



**AGENDA**

**PUBLIC NOTICE**

Regular Meeting of the Finance Sub Committee  
Wednesday, July 19, 2017  
2:00 PM

First 5 Riverside Business Office, 585 Technology  
Court, Riverside CA 92507, Conference Room A

**This notice shall confirm the Regular Meeting of the Finance Sub Committee of the Riverside County Children and Families Commission.**

**Note: If special accommodations are needed to participate in this meeting, please contact Lynn Stephens, Commission Secretary, at (951) 715-4500 during regular business hours of the Riverside County Children and Families Commission (M-F 8:00 a.m. – 5:00 p.m.).**

**Note: Public Comments will be taken on agenda items at various times during the meeting. Please submit a Request to Speak form to the Commission Secretary at any time during the meeting indicating the item you wish to address.**

**Note: Please place all cellular phones and pagers on vibrate or off mode during the meeting.**

- A. Welcome/Introductions – Michele Jordan, Principal Accountant
- B. Approval of Draft March 21, 2017 Finance Sub-Committee Minutes – Michele Jordan, Principal Accountant 2
- C. 5-10 Year Long Term Financial Projections – Michele Jordan, Principal Accountant 4
- D. Next steps/Follow-up/Timeline – Michele Jordan, Principal Accountant
- E. Adjournment

**Conflict of Interest:** Any person, or group of persons present at this meeting, who wish (es) to speak on a matter may be required to state for the record any contributions, in excess of \$250.00 made in the past (12) twelve months, made to any Commission member, the Commission member receiving the contribution, and the matter of consideration with which they are involved.

**Agenda Posting:** Agendas will be posted at the Clerk of the Board of Riverside County and the Commission Business Office.

All public record documents for matters on the open session of the Agenda are available for inspection at the meeting listed in this Agenda, and at the following location beginning three (3) days prior to the meeting date:

**Riverside County Children and Families Commission  
585 Technology Court  
Riverside, CA 92507**

If a public record document that relates to a matter on the open session of the Agenda is distributed less than 72 hours prior to the meeting date, the public record document shall be available for inspection, at the same time it is distributed, at the address listed above. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990.

## Minutes of Riverside County Children and Families Commission First 5 Riverside Finance Sub Committee Meeting Tuesday, March 21, 2017

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A Finance Committee Meeting of First 5 Riverside was held Tuesday, March 21, 2017, beginning at 3:00 PM in the First 5 Riverside Business Office, 585 Technology Court, Riverside CA 92507, Conference Room B and Via Tele Conference at Gerald Ford Elementary School, 44-210 Werner Trail, Indian Wells, CA 92210 Classroom P1.

A. Welcome/Introductions – Tammi Graham

Tammi called the meeting to order. Lisa Larson noted no public were in attendance at her meeting location.

Roll call, Michele Jordan, Susan vonZabern, Maritza Rodriguez-Farr, Bruce Fordon, Lynn Stephens, Yvonne Suarez, Tammi Graham, Lisa Larson participated remotely.

B. Review of PowerPoint/Financial Highlights Template – Michele Jordan, Principal Accountant

C. 10 Year Financial Plan – Michele Jordan, Principal Accountant

Review and discussion took place and the highlights below were noted.

Option 1: Run out of Fund Balance in Year 6 = Assumption changes-revenues same in both options. Expenditures change between options. RHAP is largest investment-77%

Option 2: Run out in year 7. Ms. Jordan suggested adjusting numbers so dollars can stretch through year 10. Ms. Rodriguez-Farr suggested the possibility of estimating contracts early.

Assumptions:

Ms. Jordon reported that her PowerPoint only shows Prop 10 revenue and does not reflect the Dental Transformation Initiative (DTI)revenue.

Evaluations: Staff costs are captured under salaries and benefits. Ms. Graham reported that we receive revenue from F5 CA to offset some expenses. Persimmony will be kept in place through next year. Staff will bring recommendations to the Commission at a future meeting to determine if we will keep Persimmony or use another data base.

