

FIRST 5 FRESNO COUNTY
 ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY
FINANCE AND PROGRAM REVIEW COMMITTEE

DATE: Tuesday, January 17, 2023

Lighthouse for Children

2405 Tulare Street

TIME: 11:00 a.m.

Fresno, CA 93721

AGENDA

ITEM	SUBJECT	PRESENTER
1.	CALL TO ORDER	H. Morales, Committee Chair
2.	POTENTIAL CONFLICTS OF INTEREST Any Commission Member who has potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter.	H. Morales, Committee Chair
3. Action Pg. 1	MINUTES FOR NOVEMBER 28, 2022 COMMITTEE MEETING	H. Morales, Committee Chair F. González, E.D.
4. Action Pg. 3	2022-2023 PROPOSED REVISED AGENCY BUDGET Supporting Document	F. González, E.D. A. Hillis, Staff
5. Information	STRATEGIC PLAN INVESTMENTS UPDATE	F. González, E.D. H. Norman, Staff
6.	PUBLIC COMMENT Limit two minutes per speaker. Public Comment is also taken on individual agenda items throughout the meeting at the conclusion of each agenda item.	H. Morales, Committee Chair
7.	ADJOURNMENT	H. Morales, Committee Chair

NOTE: If you need disability modification(s) and/or other accommodation(s) in order to participate in this meeting, please contact the Commission office at (559) 558-4900 at least 48 hours prior to the start of the meeting. Government Code Section 54954.2(a).

FIRST 5 FRESNO COUNTY
ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

FINANCE AND PROGRAM REVIEW COMMITTEE MEETING

January 17, 2023 - 11:00 a.m.

2405 Tulare Street
Fresno, CA 93721

AGENDA ITEM NO. 3

RECOMMENDED ACTION:

Approve the November 28, 2022 Finance and Program Review Committee Meeting Minutes.

ACTION SUMMARY MINUTES

November 28, 2022 – 11:00 a.m.

Present: Hugo Morales, Susan Holt

Absent: Shantay Davies-Balch

Staff: Fabiola González, Ashley Hensley, Cindy Jurado Hernandez, Alix Hillis, Luis Magallanes, Zach Shaath

1. CALL TO ORDER

2. POTENTIAL CONFLICTS OF INTEREST: Any Commission Member who has a potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter.

None heard.

3. MINUTES FOR OCTOBER 17, 2022 COMMITTEE MEETING

Public Comment: None heard.

Motion by: Holt Second by: Morales
Ayes: Holt, Morales
Noes: None heard.

4. ACCOUNTING POLICIES & PROCUREMENT POLICIES - ANNUAL REVIEW

Public Comment: None heard.

Motion by: Holt Second by: Morales
Ayes: Holt, Morales
Noes: None heard.

5. AGREEMENT RENEWAL WITH ARCHER & HOUND FOR CHILD-FRIENDLY BUSINESS AWARDS MEDIA CAMPAIGN

Public Comment: None heard.

Motion by: Holt Second by: Morales
Ayes: Holt, Morales
Noes: None heard.

6. AGREEMENT WITH READING HEART FOR THE COMMISSION'S MOBILE UNIT

Public Comment: None heard.

Motion by: Holt Second by: Morales
Ayes: Holt, Morales
Noes: None heard.

7. PUBLIC COMMENT

Public Comment: None heard.

No action required.

8. ADJOURNMENT

Public Comment: None heard.

Motion by: Holt Second by: Morales
Ayes: Holt, Morales
Noes: None heard.

FIRST 5 FRESNO COUNTY
ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

FINANCE AND PROGRAM REVIEW COMMITTEE MEETING

January 17, 2023 – 11:00 a.m.

2405 Tulare Street
Fresno, CA 93721

AGENDA ITEM NO. 4

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: 2022-2023 Proposed Revised Agency Budget

RECOMMENDED ACTION

Approve, for full Commission consideration, the First 5 Fresno County (F5FC) 2022-2023 Proposed Revised Budget.

BACKGROUND

The agency budget exists to implement the Commission’s adopted Strategic Plan in order to fund programs, services, and efforts designed to positively impact families with young children in Fresno County.

In June 2022, the Commission approved the 2022-2023 budget. The current budget revision being presented is necessary due to the completion of the fiscal year 2021-2022 audit and the subsequent designation of an available fund balance of \$10.9 million, to support Strategic Plan Investments.

Key Points of the 2022-2023 Proposed Revised Budget:

Fund Balance – \$10,984,116

- Unassigned Fund Balance: At year-end, the Contingency and Strategic Reserve amounts are de-obligated and then reassigned at the start of the new fiscal year, as outlined in the Commission’s Accounting Policies and Procedures Manual. The remaining amount of \$2.15 million, shown is made available for awards by the Commission.

- Assigned Fund Balance: Based on the Commission’s Accounting Policies and Procedures Manual, year-end de-obligations and unspent funds are allocated to fill any gaps of existing funding in FY 2022-2023. With the completion of the 2021-2022 audit report, the Assigned Fund Balance is \$8.82 million.

Revenues – Increase of \$702,792

- Investment Earnings: With current market volatility and the impending recession, the revised amount for our investments earnings has been set at zero.

- External Revenue
 - First 5 California - Refugee Family Support Grant: The annual budget revision now includes the Refugee Family Support Grant that was awarded to the Commission by First 5 California in September 2022.
 - CalViva- Group Prenatal Care Project Support: CalViva Health awarded the Commission \$25,000 in July 2022 to support the Glow!, the Group Prenatal Care Project.

Operating Expenses - Increase by \$225,230

- Salary Expense: Changes to this line item include Commission-approved salary increases and salary adjustments resulting from an increase in state mandated minimum wage as of the first of the calendar year.
- Insurance Expense: Increase due to a higher premium for the Commission's Special Property Insurance as the result of the Commission taking ownership of the Lighthouse for Children Facility.
- Overhead Expense: Legal Counsel is currently appealing property tax billing for the LFC facility due to the nature of the entity. An increase to this line item is included in the case that it is deemed that property taxes are due.

Program Allocations (Strategic Plan Investment Areas) - Increase by \$10.7 million

- Increases made to these investments are due to the available Assigned Fund Balance which allows the Commission to invest in multi-year innovative contracts. The Strategic Plan identifies the Commission's priorities and approaches to community investments. All known adjustments in funding have been identified in the cost analysis and justification section.
 - To allow for more contract opportunities, staff is recommending an increase to the upcoming Thriving Families/ Direct Service procurement opportunity from, the approved \$1.1 million per year to \$1.7 million per year for a total of three years (two years with an option to renew for an additional year) for \$5.1 million.

Fiscal Impact: Approval of the 2022-2023 Proposed Revised Budget will provide an updated financial framework to allocate funds and cover operational costs for the Commission.

CONCLUSION:

The mid-year revision to the agency budget accounts for unanticipated revenue and cost savings from the prior year offering the Commission the opportunity to allocate funding for the Programmatic Investments of the Strategic Plan through fiscal year 2022-2023. Upon approval, staff will forward, for full Commission consideration, the 2022-2023 Proposed Revised Agency Budget.



2022-2023

PROPOSED REVISED BUDGET



2405 Tulare Street, Suite 200 | Fresno, CA 93721
(559) 558-4900 | www.first5fresno.org

Table of Contents

REVENUES - REVISED.....	1
BUDGET ACTIVITY SUMMARY - REVISED.....	2
BUDGET SUMMARY- REVISED.....	3
BUDGET COST ANALYSIS - REVISED.....	5

FUND BALANCE & REVENUES - REVISED

FUND BALANCE \$10,984,116

Unassigned Fund Balance **\$2,158,417**

The Contingency and Strategic Reserves are deobligated at year-end each year and then reassigned with the start of the new fiscal year, as stated in the agency's Accounting Policies and Procedures Manual. This amount represents that amount and any funds not assigned, but available for use.

