



HEALTH SERVICES AGENCY
ADMINISTRATION

COUNTY OF SANTA CRUZ

0315

HEALTH SERVICES AGENCY

P.O. BOX 962, 1080 EMELINE AVENUE
SANTA CRUZ, CA 95061
(408) 454-4066 FAX: (408) 454-4770
TDD: (408) 454-4123

October 19, 1999

AGENDA: October 26, 1999

BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

RE: Revisions to Children and Families First Commission Ordinance

Dear Board Members:

Several changes in the Ordinance governing the operation of the Santa Cruz County Children and Families First Commission are being recommended to comply with changes mandated by State law, and to bring the operating procedures of the local Commission into conformity with State Children and Families Commission recommendations.

The recommended changes, which have been reviewed and approved by the Santa Cruz County Children and Families First Commission, are:

- A change in the name of the Commission to the Santa Cruz County Children and Families Commission. This change would conform with requirements of Assembly Bill 1576 of the 1999 Legislature, which was approved by the Governor. This legislation changes the name of the Act governing the State and local Commissions to the California Children and Families Act of 1998, and requires that the State Commission and local Commissions also change their names.
- Authority for the County Commission to designate the Auditor-Controller as Chief Financial Officer and depository for Commission funds (see proposed Section 2.45.070 D). This is a technical requirement necessary to assure proper financial control over Children and Families Commission funds. An

MOU will be required between the local Commission and the County in order for the Auditor to administer and disperse funds.

0316

- A revision in the section specifying the Commission’s staffing options (see proposed Section 2.45.060). This change clarifies that the Commission may provide for its own staff or may arrange with the County to provide staff.
- A revision in the responsibilities of the Board of Supervisors regarding review of the Commission’s budget (see proposed Section 2.45.070 B). This change shifts the Board of Supervisors’ authority from “reviewing and approving” the Commission’s annual budget to “reviewing and commenting” on said budget. It also changes the description of the budget presentation from “budget recommendations” to “budget submission”.
- A requirement that the Commission prepare and adopt an annual financial audit (see proposed Section 2.45.070 E). This addition to the section specifying the Commission’s powers and duties calls for the Commission to adopt and certify a final budget and transmit the document to the Auditor-Controller after consideration by the Board of Supervisors; requires the Commission to provide for the preparation of an annual financial audit concerning the operations of the Commission; requires the Commission to conduct at least one public meeting concerning the financial audit prior to its adoption; and, finally, directs the Commission to transmit a copy of the audit to the Auditor-Controller (see proposed Section 2.45.070 E).

These changes have been prepared by County Counsel and reviewed with the County Auditor-Controller.

It is therefore RECOMMENDED that your Board:

Consider adoption of the attached proposed ordinance amending Chapter 2.45 of the Santa Cruz County Code entitled Children and Families First Commission.

Sincerely,
Charles M. Moody
HSA Administrator

RECOMMENDED:

Susan A. Mauriello
County Administrative Officer

Cc: CAO County Counsel
 Auditor-Controller HSA Administration
 United Way

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version

0317

ORDINANCE NO. __

**ORDINANCE AMENDING CHAPTER 2.45 OF THE
SANTA CRUZ COUNTY CODE ENTITLED
THE CHILDREN AND FAMILIES FIRST COMMISSION**

The Board of Supervisors of the County of Santa Cruz ordains as follows:

SECTION I

Chapter 2.45 of the Santa Cruz County Code is hereby amended to read as follows:

CHAPTER 2.45

- 2.45010** **Established--authority.**
- 2.45.020** **Purpose.**
- 2.45.030** **Membership.**
- 2.45.040** **Term of office.**
- 2.45.050** **Organization and procedures.**
- 2.45.050** **Commission staff.**
- 2.45.070** **Powers and duties.**
- 2.45.080** **Advisory committees.**
- 2.45.090** **Conflicts of interest.**

- 2.45.010** **Established--authority.**

The Children and Families Commission is established under the authority of California Health and Safety Code Section 130140, and in compliance with Section 2.38.060 of the Santa Cruz County Code.

- 2.45.020** **Purpose.**

The Children and Families Commission is part of a State-wide effort to create a seamless system of integrated and comprehensive programs and services, and a funding base for the system with program and financial accountability that will:

- A. Establish community based programs to provide parental education and family support services relevant to effective childhood development. These services shall include, but

not be limited to, education and skills training in nurturing and in avoidance of tobacco, drugs, and alcohol during pregnancy. Emphasis shall be on services not provided by existing programs and on the consolidation of existing programs and new services (provided pursuant to the California Children and Families Act of 1998), into an integrated system from the consumer's perspective.

B. Educate the public, using mass media, on the importance and the benefits of nurturing, health care, family support, and child care; and inform involved professionals and the general public about programs that focus on early childhood development.