After discussion, it was the consensus for *Ms. Jordan to revise the spreadsheet to include the DTI award.*

Ms. von Zabern asked how staff is tracking the Fund balance and if it is affecting the bottom line? She recommended calling out Fund Balance information separately.

D. Next steps/Follow-up/Timeline – Michele Jordan, Principal Accountant

Committee Recommendations: *Ms. Jordan will move Fund Balance/Unassigned and Long Term Reserve report to the bottom of the spreadsheet, reduce figures so we are not running out of money, create a separate budget sheet that references each category (spelling out acronyms) include vs. 20% reduction include bottom line what's available instead of a placeholder. Ms. Jordan will talk through assumptions for the Commission*

Sub Committee recommendations:

Ms. vonZabern recommended creating a standalone line that shows what's available for investment for each service, so you can clearly see what is committed and what the operating expenses will be.

Ms. Larson suggested using colored boxes to highlight significant areas.

Staff Recommendation:

- Consider systems approach to minimize need for RFP
- Consider requirement of matching funds in next RFP  
*Ms. Rodriguez-Farr suggested implementing agency/contractor requirement to match 10% and provide a plan of what they plan to do.*
- Establish set aside for sponsorships and unsolicited proposals
- Seek outside grants
- Consider leverage opportunities
- Review and incorporate input from Finance Sub Committee
- Develop a third scenario
- Present to Commission at May meeting

Goal: Commission adoption of Financial plan in May.

County Counsel Fordon noted that contracts should be better going forward with the auditing in place.

ECigarettes: Ms. Jordan reported the backfill from Prop 10 to Prop 56 effective April 1, 2017 is part of the reason for the decrease in FY16/17. Ms. Graham added that the Department of Finance, is still adjusting. Staff will keep an eye on legislative changes and report back.