Assigned Fund Balance **\$8,825,699**

The agency's Accounting Policies and Procedures Manual states that, year-end de-obligations and unspent funds, as made final with the Audit Report, are to be allocated to fill any gaps of existing funding in FY 2021-2022.

REVENUE BUDGET \$11,257,161

Proposition 10 Revenue **\$8,794,832**

The State collects the state tobacco tax revenue and distributes each proportionate share to the 58 California counties based on birth-rate, in accordance with the Children and Families Act of 1998.

External Revenue **\$2,214,374**

First 5 California IMPACT Revenue **\$572,624**

These funds allow First 5 Fresno County (F5FC) to serve as the Lead Agency for the First 5 IMPACT project and partner with Fresno County Superintendent of Schools (FCSS) as the implementation lead. FCSS leads the county's local Quality Rating and Improvement System (QRIS) known as Fresno County Early Stars, to create a more effective statewide early learning and care quality improvement system.

First 5 California IMPACT Hub Revenue **\$641,483**

These funds allow First 5 Fresno County to serve as the Hub Fiscal Lead Agency for IMPACT Hub Region 5 and provide ongoing coordination and targeted support to neighboring counties working to raise the quality of early care and education in their communities to ensure children have the skills, knowledge, and disposition necessary to be ready for school and life.

First 5 CA Refugee Family Support Grant **\$570,357**

These funds were awarded by the First 5 California for First 5 Fresno County to be the fiscal lead agency for the new created Refugee Family Support project. First 5 Fresno County (F5FC) will subcontract with refugee family serving agencies and community partners to support refugee children and their families transition to life within seven Central California counties.

Blue Meridian Partners - Early Childhood Human Capital Investment **\$248,909**

The Commission was awarded funds from the Blue Meridian Partners in collaboration with the Fresno Cradle to Career Partnership to enhance two active place-based preconception to age 5 initiatives (Glow! Group Prenatal Care and Fresno GROWS – Best Babies Zone) with the intent to invest in human capital in the Central Valley.

County DPH Babies First - Healthy Start Revenue **\$156,000**

The Fresno County Department of Public Health (DPH) received multi-year funding from the U.S. Department of Health & Human Services to provide group prenatal care services as part of an integrated prenatal care system including curriculum and wrap-around services, in partnership with medical provider offices, to enhance supports for pregnant women. Due to the direct alignment with this grant and Glow!, DPH entered into a partnership with the Commission to support the current Glow! Group Prenatal Care and Support program.

Glow! Group Prenatal Care Project Support **\$25,000**

CalViva Health committed to support the direct implementation of the Patient-Centered Prenatal Care initiative, also known as the EMRACE Study, to aid in the expansion of the Glow! Group Prenatal Care Project.

Other Revenue **\$162,956**

This includes rents collected from Lighthouse for Children (LFC) tenants (approximately \$9,800/month) used to offset operating costs, minimal revenue from use of space at the building by external partners at the LFC facility and other outside revenue not captured above.

Interest Revenue - County Treasury **\$85,000**

Interest collected from the funds held on deposit in the County of Fresno's Treasury account.

Investment Income **\$0**

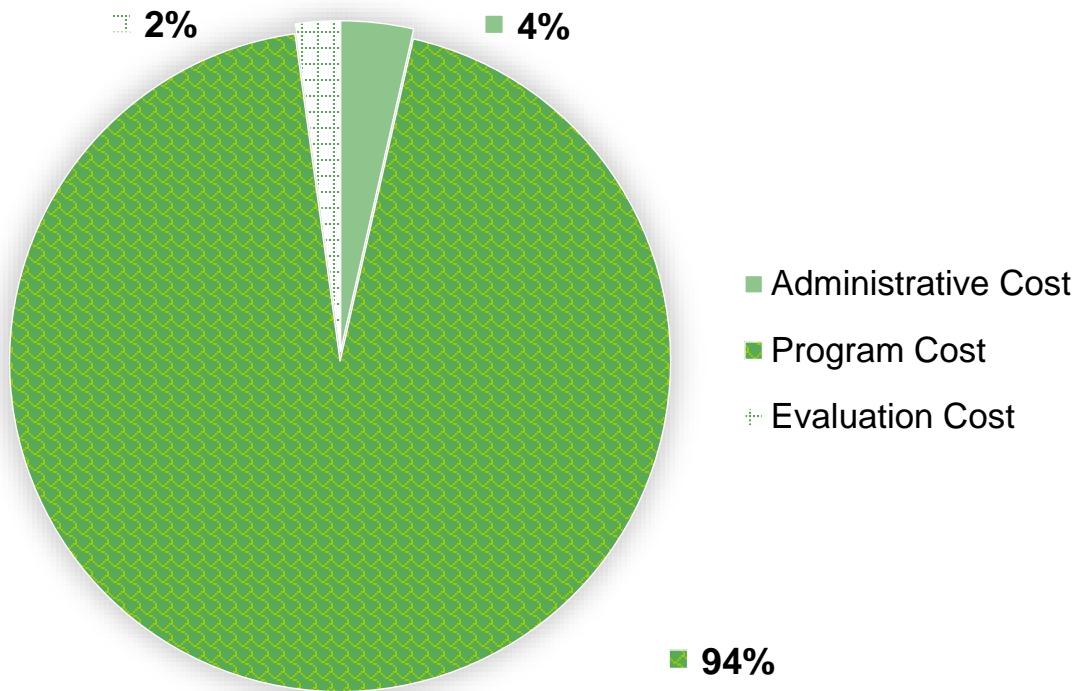
Anticipated net investment income (interest, dividends, gains, and losses) from F5FC investments managed by the Commission's Investment firm for future program allocation.

FIRST 5 FRESNO COUNTY

FY 2022-2023 BUDGET ACTIVITY SUMMARY- REVISED

Based on its strategic plan, First 5 Fresno County invests in three areas: Families, Communities, and Systems through established strategies: Communication, Advocacy, Collaboration, Skill-building, and Innovation & Learning.

The breakdown of expenses by cost category, as outlined in the Cost Analysis portion of this budget, is as follows:



Line Items	%	Budget Amounts
Administrative Cost	4%	\$791,089
Program Cost	94%	\$20,965,739
Evaluation Cost	2%	\$484,450
	100%	\$22,241,278 *

*Total budget amount now includes fund balance.

**FIRST 5 FRESNO COUNTY
2022-2023 PROPOSED REVISED BUDGET SUMMARY**

	2022-2023 Approved Budget	2022-2023 Proposed Revised Budget	Variance
Fund Balance			
Unassigned Fund Balance	\$0	\$2,158,417	\$2,158,417
Assigned Fund Balance	\$0	\$8,825,699	\$8,825,699
	\$0	\$10,984,116	\$10,984,116

Revenue			
Proposition 10 Revenue	\$8,794,832	\$8,794,832	\$0
External Revenue			
First 5 CA - IMPACT Revenue	\$572,624	\$572,624	\$0
First 5 CA - IMPACT Hub Revenue	\$610,601	\$641,483	\$30,882
First 5 CA Refugee Family Support Grant	\$0	\$570,357	\$570,357
Blue Meridian Partners - Early Childhood Human Capital Investment	\$199,563	\$248,909	\$49,346
County DPH - Babies First Healthy Start Revenue	\$156,000	\$156,000	\$0
CalViva - Group Prenatal Care Project Support	\$0	\$25,000	\$25,000
Other Revenue	\$120,750	\$162,956	\$42,206
Interest Revenue - County Treasury	\$50,000	\$85,000	\$35,000
Investment Earnings (Unrealized)	\$50,000	\$0	(\$50,000)
Total Revenue	\$10,554,369	\$11,257,161	\$702,792

Fund Balance & Revenue			
Total Fund Balance & Revenue	\$10,554,369	\$22,241,277	\$11,686,908

