

**I. Roll Call**

Commissioner Merz called the meeting to order at 2:42 pm.

**Present:** Lynn Merz, Linda Asato and Laurel Kloomok

**Absent:** Maria Su

**II. General Public Comment**

There was no general public comment.

Agenda Item III, approval of minutes, has been moved to the later part of the meeting.

**III. Discussion and possible action to approve a grant in the amount of \$915,298 for the San Francisco Unified School District Early Education Department for FY2015-16 for the Child Signature Program, Special Day Classroom Enrollment, and QRIS Block Grant funds**

Staff presented the contract to the San Francisco Unified School District (SFUSD) for Child Signature Program and QRIS Block grant funds for 2015-16. The following was discussed:

- Mainly pass through funds that were delayed through governmental processes.
- There is an 18-month timeframe to spend down.
- Special day classrooms are now part of Preschool for All.
- The Office of Early Care and Education (OECE) will be administering the SFUSD contract in 2016-17.
- The complexities surrounding future commitments of programmatic funds at SFUSD.

A motion to approve the grant to SFUSD for \$915,298 for the Child Signature Program, Special Day Classroom Enrollment and QRIS Block Grant funds was made by Commissioner Asato and seconded by Commissioner Merz.

The motion carried unanimously and was approved at 2:59 pm.

There was no public comment.

**IV. Discussion and possible action to approve a RFQ for training and technical assistance for family support providers**

Staff presented the RFQ for training and technical assistance for family support providers. The following was discussed:

- The RFQ is open to all.
- This is for two years only.
- The networking and coordination portion of the RFQ is secondary and will be addressed if there are remaining resources to cover.
- Revenue generation is part of the RFQ.

A motion to approve the RFQ for training and technical assistance for family support providers with the most recent revisions was made by Commissioner Asato and seconded by Commissioner Merz.

The motion carried unanimously and was approved at 3:08 pm.

There was no public comment.

## **V. Discussion and possible action to approve the January 27, 2016 and March 2, 2016 Fiscal Committee meeting minutes**

Commissioners tabled the January 27, 2016 meeting minutes due to lack of quorum.

For the March 2, 2016 meeting minutes, Commissioners noted a typing error on item IV regarding the Commissioners on the motion.

A motion to approve the March 2, 2016 meeting minutes with the noted correction was made by Commissioner Asato and seconded by Commissioner Merz.

The motion carried unanimously and was approved at 3:15 pm.

There was no public comment.

## **VI. Discussion on the 2015-16 year-to-date financial report**

Staff presented a year-to-date financial report. The following are highlights:

- Commission has received Prop 10 revenues through February.
- Work order recoveries from the other departments are through September only due to delays in submitting billings.
- Actual expenditures are at \$26 million, approximately 50% of the total budget.
- There is projected savings for 2015-16.
- Revenues and expenditures will catch up by year-end.

Staff will report back to the Fiscal Committee with another update at the June meeting.

There was no public comment

## **VII. Discussion on revising the departmental budgeting process/policy**

Staff presented a revised budgeting policy and procedure to the Commissioners. The following was discussed:

- The current budgeting policy does not reflect the Commission's actual procedures.
- It was recommended by the Controller's Office to obtain Commission approval to update up the department's budgeting policy and procedure in anticipation of migrating to a new financial system starting July 1, 2017.
- The proposed policy and procedures outlines the Commission's budget authority and the process the staff will follow in accordance with the City's instructions.

The staff will present the new budgeting policy and procedure at the next Fiscal Committee and full Commission meetings for approval.

There was no public comment

## **VIII. Fiscal Officer Update**

The fiscal officer provided the following updates:

- The full Commission will need to complete the approval of the 2016-17 and 2017-18 budget at the May meeting.
- The new Regional HUB grant and any unspent funds was not included in the budget and will need to be presented to the Commission at a later date for approval.
- There are organizational changes in 2016-17.
- The staff is stable at thirteen full time employees with two additional new positions requested for the regional work.
- Job duties may shift for the staff, including adding back an in-house accounting component once the City's new financial systems is implemented.
- The administrative policy and procedures manual revision project has been delayed until 2016-17 and parts that are ready for Commission approval will be presented through the next year.

There was no public comment

## **IX. ADJOURNMENT**

Meeting was adjourned at 3:50 pm.