

## CHAPTER 7.3

### SOLANO COUNTY CHILDREN AND FAMILIES COMMISSION

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#### **Sec. 7.3-01. Creation of Commission**

The Board of Supervisors of Solano County creates, pursuant to the provisions of the California Children and Families Act, the First 5 Solano Children and Families Commission. This commission shall continue to represent Solano County until such time as the Solano County Board of Supervisors takes an affirmative action to terminate the commission.

(Ord. No. 1564, §1; Ord. No. 1579, §1; Ord. No. 1585, §1; Ord. No. 1589, §1; Ord. No. 1638, §1)

#### **Sec. 7.3-02. Purpose of Commission**

The First 5 Solano Children and Families Commission shall administer the Solano County First 5 Solano Children and Families Trust Fund and do all things necessary to carry out the provisions of the California Children and Families Act.

(Ord. No. 1564, §1; Ord. No. 1579, §1; Ord. no. 1585, §2; Ord. No. 1638, §2)

#### **Sec. 7.3-03. Membership of Commission**

(a) The Commission shall consist of nine members, appointed by the Board of Supervisors. Commission members who shall receive a per diem of \$100 per meeting not to exceed \$200 in any calendar month, and reimbursement of reasonable expenses incurred in attending meetings and discharging other official responsibilities as authorized by the commission. All members of the commission shall be residents of Solano County.

(b) The membership shall be selected as follows:

(1) Two members shall be appointed from among the county health officer and persons responsible for management of the following county functions: children=s services, public health services, behavioral health services, social services, and tobacco and substance abuse prevention and treatment services. These members shall be nominated by the Director of the Solano County Health and Social Services Department.

(2) One member shall be a member of the Board of Supervisors.

(3) The remaining members of the commission shall be from among the persons described in paragraph (1) or from the following categories of individuals: recipients of project services included in the county strategic plan; educators specializing in early childhood development; representatives of a local child care resource or referral agency, or a local child care coordinating group; representatives of a local organization for prevention or early intervention for families at risk; representatives of community-based organizations that have the goal of promoting nurturing and early childhood development; representatives of local school districts ; and representatives of local medical, pediatric, or obstetric associations or societies.

These members shall be selected by each member of the Board of Supervisors making one nomination from among applicants or recommending reappointment of the current member. The nominee may, but is not required, to reside in the district of the Board member making the nomination. The sixth member in this category shall be selected collectively by the entire Board of Supervisors from among all applicants for the commission or by recommending reappointment of the current member.

(4) Members shall comply with the terms of the California Political Reform Act.

(Ord. No. 1564, §1; Ord. No. 1571; §1; Ord. No. 1579, §1; Ord. No. 1638, §3)

**Sec. 7.3-04. Terms of office for members and vacancy in office**

(a) The terms of office for each commission member shall be four years. The terms of the original members shall be staggered. Four of the original members shall serve a term of two years and the remaining original members shall serve a term of four years. This will allow for a continuity of policy. At the first meeting of the commission, members shall draw lots to determine which members serve two year terms and which serve four year terms. A person may serve more than one term.

(b) Each commission member shall remain in office, at the conclusion of that member's term until a successor member has been selected and installed into office.

(c) An office shall become vacant if a commission member discontinues to function in the area from which appointed, or fails to attend three commission meetings in a row.

(d) A member may be removed for cause after a hearing by the Board of Supervisors. A member appointed upon recommendation by the Director of Health and Social Services may be removed by the Director of Health and Social

Services without cause. A hearing shall be initiated by a resolution of the commission recommending removal of a member, directed to the Board of Supervisors. Cause may include malfeasance in office, excessive absences, or other circumstances rendering the member unfit for service on the commission.