Operating Expenses			
Salaries & Benefits			
Salary Expense	\$713,971	\$736,511	\$22,540
Payroll Tax Expense	\$72,071	\$73,283	\$1,212
Retirement Expense	\$62,401	\$64,371	\$1,970
Employee Benefits Expense	\$242,550	\$242,550	\$0
Worker's Compensation Expense	\$5,748	\$5,748	\$0
Total Salaries & Benefits Expenses	\$1,096,740	\$1,122,463	\$25,722
Services & Supplies			
Audit Expense	\$26,000	\$26,000	\$0
Capital Equipment Expense	\$20,500	\$24,500	\$4,000
Commissioner/Advisory Expense	\$3,200	\$3,200	\$0
Dues & Subscriptions Expense	\$31,671	\$34,338	\$2,667
Equipment Rental/Maintenance Expense	\$47,974	\$47,974	\$0
General & Administrative Expense	\$25,381	\$25,381	\$0
Insurance Expense	\$124,666	\$151,006	\$26,340
Local Travel Expense - Local Mileage	\$2,500	\$4,000	\$1,500
Materials & Supplies Expense	\$11,000	\$11,000	\$0
Overhead Expense	\$90,000	\$270,000	\$180,000
Professional Services Expense	\$99,180	\$99,180	\$0
Program Development/Strategic Planning Expense	\$5,000	\$5,000	\$0
Staff Training & Conference Expense	\$18,000	\$23,000	\$5,000
Telephone Expense	\$24,224	\$34,224	\$10,000
Total Services & Supplies Expenses	\$529,296	\$758,804	\$229,508
Total Operating Expenses	\$1,626,037	\$1,881,267	\$255,230

**FIRST 5 FRESNO COUNTY
2022-2023 PROPOSED REVISED BUDGET SUMMARY**

	2022-2023 Approved Budget	2022-2023 Proposed Revised Budget	Variance
Strategic Plan Investment Areas			
Strategic Plan Investments			
Help Me Grow Fresno County	\$300,000	\$525,000	\$225,000
Thriving Families Service Programs	\$2,500,235	\$8,380,704	\$5,880,469
Community Learning Center	\$334,845	\$469,380	\$134,535
Patient-Centered Prenatal Care	\$235,000	\$1,073,810	\$838,810
African American Infant Mortality Prevention	\$1,405,128	\$3,499,181	\$2,094,053
QRIS - Local High Quality Training & Technical Assistance	\$1,635,338	\$2,547,829	\$912,491
Innovation & Learning Partnerships and Communications	\$579,000	\$1,000,000	\$421,000
Strategic Plan Investments Total	\$6,989,546	\$17,495,903	\$10,506,357
Accountability and Evaluation			
Accountability Contract Management System	\$100,000	\$150,000	\$50,000
Evaluation Services	\$300,000	\$300,000	\$0
Accountability and Evaluation Total	\$400,000	\$450,000	\$50,000
Externally Funded Programs			
First 5 CA - QRIS-IMPACT Program	\$572,624	\$572,624	\$0
First 5 CA - QRIS-IMPACT Regional Hub Program	\$610,601	\$641,483	\$30,882
First 5 CA - Refugee Family Support Grant	\$0	\$570,357	\$570,357
Blue Meridian - Early Childhood Human Capital Investment	\$199,563	\$248,909	\$49,346
CalViva Health - Glow! Group Prenatal Care Project Support	\$0	\$224,734	\$224,734
County DPH - Babies First Healthy Start Glow! Enhancement	\$156,000	\$156,000	\$0
Total Externally Funded Programs	\$1,538,788	\$2,414,107	\$875,319
Total Strategic Plan Investment Areas	\$8,928,334	\$20,360,011	\$1,750,639
Budget Total			
Total First 5 Fresno County Budget	\$10,554,370	\$22,241,278	\$11,686,908
Reserve			
Operations Contingency Fund	\$1,000,000	\$1,000,000	\$0
Strategic Reserve Fund	\$2,000,000	\$2,000,000	\$0

COST ANALYSIS

BUDGET LINE ITEM DETAIL

OPERATING EXPENSES

Salary Expense 2022-2023 Proposed Revised Budget

\$736,511

Original Justification:

Salaries for a total of 9.3 FTE operating positions for the administration of Commission business. Salary expense for 2.7 additional program staff FTE (shown below in grey) are presented under the Community Learning Center (0.5 FTE) and the Externally Funded Programs (2.2 FTE) accounted for in the Strategic Plan Investments portion of the budget for a total of 12 FTE. All vacant positions are captured within this budget document. If the Commission requires additional or different staffing, this would be noted in the budget revision that occurs mid-year. Any salary increases are budgeted, recommended by supervisors, and are based on First 5 Fresno County's Employee Compensation Policy. Potential salary increase amounts are based on number of staff eligible and annual performance reviews. Additionally, the budgeted amount includes compensated absences, the liability of employee banked Personal Time Off (PTO), potential overtime budget, and a portion for potential future salary increases are included here.

Original FTE			Original Budget		Budget Revise		Revised FTE	
<u>Operating FTE</u>	<u>Program FTE</u>	<u>Position</u>	<u>Operating Budget</u>	<u>Program Budget</u>	<u>Operating Budget</u>	<u>Program Budget</u>	<u>Operating FTE</u>	<u>Program FTE</u>
1		Executive Director	\$125,000	\$0	\$137,500	-	1	0
0.9	0.1	Director	\$78,694	\$8,744	\$84,310	\$9,368	0.9	0.1
1		Director	\$82,380	\$0	\$88,620	-	1	0
1		Manager	\$62,582	\$0	\$68,822	-	1	0
1		Manager	\$67,553	\$0	\$73,793	-	1	0
1		Manager	\$58,240	\$0	\$64,480	-	1	0
0.2	0.8	Manager	\$11,648	\$46,592	\$12,896	\$51,584	0.2	0.8
0.2	0.8	Manager	\$12,412	\$49,648	\$13,660	\$54,640	0.2	0.8
1		Manager	\$58,240	\$0	\$51,584	\$12,896	0.8	0.2
0	1	Specialist - Vacant	-	\$41,500	-	\$45,136	0.3	0.7
1		Manager/ Specialist - Vacant	\$43,130	\$0	\$64,480	-	1	0
1	0	Manager/ Specialist - Vacant	\$66,000	\$0	\$19,344	\$45,136	0.3	0.7
9.3	2.7		\$665,879	\$146,484	\$679,489	\$218,760**	8.7	3.3
		Salaries Total	\$665,879		\$679,489			
		Overtime	\$7,022		\$7,022			
		Compensated Absences & Salary Increase	\$41,070		\$50,000			
		Total Operating	\$713,971		\$736,511			
		Original Amount	713,971		Revised Amount	736,511		Variance
								22,540

Revised Justification: Changes to this line item include Commission-approved salary increases and salary adjustments resulting from an increase in minimum wage as of the first of the calendar year. Total FTE remains at 12 with 8.7 FTE categorized as operating and three vacant positions at the time of publishing.

While some positions approved within the Commission structure are not /may not be reflected in the current budget, the use of these approved position levels are based on the need within the Commission's evolving work. This budget does not include two of those position levels (italicized). Future budget iterations and Commission needs may consider unused position levels.