E. Adjournment at 4:46 p.m. MS. Stephens will poll availability of the subcommittee for the next meeting.

	FY 2016-2021 STRATEGIC PLAN						FY 2022-2026 STRATEGIC PLAN					
	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10	TOTAL
	Actuals thru May	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	FY 25-26
	Projected June	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	FY 25-26
REVENUE:	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FYs 16-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FYs 21-26
Interest-Invested Funds	217,412	154,000	145,000	145,000	145,000	806,412	145,000	145,000	145,000	145,000	145,000	1,531,412
Interest-Other	38	38	38	38	38	191	38	38	38	38	38	383
<b>Total Interest</b>	<b>217,451</b>	<b>154,038</b>	<b>145,038</b>	<b>145,038</b>	<b>145,038</b>	<b>806,604</b>	<b>145,038</b>	<b>145,038</b>	<b>145,038</b>	<b>145,038</b>	<b>145,038</b>	<b>1,531,795</b>
ST Surplus Monetary Inv Fund (SMIF)	10,000	8,000	8,000	8,000	8,000	42,000	8,000	8,000	8,000	8,000	8,000	82,000
CA-Other Operating Grants	-	-	-	-	-	-	-	-	-	-	-	-
<b>CA-Tobacco Tax Prop 10 (see note 1)</b>	<b>21,237,859</b>	<b>17,445,361</b>	<b>20,332,929</b>	<b>19,687,563</b>	<b>19,482,205</b>	<b>98,185,917</b>	<b>18,753,284</b>	<b>18,152,505</b>	<b>17,613,388</b>	<b>17,031,579</b>	<b>16,487,892</b>	<b>186,224,565</b>
IMPACT - Base Layer Funds	831,426	586,995	620,721	592,743	-	2,631,885	-	-	-	-	-	2,631,885
IMPACT - Step Funds	-	863,912	915,483	967,201	-	2,746,596	-	-	-	-	-	2,746,596
IMPACT - Incentive Layer Funds	-	200,000	200,000	200,000	-	600,000	-	-	-	-	-	600,000
<b>Total IMPACT - State</b>	<b>831,426</b>	<b>1,650,907</b>	<b>1,736,204</b>	<b>1,759,944</b>	<b>-</b>	<b>5,978,481</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,978,481</b>
Riverside County Office of Education	60,000	94,119	-	-	-	154,119	-	-	-	-	-	154,119
FSCA Hub iPinwheel-Training	40,000	40,000	40,000	40,000	-	160,000	-	-	-	-	-	160,000
FSCA Hub iPinwheel-Technical Assistance	27,150	27,150	27,150	27,150	-	108,600	-	-	-	-	-	108,600
<b>Total Program Revenue</b>	<b>127,150</b>	<b>161,269</b>	<b>67,150</b>	<b>67,150</b>	<b>-</b>	<b>422,719</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>422,719</b>
CARES Plus	-	-	-	-	-	-	-	-	-	-	-	-
Rebates & Refunds	-	-	-	-	-	-	-	-	-	-	-	-
Other Misc Revenue	7,546	-	-	-	-	7,546	-	-	-	-	-	7,546
Contributions & Donations	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL ANTICIPATED REVENUE</b>	<b>22,431,432</b>	<b>\$ 19,419,575</b>	<b>\$ 22,289,321</b>	<b>\$ 21,667,695</b>	<b>\$ 19,635,243</b>	<b>\$ 105,443,266</b>	<b>\$ 18,906,322</b>	<b>\$ 18,305,543</b>	<b>\$ 17,766,427</b>	<b>\$ 17,184,617</b>	<b>\$ 16,640,930</b>	<b>\$ 194,247,106</b>
<b>EXPENSES :</b>												
Salaries & Benefits	3,014,008	4,305,917	4,628,861	4,976,025	3,425,254	20,350,064	3,682,148	3,958,309	4,255,182	4,574,321	4,917,395	41,737,418
Operating	1,166,119	1,315,134	1,341,437	1,368,265	1,395,631	6,586,586	1,423,543	1,452,014	1,481,054	1,510,676	1,540,889	13,994,763
Persimmony	93,729	95,117	140,000	142,800	145,656	617,302	148,569	151,541	154,571	157,663	160,816	1,390,462
Early Quality Systems (ESQ)-iPinwheel	98,550	75,000	76,500	78,030	79,591	407,671	81,182	415,824	82,806	424,140	84,462	1,496,086