C. Educate the public, using mass media, on the dangers caused by smoking and other tobacco use by pregnant women to themselves and to infants and young children, and the dangers of secondhand smoke.

D. Encourage pregnant women and parents of young children to quit smoking.

2.45.030 Membership.

A. The Commission shall consist of nine members, who shall be residents of the County. Four members shall be nominated on an at-large basis, and five members shall be nominated on an allocated basis with each member of the Board of Supervisors nominating one member.

B. The four at-large nominees shall include:

1. One member of the Santa Cruz County Board of Supervisors.
2. Two members selected from among the following:
 - a. The County Health Officer;
 - b. A County employee responsible for the management of children's services;
 - c. A County employee responsible for the management of public health services;
 - d. A County employee responsible for the management of behavioral health services

- e. A County employee responsible for the management of tobacco and other substance abuse prevention and treatment services.
 - f. A County employee responsible for the management of social services.
3. One member selected from among the following:
- a. Those persons described in subsection B.2.;
 - b. Those recipients of project services included in the County's Strategic Plan;
 - c. Educators specializing in early childhood development;
 - d. Representatives of a local child care resource or referral agency;
 - e. A local child care coordinating group;
 - f. Representatives of a local organization for prevention or early intervention for families at risk;
 - g. Representatives of community-based organizations that have the goal of promoting nurturing and early childhood development;
 - h. Representatives of local school districts;
 - i. Representatives of local medical, pediatric, or obstetric associations or societies.

C. The five members nominated by members of the Board of Supervisors shall be selected from those categories established by subsection B.3.

D. Commissioners shall be appointed by a majority vote of the Board of Supervisors. Any at-large commission member may be removed from office by a majority vote of the Board of Supervisors favoring such removal. A Commission member nominated by a member of the Board of Supervisors may be removed by the nominating Supervisor at any time.

E. Commissioners may receive a reasonable per diem payment for attending Commission meetings at rates established by the Commission. Commission members may also receive reimbursement for their actual expenses incurred in attending Commission-related functions at such rates as are payable to Santa Cruz County employees.

2.45.040 Term of office.

Each member shall serve for a term of one year commencing on April 1st.

2.45.050 Organization and procedures.

A. The Commission may designate the Santa Cruz County Auditor-Controller as the Chief Financial Officer and depository for the Commission.

B. The commission shall comply in all respects with Sections 2.38.110 through 2.38.250 of this code unless otherwise provided herein.

2.45.060 Commission staff.

The Commission may provide for staff by entering into an agreement with the County, or by employing its own staff.

2.45.070 Powers and duties.

The commission shall exercise the following powers and duties:

A. Develop a County Strategic Plan for the support and improvement of early childhood development within the County, and submit the County Strategic Plan, and any future revision thereto, to the Board of Supervisors for its review prior to the Plan's adoption and submission to the California Children and Families Commission.

1. The County Strategic Plan shall be consistent with, and in furtherance of the purposes of the California Children and Families Act (Health and Safety Code Section 130100 et seq.), and any guidelines adopted pursuant to subdivision (b) of Health and Safety Code Section 130125.
2. The County Strategic Plan shall include, at a minimum, a description of the programs, services, and projects proposed to be provided, sponsored, or facilitated; and a description of how measurable outcomes of such

programs, services, and projects will be determined by the Commission using appropriate reliable indicators. The County Strategic Plan shall describes how program, services, and projects relating to early childhood development within the County will be integrated into a consumer-oriented and easily accessible system.

3. The Commission shall, on at least an annual basis, periodically review the County Strategic Plan and recommend those revisions as may be necessary or appropriate. The Commission shall conduct at least one public hearing prior to adopting any recommendation to revise the Plan.

B. Submit a proposed budget to implement the County Strategic Plan to the Board of Supervisors for its review and comment. The budget submission shall be considered by the Board of Supervisors during final budget hearings.

C. Conduct at least one public hearing concerning the County Strategic Plan and budget prior to sending its recommendation to the Board of Supervisors.

D. Subsequent to consideration by the Board of Supervisors, adopt and certify a final budget, and transmit the document to the Auditor-Controller.

E. Provide for the preparation of an annual financial audit concerning the operations of the Commission. Conduct at least one public meeting concerning the annual financial audit prior to its adoption. Transmit a copy of the audit to the Auditor-Controller.

F. On or before October 1 5th of each year, the Commission shall review and adopt an annual program audit and report pursuant to Health and Safety Code Section 130150. The written report shall assess the County's performance during the preceding fiscal year, including, at a minimum, the manner in which funds were expended, the progress toward and the achievement of program goals and objectives, and the measurement of specific outcomes through appropriate reliable indicators. The Commission shall submit the annual audit and report to the Board of Supervisors for its review, and conduct at least one public hearing prior to adopting the audit and report. After adopting the annual audit and report, the Commission shall transmit them to the California Children and Families Commission.