Positions: Executive Director | Deputy Director | Project Director | Project Manager | Project Specialist | Project Assistant

**Represents the total amount of salaries for program staff, funded by external revenue or program dollars only.

Total Evaluation Expense	736,511	x	2%	14,730
Total Program Expense	736,511	x	61%	449,272
Total Administration Expense	736,511	x	37%	272,509

COST ANALYSIS BUDGET LINE ITEM DETAIL

					2022-2023 Proposed Revised Budget		
Payroll Tax Expense					\$73,283		
Original Justification:					\$73,283		
Federal Unemployment Tax Act (FUTA). Estimated 6% on first \$7,000 earned by each employee at 9.3 FTE. The remaining 2.7 FTE is accounted for in Externally Funded Programs and in							
A. Strategic Plan Investments (captured in the program portion of the budget) to total 12 FTE.							
FTE	8.7	x	\$7,000	x	6%	=	\$3,654
B. Medicare Employer Tax. The employer's share is set by the federal government at 1.45% of each gross salary.							
	\$736,511	x	1.45%	=		\$10,679	
C. Social Security Employer Tax. The employer's share is set by the federal government at 6.2% of each gross salary.							
	\$736,511	x	6.2%	=		\$45,664	
D. CA State Unemployment Insurance - Estimated 6.2% on first \$7,000 earned by each employee at 9.3 FTE. The remaining 2.7 FTE is accounted for in Externally Funded Programs and Strategic Plan Investments (captured in the program portion of the budget) to total 12 FTE. (Rates subject to change)							
FTE	8.7	x	\$7,000	x	6.2%	=	\$3,776
Other Taxes/ Unexpected Expense						\$9,510	
Total						\$73,283	
Original Amount		Revised Amount		Variance			
72,071		73,283		1,212			
Revised Justification: A small increase to this line item corresponds with the increase to the Salaries Expense Line Item.							
Total Evaluation Expense			73,283	x	2%		1,466
Total Program Expense			73,283	x	61%		44,703
Total Administration Expense			73,283	x	37%		27,115
Retirement Expense					\$64,371		
Original Justification:					\$64,371		
The cost of retirement benefits for full-time, permanent employees is calculated at 8.74% of each gross salary.							
	\$713,971	x	8.74%	=		\$62,401	
<u>Original Salaries Amount</u>			<u>Percentage</u>			<u>Total Amount</u>	
	\$736,511	x	8.74%	=		\$64,371	
<u>Revised Salaries Amount</u>			<u>Percentage</u>			<u>Total Amount</u>	
Original Amount		Revised Amount		Variance			
62,401		64,371		1,970			
Revised Justification: A small increase to this line item corresponds with the increase to the Salaries Expense Line Item.							
Total Evaluation Expense			64,371	x	2%		1,287
Total Program Expense			64,371	x	61%		39,266
Total Administration Expense			64,371	x	37%		23,817

COST ANALYSIS

BUDGET LINE ITEM DETAIL

					2022-2023 Proposed Revised Budget	
Employee Benefits Expense					\$242,550	
Original Justification:						
The Commission's contracted benefits broker recommended a conservative increase to the prior budget amount of 7% assuming no plan changes are made. The calculation shows the cost breakdown and includes the deduction of the benefits expense for Externally Funded program staff. Benefits for full time, permanent staff include dental, life, medical, and vision insurance and a health savings account and health reimbursement account. This line item also includes the auto allowance, up to \$400/month, for the Executive Director for the wear-and-tear and other travel-related expenses of their personal vehicle for business use in lieu of mileage reimbursement based on the County of Fresno's policy of use.						
\$221,822	x	7%	+	\$5,200	=	\$242,550
<u>FY 2021-22 Projected Amount</u>		<u>Rate Increase</u>		<u>Auto Allowance</u>		<u>Budget Amount</u>
		Original Amount		Revised Amount	Variance	
		242,550		242,550	0	
Revised Justification: No change to this line item						
Total Evaluation Expense				242,550	x	2%
Total Program Expense				242,550	x	61%
Total Administration Expense				242,550	x	37%
						4,851
						147,956
						89,744
Worker's Compensation Expense					\$5,748	
Original Justification:						
The budgeted amount for worker's compensation is based on the prior year amount provided by the Commission's contracted insurance firm which defines staff within the salesman category for contract managers' responsibility to execute county-wide site visits and in-person annual contract reviews. The Commission's insurance firm included a conservative increase of 10% to the prior full-year actual amount each fiscal year in their estimate.						
\$5,225	x	10%	=	\$5,748		
<u>FY21-22 Premium</u>		<u>Est. Annual Rate Increase</u>		<u>Budgeted Amount</u>		
		Original Amount		Revised Amount	Variance	
		5,748		5,748	0	
Revised Justification: No change to this line item.						
Total Evaluation Expense				5,748	x	2%
Total Program Expense				5,748	x	61%
Total Administration Expense				5,748	x	37%
						115
						3,506
						2,127
Audit Expense					\$26,000	
Original Justification:						
Expenses for mandatory independent audit services for the Commission are projected to be \$24,100 for the fiscal year. The estimate is based on the proposal provided by the contracted auditing firm in their awarded submission resulting from the Commission's Request for Quotations procurement in 2020 for auditing services. A small contingency of \$1,900 is included.						
		Original Amount		Revised Amount	Variance	
		26,000		26,000	0	
Revised Justification: No change to this line item.						
Total Evaluation Expense				26,000	x	0%
Total Program Expense				26,000	x	0%
Total Administration Expense				26,000	x	100%
						0
						0
						26,000

COST ANALYSIS

BUDGET LINE ITEM DETAIL

2022-2023 Proposed Revised Budget				
Capital Equipment Expense				
Original Justification:				\$24,500
Currently, the Commission owns 15 staff workstations (computer, monitor, printer, keyboard, etc.). Staff recommends setting aside \$12,000 for possible replacement of six computers (estimated at \$2,000 per computer with taxes included), \$5,000 to replace an aging server and an additional \$3,500 for unforeseen replacement or repairs of other equipment and/or furniture.				
Original Amount 20,500	Revised Amount 24,500		Variance (4,000)	
Revised Justification: Slight increase to allow for a potential update to remote work stations. Current equipment was pieced together and include aged items. Remote work items include but are not limited to mobile monitors, laptop docking stations, etc.				
Total Evaluation Expense	24,500	x	2%	490
Total Program Expense	24,500	x	61%	14,945
Total Administration Expense	24,500	x	37%	9,065
2022-2023 Proposed Revised Budget				
Commissioner/Advisory Expense				
Original Justification:				\$3,200
This line item is budgeted for a maximum of seven Commissioners for potential equipment, trainings, workshops, meeting-related expenses, etc., associated with the agency's work. Examples include but are not limited to the F5 State Annual Conference attendance, mileage reimbursement, etc. The estimated annual amount is budgeted at \$300 per Commissioner, maximum seven.				
\$1,100 <u>Misc. Expense</u>	+	7 <u>Commissioners</u>	x	\$300 <u>Average Cost</u>
			=	\$3,200 <u>Annual Amount</u>
Original Amount 3,200	Revised Amount 3,200		Variance 0	
Revised Justification: No change to this line item.				
Total Evaluation Expense	3,200	x	0%	0
Total Program Expense	3,200	x	0%	0
Total Administration Expense	3,200	x	100%	3,200
2022-2023 Proposed Revised Budget				
Dues and Subscriptions Expense				
Original Justification:				\$34,338
The cost associated with dues and subscriptions for the twelve-month period comprises required dues to the First 5 Association and the First 5 Association Policy Fund (each county pays a proportionate share of the cost of maintaining the Association) plus the allotment of \$5,000 for the cost of miscellaneous subscriptions, publications, and dues (i.e. Government Finance Officers Association, Fresno Bee, Zoom Meetings, etc.).				
	FY 22-23 F5 Assoc. Dues	\$26,671		
	Potential F5 Assoc. Dues Increase (10%)	\$2,667		
	Miscellaneous Subscriptions	\$5,000		
	Total	\$34,338		
Original Amount 31,671	Revised Amount 34,338		Variance 2,667	
Revised Justification: Small Increase to this line item to anticipate a slight increase in forthcoming dues from the First 5 Association.				
Total Evaluation Expense	34,338	x	2%	687
Total Program Expense	34,338	x	61%	20,946
Total Administration Expense	34,338	x	37%	12,705

