AN ORDINANCE AMENDING CHAPTER 7.3
OF THE SOLANO COUNTY CODE, RELATING TO THE
SOLANO COUNTY CHILDREN AND FAMILIES FIRST COMMISSION

WHEREAS, pursuant to the California Children and Families First Act, Government Code section 130140 and following, the Board of Supervisors established a child and families commission; and

WHEREAS, pursuant to Government Code section 130140 and following, the Board of Supervisors may establish the manner of appointment, selection or removal of members of the commission and other matters the board of supervisors deems necessary for the conduct of the county commission’s activities.

The Solano County Board of Supervisors ordains as follows:

Section 1. Section 7.3-01 is amended to read:

Section 7.3-01 Creation of commission

The Board of Supervisors of Solano County creates pursuant to the provisions of the California Children and Families First Act, the Solano County Children and Families First Commission 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.

Section 2. Section 7.3-02 is amended to read:

Section 7.3-02 Purpose of commission

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

Section 3. Section 7.3-03 is amended to read:

Section 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 Deputy Directors of the Solano County Health and Social Services responsible for the Public Health Division and the Mental Health Division 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 or a local organization for prevention of 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.

Section 4. Section 7.3-04 is amended to read:

Section 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.

Section 5. Section 7.3-05 is amended to read:

Section 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-orientated 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 necessary or appropriate.

(c) 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.

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

(f) 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.

(g) The commission shall adopt a proposed budget for each ensuing fiscal year before April 15th of the previous fiscal year in accordance with the Solano County annual budget calendar. The proposed budget shall appropriate anticipated revenues to the Children and Families First 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. No more than 5% of the anticipated revenues shall be appropriated for administrative costs. The proposed budget shall be transmitted to the County Administrator for inclusion in the proposed budget of Solano County.

(h) 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.

9. The commission shall adopt and follow financial and administrative procedures acceptable to the County Auditor/Controller, and in compliance with any standards and procedures promulgated by the California State Controller for Proposition 10 Commissions.

Section 6. Section 7.3-06 is repealed.

Section 7. Section 7.3-06 is added to read:
**Section 7.3-06 Administration**

(a) There is created within the County Administrator’s Office, the First 5 Solano & 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 & 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.

Section 8. Section 7.3-07 is repealed.

Section 9. Section 7.3-07 is added to read:

**Section 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.

Section 10. Section 7.3-08 is added to read:

**Section 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.

Section 11.

Any portion of this Ordinance deemed invalid or unenforceable shall be severed from the remainder which shall remain in full force and effect.
Section 12.

The ordinance will take effect thirty (30) days after its adoption.

Section 13.

A summary of this ordinance will be published within fifteen (15) days after its adoption in the Fairfield Daily Republic, a newspaper of general circulation in Solano County.

PASSED AND ADOPTED by the Solano County Board of Supervisors at its regular meeting on November 25, 2003 by the following vote:

AYES: Supervisors Forney, Kondylis, Silva, Vasquez, and Chairman Kromm

NOES: Supervisors None

EXCUSED: Supervisors None

Attest:
Michael D. Johnson, Clerk
Board of Supervisors

By: Deputy

First reading: October 28, 2003
Second reading: November 25, 2003
Effective date: December 26, 2003