G. Annually conduct at least one public hearing on the report prepared by the California Children and Families Commission pursuant to subdivision (b) of Health and Safety Code Section 130150.

0322

2.45.080 Advisory committees.

The Commission shall establish one or more advisory committees to provide technical and professional expertise and support to accomplish the purposes of this Chapter.

2.45.090 Conflicts of interest.

The Commission shall develop and adopt a conflict of interest code in accordance with the Political Reform Act of 1974, which shall take effect upon approval by the Board of Supervisors.

SECTION II

This ordinance shall take effect on the 31st day after the date of final passage.

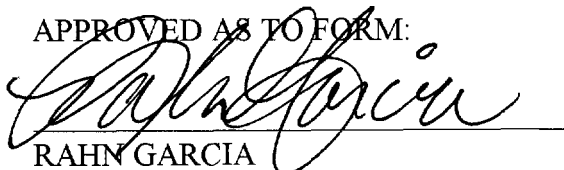
PASSED AND ADOPTED this ____ day of _____, 1999, by the Board of Supervisors of the County of Santa Cruz by the following vote:

AYES: SUPERVISORS
NOES: SUPERVISORS
ABSENT: SUPERVISORS
ABSTAIN: SUPERVISORS

Chairperson of the
Board of Supervisors

Attest: _____
Clerk of the Board

APPROVED AS TO FORM:



RAHN GARCIA

Assistant County Counsel

Rev. 9/23/99
9/28/99
9/29/99

Strike and
version

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0324

not be limited to, education and skills training in nurturing and in avoidance of tobacco, drugs, and alcohol during pregnancy. Emphasis shall be on services not provided by existing programs and on the consolidation of existing programs and new services (provided pursuant to the California Children and Families ~~First~~ Act of 1998), into an integrated system from the consumer's perspective.

B. Educate the public, using mass media, on the importance and the benefits of nurturing, health care, family support, and child care; and inform involved professionals and the general public about programs that focus on early childhood development.

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~~B. The commission shall comply in all respects with Sections 2.38.110 through 2.38.250 of this code unless otherwise provided herein.~~

2.45.060 Commission staff.

~~The Health Services Agency Administrator, or his or her designee, shall provide staff and administrative support for the commission, as well as advise and assist the commission on all matters within the commissions jurisdiction. The Commission may provide for staff by entering into an agreement with the County, or by employing its own staff.~~

2.45.070 Powers and duties.

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C. Conduct at least one public hearing concerning the County Strategic Plan and budget prior to sending its recommendation to the Board of Supervisors.

D. Subsequent to consideration by the Board of Supervisors, adopt and certify a final budget, and transmit the document to the Auditor-Controller.

E. Provide for the preparation of an annual financial audit concerning the operations of the Commission. Conduct at least one public meeting concerning the annual financial audit prior to its adoption. Transmit a copy of the audit to the Auditor-Controller.

D F. On or before October 15th of each year, the Commission shall review and adopt an annual program audit and report pursuant to Health and Safety Code Section 130150. The written report shall assess the County's performance during the preceding fiscal year, including, at a minimum, the manner in which funds were expended, the progress toward and the achievement of program goals and objectives, and the measurement of specific outcomes through appropriate reliable indicators. The Commission shall submit the annual audit and report to the Board of Supervisors for its review, and conduct at least one public hearing prior to adopting the audit and report. After adopting the annual audit and report, the Commission shall transmit them to the California Children and Families First Commission.

E G. Annually conduct at least one public hearing on the report prepared by the California Children and Families First Commission pursuant to subdivision (b) of Health and

0328

Safety Code Section 130150.

2.45.080 Advisory committees.

The Commission shall establish one or more advisory committees to provide technical and professional expertise and support to accomplish the purposes of this Chapter.

2.45.090 Conflicts of interest.

The Commission shall develop and adopt a conflict of interest code in accordance with the Political Reform Act of 1974, which shall take effect upon approval by the Board of Supervisors.

SECTION II

This ordinance shall take effect on the 3¹st day after the date of final passage.

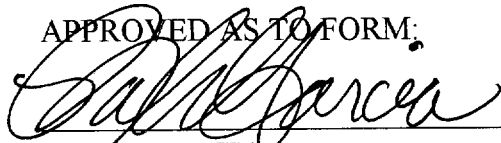
PASSED AND ADOPTED this ____ day of _____, 1999, by the Board of Supervisors of the County of Santa Cruz by the following vote:

AYES: SUPERVISORS
NOES: SUPERVISORS
ABSENT: SUPERVISORS
ABSTAIN: SUPERVISORS

Chairperson of the
Board of Supervisors

Attest: _____
Clerk of the Board

APPROVED AS TO FORM:



RAIN GARCIA
Assistant County Counsel

Rev. 9/23/99
9/28/99
9/29/99

PROP10.3