COST ANALYSIS

BUDGET LINE ITEM DETAIL

Equipment Rental/Maintenance Expense						2022-2023 Proposed Revised Budget
Original Justification:						\$47,974
Equipment Maintenance: The Commission's equipment maintenance for their copier/scanner. The estimated cost breakdown is:						
<u>Monthly</u>					<u>Annual Total</u>	
\$390	x	12	=		\$4,680	
						Copier/Scanner Maintenance \$4,680
						Equipment Maintenance Sub-total \$4,680
Computer & Information Technology Maintenance: The Commission contracts out Information Technology (IT) support for workstation/desktop management, server management, anti-virus software, support for Adobe products and supports and deploys hosted email and storage via Office 365.						
<u>Monthly</u>					<u>Annual Total</u>	
\$1,817	x	12	=		\$21,804	
\$90	x	12	=		\$1,080	
						IT Support \$21,804
						Hosted Email & Storage \$1,080
						Adobe \$360
						Computer Maintenance Sub-total \$23,244
Software Maintenance: Monthly and annual estimated costs for each software type as quoted by the Commission's IT contractor or are based on actuals from the prior budget year. The Commission pays a flat rate for its accounting system software on an annual basis of \$14,750. Lastly, staff recommends allocating \$5,000 for unforeseen costs associated with this line.						
						Accounting System Maintenance \$14,750
						Fax Service \$150
						Software Sub-total \$14,900
						Unforeseen Expense \$5,150
						Equipment Rental/ Maintenance Expense Total \$47,974
Original Amount					Revised Amount	Variance
47,974					47,974	0
Revised Justification: No changes to this line item.						
Total Evaluation Expense					47,974	x 2% 959
Total Program Expense					47,974	x 61% 29,264
Total Administration Expense					47,974	x 37% 17,750

General and Administrative Expense						2022-2023 Proposed Revised Budget
Original Justification:						\$25,381
Costs associated with management, finances, and other expenses which are incurred by or allocated to the Commission for general management and administration of the Commission that cannot be assigned to a specific line item. Costs include bank charges, operational advertising costs, dependent care plan, etc. Bank charges average \$1,090 per month. This expense line item is based on prior year expenses.						
						<u>FY 2022-23 Amount</u>
FY 21-22 Budget Amount	\$23,074	+	10%	=	\$25,381	
Original Amount					Revised Amount	Variance
25,381					25,381	0
Revised Justification: No changes to this line item.						
Total Evaluation Expense					25,381	x 0% 0
Total Program Expense					25,381	x 0% 0
Total Administration Expense					25,381	x 100% 25,381

COST ANALYSIS

BUDGET LINE ITEM DETAIL

Insurance Expense					2022-2023 Proposed Revised Budget
Original Justification:					\$151,006
The Commission is required to carry liability insurance. Insurance types include: Liability Insurance Policy, Special Property Insurance Policy and Cyber Crime Insurance. Insurance costs typically increase year-over-year; therefore, staff is recommending the following based on the maximum estimated increases provided by brokers.					
	Original Budget	Budget Revised			
Special Property Insurance Policy	\$ 113,533	\$ 139,416			
Special Liability Insurance Policy	\$ 8,434	\$ 8,754			
Cyber Crime Insurance	\$ 2,700	\$ 2,837			
Total	\$ 124,666	\$ 151,006			
Original Amount	Revised Amount		Variance		
124,666	151,006		26,341		
Revised Justification: The increase to this line item is mainly due to the increase in the cost of property insurance being more than anticipated based on the prior year expenses. The increase will be pulled from other operating line items and the available fund balance. The remaining types of insurance coverage are increased only slightly.					
Total Evaluation Expense	151,006	x	2%	3,020	
Total Program Expense	151,006	x	61%	92,114	
Total Administration Expense	151,006	x	37%	55,872	
Local Travel Expense - Local Mileage					2022-2023 Proposed Revised Budget
Original Justification:					\$4,000
Annually, Commission Staff or contract managers are required to administer Annual Contract Reviews to all funded Service Providers which may require traveling locally on behalf of the Commission throughout Fresno County. Additionally, staff occasionally travels for the Commission for various reasons including off-site technical assistance to Service Providers and various Community Partner convenings. Estimated costs are projected based on past expense trends. Currently, the IRS mileage rate is 58.5¢ per mile.					
	Original Amount	Revised Amount	Variance		
	2,500	4,000	(1,500)		
Revised Justification: A small increase to this line item is to both accommodate the increase in the IRS reimbursable rate for mileage and to anticipate more staff traveling locally for Commission-related work now that the COVID-19 pandemic restrictions have eased.					
Total Evaluation Expense	4,000	x	2%	80	
Total Program Expense	4,000	x	61%	2,440	
Total Administration Expense	4,000	x	37%	1,480	
Materials and Supplies Expense					2022-2023 Proposed Revised Budget
Original Justification:					\$11,000
This line item includes costs associated with general office supplies, postage costs, in-house and outside printing, and other expenses required for operating the Commission's business. Cost break down includes \$340 per month x 12 months for an approximate total of \$4,000 per year. Staff recommends setting aside an additional \$5,000 for any unexpected materials costs, such as mandatory document printing, signage, business cards, etc.					
	Original Amount	Revised Amount	Variance		
	11,000	11,000	0		
Revised Justification: No changes to this line item.					
Total Evaluation Expense	11,000	x	2%	220	
Total Program Expense	11,000	x	61%	6,710	
Total Administration Expense	11,000	x	37%	4,070	

COST ANALYSIS

BUDGET LINE ITEM DETAIL

					2022-2023 Proposed Revised Budget
Overhead Expense					\$270,000
Original Justification:					
The Commission occupies 15% of the leasable space within the Lighthouse for Children facility and so is responsible to pay its proportionate share of the overhead costs. Overhead costs include utilities (water, waste, gas & electricity, etc.), facility contracted services (security, janitorial, landscaping, etc.), insurance and taxes and a facility management services contract. The remaining amount for the facility is budgeted within the Strategic Plan Investments for the Child Development Center and Community Learning Center.					
Original Amount		Potential Property Taxes		Revised Amount	Variance
90,000	+	180,000	=	270,000	180,000
Revised Justification: The Commission's Legal Counsel has submitted an appeal to the County regarding the property tax bill received due to the nature of our agency. Changes to this line item include dollars set aside in the case it is deemed that the Commission must pay property taxes.					
Total Evaluation Expense				270,000	x 2% = 5,400
Total Program Expense				270,000	x 61% = 164,700
Total Administration Expense				270,000	x 37% = 99,900
Professional Services Expense					\$99,180
Original Justification:					
The Commission utilizes this line item to obtain a specific technical or unique function performed by independent contractors or consultants whose occupations are not fulfilled by Commission staff. Examples of professional services include attorneys, business consultants, business development managers, law firms, human resources, payroll services, investment custodial services and other specialized administrative roles. Budget amounts are based on past trends, average monthly rates and quotes multiplied by 12 months. Staff recommends including \$20,000 for other miscellaneous professional services to include services for consultants, translators (services when needed), administrative cost for health savings accounts (average cost per month = \$125), human resources coaching and other short-term consultants.					
<u>Monthly</u>		<u>Add'l Services</u>			
\$2,500	x 12 =	\$30,000	+ \$15,000 =	\$45,000	Legal Services \$45,000
\$400	x 12 =	\$4,800	+ \$7,000 =	\$11,800	H.R. Services \$11,800
\$990	x 12 =	\$11,880	=	\$11,880	Investment Services \$11,880
\$292	x 12 =	\$3,500	=	\$3,500	Custodial Services \$3,500
\$167	x 12 =	\$2,000	+ \$5,000 =	\$7,000	Payroll Services \$7,000
				\$20,000	Misc. Professional Services \$20,000
				<u>Professional Services Total</u>	<u>\$99,180</u>
		Original Amount		Revised Amount	Variance
		99,180		99,180	0
Revised Justification: No changes to this line item.					
Total Evaluation Expense				99,180	x 0% = 0
Total Program Expense				99,180	x 0% = 0
Total Administration Expense				99,180	x 100% = 99,180
Program Development Expense/Strategic Planning Implementation					\$5,000
Original Justification:					
This line item exists for additional or unforeseen costs for program development, the implementation of the Strategic Plan, and/or printing materials to showcase the Commission's Strategic Plan. Staff recommends budgeting \$5,000.					
		Original Amount		Revised Amount	Variance
		5,000		5,000	0
Revised Justification: No changes to this line item.					
Total Evaluation Expense				5,000	x 0% = 0
Total Program Expense				5,000	x 100% = 5,000
Total Administration Expense				5,000	x 0% = 0