Expired Contract	12,000	-	-	-	-	12,000	-	-	-	-	-	12,000
<b>Total Evaluation</b>	<b>192,279</b>	<b>170,117</b>	<b>216,500</b>	<b>220,830</b>	<b>225,247</b>	<b>1,024,973</b>	<b>229,752</b>	<b>567,365</b>	<b>237,377</b>	<b>581,803</b>	<b>245,278</b>	<b>2,886,547</b>
Riverside Hybrid Alternative Pmt Prg (RHAP)	6,678,189	11,352,500	12,907,271	12,907,270	12,907,270	56,752,500	-	-	-	-	-	56,752,500
Scholarships	-	-	-	-	-	-	7,000,000	7,000,000	7,000,000	7,000,000	7,000,000	35,000,000
<b>Total Early Learning</b>	<b>6,678,189</b>	<b>11,352,500</b>	<b>12,907,271</b>	<b>12,907,270</b>	<b>12,907,270</b>	<b>56,752,500</b>	<b>7,000,000</b>	<b>7,000,000</b>	<b>7,000,000</b>	<b>7,000,000</b>	<b>7,000,000</b>	<b>91,752,500</b>
Perris Elementary School District	50,802	58,346	-	-	-	109,148	-	-	-	-	-	109,148
Bermuda Dunes Learning Center	165,000	140,250	-	-	-	305,250	-	-	-	-	-	305,250
V.I.P. Tots	181,427	204,000	-	-	-	385,427	-	-	-	-	-	385,427
Blindness Support	225,195	236,338	-	-	-	461,533	-	-	-	-	-	461,533
Riverside University Health Svcs - Behavioral Health	1,250,000	937,500	-	-	-	2,187,500	-	-	-	-	-	2,187,500
Family Services Association (FSA)	1,098,228	937,500	-	-	-	2,035,728	-	-	-	-	-	2,035,728
Riverside University Health Svcs-Public Health (Breastfeeding)	502,219	319,400	-	-	-	821,619	-	-	-	-	-	821,619
San Geronio Memorial Hospital (Breastfeeding)	467,881	441,150	-	-	-	909,031	-	-	-	-	-	909,031
Desert Health Care (Drowning Prevention)	54,917	151,648	-	-	-	206,565	-	-	-	-	-	206,565
So Cal Water Babies	38,240	176,760	-	-	-	215,000	-	-	-	-	-	215,000
Expired Contracts	1,042,501	-	-	-	-	1,042,501	-	-	-	-	-	1,042,501
Proposed Drowning Prevention	-	-	350,000	350,000	350,000	1,050,000	350,000	350,000	350,000	350,000	350,000	2,800,000
Proposed Early Identification, Early Intervention	-	-	2,000,000	2,000,000	2,000,000	6,000,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	13,500,000
Proposed Healthy Steps	-	-	1,300,000	1,300,000	1,300,000	3,900,000	-	-	-	-	-	3,900,000
<b>Total Child Health</b>	<b>5,076,409</b>	<b>3,602,892</b>	<b>3,650,000</b>	<b>3,650,000</b>	<b>3,650,000</b>	<b>19,629,301</b>	<b>1,850,000</b>	<b>1,850,000</b>	<b>1,850,000</b>	<b>1,850,000</b>	<b>1,850,000</b>	<b>28,879,301</b>
Martha's Village	351,893	314,500	-	-	-	666,393	-	-	-	-	-	666,393
Path of Life Ministries	250,949	221,000	-	-	-	471,949	-	-	-	-	-	471,949
Riverside County Office on Aging	420,012	391,000	-	-	-	811,012	-	-	-	-	-	811,012
Riverside County Department Public Social Svcs	244,023	211,359	-	-	-	455,381	-	-	-	-	-	455,381
Expired Contracts	1,814,786	-	-	-	-	1,814,786	-	-	-	-	-	1,814,786
Proposed Special Needs/Family Strengthening	-	-	1,000,000	1,000,000	1,000,000	3,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	8,000,000
Proposed Home Visitation	-	500,000	1,000,000	1,000,000	1,000,000	3,500,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	8,500,000
<b>Total Family Strengthening</b>	<b>3,081,663</b>	<b>1,637,859</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>10,719,521</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>20,719,521</b>
VIVA Strategy and Communications (IMPACT- State)	164,927	57,867	-	-	-	222,794	-	-	-	-	-	222,794
