Employer's Liability								
Each Accident	1,000,000							
Disease - Policy Limit	1,000,000							
Disease - Each Employee	1,000,000							
Additional Coverage/Endorsements								

TOTAL \$ 25,851 \$ 27,560 \$ (1,709)

FIRST 5 MONTEREY COUNTY BOARD BRIEFER

MEETING: Finance/Personnel Committee Meeting – Friday, April 5, 2024

SUBJECT: Funded Partner Update as of 3/26/24

POSSIBLE ACTION: Review and Accept Funded Partner Updates

SUMMARY/DISCUSSION:

Updates may be provided on the following partners in one or more of the categories listed below: Alisal USD, Centro Binacional para el Desarrollo Indígena Oaxaqueño, Monterey County Office of Education (MCOE), North Monterey County USD (NMCUSD), Salinas Public Library, GoKids, Inc., Hartnell Community College, Monterey Peninsula College, Door to Hope, Monterey County Probation Department, and Pajaro Valley Prevention and Student Assistance, Inc (PVPSA).

Contracting

Staff is working with Funded Partners on Budget Revisions for current fiscal year.

Expenditure/Program Reports

As of April 2, 2024, all biannual payments for FY 22/23 have been processed other than PVPSA. Payments for PVPSA are being held due to Audit contract requirements. As per Committee direction at the March 1, 2024 Meeting, PVPSA's Auditors are to provide a timeline so the Committee has context to have further discussion regarding payment of the outstanding invoices. As of March 26, 2024, Staff has not received this information but will provide it to the Committee if it is received prior to the April 5th Meeting.

Audit Financial Report

Staff received PVPSA's FY20/21 final audit, paid the invoice and is awaiting a timeline from PVPSA's Auditor for their FY21/22 audit. For FY22/23, when all required information is received, a summary of audits will be presented at a future Finance Committee Meeting. If a Funded Partners' audit is received in the interim and Staff considers the audit to be of concern, Staff will bring the information to the next Finance Committee Meeting for review and discussion.

FINANCIAL IMPLICATIONS:

There are no immediate financial implications regarding the information above.

Kris Curtis, Controller

FIRST 5 MONTEREY COUNTY BOARD BRIEFER

MEETING: Finance/Personnel Committee Meeting – Friday, April 5, 2024

SUBJECT: Executive Director Updates

Recusals: None

SUMMARY/DISCUSSION:

ED Rodd will provide an update on any additional funding information received by the time of the meeting. Staff is awaiting word related to the CYBHI (Children and Youth Behavioral Health Initiative) wrap around grant and will have an update on the Behavioral Health MHSA contract.

The other major update will involve the sharing of information around the Operations Assessment being conducted by The Big Lil (TBL). The Big Lil (TBL) was hired to assess the current state of operational structure and provide recommendations for improved organizational staffing structure and operational flow in alignment with the new Strategic Plan. During the first contract from November 2023 through February 2024, TBL completed a document review (e.g. Strategic Plan, org chart, policies, procedures, job descriptions, handbook, Long Term Financial Plan, etc.); conducted a Google Survey of full-time staff aimed at enhancing understanding of F5MC team members' job descriptions, workload, communications and work tools; conducted one-on-one interviews to evaluate the alignment between the collaboration dynamics of the team and F5MC's REDI values and the Strategic Plan; facilitated an in-person workshop and focus groups with staff to provide initial findings and recommendations regarding strengths, areas for improvement and possible organizational structure. They also conducted operational benchmarking and comparative research by interviewing several other First 5s.

Several strengths were identified and included: staff commitment to the vision and mission of F5MC; support for the bold direction of the new Strategic Plan; genuine appreciation for each other as individuals; deep appreciation for the support of reflective practice; a recognition that change is needed to better align F5MC's programmatic goals with operational practices and procedures.

A draft of an organizational structure to meet those goals was recommended, however, there are several steps that need to be implemented before staff feel comfortable bringing a draft forward to the Finance Committee. Those steps are included in the contract approved by the Commission on March 25th and fall into the following categories:

- 1. Building a shared admin/ops vision to align with REDI and our new Strategic Plan**
 - a. Develop a shared agreement around a recommended operational structure and a 'bridge plan' aligned with current staff positions, staff skills and current funding realities. Support implementation with approaches that ensure clarity, transparency, accountability, respect and enjoyment.
 - b. Update job descriptions and tasks.
- 2. Fostering Collaboration and Communications**
 - a. Identify and implement shared communications tools to support project and meeting management.
- 3. Investing in People and Development**
 - a. Review and revise the personnel evaluation and onboarding documents and processes.
 - b. Identify additional staff development needs and resources.
- 4. Streamlining Processes for decision-making**
 - a. Develop 'Standard Operating Procedures' for routine and repetitive tasks that are clear, transparent, REDI aligned and support self-reliance and ownership.

FINANCIAL IMPLICATIONS:

There are no financial implications to this discussion. Staff wanted to provide the Finance Committee with a more in-depth report on the work of TBL to date.

Francine Rodd, Executive Director

FIRST 5 MONTEREY COUNTY BOARD BRIEFER

MEETING: Finance/Personnel Committee Meeting – April 5, 2024

SUBJECT: Director of Programs Job Description and Recruiting

POSSIBLE ACTION:

Authorize staff to revise and refine the Job Description (JD) for the Director of Programs position with a Classification of Program Officer III, with final review/approval of the JD delegated to the Chair of the Finance/Personnel Committee.

Recusals: None

SUMMARY/DISCUSSION:

According to the Salary and Benefit Policy – *“If duties have changed to such an extent as to necessitate a change in the job description, the job description may be revised with the consent of the Finance/Personnel Committee.”*

The staff has been working with The Big Lil and Lindsay Bellows to align the staffing structure with Strategic Plan implementation. Based upon that work, staff is recommending that the position of Director of Programs be maintained at the current classification but that the contents of the JD be changed to align more strategically with the new Strategic Plan. As that work is still occurring and it is anticipated that there will not be a Finance/Personnel Committee meeting in May, staff is requesting that the Finance/Personnel Committee delegate authority to the Chair of the Committee for final review/approval.

The process for recruitment will entail identifying a firm to help support the advertisement and screening of applicants. The timing of selecting a firm and beginning the recruitment process for this position is such that the absence of a May Finance Committee meeting could impact the timeliness of filling the position.

The draft currently includes the following categories:

ABOUT US

POSITION SUMMARY

DUTIES AND RESPONSIBILITIES

Program Oversight and Contract Administration

Capacity Building

Partnerships

Thought Leadership

Fund development

General Support

QUALIFICATIONS

Skills:

Knowledge:

FINANCIAL IMPLICATIONS:

The Director of Programs position is currently classified (and would remain classified) as a Program Officer III position with salary ranging from \$103,962 to \$132,685. Funding for this position exists in the current budget and Long-Term Financial Plan.

Francine Rodd, Executive Director