COST ANALYSIS

BUDGET LINE ITEM DETAIL

Staff Training, Travel & Conference Expense					2022-2023 Proposed Revised Budget
Original Justification:					\$23,000
Estimated cost for Commission staff to attend local and out of town trainings/conferences on behalf of the Commission. All trainings & conferences attended are required to be aligned with the Strategic Plan per the Commission's Travel Policy and Procedures Manual. Trainings/conferences include, but are not limited to, collaborative meetings, the First 5 State annual conference, First 5 Association quarterly meetings and summits, annual planning days, Government Finance Officer Association trainings, Early Care & Education meetings/conferences, legislative visits, State Conferences, etc. Average cost of travel for one staff on one trip is \$200 which includes transportation, lodging, registration, per diem, etc. With the relaxation of pandemic protocols and travel restrictions, travel is expected to increase.					
Original Amount	Revised Amount		Variance		
18,000	23,000		5,000		
Revised Justification: Slight increase to this line item to accommodate an increase in travel for business post pandemic.					
Total Evaluation Expense	23,000	x	2%		460
Total Program Expense	23,000	x	61%		14,030
Total Administration Expense	23,000	x	37%		8,510

Telephone Expense					2022-2023 Proposed Revised Budget
Original Justification:					\$34,224
Telephone expenses include the Commission's phone landlines and data lines (internet) for accessibility all to aid in the operations of the agency. That monthly cost is now included in the calculations below. Staff recommends \$2,000 for unforeseen expenses.					
	<u>Monthly Amount</u>			<u>Annual Amount</u>	
Landlines & Data lines	\$1,852	x	12	=	\$22,224
Unforeseen Phone Expenses					\$2,000
					<u>\$24,224</u>
					<u>\$10,000</u>
					\$34,224
Original Amount	Revised Amount		Variance		
24,224	34,224		10,000		
Revised Justification: Increase to this line item to anticipate the switch of phones from analog to digital.					
Total Evaluation Expense	34,224	x	2%		684
Total Program Expense	34,224	x	61%		20,877
Total Administration Expense	34,224	x	37%		12,663

COST ANALYSIS

BUDGET LINE ITEM DETAIL

STRATEGIC PLAN INVESTMENT AREAS

Strategic Plan Investments			2022-2023 Proposed Revised Budget
Help Me Grow Fresno County			
<p>Help Me Grow Fresno County is a nationally utilized model of doing collaborative work for young children that promotes collaboration across sectors to build a more efficient and effective system for young children and their families. Locally, we call it Help Me Grow Fresno County (HMGFC). This is the over-arching investment that binds all our work together and this investment area can also be referred to as the early childhood system of care. Acting as convener and connector, the Commission brings the community and stakeholders together in support of changing the way our systems work all for better outcomes for our children. A successful approach to addressing the key challenges facing Fresno County families requires systemic change. The amount allocated is for the future of this investment to continue to build on the early childhood system of care work that is already taking place. As HMGFC continues to connect young-child facing service providers through the last year of its HMGFC Strategic Plan, the Commission will set aside funds to invest in the future of this model.</p>			
Original Amount	Revised Amount	Help Me Grow Fresno County	\$525,000
300,000	525,000	Variance	225,000
<p>Revised Justification: The proposed increase to this line item will allow for a potential contract extension as agencies and First 5 county Commissions explore a regional approach to the Help Me Grow model. Conversations and planning are taking place facilitated within the Help Me Grow Fresno County (HMGFC) Leadership Table, a multi-agency advisory committee which includes representation from First 5 Fresno County Staff. This amount also includes the potential for dollars to evaluate HMGFC and other initiatives that aid in connections to the connected system that serves our families that may enhance the HMGFC model.</p>			
Thriving Families Service Programs			
<p>This long-standing area of investment is a compilation of community-based partnerships that provide direct support to families across the county. Under this area, with eight contracts with local Community-Based Organizations, the Commission remains committed to funding a navigable, effective, and culturally responsive network of direct services to fill gaps in the early childhood system of care. To compliment this investment, this area also includes the Commission's investment in the local home visitation services with contracts that resulted from a joint procurement with the County of Fresno Department of Public Health to fund a community health team approach to home visiting. Funds under Thriving Families Service Programs are set aside for future procurements for these initiatives as the last year of the previously procured contracts were awarded in the prior fiscal year.</p> <p>This portion of the budget also includes dollars set aside for things like funded partner collaborative meeting expenses and translation services (\$5,300), a small amount to allow for community storytelling from families, what we call Community Scientists, (\$10,689), dollars for the Commission to explore how to support families experiencing homelessness and families who are victims of domestic violence (\$600,000), and funds to explore an updated iteration of the Birth to Third Grade Initiative to potentially engage elected officials, rural school districts, and other institutions to convey the shared importance of the early years on all sectors (\$700,000).</p>			
Original Amount	Revised Amount	Thriving Families Service Programs	\$8,380,704
2,500,235	8,380,704	Variance	5,880,469
<p>Revised Justification: With the completion of the prior year's audit, available dollars are allocated back to programmatic efforts. The increase to this line item, allows the continuation of multi-year contracts for the Commission's Home Visitation investments and allows for the continuation of the partnership with the County of Fresno Department of Social Services for the focus on young children and their families at their Neighborhood Resource Center (NRC) network. Additionally, the fund balance allows for dollars to be set aside for the upcoming procurement opportunity for the Thriving Families Service Programs to be made available to community organizations in Fresno County and allows the one-year amount available for the Thriving Families Core Contracts to be increased to \$1.7 million.</p>			