Consortium for Early Learning Svcs (CELS)-Stipend (IMPACT-Local)	101,500	950,000	950,000	950,000	-	2,951,500	-	-	-	-	-	2,951,500
RUHS-Public Health Nutrition & Physical Self Assessment for Child Care (NAPSACC)	781,328	525,000	400,000	400,000	-	2,106,328	-	-	-	-	-	2,106,328
Expired Contract	7,325	-	-	-	-	7,325	-	-	-	-	-	7,325
Proposed Reach Out and Read/Raising a Reader	-	125,000	250,000	250,000	250,000	875,000	250,000	250,000	250,000	250,000	250,000	2,125,000
Proposed Help Me Grow	-	100,000	300,000	300,000	300,000	1,000,000	300,000	300,000	300,000	300,000	300,000	2,500,000
Proposed Capacity Building	-	-	1,000,000	1,000,000	1,000,000	3,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	8,000,000
<b>Total Systems &amp; Network</b>	<b>1,055,080</b>	<b>1,757,867</b>	<b>1,900,000</b>	<b>1,900,000</b>	<b>550,000</b>	<b>7,162,947</b>	<b>1,550,000</b>	<b>1,550,000</b>	<b>1,550,000</b>	<b>1,550,000</b>	<b>1,550,000</b>	<b>14,912,947</b>
Available for Strategic Plan	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL ANTICIPATED EXPENSES USING CURRENT YEAR REVENUE</b>	<b>20,263,747</b>	<b>24,142,286</b>	<b>26,644,068</b>	<b>27,022,391</b>	<b>24,153,401</b>	<b>122,225,893</b>	<b>17,735,443</b>	<b>18,377,687</b>	<b>18,373,614</b>	<b>19,066,799</b>	<b>19,103,562</b>	<b>214,882,998</b>
<b>NET INCOME/(LOSS)</b>	<b>2,167,685</b>	<b>(4,722,711)</b>	<b>(4,354,747)</b>	<b>(5,354,695)</b>	<b>(4,518,158)</b>	<b>(16,782,627)</b>	<b>1,170,879</b>	<b>(72,144)</b>	<b>(607,187)</b>	<b>(1,882,182)</b>	<b>(2,462,632)</b>	<b>(20,635,892)</b>
<b>FUND BALANCE:</b>												
<b>BEGINNING FUND BALANCE - UNOBLIGATED (see note 2)</b>	<b>31,634,913</b>	<b>32,345,192</b>	<b>25,366,430</b>	<b>19,703,348</b>	<b>13,370,024</b>		<b>8,557,038</b>	<b>9,720,918</b>	<b>9,648,774</b>	<b>9,041,586</b>	<b>7,159,404</b>	
NET INCOME/(LOSS)	2,167,685	(4,722,711)	(4,354,747)	(5,354,695)	(4,518,158)	(16,782,627)	1,170,879	(72,144)	(607,187)	(1,882,182)	(2,462,632)	(20,635,892)
Expired Contract	(93,730)	-	-	-	-	(93,730)	-	-	-	-	-	(93,730)
<b>Total Child Health</b>	<b>(93,730)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(93,730)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(93,730)</b>
Hemet Unified School District	-	(1,111,949)	-	-	-	(1,111,949)	-	-	-	-	-	(1,111,949)
Family Service Association (FSA)	(81,177)	(83,922)	-	-	-	(165,099)	-	-	-	-	-	(165,099)
Economic Development Agency (EDA) (Mead Valley)	(97,549)	(67,111)	(68,814)	(70,559)	(72,348)	(376,381)	(7,000)	-	-	-	-	(383,381)
University of California Riverside Medical School	(937,410)	(362,699)	(362,699)	(362,699)	(67,230)	(2,092,737)	-	-	-	-	-	(2,092,737)
Consortium for Early Learning Svcs (CELS)-Jump-Start to Quality Packages	(18,324)	(155,250)	(155,250)	(155,250)	(155,250)	(639,324)	-	-	-	-	-	(639,324)
Consortium for Early Learning Svcs (CELS)-Training (IMPACT-Local)	(229,216)	(58,668)	(58,668)	(58,668)	(58,667)	(463,887)	-	-	-	-	-	(463,887)
Los Angeles Universal Preschool (LAUP)(IMPACT-Local)	-	(331,452)	(662,904)	(331,452)	-	(1,325,808)	-	-	-	-	-	(1,325,808)
IMPACT - Local	(229,216)	(390,120)	(721,572)	(390,120)	-	(1,731,028)	-	-	-	-	-	(1,731,028)
<b>Total Systems &amp; Network</b>	<b>(1,363,677)</b>	<b>(2,171,051)</b>	<b>(1,308,335)</b>	<b>(978,628)</b>	<b>(294,828)</b>	<						