(Ord. No. 1564, §1; Ord. No. 1579, §1; Ord. No. 1638, §4)

**Sec. 7.3-05. Powers and duties of commission**

The powers and duties of the commission shall be to do all things necessary to function as a local commission under the California Children and Families First Act, including, at a minimum:

(a) Adopt an adequate and complete county strategic plan for the support and improvement of early childhood development within the county. The strategic plan shall:

(1) Be consistent with and in furtherance of the purposes of the California Children and Families First Act and any guidelines adopted by the state commission pursuant to subdivision (b) of Section 130125 of the California Health and Safety Code that are in effect at the time the plan is adopted.

(2) At a minimum include the following: a description of the goals and objectives proposed to be attained, a description of the programs, services, and projects proposed to be provided, sponsored or facilitated, and a description of how measurable outcomes of such program, services, and projects will be determined by the county commission using appropriate reliable indicators and a description of how programs, services, and projects relating to early childhood development within the county will be integrated into a consumer-oriented and easily accessible system.

(b) The commission shall, on at least an annual basis, periodically review its county strategic plan and to revise the plan as may be necessary or appropriate.

(c) The commission shall measure the outcomes of county funded programs through the use of applicable, reliable indicators and review that information on a periodic basis as part of the review of its county strategic plan.

(d) The commission shall conduct at least one public hearing on its periodic review of the county strategic plan before any revisions to the plan are adopted.

(e) The commission shall conduct at least one public hearing on its proposed county strategic plan before the plan is adopted.

(f) The commission shall submit its adopted county strategic plan and any subsequent revisions to the Board of Supervisors for review and comment prior to submission to the state commission.

(g) The commission shall cause the Solano County Auditor to prepare an annual audit and report pursuant to California Health and Safety Code section 130150, which shall be the subject of at least one public hearing held by the commission before its adoption by the commission on or before October 15.

(h) The commission shall approve a budget for the fiscal year in accordance with the Solano County annual budget calendar. The budget shall include anticipated revenues to the First 5 Solano Children and Families Trust Fund and shall provide for carrying out the adopted strategic plan. The budget shall also provide for reasonable and necessary administrative costs as determined by the commission, in consultation with the County Administrator. The budget shall be transmitted to the County Administrator for inclusion in the Proposed Budget of Solano County.

(i) The commission's independent authority over the First 5 Solano Children and Families Trust Fund shall include the authority to set policy and allocate funds in accordance with the First 5 Solano Children and Families Commission Strategic Plan and all other independent authority established by law.

(Ord. No. 1564, §1; Ord. No. 1579, §1; Ord. No. 1585, §3; Ord. No. 1638, §5  
Ord. No. 1672, §1)

**Sec. 7.3-06. Administration**

(a) There is created within the County Administrator's Office, the First 5 Solano and Families Commission Office ("First 5 Solano Office"), which shall provide staff and administrative support to the commission and carry out the commission's policy directions.

(b) The First 5 Solano Office shall be under the direction of the First 5 Solano Children and Families Commission Executive Director. The County Administrator shall appoint the Executive Director. The County Administrator shall seek and incorporate input from the commission in hiring an Executive Director and as part of the on-going performance evaluation process of the Executive Director. The Executive Director shall report to the County Administrator for administrative purposes and to the commission for policy purposes. The Executive Director shall appoint and supervise the First 5 Solano Office staff.

(c) The commission shall follow all applicable County administrative policies and procedures, including but not limited to policies and procedures related to, personnel/human resources, contracting, purchasing, budget and travel.

(d) The commission shall adhere to financial procedures acceptable to the County Auditor/Controller and in compliance with the standards and procedures promulgated by the California State Controller for Proposition 10 Commissions.

(Ord. No. 1564, §1; Ord. No. 1579, §1; Ord. No. 1638, §7)

**Sec. 7.3-07. Open and public meetings**

The open meeting laws contained in The Ralph M. Brown Act shall apply to the commission's meetings.

(Ord. No. 1579, §1; Ord. No. 1585, §4; Ord. No. 1638, §9)

**Sec. 7.3-08. Creation of trust fund**

There is created a trust fund within the Solano County Treasury which shall be designated as the First 5 Solano Children and Families Trust Fund.

(Ord. No. 1638, §10)