COST ANALYSIS

BUDGET LINE ITEM DETAIL

Strategic Plan Investments Cont'd			2022-2023 Proposed Revised Budget	
Community Learning Center				
The Lighthouse for Children Community Learning Center (CLC) is a network of community partners working together to provide classes and workshops that encourage and foster healthy relationships between young children and their caregivers all while increasing early literacy, language, and school readiness skills. Along with family services, the CLC supports professionals working with young children. In June 2022, via a Request for Proposals, Fresno Economic Opportunities Commission became the CLC Operator. They are tasked with coordinating use of space and the local agencies who provide services to families with young children. This section of the budget contains the 0.5 FTE for the Early Childhood Initiatives Specialist who will be the liaison for the CLC Operator contract along with the overhead and operating costs (phones, internet, utilities, program supplies, etc.) of the CLC space and the other partner space at the Lighthouse for Children.				
	<u>Original Budget</u>		<u>Revised Budget</u>	
CLC Operating Contractor [Potential] Contract Renewal	\$0		\$150,000	
CLC Salaries - Early Childhood Specialist (0.5 FTE F5FC)	\$20,750		\$21,788	
Staff Benefits, Payroll Taxes - F5FC	\$14,539		\$8,324	
Leave Accrual - F5FC	\$3,400		\$3,400	
Overhead & Operating Expense	\$296,156		\$307,656	
Community Learning Center	\$334,845		\$469,380	
Original Amount	334,845	Revised Amount	469,380	Variance
				134,535
Revised Justification: The proposed revised amount includes dollars for the potential renewal year with the current contractor, Fresno Economic Opportunities Commission, of the Center based on performance and availability of funding along with increases in the cost for staff project management and operating expenses.				
Patient-Centered Prenatal Care				
Resources are allocated for the group prenatal care project which is leveraging a four-year \$5.6 million grant awarded to University of California, San Francisco's Preterm Birth Initiative-California (UCSF-PTBi) from the Patient-Centered Outcomes Research Institute (PCORI). The grant's intent is to research an enhanced prenatal care model (group prenatal care named Glow!) compared to traditional prenatal care in the Central Valley. This project is being referred to as the EMBRACE Study. As one of three findings from the African American Infant Mortality Needs Assessment (2016), the Glow! group prenatal care project was piloted from 2017 to 2020 via a grant from UCSF to focus on maternal wellness and support for women in Fresno County. In this current form, Glow! includes partnerships with three Community-Based Organizations (Reading & Beyond, West Fresno Family Resource Center & Fresno EOC) to act as Glow! satellite sites (known as the Glow! Contracted Network) for the EMBRACE Study. The Commission sees this Study as a win for Fresno County and the region as it enrolls 2,600 women, half enrolled in Glow! group prenatal care and half enrolled in traditional care. The Commission has committed to contracts with the Contracted Network via prior budgets. These funds are to maintain the Network with its proper trainings and expansion efforts as outlined below.				
	<u>Original Budget</u>		<u>Revised Budget</u>	
Glow! Facilitation Sub-Contracts		Glow! Contracted Network Contracts	\$175,000	\$175,000
		Glow! Future Expansion Post EMBRACE Study	-	\$805,810
Glow! Coordination Expense		Glow! Programmatic Materials (Curriculum Materials, Site Licenses, etc.)	\$40,000	\$40,000
		Trainings: CenteringPregnancy Curriculum, Equity Trainings, Materials	\$20,000	\$53,000
Patient-Centered Prenatal Care	\$235,000		\$1,073,810	
Original Amount	235,000	Revised Amount	1,073,810	Variance
				838,810
Revised Justification: Along with an increase to materials and licenses, the proposed updates to this portion of the budget includes an additional year for the Glow! Contracted Network to finish the EMBRACE Study and dollars for the future of Glow! Group Prenatal Care beyond the EMBRACE Study. The future may require a contractor or staff member to help advocate for Glow! model in state policy decisions, to scale evaluate the program, to scale the scope of the project, etc.				

COST ANALYSIS

BUDGET LINE ITEM DETAIL

Strategic Plan Investments Cont'd 2			2022-2023 Proposed Revised Budget
African American Infant Mortality Prevention			
<p>The Commission remains committed to working with the community and its professionals to tackle the high rates of infant mortality among Fresno's African American community. Embracing our unique role as a county-wide convener and coordinator in the early childhood system, the Commission will continue to explore innovative and collaborative ways to address societal issues that contribute to infant mortality through investment and partnerships. Combined with portions of some investments listed above including direct service contracts and Patient-Centered Prenatal Care, it is the Commission's goal to dedicate approximately 25% of its total program investments to African American infant mortality prevention work. Some upcoming innovative projects include a valley-wide collaboration on a safe sleep campaign and organizational capacity building support for small CBOs serving Fresno's African American population.</p>			
African American Infant Mortality Prevention			\$3,499,181
Original Amount	Revised Amount	Variance	
1,405,128	3,499,181	2,094,053	
<p>Revised Justification: The increase to this portion of the budget, as a result of the available fund balance, allows the Commission to move toward meeting its goal for African American infant mortality prevention efforts. Staff continue to be involved in local coalitions and community partner groups where opportunities for supports to African American families are discussed. Opportunities to enter into contracts for this focus area will be brought to the Commission as these partnerships are developed. This budget line item may allow for a staff position (.7 FTE) to facilitate contracts from thei focsu area.</p>			
QRIS - Local High Quality Training & Technical Assistance			
<p>The Commission's investments like the Quality Rating and Improvement System (QRIS) initiative increase the opportunities for technical assistance and training for early childhood providers throughout the county by leveraging dollars received from First 5 California's IMPACT project. This portion of the budget sets aside funds for the reimagined procurement for future iterations of the QRIS initiative as the final year wraps up in FY2022-2023. As the final year ends, staff will work with partners and evaluate how the Commission's funds (\$1.45 million in this budget) can continue to complement First 5 California's investment in improving quality of care in the county. This portion of the budget also includes the overhead expense (\$197,509) for the LFC Child Development Center, a high-quality demonstration childcare site that stands as a model for center-based childcare in Fresno County and beyond. The Office of the Fresno County Superintendent of Schools Early Care and Education Department operates the space that the Commission provides.</p>			
QRIS - Local High Quality Training & Technical Assistance			\$2,547,829
Original Amount	Revised Amount	Variance	
1,635,338	2,547,829	912,491	
<p>Revised Justification: The inclusion of the fund balance, now that the prior year's audit report has been finalized, in this revise allows the Commission's commitment to this line item area to be made whole. The revised amount will allow for the Commission to continue their enhancement of First 5 California's dollars to increase quality of care.</p>			

COST ANALYSIS

BUDGET LINE ITEM DETAIL

Strategic Plan Investments Cont'd 3			2022-2023 Proposed Revised Budget
Innovation & Learning Partnerships and Communications			
Lasting improvements to the health and development of the county's youngest residents are possible when community organizations, businesses, policy makers, families and the Commission find innovative ways to collaborate and create a more integrated and comprehensive support system for young children and their families. The Commission will invest in emerging, innovative partnerships that directly align with the Strategic Plan and the agency's mission along with communication strategies to further convey the importance of the early childhood development.			
	<u>Original Budget</u>		<u>Revised Budget</u>
Innovation & Learning Partnerships Subtotal	\$350,000		\$659,964
The Commission engages in communication and community relations efforts to connect with community leaders, stakeholders, businesses, elected officials, and the broader Fresno County audience. By engaging with Fresno County residents and leaders alike, the Commission has the opportunity to promote and enhance our message of the importance of the first 5 years of life. To this the Commission will invest in the following:			
	<u>Original Budget</u>		<u>Revised Budget</u>
Annual Child-Friendly Business Awards	\$75,000		\$75,000
Community Relations Expense	\$37,500		\$41,000
Outreach & Communications Efforts/ Materials	\$10,000		\$70,600
Communicating Families Stories	\$10,000		\$10,000
Other Communication Efforts (Photos, Website, Community Outreach Materials, etc.)	\$96,500		\$143,436
Communications Subtotal	\$229,000		\$340,036
Innovation & Learning Partnerships and Communications Total	\$579,000		\$1,000,000
Original Amount	Revised Amount	Variance	
579,000	1,000,000	421,000	
Revised Justification: The available fund balance, clearly defined at the close of the prior year audit, allows for this portion of the budget to be increased. The increase provides the Commission flexibility in supporting the community through organic and innovative approaches to meet the needs of families with young children. The increase to this line item will offer the Commission the chance to serve populations and people groups who have not traditionally been served. Staff is exploring ways to serve families experiencing homelessness and guardians of young children who are domestic violence victims.			
Strategic Plan Investment Areas Total			\$17,495,903
Total Evaluation Expense	17,495,903	x	0%
Total Program Expense	17,495,903	x	100%
Total Administration Expense	17,495,903	x	0%

