

I. Roll Call

Commissioner Merz called the meeting to order at 2:38 pm.

Present: Lynn Merz and Maria Su

Absent: Linda Asato and Ingrid Mezquita

II. General Public Comment

There was no general public comment.

III. Discussion and possible action to approve the September 27, 2017 Fiscal Committee meeting minutes.

There was no further discussion and a motion to approve the September 27, 2017 minutes was made by Commissioner Su and seconded by Commissioner Merz.

The motion carried unanimously and was approved at 2:39 pm.

There was no public comment.

IV. Discussion and possible action to approve a grant to Mission Neighborhood Centers for family resource center services targeting Spanish speaking families seeking Bayview-Hunter's Point neighborhood services up to \$500,000 for FY17-18 and renewable for an additional year for a total of \$1,050,000.

Staff presented the grant to Mission Neighborhood Centers (MNC) for family resource center services. These are addback funds from the Mayor's Office of Housing and Community Development (MOHCD) for a collaborative made up of MNC, Good Samaritan, and Mission Economic Development Agency (MEDA). The services provided will be community connections, parent/care-giver capacity building, formal support of case management and family advocacy, and other classes. This only has two-years of possible funding. MNC can also apply for the PARENT Action and/or Early Literacy mini grants.

The following was discussed:

- MNC's application to the original Family Resource Center Notice of Funding Availability and the Request for Proposals released by MOHCD.
- Clarification on the grant term and funding availability.
- Location of the collaborative.
- Existing services available to families.
- Funds pays for mostly staff and programs, not facilities/structural buildout.

A motion to approve the grant to Mission Neighborhood Centers for up to \$500,000 for FY17-18 and renewable for an additional year for a total of \$1,050,000 was made by Commissioner Su and seconded by Commissioner Merz.

The motion carried unanimously and was approved at 2:51 pm.

This item will be placed on the consent calendar at the new full Commission meeting.

There was no public comment.

V. Discussion and possible action to approve a personal service contract in the amount of \$80,000 to Harder+Co Community Research for the period of November 1, 2017 through June 30, 2018 for Early Identification and Intervention Systems Change planning.

Staff presented the personal service contract for Harder+Co. Community Research for the early identification and intervention planning process. Harder+Co. was selected through the Request for Qualifications (RFQ) Pre-Qualified list. There will be two phases. Phase I will be the short-term planning focusing on the services covered through the existing grants. Phase II will be the long-term program planning to review the broader system, address the issues, and support the system.

The following was discussed:

- Budget is broken down by staff hours.

A motion to approve a personal service contract in the amount of \$80,000 to Harder+Co Community Research for November 1, 2017 to June 30, 2018 for Early Identification and Intervention Systems Change planning was made by Commissioner Su and seconded by Commissioner Merz.

The motion carried unanimously and was approved at 2:58 pm.

This item will be placed on the consent calendar at the new full Commission meeting.

There was no public comment.

VI. Discussion of the 2016-17 financial audit report

Staff reported the following:

- Audit report was issued on September 28, 2017.
- There were no findings for 2016-17.
- Total revenues were \$28.1 million.
 - Prop 10 allocation decreased by 3.6% compared to the prior year.
 - Received \$2.5 million from the prior year's deferred income.
 - Received and used \$2.98 million in 2016-17 grants.
 - Only needed to defer \$4,760 for 2016-17.
 - Funds from other department decreased by 46% due to reductions from the Public Education Enrichment Fund (PEEF).
 - Interest increased due to less Prop 10 funds used to cover PEEF expenses.
- Total expenditures were \$24.8 million.
 - Grant expenditures decreased by 52% due to reduction of PEEF.
 - Payroll increased slightly due to cost of living adjustments (COLA).
 - Professional services and administrative costs decreased slightly due to reductions in PEEF.
 - Rents/leases increased due to higher rates negotiated in the last contract.
- Fund balance was \$33 million, an increase of \$3.3 million.
 - Increase due to collection of the prior year's deferred income of \$2.5 million and receipt of all 2016-17 grant claims.
 - 2016-17 deferred income was only \$4,760.
 - The remaining balance for the 2016-17 QRIS Block grants were \$613,951.
 - Approximately \$1.27 million paid to Children's Council prior to 6/30/17 will be counted as a 2017-18 expenditure.
- For 2017-18, staff will continue to work on cleaning data in the new financial system.
- Staff will also continue on updating the administrative and policy manual.

There was no public comment.

VII. Discussion of the 2017-18 quarter 1 financial report

Staff reported the following:

- The Commission received \$1 million from the Prop 10 allocation for July and August.
- The balance on hand for the 2016-17 QRIS Block grants is \$392,131.
- The 2016-17 QRIS Block grants have been extended to December 30, 2017.
- Total year-to-date expenditures are \$3.3 million.
- Payments are slightly behind due to issues with the new financial system.
- The priority is paying staff payroll, leases, and CBO invoices.

There was no public comment.

VIII. Discussion of sustainability planning – phase 1

Staff reported the following:

- Planning will begin before the end of the year.
- Expenditure projections will be based on trend analysis rather than proportionally allocated.
- Further discussion will begin at the next Fiscal Committee meeting.

There was no public comment.

IX. Fiscal Committee Update

There were no Fiscal Committee updates.

There was no public comment.

X. ADJOURNMENT

Meeting was adjourned at 3:16 pm.