COST ANALYSIS BUDGET LINE ITEM DETAIL

Accountability and Evaluation			2022-2023 Proposed Revised Budget
			\$450,000
Accountability Contract Management System			
Organizations that receive Commission funds report financial, programmatic, and evaluation data to ensure compliance with the agency's contractual obligations. The fiscal reporting structure of the Commission is modeled after the First 5 Financial Management Guide. The Commission is in contract with Social Solutions, Inc., for data management system & services, for use of their system Apricot 360. This system collects programmatic data and allows for fiscal reporting to ultimately be able to report to the state each year as per our requirements.			
			Contract Management System \$150,000
Evaluation Services			
The effectiveness of the Commission's investments is monitored regularly by staff along with a contracted evaluation firm. With evaluation being mandatory, the contracted evaluator works with the Commission, staff, and grantees to inform ongoing program practices and to evaluate progress towards the Commission's desired outcomes in line with the strategic plan. The Commission uses accountability and evaluation data to inform its decision-making; ensuring that funds are used as efficiently and effectively as possible. The Commission is in contract with Harder+Company for evaluation services.			
			Evaluation Services \$300,000
			Accountability and Evaluation Total <u>\$450,000</u>
Original Amount	Revised Amount	Variance	
400,000	450,000	50,000	
Revised Justification: A minimal increase to this line item exists to accommodate an increase in users of our evaluation database as we anticipate new contracts with the upcoming release of procurements.			
Total Evaluation Expense	450,000	x	100% 450,000
Total Program Expense	450,000	x	0% 0
Total Administration Expense	450,000	x	0% 0

Externally Funded Initiatives			2022-2023 Proposed Revised Budget
			\$2,414,107
<i>These externally funded initiatives create strong partnerships while furthering the Commission's impact in the community. Funding for these projects, as detailed below, comes from revenue streams separate from the Proposition 10 Revenue received by the Commission.</i>			
First 5 California - IMPACT Program			
First 5 IMPACT (Improve and Maximize Programs so All Children Thrive) is an innovative approach that forges partnerships between First 5 California and counties to achieve the goal of helping children ages 0 to 5 and their families thrive by increasing the number of high-quality early learning settings, including supporting and engaging families in the early learning process. IMPACT is centered around the state's childcare Quality Rating and Improvement System (QRIS). First 5 Fresno County currently serves as the Lead Agency for the IMPACT project and the Commission partners with Fresno County Superintendent of Schools as the implementation lead. These funds are received and monitored by Commission staff. This is a 3-year agreement, 2022-23, being the third year.			
			First 5 CA - IMPACT Subtotal <u>\$572,624</u>
First 5 California - IMPACT Regional Hub Program			
The IMPACT Hub funding builds upon the First 5 IMPACT investments by creating regional efficiencies and coordinated efforts to seven QRIS/IMPACT Region 5 counties including Mariposa, Merced, Madera, Fresno, Kings, Tulare and Kern. The primary focus of the IMPACT Hub program funding, is to provide coordination and specialized support to Region 5 to create economies of scale while building a local early learning system focused on access to high quality early care and education. The Commission's role is to lead the region as the Fiscal lead Agency with the responsibility for convening regular meetings with key partners, facilitating regional data collection and fiscal reporting to First 5 California. This portion of the budget includes the Regional Hub Coordinator staff position (.6 FTE), a First 5 staff member. These funds are received and monitored by Commission staff. This is a 2-year agreement, with 2022-23 being the second year.			
			First 5 CA - IMPACT Regional Hub Subtotal <u>\$641,483</u>

COST ANALYSIS

BUDGET LINE ITEM DETAIL

				2022-2023 Proposed Revised Budget
Externally Funded Initiatives Cont'd				
First 5 California - Refugee Family Support Grant				
New to the Budget in September 2022:				
First 5 Fresno County in partnership with seven Central California First 5 Commissions including First 5 Stanislaus, First 5 Merced, First 5 Madera, First 5 Kings, First 5 Tulare, First 5 Kern and First 5 San Luis Obispo counties aims to support refugee families as they transition to life in the 7 Central California counties. The workplan and budget are products of a series of community planning sessions and conversations with First 5 Commissions, refugee family serving agencies and community partners invested in serving young children and their families. The California Refugee Family Support aims to assist refugee children and their families with: System Navigation Support, Peer Connection/Social Support, Reginal Refugee Family Support Collaboration and Basic Family Needs.				
First 5 CA - Refugee Family Support Subtotal				\$570,357
Blue Meridian Partners - Early Childhood Human Capital Investment				
In March 2021, the Commission accepted funds from the Fresno Cradle to Career Partnership received from the Blue Meridian Partners in a total amount of \$380,000 over two years. This is Year 2. A portion of the funds will be allocated to the three Glow! Contracted Network agencies to offset some of the Commission's investment and wrap around program service expenses. The remaining amount will be allocated to the Fresno GROWs – Best Babies Zone Initiative and will include the execution of a new contract with the Black Maternal Wellness Innovation Lab which aligns with the Fresno GROWs Initiative, a current Commission-funded program.				
Blue Meridian Partners Subtotal				\$248,909
CalViva Health - Glow! Group Prenatal Care Project Support				
New to the budget in July 2022:				
To aid in the expansion of the Glow! Group Prenatal Care Pilot Project, also known as EMBRACE, CalViva Health contributed \$25,000, to support the direct implementation of the Patient Centered Prenatal Care. These dollars also include CalViva Health's contribution from prior years to cover Physician Reimbursement for participating in the study and Glow! in the Evening sessions. The previously unspent funds provided by CalViva have also been accounted for within this line. Funds from prior FYs remain restricted for this purpose and CalViva has emphasized the expansion to serve mothers outside of the County. Additionally, contributions from prior years that came from Cal Viva and other external partners for the purpose of expanding Glow! group prenatal care amounts to \$199,734. These funds are available to supplement where local Prop 10 cannot reach.				
CalViva - Glow! Support Subtotal				\$224,734
County Department of Public Health - Babies First Healthy Start Grant				
In May 2021, the Commission accepted funds from the Fresno County Department of Public Health (DPH) in a total amount of \$468,000 over three years. These funds come from a grant awarded to DPH. Their grant alignment with the Commission-funded Glow! Group Prenatal Care project made this an ideal partnership. These funds partially offset the Commission's investment in Glow! and its contracted network of Community-Based Organizations. The expenses outlined in this section include 1.3 staff FTE (0.8 FTE Early Childhood Initiatives Manager and 0.5 FTE Early Childhood Initiatives Specialist) to coordinate the service delivery of the Glow! Contracted Network as it pertains to the EMBRACE Study along with other expenses necessary to carryout Glow!				
DPH Healthy Start Grant Subtotal				\$156,000
Externally Funded Initiatives Total				\$2,414,107
Total Evaluation Expense	2,414,107	x	0%	0
Total Program Expense	2,414,107	x	100%	2,414,107
Total Administration Expense	2,414,107	x	0%	0

COST ANALYSIS
BUDGET LINE ITEM DETAIL

RESERVE

				2022-2023 Proposed Revised Budget
Operations Contingency Fund				\$1,000,000
<p>The Operations Contingency Fund was established to guard against possible losses and meet unforeseen and unavoidable requirements that may arise during the budget year. Parameters of usage are outlined in the agency's Accounting Policies and Procedures Manual. This fund will remain at \$1,000,000, being deobligated and then reobligated at the start of each fiscal year.</p>				
Revised Justification: No change to this line item.				
Total Evaluation Expense	1,000,000	x	0%	0
Total Program Expense	1,000,000	x	0%	0
Total Administration Expense	1,000,000	x	100%	1,000,000

				2022-2023 Proposed Revised Budget
Strategic Reserve Fund				\$2,000,000
<p>The Strategic Reserve Fund is a separate fund to guard against any future immediate and unanticipated Proposition 10 revenue deficits or shortfalls that may arise during the budget year. Parameters of usage are outlined in the agency's Accounting Policies and Procedures Manual. This fund will remain at \$2,000,000, being deobligated and then reobligated at the start of each fiscal year.</p>				
Revised Justification: No change to this line item.				
Total Evaluation Expense	2,000,000	x	0%	0
Total Program Expense	2,000,000	x	100%	2,000,000
Total Administration Expense	2,000,000	x	0%	0